

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

Agenda

Monday September 29, 2025 at 6 p.m.

Council Chambers

3720 County Road 34

Alexandria, Ontario K0C 1A0

THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST

3. ACCEPT THE AGENDA (Additions/Deletions)

4. ADOPTION OF PREVIOUS MINUTES

Regular Meeting of Council Minutes – Monday September 8, 2025

5. DELEGATIONS

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

6. STAFF REPORTS

- a. Administrative Department
 - i. AD 2025-08: CAO Hire Process
 - ii. AD 2025-09: Review of Township Personnel Policies
- b. Treasury Department
 - i. TR 2025-16: Tile Drainage Loan Application
 - ii. TR 2025-17: Award of Audit Services
 - iii. TR 2025-18: 2024 Audited Financial Statements
- c. Building, Planning & By-law Department
 - i. BP 2025-21: Zoning By law Amendment Z-05-2025 (Eastwood Dairy Farm)
 - ii. BP 2025-22: Zoning By-law Amendment Z-06-2025 (Reynald Blais)
 - iii. BP 2025-23: Subdivision Agreement – Trillium Landing Development

d. Public Works Department

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

- ii. PW 2025-19 : Annual-DWQMS-Internal-Audit-Report

7. UNFINISHED BUSINESS

8. CONSENT AGENDA

- Committee of Adjustment Hearing Minutes – Monday August 11, 2025
- Public Meeting of Planning Minutes – Monday August 11, 2025
- Council Correspondance Package September 1-17,2025

9. NEW BUSINESS

10. NOTICE OF MOTION

Next Regular Meeting of Council

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

Note: Meetings are subject to change and cancellation

11. QUESTION PERIOD

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

12. CLOSED SESSION

As this matter deals with a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization they may be discussed in closed session under sections 239 (2)(i) of the Ontario Municipal Act);

And to approve the Municipal Closed Session Minutes of Monday September 8th, 2025

13. CONFIRMATION BY-LAW

- a. By-law 31-2025

14. ADJOURNMENT

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

Monday September 8, 2025 at 6 p.m.

Council Chambers

3720 County Road 34

Alexandria, Ontario K0C 1A0

PRESENT:

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

ALSO PRESENT:

Deputy Clerk: Jena Doonan
SDG Clerk: Kimberley Casselman
Director of Community Services: Stephanie MacRae
Director of Finance/Treasurer: Zoe Bougie
Director of Building, Planning & By-law: Jacob Rheaume
Director of Public Works: Timothy Wright

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST

3. ACCEPT THE AGENDA (Additions/Deletions)

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 Regular Meeting of Council on **Monday September 8, 2025**

Carried

4. ADOPTION OF PREVIOUS MINUTES

Resolution No. 2

Moved by: Brian Caddell

Seconded by: Jeff Manley

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

- Regular Meeting of Council Minutes – Monday August 11, 2025.

Carried

5. DELEGATIONS

a. OPP Update Community Update

Inspector Marc Hemmerick presented policing statistics and highlighted calls for service, traffic enforcement, and community safety initiatives

6. STAFF REPORTS

a. Administrative Department

AD 2025-07: Strategic Plan Update

Resolution No. 3

MOVED BY: Jeff Manley

SECONDED BY: Michael Madden

THAT the Council receives Staff report AD-2025-07 Strategic Plan Update for information purposes only.

Carried

b. Community Services Department

CS 2025-18: Designation Property to the Municipal Register

Resolution No. 4

MOVED BY: Gary Martin

SECONDED BY: Carma Williams

THAT the Council of the Township of North Glengarry receives Staff Report No. CS 2025-18, Designation Process for Properties to the Municipal Register; and,

THAT Council directs staff to proceed with the designation process to the Municipal Register for the following properties as recommended by the Arts, Culture and Heritage Committee:

- Commercial Property – “Alexandria Train Station” - 45 McDougald St. E, Alexandria, ON

- Commercial Property – “Glengarry County Archives” – 28 Kenyon St. E, Alexandria, ON

Carried

CS 2025- 19: Emergency Purchase – Glengarry Sports Palace Chiller Failure

Resolution No. 5

MOVED BY: Carma Williams

SECONDED BY: Jacques Massie

THAT the Council of the Township of North Glengarry receives Staff Report No. CS 2025-19, Emergency Purchase – Glengarry Sports Palace Chiller Failure for information purposes only.

Carried

c. Treasury Department

TR 2025-14: Water Financial Plan

Resolution No. 6

MOVED BY: Brian Caddell

SECONDED BY: Jeff Manley

THAT the Council of the Township of North Glengarry receives staff report TR-2025-14 2025 Drinking Water Financial Plan; and

THAT Council approves the submission of this plan to the Ministry of Municipal Affairs and Housing.

Carried

TR 2025-15: Budget Adjustments

Resolution No. 7

MOVED BY: Jeff Manley

SECONDED BY: Michael Madden

THAT the Council of the Township of North Glengarry receives staff report TR-2025-15 2025 Budget Adjustments; and

THAT Council approves 2024 Budget Adjustments as detailed in Appendix A.

Carried

d. Building, Planning & By-law Department

BP 2025-20: Zoning By-law Amendment No. Z-04-2025 Wilko Finger

Resolution No. 8

MOVED BY: Michael Madden

SECONDED BY: Gary Martin

THAT the Council of the Township of North Glengarry adopt Zoning By-Law No. Z-04-2025; and

THAT By-law No. Z-04-2025 be read a first second and third time and enacted in open Council this 8th day of September 2025.

7. UNFINISHED BUSINESS

None

8. CONSENT AGENDA

Resolution No. 9

Moved by: Jacques Massie

Seconded by: Brian Caddell

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

Carried

9. NEW BUSINESS

10. NOTICE OF MOTION

Next Regular Meeting of Council

Monday September 29, 2025, at 6 pm. in the Council Chambers, 3720 County Road 34, Alexandria, Ontario

Note: Meeting are subject to change and cancellation

11. QUESTION PERIOD

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

12. CLOSED SESSION

Resolution No. 10

Moved by: Carma Williams

Seconded by: Jacques Massie

Proceed “In closed Session”

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

And to approve the Municipal Closed Session Minutes of Monday June 23, 2025 and Wednesday July 23, 2025.

Carried

Resolution No. 11
Moved by: Jeff Manley
Seconded by: Michael Madden

THAT we return to the Regular Meeting at 7:16 p.m.

Carried

Resolution No. 12

MOVED BY: Carma Williams
SECONDED BY: Jeff Manley

THAT Council of the Township of North Glengarry hereby appoints Timothy Simpson as Interim Chief Administrative Officer/Clerk, effective September 8th, 2025, until a permanent appointment is made; and

THAT By-law No. 29-2025 be read a first second and third time and enacted in open Council this 8th day of September 2025.

Carried

13. CONFIRMATION BY-LAW

Resolution No. 13
Moved by: Michael Madden
Seconded by: Gary Martin

THAT the Council of the Township of North Glengarry adopts by-law 30-2025, being a by-law to adopt, confirm, and ratify the matters dealt with by Resolution; and

THAT by-law 30-2025 be read a first, second and third time and enacted in Open Council this 8th day of September 2025.

Carried

14. ADJOURMENT

Resolution No. 14
Moved by: Gary Martin
Seconded by: Carma Williams

THERE being no further business to discuss, the meeting was adjourned at 7:20 p.m.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor



Cornwall & Region Animal Centre and Veterinary Clinic

Township of North Glengarry – September 29, 2025

Today's purpose



Share the role and purpose of the Ontario SPCA.



Highlight the critical issues in animal care and welfare in the province.



Highlight and confirm the critical animal care and welfare issues for the Township of North Glengarry.



Address why a new Cornwall & Region Animal Centre and Veterinary Clinic.



Invite the Township of North Glengarry's support for the campaign.

A brief overview of who we are

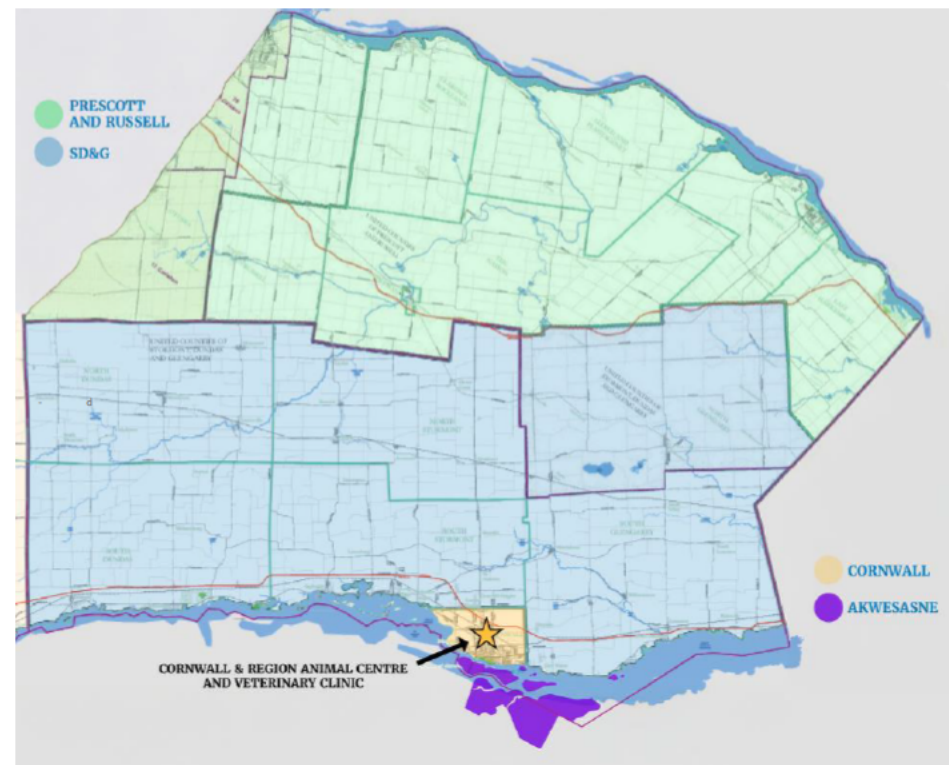
Ontario SPCA's purpose:

To provide care, comfort, and compassion to animals in need; we value all animals and engage our communities to treat them with respect and kindness.

SD&G Animal Centre:



Serving the communities of Akwesasne, Cornwall, the United Counties of Stormont, Dundas and Glengarry and the United Counties of Prescott and Russell for over 70 years.



Our Animal Care Team:

10 staff members, including two Registered Veterinary Technicians, and volunteers who dedicated 1511 hours for animal care in 2024.

SD&G Animal Centre – Overall Community Impact in 2024



Supporting Adoptions

448 animals adopted



Providing Spay/Neuter Services

Neuter Scooter: 534 animals accessed spay/neuter services
MASH events: 6,240 offspring prevented with 117 surgeries



Supporting Families

15,270 animals provided with food
78,446 lbs of food distributed



Working with Local Organizations

Foodbanks , Service Groups , School Boards, Municipalities



Advocating for and Educating

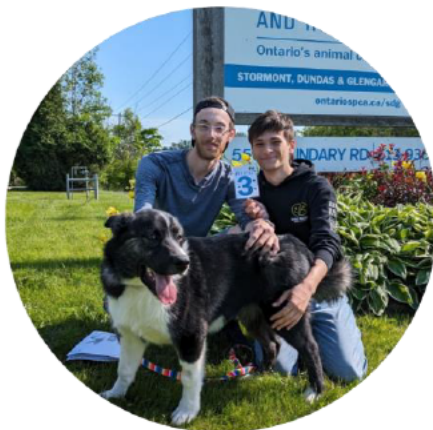
11 Animal Smart presentations
287 students reached
RVT @ St-Lawrence College



Disease Containment

Microchip and Rabies Clinics
Parvo and Vaccination Booster Clinics

SD&G Animal Centre – Township of North Glengarry Community Impact



Rehoming and Adoptions

Bringing pets and people together

In 2024, **15 animals** were adopted by families living in the Township of North Glengarry, and an additional 2 **animals** were surrendered by pet families for rehoming.

In the first six months of 2025, **11 animals** have been adopted by families living in the Township of North Glengarry.



Providing Other Services

Access to Veterinary Services

95% of stray animals arriving at the animal centre are not fixed. In 2024, for the Township of North Glengarry, spay and neuter surgeries prevented over **970 offspring**.

Hosting microchip clinics, humane education presentations, and parvo vaccination clinics is available to organize in 2025.

An animal welfare crisis developing throughout the province

-  Not enough accessible spay/neuter services – contributes to an upsurge in unplanned kittens and puppies.
-  20% rise in intakes of abandoned and surrendered pets; usually unsterilized and often ill.
-  Higher risk of outbreaks of diseases such as rabies, parvovirus, avian influenza, and Lyme disease.
-  Increase in the cost of animal care.
-  A dramatic shortage of veterinary professionals.
-  Economic hardship among the population we serve.

Key issues for the Township of North Glengarry



Community safety relating to the management of domestic animals.



Overpopulation of stray, abandoned, or surrendered animals.



Many cats and dogs are unsterilized and often ill.



Overpopulation often leads to unplanned kittens and puppies and a higher risk of outbreaks of diseases such as rabies, parvovirus, avian influenza, and Lyme disease.



Insufficient dog holding/kenneling space for short-term dog roaming issues.



Pet families' understanding of responsible animal care.



Are there other issues?

Key issues for the current SD&G Animal Centre

-  An old building with too many limitations.
-  The size and state of the animal centre is inadequate.
-  Missing critical features such as quarantine spaces, separated outdoor runs that can be sanitized, sound-controlled areas, etc.
-  Community need exceeds our current capacity.
-  Limited space for the animal care team of staff and volunteers.

To better serve pets and people, we must replace our animal centre.

New Animal Centre and Veterinary Clinic

Serving the communities of Akwesasne, Cornwall, the United Counties of SD&G, and the United Counties of Prescott and Russell.



Providing the tools to curb and ultimately solve the animal care crisis in our region.

Opening in 2027

A New Animal Centre with important built-in benefits and far-reaching impact



A 300% increase in space.



70% more capacity to house dogs



185% more capacity to house cats



Separate isolation housing for cats and dogs.



30% boost in both animal intakes and adoptions.

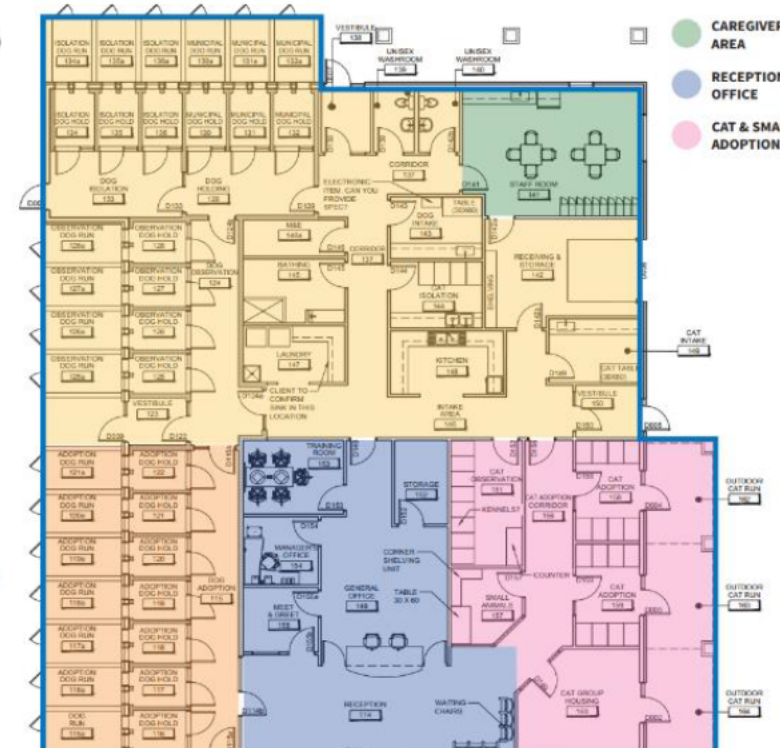


Increase in the number of caregivers and volunteers.

ANIMAL CARE OPERATIONS
(OBSERVATION & ISOLATION)
DOG ADOPTION AREA

DOG & CAT RECOVERY AREAS
MEDICAL TREATMENT,
SURGERY & DENTAL &
X-RAY SUITES

CAREGIVER WELLNESS
AREA
RECEPTION & GENERAL
OFFICE
CAT & SMALL ANIMAL
ADOPTION AREA

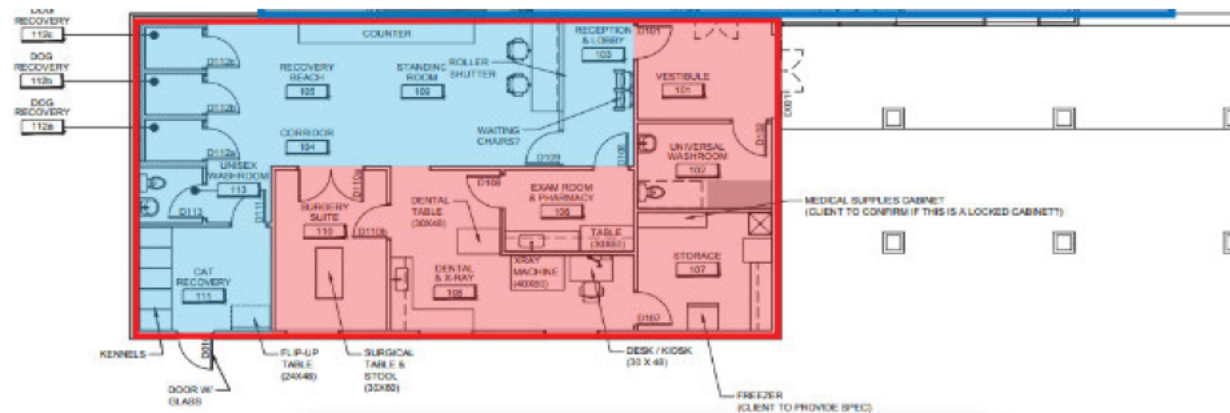


An Ontario SPCA Veterinary Clinic is a game-changer for the community!



Includes specialized spaces:

- 🐾 Medical Treatment Suite
- 🐾 Surgery Suite
- 🐾 Dental and X-ray Suite
- 🐾 Cat and Dog Recovery Areas



Providing basic veterinary care:

- 🐾 A minimum of 1600 spay/neuter surgeries annually.
- 🐾 A minimum of 900 vaccines annually.
- 🐾 Help for families who are struggling financially with basic veterinary care for their pets.



Increasing the number of animal care professionals in our region.

Building a Brighter Future for Pets and People Campaign

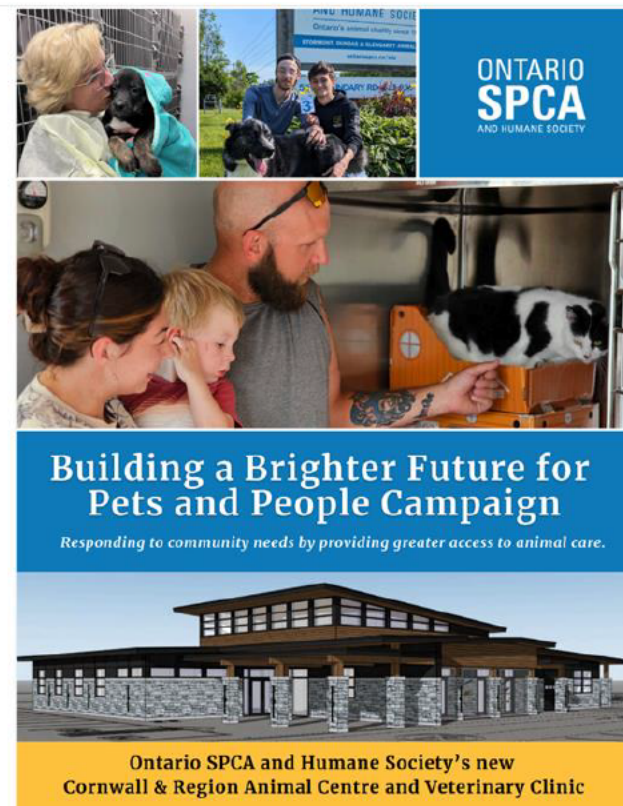
A plan to catalyse a transformative leap in animal health and welfare for the communities of Akwesasne, Cornwall, United Counties of Stormont, Dundas & Glengarry and the United Counties of Prescott and Russell.

Total Project cost: \$8 million

Philanthropic Funds Confirmed: \$4 million (50%) of the project cost

Campaign fundraising goal: \$4 million

Building a Brighter Future for Pets and People Campaign seeks philanthropic support from individuals, businesses, foundations and municipalities to make the Cornwall & Region Animal Centre and Veterinary Clinic a reality.



Building a Brighter Future for Pets and People Campaign

A special one-time fundraising campaign rooted in the community with dedicated and committed volunteers acting as Campaign Cabinet members and Campaign Advisors*.

Gordon Campbell, Senior Barrister, Aubry Campbell MacLean, LLC

Cathy Grant, Secretary/Treasurer and Office Manager, Cornwall Gravel

Janet Lalonde, DVM

Natalie Rowe, Bee Meadow Farm Owner

Christina Russell-Morgan, CPA, Welch, LLP

Chief Fallon David, Mohawk Council of Akwesasne*

Angie Savard, CPA, Welch, LLP*

Rick Shaver, Kinsmen Club and former Seaway News Publisher*



Next Steps



A unique moment in time:

- 🐾 a crisis in animal care and welfare impacting the whole region
- 🐾 a building that can no longer meet the needs of our community
- 🐾 without a solution, the crisis will get much worse
- 🐾 a once-in-a-lifetime request for philanthropic support from the Township
- 🐾 an investment with measurable and long-term ROI



We invite the Township of North Glengarry to support the building of the new Ontario SPCA Cornwall & Region Animal Centre and Veterinary Clinic, with a financial commitment of \$20,000, payable in five annual installments of \$4,000 per year.



Your generosity will be celebrated on the campaign donor wall and with naming recognition of an area within the new facility.



The **Township of North Glengarry's** support means your community's animal care and welfare needs can be met, and your involvement inspires others in the community and beyond to confirm their support.

**Thank you for helping keep pets and people together.
We welcome your questions.**





STAFF REPORT TO COUNCIL

Report No: AD 2025-08

DATE: September 29th, 2025

From: T.J. Simpson, Interim Chief Administrative Officer/Clerk

RE: CAO Recruitment Process

Recommended Motion:

1. THAT Council authorize the HR Manager of the United Counties of SDG to manage the recruitment process for a permanent CAO/Clerk for the Township.
2. THAT a Selection Committee, comprised of the Mayor, one other member of Township Council and the Interim CAO/Clerk, be constituted to assist where required in the recruitment process.
3. THAT Council approve the attached updated Job Description for CAO/Clerk and further that any and all previous versions of the same be and are hereby rescinded in their entirety.
4. THAT the attached Job Advertisement for the CAO/Clerk position be approved.

Background/Analysis:

Having a professional, well-run recruitment process is essential to ensure that a high-quality candidate is identified and hired into the CAO position. This is self-evident as the CAO is responsible to Council for the effective and efficient management of the operation of the Township.

The HR Manager for the United Counties of SDG has managed the recent CAO recruitment processes in South Glengarry, South Dundas, and North Dundas. Selection Committee members will be involved at select times during the process (e.g. shortlisting, interviewing, etc.), while all Council members will be involved in the final selection of candidate.

Typically, recruiting an individual for a position at this level takes several months. It is therefore anticipated that if all goes well, an individual could be in place sometime in early to mid-January 2026. This is a relatively good time of year to commence employment, as it will expose the new CAO/Clerk to important items/processes such as the annual budget exercise, insurance and employee benefits renewals, etc.

It is vital that a current Job Description be available to prospective candidates as this document provides a good overview of what is expected of them in their role. It is a best practice to review and update Job Descriptions as necessary prior to commencing any recruitment process.

Alternatives:

1. Authorize the recruitment process as outlined herein, with the County HR manager managing the process on behalf of the Township – Recommended.
2. Engage an external service provider to manage the recruitment process – Not Recommended. This option is not recommended for two reasons:
 - a. The selection and engagement process (RFP) will add several weeks to the recruitment process;
 - b. Using an external service provider could cost between \$25-\$35K, based on similar endeavours. Funds have not been budgeted for.

Financial Implications:

If the recommended Motion is adopted, direct costs to the Township will be limited to incidentals such as advertising. Staff time will be absorbed within current budgets (Township and County).

Attachments & Relevant Legislation:

N/A

Others Consulted:

- SDG County HR Manager

Reviewed and Approved by:
Timothy Simpson, Interim CAO/Clerk



Job Title:	Chief Administrative Officer/Clerk
Last Revised:	September 2025
Department:	Administration
Reports to:	Township Council

PURPOSE OF THE POSITION

As the most senior administrative official in the Township of North Glengarry, the Chief Administrative Officer/Clerk (CAO/Clerk) provides strategic leadership, policy advice, and operational oversight to ensure the effective and efficient administration of municipal services. Reporting directly to the Mayor and Council, the CAO/Clerk guides the organization in achieving its strategic and operational goals while upholding principles of good governance, transparency, and legislative compliance.

The CAO/Clerk leads the senior management team, directs human, financial, and physical resources, and ensures that Council's directives are implemented. As Clerk, the incumbent also fulfills statutory responsibilities under the *Municipal Act* and other relevant legislation, including records management, elections, and procedural compliance.

KEY DUTIES/RESPONSIBILITIES

1. Council/Governance Advisor

- Serve as the chief policy advisor to Council, providing professional guidance and comprehensive information to support informed decision-making.
- Communicate and implement Council decisions; provide day-to-day support to the Mayor and Council in their governance roles.
- Ensure Council agendas, minutes, by-laws, and resolutions are prepared and maintained in accordance with legislative requirements.

2. Corporate Administration

- Act as the administrative head of the Township, overseeing all municipal operations in accordance with the *Municipal Act*, Council-approved policies, and by-laws.
- Lead the development and execution of strategic plans and corporate initiatives aligned with Council's priorities.
- Oversee human resources strategy including organizational structure, recruitment, performance management, training, compensation, and labour relations.
- Direct the preparation of operating and capital budgets, long-range financial planning, and fiscal reporting.

- Authorize expenditures and contracts in accordance with the Township's procurement policies.
- Monitor service delivery across departments to ensure efficiency, responsiveness, and alignment with community needs.
- Oversee legal matters and liaise with legal counsel; advise Council on legal risks and strategies.
- Represent the Township in dealings with residents, other governments, media, and community organizations.
- Act as a signing officer for the Corporation, ensuring proper execution of agreements and legal documents.
- Manage the purchase and sale of municipal land, ensuring compliance with legal and procedural requirements.

3. Clerk Responsibilities & Legislative Services

- Perform statutory duties as Clerk under the *Municipal Act* and other applicable legislation.
- Manage the preparation, publication, and safekeeping of Council and Committee agendas, minutes, by-laws, and resolutions.
- Administer municipal elections in accordance with the *Municipal Elections Act*, including voter registration, candidate filings, and election logistics.
- Oversee the Township's records management system, ensuring compliance with retention schedules and privacy legislation.
- Respond to requests under the *Municipal Freedom of Information and Protection of Privacy Act* and ensure timely access to public records.
- Provide procedural advice to Council and staff, ensuring compliance with legislative requirements and best practices.
- Certify and execute official documents, by-laws, and resolutions as required.
- Ensure accessibility standards are met in all Clerk-related functions, in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*.
- Perform other job-related tasks or special projects/assignments as directed by Council.

LEADERSHIP COMPETENCIES

- **Drives Excellence:** Inspires and empowers staff through ongoing development and support, fostering a culture that consistently achieves high performance and results.
- **Embraces Change:** Maintains a solution-oriented mindset, demonstrates leadership resilience, and builds strong trust and credibility with both Council and staff.
- **Navigates Uncertainty:** Effectively manages evolving circumstances by establishing clear goals, expectations, and performance indicators, while aligning day-to-day efforts with strategic objectives.

- **Fosters Alignment:** Cultivates strong connections and shared understanding between Council and administration to ensure cohesive decision-making and execution.
- **Responds with Agility:** Demonstrates decisiveness and responsiveness in active situations, consistently identifying effective solutions while maintaining focus on outcomes.

WORK RELATIONSHIPS

- Provides direct authority over all municipal departments.
Liaises with Council, municipal staff, provincial/federal representatives, external agencies, and the public.

WORK DEMANDS/STRESSES

- Operates in a high-pressure environment requiring accuracy, discretion, and the ability to manage multiple priorities.
- Must maintain current knowledge of legislation, policies, and best practices affecting municipal governance.
- Confidentiality and professionalism are essential.

WORKING CONDITIONS

- Office-based with regular exposure to public and media interactions.
- Requires attendance at evening meetings and occasional weekend events.
- Must be available to respond to emergency situations year-round.

EDUCATION/EXPERIENCE/APTITUDES

- University degree in Public Administration, Commerce, or a related field.
- Minimum ten (10) years of progressive municipal experience, including five (5) years in a senior management role.
- Demonstrated ability to build effective relationships with staff, elected officials, boards, committees, and diverse stakeholders.
- Highly developed leadership, communication, and interpersonal skills.
- Strong political and business acumen.
- Certification through AMCTO (e.g., CMO designation) is considered an asset.
- Bilingualism (English and French) is considered an asset.

OTHER REQUIREMENTS

- Valid class G driver's license
- Must provide a current Police Record Check

Note: This job description outlines the general nature and level of work performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required for the position.

Chief Administrative Officer (CAO)/Clerk

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO)/Clerk will be a proven leader with a demonstrated ability to embrace change and guide the municipality, as directed by Council. The CAO/Clerk's primary responsibility is to oversee and coordinate the day-to-day administration of the Township of North Glengarry, through its senior management team. The CAO/Clerk supports the Mayor and Council, in directing and developing public policy, ensuring that Council has timely, comprehensive, and relevant information to make well-informed decisions. The Township of North Glengarry is a distinctive and vibrant community, strategically located and known for its exceptional quality of life. Its charm lies in a harmonious blend of rural landscapes and small-town character, enriched by a strong commitment to preserving agricultural lands, natural resources, and its rich historical and cultural heritage. Supported by high-quality municipal services, North Glengarry offers an ideal environment for residents and businesses alike. The Township is seeking a CAO/Clerk who will work collaboratively with Council to build on this foundation and help shape a successful and sustainable future.

Candidates will demonstrate experience in the following five leadership areas:

1. **Drives Excellence** - Inspires and empowers staff through ongoing development and support, fostering a culture that consistently achieves high performance and results.
2. **Embraces Change** - Maintains a solution-oriented mindset, demonstrates leadership resilience, and builds strong trust and credibility with both Council and staff.
3. **Navigates Uncertainty** - Effectively manages evolving circumstances by establishing clear goals, expectations, and performance indicators, while aligning day-to-day efforts with strategic objectives.
4. **Fosters Alignment** - Cultivates strong connections and shared understanding between Council and administration to ensure cohesive decision-making and execution.
5. **Responds with Agility** - Demonstrates decisiveness and responsiveness in dynamic situations, consistently identifying effective solutions while maintaining focus on outcomes.

Qualifications:

- University Degree in Commerce, Public Administration, or a related field.
- Minimum of ten (10) years of municipal experience.
- At least five (5) years in a senior management role.
- Proven ability to build effective relationships with staff, elected officials, boards, committees, and various stakeholders, often with competing interests.
- Exceptional communication, leadership, and interpersonal skills.
- High level of political and business acumen.

- Bilingualism is considered an asset.

The 2025 salary range for this position is \$148,928 - 175,160. A complete job description is available on the Township's website: <https://www.northglengarry.ca/>

Interested applicants are invited to submit a cover letter and resume detailing their qualifications and work experience, marked confidential, no later than 8:00 a.m. on Monday, October 20, 2025, to Kristen Sommers, Human Resources Manager at recruitment@sdgcounties.ca.

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 613-330-4689. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of North Glengarry, we will endeavour to make such accommodations.



STAFF REPORT TO COUNCIL

Report No: AD 2025-09

DATE: September 29th, 2025

From: T.J. Simpson, Interim Chief Administrative Officer/Clerk

RE: Review of Township Personnel Policies

Recommended Motion:

THAT the Council of the Township of North Glengarry defer the approval/implementation of a standalone *Employee Code of Conduct*; and

THAT the incoming CAO/Clerk be tasked by Council with a comprehensive review of Township personnel-related policies/By-laws, with a view to completing the same as early as possible in 2026.

Background/Analysis:

What precipitated this report is a review of the draft *Employee Code of Conduct*, which is currently under consideration. While there is nothing preventing this draft policy from being brought forward to Council for review/approval now, upon reflection it is recommended that approval of this specific policy be deferred until such time as it can be considered as part of a broader review of existing employee-related policies. Upon such a review, it may be determined that a standalone code of conduct policy is not required because the essential elements of the policy are covered elsewhere or a more streamlined version can be incorporated as part of an updated personnel policy.

If Council is in agreement, it is suggested that they formally communicate their expectation that a review of all relevant personnel policies/By-laws be completed within a specified timeframe when the incoming CAO/Clerk is engaged in early 2026. Performance can then be tied in part to the progress made by the incumbent on this file.

For example, a quick scan of the “Corporate Code of Conduct” noted below and adopted in 2013 reveals that many matters covered in the draft *Employee Code of Conduct* were addressed in the 2013 policy. Furthermore, the 2013 policy also addresses expectations around the behaviour of members of Council. In August 2025, Council adopted a new Code of Conduct for its members. It is unclear whether the new document supersedes the 2013 version.

A sample of Township policies that could/should be reviewed/updated in the context of a broader policy review discussed above include:

- Vehicle Use – 2012

- Hiring – 2023
- Corporate Code of Conduct – 2013
- Employment Practices – 2017
- Cell Phone Use – 2018
- Early and Safe Return to Work – 2018
- Violence/Harassment in the Workplace – 2018
- Corporate Travel – 2019
- Respectful Conduct – 2019
- Vaccination Policy – 2021
- Disconnecting from Work – 2022
- Electronic Monitoring - 2022

A cursory review of these policies revealed that several are out of date and/or obsolete, redundancies exist, etc.

If Council determines to undertake a comprehensive review, external assistance will be necessary (e.g. private service provider, SDG County HR Dept., etc.) when reviewing compensation and pay equity, as those elements are best outsourced because of conflict of interest. Specific amounts for this can be included in the 2026 budget document.

This review would not include the Township's 3 Collective Agreements (CA), which are standalone documents governing the majority of terms and conditions of employment for the Township's unionized workforce. For unionized staff, personnel policies outside of the Collective Agreement apply only in instances where the matter under consideration is not covered in the applicable CA.

The Collective Agreements are:

- CUPE Local1715-03 – in force until April 2027
- SEIU Local 2 (Recreation staff) in force until March 2027
- SEIU Local 2 (Waterworks) in force until December 2025

Note that bargaining with SEIU (Waterworks) will be commencing shortly, as the current CA expires at the end of 2025. A confidential report will be brought forward to Council in the coming weeks with a view to determining corporate bargaining parameters.

Alternatives:

1. Consider the implementation of an *Employee Code of Conduct* within the broader context of a comprehensive review of Township personnel policies – Recommended.
2. Bring forward the standalone draft *Employee Code of Conduct* for approval – Not Recommended.
3. Do Nothing – Not Recommended.

Financial Implications:

If Council wishes to proceed with the broader review envisioned in this report, as noted, there will be a cost of outsourcing certain elements, most notably compensation and pay equity. The cost of undertaking these elements is not known, and partly depends on the level of assistance that can be provided by the County HR Department. A figure for budgeting purposes can be developed if Council determines that a full review is warranted.

Moving ahead with the draft *Employee Code of Conduct* as a standalone document has no financial implications.

Attachments & Relevant Legislation:
N/A

Others Consulted:

Reviewed and Approved by:
Timothy Simpson, Interim CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: TR-2025-16

September 29, 2025

From: Zoe Bougie – Director of Finance/Treasurer

RE: Tile Drainage Loan Application

Recommended Motion:

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

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

Background / Analysis:

Installing tile drainage is a very common land improvement practice. In Ontario, the Tile Loan Program, authorized by the Tile Drainage Act, provides loans to landowners with agricultural lands to help finance tile drainage projects.

The Ministry of Agriculture, Food and Agribusiness (OMAFRA) sets the loan interest rate and maximum amount for the loans available to applicants each year. The interest rate is currently set at 6%, and a maximum of \$50,000 per year is available to applicants. Landowners can request an amount up to 75% of the total cost of the drainage work.

A landowner within the Township of North Glengarry has submitted an application for a Tile Drainage Loan in the amount of \$34,200. The total cost of the work is estimated at \$45,727.75 and covers an area of 19 acres. Should Council approve the application, the landowner will arrange to have the work completed by a licensed drainage contractor, which is then inspected by the Township's Tile Drain Inspector.

Once an Inspection and Completion Certificate has been completed, staff will prepare a Tile Loan By-Law for Council's consideration, which will approve the amount of the loan, the interest and the payments over a ten-year period.

Alternatives:

N/A

Financial Implications:

The loan is requested and provided by the Ministry of Agriculture, Food and Agribusiness (OMAFRA) to the Township. The loans are applied to the individual's tax roll over a 10-year period on an annual basis with interest at 6%.

The loan can be paid in full at any time during the 10-year time period at the request of the owner. There are no financial obligations to the Township.

Attachments & Relevant Legislation:**Others Consulted:**

Reviewed and approved by:
Timothy Simpson, Interim CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: TR-2025-17

September 29, 2025

From: Zoe Bougie – Director of Finance/Treasurer

RE: Award of Audit Services 2025-2028

Recommended Motion:

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

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

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

Background / Analysis:

Section 296 of the Municipal Act, 2001, identifies the requirements of an external auditor and allows for the appointment of external auditors for a term of five years or less. Staff have initiated a Request for Proposal process for the provision of audit services and have received two proposals.

The previous CAO/Clerk and Director of Finance/Treasurer reviewed the submitted proposals and evaluated them based on the criteria outlined in the RFP document. Proposals were scored based on the proponent (30 points), the proposal (35 points) and the price (35 points).

During the evaluation process, it was determined that the proposals submitted by Welch LLP and MNP were very closely aligned. Both firms were ranked very closely in terms of the firm's qualifications and the overall quality of their submissions, demonstrating that either would be well suited to provide the professional auditing services required by the Township. However, Welch LLP is being recommended to Council as, with all other factors being relatively equal, their proposal was more cost-effective while still maintaining a high standard of service.

The proposals included a breakdown of costs for all required work as well as an hourly rate for any additional work that may be required. The following prices were submitted:

	2025 Total Price	2026 Total Price	2027 Total Price	2028 Total Price	Total
MNP	\$47,250.00	\$48,431.25	\$49,638.78	\$50,872.50	\$196,192.53
Welch	\$39,000.00	\$40,000.00	\$41,000.00	\$42,000.00	\$162,000.00

After a full review of the proposals, staff recommend the award to Welch LLP. Awarding the contract to Welch LLP ensures compliance with legislative requirements and provides the Township with reliable, experienced auditing services for the 2025-2028 fiscal years.

Alternatives:

N/A

Financial Implications:

The total cost of auditing services for the 2025-2028 fiscal years is \$162,000.00 excluding HST. Additional work outside of the scope of the Request for Proposal will be discussed prior to any work beginning and will be billed at the rates stated in the RFP. The fee for external auditing services is incorporated into the annual budget.

Attachments & Relevant Legislation:

RFP 2025-TR-01 Municipal Audit Services 2025-2028

Others Consulted:

Reviewed and approved by:
Timothy Simpson, Interim CAO/Clerk

NORTH GLENGARRY NORD



Township of North Glengarry
Request for Proposal

RFP TR-01
Municipal Audit Services 2025-2028

July 14, 2025

Table of Contents

1. Introduction and Background	4
2. Definitions	4
3. Process	5
4. Proposed Timeline	6
5. Annual Schedule	6
6. Eligibility	6
7. Audit Scope and Requirements.....	7
Financial Statements	7
Systems and Procedures Review	7
Qualified Statements	7
Meeting and Subsequent Assistance.....	8
Working Papers	8
Post-Audit Management Letter	8
Confidentiality	8
8. Insurance Requirements	9
Commercial General Liability Insurance	9
Automobile Liability Insurance	9
Errors & Omissions Liability Insurance	9
Indemnification and Hold Harmless	10
9. Other Requirements.....	10
10. Terms of Engagement	10
Adherence to the Proposed Fees	10
Persons Assigned to the Audit	11
On-Site Participation of the Senior Auditor	11
Performance in the Manner Proposed	11
Audit Deadlines.....	11
Appointment	11
11. Proposal Format.....	12
Section 1: Audit Personnel Technical Qualifications	12
Section 2: Audit Firm Technical Qualifications and Approach	12

Section 3: Fees and Expenses	13
Additional Information:	13
12. Evaluation Format	13
13. Interviews	14
14. Reserved Rights of the Township	14
15. Ownership of Proposals	15
16. No Lobbying	15
Appendix A – Mandatory Disclosure.....	16
Appendix B – Fee Schedule.....	17
Additional Information	17
Fee Schedule	18

1. Introduction and Background

The Township of North Glengarry is a rural and urban, lower-tier municipality located in the United Counties of Stormont, Dundas, and Glengarry in Eastern Ontario. It was formed in 1998 through the amalgamation of the former Village of Maxville, Town of Alexandria, Township of Lochiel and Township of Kenyon.

As per the Municipal Property Assessment Corporation (MPAC), the Township of North Glengarry's population is approximately 10,000. The Township's 2025 budgets consist of an operating budget of \$10,600,000 and a capital budget of \$6,200,000. The Waterworks Department has an operating budget of \$2,600,000 and a capital budget of \$1,700,000.

The Township employs forty-five (45) full-time employees, approximately seventy-five (75) paid on call volunteer fire-fighters and approximately forty-five (45) seasonal and part-time employees.

The Township uses VADIM for financial functions, including payroll, general ledger, accounts payable, accounts receivable, cash receipts and property taxes for approximately 4,968 households.

The Township provides a full range of services to residents, including fire services, building regulations, by-law enforcement, licensing and permits, parks and recreation, planning, roads and transportation services, and waste disposal services. Water and sewer services are available in Alexandria and Maxville and water services are available in Glen Robertson.

The Township of North Glengarry is affiliated with the following outside boards, committees and commissions that operate under their own management:

- United Counties of Stormont, Dundas, and Glengarry
- South Nation Conservation Authority
- Raisin Region Conservation Authority

2. Definitions

Throughout this Request for Proposal ("RFP"), the following definitions apply:

Conflict of Interest: a real or seeming incompatibility between one's private interests and one's public interests and one's public or fiduciary duties; and includes a situation in which financial or other personal considerations have the potential to compromise or bias professional judgement and objectivity; or any other conflict of interest situation that would give rise to an unfair procurement hereunder, such as attempted collusion between Proponents, attempting to exert influence on Township of North Glengarry decision makers, etc. A Conflict of Interest includes a seeming conflict of interest i.e.,

where a reasonable person would perceive in the circumstances that a conflict of interest is likely to exist that would likely compromise an individual's judgement or otherwise give rise to an unfair procurement hereunder.

Contract: a legally binding written agreement for the provision of the Deliverables entered into between the Township of North Glengarry and the Selected Proponent(s) in accordance with the terms of this RFP.

Contractor: the preferred Proponent to this RFP who enters into a written Contract with the Township of North Glengarry.

Deliverables: the goods and services that are subject of and described in this RFP, and which, subject to the terms herein and finalization and execution of a Contract, are to be provided by the selected Proponent(s) to the Township of North Glengarry.

Mandatory: a requirement that must be met in order for a proposal to receive consideration and evaluation. Failure to meet mandatory requirements will result in disqualification and proposal will no longer be considered.

Proponent: an individual or Contractor that submits or intends to submit a proposal in response to this RFP.

Proposal: all of the documentation and information submitted by a Proponent in response to this RFP, provided that to constitute a Proposal, such response must comply with the requirements for composition and submission of Proposals set out in this RFP and shall be subject to all of the terms and conditions and express and implied rights as set out herein.

Qualified Firms: means a firm who is licensed provide external auditing services in the Province of Ontario.

3. Process

The proposal must be delivered to Zoe Bougie, Director of Finance/Treasurer,

3720 County Road 34, Alexandria, ON K0C 1A0

no later than 1:00 p.m. August 6th, 2025.

Electronic responses are preferred at: treasurer@northglengarry.ca.

Please indicate the RFP number in the subject line or on the envelope (RFP TR-01 Municipal Audit Services).

Any questions or clarifications arising from this request for proposal may be submitted only in writing to Zoe Bougie, Director of Finance/Treasurer at: treasurer@northglengarry.ca.

Any questions/clarifications and answers that substantiate an addendum to this request will be forwarded to all audit firms that submitted a tender and will form an addendum to the request.

Proposals will be reviewed by senior staff who may short-list the proposals received, based on the rating scheme outlined within this document. Senior staff may set up interviews with the short-listed firm if required.

4. Proposed Timeline

Request for Proposal Release	July 14 th , 2025
Closing Date	August 6 th , 2025
Anticipated Notice of Award (subject to Council approval)	August 14 th , 2025
Initial Startup Meeting	Mid-September

5. Annual Schedule

Before October 30th of each year, the Township Auditor shall meet with the Director of Finance/Treasurer to discuss and agree upon:

- 1) A schedule for the interim audit and final audit;
- 2) A list of necessary schedules, working papers, analyses, and other information necessary to be prepared by Township staff for the audit;
- 3) The extent and type of internal audit involvement.

The interim audit will occur in mid-November, and the final audit will occur before the end of March.

6. Eligibility

Before preparing a proposal for the provision of audit services for the Township of North Glengarry, Proponents are advised to ensure that their firm can meet the following criteria:

- 1) Hold a valid public accountant's licence issued under the Public Accountancy Act.
- 2) Has recent Ontario municipal or other local government audit experience (at minimum within the last 5 years).
- 3) Has established well developed professional auditing techniques and a sound system of control and review of audit work performed.

- 4) Has complete knowledge of recent provincial auditing changes, such as PSAB, tax capping, and performance measures.
- 5) Indicates compliance with section 296 of the Municipal Act, 2001.
- 6) As of January 1, 2012, Contractors must meet the requirements of the Customer Service Standard of the Accessibility for Ontarians with Disabilities Act (AODA) 2005. It is the Proponent's responsibility to ensure that they and their sub-contractors are fully aware of and meet all requirements under the AODA.
- 7) The Proponent will be required to submit proof of Workplace Safety Insurance Board Coverage, within ten (10) working days of notification of award of contract. Failure to provide such proof shall result in cancellation of the Contract. If the Proponent is exempt, proof of exemption must be provided within 10 working days of notification of award of contract. Failure to provide such proof shall result in cancellation of the Contract.

7. Audit Scope and Requirements

Commencing with the 2025 fiscal year, the audits shall include the examination of the records and financial statements of the Township to the degree necessary to express an audit opinion on the financial statements for the Township of North Glengarry. The audit shall meet all legislative requirements as necessary for a municipal audit.

Financial Statements

The audit firm shall prepare and provide the following annual documents:

- 1) Complete financial statements as required by the province and general accounting standards;
- 2) A report to Council on the audit findings;
- 3) A management letter; and
- 4) The financial information return (including filing).

Systems and Procedures Review

An annual systems and procedures review shall be undertaken by the Auditors and shall define, confirm, and test the various methods used by the Township to obtain, record, validate, confirm, and communicate information in its accounting systems. The review should include testing of computer processing and systems controls as well as internal controls in Township operations.

A report containing recommendations for improving the Township of North Glengarry systems shall be submitted by the Auditors to the Director of Finance/Treasurer by June 30th of each year.

