



CORPORATION OF THE
MUNICIPALITY OF NORTH GRENVILLE

AGENDA

7

Wednesday, February 12, 2025, 6:30 p.m.
Held in Council Chambers, 285 County Road 44

Pages

A. HOW TO PARTICIPATE IN THE MEETING

The Council meeting will take place in Council Chambers immediately following the Committee of Adjustment meeting beginning at 6:30 p.m.

The meetings will be live streamed on YouTube commencing at 6:30 p.m. To view the live stream visit:

<https://www.youtube.com/user/NorthGrenville/featured>

Subsequent to the live stream, the video will be archived on the North Grenville YouTube channel under the Playlists Tab titled "North Grenville Online Council Meetings". To view the archived video post-meeting visit:

<https://www.youtube.com/user/NorthGrenville/playlists>

To make a deputation in relation to an item on the agenda, please pre-register with the Clerk's Office at the same e-mail address. Please provide your comments no later than two hours prior to the start of the meeting.

If you require accommodation, please advise the Clerk when pre-registering so that we may best assist you.

B. MEETING CALLED TO ORDER

C. LAND ACKNOWLEDGMENT

The Municipality of North Grenville acknowledges that the Municipality operates on the territory of the Anishnabek.

We recognize all First Nations, Métis, and Inuit peoples who now call North Grenville their home. We respect and support the need for cultivating a strong relationship, and we commit to Indigenous-informed decision making to foster the path towards reconciliation.

D. APPROVAL OF THE AGENDA

Recommendation:

Be it resolved:

THAT, item K.7.1, being application ZBA-19-24 for 1310 Scotch Line Road East, and item K.7.2, being application ZBA-02-25 for 1311 Scotch Line Road East, be moved to the beginning of Agenda item K. to accommodate the scheduled Public Meetings,

AND THAT, the Council agenda for February 12, 2025 be adopted as amended.

E. CLOSED SESSION

None.

F. OUT OF CLOSED

None.

G. DISCLOSURE OF INTEREST

H. PRESENTATIONS/DELEGATIONS

None.

I. CONSENT AGENDA

Items listed under Consent agenda are considered routine or no longer require a further discussion and are enacted in one motion. The exception to this rule is that a Member may request that one or more items be pulled for discussion and voted on separately.

Recommendation:

Be it resolved that:

The following consent agenda items be approved as presented:

- Regular Meeting Minutes - February 4, 2025; and,
- eQuinelle Phase 6A - Part Lot Control Exemption.

I.1 Regular Meeting Minutes - February 4, 2025 (See item J.1)

Recommendation:

THAT the regular meeting minutes for February 4, 2025 be adopted as presented.

I.2 eQuinelle Phase 6A – Part Lot Control Exemption (See Item K.7.4)

Recommendation:

THAT Council approve and enact By-Law 14-25 to lift part lot control within Phase 6A of the eQuinelle Subdivision

J. MINUTES OF PREVIOUS MEETINGS - CONSENT

J.1 Regular Meeting Minutes - February 4, 2025 1

K. REPORTS

K.1 Office of the Chief Administrative Officer

K.1.1 Procedure By-law – First Reading 12

Recommendation:

THAT Council conduct a first reading of Procedure By-Law 16-25.

K.2 Client Services

K.3 Corporate Services

K.4 Emergency and Protective Services

K.5 Finance

K.6 Parks, Recreation, and Culture

K.7 Planning and Development

K.7.1 ZBA-19-24 1310 Scotch Line Road East 52

Recommendation:

THAT Council approves and enacts By-Law 12-25 to amend the zoning for 1310 Scotch Line Road East to permit a residential dwelling and associated accessory structures without having frontage on an open and maintained road.

K.7.2	ZBA-02-25 1311 Scotch Line Road East Zoning Report	71
	<p>Recommendation: THAT Council approves and enacts By-Law 13-25 to amend the zoning for 1311 Scotch Line Road East to permit a residential dwelling and associated accessory structures without having frontage on an open and maintained road.</p>	
K.7.3	Oxford Village Phase 2 – Draft Conditions	90
	<p>Recommendation: THAT Council recommends to the United Counties of Leeds and Grenville draft conditions provided in Attachment “A” for Phase 2 of the Oxford Village Subdivision (File No. 07-T-20241).</p>	
K.7.4	Signs By-Law	115
	<p>Recommendation: THAT Council enact by-law No. 15-25 to amend by-law No. 47-16; AND THAT Council direct staff to conduct a full review of the current Signs By-Law in consultation with local businesses and members of the public and return to Council with a report in the fall of 2026.</p>	
K.7.5	eQuinelle Phase 6A – Part Lot Control Exemption - CONSENT	129

K.8 Public Works

L. CORRESPONDENCE

M. OTHER BUSINESS

N. NOTICE OF MOTIONS

N.1 Nation Valley ATV Club Application to United Counties of Leeds and Grenville (Deliberation)

Deputy Mayor John Barclay

Recommendation:

WHEREAS the Nation Valley ATV Club has requested that the United Counties of Leeds and Grenville permit ATV traffic on two specific sections of County Road 20 within North Grenville;

AND WHEREAS ATV traffic is permitted on various sections of other county roads as set out in By-Law 15-50 ,as amended, of the United Counties of Leeds and Grenville;

AND WHEREAS ATV traffic is permitted on municipal roads within North Grenville as set forth in By-Law 58-18, as amended, being a by-law to regulate the operation of off-road vehicles on municipal roads;

AND WHEREAS the Nation Valley ATV Club's request is in line with the municipal and county goals to enhance connectivity for trail users while