Qualified Statements

The Auditors shall immediately, upon discovery of information or conditions which would otherwise lead to the inclusion of a qualified opinion with respect to the Township's financial statements, inform and fully discuss such matters with the Director of Finance/Treasurer. In addition, the Auditors shall, as far as possible, allow a reasonable period of time for the Director of Finance/Treasurer to make an investigation and take such corrective action as to avoid the inclusion of such qualification.

Meeting and Subsequent Assistance

The Auditors will attend such meetings as are called to discuss their work and reports and shall provide such information as requested which will enhance the understanding of members of Council concerning matters pertaining to the annual financial statement.

The Auditors shall firstly supply the Director of Finance/Treasurer and the Chief Administrative Officer/Clerk a draft copy of the financial statements for the Township for their review at least two weeks prior to the presentation to Council. Upon review and approval by the Director of Finance/Treasurer and Chief Administrative Officer/Clerk, the Auditors shall present the financial statements to Council. The presentation to Council will occur no later than June 30th of each year.

Working Papers

The Auditors shall make available to the Director of Finance/Treasurer copies of any of their working papers immediately upon request in electronic form.

Post-Audit Management Letter

No later than 60 days following the completion of the annual statements, the Auditors shall prepare and deliver to the Director of Finance/Treasurer draft letters conveying their concerns relative to the internal accounting, operating controls and/or other matters of material importance with respect to the Township's operations which may have been discovered in the course of the audit.

The Auditors shall also provide recommendations as to such corrective actions as may be required and be prepared to provide advice and assistance with regard to implementation, if requested.

The Auditors shall meet with the Director of Finance/Treasurer to discuss the comments and the accuracy of the observations. A revised management letter (if necessary) shall be submitted to Council together with the appropriate staff responses. The management letter, once received by Council, shall become a public record.

Confidentiality

The successful audit firm shall not at any time before, during or after the completion of the engagement disclose any confidential information. No such information shall be

used by the Auditors on any other project without the prior written consent of the Township's Director of Finance/Treasurer.

8. Insurance Requirements

The Proponent, at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the Township with evidence of the following:

Commercial General Liability Insurance

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions by the contractor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers' liability; tenants' legal liability; cross liability and severability of interest clause.

Such insurance shall add the Township of North Glengarry as Additional Insured with respect to the operations of the contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.

Automobile Liability Insurance

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death, and damage to property with a limit of not less than \$5,000,000 inclusive for each and every loss.

Errors & Omissions Liability Insurance

Errors and Omissions insurance coverage shall be obtained to a limit of not less than \$2,000,000. If such insurance is written on a claim made basis, the policy shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Township.

Indemnification and Hold Harmless

The Proponent shall indemnify and hold the Corporation of the Township of North Glengarry, their officers, and employees harmless from and against any liability, loss, claims, demands, costs, and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the contractor, their agents, officers, employees, or other persons for whom the contractor is legally responsible.

9. Other Requirements

The Proponent, for purposes of the Ontario Occupational Health and Safety Act, shall be designated as the Contractor for this project and shall assume all of the responsibility of the Contractor as set out in that Act and its regulations. The foregoing shall apply notwithstanding that the Proponent has been referred to as the “Contractor” in this and any other related document.

The Contractor acknowledged that he/she has read and understood the Occupational Health and Safety Act.

The Contractor covenants and agrees to observe strictly and faithfully the provisions of the said Occupational Health and Safety Act. The Contractor agrees to indemnify and save the Township harmless from damage or fines arising from any breach or breaches of said Occupational Health and Safety Act and/or the Township’s Health and Safety Policies and Procedures.

The Contractor agrees to assume full responsibility for the enforcement of said Occupational Health and Safety Act and the Township’s Health and Safety Policies and Procedures and to ensure compliance therewith.

The Contractor further acknowledges and agrees that any breach or breaches of the Occupational Health and Safety Act and/or the Township’s Health and Safety Policies and Procedures whether by the Contractor or any of its sub-contractors may result in the Contractor and/or sub-contractor being removed from the site and in the immediate termination of this contract herein and forfeiture of all sums owing to the Contractor by the Township.

10. Terms of Engagement

It is expected that the successful auditing firm will be the Township Auditor for a period of four (4) years. During the term of the engagement, the Auditors performance will be evaluated based on the following criteria:

Adherence to the Proposed Fees

It is expected that the successful Proponent adheres to their fees quoted in their proposal for the term of the mandate.

In each year before any audit work begins, the Auditors shall submit to the Director of Finance/Treasurer a fee estimate detailing the expected audit hours by major audit task, the staff level proposed to work on each task, the hourly rates to be charged and the total expected fees.

The Auditors shall keep account of actual time spent on each task and submit to the Director of Finance/Treasurer upon the completion of the audit a schedule which compares the actual audit time spent and the audit time budgeted. The cost of this accounting of audit time shall be considered to be included in the auditing fees quoted under this proposal.

Persons Assigned to the Audit

For the initial year of the engagement, the persons assigned to the audit should be those originally proposed. Any subsequent changes to audit personnel must be acceptable to the Director of Finance/Treasurer.

On-Site Participation of the Senior Auditor

The Township expects that the senior auditor assigned to the account will be present throughout most of the audit.

Performance in the Manner Proposed

The Township expects the audit to be carried out in the manner proposed. Any changes in the audit program shall be discussed with the Director of Finance/Treasurer.

Audit Deadlines

All on site audits must be scheduled for completion by April 30th of each year. Audited financial statements must be presented to the Council of the Township of North Glengarry by later that June 30th each fiscal year.

It is expected that the audit will be completed within the time frame specified in this proposal call or a time frame mutually acceptable to the Director of Finance/Treasurer and Auditors.

Appointment

Council may move to terminate the appointment at the end of any year if dissatisfied in any way with performance, the fees charged, or any other elements of the services provided by written notice.

11. Proposal Format

The Proponents will be evaluated on the basis of the experience and qualifications of the audit personnel assigned to the audit, the experience, qualifications and approach of the audit firm and the quoted fee.

The personal information in this document is collected under the authority of the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act. All information collected will be used for the purpose of evaluating and awarding the contract for auditing services.

Proposals must be presented in the format prescribed below, with the three section sub-headings. The proposal must include the following information:

Section 1: Audit Personnel Technical Qualifications

- 1) Describe the experience in municipal audits of the senior, manager/supervisor and audit partners assigned to the audit including the years on each job and position on each job.
- 2) Describe the relevant educational background of each individual assigned to the audit. This should include relevant seminars and courses attended within the past 5 years.
- 3) Describe any specialized skills, training, or background in public finance by assigned individuals. This may include participation in municipal or provincial consulting assignments, speaker or instructor roles in conferences or seminars, or authorship of articles and books.

Section 2: Audit Firm Technical Qualifications and Approach

- 1) Indicate which local office (if any) will be assigned the audit and provide the number of people (by level) located in that office.
- 2) Provide a list of the firm's current and prior municipal audit clients within the last 5 years, indicating the type(s) of services performed, the number of years served for each and the local offices which served each client. Also, provide the names, addresses, and telephone numbers of three current and/or prior municipal audit clients that the Township may contact as references.
- 3) Indicate the firm's experience in providing additional services to government clients by listing the name of the client, the type(s) of services performed, and the local office which provided the service.
- 4) Describe your firm's approach to the audit. It may include the following points: organization of audit team and approximate percentage of time spent on the audit, the tentative audit time schedule, use of internal audit management letter (provide sample letter), etc.
- 5) Describe your firm's quality control program.

Section 3: Fees and Expenses

The proposal should include a firm quotation for the audit fees to be charged throughout the 4 year term on the attached Fee Schedule (Appendix B)

The fee estimate should show the estimate of hours broken down between the various responsibilities which are perceived to be required and showing the category of staff assigned to each of the responsibilities. Separate fee schedules, bookkeeping and accounting services, should be provided for the preparation of the financial statements as outlined above.

The 2023 FIR is available on the Township's website at www.northglengarry.ca.

There were approximately thirty-five (35) adjusting entries for the Township 2023 Year-End. (2024 is unavailable at the time of issuing this RFP).

Additional Information:

- Please state whether miscellaneous expenses are included in the fees or extra, and if extra, an estimate of such expenses.
- It is expected that the audit be considered a "local" audit. Therefore, the Township shall not be responsible for disbursements incurred by the audit firm which are caused by sending staff outside of eastern Ontario.
- The fees should include all auditing assignments.
- All fees quoted will be kept confidential until they are released for purpose of Council approval (immediately prior to the audit appointment).

12. Evaluation Format

Requests for Proposals (RFP's) shall be reviewed by senior staff. The following criteria will be used to evaluate proposals:

Confirmation the following were received:

- Proposals received prior to closing
- Resumes of project team included
- Reference list
- Appendix A – Mandatory Disclosure
- Appendix B – Mandatory Fee Schedule

Evaluation of the following out of 100 points:

Proponent (30 points)	
Qualifications of the firm and project team members	10 points
Experience of the firm and project team members	10 points
Past performance	10 points
Proposal (35 points)	
Methodology – audit approach	10 points
Scheduling	10 points
Clarity of Proposal	15 points
Price (35 points)	
Calculated based on the number of proposals received	35 points

13. Interviews

If selected to make an oral presentation to senior staff, it is expected that the partner (and auditor, if applicable) who will be assigned to the Township's audit will be present and will preferably make the presentation on behalf of the firm.

14. Reserved Rights of the Township

The Township does not bind itself to accept any offer submitted in response to this RFP. The Township reserves the right to accept offer(s) in whole or in part, or to discuss with any Proponent, different or additional terms to those envisioned in this RFP or in such Proponent's proposal.

The Township will not be liable for any costs incurred by the proposers in the preparation of their response to this proposal.

After selection of preferred offer(s), if any, the Township has the right to negotiate with the preferred Proponent(s) and, as a part of that process, to negotiate changes, amendments, or modifications to the offer(s), at the exclusion to other Proponents.

Without limited the foregoing, the Township reserves the right to:

- a. Seek clarification or verify any or all information provided by the Proponent with respect to this RFP, including, if applicable to this RFP, contacting the named reference contacts.
- b. Modify, amend, or revise any provisions of the RFP or issue any addendum at any time, any modifications, amendment, revision, or addendum will, however, be issued in writing and provided to all Proponents;

- c. Reject or accept any or all offers, in whole or in part, without prior negotiations;
- d. Reject any offer based on real or potential conflict of interest;
- e. If only one proposal is received, elect to accept, or reject it;
- f. In its sole discretion, cancel the RFP process at any time, without award, noting that the lowest or any offer will not necessarily be accepted;
- g. Negotiate resulting Contract terms and conditions;
- h. Cancel and/or re-issue the RFP at any time, without liability whatsoever to any Proponent.
- i. Award all of any part of the work to one or more Proponent based on quality, services and price and other selection criteria indicated herein;
- j. Retain all offers submitted in response to this RFP.
- k. In the Township's sole and unique discretion, contact any former clients of the proponents as a reference check and not simply rely on the references provided in the proposal.

15. Ownership of Proposals

All proposals submitted to the Township will become the property of the Township. The proposals will be received and held in confidence by the Township, subject to the provisions of the Freedom of Information and Protection of Privacy Act and this RFP.

Any personal information required and received in response to the RFP will be an integral component of the Proponent's submission.

All written Proposals received by the Township will become a public record, once a Proposal is accepted, and all information contained in the Proposal is available to the public, including personal information.

16. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor, or representative of the Township, including the evaluation committee and/or any elected officials of the Township, or with members of the public or media, about the project described in this RFP, or otherwise in respect of the RFP, other than as expressly directed or permitted by the Township.

Appendix A – Mandatory Disclosure

The Township reserves the right to accept or reject any or all tenders and to waive irregularities at its discretion. The Township reserves the right to accept a proposal other than the lowest price without stating the reasons. By the act of submitting a proposal, the consultant waives any right to contest, in any legal proceeding or action, the right of the Township to award the work to whomever it chooses, and for whatever reasons the Township deems appropriate. Without limiting the generality of the foregoing, the Township may consider any factor besides price and capability to perform the work that it deems, in its sole discretion, to be relevant to its decision, including, but not limited to the following:

- 1) Any past experience with the bidder or lack thereof;
- 2) The results of any reference check done by the Township;
- 3) Information relating to the financial state of the bidder, however obtained and;
- 4) Any other factors that the Township deems pertinent in the selection process.

The successful bidder shall be expected to submit a complete proposal and enter into a formal contract with the Township.

I, _____, confirm that this offer is
Proponent's full legal name
valid for 60 calendar days.

Signed and submitted for and on behalf of:

Company Name		
Address	City	Postal Code
Signature of Authorized Signing Officer		
Print Name	Title	
Date	Email Address	
Telephone Number	Fax Number	

I have the legal authority to bind the corporation.

Appendix B – Fee Schedule

The Proponent is required to prepare the Fee Schedule and submit it with their proposal. Please provide separate figures for each functional grouping.

Any estimates for cost-reimbursable items, such as out of pocket expenses, should be listed separately.

Additional Information

- Fees are listed in Canadian dollars, excluding applicable taxes.
- Fees for 2025 shall be firm.
- Fee increases in future years are limited to the Canadian Price Index, Ontario and shall not exceed inflation rates or 2.5%, whichever is less.
- Fees shall include all travel costs and the time spent between the Township Office and the Proponent's place of business.
- Additional value-added services and applicable fees may be submitted on a separate sheet.

Fee Schedule

Item	2025 Rate	2026 Rate	2027 Rate	2028 Rate
Audit in preparation of financial statements for the Township of North Glengarry				
Audit of Reserve Funds				
Preparation of Financial Statements				
Post Audit Management Letter				
Preparation and submission of the Financial Information Return				
Total				

Staff Rates	2025 Hourly Rate	2026 Hourly Rate	2027 Hourly Rate	2028 Hourly Rate
Partner(s)				
Manager(s)				
Senior Auditor				
Field Auditor/Support Staff				

Other Fees (please identify):



STAFF REPORT TO COUNCIL

Report No: TR-2025-18

September 29, 2025

From: Zoe Bougie - Director of Finance/Treasurer

RE: 2024 Audited Financial Statements

Recommended Motion:

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

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

Background / Analysis:

In accordance with the Municipal Act, 2001, every municipality is required to prepare audited financial statements in accordance with generally accepted accounting principles for local governments by the Public Sector Accounting Board (PSAB) of CPA Canada.

The 2024 draft audited financial statements have been prepared by Welch LLP and were presented to Council during a delegation at the September 29, 2025, Council meeting. A resolution is required to formally approve these statements.

These financial statements provide transparency and accountability, ensuring that residents, stakeholders, and regulatory bodies can review the Township's financial performance and condition.

Alternatives:

N/A

Financial Implications:

There are no direct financial implications arising from the approval of the audited financial statements. The statements reflect the 2024 financial results and provide the foundation for future financial planning and reporting.

Attachments & Relevant Legislation:

Draft 2024 Audited Financial Statements

Others Consulted:

Welch LLP

Reviewed and Approved by:

Timothy Simpson, Interim CAO/Clerk

FINANCIAL STATEMENTS

For the

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

For year ended

DECEMBER 31, 2024

DRAFT

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

INDEX TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

	<u>Page(s)</u>
Management's Responsibility for the Financial Statements	2
Independent Auditor's Report	3-4
Statement of Financial Position	5
Statement of Operations	6
Statement of Changes in Net Financial Liabilities	7
Statement of Cash Flows	8
Notes to Financial Statements	9-22
Schedule 1 - Five year financial review (unaudited)	23

Management's Responsibility for the Financial Statements

The accompanying financial statements of the **Corporation of the Township of North Glengarry** are the responsibility of management and have been approved by Council.

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards prescribed for governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada and as such include amounts that are the best estimates and judgments of management.

Management is responsible for the integrity and objectivity of these statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and is ultimately responsible for reviewing and approving the financial statements.

The Council meets periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the financial statements and the external auditor's report.

The external auditors, Welch LLP, conduct an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of the Corporation of the Township of North Glengarry and meet when required.

On behalf of the Corporation of the Township of North Glengarry:

Jamie MacDonald
Mayor

Zoe Bougie
Director of Finance/Treasurer

Alexandria, Ontario
September 29, 2025

INDEPENDENT AUDITOR'S REPORT

To the Members of Council of the:

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Opinion

We have audited the accompanying financial statements of the **Corporation of the Township of North Glengarry** (the Township), which comprise the statement of financial position as at December 31, 2024 and the statements of operations, changes in net financial liabilities and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, excepts for the effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of the Township as at December 31, 2024 and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Qualified Opinion

The Township is expected to receive insurance proceeds related to an investigation into its taxes receivable. A provision in the amount of \$450,000 for estimated insurance recoveries has been recorded in these financial statements. We were unable to obtain sufficient appropriate audit evidence about the carrying amount of this expected insurance recovery due to the measurement uncertainty of the insurable loss. Consequently, we were unable to determine whether any adjustments might have been necessary to the financial assets recorded in the statement of financial position as at December 31, 2024, as well as any related adjustments to the statements of operations, changes in net assets and the cash flows.

Under Public Sector Accounting Standards as of the year ended December 31, 2023, the Township was required to adopt PS 3280 Asset Retirement Obligations. Asset retirement obligations are legal obligations associated with the eventual retirement of tangible capital assets. The Township was required to identify all legal obligations associated with the retirement of its assets, and record, and estimate the future costs of remediation for these obligations to determine their valuation. Legal liabilities may exist, including the costs for the removal and disposal of asbestos within the Township buildings that will undergo renovations or demolition, as well as decommissioning or removal costs associated with arena infrastructure, site restoration for salt storage facilities, and lagoons site restoration. The Township did not complete its analysis as described in note 1(j), and thus liabilities arising from legal obligations associated with the retirement of certain tangible capital assets and their related disclosures were not recorded in the financial statements for the year ended December 31, 2024.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud and error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during the audit.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
Financial assets		
Cash (note 2)	\$ 5,648,086	\$ 7,255,037
Taxes receivable	1,710,778	1,289,315
Accounts receivable (note 3)	2,227,440	2,086,648
Long-term receivables (note 5)	<u>293,333</u>	<u>264,771</u>
	<u>9,879,637</u>	<u>10,895,771</u>
Financial liabilities		
Accounts payable and accrued liabilities	1,961,651	1,655,119
Employee benefits payable (note 6)	281,801	247,575
Deferred revenue - obligatory reserve funds (note 7)	-	500,522
Landfill closure and post-closure liabilities (note 8)	2,078,598	2,050,119
Municipal debt (note 9)	<u>9,973,467</u>	<u>8,922,022</u>
	<u>14,295,517</u>	<u>13,375,357</u>
Net financial liabilities	<u>(4,415,880)</u>	<u>(2,479,586)</u>
Non-financial assets		
Tangible capital assets (note 10)	84,402,881	80,726,508
Tangible capital assets under construction	27,680	-
Inventory	187,741	166,782
Prepaid expenses	<u>48,433</u>	<u>97,059</u>
	<u>84,666,735</u>	<u>80,990,349</u>
Accumulated surplus (note 11)	<u>\$ 80,250,855</u>	<u>\$ 78,510,763</u>
Contingencies (note 15)		

The accompanying notes are an integral part of these financial statements.

(See accompanying notes)

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

STATEMENT OF OPERATIONS

YEAR ENDED DECEMBER 31, 2024

	<u>2024</u> <u>Budget</u> (Note 16)	<u>2024</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
Operating revenues			
Municipal taxation	\$ 6,979,649	\$ 6,970,703	\$ 6,629,937
User charges	6,019,063	6,103,666	5,589,967
Government transfers - operating	2,608,020	2,572,640	2,638,738
Investment income	200,000	422,958	337,666
Interest and penalties on taxes	260,000	256,964	239,499
Donations and other income	<u>-</u>	<u>250</u>	<u>300</u>
	<u>16,066,732</u>	<u>16,327,181</u>	<u>15,436,107</u>
Operating expenditures			
General government	1,640,094	1,638,876	1,714,164
Protection to persons and property	2,031,067	2,172,587	2,012,954
Transportation services	4,492,181	4,392,288	4,216,909
Environmental services	4,546,240	4,913,307	5,008,216
Health services	3,000	775	5,714
Recreational and cultural services	2,624,922	2,651,043	2,510,572
Planning and development	<u>674,772</u>	<u>357,976</u>	<u>474,271</u>
	<u>16,012,276</u>	<u>16,126,852</u>	<u>15,942,800</u>
Net operating surplus (deficit)	<u>54,456</u>	<u>200,329</u>	<u>(506,693)</u>
Other items			
Government transfers - capital	981,240	1,628,436	1,157,455
Reduction of anticipated insurance recoveries	-	(100,000)	-
Gain on disposal of tangible capital assets	<u>20,000</u>	<u>11,327</u>	<u>317,612</u>
	<u>1,001,240</u>	<u>1,539,763</u>	<u>1,475,067</u>
Annual surplus	1,055,696	1,740,092	968,374
Accumulated surplus at beginning of year	<u>78,510,763</u>	<u>78,510,763</u>	<u>77,542,389</u>
Accumulated surplus at end of year	<u>\$ 79,566,459</u>	<u>\$ 80,250,855</u>	<u>\$ 78,510,763</u>

(See accompanying notes)

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
STATEMENT OF CHANGES IN NET FINANCIAL LIABILITIES
YEAR ENDED DECEMBER 31, 2024

	<u>2024</u> <u>Budget</u> (Note 16)	<u>2024</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
Annual surplus	\$ 1,055,696	\$ 1,740,092	\$ 968,374
Amortization of tangible capital assets	2,969,980	2,969,980	3,033,297
Acquisition of tangible capital assets and tangible capital assets under construction	(7,369,112)	(6,674,033)	(2,464,818)
Gain on disposal of tangible capital assets	(20,000)	(11,327)	(317,612)
Proceeds on disposal of tangible capital assets	20,000	11,327	349,204
Change in inventory	-	(20,959)	(26,950)
Change in prepaid expenses	<u>-</u>	<u>48,626</u>	<u>(73,104)</u>
(Increase) decrease in net financial liabilities	(3,343,436)	(1,936,294)	1,468,391
Net financial liabilities at beginning of year	<u>(2,479,586)</u>	<u>(2,479,586)</u>	<u>(3,947,977)</u>
Net financial liabilities at end of year	<u>\$ (5,823,022)</u>	<u>\$ (4,415,880)</u>	<u>\$ (2,479,586)</u>

(See accompanying notes)

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

STATEMENT OF CASH FLOWS

YEAR ENDED DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
Cash flows from operating activities		
Annual surplus	\$ 1,740,092	\$ 968,374
Items not affecting cash:		
Amortization	2,969,980	3,033,297
Gain on disposal of tangible capital assets	<u>(11,327)</u>	<u>(317,612)</u>
	4,698,745	3,684,059
Net changes in non-cash working capital items:		
Taxes receivable	(421,463)	(35,938)
Accounts receivable	(140,792)	1,675,460
Inventory	(20,959)	(26,950)
Prepaid expenses	48,626	(73,104)
Accounts payable and accrued liabilities	306,532	(250,700)
Employee benefits payable	34,226	(26,662)
Landfill closure and post-closure liabilities	28,479	250,361
Deferred revenue	<u>(500,522)</u>	<u>39,582</u>
	<u>4,032,872</u>	<u>5,236,108</u>
Cash flows from capital activities		
Acquisition of tangible capital assets and tangible capital assets under construction	(6,674,033)	(2,464,818)
Proceeds on disposal of tangible capital assets	<u>11,327</u>	<u>349,204</u>
	<u>(6,662,706)</u>	<u>(2,115,614)</u>
Cash flows from investing activities		
Advances of long-term receivables	(63,200)	(68,300)
Repayment of long-term receivable	<u>34,638</u>	<u>51,407</u>
	<u>(28,562)</u>	<u>(16,893)</u>
Cash flows from financing activities		
Municipal debt repaid	(551,755)	(521,342)
Proceeds from issuance of municipal debt	<u>1,603,200</u>	<u>686,300</u>
	<u>1,051,445</u>	<u>164,958</u>
Increase (decrease) in cash	(1,606,951)	3,268,559
Cash at beginning of year	<u>7,255,037</u>	<u>3,986,478</u>
Cash at end of year	<u>\$ 5,648,086</u>	<u>\$ 7,255,037</u>

(See accompanying notes)

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

NATURE OF OPERATIONS

The Corporation of the Township of North Glengarry (the "Township") was incorporated on January 1, 1998 and is a lower tier municipality in the Province of Ontario. The Township is responsible for providing a variety of municipal services to its residents. The Township conducts its operations under the direction of its elected Council, guided by the provisions of provincial statutes such as the Municipal Act, 2001, Municipal Affairs Act and related legislation.

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Township are prepared by management in accordance with Canadian generally accepted accounting policies for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. These financial statements include the following significant accounting policies:

a) *Reporting entity*

These financial statements reflect the assets, liabilities, revenues and expenses and accumulated surplus of the reporting entity. The reporting entity is comprised of all municipal organizations, committees, and local boards accountable to the Township, and which are owned or controlled by the Township.

b) *Accounting for United Counties and School Board transactions*

The assets, liabilities, revenues, and expenditures with respect to the operations of the school boards and the United Counties of Stormont, Dundas and Glengarry are not reflected in these financial statements.

c) *Basis of accounting*

These financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable. Expenses are recognized as they are incurred and measurable based upon cost of goods or services acquired.

d) *Inventories*

Inventories held for consumption are recorded at the lower of cost or replacement cost on an individual basis.

e) *Investments*

Investment income earned on current funds (other than obligatory reserve funds) is reported as revenue in the period earned. Investment income earned on externally restricted funds is added to the fund balance and forms part of the respective deferred revenue balance.

f) *Deferred revenue*

The Township receives contributions under the authority of federal and provincial legislation and funding agencies. These funds, by their nature, are restricted in their use, and until applied to applicable projects, are recorded as deferred revenue. Amounts applied to projects are recorded as revenue in the fiscal period in which they are expended.

g) *Reserve and reserve funds*

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital expenditures. Transfers to and from reserves and reserve funds are recorded as an adjustment to the respective fund when approved.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

h) *Government transfers*

Government transfers are recognized as revenues or expenditures in the period in which the events giving rise to the transfer occurred, provided the transfers are authorized, any eligibility criteria have been met by the recipient, and a reasonable estimates of the amounts can be made.

i) *Taxation and related revenues*

Property tax billings are prepared by the Township based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Council incorporating amounts to be raised for local services and amounts the Township is required to collect on behalf of the United Counties of Stormont, Dundas and Glengarry and the Province of Ontario in respect of education taxes. Realty taxes are billed based on the assessment rolls provided by MPAC. Taxation revenues are recorded at the time tax billings are issued.

A normal part of the assessment process is the issue of supplementary assessment rolls that provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Township determines the taxes applicable and renders supplementary tax billings. Assessments and the related property taxes are subject to appeal. Any supplementary billing adjustments made necessary by the determination of such changes will be recognized in the period they are determined and the effect shared with the school boards as appropriate.

j) *Asset Retirement Obligations ("ARO")*

Public Sector Accounting Standard PS 3280 - Asset Retirement Obligations came into effect on April 1, 2022. This new standard provides guidance on the reporting of legal obligations associated with the retirement of tangible capital assets. An ARO is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The estimate of a liability would include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset. The estimate would include costs of tangible capital assets acquired as part of asset retirement activities to the extent those assets have no alternative use.

The Township accrues landfill closure and post-closure care requirements that have been defined in accordance with PS 3280 and include final covering, landscaping, as well as surface and ground water monitoring and visual inspections. The reported liability is based on estimated future expenses in current dollars, adjusted for estimated inflation and charges to expense are based on usage.

The Township is currently in the process of completing its assessment on the impact of PS 3280's implementation on assets other than the landfill liability described above.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

k) *Use of Estimates*

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates are reviewed periodically and adjustments are made as appropriate in the year they become known. Management makes accounting estimates when determining the estimated useful life of the Township's tangible capital assets, its allowance for doubtful accounts and accounts receivable, the accrued liability for employee benefits and the accrued liability for landfill closure and post closure costs. Actual results could differ from those estimates.

l) *Tangible capital assets*

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful life as follows:

Land improvements	10 to 25 years
Buildings	40 years
Vehicles	10 to 25 years
Machinery and equipment	5 to 20 years
Transportation:	
- roads	10 to 40 years
- bridges and structures	40 to 100 years
- sidewalks	50 years
- illumination	15 years
Water and waste plants and networks	40 to 100 years

Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized. One half of the annual amortization is charged in the year of acquisition and in the year of disposal.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue. Similarly, transfer of assets to third parties are recorded as an expense equal to the net book value of the assets as of the date of transfer.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

2. CASH

Cash consists of the following:

	<u>2024</u>	<u>2023</u>
Unappropriated cash	\$ 1,749,474	\$ 2,510,627
Restricted under the Canada Community-Building Fund	-	500,522
Restricted for reserve funds	<u>3,898,612</u>	<u>4,243,888</u>
	<u>\$ 5,648,086</u>	<u>\$ 7,255,037</u>

3. ACCOUNTS RECEIVABLE

Accounts receivable consists of the following:

	<u>2024</u>	<u>2023</u>
Water and sewer user fees receivables	\$ 516,645	\$ 418,680
Excise tax rebates receivable	152,722	108,635
Municipal drains charges receivable	630,905	640,323
Due from School Boards and the United Counties	25,732	48,442
Accounts receivable - other	<u>901,436</u>	<u>870,568</u>
	<u>\$ 2,227,440</u>	<u>\$ 2,086,648</u>

4. CREDIT FACILITY

The Township has an authorized revolving operating line of credit facility with a maximum of \$2,000,000. The credit facility bears interest at prime and was unused at December 31, 2024 (2023: \$ nil).

5. LONG-TERM RECEIVABLES

Long-term receivables consists of the following:

	<u>2024</u>	<u>2023</u>
Community improvement program loans receivable	\$ 76,062	\$ 56,062
Tile drainage loans receivable	<u>217,271</u>	<u>208,709</u>
	<u>\$ 293,333</u>	<u>\$ 264,771</u>

6. AMOUNTS TO BE RECOVERED

Amounts to be recovered represent the requirement of the Township to raise funds in subsequent periods to finance unfunded liabilities, comprised of the following:

	<u>2024</u>	<u>2023</u>
Employee benefits payable		
Vacation pay	\$ 278,175	\$ 247,575
Banked time	<u>3,626</u>	<u>-</u>
	281,801	247,575
Landfill closure and post-closure costs	<u>2,078,598</u>	<u>2,050,119</u>
	<u>\$ 2,360,399</u>	<u>\$ 2,297,694</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

7. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

A requirement of Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balance held under the Canada Community-Building Fund program is summarized as follows:

	<u>2024</u>	<u>2023</u>
Balance at beginning of year	\$ 500,522	\$ 460,940
Transactions in year:		
Grants received in year	323,137	334,548
Interest	21,786	25,147
Utilized during the year	<u>(845,445)</u>	<u>(320,114)</u>
Balance at end of year	<u>\$ -</u>	<u>\$ 500,522</u>

8. LANDFILL CLOSURE AND SPOT CLOSURE LIABILITY

The Environmental Protection Act sets out the regulatory requirements to properly close and maintain all active and inactive landfill sites. Under environmental law, there is a requirement for closure and post-closure care of solid waste landfill sites. This requirement is to be provided for over the estimated remaining life of the landfill site based on usage.

Landfill closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, pumping ground water and leachates from the site, and ongoing environmental monitoring, site inspection and maintenance. Some closure costs are incurred on an ongoing basis and are included in the yearly fiscal operating budget. All remaining expected closure and post-closure costs have been discounted at the Township's average long-term borrowing rate, net of estimated inflation. There is currently \$1,145,407 in reserves set aside for either closure or post-closure activities.

The reported liability is based on estimates and assumptions with respect to events extending over the useful life and estimated post-closure care period using the best information available to management. Effective fiscal 2023, the Public Sector Accounting Board required all public sector entities reporting landfill liabilities to adopt the accounting methodologies outlined in PS 3280, Asset Retirement Obligations. The Township adopted the standard and its liability reflects the present value of the future obligation related to landfill closure and post-closure costs, based on the cost estimates provided by an external expert.

Future events that result in significant changes to the estimated liability would be recognized prospectively, as a change in estimate, when applicable.

Landfill sites' estimated remaining capacity in cubic metres	85,296
Landfill sites' remaining useful life in years	46
Expected years of post-closure care	25

The estimated total expenses over the closure and post-closure period amount to approximately \$2,078,598 (2023: \$2,050,119).

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

9. MUNICIPAL DEBT

Municipal debt consists of the following:

	<u>2024</u>	<u>2023</u>
<u>Royal Bank of Canada</u>		
Term loans - interest rates between 2.49% and 5.99%, repayable in monthly blended payments ranging between \$1,445 and \$6,468, maturity dates ranging from 2025 to 2031	\$2,746,808	\$1,300,385
<u>Ontario Infrastructure and Lands Corporation</u>		
Debenture loans - interest rates between 1.86% and 3.01%, repayable in semi-annual payments ranging between \$13,000 and \$125,000 plus interest, maturity dates ranging from 2025 to 2049	7,009,388	7,412,929
<u>Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA):</u>		
Tile drainage debenture loans - 6% repayable over a ten year period in blended annual payments ranging between \$734 and \$6,793, maturity dates ranging from 2025 to 2034	<u>217,271</u>	<u>208,708</u>
	<u>\$9,973,467</u>	<u>\$8,922,022</u>

The Township has offsetting tile drain loans receivable from property owners with the same terms and maturity dates as the OMAFRA tile drain loans above. These loans receivable have been included in long-term receivables on the statement of financial position.

Principal repayments on municipal debt are estimated to be as follows:

2025	\$ 1,312,412
2026	528,597
2027	1,132,599
2028	863,319
2029	334,078
2030 and subsequent	<u>5,802,462</u>
	<u>\$ 9,973,467</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

10. TANGIBLE CAPITAL ASSETS

Tangible capital assets consists of the following:

<u>Cost</u>	<u>Balance December 31, 2023</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance December 31, 2024</u>
Land	\$ 515,259	\$ -	\$ -	\$ 515,259
Land improvements	1,763,765	84,636	-	1,848,401
Buildings	27,416,992	361,566	-	27,778,558
Vehicles	9,356,187	1,762,396	-	11,118,583
Equipment	8,155,222	475,075	-	8,630,297
Roads	23,471,670	1,809,402	-	25,281,072
Bridges	8,722,063	1,369,334	-	10,091,397
Water and sewer	<u>58,972,096</u>	<u>783,944</u>	<u>-</u>	<u>59,756,040</u>
	<u>\$138,373,254</u>	<u>\$ 6,646,353</u>	<u>\$ -</u>	<u>\$145,019,607</u>

<u>Accumulated Amortization</u>	<u>Balance December 31, 2023</u>	<u>Amortization Expense</u>	<u>Disposals</u>	<u>Balance December 31, 2024</u>
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	947,439	91,332	-	1,038,771
Buildings	18,840,361	631,056	-	19,471,417
Vehicles	5,588,136	490,715	-	6,078,851
Equipment	6,217,675	270,087	-	6,487,762
Roads	15,515,147	718,776	-	16,233,923
Bridges	3,622,444	150,698	-	3,773,142
Water and sewer	<u>6,915,544</u>	<u>617,316</u>	<u>-</u>	<u>7,532,860</u>
	<u>\$ 57,646,746</u>	<u>\$2,969,980</u>	<u>\$ -</u>	<u>\$ 60,616,726</u>

<u>Net book value</u>	<u>December 31, 2023</u>	<u>December 31, 2024</u>
Land	\$ 515,259	\$ 515,259
Land improvements	816,326	809,630
Buildings	8,576,631	8,307,141
Vehicles	3,768,051	5,039,732
Equipment	1,937,547	2,142,535
Roads	7,956,523	9,047,149
Bridges	5,099,619	6,318,255
Water and sewer	<u>52,056,552</u>	<u>52,223,180</u>
	<u>\$ 80,726,508</u>	<u>\$ 84,402,881</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

11. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	<u>2024</u>	<u>2023</u>
Reserves:		
Working funds	\$ 1,968,258	\$ 1,809,987
CEMC contingency fund	45,041	44,201
Fire	25,950	40,198
Major capital	1,091,300	1,030,902
Modernization & efficiency	271,139	297,152
Recreation	31,420	30,834
Parkland	122,485	90,200
Roads	76,699	361,746
Waste management	1,145,407	1,124,042
RARE	262,112	368,337
Water & sewer	2,091,491	2,752,127
WSIB	56,371	55,320
Zoning and elections	101,398	101,491
Other	676,432	719,751
Less funded by reserve funds	<u>(3,898,612)</u>	<u>(4,243,888)</u>
	<u>4,066,891</u>	<u>4,582,400</u>
Reserve funds:		
General reserve funds	2,536,173	2,915,834
Major capital fund	1,091,300	1,030,902
Modernization & efficiency reserve fund	<u>271,139</u>	<u>297,152</u>
	<u>3,898,612</u>	<u>4,243,888</u>
Reserves and reserve funds - total	<u>7,965,503</u>	<u>8,826,288</u>
Invested in tangible capital assets:		
Equity in tangible capital assets	84,430,560	80,726,508
Less: related debt	<u>(9,756,196)</u>	<u>(8,713,314)</u>
	<u>74,674,364</u>	<u>72,013,194</u>
Amounts to be recovered from future revenues:		
Accrued interest	(28,613)	(31,025)
Accrued landfill closure and post-closure costs	(2,078,598)	(2,050,119)
Employee benefits payable	<u>(281,801)</u>	<u>(247,575)</u>
	<u>(2,389,012)</u>	<u>(2,328,719)</u>
	<u>\$ 80,250,855</u>	<u>\$ 78,510,763</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

12. SEGMENTED INFORMATION

The Township is a diversified municipal government that provides a wide range of services to its citizens. The services are provided by departments and their activities are reported in the statement of operations. Departments have been separately disclosed in the segmented information. For each reported segment, revenues and expenditures represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore certain allocation methodologies are employed in the preparation of segmented financial information. The accounting policies used in these segments are consistent with those in the preparation of the financial statements as disclosed in note 1. The nature of the Township's segments and the activities they encompass are as follows:

General Government

General government includes corporate services and governance of the Township. Administration as a segment includes operating and maintaining municipal owned buildings, human resource management, legal, communications, information systems and technology, support to Council for policy development in compliance with the Municipal Act, tax billing and collection responsibilities, financial management reporting and overall budget status as well as frontline reception and customer service.

Protection to Persons and Property

Protection services includes fire protection, conservation authority, protective inspection and control, and emergency measures. Fire protection includes inspection, extinguishing and suppression services, emergency first response, and prevention education and training programs. Inspection and control includes building inspection, by-law enforcement and dog control services.

Transportation Services

Transportation services includes administration and operation of traffic and parking services for the Township. In addition, services are provided for the winter and summer road maintenance along with the repair and construction of the municipal roads system including bridges and culverts, as well as operation and maintenance of a fleet of vehicles and equipment for use in providing services to the Township.

Environmental Services

Environmental services includes the operation of water and waste water facilities and infrastructure for the collection and distribution of both water and sewer services as well as solid waste collection, disposal and recycling services.

Health Services

Health services includes health and safety programs, and contributions to the Glengarry Memorial Hospital.

Recreation and Cultural Services

Recreation and cultural services includes services that contribute to the Township's development and sustainability through the provision of recreation and leisure programs including community halls, libraries, parks, recreation fields and arenas.

Planning and Development

Planning and development manages development for business interest, environmental concerns, heritage matters, local neighbourhoods and community development. It also facilitates economic development by providing services for the approval of all land development plans and the application and enforcement of the zoning by-law and official plan.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

12. SEGMENTED INFORMATION (continued)

	<u>General Government</u>	<u>Protection</u>	<u>Transportation</u>	<u>Environmental</u>	<u>Health</u>	<u>Recreation and Cultural</u>	<u>Planning and Development</u>	<u>2024 Totals</u>	<u>2023 Totals</u>
Revenues									
Municipal taxation	\$ 723,755	\$2,319,401	\$2,084,732	\$ 397,501	\$ 2,181	\$1,254,832	\$ 188,301	\$ 6,970,703	\$ 6,629,937
User charges	120,090	345,821	71,010	4,568,421	-	844,542	153,782	6,103,666	5,589,967
Government transfers									
- operating	267,112	856,009	769,401	146,704	805	463,114	69,495	2,572,640	2,638,738
- capital	-	-	1,578,436	-	-	50,000	-	1,628,436	1,157,455
Other	<u>562,615</u>	<u>-</u>	<u>11,327</u>	<u>17,307</u>	<u>-</u>	<u>250</u>	<u>-</u>	<u>591,499</u>	<u>895,077</u>
	<u>1,673,572</u>	<u>3,521,231</u>	<u>4,514,906</u>	<u>5,129,933</u>	<u>2,986</u>	<u>2,612,738</u>	<u>411,578</u>	<u>17,866,944</u>	<u>16,911,174</u>
Expenditures									
Wages and benefits	877,572	948,567	1,522,580	1,378,822	-	1,067,357	195,151	5,990,049	5,829,689
Interest municipal debt	-	74,015	43,527	183,007	-	-	12,523	313,072	274,464
Materials and services	601,331	583,353	1,426,395	1,705,670	775	916,989	112,647	5,347,160	5,385,905
Contracted services	-	78,029	57,842	518,683	-	3,851	-	658,405	595,864
Insurance and financial costs	103,894	70,802	128,763	121,132	-	83,874	7,095	515,560	474,192
Third party transfers	-	138,426	-	-	-	179,515	14,685	332,626	349,389
Amortization	<u>56,079</u>	<u>279,395</u>	<u>1,213,181</u>	<u>1,005,993</u>	<u>-</u>	<u>399,457</u>	<u>15,875</u>	<u>2,969,980</u>	<u>3,033,297</u>
	<u>1,638,876</u>	<u>2,172,587</u>	<u>4,392,288</u>	<u>4,913,307</u>	<u>775</u>	<u>2,651,043</u>	<u>357,976</u>	<u>16,126,852</u>	<u>15,942,800</u>
Net surplus (deficit)	\$ <u>34,696</u>	\$ <u>1,348,644</u>	\$ <u>122,618</u>	\$ <u>216,626</u>	\$ <u>2,211</u>	\$ <u>(38,305)</u>	\$ <u>53,602</u>	\$ <u>1,740,092</u>	\$ <u>968,374</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

13. OPERATION OF SCHOOL BOARDS AND THE UNITED COUNTIES

The following taxation revenues were raised and remitted to school boards and the United Counties of Stormont, Dundas and Glengarry:

	<u>2024</u>	<u>2023</u>
School boards	<u>\$ 2,661,559</u>	<u>\$ 2,654,419</u>
United Counties of Stormont, Dundas and Glengarry	<u>\$ 7,853,621</u>	<u>\$ 7,464,684</u>

14. PENSION AGREEMENTS

The Township makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of its employees. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees, based on length of service and rates of pay. OMERS provides pension services to approximately 1,000 employers and over 600,000 plan members.

Each year an independent actuary determines the funding status of the OMERS pension plan (the Plan) by comparing the actuarial value of the invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2024. The results of this valuation disclosed total actuarial liabilities of \$142,489 million with actuarial assets of \$139,576 million indicating an actuarial deficit of \$2,913 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of employers and plan members participating in the Plan. The Township has adopted defined contribution plan accounting principles for this plan because insufficient information is available to apply defined benefit plan accounting principles. As a result, the Township does not recognize any share of the OMERS pension deficit.

The amount contributed to OMERS for 2024 was \$355,405 (2023 - \$353,925) for current service and is included as an expenditure on the statement of operations.

15. CONTINGENCIES

In 2014, the Government of Ontario expanded regulations to include six additional cancers presumed to be work related for firefighters under the Workplace Safety and Insurance Act. This change is retroactive to January 1, 1960. The Workplace Safety and Insurance Board (WSIB) has determined a potential liability for all Schedule 2 employers based on the total number of firefighters employed across the province. As the WSIB potential liability has been based on assumptions and general allocations and no specific claims have been filed with the Township, no provision for potential claims has been recorded in these financial statements. The Township previously established a reserve for future WSIB costs in the amount of \$56,371 to mitigate any claims from when it previously was a Schedule 2 employer.

The nature of municipal activities is such that there may be litigation pending or in prospect at any time. Litigation is subject to many uncertainties and the outcome of individual matters is not predictable. A provision for litigation claims has been recorded in these consolidated financial statements based on management's best estimate of the likely outcomes. Should claims be settled for amounts other than established accruals, the outstanding amounts will be offset against operations in the year of settlement.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

16. BUDGETED FIGURES

The budgeted figures are presented for comparison purposes as prepared and approved by the Township's Council. The budget figures have been adjusted from the cash basis of accounting as originally prepared and have been restated as follows to conform with Canadian public sector accounting standards:

	<u>2024</u>
Annual surplus as budgeted	\$ -
Add:	
Capital expenditures expensed	7,369,112
Principal repayment of municipal debt expensed	899,518
Transfers to reserves expensed	101,900
Less:	
Loan proceeds included as income	(1,580,000)
Transfers from reserves included as income	(2,406,782)
Principal repayment of tile drain loans receivable included as income	(45,000)
Interest on long-term debt not recorded	(313,072)
Amortization of tangible capital assets not recorded	<u>(2,969,980)</u>
Annual budgeted surplus as presented on the statement of operations	<u>\$ 1,055,696</u>

17. EXPENSES BY OBJECT

Operating expenditures by object is summarized as follows:

	<u>2024</u>	<u>2023</u>
Wages and benefits	\$ 5,990,049	\$ 5,829,689
Interest on municipal debt	313,072	274,464
Materials and services	5,347,160	5,385,905
Contracted services	658,405	595,864
Insurance and financial costs	515,560	474,192
Third party transfers	332,626	349,389
Amortization	<u>2,969,980</u>	<u>3,033,297</u>
	<u>\$ 16,126,852</u>	<u>\$ 15,942,800</u>

18. MEASUREMENT UNCERTAINTY - LANDFILL LIABILITIES

Management's estimate for the landfill closure and post-closure liability is subject to measurement uncertainty. The estimate is based on assumptions and calculations contained in the engineer's reports completed in 2021, modified as necessary for the passage of time and actual use of the landfill site. Actual results could differ significantly from those estimates because of the uncertainty related to future cost estimates and future use of the landfill site.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

19. FINANCIAL INSTRUMENTS

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The following disclosures provide information to assist users of the financial statements in assessing the extent of risk related to the Township's financial instruments:

Credit risk

The Township is exposed to credit risk resulting from the possibility that parties may default on their financial obligations. The Township's maximum exposure to credit risk represents the sum of the carrying value of its cash and accounts receivable. The Township's cash is with a Canadian chartered bank and as a result management believes the risk of loss on this item to be remote.

Management believes that the Township's credit risk with respect to accounts receivable is limited. The Township manages its credit risk by reviewing accounts receivable aging and following up on outstanding amounts.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Township's long-term debt bear interest at fixed interest rates, consequently, the Township's exposure to interest rate risk is negligible.

Liquidity risk

Liquidity risk refers to the adverse consequence that the Township will encounter difficulty in meeting obligations associated with financial liabilities, which are comprised of accounts payable, accrued liabilities, and long term liabilities.

The Township manages liquidity risk by monitoring its cash flow requirements on a regular basis. The Township considers its liquidity risk to be minimal as it finances large capital expenditures using debt, receives emergency funding from senior governments when needed, and maintains reserves for other obligations as they come due.

Changes in risk

There have been no significant changes in the Corporation's risk exposures from the prior year.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

20. FUTURE ACCOUNTING PRONOUNCEMENTS

Standards effective beginning on or after April 1, 2026:

PS 1202 – Financial Statement Presentation

In October 2023, PSAB issued *PS 1202 Financial Statement Presentation*. PS 1202 was issued to replace PS 1201 and sets out the new requirements for presenting financial statements in the public sector. Major changes include:

- Relocation of the net debt indicator to its own statement called the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained.
- Separating liabilities into financial liabilities and non-financial liabilities.
- Restructuring the statement of financial position to present total assets followed by total liabilities.
- Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).
- Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement will present the changes in each component of net assets (liabilities), including a new component called “accumulated other”.
- A new provision whereby an entity can use an amended budget in certain circumstances.
- In the statement of cash flows, a subtotal of cash flows before financing activities is presented to isolate financing transactions.
- Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.

PS 1202 is effective fiscal years beginning on or after April 1, 2026 to coincide with the adoption of the revised conceptual framework. Early adoption will be permitted if PSAB’s new conceptual framework is adopted simultaneously.

21. COMPARATIVE FIGURES

Comparative figures have been reclassified where necessary to conform to the presentation adopted for 2024.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

SCHEDULE 1 - FIVE YEAR FINANCIAL REVIEW (unaudited)

DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Population	10,909	10,811	8,444	8,325	8,407
Number of Households (MPAC)	4,968	4,957	4,940	4,910	4,898
Taxable Assessment (000's)					
Residential and farm	\$ 1,404,278	\$ 1,391,893	\$ 1,374,561	\$ 1,363,904	\$ 1,358,395
Commercial and industrial	<u>119,946</u>	<u>117,209</u>	<u>114,926</u>	<u>114,753</u>	<u>114,598</u>
Total	<u>\$ 1,524,224</u>	<u>\$ 1,509,102</u>	<u>\$ 1,489,487</u>	<u>\$ 1,478,657</u>	<u>\$ 1,472,993</u>
Property Taxes Billed (000's)					
Own purpose	\$ 6,971	\$ 6,630	\$ 6,354	\$ 6,213	\$ 6,254
Upper-Tier Municipality	7,854	7,465	7,065	6,893	6,904
School Boards	<u>2,662</u>	<u>2,654</u>	<u>2,588</u>	<u>2,573</u>	<u>2,883</u>
Total	<u>\$ 17,487</u>	<u>\$ 16,749</u>	<u>\$ 16,007</u>	<u>\$ 15,679</u>	<u>\$ 16,041</u>
Tax Arrears					
% of own levy	25 %	19 %	20 %	25 %	28 %
% of total levy	10 %	8 %	8 %	11 %	11 %
Municipal Debt (000's)					
Municipal debt	\$ 9,973	\$ 8,922	\$ 8,757	\$ 9,420	\$ 9,345
Annual debt charges	\$ 820	\$ 758	\$ 923	\$ 913	\$ 1,029
Municipal Equity (000's)					
Surplus and reserves	\$ 7,966	\$ 8,826	\$ 7,529	\$ 6,957	\$ 5,058
Invested in tangible capital assets	\$ 74,674	\$ 72,013	\$ 72,121	\$ 69,329	\$ 67,885
Reserves as % of operating expenses	49.40 %	55.36 %	50.94 %	49.07 %	37.00 %
Financial Indicators:					
Sustainability:					
Financial assets to liabilities	0.69 %	0.81 %	0.70 %	0.65 %	0.56 %
Municipal debt to tangible capital assets	11.81 %	11.05 %	10.77 %	11.99 %	12.14 %
Flexibility:					
Debt charges to total operating revenue	5.02 %	4.91 %	6.23 %	6.29 %	7.26 %
Total operating revenue to taxable assessment	1.07 %	1.02 %	1.00 %	0.98 %	0.96 %
Vulnerability:					
Operating government transfers to operating revenues	15.76 %	17.09 %	17.05 %	19.21 %	20.24 %
Total government transfers to total revenues	25.73 %	24.59 %	33.27 %	38.25 %	39.59 %

Welch LLP[®]

Township of North Glengarry
2024 Audit Presentation
September 29, 2025
Christina Morgan

NORTH
GLENGARRY
NORD

Ontario's Celtic Heartland
Le centre celtique de l'Ontario

Audit Status - TNG

- **Audit is complete subject to:**
 - **Approval of financials by Council**
 - **Representation letter to be signed by Mayor and Treasurer**
- **Financials are stamped draft until approved**

2024 Draft Financials - TNG

- **Page 3, 4 – Independent Auditor’s Report**
 - **Qualified Audit Opinion :**
 - i) **Unable to confirm insurance proceeds receivable**
 - ii) **Asset retirement obligations – new standard being evaluated**

2024 Draft Financials - TNG

Page 5 – Statement of Financial Position:

	2024	2023
Financial assets	\$9,879,637	\$10,895,771
Financial liabilities	<u>(14,295,517)</u>	<u>(13,375,357)</u>
Net financial liabilities	(4,415,880)	(2,479,586)
Non-financial assets	<u>84,666,735</u>	<u>80,990,349</u>
Accumulated surplus	<u>\$80,250,855</u>	<u>\$78,510,763</u>

2024 Draft Financials - TNG

- Page 6 – Statement of Operations

	2024	2023
Operating revenues	\$16,327,181	\$15,436,107
Operating expenditures	<u>(16,126,852)</u>	<u>(15,942,800)</u>
Net operating surplus (deficit)	200,329	(506,693)
Capital revenues/other	<u>1,539,763</u>	<u>1,475,067</u>
Annual surplus	<u>\$1,740,092</u>	<u>\$968,374</u>

Welch LLP[®]

2024 Draft Financials - TNG

- **Notes to financials**
 - Page 12 – Note 2: Cash
 - Page 12 – Note 6: Employee Benefits & Landfill Liability
 - Page 13 – Note 7: CCFB Funding full utilized
 - Page 15 – Note 10: Tangible Capital Assets
 - Page 16 – Note 11: Accumulated surplus
 - Page 20 – Note 17: Expenses by object

2024 Draft Financials - TNG

Questions?

Thank you

Welch LLP[®]



STAFF REPORT TO COUNCIL

Report No: BP-2025-21

September 29, 2025

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

RE: **ZONING BY-LAW AMENDMENT No. Z-05-2025**

Applicant: EASTWOOD DAIRY FARMS

20500 Laggan-Glenelg Road (County Road 24), Dalkeith
Lochiel Concession 6, Part Lot 35; 14R3565 Parts 1 & 2
Roll 0111 016 014 16000 & 0111 016 014 15000
PIN 67157-0064

Recommended Motion:

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

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

Background / Analysis:

A zoning amendment application was presented during a public meeting of planning on September 8th, 2025.

The purpose of the Zoning By-Law Amendment is to re-zone the retained portion of Consent Application No. B-5-25 (215.4 acres) of the property from General Agricultural (AG) to General Agricultural Special Exception (AG-261) to prohibit residential development and to re-zone the severed portion of Consent Application No. B-5-25 (2.7 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-262) to prohibit agricultural uses.

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

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

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

OR

Option #2 Council does not adopt the by-law

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:

- By-Law Z-05-2025
- Public Meeting of Planning Staff report from September 8th, 2025

Others Consulted:

n/a

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. Z-05-2025

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

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

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

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

1. Notwithstanding the provisions of Section 11.2 to the contrary, on the lands described as being Lochiel Concession 6, Part Lot 35; 14R3565 Parts 1 & 2; Parcel Identifier (PIN) 67157-0064 (20500 Laggan-Glenelg Road (County Road 24), Dalkeith) of North Glengarry zoned General Agricultural Special Exception (AG-261) & General Agricultural Special Exception (AG-262) on Schedule “A” attached hereto, the following provisions shall apply:
 - i) General Agricultural Special Exception (AG-261):
 - to prohibit residential development; and
 - ii) General Agricultural Special Exception (AG-262):
 - to prohibit agricultural uses.
2. That Schedule “B” of By-Law 39-2000 is hereby amended by changing the “AG” Zone Symbol on the subject lands to “AG-261” & “AG-262” on the Schedule “A” hereto.
3. That Schedule “A” attached hereto is hereby made fully part of the By-Law.

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

READ a first, second, third time and enacted in Open Council, this 29th day of September 2025.

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. Z-05-2025, duly adopted by the Council of the Township of North Glengarry, on the 29th day of September 2025.

Date Certified

Clerk / Deputy Clerk

**SCHEDULE “A”
TO BY-LAW NUMBER Z-05-2025**

**Legend
Subject Lands
Zone Change from “AG” to “AG-261” & “AG-262”**



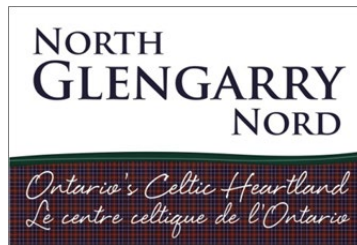
**20500 Laggan-Glenelg Road (County Road 24), Dalkeith
Lochiel Concession 6, Part Lot 35; 14R3565 Parts 1 & 2
Roll 0111 016 014 16000 & 0111 016 014 15000
PIN 67157-0064**

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

**This is Schedule “A” to By-Law Z-05-2025.
Passed this 29th day of September 2025.**

Mayor/Deputy Mayor

CAO/Clerk/Deputy Clerk



**STAFF REPORT
PUBLIC MEETING OF PLANNING**

Date: **September 8, 2025**

To: **Mayor and Council Members**

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

File	Zoning By-law Amendment No. Z-05-2025
Owner	EASTWOOD DAIRY FARMS
Address (Civic & Legal)	20500 Laggan-Glenelg Road (County Road 24), Dalkeith Lochiel Concession 6, Part Lot 35; 14R3565 Parts 1 & 2 Roll 0111 016 014 16000 & 0111 016 014 15000 PIN 67157-0064
Location	

Property



Site

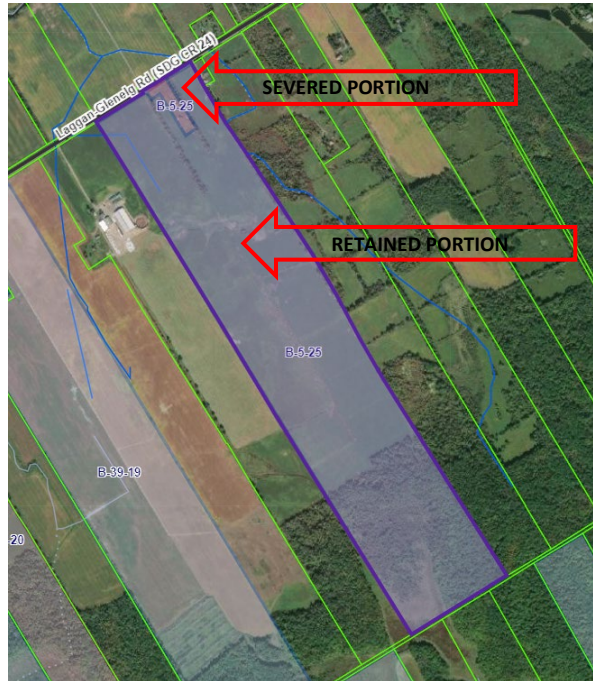


Purpose of application

THE PURPOSE of the Zoning By-Law Amendment is:

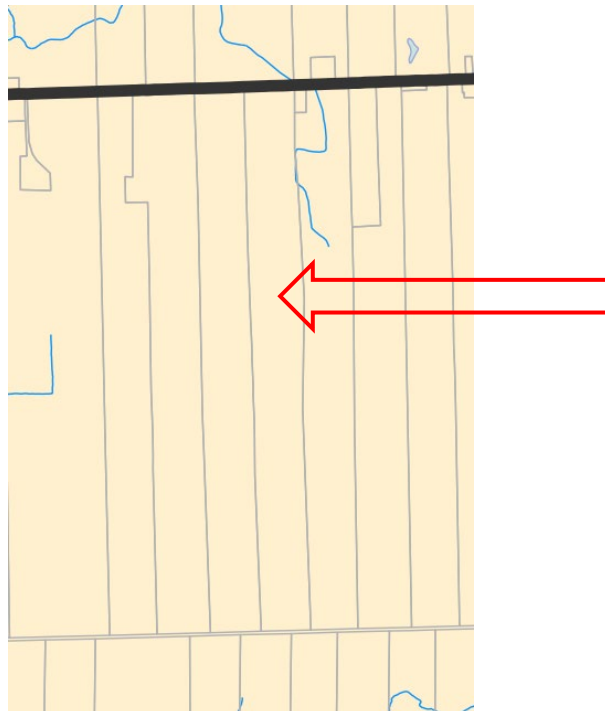
To re-zone the retained portion of Consent Application No. B-5-25 (215.4 acres) of the property from General Agricultural (AG) to General Agricultural Special Exception (AG-261) to prohibit residential development and;

To re-zone the severed portion of Consent Application No. B-5-25 (2.7 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-262) to prohibit agricultural uses.



Official Plan & surroundings

Agricultural Resource Lands



Zoning & surroundings	General Agricultural (AG) & Floodplain (FP) 
Use	Currently used as residential (dwelling) and fields. No proposed change after ZBA & Consent.
Surrounding Uses	North – Rural residential properties & cash crop land/fields East – Rural residential properties & cash crop land/fields South – Some wetlands & floodplains, cash crop land/fields West – Rural residential properties & cash crop land/fields
Size/Area	218.1 acres Proposed Consent Application No. B-5-25: - retained portion – 215.4 acres - severed portion - 2.7 acres. Both compliant with Zoning By-law.
Frontage	Proposed Consent Application No. B-5-25 - retained portion – 320.1m on County Road 24 - severed portion – 85.34m on County Road 24. Both compliant with Zoning By-law.
Dimensions	405.44m (frontage on County Road 24) X 2173.8m

Buildings	1 building, a single-family dwelling to be kept with the residential portion of the severance. 0 buildings on the agricultural portion.
Building Height	Compliant with Zoning By-law.
Setbacks	Compliant with Zoning By-law. The survey has not been submitted at this point in time.
Lot Coverage	Compliant with Zoning By-law. The new property line is proposed to be in such a location to keep the area to a minimum to accommodate the residential use for the dwelling, septic, well and the accessory building as per OP.
Sanitary/Septic	Private Class 4 Septic system located on the East of the dwelling.
Water/Well	Private Well.
Storm	Storm water dispersed on site.
Entrance/Driveway	1 existing driveway for residential portion off County Road 24, to remain. No existing entrance for the agricultural portion, non-required, accessible via neighbouring fields, same farm. 
Civic number	1 existing civic number 20500 to remain for the agricultural portion. Currently no civic number for the dwelling, to be issued.
SDG	No new proposed entranceway on any County Roads. The applicant received conditional approval from the United Counties of Stormont Dundas & Glengarry on April 11, 2025, for Consent Application B-5-25, granted on lands designated as Agricultural Resource Lands as per 8.12.13.3 (7) for a residence surplus to a farming operation.

RRCA & SNRCA	We have received a comment from RRCA as there is a mapped watercourse on and within 15m of the subject lot. Alterations to the watercourse including but not limited to shoreline restoration, crossings, bridges, culverts, channelization, channel closures, realignment and cleanouts shall require permission from the Raisin Region Conservation Authority, as per O. Reg. 175/06.
EOHU	No comments submitted.
MTO	No comments submitted.
CP/CN/Via Rail	No comments submitted.
OMAFRA	No comments submitted.
Hydro one, OPG, Bell, Enbridge	No comments submitted.
NG Roads Dept.	No comments submitted.
NG Public Works Dept.	No comments submitted.
NG Fire Dept.	No comments submitted.
NG By-law Dept.	No comments submitted.
NG Building Dept.	The owner does not have to apply for any building permits as there are no accessory buildings on either portion. Prior to clearing all the conditions, the Chief Building Official will go on site to ensure no other structures are creating a health and safety hazard for the public and future owners, such as sheds, silo, other old buildings, etc.
Planning Act	The Ontario Planning Act gives municipal Councils the authority to pass zoning by-laws, and make amendments to existing zoning by-laws, under Section 34 of the Act. The Planning Act also requires that in making planning decisions Council must have regard for matters of Provincial Interest. The Planning Act requires that Council's decisions must be consistent with the Provincial Policy Statement, and conform, or not conflict with, the Stormont, Dundas and Glengarry Official Plan which apply to the lands.
Provincial Policy Statement	According to the Provincial Policy Statement (2020) lot creation in prime agricultural areas is discouraged and may only be permitted in certain circumstances. A residence surplus to a farming operation is the most common reason and is applicable to this application provided that the new lot will be limited to a minimum size needed to accommodate the use, accessory uses, and appropriate sanitary sewage and water services.

	The planning authority ensures that new residential dwellings are prohibited on any remnant parcel or farmland created by the severance.
Official Plan	The SDG Counties Official Plan Policy (8.12.13.3(7)) permits lot creation in agricultural lands for a residence surplus to a farming operation if the new lot will be limited to a minimum size needed to accommodate the use, accessory uses, and appropriate sanitary sewage and water services, and the municipality prohibits further dwellings (residential development) on the vacant retained lands created by the subject consent.
Zoning By-law 39-2000	Compliant with Zoning By-law. Both portions have the required minimum Lot Area, Lot Frontage and all minimum setbacks are met. The existing use to remain is compliant with the permitted uses within the General Agricultural Zones.
Justification	Facilitates appropriate land use compatibility and minimizes land use conflicts. (ACT) Supports sustainable development by promoting a mix of land uses (ACT) Supports efficient land use and development patterns (PPS) Amendment aligns with the general intent and vision of the Official Plan (OP) Enhances the community's character while respecting compatibility with surrounding uses (OP) The proposed use is appropriate and desirable for the site (ZB) Amendment ensures functional site design: adequate access, parking, servicing, etc. (ZB)
Pictures of site	



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



STAFF REPORT TO COUNCIL

Report No: BP-2025-22

September 29, 2025

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

RE: **ZONING BY-LAW AMENDMENT No. Z-06-2025**

Applicant: Chantal, Denis & Reynald BLAIS

20521 Glen Robertson Road (County Road 10), Alexandria
Lochiel Concession 2, Part Lot 34; RP14R4318 Part 2
Roll 0111 016 005 22000
PIN 67147-0084

Recommended Motion:

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

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

Background / Analysis:

A zoning amendment application was presented during a public meeting of planning on September 8th, 2025.

The purpose of the Zoning By-Law Amendment is to re-zone the property from Rural (RU) to Rural Special Exception (RU-25) to permit a secondary dwelling with an accessory apartment on the subject lands.

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

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

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

OR

Option #2 Council does not adopt the by-law

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:

- By-Law Z-06-2025
- Public Meeting of Planning Staff report from September 8th, 2025

Others Consulted:

n/a

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. Z-06-2025

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

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

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

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

1. Notwithstanding the provisions of Section 11.2 to the contrary, on the lands described as being Lochiel Concession 2, Part Lot 34; RP14R4318 Part 2; Parcel Identifier (PIN) 67147-0084 (20521 Glen Robertson Road (County Road 10), Alexandria) of North Glengarry zoned Rural Special Exception (RU-25) on Schedule “A” attached hereto, the following provisions shall apply:
 - i) Rural Special Exception (RU-25):
 - to permit a secondary dwelling with an accessory apartment on the subject lands.
2. That Schedule “B” of By-Law 39-2000 is hereby amended by changing the “RU” Zone Symbol on the subject lands to “RU-25” on the Schedule “A” hereto.
3. That Schedule “A” attached hereto is hereby made fully part of the By-Law.

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

READ a first, second, third time and enacted in Open Council, this 29th day of September 2025.

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. Z-06-2025, duly adopted by the Council of the Township of North Glengarry, on the 29th day of September 2025.

Date Certified

Clerk / Deputy Clerk

**SCHEDULE “A”
TO BY-LAW NUMBER Z-06-2025**

**Legend
Subject Lands
Zone Change from “RU” to “RU-25”**



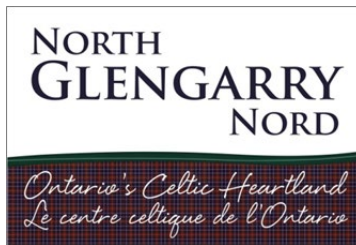
**20521 Glen Robertson Road (County Road 10), Alexandria
Lochiel Concession 2, Part Lot 34; RP14R4318 Part 2
Roll 0111 016 005 22000
PIN 67147-0084**

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

**This is Schedule “A” to By-Law Z-06-2025.
Passed this 29th day of September 2025.**

Mayor/Deputy Mayor

CAO/Clerk/Deputy Clerk



**STAFF REPORT
PUBLIC MEETING OF PLANNING**

Date: **September 8, 2025**

To: **Mayor and Council Members**

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

File	Zoning By-law Amendment No. Z-06-2025
Owner	Chantal, Denis & Reynald BLAIS
Address (Civic & Legal)	20521 Glen Robertson Road (County Road 10), Alexandria Lochiel Concession 2, Part Lot 34; RP14R4318 Part 2 Roll 0111 016 005 22000 PIN 67147-0084
Location	

Property



Site



Purpose of application

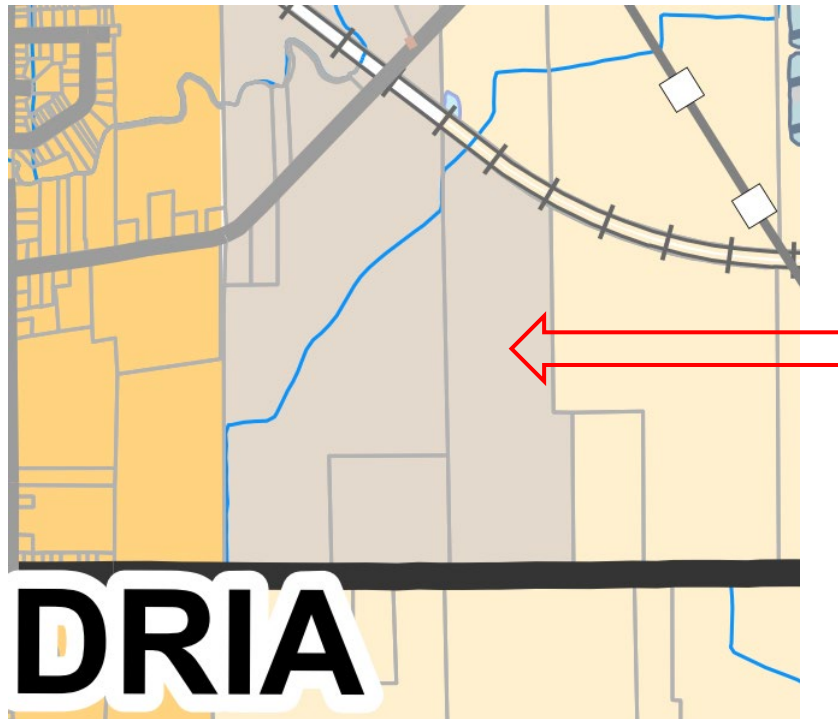
THE PURPOSE of the Zoning By-Law Amendment is:

To re-zone the property from Rural (RU) to Rural Special Exception (RU-25) to permit a secondary dwelling on the subject lands.



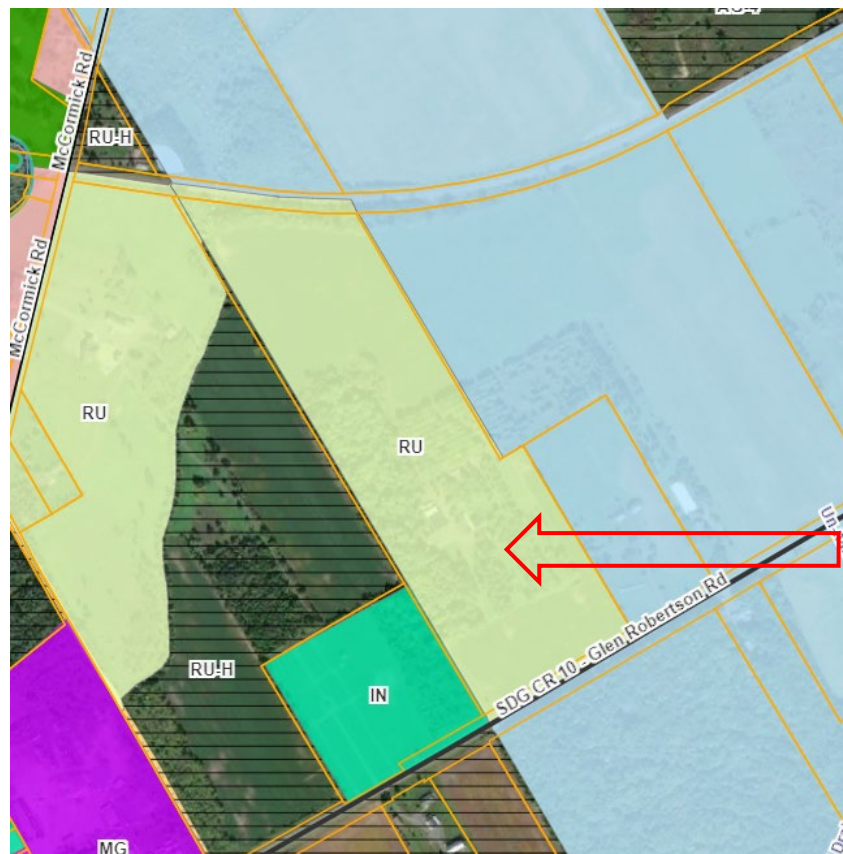
Official Plan & surroundings

Rural District



Zoning & surroundings

Rural (RU)



Use	Currently used as residential (dwelling), treed area and fields to the North. No proposed change after ZBA, additional dwelling to be built close to existing dwelling.
Surrounding Uses	North – CN Railway, Cash crop land/fields, Golf Course East – Cemetary, Town of Alexandria South – Cash crop land/fields West – Rural residential properties, Alexandria lagoon & cash crop land/fields
Size/Area	33.84 acres No proposed changes. Compliant with Zoning By-law.
Frontage	215.6m on Glen Robertson Road (County Road 10) No proposed changes. Compliant with Zoning By-law.
Dimensions	215.6m (frontage on County Road 10) X 791.3m – Irregular shape
Buildings	3 buildings, a single-family dwelling to remain and 2 residential accessory storage buildings. 1 new, 2-unit residential building is proposed pending ZBA. 
Building Height	Compliant with Zoning By-law.

Setbacks	Compliant with Zoning By-law. The survey has not been submitted at this point in time. New building to be built in compliance with Zoning By-law, no reductions in setback proposed.
Lot Coverage	Compliant with Zoning By-law. New building to be built in compliance with Zoning By-law, no reductions in minimum lot coverage is proposed.
Sanitary/Septic	Private Class 4 Septic system located on the North of the existing dwelling. New Private Class 4 Septic system to be installed for new proposed residential 2-unit building.
Water/Well	Private Well.
Storm	Storm water dispersed on site.
Entrance/Driveway	1 existing driveway accessible from Glen Robertson Road (County Road 10) for dwelling, same driveway to be used for proposed building, no new entrances proposed on County Road 10. 
Civic number	1 existing civic number 20521 to remain for the existing dwelling. New civic numbers could be issued for new residential building.
SDG	No new proposed entranceway on any County Roads. No comments submitted.
RRCA & SNRCA	No comments submitted.
EOHU	No comments submitted.

MTO	No comments submitted.
CP/CN/Via Rail	Setback to be evaluated at building permit stage. Proposed location is outside of the 30m buffer zone, no issues.
OMAFRA	No comments submitted.
Hydro one, OPG, Bell, Enbridge	No comments submitted.
NG Roads Dept.	No comments submitted.
NG Public Works Dept.	No comments submitted.
NG Fire Dept.	No comments submitted.
NG By-law Dept.	No comments submitted.
NG Building Dept.	Building permit will have to be obtained as per OBCA. The building permit will also deal with parking, pedestrian safety, minor neighborhood character details, drainage, grading, actual building size and location, setbacks, servicing, lighting, garbage collection, etc. A Site Plan Control Development Agreement will not be required for the development.
Planning Act	The Ontario Planning Act gives municipal Councils the authority to pass zoning by-laws, and make amendments to existing zoning by-laws, under Section 34 of the Act. The Planning Act also requires that in making planning decisions Council must have regard for matters of Provincial Interest. The Planning Act requires that Council's decisions must be consistent with the Provincial Policy Statement, and conform, or not conflict with, the Stormont, Dundas and Glengarry Official Plan which apply to the lands.
Provincial Policy Statement	The Provincial Policy Statement, also known as the "PPS", provides policy directions on matters of provincial interest related to land use planning and development. It aims to provide for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. Section 1.1.1 supports Healthy, livable and safe communities by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term, accommodate an appropriate affordable and market-based range and mix of residential types, (including single-detached, semi-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons) and avoiding development and land use patterns which may cause environmental or public health and safety concerns.

	Secondary dwelling units in rural district areas are consistent with the Provincial Policy Statement.
Official Plan	The SDG Counties Official Plan permits dwellings and secondary dwellings in Rural District Lands. SDG Counties planning Staff have confirmed the application conforms to the SDG Counties Official Plan.
Zoning By-law 39-2000	Current use is compliant with Zoning By-law. Proposed secondary dwelling (with accessory apartment) not permitted, needs ZBA. Proposed building is to be built in compliance with all zone requirements.
Justification	Facilitates appropriate land use compatibility and minimizes land use conflicts. (ACT) Contributes to appropriate intensification, infill, or compatible development (ACT) Supports sustainable development by promoting a mix of land uses (ACT) The intent of the regulation is respected (e.g., privacy, massing, parking, height). (ACT) Amendment aligns with the general intent and vision of the Official Plan (OP) Enhances the community's character while respecting compatibility with surrounding uses (OP) Contributes to growth management or intensification goals. (OP) The proposed use is appropriate and desirable for the site (ZB) Amendment ensures functional site design: adequate access, parking, servicing, etc. (ZB) Supports adequate provision of housing, employment, transportation, and services (ZB) Supports a range and mix of housing options, densities, and affordability (PPS)

Pictures of site



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



STAFF REPORT TO COUNCIL

REPORT NO.: BP-2025-23

September 29, 2025

TO: Mayor and Council Members

FROM: Peter Young, MCIP RPP, Municipal Planning Consultant

RE: Subdivision Agreement – Trillium Landing Development

Recommended Motion:

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

Background:

Alcore Homes was given draft plan approval on April 21, 2023 by the United Counties for a 44-unit plan of subdivision consisting of townhomes and a stormwater management block. The subdivision is located on McDougald Street West in Alexandria immediately north of Glengarry District High School.

Since that time the applicant has been working through detailed design, utility approvals, financing and tendering. The applicant is ready to proceed with Phase 1 of the subdivision (marketing illustrations shown below). One of the final requirements is to enter into a subdivision agreement with the Township of North Glengarry.

Analysis:

The proposed subdivision agreement is a condition of the Draft Plan Approval granted by the United Counties and is intended to ensure that all requirements of the Township have been addressed regarding the development of the lands, including the installation of roads and services and the posting of financial securities for due performance.

Detailed engineering plans have been prepared by the applicant and reviewed and accepted by the Township's consulting engineers, Public Works, Raisin Region Conservation Authority, and the Counties' Engineering Department. The agreement is attached in draft form with the CAO/Clerk being authorized to execute the final agreement. Typically, the agreements are left in draft form until final execution and registration as final details such as drawing dates and plan

numbers are determined. The owner has entered into a pre-servicing agreement with the Township to allow construction to commence in advance of final registration at the Owner's risk.



Policy Considerations:

The proposed plan of subdivision was given Draft Approval by the United Counties based on consistency with the Provincial Planning Statement and applicable policies. This initiative supports the provision of additional housing and infrastructure and is further supported by the Provincial Planning Statement and County Official Plan, while maintaining oversight through municipal review.

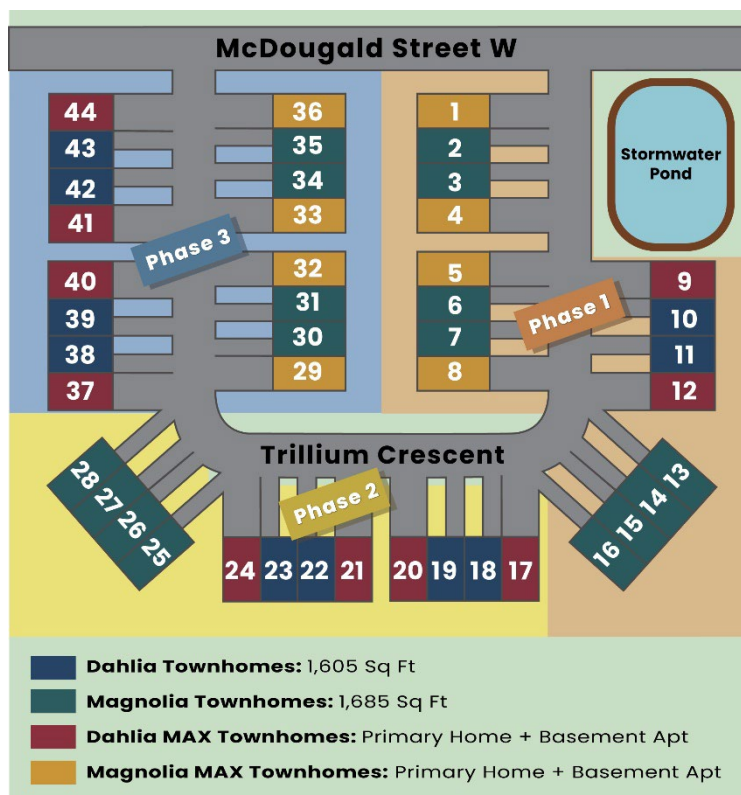
Environmental Considerations:

No additional negative impacts to the environment are anticipated.

Alternatives:

Council could decide not to proceed with entering into a subdivision agreement with the owner. This alternative decision is not recommended considering the intent is to support housing and infrastructure development.

Financial Implications:



Securities will be required to be deposited to the Township at the time of execution and will be reimbursed as the subdivision progresses.

Attachments:

Attachment #1 – Draft Subdivision Agreement (Trillium Landing Subdivision)

Others Consulted:

N/A

SUBDIVISION AGREEMENT

THIS AGREEMENT made in triplicate this _____ day of September, 2025.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

hereinafter called the “Township”

OF THE FIRST PART

AND:

Alcore Homes Inc.

hereinafter called the “Owner”

OF THE SECOND PART

WHEREAS the Owner purports to be the Owner of the lands and premises described in Schedule “A” of this Agreement and shown on the plans attached as Schedule “B” (which lands and premises are known as Part of Lot 38 Concession 2, Geographic Township of Lochiel, in the Township of North Glengarry), and proposes to subdivide the said lands by means of a registered Plan of Subdivision, creating 6 Blocks and 1 streets and for that purpose has applied to the United Counties of Stormont, Dundas and Glengarry for approval of a Plan of Subdivision.

AND WHEREAS one of the conditions which must be satisfied before such approval is granted is that the Owner must enter into a Subdivision Agreement with the Township;

AND WHEREAS the Owner and the Township have agreed to certain matters hereinafter expressed relating to the planning, development and phasing of the said subdivision;

AND WHEREAS this Subdivision Agreement applies only to Phase 1.

THIS AGREEMENT WITNESSETH that in consideration of the sum of Two Dollars (\$2.00) of lawful money of Canada paid by the Owner to the Township together with other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged:

The parties hereto agree to the following terms and conditions:

PART 1 - DEFINITIONS, LAND AND SCHEDULES

1. In this Agreement:

“ACCEPT” or “ACCEPTANCE” has the meaning given in section 18 of this Agreement;

“APPROVAL AUTHORITY” means the United Counties of Stormont, Dundas and Glengarry;

“APPROVAL” has the meaning given in section 17 of this Agreement;

“CHIEF BUILDING OFFICIAL” shall mean the Chief Building Official of the Township of North Glengarry as appointed under the Building Code Act;

“CLERK” means the clerk of the Township of North Glengarry;

“COUNCIL” means the (elected) Council of the Township of North Glengarry;

“LAND” or “LANDS” shall mean those lands identified in Schedule “A” and who which this Agreement applies in accordance with section 3 hereof;

“MAINTAIN” includes repair, replace or reinstate;

“MUNICIPAL ENGINEER” means the consulting engineer or engineering firm appointed by the Council of the Township of North Glengarry to oversee the engineering of the construction of the Works;

“MUNICIPAL SOLICITOR” means such counsel as Council may appoint from time to time

“OWNER” or “OWNERS” includes the party of the Second Part, its heirs, executors, administrators, successors and assigns, agents, contractor and subcontractor carrying out work for or on behalf of the Owner or Owners;

“PLAN” or “PLAN OF SUBDIVISION” or “SUBDIVISION” means the Plan of Subdivision submitted by the Owner for approval and includes the lands described in Schedule “A;”

“PUBLIC WORKS SUPERINTENDENT” shall mean the Public Works Superintendent of the Township of North Glengarry as designated by the Council;

“ROAD” shall mean those public roads or any part or parts thereof, any daylighting triangles, and any areas of road widening shown or laid out on the Plan of Subdivision. The use of “Streets” or “Public Highway” shall be synonymous with “Road”;

“TOWNSHIP” shall mean The Corporation of the Township of North Glengarry;

“WORKS” includes those services, installations, structures and other works listed in and required by this Agreement to be provided by the Owner and as set out in Schedule “C.”

2. **SCHEDULES**

The following schedules form part of this Agreement and are incorporated by reference:

Schedule “A”	Description of the Lands to Which this Agreement Applies
Schedule “B”	Plan of Subdivision
Schedule “C”	Works to be Provided by the Owner
Schedule “D”	Time Schedule for Works
Schedule “E”	Estimated Cost of Works and Financial Requirements
Schedule “F”	Engineering Reports
Schedule “G”	Waterworks
Schedule “H”	Standard Engineering and Landscaping Specifications and Electrical Distribution
Schedule “T”	Phasing of Development
Schedule “J”	Street Names and Traffic Signs
Schedule “K”	Walkways, Sidewalks and Fences
Schedule “L”	Fire Department Specifications
Schedule “M”	Special Requirements
Schedule “N”	Transfers of Land for Public Purposes
Schedule “O”	Covenants to be Incorporated in Transfers
Schedule “P”	Building Restrictions and Transfer Covenants
Schedule “Q”	Business Address of the Township and of the Owner
Schedule “R”	Conditions of Draft Approval
Schedule “S”	Required Wording of Letter of Credit
Schedule “T”	Insurance Certificates

3. **LANDS**

The Owner agrees that the lands affected by this Agreement shall be those described in Schedule "A" annexed hereto and shown on the Plan of Subdivision annexed hereto as Schedule "B." The Owner warrants that it is the registered owner of those lands.

PART 2 - WORKS

4. SCOPE OF WORKS

The Owner covenants and agrees to construct and install all of the Works more particularly set out in Schedule "C" in compliance with the time schedule set out in Schedule "D" annexed hereto. It is understood and agreed that written approval of the Township, in a form determined solely by the Township, is required prior to any departure from the specifications of the schedules attached to and forming part of this Agreement. The Works shall be completed at the expense of the Owner in a good and workmanlike manner and to the satisfaction of the Municipal Engineer.

5. PROSECUTION OF WORKS

The Works shall proceed in a good and workmanlike manner, and to the satisfaction of the Municipal Engineer. If, in the opinion of the Municipal Engineer, the Owner is not prosecuting or causing to be prosecuted the Works required in connection with this Agreement within the times specified in Schedule "D", or is improperly performing the Works, or should the Owner neglect or abandon any of the Works before completion, or unreasonably delay same so that the conditions of this Agreement are being violated, carelessly executed, or performed in bad faith, or should the Owner neglect or fail to renew or again perform such work as may be rejected by the Municipal Engineer as being or having become defective or unsuitable, or should the Owner fail to carry out any maintenance required under this Agreement, or should the Owner in any manner, in the opinion of the Municipal Engineer, make default in the performance of any of the terms of this Agreement, then in any such case, the Municipal Engineer shall promptly notify the Owner, in writing, of such default, failure, delay or neglect, and if such notification be without satisfactory answer for ten (10) calendar days after such notice, then in that case the Municipal Engineer shall thereupon have full authority to draw on the securities required by **Clause 77** of this Agreement to purchase such materials, tools, and machinery and to employ such workmen as in his/her opinion shall be required for the proper completion of the said Works at the cost and expense of the Owner. In cases of emergency, in the opinion of the Municipal Official, such work may be done without notice. The cost of such work shall be calculated by the Municipal Engineer whose decision shall be final. It is understood and agreed that any such costs incurred by the Township, including costs incurred on an emergency basis, shall be subject to an additional management fee of TWENTY-FIVE PERCENT (25%) of the labour and material value including HST or any other taxes thereon.

6. WARRANTY

The Owner covenants and agrees to restore to the satisfaction of the Municipal Engineer any faulty workmanship or materials used in construction of the Works outlined in Schedule "C" or any damage done by the Owner, during construction of the Works. Such responsibility for restoration shall continue until Acceptance of the works by the Township, as provided by section 18 of this Agreement.

Further, the Owner hereby agrees to satisfy all requirements, financial and otherwise, of the Township concerning the provisions of roads, the installation of services, and drainage.

7. TIME PERIODS SUBJECT TO CHANGE

The Owner undertakes and agrees that nothing contained within this Agreement, and in particular Schedule "D", shall be construed as precluding the Township from requiring the completion of any of the Works in advance of the timelines set out in Schedule "D", provided that:

- (a) Council authorizes such action by resolution specifying the Works to be completed; and

- (b) the Township has provided reasonable advance notice to the Owner of any such requirement including time for the calling of tenders and actual completion of the work.

8. **ENGINEERING – INFORMATION & AS-BUILTS**

The Owner shall prepare and furnish at its own cost, all plans, drawings, specifications, calculations, or other information and documents pertaining to the Works which may be required by the Municipal Engineer and shall also prepare and submit to the Municipal Engineer estimates of the costs of the Works.

In all respects, the specifications used for the Works shall correspond to the applicable Township specifications or the applicable specifications of such other authority as may have jurisdiction, and in the case of conflict between the specifications of the Owner and those of the Township, or other authority having jurisdiction, the Township specifications shall prevail. The Owner shall submit three (3) sets of As Built drawings, one set to the Municipal Engineer, one set to the Ontario Clean Water Agency and one set to the Clerk (including the complete package of engineering drawings in mylar form and in digital (.pdf) format to the Township). As-Built drawings for sewer and watermain shall be submitted to the Township and to OCWA in a format satisfactory to OCWA "locate" purposes.

9. **ENGINEERING DESIGN AND SUPERVISION**

The Owner shall be responsible for the design and supervision of construction of the Works in the Subdivision which shall be subject to the Approval of the Municipal Engineer. The Owner shall employ competent engineers registered by the Association of Professional Engineers of Ontario,

- (a) to design;
- (b) to prepare the necessary specifications for;
- (c) to obtain the necessary approvals in conjunction with the Township;
- (d) to provide full time resident construction review services of;
- (e) to maintain all records of construction relating to; and
- (f) to prepare and furnish all plans and drawings of;

the Works as may be required by this Agreement. The Township may, in its absolute discretion, on the advice of the Municipal Engineer, permit the Owner to dispense with any of the requirements of this clause.

10. **TESTING – MATERIALS & SOILS**

The Municipal Engineer may require any qualitative or quantitative tests made of any materials which have been or are proposed to be used in the construction of any of the Works required by this Agreement, or may require soil tests to be carried out, and the cost of such tests shall be paid by the Owner. To facilitate obtaining such reports, the Owner shall deposit with the Township the dollar sum indicated in Schedule "E" forthwith upon the execution of this Agreement to be used by the Township to obtain such reports. In the event the whole of such money shall not be required for the purpose aforesaid, any surplus shall be returned to the Owner without interest or deduction upon Acceptance of all Works within the Subdivision. In the event the said sum shall be insufficient for such purpose, the Owner shall pay the Township such deficiency upon demand.

11. **AUDITED STATEMENT – CONTRACT COST OF WORKS**

(Not applicable)

12. **COMPLIANCE WITH SPECIFICATIONS**

It is understood and agreed that examination and approval of drawings, specifications and contract documents by the Municipal Engineer does not relieve the Owner of its obligations to construct all Works and services strictly in accordance with standard engineering requirements, Township standards and specifications or the standards and specifications of

such other authority as may have jurisdiction regarding the construction of the Work. Where standards and specifications are not explicit within the approved plans and the Township or other authority does not have a higher standard, Ontario Provincial Standard Specification and Ontario Provincial Standard Drawing regulations will be the required standard.

13. **PHASING OF DEVELOPMENT**

The Subdivision will be constructed in 3 phases:

Phase 1

Blocks 1 to 5, both inclusive, Trillium Crescent, and the reserve, namely Block 6

Phase 2 and 3 to be submitted in the future as part of SDG file 01-NG-S-2022

14. **STOPPAGE OF WORK**

The Municipal Engineer shall have the right at any times to inspect the installation of the Works. If, at any time, the Municipal Engineer is of the opinion that the Works are not being carried out in accordance with the approved plans and specifications or otherwise not in accordance with good engineering practice, he or she may stop all or any part of such Works until it has been placed in a satisfactory condition. Upon the Municipal Engineer acting pursuant to this clause, he or she shall forthwith advise the Owner, and the Owner shall forthwith remedy such defect or matter to the satisfaction of the Municipal Engineer failing which the provisions of Clause 5 of this Agreement shall apply.

15. **USE OF WORKS**

The Owner agrees that the Works referred to herein may be used by the Township for the purpose for which such Works are designed, and that such use shall not be deemed an Acceptance of the Works by the Township nor shall such use in any way relieve the Owner of its obligations with respect to the construction and Maintenance of such Works.

16. **MAINTENANCE OF WORKS**

The Owner shall Maintain all underground services, roads and Works, not including hydro, gas, telephone and cablevision services, installed pursuant to this Agreement by the Owner until Acceptance is given by the Township failing which, clause 5 of this Agreement shall apply. The Owner shall Maintain vacant land within the Plan of Subdivision in a condition acceptable to the Municipal Engineer. The Owner shall respond to any flooding occurring throughout the Subdivision and provide the necessary Works required to alleviate the flooding. The Owner shall reinstate any faulty workmanship or materials, or any damage done by the Owner or persons claiming title from the Owner during the construction of Works or buildings on the land relating to any services and Works, which may occur at any time prior to Acceptance.

17. **PRELIMINARY APPROVAL OF WORKS**

“Approval” means preliminary confirmation from the Municipal Engineer that certain Works have been constructed to the satisfaction of the Municipal Engineer and in accordance with the approved plans and designs contained in the Schedules forming part of this Agreement. Approved Works shall be recommended by the Municipal Engineer to Council in accordance with and subject to the Final Acceptance process described in clause 18(b) and 18(c) of this Agreement. Approval by the Municipal Engineer shall in no way release the Owner from any obligations under this Agreement or constitute an Acceptance of any such work.

18. **FINAL ACCEPTANCE OF WORKS**

- (a) “Acceptance” means final confirmation from the Council of the Township initiated by way of a report and recommendation from the Municipal Engineer that the Works, or a portion of them, have been constructed to the satisfaction of the

Municipal Engineer and in accordance with the approved plans and designs contained in the Schedules forming part of this Agreement. Acceptance of the Works or any part thereof shall be evidenced by a Resolution of Council. Upon the said Resolution being passed, the ownership of the Works shall vest in the Township and the Owner shall have no claim or rights thereto, other than those accruing to it as the Owner of the land abutting streets on which the Works were installed.

- (b) One (1) year after Approval and before applying for final Acceptance of any of the Works or any part thereof, the Owner shall supply the Township with:
 - i) A written request for Acceptance;
 - ii) A statutory declaration that all accounts for work and materials have been paid except holdbacks, and that there are no claims for liens in connection with such work done or materials supplied for or on behalf of the Owner;
 - iii) A Certificate from the Owner's Engineer stating that he or she has been engaged for complete general construction supervision of all services, and that the Works have been constructed and installed in accordance with Township approved specifications, standards and requirements and in accordance with the approved design of the Works; and
 - iv) If required, a Certificate demonstrating the actual cost of the Works;
 - v) O.L.S. Certificate pursuant to Clause 38 of this Agreement.
- (c) The performance by the Owner of its obligations under this Agreement, to the satisfaction of the Municipal Engineer shall be a condition precedent to Acceptance by the Township of the Works. Upon receipt of the documents required by 18(b) of this Agreement and when the Municipal Engineer is otherwise satisfied that the Works set out in this Agreement, or any part thereof and any other Works which may have been required, have been executed in accordance with this Agreement and the Township approved standards, specifications and requirements, and has also been satisfied that all Township accounts have been paid, and maintenance requirements met, he or she shall forthwith present a report to the Council of the Township recommending Acceptance of the Works.

19. **LICENSE TO ENTER**

Employees or agents of the Township may enter the Subdivision at any time, or from time to time, for the purpose of making emergency repairs to any of the Works. Such entry and repair shall not be deemed an Acceptance of any of the said Works by the Township nor any assumption by the Township of any liability in connection therewith nor a release from the Owner of any of its obligations under this Agreement.

20. **ENGINEERING PERSONNEL ON SITE**

The Owner shall have competent engineering personnel on site at all times during the period of construction to supervise the installation of the Works and the Municipal Engineer shall have the right at all times to inspect the installation of the Works. Should it be found that such personnel are not on site or are incompetent in their performance of their duties, or said Works are not being carried out in accordance with approved plans or specifications and in accordance with good engineering practice, in the sole opinion of the Municipal Engineer, may order all work in the Subdivision to be stopped. Alternatively, the Township may provide professional engineering personnel for which fees are to be charged to the developer.

PART 3 – INSURANCE

21. **INSURANCE POLICY**

- (a) **Commercial General Liability Insurance**

Subdivision Agreement

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000. per occurrence / \$5,000,000. annual aggregate for all sums which the Owner shall become obligated to pay by reason of liability imposed by law upon the Owner for damages arising out of/or in connection with all operations of the Owner, its agents, officers, employees or other persons for whom the Owner is legally responsible relating to their obligations with the project. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; products, broad form completed operations; premises, property & operations; personal injury; blanket contractual liability; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; medical payments; employees as Additional Insured(s); contingent employers liability; cross liability and severability of interest clause.

Such insurance shall also include:

- Coverage for full term completed operations.
- Shall not contain any exclusions or limitations in respect of shoring, underpinning, raising or demolition of any building or structure, pile driving, caisson work, collapse of any structure or land from any cause.
- Cover the use of explosives. The Owner shall be solely responsible for all damage loss or costs resulting directly or indirectly from such use, if applicable.
- Property damage deductible shall not exceed five thousand (\$5,000) dollars.

Such insurance shall add the Corporation of the Township of North Glengarry, its elected officials, agents, officers and employees as Additional Insured with respect to the operations of the Owner. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available in favour of the Corporation of the Township of North Glengarry.

(b) **Automobile Liability Insurance**

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000 inclusive for each and every loss.

(c) **Professional Liability Insurance**

Should the Work involve professional design, the Owner shall ensure that any professionals hired shall carry Professional Liability Insurance in the amount not less than \$5,000,000.00 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed \$100,000.00 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal is to be provided each and every year. The Township has the right to request that an Extended Reporting Endorsement be purchased by the Owner at the Owner's sole expense

(d) **Environmental Impairment Liability**

The Owner shall effect and maintain Environmental Impairment Liability with a limit of not less than \$1,000,000 Per Incident /Annual Aggregate. Coverage shall include Third Party Bodily Injury and Property Damage including on-site and off-site clean-up. Such insurance shall be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

Such insurance shall add the Corporation of the Township of North Glengarry, its elected officials, agents, officers and employees as Additional Insured with respect to the operations of the Owner. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available in favour of the the Corporation of the Township of North Glengarry. The Owner shall indemnify and

hold the Corporation of the Township of North Glengarry, its elected officials, agents, officers and employees harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions whether willful or otherwise by the Owner, its agents, officers, employees or other persons for whom the Owner is legally responsible.

The above noted policies shall not be cancelled, altered or lapsed unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the change or cancellation.

Prior to commencement of work, the Owner shall furnish to the Township, a certificate of insurance, attached as Schedule "T," and copies of the policies confirming the aforementioned insurance. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Township.

PART 4 – ENGINEERING REQUIREMENTS

22. DRAINAGE REPORT and STORMWATER MANAGEMENT REPORT

- (a) Referred to in Schedule "F" is a Stormwater Management Report approved by the Raisin Region Conservation Authority, the Township, the Ministry of Environment, Conservation and Parks and the Approval Authority, which sets out all matters which require consideration with respect to drainage in the drainage area of which the Subdivision forms a part.
- (b) The Owner hereby agrees to construct all drainage works in accordance with the Stormwater Management Report attached hereto at Schedule "F". Before the Agreement is executed by the Township and before commencing construction on any of the Work, the Owner shall submit to the Township, the Approval Authority and the Raisin Region Conservation Authority a Grade Control Plan, an Erosion and Sediment Control Plan and Drainage Plans for the Subdivision and the proposed roads showing the information listed in Schedule "H" of this Agreement.

23. EXISTING DRAINS – NON-INTERFERENCE

The Owner shall not interfere with any existing drain or watercourse without written permission of the Municipal Engineer, which shall be deemed to be given on Approval of the plans of the Works by the Municipal Engineer. Granting such permission shall not relieve the Owner of responsibility for any damage caused by such interference and the Owner shall indemnify the Township against any claims against the Township relating to such damage, provided that the Township will give to the Owner, at the expense of the Owner, an opportunity to defend any such claim. The Owner shall also obtain any required permits for interference with a watercourse from the Raisin Region Conservation Authority required under the *Conservation Authorities Act*, R.S.O. 1990,

24. GRADE CONTROL PLAN

The Grade Control Plan located at Schedule H may be amended from time to time by the Owner upon first receiving written permission from the Municipal Engineer and such permission shall not be withheld except for sound engineering reasons. All surface drainage shall be directed in accordance with the Grade Control Plan. In all cases the Owner shall, at its own expense, maintain sufficient interim drainage and outlets to provide adequate drainage until pavement has been constructed and Accepted by the Township. This shall include the installation and removal of culverts when required by the Municipal Engineer.

The Owner shall take such erosion control measures and construct such erosion control works as the Municipal Engineer may in writing direct. Such erosion control measures may, without limiting the generality of the foregoing, include:

- (a) temporary sodding or seeding;
- (b) temporary grading measures;
- (c) use of barriers, fencing and embankments;

- (d) permanent planting, seeding, or sodding;
- (e) use of rip-rap or other similar methods;
- (f) construction of culverts, drains and spillways; and/or
- (g) sedimentation ponds, retention ponds, detention ponds or siltation ponds.

The Municipal Engineer shall have the right at all times to inspect the erosion and sedimentation control measures. If at any time the Municipal Engineer is of the opinion that the said measures are insufficient or poorly maintained, he or she shall forthwith advise the Owner of his findings and the Owner shall forthwith remedy the situation to the satisfaction of the Municipal Engineer, failing which, the provisions of Clause 5 of this Agreement shall apply.

25. **AS-BUILT GRADES CERTIFICATE AND SURVEYOR'S CERTIFICATE**

The Owner, for itself, its successors and assigns, undertakes and agrees to provide to the Chief Building Official of the Township, prior to the release of the financial security on any residential units in the Subdivision, a certificate from a qualified professional Engineer that the "as-built" grades of the units in the Subdivision conform to the approved detailed Lot Grading Control Plan provided as part of the Building Permit application. A Surveyor's Certificate and the required documentation will confirm that the top of the foundation is in accordance with the approved Grade Control Plan and the drawings which form the basis of the building permit application.

26. **INTERIM GRADING OF LOTS**

The Owner for itself, its successors and assigns, undertakes and agrees that prior to seeking Acceptance of roads within the Subdivision, all abutting lots and open lands upon which construction has not been commenced will be filled and graded as necessary to provide adequate drainage and Maintained at the Owner's expense provided, however, that if any lot or open land was used as a dump site or, if after the filling and grading of any lot or open land, there shall remain exposed any building material or other debris other than native material, the said lot or open space shall be topsoiled, seeded and maintained at the Owner's expense.

27. **GEOTECHNICAL AND SOILS REPORT**

The Owner shall comply with each and every recommendation contained in the said report, referred to in Schedule "F", to the satisfaction of the Township

28. **DRAINAGE REPORT**

The Owner covenants and agrees to implement each recommendation of the said report referred to in Schedule "F" to the satisfaction of the Municipal Engineer.

29. **COMPOSITE UTILITY PLAN**

The Owner shall be required to coordinate the preparation of an overall composite utility distribution plan showing the location and installation, timing and phasing of all required utilities through liaison with the appropriate hydro, gas, telephone and cablevision authorities. The Composite Utility Plan shall be to the satisfaction of all affected authorities and shall be prepared and approved prior to the installation of any of the service and lateral connections for any of the affected utilities.

31. **COVENANTS ON THE SALE OF INDIVIDUAL LOTS**

All contracts of sale by the Owner of any lot within the Subdivision shall contain the provisions set out in Schedule "O" and "M," such that it shall be a covenant running with the lands for the benefit of the lands within the Subdivision.

32. **ELECTRIC DISTRIBUTION AND STREET LIGHTING**

Underground electric distribution service and street lighting shall be provided for all lots and blocks within the Subdivision, as approved by the Township and Hydro One Networks

Inc. and at the locations specified in the Composite Utility Plan. The Owner shall make such financial arrangements as may be necessary with the Township and Hydro One Networks Inc. to cover the cost of this service.

33. **ROADS AND OTHER SUBDIVISION WORKS – GENERAL REQUIREMENTS**

- (a) All roads in the Subdivision shall be constructed to the satisfaction of the Township and the Municipal Engineer and, in particular, shall be constructed in accordance with the applicable municipal standards as set out in Schedule “H” of this Agreement.
- (b) Unless the Township agrees otherwise in writing, the Owner shall Maintain the asphalt roads in the Subdivision for at least one (1) winter season following completion of and after the said roads have received Approval of the asphalt from the Municipal Engineer.
- (c) Upon the expiration of the period referred to in paragraph (b) hereof and upon the written request of the Owner, the Municipal Engineer shall inspect the roads and advise the Owner in writing of any deficiencies. The Owner shall forthwith cause the said deficiencies to be corrected whereupon the Municipal Engineer shall re-inspect the roads and if the deficiencies have been corrected to his satisfaction, he shall authorize in writing the Owner to install the wear asphalt surfacing. The installation of surfacing in Phase 1 (Blocks 1-5) shall be completed within thirty-six (36) months from the date of registration of this Agreement and for subsequent phases, the base course asphalt shall be completed within thirty-six (36) months from the date of approval to proceed with such phases..
- (d) The Owner covenants and agrees to maintain the said roads in accordance with Clause 36 of this Agreement.
- (e) The Owner, insofar as the construction traffic arising from the work in the Subdivision is concerned, shall regulate temporary access routes, and shall not, insofar as is possible, permit the use of any local residential streets adjacent to the development by construction vehicles.
- (f) The Owner shall, as and where required by the Clerk of the Township, block off all reserves across road allowances separating this Subdivision from adjoining built up areas.
- (g) The Owner shall provide adequate parking facilities, adjacent to the access road, on which the workers employed on the site shall be required to park their vehicles at all times while on site.

34. **ROADS – WINTER PREPARATION**

On or before the 1st day of October in each year, the Township Public Works Superintendent and the Municipal Engineer shall provide in writing to the Owner such requirements and instructions as they deem necessary for bringing the roads to a satisfactory condition for the winter months (November to March inclusive). The roads shall be in a satisfactory condition so as to minimize the risk of damage to snowplows. All work required to satisfy the requirements and directions shall be completed, and paid for, by the Owner before the 1st day of November next following, failing which the provisions of Clause 5 of this Agreement shall apply.

35. **PROCEDURE FOR THE INITIATION, INSPECTION AND ACCEPTANCE OF ROADS INSTALLED IN ACCORDANCE WITH THE SUBDIVISION AGREEMENT**

The following procedures shall apply to the initiation, inspection and Acceptance of roads constructed in the Plan of Subdivision:

- (a) Prior to any construction of any road Works, the requirements of the Subdivision Agreement concerning the securities for the Works must be satisfied.

- (b) Prior to any construction of any road Works, the Owner shall have all the plans and specifications governing the work approved by the Municipal Engineer and have secured the necessary permits for the work.
- (c) The progress of the road Works will be monitored by the Municipal Engineer who will carry out such “in progress” inspections as are deemed relevant and necessary.
- (d) During construction, any significant observations by the Municipal Engineer resulting from the “in progress” inspections shall be reproduced in writing and copies transmitted to the Township and the Owner.
- (e) Upon completion of underground services on any street or section and upon Approval of the granular base course by the Municipal Engineer, the Owner shall not lay the base course of asphalt until the completion of one (1) freeze and thaw cycle, and upon the Municipal Engineer’s and Public Works Superintendent’s written permission to proceed. The Municipal Engineer will not authorize the Owner to proceed with the top course of asphalt paving on any roads until such time as the related Works have been exposed to a complete winter season.
- (f) The Municipal Engineer will carry out an inspection of the granular road base and underground services and list the deficiencies to be corrected and forward same in writing to the Township and the Owner.
- (g) Upon correction of the deficiencies to the satisfaction of the Municipal Engineer, the Owner may request the Municipal Engineer grant Approval for the granular road base and underground services. The Municipal Engineer will notify the Owner of Approval or rejection within four (4) weeks of receiving the request for Approval and shall give written reasons for any rejection.
- (h) The Municipal Engineer will carry out an inspection of the base course asphalt surface once it has been laid and list the deficiencies to be corrected and forward same in writing to the Township and the Owner.
- (i) Upon correction of the deficiencies to the satisfaction of the Municipal Engineer, the Owner may request the Township to grant Approval for the base course of asphalt surface. The Municipal Engineer will notify the Owner of Approval or rejection within four (4) weeks of receiving a request for Approval and shall give written reasons for any rejection.
- (j) The Owner shall grant a warranty period for the base course of asphalt and road base extending to Acceptance of the top course of asphalt. During this period the responsibility for all Maintenance, except for snowplowing, shall remain the Owner's responsibility
- (k) At the end of the warranty period (clause (j)) and upon request, the Municipal Engineer will carry out a final inspection of the base course of asphalt and road based and shall forward a list of deficiencies, if any, prior to the placement of top course of asphalt.
- (l) When the deficiencies, if any, have been rectified, the Owner shall place a forty (40) millimetre lift of H.L.-3 top course, hot-mix, asphaltic concrete at the width specified by the Township.
- (m) Not sooner than the expiration of twelve (12) months from the date of the granting of Approval of the top course of asphalt, the Owner may apply for Acceptance thereof.
- (n) Acceptance of the road Works shall be granted by the Township provided this Agreement is satisfied and then only upon the recommendation of the Municipal Engineer in accordance with and subject to clause 18 of this Agreement. The date of Acceptance, if granted by the Township, shall be the date of the Council Resolution. The Township shall notify the Owner of Acceptance in accordance with

this Agreement and shall give written reasons for any rejection.

36. **MAINTENANCE OF ROADS**

During construction and until the roads are Accepted by the Township in accordance with Clause 18 of this Agreement, the Owner agrees to keep all roads in good condition to the satisfaction of the Municipal Engineer and to provide reasonable access over the roads at all times for all residents and for Township services such as garbage collection and firefighting. Should the Owner in any manner, in the opinion of the Clerk upon the advice of the Municipal Engineer of the Township, be in default, failure, delay or neglect of the obligations of this clause, and if such notification be without remedy forty-eight (48) hours after such notice, then the Clerk of the Township shall thereupon have full authority and power to carry out the necessary works at the cost and expense of the Owner.

In so doing, the Township shall be deemed to have acted as an agent for the Owner and shall not have Accepted the road Works. If the maintenance by the Township interferes with the Works by the Owner, the Owner agrees to waive all claims against the Township arising therefrom and covenants that he, she or it will make no claim(s) against the Township for such interference or damage provided it was not caused intentionally by actions of the Township, its servants, contractors or agents. The cost and expense of such work shall be calculated in accordance with Clause 5 of this Agreement.

37. **EXISTING ROADS – GRADING CHANGE OR WORK**

- (a) Notwithstanding any of the provisions herein, when, in the written opinion of the Municipal Engineer, it is necessary to change the grade of existing Township roads adjacent to or abutting the Subdivision because of the development of the Subdivision, the Owner shall, on receipt of such written opinion, grade and reconstruct the said roads in the manner and time stipulated by the Municipal Engineer and in accordance with the specifications of the Township.
- (b) Where work is performed on existing Township roads outside the Plan of Subdivision by the Owner, such roads and services shall be reinstated to the satisfaction of the Municipal Engineer.
- (c) The Owner shall be responsible to repair any damage caused to existing roads by construction traffic involved in the development of the Subdivision. Determination of the extent of repair necessary will be at the discretion of the Public Works Superintendent and the Municipal Engineer.

38. **O.L.S. CERTIFICATE – ACCEPTANCE OF ROADS**

The Owner undertakes and agrees that it will, not earlier than thirty (30) days before the matter of Acceptance of the roads by the Township is placed on the agenda for the regular Council meeting wherein Council will receive the report and recommendations of the Municipal Engineer as stipulated in clause 18 of this Agreement, file with the Municipal Engineer a certificate signed by a registered Ontario Land Surveyor to the effect that such surveyor has found or replaced all standard iron bars or monuments shown on the registered Plan of Subdivision with respect to any road, lane or easement to be transferred to the Township pursuant to this Agreement, and the Township shall not be obligated to Accept any such road, lane or easement as being completed in accordance with this Agreement until such certificate has been completed.

39. **SNOW PLOWING/REMOVAL**

The Township shall plow snow from all roads in the Subdivision at the Township's expense from the date that the roads have received Approval of the base course of asphalt. The Owner shall be responsible for all damages sustained by the Township's snow removal equipment until Acceptance of the roads, except such damage as may be caused by the negligent acts of the Township.

40. **STREET NAMES**

All streets in the Subdivision shall be named to the satisfaction of Council and such street names shall be clearly marked on the final Plan of Subdivision prior to its registration.

41. **SIGNS – STREET NAME, TRAFFIC AND PAVEMENT MARKINGS**

The Township shall supply and erect at the Owner's expense the street name and traffic signs specified in Schedule “J.” A road shall not be opened to the general public until such time as appropriate traffic control devices are installed. Prior to Acceptance of roads, the Owner shall provide all pavement markings.

42. **SIDEWALKS**

Not applicable.

43. **CURBS**

Curbs are to be constructed as per the approved drawings in Schedule H.

44. **DRIVEWAYS**

Portions of the driveways accessing each lot, constructed on the road allowance shall be constructed with 300 mm of Granular B Type II material and up to 150 mm of Granular A material in a fashion matching the construction of the adjacent road.

When the Owner paves the driveway, it shall include the portion between the street and lot line, serving the respective dwelling unit located on any lot or block covered by this Agreement.

45. **WATER MAINS**

The Owner shall construct a water distribution system including service connections from the water main to the street line to service the Subdivision according to the design and specifications set out in Schedule “G.” The Owner shall maintain such water system until Accepted by the Township which Acceptance shall be no earlier than the Acceptance of the top course of asphalt. All water mains shall be of sufficient size and allocation within the limits of the Subdivision or on adjacent road allowances to service lands outside the Subdivision which will, in the opinion of the Municipal Engineer, be required for future adjoining development. Owner to provide all documentation required for registration under the *Clean Water Act, 2006*, S.O. 2006, c. 22 and the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32.

46. **SANITARY SEWERS**

The Owner shall construct a sanitary sewer system, including lateral sewers from the sewer to the street line, to service the Subdivision in accordance with the approved drawings referenced in Schedule “H.” The Owner shall maintain such sewers, including clearing of any blockage, until Accepted by the Township. The construction and installation of all such sewers shall be constructed to an outlet according to the approved designs. All sanitary sewers shall be of sufficient size, depth and at locations within the limits of the Subdivision, or on adjacent road allowances, to service lands outside the Subdivision which will, in the opinion of the Municipal Engineer, require the use of the Subdivision sewers as trunk outlets.

47. **STORM SEWERS**

The Owner shall construct a storm sewer system including building lateral sewers from the sewer mains to the street line and in addition, catch basins and leads, to service the Subdivision and adjacent road allowances in accordance with the approved drawings referenced in Schedule “H.” The Owner shall maintain such sewers, including clearing of any blockage, until they are Accepted by the Township which Acceptance shall be no earlier than the Acceptance of the top course of asphalt. The construction and installation of all such sewers shall be subject to the approval of the Municipal Engineer with the said sewers being constructed to an outlet according to the approved designs. All storm sewers

shall be of sufficient size, depth and at locations within the limits of the Subdivision or on adjacent road allowances, to serve lands outside the Subdivision which will, in the opinion of the Municipal Engineer, require the use of the Subdivision sewers as trunk outlets.

48. **OPERATION OF MUNICIPAL VALVES**

No person, except the duly authorized agents of the Ontario Clean Water Agency, shall open or close any valve in any street mains, or molest or interfere with them in any manner. No hydrants shall be used by the Owner or any other person for water during construction, or at any other time, unless so authorized by the Township, the Ontario Clean Water Agency or North Glengarry Fire Services, as applicable.

49. **VIDEO INSPECTION – SEWERS**

- (a) A video examination of all sanitary and storm sewers, to be done at the expense of the Owner, is a mandatory requirement of the Owner as a prerequisite for obtaining Acceptance of any sewage Works. The inspection and corresponding documentation shall be in accordance with Township specifications.
- (b) Upon receipt of three (3) USB copies of the video inspection and the written report, with still photos, the Clerk, upon the advice of the Municipal Engineer, will determine the extent of repairs, if any, required of the Owner in order to bring the quality of the sewer up to the acceptable standard. Repairs required to be carried out by the Owner shall be done under the supervision of the Municipal Engineer and further video inspection may be required by the Municipal Engineer at the expense of the Owner. Any work not examined by the Township prior to backfilling shall be required to be re-excavated at the cost of the Owner.

50. **SERVICE CONNECTIONS – SEWERS**

All sanitary and storm sewer connections being built from the mains to the limit of the roads shall be installed in accordance with the approved engineering drawings referenced in Schedule “H.” Any connections involving tunneling or cutting of the travelled or grade portion of any road shall be made before constructing the granular base course of the roads. All connections made through any drainage ditch shall be made so that the said ditch is restored to the same condition as before.

51. **FIRE DEPARTMENT REQUIREMENTS**

- (a) The location of fire hydrants shall be approved by the North Glengarry Fire Department. Fire hydrants shall be maintained in operating conditions, free of snow and ice accumulations and readily available and unobstructed for use at all times until such responsibility has been assumed by the appropriate authority.
- (b) The Owner agrees to provide roads to every lot and block in the Subdivision for access for fire protection, to the satisfaction of the North Glengarry Fire Department.
- (c) All temporary accesses and fire routes are to be constructed, posted and maintained for firefighting purposes and that prior to the framing of any structure the Owner shall provide access to each lot and block in the Subdivision to the satisfaction of the North Glengarry Fire Department.

52. **COMMUNITY MAILBOXES**

The Owner shall determine the location of all community mailboxes in the Subdivision with Canada Post Corporation and the Township. The Owner shall notify prospective purchasers of any lot in the Subdivision that mail delivery shall be via community mailboxes located throughout the Subdivision. In addition, the Owner shall notify the prospective purchaser of any lot on which or in front of or beside which such community mailbox facility is to be located. Such notification shall be by a clear statement to such effect contained in the Agreement of Purchase and Sale affecting such lot. The Owner further agrees to clearly indicate on all plans to be used for marketing purposes the potential

locations of the community boxes.

53. **CIVIC NUMBERS**

Upon receipt from the Owner of a copy of the registered Plan of Subdivision, the Township shall provide the Owner with the proper civic number or numbers of each dwelling erected on the Lands and supply the plates with numbers and the Owner shall place such numbers as designated in a conspicuous position visible from the street on the location deemed appropriate and in accordance with the Township's Civic Addressing Policy.

PART 5 - LANDSCAPING WORKS AND MAINTENANCE

54. **LANDSCAPE WORKS**

The Owner shall provide landscaping works in accordance with Schedule "H." Any tree which dies within one (1) year shall be replaced by the Owner at its expense

Inspections by the Township for approval for planted trees shall be scheduled immediately following planting. Trees found to be unacceptable at the time of inspection will be required to be replaced immediately. One (1) year after the inspection, a final approval inspection will be scheduled and any trees found to be unacceptable must be replaced prior to the granting of Approval.

55. **PROHIBITED TREES**

The Owner undertakes and agrees that it will not plant poplar, alder, aspen, willow, elm or maple trees of the fast-growing variety within the Lands to which this Agreement applies nor adjacent lands in its Ownership. The Owner shall not plant trees of any variety within the road allowance nor within 16.5 feet from any hydroelectric line except where shown on an approved landscape plan. All contracts of sale by the Owner of any lot within the Subdivision shall contain the following provision such that it shall be a covenant running with the lands for the benefit of the Lands within the Subdivision:

"The Transferee for himself, his heirs, executors, administrators, successors, and assigns covenants and agrees that he will not plant, nor permit to be planted so far as it is within his capacity to control, on the lands in this transfer nor on any lands adjacent thereto including public lands or road allowances or within 16.5 feet from any hydroelectric line, any of the following trees: poplar, alder, aspen, willow, elm or maple trees of the fast-growing variety".

56. **SODDING**

The Owner shall lay number one nursery sod on the untraveled portion of all roads abutting on each lot to the boundaries of the lots, and shall maintain the said sodding for a period of three (3) months during the growing season. The Owner shall sod both frontage and the external side of corner lots.

57. **FENCING AND BUFFERS**

Fencing and buffers on the stormwater management pond are to be constructed as per Schedule "H"

58. **WALKWAYS**

Walkways are to be constructed as per Schedule "H"

59. **MOVEMENT OF FILL – PUBLIC LANDS**

The Owner shall neither deposit nor permit to be deposited fill or debris on public lands in the Subdivision and furthermore it shall neither remove nor permit removal of any fill, topsoil, trees or shrubs from said public lands other than roads, without the written consent of the Clerk.

60. **MAINTENANCE OF LOTS**

The Owner agrees to maintain all vacant lots and blocks in the Subdivision, for which building permits have not been issued, in a neat and orderly fashion. This maintenance shall include, but not be limited to, the cutting of grass, the removal of noxious weeds and the drainage and grading of the lots and blocks to the satisfaction of the Clerk of the Township.

PART 6 - GRANTING OF LAND FOR PUBLIC PURPOSES AND EASEMENTS

61. **TRANSFERS OF LANDS AND PARKLAND PREPARATION**

Forthwith upon the execution of this Agreement, the Owner agrees to transfer the lands referred to in Schedule "N" for public purposes, road widening and reserves to satisfy the Owner's obligations pursuant to Section 51(25)(a) of the *Planning Act*, R.S.O. 1990, Chapter P.13.

62. **EASEMENTS – DRAINAGE, STORM SEWER AND MAINTENANCE**

The Owner shall obtain and grant at no cost to the Township all drainage and storm sewer easements including maintenance agreements which may be required by the Township and all such easements as may be required by any public utility including the Township, Hydro One, Bell Canada, the gas authority and the cablevision authority. The Township shall cooperate with the Owner in acquiring any easements necessary for drainage purposes located outside the Subdivision, provided the Owner pay all costs in connection with the acquisition and registration of such easements.

The Owner shall also obtain, at its expense, the release of any existing easements that are no longer required or may have to be relocated because of this Subdivision.

63. **REFERENCE PLAN AND REGISTRATION COSTS**

If they have not been identified on the Plan of Subdivision, the easements, public lands including walkways and reserves in Schedule "N" shall be identified as "parts" on a Reference Plan prepared by the Owner at its expense forthwith upon registering the Plan of Subdivision. The cost of registration of the transfer of easements, transfer of public lands if any, and one (1) foot (.305 metre) reserves shall be paid by the Owner.

64. **RELOCATION OF EXISTING PUBLIC UTILITIES**

The Owner, at its expense, shall be responsible for the relocation of any public utility services in and about the Subdivision as may be required by such public utility companies. It is understood and agreed that the Township shall in no way be responsible for relocating such facilities.

65. **HYDRO ONE EASEMENTS**

The Owner covenants and agrees that with respect to any lot shown on the Plan of Subdivision for which hydro facilities cannot be located within the road allowance abutting such lot, an easement for such service shall be granted over the front of such lot to Hydro One for such facility in accordance with the requirements of Hydro One for such service. All existing easement rights of Hydro One shall be respected and all purchasers adjacent to Hydro One lands and easements shall be advised of the rights of Hydro One.

PART 7 - BUILDING PERMITS AND RESTRICTIONS

66. **BUILDING PERMITS – GENERAL REQUIREMENTS**

The Chief Building Official shall not issue a building permit, nor shall the Owner apply for, nor shall anyone claiming title from it or under its authority, apply for one (1) or more building permits to construct any building or other structure of any sort on any lot or block

in the Subdivision until:

- (a) All capital cost requirements set out in Clause 74 of the Agreement are paid.
- (b) The whole of such portion of the mass earth moving or general grading as required by good engineering practice has been completed to the satisfaction of the Municipal Engineer and in accordance with Clause 24 of this Agreement.
- (c) The storm sewer, sanitary sewer and water mains have been completed to the satisfaction of the Municipal Engineer and have received Approval from the Municipal Engineer.
- (d) All roads in the subdivision have been connected to a public street.
- (e) The granular road base, the roads and all associated drainage works have been completed to the satisfaction of the Municipal Engineer and have received Approval.
- (f) Any financial security requirements that are associated with lot grading, tree planting prerequisite of the issuance of a building permit have been satisfied.
- (g) Utilities servicing is completed to the satisfaction of the respective providers.

67. **BUILDING PERMITS – DEFAULT**

The Owner agrees that building permits may be withheld or the issue of them stopped, if the Owner, in the opinion of the Township is in default under this Agreement, until such time as such default can be rectified.

68. **OCCUPANCY REQUIREMENTS**

Before a building may be constructed on any lot in the Subdivision and before the Owner is entitled to convey any lot, the Owner shall obtain Approval from the Municipal Engineer for the granular road base that fronts said lots; and the road has been connected by roads at similar stage of completion to a Township road and provided that a satisfactory dust preventative has been applied and the whole or a portion of the mass earth moving or general grading as the Municipal Engineer deems necessary has been completed and approved by the Municipal Engineer. The Owner further covenants and agrees that it shall exact the same covenant from anyone to whom it conveys any lot before a house is constructed thereon.

Every building constructed on any lot in the Subdivision shall have a sump pump system of sufficient capacity to expel storm water to the applicable storm lateral connection. Backflow preventers shall be installed at the outlet of each sump pump in accordance with the building plans to the satisfaction of the Chief Building Official. The Owner further covenants and agrees that it shall exact the same covenant from anyone whom it conveys any lot, which shall be incorporated in all deeds from the Owner, so that it shall be a covenant running with the lands for the benefit of the Lands.

69. **O.L.S. CERTIFICATE – LOTS AND BLOCKS**

The Owner undertakes and agrees that prior to the registration of the Plan of Subdivision, it will deliver to the Township a certificate prepared by a registered Ontario Land Surveyor showing the area and frontage of all lots and blocks within the Subdivision.

70. **SURVEYOR'S CERTIFICATE**

The Owner shall submit a Surveyor's Certificate showing the location of the foundations of all buildings to demonstrate compliance with the applicable zoning by-laws and the Grade Control Plan to the Chief Building Official of the Township for approval with respect to all lots forthwith after the completion of the foundation.

71. **ZONING AND BUILDING RESTRICTIONS – NOTICE TO PURCHASERS**

The Owner shall ensure that all Purchasers sign an acknowledgement that the Owner has shown the Purchaser the plans listed in 71(a) to (f) inclusive, and that the Purchaser has been advised by the Owner that the Purchaser should consult with the Chief Building Official, prior to commencing work on building alterations, additions or other similar work requiring a building permit. It shall be noted in the acknowledgement that heat pumps, air-conditioning units, sheds and pool filters, are building appurtenances and hence shall meet the minimum setback requirements established in the Zoning By-law. The Owner shall retain all signed acknowledgements on file for periodic review by the Township.

- (a) A Zoning Map or Schedule displaying current zoning of all land in and adjacent to the subject Subdivision.
- (b) A print of the registered plan of the subject Subdivision.
- (c) An overall development plan for the area within which the subject plan is located satisfactory to Council.
- (d) A print of an overall site plan or equivalent showing the following information for each lot or block on the Plan:
 - i) community mailbox locations, if any;
 - ii) fire hydrant locations and street lighting;
 - vi) location and dimensions of all easements, if any.
- (e) The approved grading and drainage plan.
- (f) Composite Utility Plan showing all above ground features including but not limited to street lighting.

72. **CONFORMITY WITH ZONING & BUILDING BY-LAWS**

The Township may regulate by by-law the zoning and the building standards within the boundaries of the Lands affected by this Agreement. It is understood and agreed that nothing contained herein shall relieve the Owner of any obligation to comply with zoning and building by-laws and that area and frontage of all lots shown on the Plan of Subdivision shall conform with the requirements of any zoning by-law of the Township in effect at the time the said Plan of Subdivision is presented for Approval.

73. **APPROVAL AUTHORITY**

Attached to this Agreement as Schedule "R" is a list of the conditions imposed by the Approval Authority upon granting draft approval of the Subdivision herein contemplated. The fulfillment of each and every one of the said conditions by the Owner is a condition, but for which, the Township would not have entered into this Agreement.

74. **TOWNSHIP WATER & SEWER CAPITAL COST CONNECTION FEE, WATER & SEWER SERVICE CONNECTION FEE AND SECURITY DEPOSITS**

The Owner shall not apply for, nor shall anyone claiming title from it or under its authority, apply for a building permit or permits to construct any building or structures on any lot or block within the Subdivision until the relevant Water and Sewer Capital Cost Connection Fee, Water & Sewer Service Connection Permit Fees and security deposits are paid to the Township.

Where the Owner agrees to sell any lot on the Plan of Subdivision before the said charges have been paid the Owner shall notify the purchaser in writing at the time of such sale of his obligation to pay such charge prior to obtaining a building permit.

PART 8 - FINANCIAL ARRANGEMENTS

75. **FINANCIAL REQUIREMENTS**

The Owner shall pay to the Township, by cash or certified cheque, the engineering, planning, and legal charges and fees where applicable, all in accordance with the terms and conditions set out in Schedule “E”.

76. **CASH-IN-LIEU OF PARKLAND**

The Owner shall pay to the Township, by cash or certified cheque [REDACTED] as cash-in-lieu of parkland. This amount will cover the entire draft plan of Subdivision unless further subdivision or increase in densities are proposed in accordance with the *Planning Act* and applicable Township by-laws.

77. **FINANCIAL SECURITY**

Before this Agreement is executed by the Township, the Owner shall deposit with the Township a sufficient sum in cash or irrevocable letter of credit or other financial security acceptable to the Township and herein referred to as the “financial security” to meet the financial requirements of this Agreement as set out in Schedule “E” with the exception that if the construction of services and the development of the Lands described in Schedule “A” and shown on the plan attached hereto as Schedule “B” are to be by phases or stages, the Owner shall deposit with the Township the financial security required for such phase and, before commencing the construction of Works in subsequent phases, the Owner shall deposit with the Township the financial security for the particular phase in which the Owner wishes to commence the construction of Works. If the Owner satisfies the provisions of this clause by depositing irrevocable letters of credit with the Township and such letters of credit contain an expiry or termination date, the following provisions shall also apply:

- (a) The letter of credit shall be in the format indicated on Schedule “S.”
- (b) Until the Acceptance of the Work by the Township the Owner shall deposit with the Township, at least thirty (30) days prior to the expiry or termination date set out in the letters of credit, new irrevocable letters of credit in the form approved by the Council. The new letter of credit shall be for an amount to be determined by the Township in accordance with the following:
 - i) An amount not less than the then existing letters of credit, or
 - ii) an amount exceeding the then existing letters of credit by that sum necessary to reflect any increase in costs which may be involved in the construction of such services for which the letters of credit are required as determined by the Township, or
 - iii) A lesser amount than the then existing letters of credit as the Township in its absolute discretion may approve.
- (c) If such letters of credit contain an expiry or termination date, then, until the Acceptance of the Work by the Township, the Owner shall continue to redeposit new irrevocable letters of credit in the same manner as provided in the preamble of this clause until the Acceptance of the work by the Township.
- (d) If the Owner fails to deposit new letters of credit as required under sub-clauses (b) and (c) hereof, such failure shall be deemed to be a breach of this Agreement by the Owner, and the Township, without notice to the Owner, may call upon the whole or any part of the existing financial security notwithstanding any other clauses contained herein. Any amount received by the Township shall be held by the Township in the same manner as if it had originally been cash deposited under the provisions of this clause.

78. **ROLL-OVER OF SECURITIES**

The Council, in its sole discretion, may permit the securities for road Works to be posted separately from securities for the underground Works (water mains, sanitary and storm sewers) and all other Works, by a resolution of Council. The securities may be delayed until the start of construction of these Works. The securities posted for the initial

construction of the underground Works, once Approval is granted, will be retained by the Township and rolled-over into the securities for the road Works construction. Where the remaining amount of the initial security is greater than the sum of the road Works security and the amount held to cover the Owner's warranty and maintenance obligations stipulated in this Agreement for the constructed Works, a portion of the initial security may be released to the Owner in accordance with Clause 80 of this Agreement. Where the remaining amount of the initial security is less than the sum of the road Works and the Owner's warranty and maintenance obligations, no security shall be released and the Owner shall be required to deposit with the Township a sufficient sum in cash or irrevocable letter of credit for the delayed works as per Schedule "E".

79. **INTEREST**

Interest shall be calculated at the current municipal rate, being the same rate that is collected by the Township in the form of penalties and interest for unpaid municipal property taxes and shall be payable by the Owner to the Township on all sums of money payable to the Township herein that are not paid and received on the due date calculated from the due date. Where not otherwise specified, all sums payable to the Township shall be due immediately upon receipt by the Owner of a request for payment from the Township.

80. **RELEASE OF FINANCIAL SECURITY**

Council, at its sole discretion and subject to clause 78 of this Agreement, may permit:

- (a) Upon Approval of the granular road base of the road in the Subdivision by the Township, the Township may permit a reduction of the financial security relating to the construction of the granular road base by up to fifty (50%) percent. The Approval of such stage in the construction of the Works shall be dated as of the date of the Owner's application for Approval thereof.
- (b) Upon Approval of the base course of asphalt of the road in the Subdivision by the Township, the Township may permit a reduction of the financial security relating to the construction of the base course of asphalt by up to fifty (50%) percent. The Approval of such stage in the construction of the works shall be dated as of the date of the Owner's request for Approval thereof.
- (c) Upon the Approval of the top course of asphalt placed on any road in the Subdivision, the Township may permit a further reduction in the financial security relating to such road Works by up to a further thirty-five (35%) percent. It is understood and agreed by the Owner that the Township may continue to hold fifteen (15%) percent of the total financial security for road works until the Owner's warranty and maintenance obligations stipulated in this Agreement relating to the road works have been discharged, any Traffic Impact Report required by this Agreement has been provided in a form acceptable to the Approval Authority, and the road works have been Accepted by the Township. The Approval of this stage of the Works shall be dated as of the date of the Owner's request for Approval thereof.
- (d) Upon Approval of all other Works by the Township (other than roads), the Township may permit a reduction in the financial security relating to such other Works by up to eighty-five (85%) percent. The Approval of such Works or part thereof shall be dated as of the date of the Owner's request for Approval. It is understood that the remaining fifteen (15%) percent of the financial security relating to such other Works shall be held by the Township to cover the Owner's warranty and maintenance obligations stipulated in this Agreement with respect to such Works. Such warranty and maintenance obligations relating to such Works (other than roads) shall continue until the said Works have been Accepted by the Township. Acceptance of underground services shall coincide with Acceptance of road Works.
- (e) After having first notified the Owner, the Township may at any time authorize the use of the whole or part of the amount of the financial security referred to in Clause 77 of this Agreement to pay the cost of any Works that the Municipal Engineer

deems necessary to rectify default by the Owner or its assigns, or to pay the cost of any matter for which the Owner is liable under this Agreement, whether such cost is in relation to construction or installation of any Works or any defects or required maintenance.

- (f) The Owner covenants and agrees to restore to the satisfaction of the Municipal Engineer, any faulty workmanship or materials used in construction of the Works outlined in Schedule “C” or any damage done by the Owner or its successors or assigns or by its or their employees, contractors or agents during construction of the said Works. Such responsibility for restoration shall cease upon Acceptance of the works by the Township.
- (g) Upon Acceptance of the Works by the Township and upon the Township being satisfied there are no construction liens affecting any of the Works, the Owner shall be entitled to have released to it all financial security then held by the Township under this Agreement. It is understood that the Owner shall not be entitled to receive Acceptance of any road Works until the services under such road are in the required state of completion for Acceptance.

81. **INSPECTION – RELEASE OF FINANCIAL SECURITY**

It is hereby understood that it is the Owner's responsibility to request that the Municipal Engineer inspect of any completed Works for which the Owner wishes the release of financial security. Said request must be submitted at least sixty (60) days prior to the expiry of any letter of credit held by the Township as financial security. Inspections under this clause will not be undertaken during winter conditions.

82. **DEFAULT – FINANCIAL REQUIREMENTS**

After having first notified the Owner, the Township may at any time authorize use of the whole or part of the amount of the financial security referred to in Schedule “E” thereof to pay the cost of any work that the Municipal Engineer deems necessary to rectify default by the Owner or its assigns, or to pay the cost of any matter for which the Owner is liable under this Agreement, whether such cost is in relation to construction or installation of any Works or any defects or required Maintenance. It is understood and agreed that the financial security, or so much thereof as the Township deems necessary, shall be held by the Township until Acceptance of the Works, except where any part is used pursuant to this clause, provided that where a financial security is made pursuant to Schedule “E” hereof, the Municipal Engineer may recommend the reduction of such financial security from time to time as Works are completed, it being understood that fifteen (15%) percent of such financial security is designed to cover maintenance and warranty commitments.

83. **CONSTRUCTION LIENS**

- (a) The Owner agrees that it will hold back from its payments to any contractors who may construct any of the Works (including road Works) such sum or sums as are required in accordance with the *Construction Act*, R.S.O. 1990, Chapter C.30, as amended from time to time and will otherwise indemnify and save harmless the Township against any claims, suits, actions or demands for construction liens or otherwise in connection with the Works and all costs, including legal costs in connection with the same, and on demand of the Township, shall forthwith take steps to discharge or vacate immediately all claims for liens on the Works or any of them. It is mutually understood by the parties hereto that this clause is not intended to affect or derogate from whatever rights the Owner may have to defend any claim, suit, action or demand for a construction lien in connection with the aforesaid Works.
- (b) Notwithstanding anything herein contained, the Owner agrees that the Township shall not be required to release the financial security relating to the Works being constructed pursuant to this Agreement until the Township is satisfied that there are no claims for construction liens relating to the Works and that the time for claiming a construction lien has expired. The Owner acknowledges that the Township shall continue to hold at least fifteen (15%) per cent of the financial security until such

(h) In the event that a claim for lien is registered under the Construction Act, R.S.O. 1990, Chapter C.30, or any amendment thereto relating to the Works being constructed pursuant to this Agreement or a claim for lien in respect of a public street or highway included in the Works is provided to the Clerk of the Township, the Owner shall be deemed to be in default of this Agreement and the Township, without notice to the Owner may call upon the whole or any part of the financial security notwithstanding anything herein contained or in the financial security. The Township may in its sole and absolute discretion use the financial security for payment into Court of the full amount as owing in the claim for lien plus costs for the purpose of vacating the claim for lien pursuant to the provisions of the Construction Act, R.S.O. 1990, Chapter C.30, as amended.

(a) Any notice, report, direction, request or other documentation required or permitted to be given to either party hereto shall be in writing and shall be given by personal service, telex, telegram, telecopier or by envelope, to be addressed as follows:

To The Corporation of the Township of North Glengarry
3720 County Road 34, R.R. 2,
Alexandria, Ontario
K0C 1A0

- (b) Any party may by notice in writing, advise the other parties hereto, of a new address for notice, which shall then be used by the party to whom it is addressed
- (c) Any notice, report, direction, request or other document delivered personally, by telex, by facsimile, by telegram, by telecopier in accordance herewith shall be deemed to have been received by and given to the addressee on the day of delivery or transmission. Any notice, report, direction, request or other document mailed as aforesaid shall be deemed to have been received by and given to the addressee on the third (3rd) business day following the date of mailing, provided that for such purposes no day during which there shall be a strike or other occurrence which shall interfere with normal mail service shall be considered a business day.

85. DEFAULT BY OWNER

The Owner covenants and agrees for itself, its heirs, successors and assigns that in the event of default by the Owner of any of the terms and conditions of this Agreement which results in the expenditure of public funds by the Township in lieu of or in addition to such deposits held by the Township, such expenditures may be recovered by the Township in like manner as municipal taxes pursuant to the provisions of Section 326 of the *Municipal Act, 2001*, R.S.O. 2001, Chapter c.25, as amended.

Prior to the conveyance of lots or blocks on the Plan of Subdivision to which this Agreement applies, the Owner agrees that the Municipal Solicitor shall register the Plan and the following documents at the Owner's expense:

- (a) this Agreement;
- (b) Lands for public purposes as set out in Schedule “N”;
- (c) The Transfer of Easements for public utility purposes and for drainage purposes as

22

Clerk

set out in Schedule "N" hereof;

- (d) The registration of the Subdivision Agreement and any covenant agreement or agreements which may be required.

The Owner further covenants that no other documents shall be registered on the title to the Lands after the registration of the Plan of Subdivision until the aforesaid documents have been registered to the satisfaction of the Municipal Solicitor.

87. **INDEMNITY**

The Owner shall defend, indemnify and save harmless the Township, its elected officials, officers, employees, contractors and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, debts, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Owner, its directors, officers, employees, contractors, subcontractors, and those parties whom it is responsible in law with or in any way related to the delivery or performance of this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Owner in accordance with this Agreement and shall survive this Agreement.

88. **OFFICIAL PLAN & ZONING AMENDMENTS**

The Owner shall be responsible for and pay to the Township the costs of any Planners, planning services or legal services required by the Township to prepare and defend any Official Plan amendment or zoning by-law amendment application reasonably required as a result of this Agreement or Plan of Subdivision.

89. **NUMBER AND GENDER AND SUBSEQUENT PARTIES**

If there is more than one Owner or the Owner is a male or female person or a corporation, this Agreement shall be read with all grammatical changes appropriate by reason thereof and all covenants and liabilities and obligations shall be joint and several. This Agreement and everything contained herein shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

90. **ESTOPPEL**

The Owner for itself together with its successors and assigns, covenants and agrees that it will not challenge, directly or indirectly, in any proceeding whatsoever, in law or in equity, or before any administrative tribunal, court or other decision-maker, the right, jurisdiction or lawful authority of the Township to enter into this Agreement. This provision may be pleaded by the Township in any action or proceeding as a complete and conclusive estoppel of any denial of such right.

91. **ARBITRATION**

Any dispute between the parties with respect to this agreement shall, at the request of a party, be submitted to arbitration pursuant to the *Arbitration Act, 1991*, SO 1991, c. 17 and the decision of the arbitrator or, if more than one, the decision of a majority shall be final and binding on the parties.

Each party shall pay its own costs of the arbitration and shall share equally the costs of the arbitrator(s).

92. **SEVERABILITY**

It is intended that all provisions of this Agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or a part of one is found to be void, voidable or unenforceable for any reason whatsoever, then the particular provision or provisions or part of the provision shall be deemed severed from the

remainder of this Agreement and all other provisions shall remain in full force.

Remainder of this page intentionally blank.

DRAFT

IN WITNESS WHEREOF the Owner has hereunto set his Hand and Seal or affixed the Corporate Seal of the Company duly attested to by its proper signing officers duly authorized in that behalf.

DATED AT the Township of North Glengarry, this th day of September 2025.

SIGNED AND DELIVERED	)	Alcore Homes Inc.
in the presence of	)	
	)	
	)	Per: Elsayed Ali
	)	President
	)	
	)	I have authority to bind the Corporation

IN WITNESS WHEREOF Corporation of the Township of North Glengarry has hereunto affixed its Corporate Seal duly attested to by its Deputy Mayor and Clerk.

DATED AT the Township of North Glengarry, this th day of September 2025.

	)	THE CORPORATION OF THE
	)	TOWNSHIP OF NORTH GLENGARRY
	)	
	)	Per:
	)	
	)	
	)	Deputy Mayor: Carma Williams
	)	
	)	
	)	Per:
	)	
	)	
	)	Clerk: Timothy J. Simpson
	)	We have the authority to bind the
	)	Corporation of the Township of North
	)	Glengarry

IN WITNESS WHEREOF the Encumbrancer(s) and spouse of the Owner have hereunto set their Hand and Seal or affixed the Corporate Seal of the Company duly attested to by its proper signing officers duly authorized in that behalf.

DATED AT the Township of North Glengarry this th day of September 2025.

SIGNED AND DELIVERED	)	
in the presence of	)	
	)	
	)	
	)	
	)	
	)	

SCHEDULE “A”

DESCRIPTION OF THE LANDS TO WHICH THIS AGREEMENT APPLIES

PLAN

- (a) The whole of Lots Blocks 1-5, and Reserve Block 6, both inclusive and Trillium Crescent, as shown on **Plan #14M-**, Part Lots 38, Concession 2, Geographic Township of Lochiel, now Township of North Glengarry, County of Glengarry registered in the Land Registry Office for the Land Registry Division of Glengarry (No. 14) at Cornwall, Ontario.

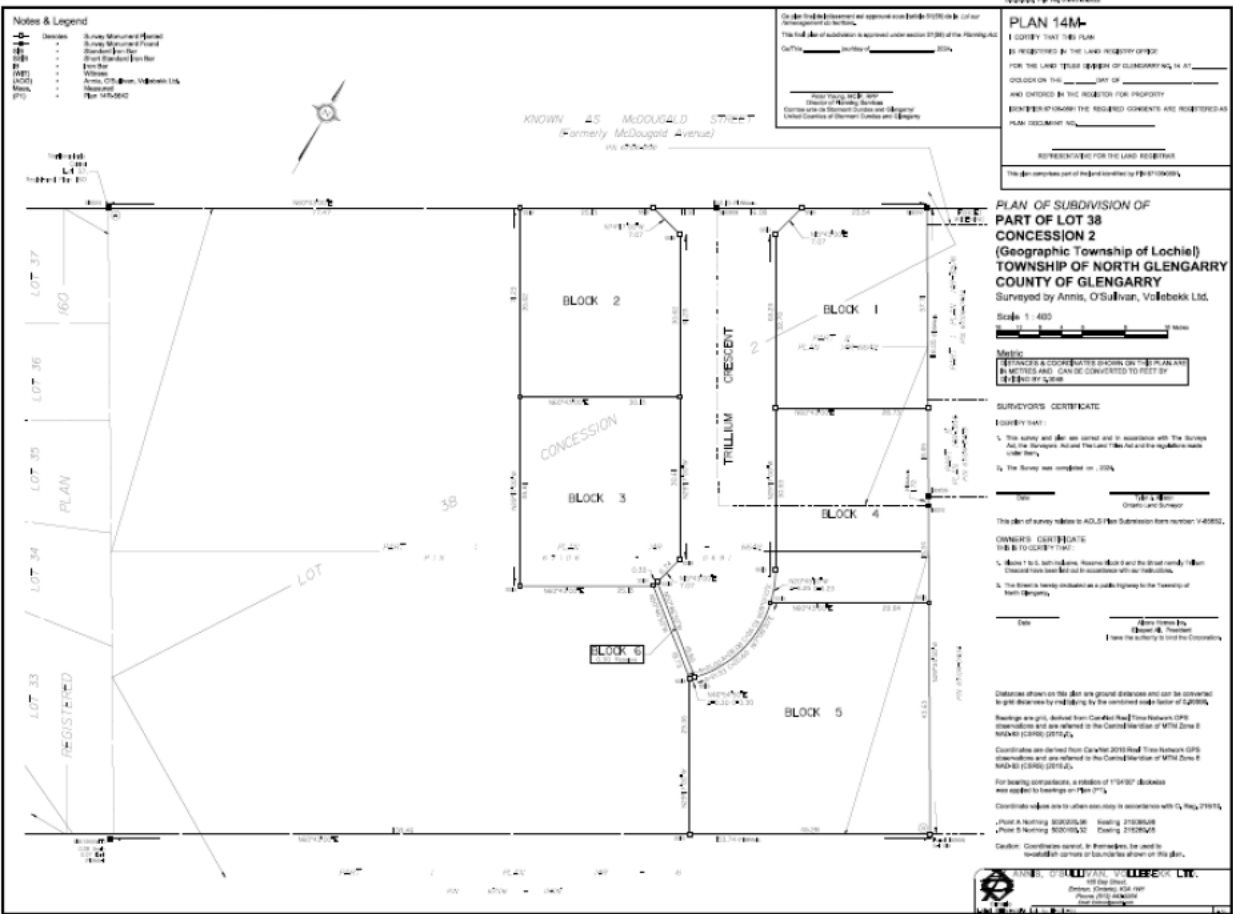
DRAFT

SCHEDULE "B"

PLAN OF SUBDIVISION

This agreement applies to lands on Plan of Subdivision 14M-

PLAN SHOWN FOR ILLUSTRATION TO BE REMOVED



SCHEDULE "C"

WORKS TO BE PROVIDED BY THE SUBDIVIDER

- (a) Roads and pavement.
- (b) Waterworks
- (c) Sanitary and storm sewers.
- (d) Service connections.
- (e) Boulevard topsoil and sodding.
- (f) Street lighting
- (g) Street name and traffic signs.
- (h) Trees.
- (i) Ontario Land Surveyor Certification.
- (j) As built plans for all services, grading and utilities.
- (k) Hydro service to the satisfaction of Hydro One.
- (l) Telephone service to the satisfaction of Bell Canada or the service provider.
- (m) Perimeter grading and subdrains on individual lots.
- (n) Emergency access road.
- (i) Fire Protection at all stages of construction.

SCHEDULE “D”

TIME SCHEDULE FOR WORKS

CONSTRUCTION SCHEDULE

The Owner shall submit a written construction schedule for the works required in each phase of the development to the Municipal Engineer for approval at least two (2) weeks prior to the proposed date of commencing construction. The submission of the construction schedule shall not be construed as being (a) a request to start construction, (b) acceptance of the schedule by the Township, or (c) permission to start construction. Failure to comply with the foregoing may result in delays due to the Township being unable to assign inspectors. In addition, approval of the construction schedule by the Township shall not be construed as relieving the Owner from its obligations specified elsewhere in this Agreement.

DRAFT

SCHEDULE "E"

ESTIMATED COST OF WORKS AND FINANCIAL REQUIREMENTS

A. ESTIMATED COST OF WORKS TO BE PROVIDED BY THE OWNER

B.

ITEM #	DESCRIPTION	UNIT	QTY	UNIT PRICE	SUB-TOTAL AMOUNT
1	Common Excavation & Fill (Roadway)	ls	1	\$9,000.00	\$9,000.00
2	Removal of Asphalt Road & Driveway	m ²	500	\$5.00	\$2,500.00
3	Asphalt Milling	m ²	130	\$30.00	\$3,900.00
4	Removal of Concrete Sidewalks	m ²	100	\$15.00	\$1,500.00
5	Removal of Existing Catchbasin	ea	1	\$750.00	\$750.00
6	Removal and Reinstatement of Existing Traffic Signs	ea	1	\$500.00	\$500.00
7	Plug & Abandon Existing Storm Sewer	ls	1	\$1,500.00	\$1,500.00
8	Soil Management and Excess Soil Quality	ls	1	\$3,500.00	\$3,500.00
9	200mm dia. Sanitary Sewer	m	195	\$300.00	\$58,500.00
10	1200mmø Sanitary Maintenance Hole	vm	9.0	\$2,500.00	\$22,500.00
11	100mmø Sanitary Laterals	m	157	\$150.00	\$23,550.00
12	Connection to Existing Sanitary Maintenance Holes	ea	1	\$2,500.00	\$2,500.00
13	200mm dia. Storm Sewer	m	77	\$250.00	\$19,250.00
14	300mm dia. Storm Sewer	m	85	\$275.00	\$23,375.00
15	375mm dia. Storm Sewer	m	37	\$300.00	\$11,100.00
16	450mm dia. Storm Sewer	m	18	\$350.00	\$6,300.00
17	525mm dia. Storm Sewer	m	60	\$400.00	\$24,000.00
18	1200mmø Storm Maintenance Holes	vm	4.3	\$2,500.00	\$10,750.00
19	1500mmø Storm Maintenance Holes	vm	4.4	\$2,750.00	\$12,100.00
20	Stormceptor STC EF06	ea	1	\$25,000.00	\$25,000.00
21	600x600mm Storm Catchbasin	ea	6	\$2,500.00	\$15,000.00
22	600x1450mm Twin Inlet Storm Catchbasin	ea	1	\$3,000.00	\$3,000.00
23	600x600mm Ditch Inlet	ea	2	\$2,500.00	\$5,000.00
24	100mmø Storm Laterals	m	178	\$150.00	\$26,700.00
25	Pipe Insulation	m ²	565	\$30.00	\$16,950.00
26	Connection to Existing Storm Maintenance Holes	ea	1	\$2,500.00	\$2,500.00
27	200mmø Watermain	m	105	\$300.00	\$31,500.00
28	19mmø Water Service c/w Curb Stop	m	82	\$150.00	\$12,300.00
29	25mmø Water Service c/w Curb Stop	m	82	\$160.00	\$13,120.00
30	Connections to Existing Watermains	ea	1	\$5,000.00	\$5,000.00
31	Fire Hydrant c/w Lead and Valve	ea	1	\$7,500.00	\$7,500.00
32	Asphalt Driveway Reinstatement	m ²	50	\$60.00	\$3,000.00
33	Granular 'B'	T	1,900	\$17.00	\$32,300.00
34	Granular 'A'	T	800	\$18.00	\$14,400.00
35	Hot Mix Asphalt (50mm HL-8)	T	175	\$140.00	\$24,500.00
36	Hot Mix Asphalt (40mm HL-3)	T	150	\$150.00	\$22,500.00
37	Concrete Semi-Mountable Curb and Gutter	m	195	\$100.00	\$19,500.00
38	Concrete Sidewalk - Monolithic	m ²	100	\$110.00	\$11,000.00
39	150mmø Perforated Subdrain	m	195	\$20.00	\$3,900.00
40	Topsoil & Sod in Right-of-Way (McDougald)	m ²	500	\$12.00	\$6,000.00
41	Topsoil & Seed in Pond Boundary Limits	m ²	1,050	\$8.00	\$8,400.00
42	Rip-Rap c/w Geotextile	m ²	150	\$30.00	\$4,500.00
43	Erosion and Sediment Control	ls	1	\$2,500.00	\$2,500.00
44	Traffic Control	ls	1	\$5,000.00	\$5,000.00
45	Line Painting Reinstatement	ls	1	\$1,000.00	\$1,000.00
46	Joint Utility Trench Excavation & Backfill	m	195	\$75.00	\$14,625.00
47	Street Lighting	ea	3	\$7,000.00	\$21,000.00
48	Lump Sum for Other Requirements (~2.5%)	ls	1	\$15,000.00	\$15,000.00
49	Contractor Overhead, Insurance, WSIB, etc. (~2.5%)	ls	1	\$15,000.00	\$15,000.00
TOTAL - Phase 1					624,770.00 \$

C. LIST OF TOWNSHIP'S FINANCIAL REQUIREMENTS

ITEM	(6 Blocks) PHASE 1	TOTAL
a) Administration Fee	\$ 1,000.00	\$ 1,000.00
b) Legal Fees	\$3,000	\$ 3,000.00
c) On account street and traffic signs (1)	\$ 400	\$ 3,600.00
d) On account Engineering fees: *		
Draft Conditions	\$ 11,560.00	
Initial Review of Detailed Design	\$16,540.00	
First Revision	\$3,750.00	\$90,367.00
Second Revision	\$3,750.00	
ECA Review	\$3,750.00	
Construction Services Phase 1	\$51,017.00	
Fees Paid to Date:	\$22,939.91 \$7,430.94 \$1,884.56	\$32,255.41
e) On account soils and material testing	\$ 0	\$ 0
f) On account Cash-in-Lieu of Parkland	\$ 7	\$
TOTAL (\$)	\$	\$

The Owner shall pay the Phase 1 total of 145,112.59 to the Township by certified cheque forthwith upon the execution of this Agreement.

NOTE: the amount for Legal Fees under item “b” is not inclusive of disbursements which the developer has agreed to pay.

C. FINANCIAL SECURITY

One Hundred percent (100%) of the estimated cost of the works as set out in Item A “Estimated Cost of Works to be Provided by the Owner” shall be required as financial security. Financial securities may be posted separately for the underground works (water mains, sanitary & storm sewers), the road works and all other works and rolled-over as set out in Clause 78. The amounts shown for the Items in part A of this Schedule shall be required as part of the underground works portion of the financial security as per the accompanying Council Resolution. All other amounts shall be required for the road works and all other works prior to the Owner beginning construction. Where works have been

undertaken in advance of the execution of this Agreement, and are at the required stage of completion for preliminary approval, the Township may adjust the required financial security to reflect the requirements of Clause 80.

The said financial security shall be in the form of cash, an irrevocable letter of credit or other form approved by the Treasurer of the Township. The approved format of the letter of credit is set forth in Schedule “S” and shall be delivered to the Township before work is commenced on any phase of the development to which this Agreement applies.

D. **FINAL ADJUSTMENT TO CASH DEPOSITS**

The parties to this Agreement acknowledge that the cash amounts pursuant to Item B above are estimates only. In the event the whole of such money shall not be required for the purpose aforesaid, any surplus shall be returned to the Owner without interest or deduction upon final acceptance of all works within the Subdivision. In the event the said sum shall be insufficient for such purpose, the Owner shall pay the Township such deficiency upon demand therefor.

DRAFT

SCHEDULE "F"

ENGINEERING REPORTS

The following engineering reports/plans shall apply to this Subdivision and the Owner shall be subject to their terms:

A. STORMWATER MANAGEMENT, LOT GRADING AND DRAINAGE, AND SEDIMENT AND EROSION CONTROL

With respect to the Schedule "A" lands, the Owner agrees to implement and maintain the objectives and criteria of the following report and plans during the course of developing the lands in accordance with this agreement:

1. Servicing & Stormwater Management Report, Trillium Landing Subdivision prepared by EVB Engineering, 800 Second Street, Cornwall, Ontario K6J 1H6; dated July 7, 2023, a copy of which is held at the Township of North Glengarry office.

B. ENGINEERING PLANS

1. Plans as identified in Schedule "H" a copy of which is held at the Township of North Glengarry office.

C. GEOTECHNICAL REPORT

1. Geotechnical Investigation, Proposed Trillium Landing Subdivision, Lascelle Residential Development, Lot 13, Concession 10, McBain Land Subdivision Crysler, Ontario, Lascelles Engineering and Associates Limited 1010 Spence Avenue – Suite 14, Hawkesbury, Ontario K6A 3H9, July 2023 2022, a copy of which is held at the Township of North Glengarry office.

D. SERVICING REPORT

1. Servicing & Stormwater Management Report, Trillium Landing Subdivision prepared by EVB Engineering, 800 Second Street, Cornwall, Ontario K6J 1H6; dated July 7, 2023, a copy of which is held at the Township of North Glengarry office.

E. TRAFFIC REPORT

1. Traffic Impact Study Trillium Landing Residential Development by Alcore Homes Inc. Alcore Homes Inc. prepared by GHD; 179 Colonnaded Road South, Suite 400, Ottawa, Ontario dated 24 May 2022, a copy of which is held at the Township of North Glengarry Office.

F. ENVIRONMENTAL IMPACT REPORT

1. N/A

G. NOISE AND VIBRATION REPORT

1. Noise Impact Study Trillium Landing Subdivision prepared by GHD; 179 Colonnaded Road South, Suite 400, Ottawa, Ontario dated 12 July 2022, a copy of which is held at the Township of North Glengarry Office.

SCHEDULE "G"

WATERWORKS

- A. All waterworks shall be designed in accordance with the requirements of the Township of North Glengarry and the Ontario Clean Water Agency.
- B. Water mains shall have a minimum diameter (nominal pipe size) of 150 mm or 200mm where indicated on the approved plans and engineering drawings and in accordance with the applicable Certificate of Approval from the Ministry of Environment, Parks, and Conservation.
- C. All water services shall have a minimum diameter (nominal pipe size) of 19 mm.
- D. Water mains shall be Polyvinyl Chloride (PVC) SDR 18 (Blue Brute) conforming to AWWA C-900. All water main fittings shall be ductile iron or PVC where possible and shall be compatible with the pipe used.
- E. Water services shall be Polyethylene (PE) Series 160 pipe conforming to CSA B137.1. All water service fittings and appurtenances shall be of the compression fitting type and shall be compatible with the pipe used. All corporation main stops shall have "AWWA Taper" thread on the inlet.
- F. Gate valves shall conform with AWWA Specification C500, latest revision, and shall be Darling Valve No. 55 as supplied by Canada Valve Limited, or Clow Valve No. F-6100 as supplied by Clow Canada, or approved equivalent. Valves shall be cast iron body, bronze trimmed, mechanical joint pattern conforming with the pipe and designed for working pressures of not less than 1035 kPa. Valves shall be double disc and shall open when turned in counter clockwise direction.
- A standard 50 mm AWWA nut shall be supplied with each valve.
- Each valve shall be fitted with a valve box.
- Valve boxes shall be type Bibby Foundry Limited # VB2100 as supplied by Canada Valve or approved equivalent. The covers shall be of a design which prevents unauthorized entry. The valve box shall be 125 mm diameter.
- G. Hydrants shall be Darling Century type as supplied by Canada Valve Limited, or approved equivalent. Hydrants shall be supplied with Rigid Hydrant Markers as supplied by Canada Valve Limited or approved equivalent and shall be painted fluorescent orange.
- All hydrants shall be supplied with pumper nozzles and chains on the caps.
- All hydrants shall be painted yellow with green tops and caps.
- Hydrants shall be installed in accordance with the "Hydrant Installation Detail".
- H. Service connections will be installed at 1.8 m depth and the service box will be set flush with original ground. It is not acceptable to install the service connections at a depth greater than 2.0 m at the property line. 50 mm x 100 mm x 2,400 mm wooden marker stakes painted blue, are to be installed behind the valve boxes at the property line.
- I. All exposed metal parts, including tees, valves, elbows, saddles, etc, shall be wrapped with Denso tape and anodes attached for cathodic protection and corrosion prevention.
- J. Services shall not be installed in or under driveways and; furthermore, valves and valve boxes shall not be installed in driveways or other hard surfaced areas where traffic or road maintenance could cause the valves or valve boxes to become damaged.

K. Flushing and Disinfecting Water Mains

In addition to the requirements of the Township Standard Specifications, all water mains shall be cleaned as follows:

- i) Swab the water main such that a minimum of two swabs are put through the entire water system and each hydrant.
- ii. The diameter of the swabs shall be 50 mm larger than the size of the water main to be swabbed.
- iii. Swabs are to be constructed of 0.68 kg (12 lbs.) density open cell foam. Only new, clean swabs are to be used.
- iv. Propel the swabs with potable water at a rate of 0.6 m/s to 1.0 m/s.
- v. Discharge the wastewater in accordance with OPSS 701 and in a manner acceptable to the Municipal Engineer. Any water used for pressure testing, swabbing, flushing, and disinfection, which must be disposed of, must be checked for residual chlorine and treated in accordance with Ministry of Environment, Parks, and Conservation requirements.
- vi. Swabbing is to be continued as required until the discharge water runs clear.
- vii. Submit to the Operator of the water system the proposed methodology, including insertion and removal location, structural requirements, (i.e. tees, additional valves, etc.) at least one month in advance of disinfection and swabbing. Properly constructed structural works required to complete the disinfection and swabbing may remain as permanent works with the approval of the Municipal Engineer.

SCHEDULE "H"

ENGINEERING AND LANDSCAPING SPECIFICATIONS

A. ENGINEERING SPECIFICATIONS

The engineering plans and specifications as approved by Council and designed by EVB Engineering as follows:

Note: See Site Phasing Plan (C1.2) for Phase 1 works

Description of Works	Associated Drawings/Info
Overall Site Plan, Erosion, & Sediment Control Plan	C1.1
Site Phasing Plan	C1.2
Plan & Profile of Trillium Crescent from STA 0+990 to STA 1+125	C2.1
Plan & Profile of Trillium Crescent from STA 1+125 to STA 1+255	C2.2
McDougald St. West Removal Plans	R2.3
Plan & Profile of McDougald St. West from STA 2+000 to STA 2+250	C2.3
Plan & Profile of RYCB No. 1 & Swim Facility Inlet	C2.4
Site Grading Plan	C3.1
Grading Plan Along McDougald St.	C3.2
Sanitary Catchment Areas	C3.3
Storm Catchment Areas	C3.4
Stormwater Management Facility Plan & Details	C3.5
Details	C4.1
Details	C4.2
O.P.S.D.'s	C5.1
O.P.S.D.'s	C5.2

and which plans have been deposited at the offices of the Township.

The location of signage at any controlled intersection must be recommended and approved by both the Township's and the Developer's engineers.

B. SPECIFICATIONS FOR TREE PLANTING, TOPSOIL, SODDING AND SEEDING

The following specifications are to be followed by the Owner for planting trees along newly opened streets in the Subdivision. Specifications are as follows:

SECTION A - Quality and Source of Trees

1. Species of trees will be selected from trees hardy to the Township area and commonly used in municipal tree planting and shall not include those species prohibited by this Agreement.
2. The minimum requirement for number of street trees to be provided on any residential street is based on a formula of One (1) tree per lot. This minimum requirement is intended to be used as a guideline for the entire Subdivision. Where street townhouses are constructed, tree planting shall be in accordance with the site plan approved by the Township.
3. The main front yard tree shall be deciduous shade trees with an ultimate size of 12 to 40 metres in height.
4. All trees are to be nursery grown stock meeting the horticultural standards of the

Canadian Nursery Trades Association with respect to grading and quality. Standard deciduous shade trees shall have a minimum trunk calliper of 25 mm (1 inch) measured at 15 cm (6") up from top of root ball. Dwarf and formal trees shall have a minimum trunk calliper of 50 mm (2"). Coniferous trees shall have a minimum height of 180 cm (6'). Plants shall be true to type and structurally sound, well-branched, healthy and vigorous and free of disease, insect infestations, rodent damage, sun scale, frost cracks and other abrasions or scars to the bark. They must be densely foliated when in leaf and have a healthy, well-developed root system. Pruning wounds shall show vigorous bark on all edges and all parts shall be moist and show live, green cambium tissue when cut.

5. Deciduous trees shall have a straight, clear stem of no less than 2 m (6') and a well-branched head of no less than 1 m (3') in length. Coniferous trees shall be uniformly well-branched according to nursery standards.

6. All plants specified as "B & B" shall be moved with solid earth balls wrapped in burlap. Root ball sizes shall be adjusted to growth habits of plants. In any case, ball sizes shall be sufficiently large to contain at least 75% of the fibrous root system. No plants shall be used when the ball of earth surrounding the roots has been cracked or broken preparatory to or during the process of planting, or when the burlap, staves, and ropes required in connection with their transplanting have been removed.

SECTION B - Topsoil, Seeding and Sodding

1. Topsoil shall be the surface layer of soil placed on the site to bring the rough grade to the specified finished grade. The topsoil shall consist of a friable loam, free of all debris, roots and rocks, containing a good humus content taken from the top 450 mm (18") of the original natural grade at the site of supply. The topsoil shall be free from crab grass, couch grass and other noxious weeds and grasses. A sample of the proposed topsoil shall be approved by the Township prior to use on the site, as required.

2. Sod shall be No. 1 Nursery Bluegrass Fescue Sod according to the classifications of turf grass sod issued by the Ontario Sod Growers Association. Sod shall be cut by approved methods in accordance with the recommendations of the Nursery Sod Growers Association of Ontario. The soil portion shall be minimum of 20 mm (3/4"). Prior to lifting, sod shall be sufficiently moist when cutting, during delivery and placing so that the soil will adhere firmly to the roots throughout these operations. Pegs, posts, wire mesh, tie wires and fertilizer shall conform to Form 571 of the O.P.S. Specifications.

3. Grass seed shall be Government Standard, Canada No. 1 mixed in the following proportions unless otherwise approved by the Township:

40% Kentucky Bluegrass
30% Creeping Red Fescue
20% Red Top
10% Perennial Rye

This seed mixture shall be mixed by an acceptable seed firm and be delivered to the site in containers which plainly certify the grade, percentage of the various seed species in the mixture and the weight. Water, fertilizer, asphalt emulsion and mulching material shall conform to Form 572 of the O.P.S. Specifications.

4. Topsoil shall be placed on all surfaces prior to sodding or seeding to an adequate amount to allow the growth of grass (100 mm) or as determined by the Municipal Engineer.

5. Nursery sod shall be laid in accordance with Form 571 of the O.P.S. Specifications.

6. Hydraulic seeding and mulching shall be completed in accordance with Form 572 the O.P.S. Specifications.

C. SPECIFICATIONS FOR ELECTRICAL DISTRIBUTION AND STREET AND

WALKWAY LIGHTING

In accordance with the plans and specifications as approved by the Township of North Glengarry and Hydro One and which plans have been deposited with the Township.

DRAFT

SCHEDULE "T"

PHASING OF DEVELOPMENT

Phase 1 of the subdivision shall be developed as follows:

Phase 1

Blocks 1 to 5, both inclusive, Trillium Crescent, and the reserve, namely Block 6

DRAFT

SCHEDULE “J”

STREET NAMES AND TRAFFIC SIGNS

The Owner shall pay the Township to install breakaway posts and to install street name, traffic control, stop and emergency access signs in the quantity and at the installed price noted below. The Phase 1 “Total Cost” is due and payable by the Owner prior to the signing of the Subdivision Agreement:

SIGNS	Phase 1	TOTAL
Street name signs @ \$200	1	\$200
Speed control signs @ \$200	0	\$0
Yield signs @ \$200	0	\$0
Traffic control signs @ \$200	1	\$299
Emergency access signs @ \$200	0	\$0
TOTAL	2	\$400

SCHEDULE “K”

WALKWAYS, SIDEWALKS, CURBS AND FENCES

A. FENCES AND BUFFERS

As per Schedule “H”

B. WALKWAYS

As per Schedule “H”

C. SIDEWALKS

As per Schedule “H”

D. CURBS

As per Schedule “H”

DRAFT

SCHEDULE “L”

FIRE DEPARTMENT SPECIFICATIONS

FIRE PROTECTION

The Owner shall at all times ensure adequate fire protection during the construction of the Subdivision until Final Acceptance by the Township which acceptance shall be no earlier than the acceptance of the top course of asphalt.

DRAFT

SCHEDULE “M”

SPECIAL REQUIREMENTS

TEMPORARY CONDITIONS

Not Applicable

DRAFT

SCHEDULE "N"

TRANSFERS OF LANDS FOR PUBLIC PURPOSES

The Owner shall transfer to the Township (or such other authority as is indicated) at no cost the following lands forthwith upon registration of this Agreement:

A. ROAD WIDENING

Not Applicable.

B. PARKLAND

Cash-in-lieu of parkland is to be provided

C. WALKWAYS (to be transferred to the Township)

N/A

D. 0.3 METRE RESERVES (to be transferred to the Township)

Block 6 on Plan 14M

E. 0.3 METRE RESERVES (to be transferred to the UCSD&G)

N/A

F. OTHER LANDS TO BE TRANSFERRED TO TOWNSHIP

Block 1 on Plan 14M (stormwater management pond)

G. EASEMENTS

- i The Owner shall grant such easements as may be required to implement every aspect of the servicing of the Subdivision.
- ii The Owner shall grant a 3,0-metre drainage easement centred over the swale and subdrain on Parts 1 and 2 on Plan 14M-_____, in favour of the Township of North Glengarry, on terms acceptable to the Township of North Glengarry.
- iii A temporary turnaround agreement and easement shall be required for Part 3, 14M_____

EMERGENCY ACCESS

(Not Applicable)

DRAFT REFERENCE PLAN

A copy of Easement Plan 14R____ can be obtained at the Township of North Glengarry.

Shown for illustration – to be removed

SCHEDULE "O"

RESTRICTIVE COVENANTS

The lands to which these restrictive covenants shall be annexed include:

The whole of Lots Blocks 1-5, and Reserve Block 6, both inclusive and Trillium Crescent, as shown on Plan #14M-____, Part Lots 38, Concession 2, Geographic Township of Lochiel, now Township of North Glengarry, County of Glengarry registered in the Land Registry Office for the Land Registry Division of Glengarry (No. 14) at Cornwall, Ontario.

For the purpose hereof:

"Township" shall mean the Township of North Glengarry;

"Owner" shall mean the owner from time to time of any lot, their successors and assigns;

"Subdivider" shall mean Alcore Homes Inc.

All contracts of sale by the Owner of any lot within the Subdivision shall contain the following provisions, which shall be incorporated in all deeds from the Owner, so that it shall be a covenant running with the lands for the benefit of the lands within the Subdivision.

1. The Transferee for himself, his heirs, executors, administrators, successors, and assigns covenants and agrees that they will not plant, nor permit to be planted so far as it is within his capacity to control, on the lands nor on any lands adjacent thereto including public lands or road allowances or within 16.5 feet from any hydro electric line, any of the following trees: poplar, alder, aspen, willow, elm or maple of the fast-growing variety.
2. The purchaser, for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that they will not alter the slope of the lands or interfere with any drains established on the said lands, except in accordance with the established grade control plan, without the prior written consent of the Municipal Engineer of the Township of North Glengarry.

SCHEDULE "P"

BUILDING RESTRICTIONS AND TRANSFER COVENANTS

The lands to which these covenants shall include:

The whole of Lots Blocks 1-5, and Reserve Block 6, both inclusive and Trillium Crescent, as shown on **Plan #14M-**, Part Lots 38, Concession 2, Geographic Township of Lochiel, now Township of North Glengarry, County of Glengarry registered in the Land Registry Office for the Land Registry Division of Glengarry (No. 14) at Cornwall, Ontario.

For the purpose hereof:

"Township" shall mean the Township of North Glengarry;

"Owner" shall mean the owner from time to time of any lot, their successors and assigns;

"Subdivider" shall mean Alcore Homes Inc.

All contracts of sale by the Owner of any lot within the Subdivision shall contain the following provisions, which shall be incorporated in all deeds from the Owner, so that it shall be a covenant running with the lands for the benefit of the lands within the Subdivision.

- (a) The Township may at any time without notice enter upon the lands for the purposes of inspection of the established Grade Control Plan and upon seven (7) days written notice to the Owner, the Township may at any time thereafter enter upon the lands for the purposes of restoration of the established Grade Control Plan and the cost of the Township in performing any restoration work shall be paid to the Township by the Owner of the lands upon which such restoration work was performed, within thirty (30) days of demand therefor by the Township and failing payment as aforesaid the cost shall be added to the tax roll and collected in like manner as municipal taxes. The express intent of this covenant is the same shall run with the lands and will benefit all lands within the Subdivision by providing proper and adequate drainage.
- (b) For the benefit of all lands within this Plan of Subdivision and including all the lands dedicated to the Township and owned by the Township for municipal within this Plan of subdivision, the purchaser, for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that he will not alter the slope of the lands described herein or interfere with any drains established on the said lands, except in accordance with the established grade control plan, without the prior written consent of the Municipal Engineer of the Township of North Glengarry. Further, the Purchaser agrees to maintain all vacant lots and blocks in the Subdivision in a neat and orderly condition. This maintenance shall include but not be limited to the cutting of grass, the removal of noxious weeds and refuse, all to the satisfaction of the Clerk of the Township.
- (c) The Owner agrees to advise potential purchasers of lots adjacent to Hydro One lands and easements of the rights of Hydro One.
- (d) The Owner, for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that should damage be caused to any of the works in the Subdivision by any action or the lack of any action whatsoever on his part, the Clerk may serve notice to the Transferee to have the damage repaired and if such notification be without affect for a period of seven (7) clear days after such notice, the Clerk may cause the damage to be repaired and shall recover the costs of the repair plus thirty (30) percent of the cost for supervision and thirty (30) percent of the costs of administration pursuant to Section 446 of the Municipal Act, 2001, in like manner as municipal taxes.
- (e) The Owner for himself, his heirs, executors, administrators, successors, and assigns covenants and agrees that he will plant and maintain at least one deciduous tree having a minimum calliper of 25 mm in the front yard of his lot. Further, the Transferee for himself,

his heirs, executors, administrators, successors, and assigns covenants and agrees that he will not plant, nor permit to be planted so far as it is within his capacity to control, on the lands in this transfer nor on any lands adjacent thereto including public lands or road allowances or within 16.5 feet from any hydro electric line, any of the following trees: poplar, alder, aspen, willow, elm or maple of the fast-growing variety.

- (f) The Owner covenants and agrees that he will not leave lands unfilled and ungraded in a way that may impede the positive drainage towards the road or existing drains. Where rights to the said lots have been sold or otherwise transferred, the Owner covenants and agrees to enforce this provision by a way of a condition in the Agreement of sale or transfer.
- (g) The Owner covenants and agrees that a holding (h) symbol is applied to the zoning of these lands which restricts all development until service allocation is obtained to the satisfaction of the Township of North Glengarry.
- (h) The Owner, for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that he will not apply for, nor will the Township be required to issue a building permit, until all requirements with respect to road works to the road base on which such lot fronts have been carried out and have received preliminary approval by the Township and such road has been connected by roads which are, at least, at a similar stage of completion, to the overall Township road network and until the whole or such part of the mass earth moving or general grading as the Municipal Engineer deems necessary has been completed and approved, except that building permits may be issued if, in the sole opinion of the Municipal Engineer, the aforementioned works are proceeding satisfactorily, in which case, the purchaser shall not occupy nor permit the building to be occupied except with the written consent of the Chief Building Official of the Township on his being satisfied that the aforementioned works have been carried out.
- (i) The Owner covenants and agrees that 'Water and Sewer Capital Cost Connection Fees' and Water and Sewer Service Connection Fees' apply to all lots in the Plan of Subdivision. These charges are payable at the time of issuance of a building permit and are subject to change based on regular updates to the applicable Township by-law. Development Charges may also apply at the time of building permit, in accordance with the Development Charges Act and the requirements of any Development Charges By-law passed in the future by the Township.
- (j) The Owner covenants and agrees that he shall be responsible for the purchase and installation to the Township's satisfaction of the tree(s) that are required to be provided for subdivision lots.
- (k) The Owner covenants and agrees that he shall be responsible for paving his driveway to the satisfaction of the Township.
- (l) The Owner covenants and agrees that he shall be responsible for the preparation of a Detailed Lot Grading Plan to the satisfaction of the Township.
- (m) The Transferee acknowledges and agrees that heat pumps, air conditioning units, sheds, pools, and pool filters, are building appurtenances and hence shall meet the minimum setback requirements established in the Zoning by-law.
- (o) All contracts of sale by the Owners of Block 2 shall contain the following additional provision, which shall be incorporated in all deeds from the Owners, so that it shall be a covenant running with the lands for the benefit of the lands within the Subdivision:

"All agreements of sale and purchase or leases, whether with the Owner or any future Owner shall hereby advise all future purchasers, mortgagors and lessees or any person deriving any interest in the Land that stormwater drainage easement, dominant to the Township of North Glengarry exists along the north side of said Lands."

(j) All contracts of sale by the Owners shall contain the following additional provision, which shall be incorporated in all deeds from the Owners, so that it shall be a covenant running with the lands for the benefit of the lands within the Subdivision, in accordance with the Noise Study recommendations in Schedule” H”

“Purchasers/tenants are advised that sound levels due to increasing road traffic and rail traffic may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment, Conservation and Parks.”

OR

"This dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment, Conservation and Parks."

- (q) “The Transferee acknowledges that he shall submit a Surveyor’s Certificate showing the location of the foundations of the buildings to be in compliance with the zoning by-laws and Grade Control Plan to the Chief Building Official of the Township for approval with respect to all lots forthwith after completion of the foundation.”
- (r) “The Owner acknowledges that pupils residing within the Subdivision are not guaranteed the right to attend the nearest school of their choice. Pupils may be asked to travel to other schools.”
- (s) The Owner shall notify the prospective purchaser of any lot in the Subdivision that mail delivery shall be community mailboxes located throughout the Subdivision.
- (t) The Owner shall notify the prospective purchaser of any lot on which or in front of or beside which such community mailbox facility is to be located. Such notification shall be by a clear statement to such effect contained in the Agreement of Purchase and Sale affecting such lot.
- (u) The Owner further agrees to clearly indicate on all plans to be used for marketing purposes the potential locations of the community mailboxes.

SCHEDULE “Q”

BUSINESS ADDRESS OF THE TOWNSHIP AND THE OWNER

Any notice required to be given hereunder may be given by registered mail addressed to the other party and if to the Township at:

The Corporation of the Township of North Glengarry
3720 County Road 34, R.R. 2,
Alexandria, Ontario
K0C 1A0

and if to the Owner at:

Alcore Homes Inc.
83 Hunterswood Crescent
Ottawa, ON
K1G 5V9
ali@alcorehomes.ca

Such notice shall be deemed to be effective forty-eight (48) hours after it has been mailed by prepaid registered post.

SCHEDULE "R"

CONDITIONS OF DRAFT APPROVAL

The United Counties of Stormont, Dundas and Glengarry's conditions and amendments to final plan approval for registration of this Subdivision file No. 01-NG-S-2022 are as follows:

1. The owner shall enter into a Subdivision Agreement with the Township of North Glengarry respecting all conditions and obligations in carrying out the proposed Plan of Subdivision;
2. That the Subdivision Agreement between the owner and the Township of North Glengarry be registered against the land to which it applies once the plan of subdivision has been registered;
3. The owner shall agree, by entering into a Subdivision Agreement, to satisfy all terms, conditions and obligations, financial and otherwise, of the Township of North Glengarry, at its sole expense, including, but not limited to, maintenance of stormwater management and sedimentation control structures, design and construction of roads, services, fencing, utilities, lot grading and drainage, in accordance with the Township's specifications and standards, all to the satisfaction of the Township of North Glengarry;
4. That the Subdivision Agreement between the owner and the Township of North Glengarry indicate that such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority. The Township will require that easements shall be dedicated and registered over all storm sewer facilities/subdrains situated within private property so as to allow for adequate access and maintenance of drainage infrastructure by the Township and associated equipment;
5. That the Subdivision Agreement shall contain provisions including but not limited to the dedication of blocks and/or easements and carrying out of any works deemed necessary by the Township, in its sole discretion, to provide access to any parkland, municipal infrastructure, and/or maintenance of the unstable slope at the Owner's sole expense;
6. That prior to the registration of the Plan of Subdivision or any Phase thereof, the Township of North Glengarry shall be satisfied that lands have been rezoned to substantially conform to the layout shown on the draft plan of subdivision, and that the proposed plan of subdivision conforms with the Zoning By-law approved under the requirements of the Planning Act, with all possibility of appeal to the Ontario Land Tribunal exhausted;
7. That the road allowance(s) included in the draft plan shall be shown and dedicated as public highways, and that the public highway(s) shall be named to the satisfaction of the municipality;
8. That prior to Final Approval the owner shall agree in writing to reimburse the Township for all legal, engineering, planning and other expense that the Township may incur in relation to the subdivision;
9. That prior to Final Approval, the owner shall submit a revised Plan, if required, to reflect any significant alterations caused from this Draft Plan review and approval;
10. That when requesting Final Approval from the United Counties, the Owner shall accompany such request with the required number of originals and copies of the Final Plan, together with a surveyor's certificate stating that the lots/blocks thereon conform to the frontage and area requirements of the zoning by-law. The surveyor's certificate regarding zoning compliance shall be accompanied by written confirmation from the Township of North Glengarry;
11. The applicant shall submit detailed design drawings and plans outlining proposed water, sanitary sewer, and storm sewer servicing infrastructure for the subdivision, produced by a qualified professional to the satisfaction of the Township;
12. That an environmental compliance approval for the stormwater management pond be applied for and approved by the Ministry of the Environment, Conservation and Parks;
13. The applicant shall submit a lot grading and drainage plan for the proposed subdivision, produced

Schedule "S"

52

_____ Owner

_____ Deputy Mayor

_____ Clerk

by a qualified professional, to the satisfaction of the Township;

14. The applicant shall submit a composite utilities plan for the proposed subdivision, produced by a qualified professional, to the satisfaction of the Township;
15. That the applicant shall submit a lighting plan for the proposed subdivision, produced by a qualified professional;
16. That prior to Final Approval a phasing plan shall be prepared by the owner for lands contemplated for development;
17. That the Owner shall provide all necessary servicing easements related to each phase to service the property prior to final approval of the plan or any phase thereof. No phase shall be approved without confirmation from the Township of North Glengarry that the appropriate easements, dedications and infrastructure are in place, should development not proceed on subsequent phases;
18. That prior to final approval of the Plan or any phase thereof, the Township shall confirm to the Approval Authority in writing that there is sufficient water and sanitary capacity available. Draft approval does not guarantee an allocation for water or sewer capacity;
19. That the Owner acknowledges and covenants in the Subdivision Agreement that water and sewer charges are subject to change and additional charges may be applicable to contribute to necessary off-servicing upgrades;
20. That the entrances into the subdivision and all works within the County Right-of-way shall be designed in accordance with County Standards. All regulatory and non-regulatory signage at the intersections shall be the responsibility of the owner and shall be installed in accordance with County requirements;
21. That a 0.3m reserve “not for road access purposes” shall be gratuitously conveyed to the County for blocks 1,2,10, and 12;
22. That a revised Traffic Impact Study be submitted for review with the requested revisions as per the letter dated December 21, 2022 to the satisfaction of the County Transportation Department;
23. That prior to Final Approval or any grading or construction on the site and prior to registration of the plan, the owners of their agents submit the following plans and reports to the satisfaction of the Raisin Region Conservation Authority and the County Transportation Department:
 - a. A Final Stormwater Management Report in accordance with the 2003 Ministry of Environment Report entitled “Stormwater Management Practices Planning and Design Manual”. The stormwater management report shall also include an inspection and maintenance plan to ensure the dry pond and oil-and-grit separator function as designed during construction and post-construction.
 - b. Detailed lot grading and drainage plans showing proposed grades and indicating the direction of stormwater runoff. Storm runoff from the site shall have no net negative impact on County infrastructure and shall be designed in accordance with Raisin Region Conservation Authority’s design criteria.
 - c. A Sediment Control Plan indicating silt runoff will be maintained on-site throughout all phases of grading and construction.
24. That the owner/developer provide the necessary easements and/or agreements required by Union Gas for the provisions of gas services for this project, in a form satisfactory to Enbridge Gas Inc. (operating as Union Gas);
25. That prior to final approval by the County, we are advised in writing by the Township of North Glengarry how Conditions 1 through 19 have been satisfied;
26. That prior to final approval by the County, we are advised in writing by the Director of

Transportation Services how Condition 20 through 23 have been satisfied;

27. That prior to final approval by the County, we are advised in writing by Raisin Region Conservation Authority how Condition 23 has been satisfied;
28. That prior to final approval by the County, we are advised in writing by Enbridge Gas Inc. how Condition 24 has been satisfied.

NOTES TO DRAFT APPROVAL

1. United Counties Transportation Department

- a. All building lots must be accessible from the new street. Access to the County Road will not be permitted.
- b. All servicing of the lots must be to the new street.
- c. The developer should note that any signage associated with the proposed or future phases along CR 46 may require a sign permit from the County.
- d. A road cut permit from the County will be required for the construction of the Phase 1 storm outlet, water and sanitary servicing, and Trillium Crescent.
- e. The traffic impact study must meet the requirements of the County of Lennox Addington's Transportation Impact Assessment and Intersection Control Study Guidelines. Of particular note, the submitted TIS does not meet the requirements of section 2.2.2.3 of the guideline. Due to the vertical curve in County Road 46, the traffic impact study will be required to include a review of available sightlines.
- f. The County requires that the traffic impact study be expanded to include review of the warrants listed in section 5 for the intersection of County Road 34 and County Road 46.
- g. There is a discrepancy between the traffic impact study, and the other documents submitted, with regards to when the development will be fully built out, and whether the project will be phased.
- h. The County requires that a copy of the topographic survey be submitted for review.
- i. The County requires that the stormwater management report be updated to include the following:
 - Rationalization of the predevelopment time of concentration,
 - Rationalization of the predevelopment runoff coefficient. In particular, the site is well vegetated which will have a significant reduction effect on the runoff coefficient,
 - Discussion of the existing soil type and its effect on the predevelopment runoff coefficient,
 - Specifications of where the stormwater management pond will outlet to,
 - Verification that the pond's discharge can be accommodated by the existing downstream infrastructure, and
 - Whether erosion control measures will be required at the pond outlet.

2. Canada Post

- a. Canada Post will provide mail delivery service to the subdivision through centralized Community Mail Boxes (CMBs).
- b. Given the number and the layout of the lots in the subdivision, we have not determined the amounts of site(s). The CMB's location will be determined at the time of the preliminary CUP or SITE Plan as per Canada Post specs.
- c. If the development includes plans for (a) multi-unit building(s) with a common indoor entrance, the developer must supply, install and maintain the mail delivery equipment with parcels compartments within these buildings to Canada Post's specifications.
- d. If additional gravel or culvert is required, it will be provided by the developer as per Canada Post standards.

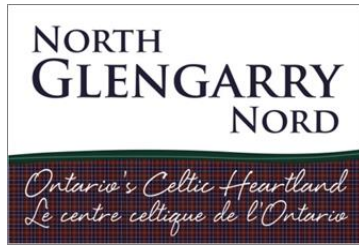
- 3. It is the applicant’s responsibility to fulfill the conditions of draft approval to ensure that the required clearance letters are forwarded by the appropriate agencies to the united Counties of Stormont, Dundas and Glengarry, quoting the subdivision file number.
- 4. At any time prior to final approval of this draft plan of subdivision, the County, at its discretion and in accordance with Section 51(44) of the Planning Act, R.S.O. 1990, may withdraw the approval of the draft plan or change the conditions of draft approval.
- 5. Approval of this draft plan of subdivision lapses at the expiration of three years from the date of the decision. The County may extend the approval for a period specified and may further extend it but no extension is permissible if the approval lapses before the extension is given.
- 6. The final plan approval by the County must be registered within 30 days or the County may withdraw its approval under subsection 51(21) of the Planning act R.S.O. 1990

REQUIRED WORDING OF LETTERS OF CREDIT

Clerk

SCHEDULE “T”

INSURANCE CERTIFICATE



STAFF REPORT TO COUNCIL

Report No: PW 2025-18

September 29, 2025

From: Timothy Wright, Director of Public Works

RE: QMS Update-2025 Infrastructure Maintenance, Rehabilitation and Renewal Review for information purposes.

Recommended Motion:

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

Background / Analysis:

As per the Township's internal communication procedure, Management must provide an update on the QMS status, including the Infrastructure Maintenance, Rehabilitation and Renewal Presentation and Outcomes.

The review of the current maintenance and rehabilitation practices was completed on Wednesday June 25, 2025, covering the review cycle from June 2024 to June 2025. The review involved eight staff members and examined both the Alexandria and Glen Robertson Drinking Water Systems.

Key Findings:

Maintenance Programs: Internal and external maintenance programs are in place and overall in good shape. All equipment is included and accounted for in the maintenance tracking systems.

Documentation Improvements: Documentation has improved from the previous review cycle. Staff discussed establishing baselines for entries to ensure consistency in eRIS and Access E11 inputs. Deficiency follow-up has improved through Access E11 workflow processes.

Areas Requiring Attention:

Alexandria DWS:

- Asset management and inventory of equipment requires updating
- Equipment age assessment needed for critical equipment
- Elevated water loss investigation and leak correlation activities
- 44% water loss reported in recent audit (improved from previous audit)

Glen Robertson DWS:

- Well casing external maintenance scheduling needs review
- Clara St line post and flushing port location requires follow-up
- NaCl₂ dosing issues being addressed with equipment modifications

Service Interruptions: No system-wide service interruptions occurred during the review period. Glen Robertson experienced one planned maintenance event for header piping replacement, completed in 8 hours with no Adverse Water Quality Incidents. Alexandria had no system-wide interruptions but experienced isolated service interruptions related to construction and maintenance activities.

Budget Performance: The 2024 water treatment budget was overbudget by 20% (\$312,330 over), This is due mainly to the Dominion Street water main replacement. This projects scope was expanded to pull from reserves so that we could take advantage of favorable rates with the contractor. 2025 is currently under budget – as of June tracking at 37.8% of budgeted values. Base budgets were adjusted for 2025 to reflect actual operational requirements.

Next Steps: Staff will continue working on the identified areas of concern, complete outstanding external contractor maintenance, and work toward meeting asset management update deadlines. A full review of maintenance schedules and equipment forms will be conducted to ensure consistency across all systems.

Alternatives and Financial Implications:

N/A - This report is for information purposes only. Budget implications for addressing identified areas of concern will be brought forward through separate reports as required.

Attachments & Relevant Legislation:

2025 Infrastructure Maintenance, Rehabilitation & Renewal Review

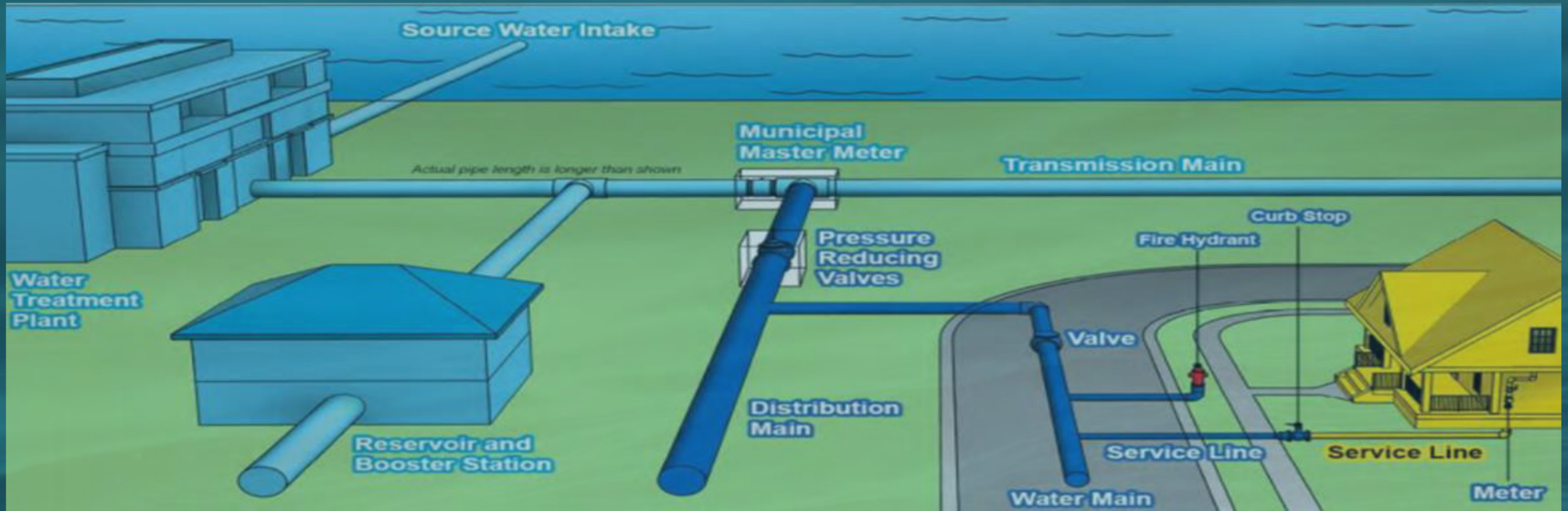
Review completed by:

Angela Cullen -- Waterworks Compliance Coordinator

Reviewed and Approved by:

Timothy J. Simpson, MPA

Interim Chief Administrative Officer

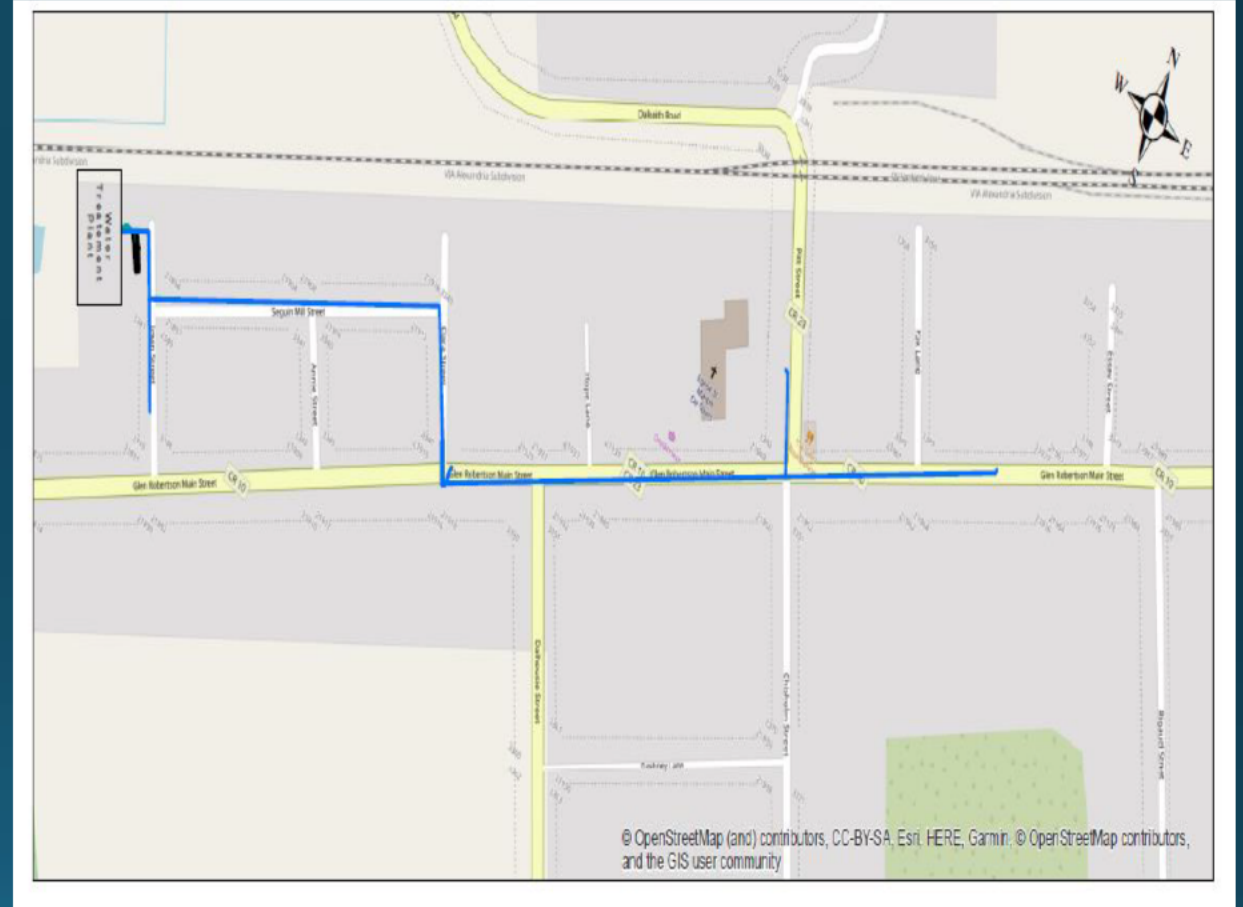


2024-2025 Alexandria DWS & Glen Robertson DWS

Infrastructure Maintenance, Rehabilitation & Renewal Review

Glen Robertson System Summary

- Glen Robertson DWS
 - Gln Water Treatment Plant
 - No Distribution Water Storage
 - Gln Distribution System
 - 0.8kms of 150mm pvc piping
 - 48 services
 - 3 valves
 - 2 air relief valves
 - 1 flushing station
 - 3 flush ports
- No Fire Protection
 - fire wells utilized for fire protection
 - no connection to municipal system



Internal Maintenance Programs

Spring Flushing (F51)

- Target: May-June
 - 2025-Not yet completed to date(estimated to take WTP: 1 days; DIS: 1 day)
 - Schedule given to operational staff June10
 - 2024-Completed in 2 days(WTP: 1 days; DIS: 1 day)
 - Issues Identified:
 - unable to locate line post/flushing port (Clara St/Main St)

Valve Exercising (F26)

- Target: Summer/Fall
 - 2025: TBC
 - 2024: Completed but not transferred from F51 to F26
 - cause by duplication of required information, better way?

Water Audit

- System too small to complete full audit (through AWWA system)
- 2024 internal estimate showed 10% loss, within industry standard
 - 2023 internal estimate showed 12% loss

External Contracted Maintenance

External Analyzer, Sensors and Transmitters Calibration Tracking

- Updated Internal Maintenance Tracking Form
 - All external calibrations & maintenance has been scheduled for 2025 or is completed to date.
 - UV Testing Sensor Calibration: Sep 2021 has it been replaced or sent in for calibration
- Completed:
 - WTP FT1 completed by Dan Machette (Mar 2025)
- Outstanding:
 - WTP & DIS Hach Analyzers and Prominent Analyzers completed by ClearTech (Jul 2025)
 - WTP FT 1 completed by St Laurent Instrumentation (Nov 2024/Dec 2024)
 - WTP FT1 completed by Dan Machette (Feb 2025)
 - BMP: Calibrations are repeated, remove this work from St Laurent contract?

Generators

- Gln WTP Casey Mechanical (Apr 2025)

Well Head/Casing/Panels/Switches

- 5 Years:
 - External electrical inspection: pressure switch, panel components and loading/voltage readings
 - Has full inspection been completed since 2018
 - 2025 panel capacitors changed due to amperage issues, but was anything else checked?
- 10 Years:
 - External well casing inspection: CCTV, static well levels, flow testing and replacing well pump or header components as required
 - Last completed: Jun 2018 (Jun 2028)

Adequacy of Maintenance Programs

Operator Input about Adequacy of Scheduling

- Input or Feedback from operational staff
 - Minor items and tasks not completed on regular basis
 - If tasks are not impactful or beneficial, may be worth removing from scheduling

Asset Management

- Twp Plan approved by Council Jun 2022
 - Next requirement due July 1, 2025 (Levels Of Service for each asset with 10yr plan)
 - Angela has started to work with Zoe on this for formatting and information update in plan
 - Update CityWide system to ensure assets descriptions and ages are up to date (access Angela/Tim)
 - Update 10yr Asset Management Plan to be updated (Tim/Dean/Angela)
- Water Works Plan 181-301A completed by Treasurer Aug 2020
 - Will need to complete for next MDWL/DWWP renewal due September 2025
 - Needs to cover minimum 6 years, with 1 year past license term

Areas of Concern

- Input or Feedback from operational staff
 - Documentation/Storage of Maintenance Records: currently in binders at locations but may be an option to centralize information
 - External contractor maintenance records: need to improve uploading to SharePoint for record retention

Trends Related to Frequency and Duration of Service Interruptions



Major Incidents

- Jun 2024: Planned work to change header pipe and remove singer valve
 - Distribution was supplied by Aquaholics, system shut down during change overs WTP/Tanker
 - Work completed in 8hrs
 - No AWQI issued

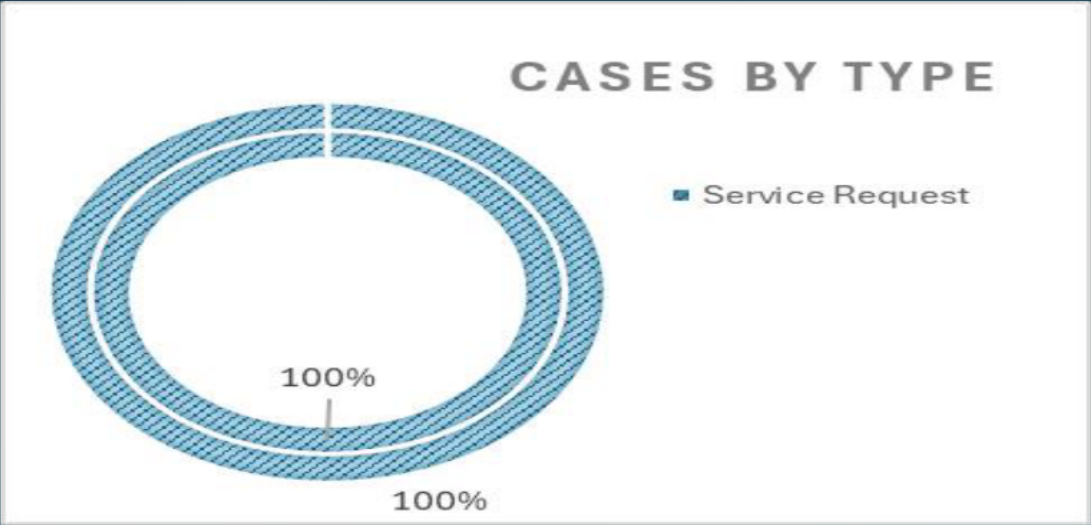
Construction

- 2024/2025
 - No construction (planned or unplanned)

Access E11

- 0 open cases to date
- Response time improved
 - Average cases open for 3.5 days
- Service request are largest component
 - Includes billing requests for reading or meter repair, service shut for internal plumbing repairs, non-payment and any line post issues
 - 4 meter issues (replace/read)
 - 3 service closures
 - 2 service/quality issues

Category	Water		Open		Closed	
Month	2024	2025	2024	2025	2024	2025
January		1				1
February		1				1
March		3				2
April						1
May		1				1
June		1				1
July						
August						
September						
October	1					
November	1				2	
December						
Total Case Count	9		0		9	
Annual Case Count	2	7			2	7

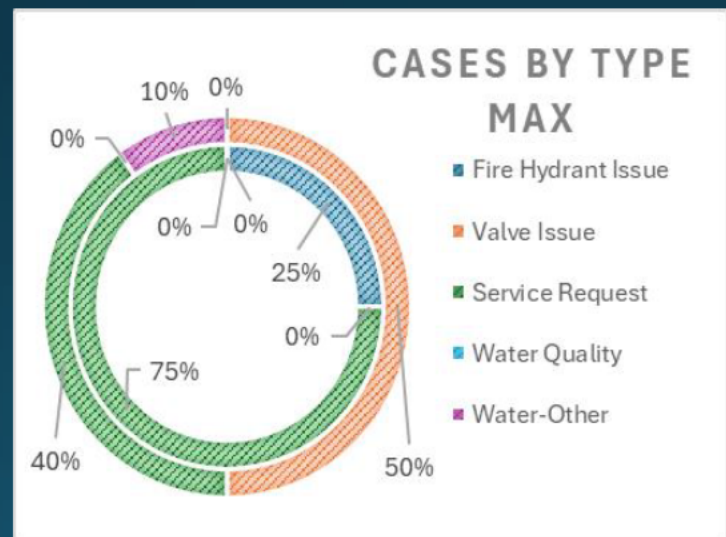
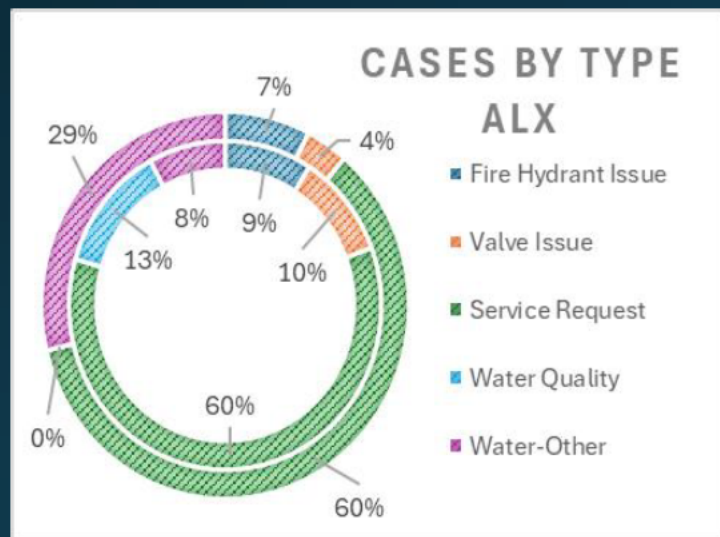


Internal Maintenance Summaries

- QMS Summary
 - QMS SYS OP-Plan Appendix F1
 - T10A QMS Alexandria Maintenance Summery Table- Alexandria v3
- Facility Maintenance Schedules
 - M1 Alx WT Maintenance Schedule_v5
 - M7 Alx WTP Maintenance Schedule_v4
 - M63 Max BST Maintenance Schedule_v7
 - M73 Max WT Maintenance Schedule_v6
 - Review/Update/Release by foreman annually
 - All equipment forms should be verified for currency and if maintenance schedule is up to date
- Adequacy of OM
 - Version 4
 - Released Oct 2021
 - Minor Updates to be completed (3.10/4.1/4.6/5/6.1)
 - Need for specific SOP?

Location	Jun-Dec 2024	Jan-Jun 2025
M7	Weekly/Monthly: • 92% being complete as scheduled	Weekly/Monthly: • 82 being complete as scheduled
	3 Months: • 63% completed • Floc Tank/Swan Turb completed • Loss of Head/Floc Inspection not completed	3 Months: • 50% completed • Floc Tank/Swan Turb completed • Loss of Head/Floc Inspection not completed
	6 Months: • 0% completed • Monthly components completed but not bi-annual • HLP/LLP not completed	6 Months: • 50% completed • HLP & Monthly components completed • LLP not completed
	12 Months: • 75% completed • Coag Tank/Ammonia Injec/BW Pumps completed • Poly Tank not completed	12 Months: • 25% completed • Coag Tank • Ammonia Injec/BW Pumps/Poly Tank not scheduled to date
M1	Monthly: • 97% being complete as scheduled	Monthly: • 83% being complete as scheduled
	6 Months: • 100% completed • Cleaning analyzers	6 Months: • 0% completed • Cleaning analyzers
M63	Weekly/Monthly: • 99% being complete as scheduled	Weekly/Monthly: • 100% being complete as scheduled
	6 Months: • 100% completed • BP/Injection Point completed	6 Months: • 50% completed • BP not completed • Injection Point completed
	12 Month: • 0% completed • Inflow and Outflow CL₂ Membrane Cap and Diaphragm	12 Month: • 0% completed • Inflow and Outflow CL₂ Membrane Cap and Diaphragm not scheduled to date
M73	Monthly: • 98% being complete as scheduled	Monthly: • 100% being complete as scheduled
	12 Month: • 67% completed • CL₂ Membrane Cap and Diaphragm completed • pHprobe not completed	12 Month: • 0% completed • CL₂ Membrane Cap/Diaphragm/pH not completed as scheduled

Category	Water			Open			Closed	
Month	Pre-2023	2024	2025	Pre-2023	2024	2025	2024	2025
January			17			1		21
February			22			6		12
March			11			1		11
April		1	31		1	10		24
May		3	22		3	14		11
June		10	8		1	7	4	1
July		13			1		17	
August		10					6	
September	1	16		1			17	
October	1	14		1			13	
November	1	11		1			11	
December		19			3		12	
Total Case Count		211			51		160	
Annual Case Count	3	97	111	3	9	39	80	80

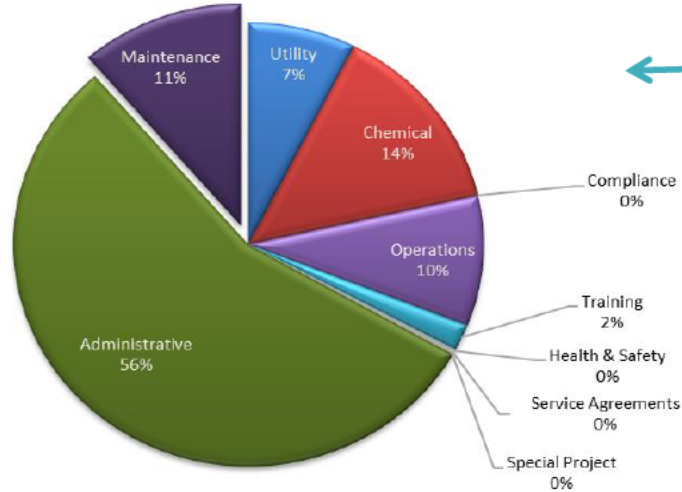


Access E11

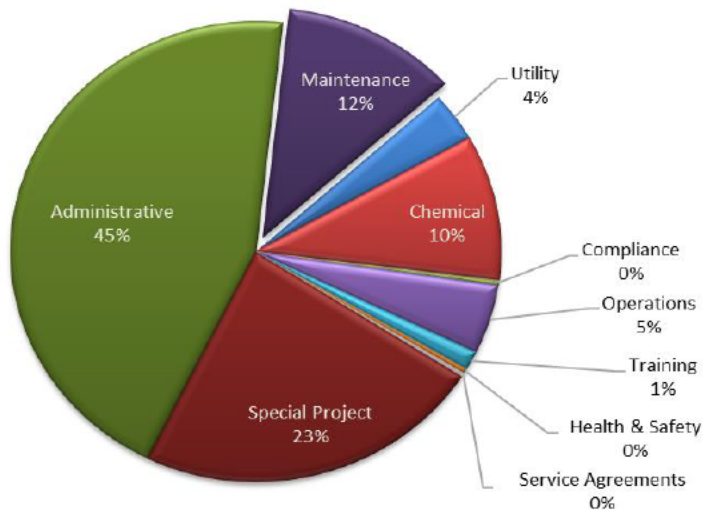
- 51 open cases to date
 - 43 cases in Alx
 - 8 cases in Max
- Response time improved
 - Average cases open for 10.5 days
 - Small number of instances were cases closed early
 - Cases can now have tasks assigned for different steps
- Service request are largest component
 - Includes billing requests for reading or meter repair, service shut for internal plumbing repairs and any line post issues
 - 49 meter issue (replace/read)
 - 31 service closure (non-pay/repair)
 - 32 fire hydrant or valve issue
 - 25 service/quality issue
 - 27 line Post Issues
 - 11 emergency repair or locate
 - 2 other

Water Treatment & Distribution Budget Review

2025 Actual Expense Budget

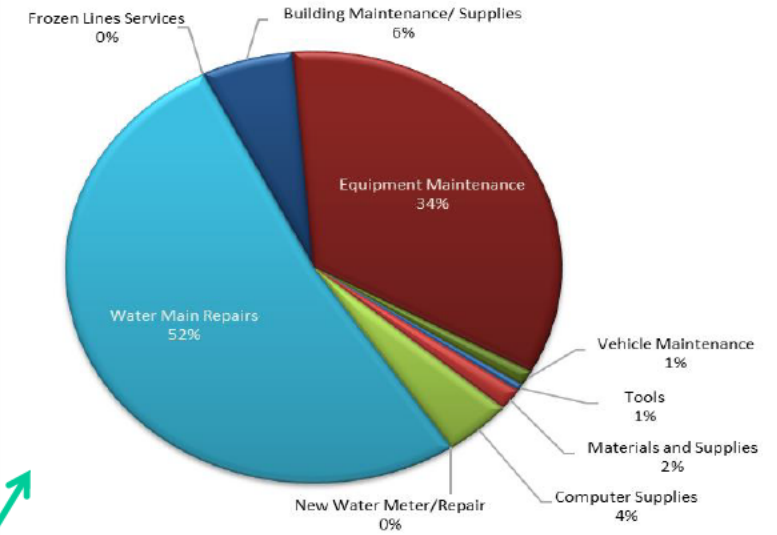


2024 Actual Expense Budget

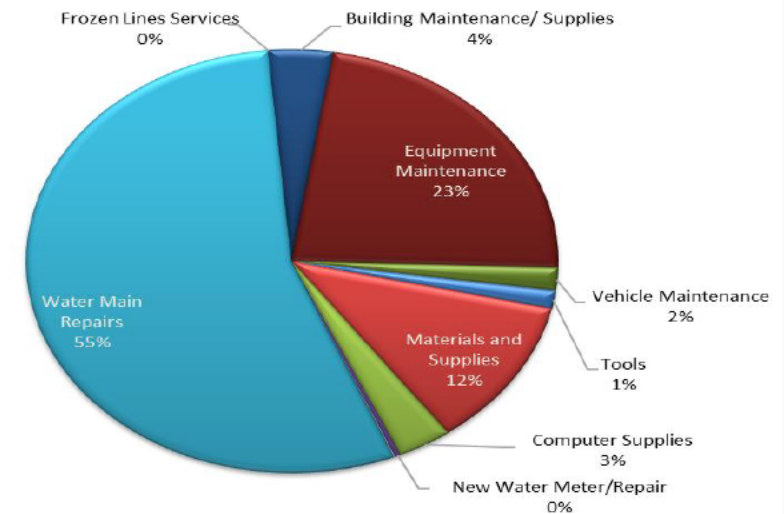


	Water		
	Base Budget	Actual Value	%
Utility	\$ 77,500	\$ 48,293	7.4
Chemical	\$ 167,500	\$ 91,347	14.0
Compliance	\$ 25,000	\$ -	0.0
Operations	\$ 88,500	\$ 61,836	9.5
Training	\$ 23,500	\$ 12,487	1.9
Health & Safety	\$ 6,390	\$ 664	0.1
Service Agreements	\$ 6,500	\$ 1,702	0.3
Special Project	\$ 433,316	\$ -	0.0
Administrative	\$ 695,869	\$ 360,962	55.4
Maintenance	\$ 199,500	\$ 73,690	11.3
Tools		\$ 389	0.5
Materials and Supplies		\$ 1,170	1.6
Computer Supplies		\$ 3,223	4.4
New Water Meter/Repair		\$ -	0.0
Water Main Repairs		\$ 38,332	52.0
Frozen Lines Services		\$ -	0.0
Building Maintenance/Supplies		\$ 4,413	6.0
Equipment Maintenance		\$ 25,315	34.4
Vehicle Maintenance		\$ 1,045	2.0
	\$ 1,723,575	\$ 650,981	37.8

2025 Actual Expense Budget Maintenance Breakdown



2024 Actual Expense Budget Maintenance Breakdown



Operator Training

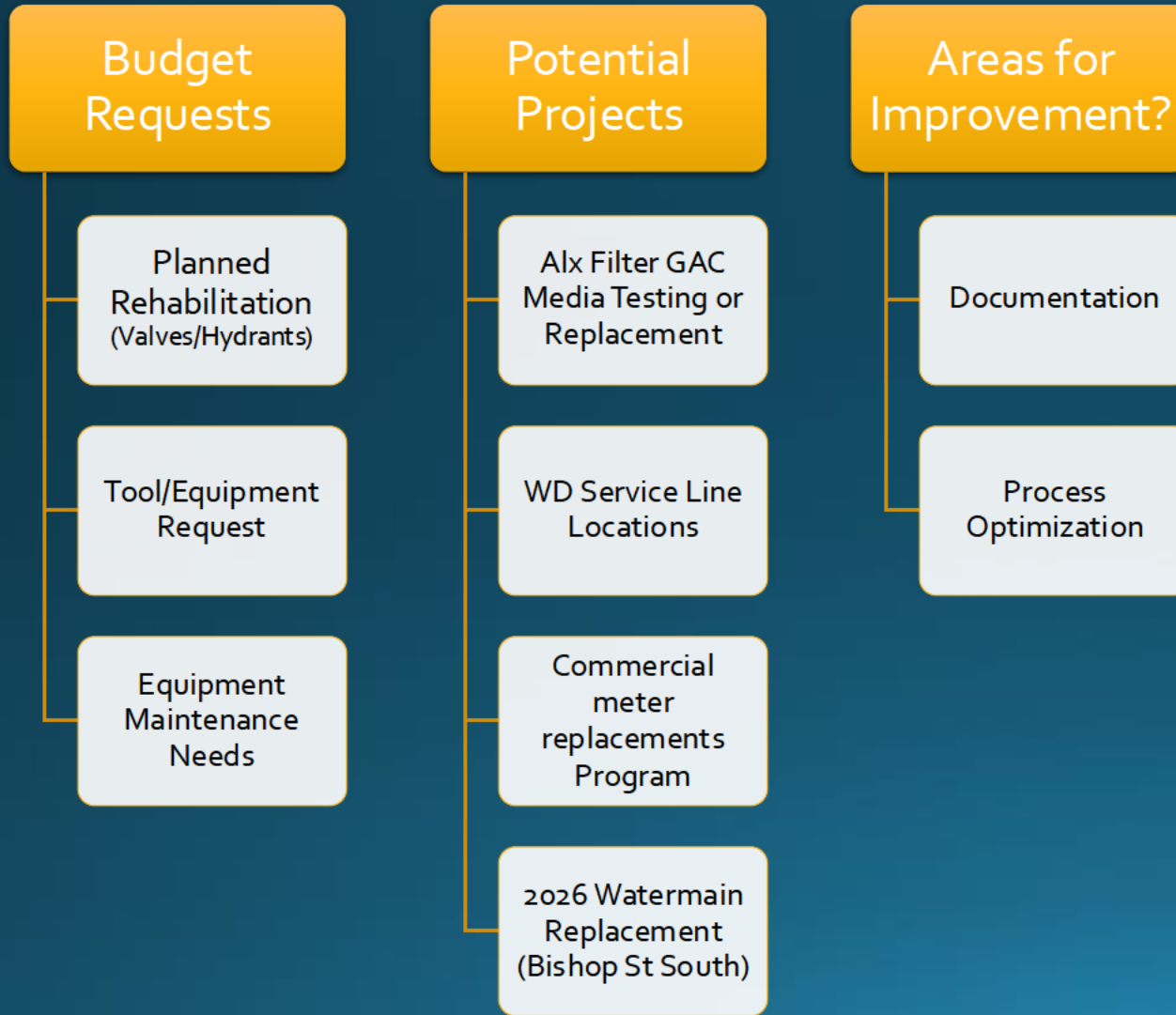
- Annual Requirements to maintain licensing
 - Operators can request/are encouraged to request specific training topics (in-class/on-line options)
 - Training hour are based on license/certificate level
 - License/certificate renewal cycle is every 3 years
 - Operators should be self-monitoring to ensure sufficient training is completed before renewal period
- Staff Suggestion/Input

Highest Class of Drinking Water Facility Operated						
	Class 1	Class 2	Class 3	Class 4	Limited	WQA
Director Approved CEUs	21	36	42	42	21	21
On-the-Job Hours	69	69	78	108	39	39
Total	90	105	120	150	60	60

In-House Training

Chlorine Gas Safety Course

Staff Input/Other Items

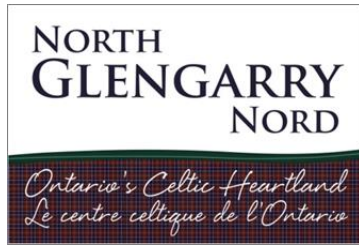


Conclusions

- Maintenance Programs
 - Schedules and Tracking forms
 - overall are in good shape
 - Full review of schedules and forms to ensure all information is current and equipment forms corroborate main schedule timelines
 - Work Completion (as scheduled)
 - minor concern for quarterly/bi-annual/annual maintenance completion
 - To determine if these tasks are necessary for performance and preventative maintenance
 - If not beneficial, remove the requirements
 - follow-up in internal equipment deficiencies has improved, to ensure consistency in reporting issues into Access E11
 - Documentation
 - To ensure consistency through all staff in eRIS logs and Access E11
 - Set base line for entries to ensure everyone is on the same page

Areas of Concern

- Alexandria DWS
 - Operator Input
- Glen Robertson DWS
 - Operators Input



STAFF REPORT TO COUNCIL

Report No: PW 2025-19

September 29, 2025

From: Timothy Wright, Director of Public Works

RE: Annual DWQMS Internal Audit Report and Results

Recommended Motion:

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

Background / Analysis:

As per the internal communication procedure, Top Management must provide an update on the QMS status, including the Annual DWQMS Internal Audit Report and Results. The internal audit took place between August 8th and September 5th, 2025 and was performed by Ewen MacDonald who is a certified auditor through the Walkerton Clean Water Centre. The audit concluded that the quality management system was "Implemented and Maintained" over the past year, demonstrating the Township's continued commitment to drinking water safety and regulatory compliance.

Positive Findings: The auditor identified several areas of excellence:

- **Staff Engagement:** All operators participated in the 36 Month Comprehensive Review, demonstrating strong commitment to understanding the QMS and their roles within it.
- **Leadership:** QMS Representative Angela Cullen continues to demonstrate comprehensive familiarity with all aspects of the DWQMS and provides thorough reports to Top Management.

- **Improved Participation:** Operator engagement in QMS requirements has improved significantly, with staff now able to provide enhanced support to the Compliance Coordinator.

- **Effective Communication:** The April 23, 2025 presentation to Committee of the Whole regarding drinking water systems was noted as very thorough and comprehensive, meeting all communication requirements.

Non-Conformities Identified:

Two non-conformities were identified during the audit:

1. **Minor Non-Conformance:** Website links to the DWQMS Operations Plan included an outdated version, not reflecting the current Version 8 as required by procedure QMS SYS P9 4.5.2.
2. **Non-Conformance:** No Management Review was completed during calendar year 2024, though a comprehensive review was conducted in March 2025.

Corrective Actions Completed:

CAR 2025-Mn01 (Website Links):

- **Status:** RESOLVED as of September 11, 2025
- **Actions Taken:** Communications officer contacted and provided documentation to correct website links. Duplicate links were removed and current Operations Plan Version 8 is now properly linked.

CAR 2025-Mn02 (Management Review Timing):

- **Target Completion:** November 1, 2025
- **Proposed Action:** Update Management Review procedure QMS SYS-P12 to improve scheduling flexibility while maintaining annual review requirements.

Opportunities for Improvement: The auditor identified several areas for enhancement:

- Streamline website navigation pathways to the Waterworks Department
- Consider removing redundant signature requirements for QMS Records Control
- Update organizational chart to remove unfilled positions
- Implement standardized training log spreadsheets

System Coverage:

The audit covered both drinking water systems operated by the Township:

- Alexandria/Maxville Water System (System #220001030)
- Glen Robertson Drinking Water System (System #220008408)

Alternatives: N/A

Financial Implications:

No direct financial implications. Maintaining DWQMS compliance supports continued safe drinking water delivery and regulatory compliance, protecting the Township from potential liability and ensuring continued system accreditation.

Attachments & Relevant Legislation:

- Internal Audit Report (Ewen MacDonald, September 5, 2025)
- Corrective Action Request Forms CAR 2025-Mn01 and CAR 2025-Mn02
- Safe Drinking Water Act, 2002
- Clean Water Act, 2006

Other Consulted:

Angela Cullen, Waterworks Compliance Coordinator

Dean McDonald, Environmental Services Manager

Reviewed and Approved by:

Timothy J. Simpson, MPA

Interim Chief Administrative Officer

Drinking Water Quality Management Standard

Internal Audit Report

For the period of:

November 1, 2024 to September 5, 2025

For:

The Township of North Glengarry

Alexandria/Maxville Water System

(System #220001030)

Glen Robertson Drinking Water System

(System #220008408)

Conducted by: Ewen MacDonald

Audit dates: August 08 2025 – September 5, 2025

1.0 Overview & Objectives

An internal audit of the Township of North Glengarry quality management system (QMS) was conducted on August 26, 2025 to determine whether it conforms to the requirements of the Standard and version; and to assess whether the QMS is effectively implemented.

The internal audit was conducted by Auditor Ewen MacDonald

This report summarizes the audit results in section 2.0 Audit Findings, categorizing positive findings, non-conformities and opportunities for improvement.

1.1 Scope

The internal audit was performed at the Township of North Glengarry Alexandria/Maxville Water Treatment Plant located at 90 Main Street, Alexandria, Ontario

Operational Plans, Records, and Documents for the Township of North Glengarry were reviewed entirely for conformity to the Standard and version. This audit also reviewed the Township of North Glengarry's planned processes and programs to evaluate how well QMS requirements are integrated into them.

Process audits examine the resources (equipment, materials and people) used to transform the inputs into outputs, the methods (procedures and instructions) followed and the measures collected to determine process performance. Process audits check the adequacy and effectiveness of the process controls established by procedures, work instructions, training and process specifications.

The last Internal Audit was conducted on October 30 2024. This audit focused on the period between October 30, 2024 and August 26, 2025.

Methodology

The audit was conducted in accordance with CAN/CSA-ISO 19011:03, Guidelines for Quality and /or Environmental Management Systems Auditing, and the Walkerton Clean Water Centre Course "Internal Auditing for the DWQMS".

The list of all auditing criteria is included in Appendix "A" – Audit Plan. Appendix "B" – Documents and Records reviewed. Appendix "C" – Document Review Checklist and Auditors Comments

In order to conduct audits within scope, time and budgetary constraints, they are based upon a sampling of processes, systems, operations and documents. Not every single document, operation, system, process, or piece of information relating to management system performance is reviewed. The size of the sample selected by the auditors is appropriate to the size and scale of the operation and information available. Objective evidence collected by the auditors is based upon the sampling.

The conclusions presented in this report are based on information presented during the internal audit.

1.2 Audit Program Monitoring and Reviewing

The implementation of the audit program was monitored and, at appropriate intervals, reviewed to assess whether the objectives have been met and to identify opportunities for improvement. The results of this review will be included in this report, if applicable.

Performance indicators were used to monitor characteristics such as:

- the ability to implement the audit plan,
- conformity with the audit program, schedules and audit objectives, and
- feedback from top management, auditees, auditors and other interested parties.

The audit program review considered:

- a) results and trends from monitoring,
- b) conformity with procedures,
- c) evolving needs and expectations of staff involved,
- d) audit program records,
- e) alternative or new auditing practices,
- f) effectiveness of the measures to address the risks associated with the audit program, and
- g) confidentiality and information security issues relating to the audit program.

Corrective actions and opportunities for improvement from the results of audit program reviews, if any, are included in the internal audit report's section 2.0 Audit Findings.

1.3 Auditors

The Auditor was Ewen MacDonald, who has received Internal Auditing for the DWQMS training through the Walkerton Clean Water Centre. Auditor qualifications are included in Appendix "D" – Auditor Training Certificates.

1.4 Confidentiality

The information gathered by the Auditor is the property of the Township of North Glengarry only and will not be transmitted to any third party without the prior written consent of an authorized representative.

All documents provided by the organization prior to and during the assessment are kept only for the purpose of audit review and audit report

2.0 Audit Findings

2.1 Positive Findings

The following positive audit findings were noted during the audit:

Competency

All operators participated in the 36 Month Comprehensive Review. This demonstrates a commitment to engaging the staff in the DWQMS and their responsibilities with understanding the QMS and their role within it.

Commitment

The QMS Representative continues to demonstrate familiarity with all aspects of the DWQMS and the importance of developing and maintaining the Operation Standard. Angela Cullen provides very comprehensive and informative reports to Top Management and she clearly understands the value of the DWQMS

Participation in the QMS has improved with Operators engaged in many aspects of the Operations Standard and requirements within. With a greater understanding by the Operators of all aspects of the QMS they should be able to provide support to the Compliance Coordinator and assist with maintaining the QMS and its related procedures.

Communications

The April 23, 2025 presentation to Committee of the Whole by Angela Cullen, Compliance Coordinator and Tim Wright, Director of Public Works was very thorough and comprehensive with the results of the Internal and External Audit provided to Council as per the Communications Procedure QMS SYS P9 4.1.2. And the Management Review Procedure QMS SYS P12 4.6.1 for annually updating the Owner on the QMS Status

2.2 Non-Conformities

The following non-conformities were noted during the audit:

Minor Non Conformance - There are 2 links to the DWQMS Operations Plan on the Website and one of them is not the correct version.

Non Conformance - Management Reviews are to occur at a minimum, once per calendar year as per QMS Management Review Procedure QMS SYS P12 4.1.2. There was no Management Review completed in 2024. There was a Management Review in March 2025.

2.3 Opportunities for Improvement

The following is a list of opportunities for improvement noted in conducting this audit:

Reference	Opportunity for Improvement – Description
Communications Procedure QMS SYS P9 4.5.2.	The pathway on the website to navigate to the Waterworks Department could be streamlined and duplications could be eliminated.
Records Control Procedure QMS SYS P2 4.3	The Original copy QMS SYS T2 Controlled Records Table is to be signed by the QMS Representative as per QMS SYS P2 4.3. The table is only kept by the QMS Representative and as such a signature is somewhat redundant. This requirement could be removed for V9 of the Operation Plan.
Element 9 Organizational Structure, Roles, Responsibilities, and Authorities.	The Organizational Structure 9.1 has a Public Works Specialist position which has never been filled. There are also no Roles, Responsibilities and Authorities developed for this position. It is recommended that the Org Chart be revised without this position for Version 9 of the Operations Plan.
Element 10 Competencies	OFI Training logs are kept by each individual and it is recommended that a standard spreadsheet be created and that they be forwarded and retained by Administration on a routine basis.

3.0 Conclusions

The results of the internal audit performed at the Township of North Glengarry for the drinking water system confirm that the quality management system was Implemented and Maintained over the past year.

While non-conformities and/or opportunities for improvement are cited in this audit report, they do not undermine the positive programs and attitudes already in place among the North Glengarry staff.

Ewen MacDonald

Ewen MacDonald

Appendix "A" – Audit Plan

Internal Audit Start Date:			August 8, 2025								Internal Audit End Date:				September 5, 2025									
Date	Time	Participants	Process / Program	DWQMS Element																				
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
August 8 – Aug 26		EM	Desk Top Review	x	x	x	x	x	x	x	x	X	x	x	x	x	x	x	x	x	x	x	x	x
August 19	10:00-11:00	EM/AC	Kick off Meeting	x																		x		
August 26	9:00-9:30	EM/AC	Previous Audit Management Review	x																		x	x	
August 26	9:30-11:00	EM/AC	QMS Representative Responsibilities		x		x	x	x	x	x	X	x	x	x	x	x	x	x	x	x	x	x	x
August 26	11:00-11:30	EM/AC	Top Management Responsibilities	x	x	x									x		x	x				x	x	x
August 26	11:30-12:00	EM/AC/AL	Staff Interview																					
September 5	10:00-10:00	EM/AC/TW/RS	Closing Meeting	x	x	x							x	x	x							x	x	x

Initials EM-Ewen MacDonald Auditor, AC-Angela Cullen QMS Rep, TW-Timothy Wright Top Management, RS-Roch Seguin, AL-Aaron Lalonde

Appendix “B” – Documents and Records

The list of documents and records were reviewed and observations made during the audit include:

- Directors Direction Minimum Requirements for Operations Plans May 2021
- QMS SYS-OP Plan V8 Nov 2022
- Internal Audit 2024
- Corrective Action 2024 01 F10
- Intertek External Audit Report November 6, 2024
- QMS SYS P9 QMS Communications Procedure
- QMS SYS P2 Records Control Procedure
- MOECP Permit to Take Water for the Glen Robertson Drinking Water System Well Supply
- QMS Records and Control Procedure QMS SYS P2
- QMS Controlled Records Table QMS SYS T2
- QMS Risk Assessment Procedure QMS SYS P8
- QMS SYS F2 General Communication Form – Glen Robertson Drinking Water System 36 Month Comprehensive Risk Assessment
- QMS SYS F5 Risk Assessment Annual Review Form – Glen Robertson Drinking Water System
- Electronic Training Log – Angela Cullen
- Hard Copy Training Log – Aaron Lalonde
- Recording of April 23, 2025 Committee of the Whole Meeting Drinking Water Systems Annual Report
- QMS Infrastructure Maintenance, Rehabilitation & Renewal Procedure QMS SYS P4
- QMS Infrastructure Maintenance, Rehabilitation & Renewal Review Form QMS Form QMS SYS F-11 June 25, 2025
- Maintenance Log Form Glen Robertson QMS SYS M45
- QMS Management Review Procedure QMS SYS P12
- QMS SYS-F12 Management Review Checklist 2024 March 21, 2025
- Action Items Tracking Document QMS SYS T3

– Appendix “C”

DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
1. Quality Management System (QMS) PLAN – The OP shall <i>document a QMS</i> that <i>meets the requirements</i> of this Standard. DO – The OA shall <i>establish and maintain the QMS</i> in accordance with the requirements of this Standard and the <i>policies and procedures</i> documented in the OP.	The DWQMS Operations Plan V8, Conforms to the requirements of the Standard. The Township received a Certificate of Reaccreditation from SAI Global in June 2023. A full scope Accreditation is Scheduled for November 2025 The Operations Plan covers the two drinking water systems as subsystems with the Township as the Owner with common Top Management, QMS Representative, and Operations Staff. The Maxville System is an extension of the Alexandria System and fall under the same Licence number
2. QMS Policy PLAN – The OP shall <i>document a QMS Policy</i> that provides the foundation for the QMS, and: a) includes a <i>commitment</i> to the <i>maintenance and continual improvement of the QMS</i>, b) includes a commitment to the <i>Consumer to provide safe drinking water</i>, c) includes a commitment to <i>comply with applicable legislation and regulations</i>, and d) is in a form that <i>can be communicated</i> to all OA <i>personnel</i>, the <i>Owner</i> and the <i>Public</i>. DO – The OA shall <i>establish and maintain a QMS</i> that is consistent with the QMS Policy.	The DWQMS Operations Plan Conforms with the requirements of the Standard Minor Non- Conformance - One of the links to the Operations Plan on the Website is not the Current Version 8 as is required in QMS SYS P9 4.5.2. OFI – The pathway on the website to navigate to the Waterworks Department could be streamlined and duplications could be eliminated.

3. Commitment and Endorsement PLAN – The OP shall contain a <i>written endorsement</i> of its contents by <i>Top Management</i> and the <i>Owner</i>. DO – Top Management shall provide <i>evidence</i> of its <i>commitment</i> to an effective QMS by: a) ensuring that a <i>QMS is in place that meets</i> the requirements of this Standard, b) <i>ensuring</i> that the OA is aware of all applicable <i>legislative and regulatory requirements</i>, c) <i>communicating</i> the <i>QMS</i> according to the procedure for communications, d) <i>determining, obtaining or providing</i> the <i>resources needed</i> to maintain and continually improve the QMS.	
4. QMS Representative PLAN – The OP shall <i>identify</i> a <i>QMS representative</i>. DO – Top Management shall <i>appoint and authorize</i> a QMS representative who, irrespective of other responsibilities, shall: a) <i>administer</i> the QMS by <i>ensuring that processes and procedures needed</i> for the QMS are <i>established and maintained</i>, b) <i>report to Top Management</i> on the <i>performance</i> of the QMS and any need for <i>improvement</i>, c) ensure that <i>current versions of documents</i> required by the QMS are being <i>used at all times</i>, d) ensure that <i>personnel</i> are <i>aware</i> of all applicable <i>legislative and regulatory requirements</i> that pertain to their duties for the operation of the Subject System, and e) promote <i>awareness of the QMS</i> throughout the OA.	Top Management has appointed Water Works Compliance Coordinator Angela Cullen as the QMS Representative The QMS Representative continues to demonstrate familiarity with all aspects of the DWQMS and the importance of developing and maintaining the Operation Standard. Angela Cullen provides very comprehensive reports to Top Management and she clearly understands and values the DWQMS.
5. Document and Records Control PLAN – The OP shall document a procedure for Document and Records control that describes how: a) <i>Documents required</i> by QMS are: i. kept <i>current, legible</i> and readily <i>identifiable</i> ii. <i>retrievable</i> iii. <i>stored, protected, retained and disposed of</i>, and b) <i>Records required</i> by the QMS are: i. kept <i>legible</i>, and readily <i>identifiable</i> ii. <i>retrievable</i> iii. <i>stored, protected, retained and disposed of</i>. DO – The OA shall implement and conform to the procedure for Document and Records control and shall ensure that QMS documentation for the Subject System includes: a) the <i>OP</i> and its associated <i>policies and procedures</i>, b) Documents and Records determined by the OA as <i>being needed</i> to ensure the effective <i>planning, operation and control</i> of its operations, and c) the results of <i>internal and external Audits</i> and <i>management reviews</i>.	Viewed Electronic and Hard Copies of the Controlled Records Table QMS SYS T2 OFI – The Original copy QMS SYS T2 Controlled Records Table is to be signed by the QMS Representative as per QMS SYS P2 4.3. The table is only kept by the QMS Representative and as such a signature is somewhat redundant. This requirement could be removed for V9 of the Operation Plan.

6. Drinking Water System (DWS) PLAN – The OP shall <i>document</i>, as applicable: a) for the Subject System: i. the name of the <i>Owner</i> and <i>OA</i>, ii. if the system includes equipment that provides <i>Primary Disinfection</i> and/or <i>Secondary Disinfection</i>: A. a <i>description of the system</i> including all applicable <i>Treatment System processes</i> and <i>Distribution System components</i>, B. a Treatment System <i>process flow chart</i>, C. a description of the <i>water source</i>, including: I. general <i>characteristics of the raw water</i> supply, II. <i>common event-driven fluctuations</i>, and	There have been no changes to the Drinking Water Systems
DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected) III. any resulting <i>operational challenges and threats</i>. iii. if the system does not include equipment that provides Primary Disinfection or Secondary Disinfection: A. a description of the system including all Distribution System components, and B. a description of any <i>procedures</i> that are in place to <i>maintain disinfection residuals</i>. b) if the Subject System is an Operational Subsystem, a summary <i>description</i> of the <i>Municipal Residential Drinking Water System it is a part of</i> including the name of the <i>OA(OA's)</i> for the other Operational Subsystems. c) if the Subject System is <i>connected to one or more</i> other Drinking Water Systems owned by different <i>Owners</i>, a summary description of those systems which: i. indicates whether the Subject System <i>obtains water from or supplies water to</i> those systems, ii. names the <i>Owner</i> and <i>OA(OA's)</i> of those systems, and iii. identifies which, if any, of those systems that the Subject System <i>obtains</i> water from are relied upon to <i>ensure the provision of safe drinking water</i>. DO – The OA shall ensure that the <i>description</i> of the Drinking Water System is <i>kept current</i>.	DOCUMENT REVIEW – Auditor Comments (Condition Found) The Glen Robertson Permit to Take Water was renewed in March 2025.
7. Risk Assessment PLAN – The OP shall document a risk assessment process that: a) Considers potential hazardous events and associated hazards, as identified in MOECC document titled <i>Potential Hazardous Events for Municipal Residential Drinking Water Systems</i>, dated February 2017 as it may be amended. A copy of this document is available at www.ontario.ca/drinkingwater. b) ID's <i>additional potential</i> hazardous events & associated hazards, c) <i>assesses</i> the <i>risks</i> assoc. w/ the <i>occurrence</i> of hazardous events, d) <i>ranks</i> the hazardous events according to the <i>associated risk</i>, e) <i>identifies control measures</i> to address the potential hazards and hazardous events, f) identifies <i>Critical Control Points</i>, g) identifies a method to <i>verify, at least once every calendar year</i>, the <i>currency</i> of the information and the <i>validity of the assumptions</i> used in the risk assessment, h) ensures that the risks are <i>assessed at least once every thirty-six months</i>, and i) considers the <i>reliability and redundancy</i> of equipment. DO – The OA shall <i>perform</i> a risk assessment <i>consistent with the documented</i> process.	Reviewed QMS SYS-P8 Risk Assessment Procedure A 36 Month Comprehensive Risk Assessment as per 4.2.1 of QMS SYS-P8 for the Glen Robertson Drinking Water System was completed On March 25th and 26th The Annual Risk Assessment for the Glen Robertson Drinking Water System was completed on March 17 by the QMS Representative as per QMS SYS-P8 4.1 and revised/updated on QMS SYS-F5 The annual and 36 Month Risk Assessment for the Alexandria Drinking Water System are to be completed this fall prior to the External Audit

8. Risk Assessment Outcomes PLAN – The OP shall document: a) the <i>identified potential hazardous events and associated hazards</i>, b) the <i>assessed risks associated with the occurrence</i> of hazardous events, c) the <i>ranked</i> hazardous events, d) the <i>identified control measures</i> to address the potential hazards and hazardous events, e) the identified <i>Critical Control Points</i> and their respective <i>Critical Control Limits</i>, f) procedures and/or processes to <i>monitor the Critical Control Limits</i>, g) procedures to <i>respond to deviations from the Critical Control Limits</i>, and h) procedures for <i>reporting and recording deviations</i> from the Critical Control Limits. DO – The OA shall <i>implement and conform</i> to the procedures.	The Risk Assessment included reference to the MECP's <i>Potential Hazardous Events for Municipal Residential Drinking Water Systems to Consider in the DWQMS Risk Assessment, April 2022</i> as was noted as and OFI in the 2024 External Audit. There are some outcomes with a ranking of 8 or higher that are not considered CCP's as they are not controllable. (i.e. Droughts) All operators participated in the 36 Month Comprehensive Review. This demonstrates a commitment to engaging the staff in the DWQMS and their responsibilities with understanding the QMS and their role within it.
9. Org. Structure, Roles, Responsibilities and Authorities PLAN – The OP shall: a) describe the <i>organizational the structure</i> of the OA including <i>respective roles, responsibilities and authorities</i>, b) delineate <i>corporate oversight</i> roles, responsibilities, authorities in the case where the OA operates multiple Subject Systems, c) identify the <i>person, persons or group of people</i> within the management structure of the org. responsible for undertaking the <i>Management Review</i> described in Element 20, d) identify the person, persons or group of people, having <i>Top Management responsibilities</i> required by this Standard, along with their responsibilities, & e) identify the <i>Owner</i> of the Subject System. DO – The OA shall <i>keep current</i> the description of the organizational structure including respective roles, responsibilities and authorities, and shall <i>communicate</i> this information to OA <i>personnel</i> and the <i>Owner</i>.	OFI The Organizational Structure 9.1 has a Public Works Specialist position which has never been filled. There are also no Roles, Responsibilities and Authorities developed for this position. It is recommended that the Org Chart be revised without this position for Version 9 of the Operations Plan.
DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
10. Competencies PLAN – The OP shall <i>document</i>: a) <i>competencies</i> required for personnel performing duties directly <i>affecting drinking water quality</i>, b) activities to <i>develop and/or maintain competencies</i> for personnel performing duties directly affecting drinking water quality, and c) activities to ensure that personnel are <i>aware of the relevance of their duties</i> and <i>how they affect</i> safe drinking water. DO – The OA shall undertake <i>activities</i> to: a) <i>meet and maintain competencies</i> for personnel directly affecting drinking water quality and shall <i>maintain records</i> of these activities, and b) <i>ensure that personnel are aware</i> of the relevance of their duties and how they affect safe drinking water and shall <i>maintain records</i> of these activities.	Viewed Hard Copy Training Log for Aaron Lalonde Viewed Electronic Training Log for Angela Cullen OFI Training logs are kept by each individual and it is recommended that a standard spreadsheet be created and that they be forwarded and retained by Administration on a routine basis.

11. Personnel Coverage PLAN – The OP shall document a procedure to ensure that <i>sufficient personnel meeting identified competencies</i> are available for duties that <i>directly affect</i> drinking water quality. DO – The OA shall <i>implement and conform</i> to the procedure.	Participation in the QMS has improved with Operators engaged in many aspects of the Operations Standard and requirements within. With a greater understanding by the Operators of all aspects of the QMS they should be able to provide support to the Compliance Coordinator and assist with maintaining the QMS and its related procedures.
12. Communications PLAN – The OP shall document a <i>procedure</i> for communications that describes <i>how</i> the <i>relevant aspects of the QMS</i> are <i>communicated</i> between Top Management and: a) the <i>Owner</i>, b) OA <i>personnel</i>, c) <i>Suppliers</i> that have been identified as essential under Plan (a) of Element 13 of this Standard, and d) the <i>Public</i>. DO – The OA shall <i>implement and conform</i> to the procedure.	The Annual Report on Drinking Water Systems to Council on April 23, 2025 included an update on the DWQMS. The April 23, 2025 presentation to Committee of the Whole by Angela Cullen, Compliance Coordinator and Tim Wright, Director of Public Works was very thorough and comprehensive with the results of the Internal and External Audit provided to Council as per the Communications Procedure QMS SYS P9 4.1.2. and the Management Review Procedure QMS SYS P12 4.6.1 for Annually updating the Owner on the QMS Status
13. Essential Supplies and Services PLAN – The OP shall: a) identify all <i>supplies and services essential</i> for the delivery of <i>safe drinking water</i> and shall state, for each supply or service, the <i>means to ensure its procurement</i>, and b) include a procedure by which the OA <i>ensures the quality</i> of essential supplies and services, in as much as they may affect drinking water quality. DO – The OA shall implement and conform to the procedure.	There are no changes to the Essential Suppliers and Service Providers.

14. Review and Provision of Infrastructure PLAN – The OP shall document a procedure for <i>reviewing the adequacy of the infrastructure necessary</i> to operate and maintain the Subject System that: a) <i>Considers the outcomes of the risk assessment</i> documented under Element 8, and b) <i>Ensures that the adequacy of the infrastructure necessary</i> to operate and maintain the Subject System is reviewed <i>at least once every Calendar Year</i>. DO – The OA shall <i>implement and conform</i> to the procedure and <i>communicate the findings</i> of the review to the <i>Owner</i>.	Reviewed the Infrastructure Maintenance, Rehabilitation and Renewal Procedure QMS SYS P4 Reviewed the Infrastructure Maintenance, Rehabilitation and Renewal Form QMS SYS F11 Very comprehensive! The Township is currently Updating their Asset Management Plan. In house with a September target date for completion and approval
15. Infrastructure Maintenance, Rehabilitation and Renewal PLAN – The OP shall document: a) a <i>summary</i> of the OA's <i>infrastructure maintenance, rehabilitation and renewal programs</i> for the Subject System, and b) a <i>long term forecast of major infrastructure maintenance, rehabilitation and renewal activities</i>. DO – The OA shall: a) <i>keep the summary</i> of the infrastructure maintenance, rehabilitation and renewal programs <i>current</i>, b) ensure that the <i>long term forecast</i> is <i>reviewed at least once every Calendar Year</i>, c) <i>communicate</i> the programs <i>to the Owner</i>, and d) <i>monitor the effectiveness</i> of the maintenance program.	The Operations Plan V8 includes long term planning and forecasting A 10 Year Capital Plan for has been developed that will be included in the Townships Asset Management Plan
DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
16. Sampling, Testing and Monitoring PLAN – The OP shall document: a) a <i>sampling, testing and monitoring procedure</i> for <i>process control and finished drinking water quality</i> including requirements for sampling, testing and monitoring at the <i>conditions most challenging</i> to the Subject System, b) a description of <i>relevant sampling, testing or monitoring</i> activities, if <i>any</i>, that take place <i>upstream</i> of the Subject System, and c) a procedure that describes how sampling, testing and monitoring results are <i>recorded and shared</i> between the <i>OA</i> and the <i>Owner</i>, where applicable. DO – The OA shall implement and conform to the procedures.	
17. Measurement and Recording Equipment Calibration and Maintenance PLAN – The OP shall document a <i>procedure</i> for the <i>calibration and maintenance</i> of <i>measurement and recording</i> equipment. DO – The OA shall <i>implement and conform</i> to the procedure.	
18. Emergency Management PLAN – The OP shall document a <i>procedure to maintain a state of emergency preparedness</i> that includes: a) a <i>list of potential emergency situations</i> or service interruptions, b) <i>processes</i> for emergency <i>response and recovery</i>, c) emergency response <i>training and testing</i> requirements, d) <i>Owner and OA responsibilities</i> during emergency situations, e) <i>references to municipal</i> emergency planning measures as appropriate, and f) an <i>emergency communication protocol</i> and an <i>up-to-date list</i> of emergency <i>contacts</i>. DO – The OA shall <i>implement and conform</i> to the procedure.	

19. Internal Audits PLAN – The OP shall document a <i>procedure for internal Audits</i> that: a) <i>evaluates conformity of the QMS</i> with the requirements of this Standard, b) identifies internal Audit <i>criteria, frequency, scope, methodology and record-keeping</i> requirements, c) considers <i>previous internal and external Audit results</i>, and d) describes <i>how QMS Corrective Actions are identified and initiated</i>. DO – The OA shall <i>implement and conform</i> to the procedure and shall ensure that internal Audits are conducted at <i>least once every Calendar Year</i>.	An Internal Audit was conducted in August 2025 and finalized and submitted on September 5 2025
20. Management Review PLAN – The OP shall document a <i>procedure for management review</i> that <i>evaluates</i> the continuing <i>suitability, adequacy and effectiveness</i> of the QMS and that includes consideration of: a) incidents of <i>regulatory non-compliance</i>, b) incidents of <i>adverse drinking water tests</i>, c) <i>deviations from Critical Control Point limits and response actions</i>, d) the <i>effectiveness of the risk assessment</i> process, e) <i>internal and third-party Audit results</i>, f) <i>results of emergency response testing</i>, g) <i>operational performance</i>, h) <i>raw water supply and drinking water quality trends</i>, i) follow-up on <i>action items</i> from <i>previous management reviews</i>, j) the <i>status</i> of management <i>action items</i> identified between reviews, k) <i>changes that could affect</i> the QMS, l) <i>Consumer feedback</i>, m) the <i>resources needed</i> to maintain the QMS, n) the <i>results of the infrastructure review</i>, o) <i>OP currency, content and updates</i>, and p) <i>staff suggestions</i>.	Viewed the Management Review QMS SYS-F12 Checklist completed by Top Management and the QMS Representative on March 21 2025 The Township's CAO Participated in the Management Review demonstrating a high level of Commitment to the DWQMS Non Conformance Management Reviews are to occur at a minimum, once per calendar year as per QMS Management Review Procedure QMS SYS P12 4.1.2. There was no Management Review completed in 2024. There was a Management Review in March 2025. The Management Review was pushed off as the Environment Services Manager was not available in late 2024. The Review should have been completed as per QMS SYS P12 4.2.1 with 3 of the other personnel noted and then revisited in March with the Environment Services Manager
DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
DO – Top Management shall <i>implement and conform</i> to the procedure and shall: a) ensure that a management review is conducted <i>at least once every Calendar Year</i>, b) consider the <i>results of the management review</i> and identify <i>deficiencies and actions</i> items to address the <i>deficiencies</i>, c) provide a <i>record of any decisions and action items</i> related to the management review including the <i>personnel responsible</i> for delivering the action items and the <i>proposed timelines</i> for their implementation, and d) <i>report the results of the management review, the identified deficiencies, decisions and action items to the Owner</i>.	

21. Continual Improvement PLAN – The OA shall develop a <i>procedure</i> for <i>tracking and measuring continual improvement</i> of its QMS by: a) <i>reviewing and considering</i> applicable <i>best management practices</i>, including any published by the Ministry of the Environment and Climate Change and available on www.ontario.ca/drinkingwater, at least once every thirty-six months; b) documenting a process for <i>identification and management</i> of QMS <i>Corrective Actions</i> that includes: i. <i>investigating the cause(s)</i> of an identified non-conformity, ii. <i>documenting the action(s) that will be taken</i> to correct the non-conformity and prevent the non-conformity from re-occurring, and iii. <i>reviewing the action(s) taken</i> to correct the non-conformity, <i>verifying that they are implemented and are effective in correcting and preventing</i> the re-occurrence of the non-conformity. c) documenting a process for identifying and implementing <i>Preventive Actions</i> to eliminate the occurrence of potential non-conformities in the QMS that includes: i. <i>reviewing potential non-conformities</i> that are identified to determine if preventive actions may be necessary, ii. <i>documenting the outcome of the review</i>, including the action(s), if any, that will be taken to prevent a non-conformity from occurring, and iii. <i>reviewing the action(s) taken to prevent</i> a non-conformity, <i>verifying that they are implemented and are effective</i> in preventing the occurrence of the non-conformity. DO – The OA shall <i>strive to continually improve the effectiveness of its QMS</i> by implementing and conforming to the procedure.	Documents and reports to Council are very detailed and informative. The QMS Representative has created and maintains and Action Items Tracking QMS SYS T3. The spreadsheet is monitored and updated by the QMS Representative to ensure that action items are completed and closed in a timely manner.
---	--

Appendix "D" – Auditor Training Certificate



CERTIFICATE OF ACHIEVEMENT

EWEN MACDONALD

has successfully completed the

**INTERNAL AUDITING FOR THE DRINKING WATER QUALITY MANAGEMENT STANDARD
- October 20 & 21, 2010 course**

WWOCS Course ID # 2682

October 20, 2010 to October 21, 2010

Director Approved Continuing Education Units: 1.4

A handwritten signature in blue ink, appearing to read "Brian Bates".

Brian Bates
CEO

October 21, 2010

Date

www.wcwc.ca

		The Township of North Glengarry Drinking Water Quality Management System	
Document Title: Corrective Action Request Form		QMS Form Number: QMS SYS-F10	
		Revision Number: v4	
Authorized By: Angela Cullen	Issue Date: 1-Oct-2010	Revision Date: 5-Nov-2019	

Corrective Action Request Form

CAR #: 2025-Mn01

Auditor Ewen MacDonald	Date September 5, 2025
Corrective Action Request Delivered to Angela Cullen	Response Required by (date) October 3, 2025
QMS Requirement Minor Non- Conformance - Operations Plan on the Website is not the Current Version 8 as is required in QMS SYS P9 4.5.2.	
Non-Conformance Links to the Operations Plan on the township website is not the current version 8. OFI – The pathway on the website to navigate to the Waterworks Department could be streamlined and duplications could be eliminated.	
Objective Evidence Navigated to website page and select link. Operational Plan posted is version 7, which has been superseded by Version 8 on November 24, 2024.	

Corrective Action Taken/Proposed – to be completed by Operating Authority Proposed: to contact communications officer to correct links on website. Action: • Aug 26: reached out to communications officer to report issues and request changes • Sep 2: upon review, duplicate links removed but Operational plan still linked to wrong version. Reached out again to request change. • Sep 5: reached out again to communications officer and supplied documentation to stop miscommunication. • Sep 11: checked website and links have been updated, as per previous requests. These changes also address the OFI for the communication procedure QMS SYS-P9, 4.5.2. Issue is now resolved.
--

Auditor's final notes and date of closure:

		<i>The Township of North Glengarry</i> Drinking Water Quality Management System	
Document Title: Corrective Action Request Form		QMS Form Number: QMS SYS-F10	
		Revision Number: v4	
Authorized By: Angela Cullen	Issue Date: 1-Oct-2010	Revision Date: 5-Nov-2019	

Corrective Action Request Form

CAR #: 2025-Mn02

Auditor Ewen MacDonald	Date September 5, 2025
Corrective Action Request Delivered to Angela Cullen	Response Required by (date) October 3, 2025
QMS Requirement Management Reviews are to occur at a minimum, once per calendar year as per QMS Management Review Procedure QMS SYS P12 4.1.2.	
Non-Conformance There was no Management Review completed in calendar year of 2024. There is no Corrective Action to be issues for this Non-Conformance as there was a Management Review in March 2025.	
Objective Evidence Review of documentation and staff interview demonstrated that the review did not occur within calendar year. QMS Representative noted that Top Management staff availability and timing made it difficult to schedule review within appropriate timelines.	

Corrective Action Taken/Proposed – <i>to be completed by Operating Authority</i> Proposed: Target update to QMS SYS-P12 by November 1, 2025. Changes will be apart of Operational Plan update. Action:

Auditor's final notes and date of closure:

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of Adjustment Hearing

MINUTES

Monday, August 11, 2025,

5:30 pm

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

PRESENT: Mayor - Jamie MacDonald
Deputy Mayor - Carma Williams
Councillor (Kenyon Ward) - Jeff Manley
Councillor (Alexandria Ward) - Michael Madden
Councillor: Brian Caddell
Councillor: Gary Martin

ALSO PRESENT: CAO/Clerk - Sarah Huskinson
Director of Building, By-law & Planning - Jacob Rhéaume
Deputy Clerk: Jena Doonan

1. DISCLOSURE OF CONFLICT INTEREST

None

2. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1

Moved By: Carma Williams

Seconded By: Brian Caddell

THAT the Council of the Township of North Glengarry accepts the Committee of Adjustment Hearing agenda of Monday, August 11, 2025.

Carried

3. RATIFY MINUTES

Resolution No. 2

Moved By: Brian Caddell

Seconded By: Jeff Manley

THAT the Council of the Township of North Glengarry accepts the Committee of Adjustment Hearing Minutes of Monday May 26, 2025.

Carried

4. MINOR VARIANCES

MV-03-2024

Owner: Tyler & Jennifer Wray

Location: 20340-20342 Laggan-Glenelg Road (County Road 24), Dalkeith, ON
Concession 6, Part Lot 38; 14R5315 Part 1

Purpose of application: To seek relief from the Comprehensive Zoning By-law 39-2000 Section 11.2 (2)(c) for a reduction in the Front Yard (North) Depth minimum setback from the minimum required 15m (from County Road 24) to the proposed 9m to the building foundation for a new attached garage.

Resolution No. 3

Moved By: Jeff Manley

Seconded By: Michael Madden

It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application MV-03-2025 as submitted.

The clerk asked 3 times for comments from the public in attendance and from members of Council.

No questions or comments were received from members of public in attendance

Council questions and comments

Deputy Mayor Williams inquired about the potential outcome if the application were to be voted down, specifically asking what would happen to the building currently under construction.

CBO Jacob Rheaume explained that when a conditional permit is issued, the property owner must sign a letter acknowledging that all applicable laws have not yet been met. Should the application be denied, the owner would be required to demolish the building and restore the property to its original condition.

CBO Jacob Rheaume noted that the applicant would likely appeal such a decision, given that staff had recommended approval and the counties had already approved the setback. He stated that the outcome of any appeal to the tribunal could not be predicted; however, if the appeal were unsuccessful, the tribunal would uphold the committee's decision.

No further questions or comments were received

Carried

MV-04-2024

Owner: Salzburg Farms Inc

Location: 20181 County Road 43, Alexandria
Kenyon Concession 3, Part Lots 3 & 4

Purpose of application: Purpose of the Application: To seek relief from the Comprehensive Zoning By-law 39-2000 to permit the expansion of a manure storage

(heifer/dry cow pack) to be located closer than the minimum distance separation to “Type A Land Use” & “Type B Land Use”, as determined by the MDS II Formula, as per implementation guideline #43 of the MDS Document.

The required minimum manure storage setback distance from “Type A Land Use” is 294m to the proposed 143m, a variance of 151m AND the required minimum manure storage setback distance from “Type B Land Use” is 588m to the proposed 202m, a variance of 386m.

Resolution No. 4

Moved By: Michael Madden

Seconded By: Carma Williams

It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application MV-04-2025 as submitted.

The clerk asked 3 times for comments from the public in attendance and from members of Council.

No questions or comments received from members of public in attendance.

Comments and questions from Council:

Deputy Mayor Williams thanked staff for the report, noting that the Planner had been thorough and had addressed questions earlier in the day. Deputy Mayor Williams further commended the enhanced notification process, stating it was an appropriate measure in this instance.

Councillor Madden echoed the Deputy Mayor’s sentiments, complimenting the thoroughness of the report. They noted that at least 115 notification letters were sent out, with no complaints or comments received, and confirmed the proposal reduces the setback from 588 metres to 202 metres, a 65% decrease. They inquired about potential remedies should complaints arise in the future.

CBO Jacob Rheume responded that any complaints regarding the agricultural facility would be addressed by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). And explained that the nutrient units would increase slightly from 188 to 203 (approximately 7%), which is not expected to adversely affect neighbouring properties. Nearby subdivisions were informed and understood the rural nature of the area, noting the barn’s existing presence.

Councillor Manley asked the applicants, Tony and Angela Nussbaumer, about their future plans and whether they foresee changes within the next 10, 15, or 20 years.

Mr. Tony Nussbaumer, co-owner of Salber Farms, responded that industry regulations have evolved, requiring larger housing areas and improvements in animal welfare. These regulations will necessitate modifications to existing buildings. He explained that the proposed changes focus on housing existing livestock in a more humane and modern manner, including separating fibres from manure to reduce odour and adding concrete storage pads and animal pack areas to encourage natural behaviour, emphasizing the importance of securing the minor variances now to allow for planned upgrades without future uncertainty. Expansion will be modest due to quota limitations under the supply-managed dairy industry. Currently milking approximately 80 cows, they may increase to around 100 cows if quota licenses become available, a process which is slow.

He stressed the farm's commitment to maintaining strong relationships with neighbours and the community and working collaboratively to address any concerns.

No further questions or comments were received

Carried

MV-05-2024

Owner: Marc Delorme

Location: 270-272 Industrial Boulevard, Alexandria
Kenyon Concession 3, Part Lot 2; RP14R3520 Part 1
Roll 0111 018 000 76595
PIN 67106-0493

Purpose of application: To seek relief from the Comprehensive Zoning By-law 39-2000 Section 5.4 (2) (b) for the reduction of the minimum Lot Frontage from the required 30m to the proposed 24m, and from Section 5.4 (2) (h) for the reduction of the minimum Landscaped Open Space from the required 35% to the proposed 0% for the retained portion of Consent Application B-34-25 (SDG) and:
To seek relief from Section 5.4 (2) (b) for the reduction of the minimum Lot Frontage from the required 30m to the proposed 7m for the severed portion of Consent Application B-34-25 (SDG).

Resolution No. 5

Moved By: Carma Williams

Seconded By: Brian Caddell

It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application MV-05-2025 as submitted.

The clerk asked 3 times for comments from the public in attendance and from members of Council.

No questions or comments were received

Carried

MV-06-2024

Owner: 729027 ONTARIO INC / Richard VAILLANCOURT

Location: Kenyon Concession Road 1, Alexandria
Kenyon Concession 1, Part Lots 2 & 3; RP14R2853 Part of Part 2 & Parts 6, 7, 9
Roll 0111 011 000 26000
PIN 67115-0309

THE PURPOSE: To seek relief from the Comprehensive Zoning By-law 39-2000 Section 12.1 (2) (iii) (b) for the reduction of the minimum Lot Frontage from the required 45m to the proposed 30m, and from Section 12.1 (2) (iii) (1) for the reduction of the minimum Lot Area from the required 1 acre to the proposed 0.64 acre for the severed portion of Consent Application B-108-24 (SDG).

Resolution No. 6

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-06-2025 as submitted.

The clerk asked 3 times for comments from the public in attendance and from members of Council.

No questions or comments were received

Carried

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. NOTICE OF MOTION

None

8. ADJOURNMENT

Resolution No.

Moved By Jeff Manley

Seconded By Michael Madden

THERE being no further business to discuss the Committee of Adjustment Hearing was adjourned at 6:21 pm.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Public Meeting of Planning

MINUTES

Monday August 11, 2025 at 5:45 pm
Council Chamber
3720 County Road 34
Alexandria, On. K0C 1A0

PRESENT: Mayor: Jamie MacDonald
Deputy Mayor: Carma Williams
Councillor (Kenyon Ward) - Jeff Manley
Councillor (Alexandria Ward) - Michael Madden
Councillor: Brian Caddell
Councillor: Gary Martin

ALSO PRESENT: CAO/Clerk - Sarah Huskinson
Director of Building, By-law & Planning - Jacob Rhéaume
Deputy Clerk: Jena Doonan

1. DISCLOSURE OF CONFLICT OF INTEREST

2. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1

Moved By: Michael Madden

Seconded By: Carma Williams

THAT the Council of the Township of North Glengarry accepts the Public Meeting of Planning Agenda of Monday August 11, 2025.

Carried

3. RATIFY MINUTES

Resolution No. 2

Moved By: Carma Williams

Seconded By: Brian Caddell

THAT the Council of the Township of North Glengarry accepts the minutes of the Public Meeting of Planning of Monday May 26, 2025 as amended.

Carried

4. ZONING AMENDMENTS

Z-04-2025: Wilko Finger

Owner: Wilko Finger

Location: 1851 Dalkeith Road (County Road 23), Dalkeith
Lochiel Concession 7, Part Lots 6 & 7; RP14R2401, Part of parts 1 & 2
Roll 0111 016 015 09000
PIN 67160-0189

Purpose To re-zone the retained portion of Consent Application No. B-55-25 (74.5 acres) of the property from General Agricultural (AG) & Restricted Agricultural to General Agricultural Special Exception (AG-259) to:
- prohibit residential development and;
To re-zone the severed portion of Consent Application No. B-55-25 (2.9 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG260) to:
- prohibit agricultural uses.

The clerk 3 times asked for comments from the public in attendance and from members of Council.

No questions or comments were received.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. NOTICE OF MOTION

None

8. ADJOURNMENT

Resolution No. 3

Moved By: Brian Caddell

Seconded By: Jeff Manley

THERE being no further business to discuss, the Public Meeting of Planning was adjourned at 6:28 pm.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

Council
Correspondence
September 1st -17th 2025

Subject	Received from
Resolution: Mandatory Certification Requirements for Fire Fighters	Town of Cobalt Township of Black River- Matheson Twp of Brudnell, Lyndoch and Raglan
Resolution: Closure of before and after School Programs	Municipality of Bluewater
Resolution: Request for extension of Certification Deadlines for Fire Fighters	Twp of Larder Lake
Resolution: Opposition of Strong Mayor Powers	Fort Frances
Resolution: the creation of a St. Lawrence Region Energy Task Force- Hydro One	United Counties of Leeds and Grenville
Resolution: Natural Gas Expansion-Project cancellation	Municipality of St Charles.=
Knowldgement of Receipt: income support for Canadian Veterans	office of the Prime Minster
Letter of Support –Blue Box – Inclusion of Currently Ineligible Sources	Twp of Addington Highlands Municipality of Strathroy Caradoc Municipality of Huron East Peterborough County Council Township of Otonabee-South Managhham Village of South River
Letter of support: Increased income threshold support for Canadian Veterans	Twp of Brudnell, Lyndoch and Raglan Twp of Perry Town of Bradford West Gwillimbury
AMO Watchlife	AMO
RRCA Board of Directors Highlights (Sept 4)	RRCA
Assessment of Bill 17 (Protect Ontario by Building Faster and Smarter Act, 2025)	Watson & Associates
Ministry of Emergency Preparedness & Response	Announcing Provincial Exercise and New Preparedness Resources



THE CORPORATION OF THE **TOWN OF COBALT**

September 3, 2025

To whom it may concern,

Please be advised that at the Regular Meeting of Council on August 19, 2025, the Town of Cobalt adopted the following resolution:

RESOLUTION No. 2025-124

MOVED BY: Councillor Anderson

SECONDED BY: Councillor Hughes

WHEREAS the Ontario Government has enacted O. Reg. 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

AND WHEREAS Council for the Town of Cobalt acknowledges the importances of standardized firefighter training and safety;

AND WHEREAS these mandatory certification requirements pose significant challenges for small, rural and northern municipalities due to limited financial and training resources, geographical barriers and reliance on volunteer fire departments;

AND WHEREAS the implementation of these requirements without additional flexibility or support may negatively impact the Town's ability to recruit and retain volunteer firefighters and provide adequate fire protection to its residents;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Town of Cobalt formally opposes the mandatory firefighter certification requirements as currently outlined in O. Reg. 343/22;

AND FURTHER THAT this resolution be forwarded to the Solicitor General, Premier of Ontario, MPP John Vanthof, the Fire Marshal, AMO, FONOM and all Ontario Municipalities.

CARRIED

Kind Regards,



Steven Dalley
Town Manager, Clerk/Treasurer
Tel: (705) 679-8877
Email: sdalley@cobalt.ca

cc: Hon. Doug Ford, Premier of Ontario, premier@ontario.ca
MPP, John Vanthof, jvanthof-co@ndp.on.ca
Solicitor General, Michael.kerzner@pc.ola.org
Ontario Fire Marshall, askofm@ontario.ca
AMO, resolutions@amo.on.ca
FONOM, fonom.info@gmail.com
Ontario Municipalities



Corporation of the Township of Black River - Matheson
367 Fourth Avenue
P.O. Box 601
Matheson, Ontario
P0K 1N0

ITEM # 2025-10.b)
RESOLUTION

DATE: June 10, 2025

2025-214

Moved by Councillor Steve Campsall
Seconded by Councillor Alain Bouchard

WHEREAS the Ontario government has enacted O. Reg. 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

AND WHEREAS Council for the Township of Black River-Matheson acknowledges the importance of standardized firefighter training and safety;

AND WHEREAS these mandatory certification requirements pose significant challenges for small, rural, and northern municipalities due to limited financial and training resources, geographic barriers, and reliance on volunteer fire departments;

AND WHEREAS the implementation of these requirements without additional flexibility or support may negatively impact the Township's ability to recruit and retain volunteer firefighters and provide adequate fire protection to its residents;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Township of Black River-Matheson formally opposes the mandatory firefighter certification requirements as currently outlined in O. Reg. 343/22;

AND FURTHER THAT this resolution be forwarded to the Solicitor General, Premier of Ontario, MPP John Vanthof, the Fire Marshal, AMO, FONOM, and all Ontario municipalities

☒ **CARRIED** ☐ **DEFEATED**

CHAIR SIGNATURE

☐ Original ☐ Amendment ☐ Refer ☐ Defer ☐ Reconsider ☐ Withdrawn

Recorded Vote-TO BE COMPLETED BY CLERK ONLY

	YEAS	NAYS
Mayor Dave Dymant		
Councillor Allen		
Councillor Charbonneau		
Councillor Campsall		



CORPORATION OF THE
TOWNSHIP OF BLACK RIVER – MATHESON
367 FOURTH AVE, P.O. Box 601, MATHESON, ON P0K 1N0
TELEPHONE (705) 273-2313 EMAIL : bmr@twobrm.ca Website www.twobrm.ca

Jon Pegg
Fire Marshal of Ontario
Office of the Fire Marshal
25 Morton Shulman Avenue
Toronto, ON M3M 0B1

June 10, 2025

Via Email: Jon.Pegg@ontario.ca

Dear Fire Marshal Pegg:

Subject: Request for Exemption to Proposed Mandatory Firefighter Certification Requirements (O. Reg. 343/22)

On behalf of the Council of the Township of Black River-Matheson, I am writing to express our concerns regarding the mandatory firefighter certification requirements under Ontario Regulation 343/22.

At its meeting held on June 10th, Council passed the attached resolution formally opposing the implementation of these requirements. While we recognize and support the importance of firefighter training and safety, the regulation as it stands does not adequately reflect the operational realities of small, rural, and northern municipalities.

Communities such as ours rely heavily on volunteer and composite fire departments that already face critical challenges in recruitment, training accessibility, and financial capacity.

Specifically, we are burdened by:

- Geographic barriers and long travel distances to accredited training centres,
- Inconsistent access to instructors and scheduling options,
- Limited budgets and competing capital demands,
- Difficulty in retaining and replacing volunteers due to increased regulatory pressures.

Without additional support, flexibility, or exemption mechanisms, the implementation of O. Reg. 343/22 will severely compromise our ability to provide consistent, timely, and effective fire protection to our residents.

Accordingly, the Council of the Township of Black River-Matheson respectfully requests that the Office of the Fire Marshal and the Ministry of the Solicitor General:

1. Defer full Implementation of the certification regulation for rural and northern municipalities,
2. Provide exemptions or alternative compliance pathways tailored to the needs and limitations of small, remote fire services,
3. Increase funding and training supports for municipalities outside major urban centres.

We believe that a one-size-fits-all regulatory model will disproportionately and unfairly affect communities like ours. A more flexible, consultative approach is urgently needed. Thank you for your consideration of this request. We would welcome further discussion and are open to participating in any future consultations or working groups aimed at resolving these challenges collaboratively.

Sincerely,

Dave Dymont, Mayor

/hjl

On behalf of the Council of Black River-Matheson

Encl.: Resolution No.2025-214 – Council Opposition to O. Reg. 343/22

CC:

The Honourable Michael Kerzner, Solicitor General – michael.kerzner@ontario.ca

The Honourable Doug Ford, Premier of Ontario – premier@ontario.ca

John Vanthof, MPP, Timiskaming—Cochrane – jvanthof-co@ndp.on.ca

Association of Municipalities of Ontario (AMO) – amo@amo.on.ca

Federation of Northern Ontario Municipalities (FONOM) – admin@fonom.org

All Ontario Municipalities

Councillor McCutcheon		
Councillor Gadoury		
Councillor Bouchard		

Hongji Lei

Hong Ji Lei
Town Manager/Clerk



TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

42 Burnt Bridge Road, PO Box 40
Palmer Rapids, Ontario K0J 2E0
TEL: (613) 758-2061 · FAX: (613) 758-2235

August 6, 2025

Jon Pegg
Fire Marshal of Ontario
Office of the Fire Marshal
25 Morton Shulman Avenue
Toronto, ON M3M 0B1
Jon.pegg@ontario.ca

RE: Request for Exemption to Proposed Mandatory Firefighter Certification Requirements (O. Reg. 343/22)

Dear Fire Marshal Pegg,

Please be advised that at the Regular Council Meeting on August 6, 2025, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the correspondence from the Township of Black River – Matheson.

Resolution No: 2025-06-06-10
Moved by: Councillor Keller
Seconded by: Councillor Banks

“Be It resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the correspondence from the Township of Black River – Matheson with their Request for Exemption to Proposed Mandatory Firefighter Certification Requirements (O. Reg. 343/22).

Whereas the Ontario government has enacted O. Reg. 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

And Whereas Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan acknowledges the importance of standardized firefighting training and safety;

And Whereas these mandatory certification requirements pose significant challenges for small rural, and northern municipalities due to limited financial and training resources, geographics barriers, and reliance on volunteer fire departments;

And Whereas the implementation of these requirements without additional flexibility or support may negatively impact the Township's ability to recruit and retain volunteer firefighters and provide adequate fire protection to its residents;

Now Therefore be it resolved that The Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan formally opposes the mandatory firefighter certification requirements as currently outlined in O. Reg 343/22;

And further that this resolution be forwarded to the Solicitor General, Premier of Ontario, MPP Billy Denault, the Fire Marshal, AMO, FONOM and all Ontario Municipalities."

Carried.

Sincerely,

A handwritten signature in cursive script that reads "Tammy Thompson".

Tammy Thompson

Deputy Clerk

Township of Brudenell, Lyndoch and Raglan

Municipality of *Bluewater*

September 4, 2025

The Honourable Doug Ford, Premier of Ontario
Premier's Office
Room 281
Main Legislative Building, Queen's Park
Toronto, ON M7A 1A5

The Honourable Paul Calandra, Minister of Education
15th Floor
438 University Avenue
Toronto, ON M7A 2A5

via email: premier@ontario.ca
minister.edu@ontario.ca

RE: Closure of Before and After School Programs

Dear Premier Ford and Minister Calandra,

The Council of the Municipality of Bluewater passed the following resolution at their September 2, 2025 regular meeting:

MOVED: Councillor Harris **SECONDED:** Councillor Whetstone

WHEREAS on August 19, 2025, London Bridge Child Care Services Inc. advised that they will be closing all London Bridge Huron County Before and After School Programs, which affects Bluewater Coast Elementary School, Exeter Elementary School, and Precious Blood Catholic School; and

WHEREAS London Bridge Child Care Services Inc. cites ongoing staffing shortages in Huron County and across the province as the reason for this closure; and

WHEREAS the closure of the London Bridge Before and After School Programs, along with the Preschool Program at Bluewater Coast Elementary School, are creating a significant and immediate challenge for families with young children; and

WHEREAS the Council of the Municipality of Bluewater recognizes the importance of before and after school programs which provide a trusted, safe, and consistent environment for children outside of regular school hours – support that many working parents and guardians rely on to balance their jobs and family responsibilities; and

WHEREAS the Avon Maitland District School Board and the Huron-Perth Catholic District School Board do not operate licensed childcare programs, but partner with childcare providers to make use of school spaces where possible;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Bluewater urges the Province of Ontario to immediately implement other service delivery models that are being successfully modeled elsewhere in the province to address the Early Childhood Educator shortage.

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Paul Calandra, Minister of Education, and all Ontario Municipalities. **CARRIED.**
Sincerely,



Chandra Alexander
Manager of Corporate Services/Clerk

cc: All Ontario Municipalities



THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1L0

PH: 705-643-2158 FAX: 705-643-2311

LARDERLAKE.CA

September 10, 2025

To whom it May Concern:

RE: Resolution #17, September 9, 2025 – Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Please be advised that at the Township of Larder Lake's Regular Council Meeting held on Tuesday, September 9th, 2025, the following resolution was adopted:

Moved by: Councillor Kelly

Seconded by: Councillor Armstrong

CARRIED

WHEREAS Ontario Regulation 343/22 mandates that firefighters performing specific fire protection services be certified to a prescribed standard by July 1, 2026, with certain technical rescue disciplines requiring certification by July 1, 2028;

AND WHEREAS the Township recognizes and supports the value of the certification requirements mandated by the Province of Ontario, acknowledging that standardized training enhances firefighter safety, service quality, and public trust;

AND WHEREAS the Office of the Fire Marshal (OFM) and Ontario Fire College (OFC) are actively working to provide training and certification programs, including offering over 600 courses annually, yet some certification programs and testing resources remain under development or are not yet widely accessible, particularly in the Ontario Seal Programs;

AND WHEREAS many fire departments in Ontario are staffed predominantly by volunteer firefighters who balance full-time employment with their emergency service commitments;

AND WHEREAS the certification programs are still in development and the current availability does not adequately reflect the operational realities of volunteer fire departments, especially in rural communities, where training opportunities are limited and certification demands place undue pressure on personnel and municipal resources;

AND WHEREAS when firefighter certification was first introduced in 2018, smaller/rural Municipalities raised concerns that they do not provide the same level of fire protection services as larger municipalities or urban centres. The Province responded thoughtfully by introducing new legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is appreciated and reflects a fair and practical approach; however, training programs for many of these service-specific certifications are still not available.

AND WHEREAS it is unreasonable to expect volunteer firefighters—who already balance full-time employment and community service—to independently develop curriculums and training programs in-house that meet provincial standards and adequately prepare them for certification exams;

AND WHEREAS smaller rural volunteer fire departments often lack the necessary resources, certified personnel, and specialized expertise to independently develop training curriculums or qualify for learning contracts with the Ontario Fire College; and

AND WHEREAS these departments have long relied on the Ontario Fire College's course offerings and have been patiently awaiting the release of the Ontario Seal Programs, having noted preliminary pilot initiatives in Northern Ontario and anticipating a broader rollout of these programs in the near future;

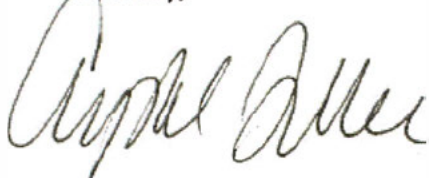
AND WHEREAS rural municipalities would welcome the opportunity to engage in dialogue with the Office of the Fire Marshal to address current barriers and explore collaborative solutions;

THEREFORE BE IT RESOLVED THAT the Council of the **Township of Larder Lake** respectfully requests that the Province of Ontario, through the Ministry of the Solicitor General and the Office of the Fire Marshal, extend the compliance deadlines outlined in Ontario Regulation 343/22 to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation for all affected certification categories;

AND THAT the Province consider implementing a phased or regionally adaptive approach to certification deadlines, taking into account the availability of training programs and the unique challenges faced by volunteer fire services in Rural Ontario;

AND THAT this resolution be forwarded to the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Ontario Association of Fire Chiefs (O AFC), **John Vanthof** and all municipalities in Ontario for support and endorsement.

Sincerely,

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

Crystal Labbe
CAO/ Clerk Treasurer

WHEREAS the Government of Ontario has imposed "Strong Mayor Powers" on municipalities without broad consultation or consent; and

WHEREAS over 100 municipalities have passed resolutions opposing these powers and requested their removal, some as early as 2023; and

WHEREAS strong mayor powers concentrate authority in one office, undermining democratic governance, council collaboration, and transparency; and

WHEREAS municipalities are most effective through shared leadership and local decision-making;

NOW THEREFORE, be it resolved that the Town of Fort Frances opposes the imposition of strong mayor powers and requests immediate removal from the list of designated municipalities;

AND FURTHER THAT this resolution be sent to:

- The Honourable Doug Ford, Premier of Ontario
- The Honourable Rob Flack, Minister of Municipal Affairs and Housing
- The Association of Municipalities of Ontario
- The Association of Municipal Managers, Clerks and Treasurers of Ontario
- Paula Banks



The United Counties of Leeds and Grenville

Resolution No. CC- 117 - 2025

Date: September 10, 2025

Moved by

Tory Deschamps

Seconded by

Jeff Shaver

WHEREAS the Province of Ontario, through the *Integrated Energy Plan 2025 – Energy for Generations*, has directed the Independent Electricity System Operator (IESO) and Ontario Energy Board (OEB) to adopt a more integrated, collaborative, and forward-looking approach to electricity system planning; and

WHEREAS the directives call for the establishment of Major Project Identification Committees (MPICs) in electricity planning regions by December 31, 2025, to better anticipate and coordinate major load growth and infrastructure needs; and

WHEREAS the St. Lawrence Region—including municipalities served by Hydro One and Rideau St. Lawrence Power—faces significant electricity infrastructure constraints that are currently limiting investment, job creation, and economic development; and

WHEREAS the 2021 Needs Assessment and 2022 Regional Infrastructure Plan failed to adequately reflect the region's growth potential and infrastructure needs, leaving communities at risk of missed opportunities until the next planning cycle begins in 2026; and

WHEREAS Cornwall Electric, serving the eastern portion of the region, benefits from a unique Power Purchase Agreement with Hydro-Québec, while the rest of the region remains at the furthest end of Ontario's bulk electricity system and faces ongoing limitations; and

WHEREAS municipalities across the region have expressed a shared interest in proactively coordinating energy planning to ensure local priorities are reflected in provincial forecasting and infrastructure development; and

WHEREAS the region is home to strategic energy assets, growing industrial demand, and a strong network of aligned municipal councils, economic development directors, and industry leaders ready to collaborate.

NOW THEREFORE BE IT RESOLVED THAT the Council of the United Counties of Leeds and Grenville formally supports the creation of a *St. Lawrence Region Energy Task Force* to serve as a pilot model for proactive, integrated energy planning in Ontario; and

THAT this Task Force be established in partnership with the Ministry of Energy and Mines, the IESO, and other relevant provincial agencies, with a locally driven terms of reference that reflects the unique needs and opportunities of the St. Lawrence Region; and

THAT the Council urges the Honourable Stephen Lecce, Minister of Energy and Mines, to direct the IESO to begin immediate work with regional stakeholders to establish the St. Lawrence Region Energy Task Force ahead of the December 2025 MPIC deadline; and

THAT a copy of this resolution be forwarded to:

- The Honourable Stephen Lecce, Minister of Energy and Mines
- The Honourable Sam Oosterhoff, Associate Minister of Energy – Intensive Industries
- Steve Clark, MPP, Leeds–Grenville–Thousand Islands and Rideau Lakes
- The Independent Electricity System Operator (IESO)
- The Ontario Energy Board (OEB)
- United Counties of Leeds and Grenville
- All municipalities within the St. Lawrence Region

Carried ☒ Defeated ☐ Deferred ☐


Corinna Smith-Gatcke, Warden

**The Corporation of the Municipality of St. Charles
RESOLUTION PAGE**



Committee of the Whole

Agenda Number: 3.2.3.
Resolution Number 2025-214
Title: Report to Council - Natural Gas Expansion - Project Cancellation
Date: September 3, 2025

Moved by: Councillor Laframboise
Seconded by: Councillor Lachance

WHEREAS the Municipality of St.-Charles benefited from the Natural Gas Expansion Program Phase 2 expansion funding announced on June 9, 2021;

AND WHEREAS on August 13, 2025, the Municipality of St.-Charles was notified that the expansion project was cancelled due to mounting costs associated with inflation and difficult terrain;

AND WHEREAS Northern Ontario is on the cusp of substantial growth largely related to accessing critical minerals that will drive expansion in the mining sector;

AND WHEREAS with this economic expansion comes the need to support growth in traditional sectors such as farming, healthcare, forestry, and education;

AND WHEREAS employment growth will create increased demand for new housing developments to ensure that workers have a place to live, work, and play, all of which are closely tied to accessing natural gas as an affordable energy source and essential infrastructure for future residential, commercial, and industrial development;

AND WHEREAS current energy challenges force developers to explore alternatives such as oil and propane, which, while serving as temporary solutions, come with high costs and raise environmental concerns;

AND WHEREAS there is an urgent need for investment in sustainable energy solutions that are affordable, reliable, and environmentally responsible to support both current and future development;

AND WHEREAS natural gas is recognized as a clean, economical, and domestically sourced energy option that will lower energy costs for residents, farms, and businesses, while also enhancing opportunities for northern communities to grow by attracting new housing developments and commercial investment;

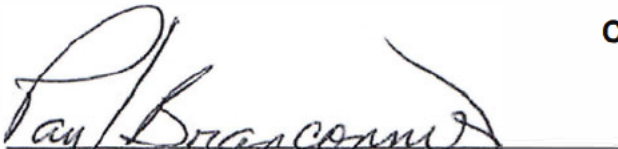
AND WHEREAS natural gas serves as a critical transition fuel that reduces reliance on higher-emission sources such as oil and propane, while enabling time and capacity for future investments in renewable and low-carbon energy;

BE IT THEREFORE RESOLVED that Council for the Corporation of the Municipality of St.-Charles respectfully requests the Government of Ontario to support and approve the expansion of natural gas infrastructure to rural municipalities such as St.-Charles by undertaking a review of the Ontario Energy Board's Profitability Index model to incorporate a Northern Cost Adjustment that fairly accounts for the higher costs of construction in Northern Ontario caused by terrain challenges such as bedrock and wetlands, as well as the realities of distance, climate, and lower population density, to ensure that rural and northern communities are not disadvantaged in accessing natural gas infrastructure;

AND BE IT FURTHER RESOLVED that the Municipality of St.-Charles requests the Province to embed northern natural gas expansion as a priority in Ontario's Integrated Energy Plan and regional economic growth strategies;

AND BE IT FURTHER RESOLVED that this Resolution be forwarded to FONOM, ROMA, AMO and all northern municipalities to build collective support for equitable natural gas expansion in Northern Ontario.

CARRIED


MAYOR

Jena Doonan

From:

Sent:

To:

Cc:

Subject:

Attachments:

Dear Mayor MacDonald:

On behalf of the Right Honourable Mark Carney, Prime Minister of Canada, I acknowledge receipt of your correspondence dated August 11, 2025, relating to income support for Canadian Veterans. I regret the delay in replying.

Thank you for sharing Resolution #12, passed by the Township of North Glengarry. Please be assured that the remarks you offer in your communication have been carefully read.

At the federal level, I am sharing your correspondence with the Minister of Veterans Affairs and Associate Minister of National Defence, the Honourable Jill McKnight, for her information and consideration.

Thank you, once again, for writing to Prime Minister Carney.

J. Genge

Executive Correspondence Officer / Agente de la correspondance Executive Correspondence Services / Services de la correspondance de la haute direction

----- Original Message -----

From: jena@northglengarry.ca

Sent: Wednesday, August 13, 2025, 9:54 AM

To: clerks@norfolkcounty.ca; clerk@haldimandcounty.on.ca; alysha.dyjach@brant.ca; clerk@toronto.ca; Caitlin.salter-macdonald@ottawa.ca; clerks@kawarthalakes.ca; clerk@hamilton.ca; clerks@greatersudbury.ca; clerks@brantford.ca;

Cc: amo@amo.on.ca; eric.duncan@parl.gc.ca; jill.mcknight@parl.gc.ca; mark.carney@parl.gc.ca

Subject: Township of North Glengarry Resolution - Advocacy for Increased Income Support Thresholds for Canadian Veterans

Good morning,

Please note that The Township of North Glengarry Council passed a resolution regarding the above-noted matter at the August 11, 2025, Regular Council Meeting.

Thank you,

Thank you,

Jena



Township of Addington Highlands

September 10, 2025

The Township of North Glengarry
372 County Road 34
Alexandria ON K0C 1A0
Email: deputyclerk@northglengarry.ca

Re: Letter of Support – Request to Amend Ontario Regulation 391/21: Blue Box –
Inclusion of Currently Ineligible Sources

To Whom It May Concern,

Please be advised that at their September 2, 2025, meeting, the Council of the Corporation of the Township of Addington Highlands resolved to support the resolution from the Township of North Glengarry requesting that the Province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling product from all sources.

I trust you will find this letter of support satisfactory.

Sincerely,

Christine Reed

Christine Reed
CAO/Clerk-Treasurer

cc. Hon. Doug Ford – Premier of Ontario – premier@ontario.ca
Hon. Todd McCarthy – Minister of Environment, Conservation and Parks – minister.mecp@ontario.ca
Hon. Mike Harris – Minister of Natural Resources & Forestry – minister.mnrf@ontario.ca
Hon. Rob Flack - Minister of Municipal Affairs & Housing – minister.mah@ontario.ca



52 Frank Street,
Strathroy ON N7G 2R4
Phone: 519-245-1070;
Fax: 519-245-6353

www.strathroy-caradoc.ca

August 7, 2025

To: All Ontario Municipalities, AMO

Moved: Councillor Frank Kennes
Seconded: Councillor Greg Willsie

THAT: Council send a letter of support for this resolution to AMO along with all the other entities that the original motion was circulated to, excluding all other municipalities.
Result: Carried

BE IT RESOLVED THAT:

WHEREAS under Ontario Regulation 391/21 :Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

AND WHEREAS 'ineligible' sources, which producers are not responsible for, include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

AND WHEREAS failure to include 'ineligible sources under the Ontario Regulation 391/21:Blue Box program is in essence a provincial tax on ineligible sources;

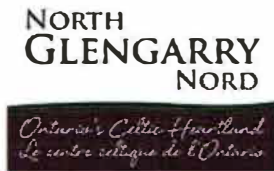
AND WHEREAS should a municipality continue to provide services to the 'ineligible sources, the municipality will be required to oversee the collection, transportation, processing of the recycling, assuming 100% of the cost which amounts to yet another provincial municipal download;

NOW THEREFORE IT BE RESOLVED THAT the Municipality of Strathroy-Caradoc hereby request that the province amend Ontario Regulation 391/21:Blue Box so that producers are responsible for the end of-life management of recycling product from all sources;

AND FURTHER THAT Council hereby request the support of all Ontario Municipalities;

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Todd McCarthy, Minister of the Environment, Conservation, and Parks, Mike Harris, Minister of Natural Resources and Forestry, Ric Bresse, Member of Provincial Parliament for Hastings-Lennox and Addington, Minister of Affairs and Housing, Rob Flack and all Ontario Municipalities

19.b



THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

372 county road 34

Alexandria, on

K0c 1a0

PHONE: 613-525-1110 FAX:613-525-1649

www.northglengarry.ca

August 12 2025

The Honourable Doug Ford
premier of Ontario
legislative building
queen's park
Toronto, on M7A 1A1
Via email: premier@ontario.ca

Re: request to amend Ontario regulation 391/21: blue box – inclusion of currently ineligible sources

Dear Premier Ford,

Please be advised that at its regular meeting held on August 11, 2025, the council of the Township of North Glengarry passed a resolution (copy enclosed) urging the province of Ontario to amend Ontario regulation 391/21: blue box to ensure producers are responsible for the end-of-life management of recyclable materials from all sources, including those currently deemed ineligible.

Respectfully,

Jena Doonan
Deputy Clerk
Township of North Glengarry
deputyclerk@northglengarry.ca

Enclosure: Council Resolution – Ontario Regulation 391/21: Blue Box Amendment Request

cc: The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks

The Honourable Mike Harris, Minister of Natural Resources and Forestry

The Honourable Rob Flack, Minister of Municipal Affairs and Housing

Mr. Nolan Quinn, MPP for Stormont—Dundas—South Glengarry

All 444 Ontario Municipalities

**THE CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY
Council Meeting**

Resolution # 11

Date: Monday August 11, 2025

Moved By: Michael Madden

Second By: Jeff Manley

WHEREAS under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

AND WHEREAS 'ineligible' sources, which producers are not responsible for, include businesses,

places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

AND WHEREAS failure to include 'ineligible sources under the Ontario Regulation 391/21: Blue Box program is in essence a provincial tax on ineligible sources;

AND WHEREAS should a municipality continue to provide services to the 'ineligible sources, the municipality will be required to oversee the collection, transportation, processing of the recycling, assuming 100% of the cost which amounts to yet another provincial municipal download;

NOW THEREFORE IT BE RESOLVED THAT the Council of the Township of North Glengarry hereby requests that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end of life management of recycling product from all sources;

AND FURTHER THAT Council hereby requests the support of all Ontario Municipalities;

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the honourable Todd McCarthy, Minister of the Environment, Conservation, and Parks, Mike Harris, Minister of Natural Resources and Forestry, Ric Bresse, Nolan Quinn Member of Provincial Parliament for Stormont, Dundas and Glengarry, Minister of Affairs and Housing, Rob Flack and all Ontario Municipalities.

CARRIED

DEFEATED

DEFERRED

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michael Madden

Councillor: Gary Martin

Mayor: Jamie MacDonald

YEA

NEA

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

September 12, 2025

Township of North Glengarry

Sent via email: deputyclerk@northglengarry.ca

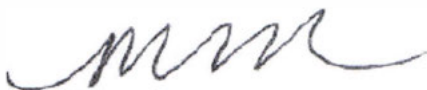
Re: Request for Amendment to O.Reg 391/21

Please note that at their regular meeting on September 9, 2025, the Council of the Municipality of Huron East received and discussed the above noted correspondence from the Township of North Glengarry passed the following resolution:

That the Council of the Municipality of Huron East support the motion from the Township of North Glengarry resolution requesting the province of Ontario to amend O.Reg. 391/21: Blue Box to ensure producers are responsible for the end-of-life management of recyclable materials from all sources, including those currently deemed ineligible.

Should you have any questions, please feel free to contact the undersigned.

Regards,



Meaghan McCallum

Clerk

clerk@huroneast.com

cc: Lisa Thompson, Premier Ford, Minister of Environment, Conservation and Parks, Minister of Natural Resources and Forestry, Minister of Municipal Affairs and Housing

Jena Doonan

From:

Sent:

To:

Cc:

Subject:

Attachments:

Good afternoon,

Please note that at their meeting on September 10, 2025, Peterborough County Council passed the following resolution:

Resolution No. 152-2025

Moved by Councillor Amyotte

Seconded by Councillor Black

That the County fully supports the resolution from the municipalities of Strathroy-Caradoc and North Glengarry regarding Blue Box Producers; and,

Further, if the Producers are unable to meet the targets as set out under O Reg. 391/21, and if they cannot effectively and efficiently collect recycling from all sources as was previously done by municipalities, then perhaps the Province should consider having municipalities resume the Blue Box collection and have the Producers pay municipalities directly for cost to provide the service and further that the premier, the Minister of the Environment and the MPPs within the County be copied.

Carried

I have attached the original resolutions that are being supported for your reference. Should you have any questions or concerns please contact Kari Stevenson, Director of Legislative Services/Clerk at kstevenson@ptbocounty.ca.

Thanks!

Holly Salisko

Administrative Services Assistant | Clerk's Division/Planning

Peterborough County

(705) 743-0380 Ext. 2105

This message, including any attachments, is confidential and/or privileged, and intended only for the addressee(s) named in the message. If you are not the intended recipient, you must not read, use, or disseminate the information contained in this email. If you received this email in error, please notify the sender immediately by telephone, fax, or email, and shred this confidential/privileged email, including any attachments, without making a copy. Access to this email by anyone else is unauthorized.

Should you/the sender submit letters and/or other communications or material that contain personal information to the Council, such personal information may become part of a public record and may be made available to the public through the Council Agenda process.



The Corporation of the Township of Otonabee-South Monaghan

September 9, 2025

Via Email: jena@northglengarry.ca

Township of North Glengarry
3720 County Road 34
RR2
Alexandria, ON K0C 1A0

Attention: Jena Doonan, Deputy Clerk

Dear Ms. Doonan:

Re: Request to amend Ontario Regulation 391/21: Blue Box – Inclusion of Currently Ineligible Sources

Please be advised that the Council of the Township of Otonabee-South Monaghan, at its meeting on September 8, 2025, passed the following resolution:

R254-2025

Moved by Deputy-Mayor Bonnie Clark
Seconded by Councillor Terry Holmes

That Council hereby receives and supports the resolution from the Township of North Glengarry urging the province of Ontario to amend Ontario Regulation 391/21: Blue Box to ensure producers are responsible for the end-of-life management of recyclable materials from all sources, including those currently deemed ineligible.

CARRIED.

Yours truly,

Liz Ross
Deputy Clerk



Village of South River
Support Municipality of South Huron and Glengarry –
Producer Responsibility for Blue Boxes

Date: September 09, 2025

Motion:

286-2025

Moved By: *Robert Brooks*

Seconded By: *Teri Brandt*

BE IT RESOLVED THAT the Council of the Village of South River does hereby support the Municipality of South Huron and Glengarry resolution 286-2025 calling on the Province of Ontario to amend Regulation 391/21: Blue Box so that producers are responsible for the end of life management of recycling products from all sources and this resolution be sent to the Municipality of South Huron and Glengarry and the Hon. Graydon Smith MPP.

Carried By: *Jim O'Hallarn*

Lost By: _____

Name of Council Member	Yeas	Nays	Abstention	Pecuniary Interest	Recorded Vote
Mayor Coleman					
Councillor Brandt					
Councillor Brooks					
Councillor O'Hallarn					
Councillor Scott					



**TOWNSHIP OF
BRUDENELL, LYNDOCH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40
Palmer Rapids, Ontario K0J 2E0
TEL: (613) 758-2061 · FAX: (613) 758-2235

August 6, 2025

Prime Minister of Canada, The Right Honourable Mark Carney
80 Wellington St.
Ottawa, ON
K1A 0A2

RE: Advocacy for Increased Income Support Thresholds for Canadian Veterans

Dear Hon. Mark Carney,

Please be advised that at the Regular Council Meeting on August 6, 2025, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the Town of Bradford West Gwilliambury.

Resolution No: 2025-06-06-11
Moved by: Councillor Quade
Seconded by: Councillor Banks

"Be it resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Town of Bradford West Gwilliambury resolution regarding Advocacy for Increased Income Support Thresholds for Canadian Veterans.

And further that this resolution be forwarded to The Honourable Jill McKnight, Minister of Veterans Affairs; The honourable Andrew Scheer, Acting Leader of the Official Opposition; Cheryl Gallant, MP Algonquin-Renfrew-Pembroke; The Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), and all Ontario Municipalities."

Carried.

Sincerely,

Tammy Thompson
Deputy Clerk
Township of Brudenell, Lyndoch and Raglan



Township of Perry

PO Box 70, 1695 Emsdale Road, Emsdale, ON POA 1J0

PHONE: (705) 636-5941

FAX: (705) 636-5759

www.townshipofperry.ca

September 4, 2025

The Right Honourable Mark Carney Email: PM@pm.gc.ca

The Honourable Jill Mcknight jill.mcknight@parl.gc.ca

The Honourable Andrew Scheer andrew.scheer@parl.gc.ca

Scott Aitchison, Member of Parliament Scott.Aitchison@parl.gc.ca

All 444 municipalities across the Province of Ontario

The Federation of Canadian Municipalities (FCM) Info@fcm.ca

The Association of Municipalities of Ontario (AMO) resolutions@amo.on.ca

Re: Support for Advocacy for Increased Income Support Thresholds for Canadian Veterans

To the Respective Parties,

I am writing to express our strong support for the call on the Government of Canada and all federal parties to increase the eligibility threshold for the Income Replacement Benefit (IRB) program from \$20,000 to no less than \$40,000 annually for a single-person household. Our Council also urges Veterans Affairs Canada to review all income support programs with the intent to modernize eligibility criteria in line with the current cost of living across Canada.

The Township of Perry recognizes the selfless service and enduring sacrifices made by Canadian Armed Forces veterans in the defence of our country and values.

The 2021 Census, conducted by Statistics Canada, identified more than 460,000 veterans residing across Canada, a significant population segment deserving of comprehensive, accessible, and modernized federal support. Veterans Affairs Canada (VAC) currently administers income support programs to assist veterans in need, including the Income Replacement Benefit (IRB) program. The eligibility threshold for the Income Replacement Benefit (IRB) program which was created in 2019 – set at \$20,000 annually for a single-person household – fails to reflect today's economic reality, particularly in light of inflation, soaring housing costs, and the general increase in cost of living. Such low eligibility thresholds may disincentivize employment and community participation by penalizing veterans for earning beyond an outdated benchmark, thereby discouraging reintegration and contribution to civic life. It is the duty of all levels of government to stand in unified support of our veterans and to advocate for policy changes that enable them to live with dignity and financial stability.



We respectfully encourage your governments to move forward with the increase of the eligibility threshold for the Income Replacement Benefit (IRB) and to review the income support programs available to our Canadian Veterans.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Norm Hofstetter', with a long horizontal flourish extending to the right.

Norm Hofstetter
Mayor



**The Corporation of the
Township of Perry**

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: September 3, 2025

Resolution No.: 2025- 310

Moved By: Joe Lumley Seconded By: Paul Sowre y

Whereas the Township of Perry recognizes the selfless service and enduring sacrifices made by Canadian Armed Forces veterans in the defence of our country and values;

Whereas the 2021 Census, conducted by Statistics Canada, identified more than 460,000 veterans residing across Canada, a significant population segment deserving of comprehensive, accessible, and modernized federal support;

Whereas Veterans Affairs Canada (VAC) currently administers income support programs to assist veterans in need, including the Income Replacement Benefit (IRB) program;

Whereas the eligibility threshold for the Income Replacement Benefit (IRB) program which was created in 2019 – set at \$20,000 annually for a single-person household – fails to reflect today's economic reality, particularly in light of inflation, soaring housing costs, and the general increase in cost of living;

Whereas such low eligibility thresholds may disincentivize employment and community participation by penalizing veterans for earning beyond an outdated benchmark, thereby discouraging reintegration and contribution to civic life;

Whereas it is the duty of all levels of government to stand in unified support of our veterans and to advocate for policy changes that enable them to live with dignity and financial stability;

Therefore, be it resolved that the Council of the Corporation of the Township of Perry formally calls on the Government of Canada and all federal parties to increase the eligibility threshold for the Income Replacement Benefit (IRB) program from \$20,000 to no less than \$40,000 annually for a single-person household; and

That Council urges Veterans Affairs Canada to review all income support programs with the intent to modernize eligibility criteria in line with the current cost of living across Canada;

That this motion be formally endorsed and sent to:

- The Right Honourable Mark Carney, Prime Minister of Canada;
- The Honourable Jill McKnight, Minister of Veterans Affairs;
- The Honourable Andrew Scheer, Acting Leader of the Official Opposition;
- Scott Aitchison, Member of Parliament for Parry Sound-Muskoka;
- All 444 municipalities across the Province of Ontario;
- The Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) for broader distribution and endorsement;

Carried: _____



Defeated: _____

Norm Hofstetter, Mayor

RECORDED VOTE		
Council	For	Against
Councillors Jim Cushman		
Joe Lumley		
Margaret Ann MacPhail		
Paul Sowrey		
Mayor Norm Hofstetter		

THAT this motion be formally endorsed and sent to:

- **The Right Honourable Mark Carney, Prime Minister of Canada;**
- **The Honourable Jill McKnight, Minister of Veterans Affairs;**
- **The Honourable Andrew Scheer, Acting Leader of the Official Opposition**
- **Scot Davidson, Member of Parliament for New Tecumseth-Gwillimbury;**
- **All 444 municipalities across the Province of Ontario;**
- **The Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) for broader distribution and endorsement; and**

THAT a copy of this resolution be published on the Town's official website and communicated through the Town's official channels to raise awareness and gather public support.

Regards,



Tara Reynolds
Clerk, Town of Bradford West Gwillimbury
(905) 775-5366 Ext 1104
treynolds@townofbwg.com

CC: Hon. Mark Carney, Prime Minister of Canada
Hon. Jill McKnight, Minister of Veterans Affairs
Hon. Andrew Scheer, Acting Leader of the Official Opposition
Scot Davidson, MP New Tecumseth-Gwillimbury
All Ontario Municipalities
The Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)

June 17, 2025

VIA EMAIL

Re: Advocacy for Increased Income Support Thresholds for Canadian Veterans

At its Regular Meeting of Council held on Tuesday, June 3, 2025, the Town of Bradford West Gwillimbury Council ratified the following motion:

Resolution 2025-185

Moved by: Councillor Harper

Seconded by: Councillor Scott

WHEREAS the Town of Bradford West Gwillimbury recognizes the selfless service and enduring sacrifices made by Canadian Armed Forces veterans in the defence of our country and values;

WHEREAS the 2021 Census, conducted by Statistics Canada, identified more than 460,000 veterans residing across Canada, a significant population segment deserving of comprehensive, accessible, and modernized federal support;

WHEREAS Veterans Affairs Canada (VAC) currently administers Income support programs to assist veterans in need, including the Income Replacement Benefit (IRB) program;

WHEREAS the eligibility threshold for the Income Replacement Benefit (IRB) program which was created in 2019—set at \$20,000 annually for a single-person household—fails to reflect today's economic reality, particularly in light of inflation, soaring housing costs, and the general increase in cost of living;

WHEREAS such low eligibility thresholds may disincentivize employment and community participation by penalizing veterans for earning beyond an outdated benchmark, thereby discouraging reintegration and contribution to civic life;

WHEREAS it is the duty of all levels of government to stand in unified support of our veterans and to advocate for policy changes that enable them to live with dignity and financial stability;

THEREFORE, BE IT RESOLVED That the Council of the Town of Bradford West Gwillimbury formally calls on the Government of Canada and all federal parties to increase the eligibility threshold for the Income Replacement Benefit (IRB) program from \$20,000 to no less than \$40,000 annually for a single-person household; and

THAT Council urges Veterans Affairs Canada to review all income support programs with the intent to modernize eligibility criteria in line with the current cost of living across Canada;

Jena Doonan

From: AMO Communications <communicate@amo.on.ca>
Sent: September 11, 2025 10:01 AM
To: Jena Doonan
Subject: AMO Watchfile - September 11, 2025

September 11, 2025

In This Issue:

- AMO Work-Learn Institute Municipal Talent Project
- Ontario Community Environment Fund: Apply by September 24.
- Trade-Impacted Communities Program.
- Rural Ontario Development Program opens for applications.
- Applications open for 2025 Cyber Security Cooperation program.
- Growing Wisely: Asset Management & Capital Planning.
- Healthy Democracy Forum - Important conversations for October 2026 election.
- AMO Trade and Tariff Forum - Understanding and planning for Ontario's future.
- AMO's fall education workshop lineup supports your local leadership!
- Canoe newsletter - New supplier updates.
- Upgrade your lights before they become obsolete.
- Blog: 10 Ways Mayors and Councils can Support their CAOs & Senior Staff.
- New release: second edition of the CAO Employment Guide.
- Are your sewers safe? Next week is Sewer Safety Week.
- Ontario Professional Planners Institute launches Employer Readiness Course.
- AdvantAge Municipal Councillors webinar: The Current LTC Environment.
- Careers.

AMO Matters

AMO is partnering with the University of Waterloo's Work-Learn Institute to explore how work-integrated learning (WIL) can support long-term municipal workforce development. If you are a municipal CAO or HR manager, [please share your experience working with student co-ops and interns.](#)

Provincial Matters

The Ontario government is providing almost \$3 million through the [Ontario Community Environment Fund](#) to support community-based projects that support and restore the environment.

The Ministry of Economic Development, Job Creation and Trade is [accepting applications for project funding](#) that responds to US trade disruption.

The Ministry of Rural Affairs is accepting applications to the modernized [Rural Ontario Development \(ROD\) Program](#). Applications are being accepted through to September 24, 2025.

Federal Matters

The Government of Canada is offering up to \$10.3 million to support initiatives enhancing cyber resilience including innovation, knowledge sharing, and capacity building. [Applications are open](#) until September 25.

Education Opportunities

Municipal staff members will form an asset management and capital planning panel to discuss how they are addressing growth through asset management and capital planning strategies. [Register for the webinar](#) on October 7th at 1 PM.

Register today for AMO's 2nd Annual Healthy Democracy Forum where you will engage in important matters on local leadership. Join us October 18-19. With a mix of keynotes, panels, and interactive workshops, attendees will engage in thought-provoking conversations and explore ways to strengthen civic participation and governance in your communities. For more information click [here](#) and to register click [here](#).

Join your colleagues and experts in discussion on building Ontario's economic future October 24 at Toronto's Sheraton Centre. Understanding that the economic and diplomatic consequences will continue for many years, AMO is assembling members and subject matter experts to plan today for a stronger and more stable Ontario. [Program information is now available](#). Register [here](#).

AMO's fall education workshop line up is an opportunity for AMO members to strengthen understanding and leadership skills related to Indigenous community building, cyber security and communication strategies during emergencies. Check out the line up [here](#).

LAS

Keep up with the [Canoe Procurement Group](#) as it expands to meet even more of your needs. [Subscribe to the Trader Newsletter](#) for supplier updates, education opportunities, and special promotions.

Starting January 1, 2026 mercury containing lights will be prohibited. Be sure to include a [Facility Lighting upgrade](#) in your 2026 budget so you can keep your spaces lit. [Contact Christian](#) to learn how LAS can help.

Municipal Wire*

Strong municipalities are built on partnerships between elected officials and administrative staff. The [Top 10 Ways Mayors and Councils can support their CAOs and Senior Staff](#) highlights practical ways mayors and councils can provide support, build trust, and create the conditions for effective leadership and administration.

OMAA and the Ontario Municipal Human Resources Association (OMHRA) are pleased to release the [second edition of the CAO Employment Guide](#). This guidebook provides Mayors, Councillors, Human Resource Directors, and CAOs with practical tools for recruiting, employing, and evaluating a CAO.

Sewer Safety Week will take place September 15-19. A reminder to always call Ontario One Call at 1-800-400-2255 for a free sewer safety inspection. To learn more, visit [Blocked Sewer and Cross Bore Safety | Enbridge Gas](#).

Looking for tools to support and invest in new hires? Register for OPPI's [Employer Readiness course](#). It includes an AMO supported employer handbook exploring HR best practices for retention and long-term success.

This [free AdvantAge webinar](#) on October 14 from 1-2pm will share insights related to long-term care governance and compliance for municipal councillors and their staff.

Careers

[Assistant Clerk - Town of Innisfil](#). Closing Date: September 25, 2025.

[Senior Director, Strategies and Initiatives](#) - The Regional Municipality of York. Closing Date: September 30, 2025.

[Manager, Waste Disposal](#) - County of Essex. Closing Date: September 21, 2025.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)



*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario (AMO)

To unsubscribe, please [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

This email was sent to deputyclerk@northglengarry.ca.

To continue receiving our emails, add us to your address book.

Please note: My working hours may not reflect yours. Please do not feel obligated to answer outside your normal work hours.

Jena Doonan

Deputy Clerk | Greffière adjointe

Marriage Officiant | Célébrant de mariage Emergency Management Program Coordinator (CEMC)/ Coordonnatrice du programme de gestion des urgences Township of North Glengarry | Canton de Glengarry Nord NEW ADDRESS

3720 County Road 34

RR2

Alexandria ON K0C 1A0

T: 613-525-1110x 228

E: jena@northglengarry.ca

W:

<https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.northglengarry.ca%2F&data=05%7C02%7Cjena%40northglengarry.ca%7C84ae7df67a3946c995f608ddec9792b9%7Cbb64e98932874f57be5c2a3fd6951166%7C0%7C0%7C638926858283844517%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIlwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOljoITWFpbClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=eKsxwjOHMyXUWPHCQ5T9Tmp9cuzpCD6Jbi4XaVI6184%3D&reserved=0>

This communication is intended only for the addressee indicated above. It may contain information that is privileged, confidential, or otherwise protected from disclosure under The Municipal Freedom of Information and Protection of Privacy Act. Any review, copying, dissemination, or use of its contents by persons other than the addressee is strictly prohibited. If you have received this in error, please notify us immediately. | Cette communication est destinée uniquement au destinataire indiqué ci-dessus et peut contenir des renseignements privilégiés, confidentiels ou protégés contre toute divulgation en vertu de la Loi sur l'accès à l'information municipale et la protection de la vie privée. Tout visionnement, copie, diffusion ou utilisation du contenu par des personnes autres que le destinataire est strictement interdit. Veuillez nous aviser immédiatement si vous avez reçu cette communication par erreur.



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 www.rrca.on.ca

MEMORANDUM

To: Township of North Glengarry Council, CAO, and Clerk
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: September 11, 2025
Subject: RRCA Board of Directors meeting highlights (September 4, 2025)

The Raisin Region Conservation Authority (RRCA) Board of Directors consists of eight representatives from the RRCA's five member municipalities: City of Cornwall and Townships of North Glengarry, South Glengarry, South Stormont and North Stormont.

Following every Board meeting, councils, CAOs and clerks of the RRCA's five member municipalities are sent meeting highlights and the date of the next meeting. The RRCA Board meets monthly (except for July, August, and December, unless a special meeting is called).

September 4, 2025 RRCA Board of Directors Meeting Highlights:

- Approved minutes from the June 5, 2025 meeting can be found at <http://www.rrca.on.ca/Governance>.
- Board approved:
 - Recommendations from the Corporate Services Working Group;
 - Reserve Policy;
 - Tree planting expenditures;
 - Contracts for invasive Phragmites management at RRCA Conservation Areas; and
 - Submission of four funding applications (e.g. floodplain mapping updates, student education, and Conservation Area accessibility enhancements).
- Board reviewed the RRCA's Water Control Structure - Assessment Strategy.
- Board received an update on the transition of the conservation authority program from the Ministry of Natural Resources to the Ministry of the Environment, Conservation and Parks and on the appointment of the new provincial Deputy Minister and Chief Conservation Officer.
- Board received a quarterly progress update on the RRCA's Strategic Action Plan.

Next RRCA Board meeting date: October, 2 2025 at 9:00 a.m.

May 15, 2025

To our Municipal Clients:

Re: Assessment of Bill 17 (Protect Ontario by Building Faster and Smarter Act, 2025)

In our continued efforts to keep our clients up to date on legislative changes that may impact them, we are writing to inform you that Bill 17, *Protect Ontario by Building Faster and Smarter Act, 2025* (herein referred to as Bill 17) was tabled in the Ontario Legislature on May 12, 2025. This letter provides a summary of the proposed changes to the *Development Charges Act, 1997* (D.C.A.) and commentary on the proposed changes to the growth management framework. As the Bill progresses through the legislative process, we will continue to advise of any amendments and associated impacts.

Note that the Province is seeking comments via the Environmental Registry of Ontario at the following link: <https://ero.ontario.ca/notice/025-0504>. We will be submitting our comments prior to the deadline of June 12, 2025.

1. Overview Commentary

The Province has stated that a goal of this Bill is to simplify and streamline development, while reducing barriers, including development fees. In this regard, the Bill proposes to amend various acts with the intent of building more homes faster in Ontario to address the current housing crisis. In addition to changes to the D.C.A., changes are proposed to the following Acts:

- *Building Code Act, 1992*;
- *Building Transit Faster Act, 2020*;
- *City of Toronto Act, 2006*;
- *Metrolinx Act, 2006*;
- *Ministry of Infrastructure Act, 2011*;
- *Planning Act*; and
- *Transit-oriented Communities Act, 2020*.

In addition to the legislative changes proposed, the Province has announced that they are exploring the use of a public utility model, which may include establishing municipal service corporations for water and wastewater systems. These changes could have significant impacts on the costs and delivery of water and wastewater services in Ontario. While this may serve to reduce the funding obligations from development charges (D.C.s), funding these costs from a broader pool of existing rate payers would likely result in higher water and wastewater rates.



2. Proposed Changes to the *Development Charges Act*

The following provides a summary of the proposed changes to the D.C.A., along with commentary on the potential impacts to municipalities.

1. Exemption for long-term care homes

- Currently, D.C.s imposed on long-term care homes are subject to annual instalments under section 26.1 of the D.C.A.
- The proposed change would exempt long-term care homes from the payment of D.C.s.
- This exemption would apply to any future D.C. instalments on long-term care home developments.
- The D.C.A. does not allow reductions in D.C.s to be funded by other types of development. As such, the exemption will have to be funded from other municipal revenue sources.

2. Definition of capital costs, subject to regulation

- The proposed change would add the words “subject to the regulations” to section 5 (3) of the D.C.A.
 - The proposed amendment expands the scope of the Province’s authority to limit eligible capital costs via regulation.
 - The D.C.A. currently provides this ability to limit the inclusion of land costs.
 - The Province intends to engage with municipalities and the development community to determine potential restrictions on what costs can be recovered through D.C.s.
- Commentary from organizations in the development community suggests these discussions may continue to focus on limiting the inclusion of land costs in the D.C. calculations. The proposed amendment, however, provides broad authority for limiting eligible capital costs (i.e., the scope of regulatory authority is not restricted to land).
- Reductions in D.C.-eligible capital costs will have to be funded from other municipal revenue sources. Changes to the definition of capital costs through regulation will require municipalities to adjust funding for capital projects swiftly without the legislative amendment process.

3. Simplified D.C. by-law process to reduce charges

- Proposed change to section 19 (1.1) of the D.C.A. to allow a simplified process to amend a D.C. by-law for the following reasons:
 - Repeal or change a D.C. by-law expiry date (consistent with current provisions);
 - Repeal a D.C. by-law provision for indexing or amend to provide for a D.C. not to be indexed; and



- Decrease the amount of a D.C. for one or more types of development.
- The simplified process includes passing of an amending by-law and providing notice of passing of the amending by-law. There will be no requirement to prepare a D.C. background study, undertake public consultation, and no ability to appeal to the Ontario Land Tribunal.
- Limiting the simplified D.C. by-law amendment process to situations where the amount of a D.C. for a type of development is being reduced would appear to allow municipalities to adjust the charges for changes in assumptions (e.g., reductions in capital cost estimates, application of grant funding to reduce the recoverable amount), adding exemptions for types of development, and phasing the imposition of a D.C.
- It is unclear if the simplified process would apply where exemptions are being provided for purposes other than development type, as specified in the amendment. For example, where a municipality is exempting a geographic area, such as an industrial park, downtown core, major transit station area, etc.
- While administratively expedient, eliminating the statutory public process for reductions in D.C.s will not provide the general public with an opportunity to delegate Council on the matter and will reduce transparency.

4. Deferral of D.C. payment to occupancy for residential development

- Proposed changes to section 26.1 of the D.C.A. provide that a D.C. payable for residential development (other than rental housing developments, which are subject to payment in instalments) would be payable upon the earlier of the issuance of an occupancy permit, or the day the building is first occupied.
- Only under circumstances prescribed in the regulations may the municipality require a financial security.
 - The Province has noted its intent to mitigate risk for municipalities. As such, the prescribed circumstances may allow for securities when no occupancy permit is required.
- Municipalities will not be allowed to impose interest on the deferral of D.C. payment to occupancy.
- It appears those municipalities that have elected to utilize subsection 26 (2) of the Act (i.e., water, wastewater, services related to a highway, and stormwater charges payable at the time of subdivision agreement) may no longer be able to utilize this section for residential subdivisions or consents.
- Deferring the timing of payment for all residential development to occupancy will have cashflow implications for municipalities. The impacts may include additional financing costs for capital projects, increased



administrative costs associated with administering securities and occupancies, and potential delays in capital project timing.

5. Removal of interest for legislated instalments

- Proposed changes to section 26.1 of the Act would remove the ability to charge interest on instalments for rental housing and institutional development.
- This would also apply to future instalments for existing deferrals once Bill 17 receives Royal Assent.
- The repeal of subsection 26.1 (9) of the D.C.A. removes the municipality's ability to require immediate payment of all outstanding instalments when a development use changes from rental housing or institutional to another use.
- This proposed amendment has the same cashflow impacts for municipalities as noted in item 4 above, although it is more limited in scope.

6. Ability for residential and institutional development to pay a D.C. earlier than a by-law requires

- Currently, if a person wishes to waive the requirement to pay their D.C. in instalments as per section 26.1, an agreement under section 27 of the D.C.A. (early payment agreement) is required.
- The proposed changes state that, "For greater certainty, a person required to pay a development charge under this section may pay the charge before the day it is payable even in the absence of an agreement under section 27."
- This wording achieves its intent to allow a person to waive the requirement to pay in instalments. It also appears, however, to allow residential and institutional D.C.s to be paid earlier than required in a D.C. by-law, absent municipal agreement.
- This is problematic for municipalities, as the development community may elect to pay D.C.s before indexing or before municipalities pass a new D.C. by-law where a publicly available D.C. background study may be indicating a potential increase in the charges.

7. Lower charge for rate freeze

- Section 26.2 of the D.C.A. requires that, for developments proceeding through a site plan or zoning by-law amendment application, the D.C. be determined based on the rates that were in effect when the planning application was submitted to the municipality.
- In some instances, the D.C. that would be imposed at the time of building permit issuance may be lower than that in place at the time of planning application.



- Where rates have been frozen as per section 26.2 of the D.C.A., the proposed amendments would require municipalities to apply either the “frozen” or the current rate, whichever is lower, in such instances.
 - Note, interest charges for the D.C. determined at planning application may still be imposed.
- These proposed changes are positive as developers would not be charged in excess of current rates (where lower) and developers who proceed in a timely manner are not penalized with additional interest costs.

8. Grouping of services for the purposes of using credits

- Section 38 of the D.C.A. allows a person to construct growth-related works on a municipality’s behalf, subject to an agreement. The person receives a credit against future D.C.s payable for the service(s) to which the growth-related works relate.
- A municipality can agree to allow the credits to be applied to other services in the D.C. by-law.
- The proposed amendments would allow the Province to, through regulation, deem two or more services to be one service for the purpose of applying credits.
- This proposed change appears to remove the municipality’s discretion to combine services by agreement in certain instances.
- Combining services for the purposes of credits would have cashflow implications for municipalities, where funds held in a reserve fund for a service not included under the section 38 agreement would be reduced. This could delay the timing of capital projects for these impacted services and/or increase financing costs.

9. Defining local services in the regulations

- Section 59 of the D.C.A. delineates between charges for local services and, by extension, those that would be considered in a D.C. by-law.
- Municipalities typically establish a local service policy when preparing a D.C. background study to establish which capital works will be funded by the developer as a condition of approval under section 51 or section 53 of the *Planning Act* (i.e., local service) and which will be funded by the D.C. by-law.
- The proposed amendments would allow the Province to make regulations to determine what constitutes a local service.
 - Although the Province has noted that this will be defined through consultations, there may be unintended impacts. For example, if the definition of a local service is too broad, it may lower the D.C. but increase the direct funding requirements on one particular developer. If the definition is too narrow, the opposite would result,



whereby local services would be broadly included in D.C. funding, thereby increasing D.C. rates.

- Additionally, what is deemed a local service in one municipality may vary from what is deemed a local service in another, depending on the size, density, and types of development.

Most of the changes above would come into effect upon Royal Assent of Bill 17. The changes with respect to deferral of payment to occupancy for residential development would come into effect upon the date proclaimed by the Lieutenant Governor in Council.

3. Noted Areas for Future Changes to Development Charges

In the Province's announcement, they indicated additional changes that are anticipated to follow proposed regulatory changes and/or ongoing consultations.

The Province has indicated the intent to add the Statistics Canada Non-Residential Building Construction Price Index for London to the prescribed indexes in the regulations. This would allow municipalities west of London and those that are closer to London than Toronto, to utilize the London series for indexing purposes.

The Province also indicated the intent to consult on a potential standardization of the approaches to benefit to existing deductions. Currently there are best practices to follow, however, there is no standardized approach across all municipalities. Providing a standardized approach may be problematic, as capital projects in different municipalities may be unique in scope and capital cost requirements.

Lastly, the announcement included commentary on expanding the Annual Treasurer's Statement reporting requirements. Currently for services related to a highway, water, and wastewater services, municipalities must allocate 60% of monies in their D.C. reserve funds to projects. The Province may consider expanding this requirement to more services.

4. Proposed Changes to the Growth Management Framework

The Ministry of Municipal Affairs and Housing (MMAH) has been reviewing the Official Plans of Ontario's 50 largest and fastest-growing municipalities against the Ministry of Finance's (M.O.F.) updated population forecasts released in October 2024. Where the Ministry finds that current Official Plan forecasts are lower than updated provincial or upper-tier projections, the MMAH will undertake targeted outreach to affected municipalities. In these cases, municipalities will be required to update their Official Plans to reflect the higher of the M.O.F. projection or the applicable upper-tier forecast.

These updates will be guided by a forthcoming revision to the Projection Methodology Guideline – the first since 1995 – to ensure consistency in how growth is planned across the Province. It is the MMAH's goal that these updated projections and methods



will help municipalities more accurately align land needs, servicing strategies, and capital planning with long-term provincial growth priorities. To support this, the Province is also exploring improvements to planning data systems and digital tools, including standardizing how municipalities track and report land use planning and permitting activity. Enhanced access to consistent, digitized data will help inform future forecasting, monitor implementation, and increase transparency across jurisdictions.

For municipalities directed by the Province to update their Official Plans, this requirement carries several implications. As a starting point, it is important to note that the M.O.F. forecasts are only available at the Census Division level, which typically represents upper-tier municipalities, including separated municipalities and large urban single-tier municipalities. This poses potential complexities for lower-tier municipalities to directly apply, allocate, and coordinate the M.O.F. population projections as part of their respective Official Plan Review. Furthermore, the M.O.F. population projections are released annually and are subject to considerable fluctuation. On the other hand, the municipal Official Plan Review process, which includes a comprehensive assessment of long-term population growth and urban land needs, is required to be carried out at a minimum every 10 years for new Official Plans and five years regarding Official Plan updates. Accordingly, it will be important for municipalities to monitor their respective Official Plans within the context of changing long-term M.O.F. projections. It is currently unclear to what extent Ontario municipalities will be required to update their respective Official Plans and associated background studies, such as needs assessments, servicing plans, and financial strategies, to ensure alignment with the updated M.O.F. projections. It is clear, however, that Ontario municipalities will require improved processes and tools to monitor their Official Plans in a manner that allows decision makers more flexibility to address and respond to anticipated change.

In parallel, the Province is also proposing changes to inclusionary zoning policies, which could influence housing delivery outcomes within protected major transit station areas. Specifically, the Act proposes capping the affordable housing set-aside rate at 5% and limiting the affordability period to 25 years. While these measures may enhance project feasibility and encourage more market-based residential development near transit, they may also constrain the long-term supply and stability of affordable units delivered through inclusionary zoning policies. Municipalities will need to consider how these changes affect their broader housing strategies, particularly in areas where protected major transit station areas are a central tool for delivering mixed-income communities.

5. Concluding Remarks

Based on the proposed changes, municipalities may experience a reduction in overall D.C. revenue. The impacts of some of the potentially more significant changes (i.e., changes to the definition of capital cost, grouping of credits, defining local services, and methodology for benefit to existing will not be known until the release of the draft regulations for consultation. By moving legislative guidance to the regulations, as



opposed to the Act itself, the Province will have the ability to change the rules set out therein without the requirement of passing a Bill through the legislative process. This reduces transparency and the required consultation should the Province wish to change these rules in the future.

We will continue to monitor the proposed changes and will inform you of potential impacts to municipalities. As noted, we will be submitting further comments to the Province via the Environmental Registry of Ontario. Should you have any questions, please contact the undersigned or send an email to info@watsonecon.ca.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Andrew Grunda, MBA, CPA, CMA, CEO

Peter Simcisko, BA (Hons), MBE, Managing Partner

Sean-Michael Stephen, MBA, Managing Partner

Daryl Abbs, BA (Hons), MBE, PLE, Managing Partner

Jamie Cook, MCIP, RPP, PLE, Managing Partner

Jack Ammendolia, BES, PLE, Managing Partner

DATE: August 18, 2025

MEMORANDUM TO: Community and Ministry Emergency Management
Coordinators, and partners

FROM: Lisa Priest
Assistant Deputy Minister
Emergency Preparedness Division
Ministry of Emergency Preparedness and Response

SUBJECT: **Announcing Provincial Exercise 2026 and New Preparedness
Resources**

Dear Community and Ministry Emergency Management Coordinators, and partners,

I am pleased to announce the upcoming Provincial Exercise 2026, a province-wide emergency management functional exercise slated to take place in November 2026. This initiative continues our collective efforts to strengthen preparedness and response capabilities across Ontario and is informed by MEPR's 2024 Exercise Heatwave.

As part of our preparations for Provincial Exercise 2026, we are also excited to launch the refreshed eLearning course, Introduction to Exercise Programs (EM 125). This course will replace the existing EM 125 self-study course, and will provide an interactive, and engaging way to learn the basic concepts of exercise program management.

In addition, we are pleased to share new power outage safety resources, including an animated video available in English and French, as well as a flyer and a social media graphic offered in 15 languages, including three Indigenous languages. These materials highlight simple, actionable steps Ontarians can take to stay safe during a power outage and is designed to support your local public education campaigns. All resources are now available on [EMO Central](#) for download and distribution to complement your community outreach.

We encourage you to explore and share these resources within your networks. Together, these initiatives reflect our continued commitment to building a safe, practiced, and prepared Ontario.

If you have any questions or would like more information about these resources, please contact EMOPubEd@ontario.ca

Thank you for your ongoing dedication and leadership in emergency management.

Warm Regards,



Ministry of Emergency Preparedness
and Response

Ministre de la Protection civile et de l'Intervention en cas
d'urgence



Emergency Management Ontario

Gestion des situations d'urgence Ontario

25 Morton Shulman Avenue
Toronto ON M3M 0B1

25, avenue Morton Shulman
Toronto ON M3M 0B1

Tel: 416-327-2333
Fax: 416-327-3790

Tél.: 416-327-2333
Télééc. : 416-327-3790

Lisa Priest
Assistant Deputy Minister | Emergency Preparedness Division
Emergency Management Ontario | Ministry of Emergency Preparedness and Response
Ontario Public Service
416-845-4281 | lisa.priest@ontario.ca

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 31-2025
FOR THE YEAR 2025**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of Monday September 29, 2025, in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law and;
2. **THAT** the Mayor and the proper officers of the Township of North Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-Law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

READ a first, second and third time, passed, signed and sealed in Open Council this 29th day of September 2025.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 31-2025, duly adopted by the Council of the Township of North Glengarry on the 29th day of September 2025

Certified CAO/Clerk / Deputy Clerk

Date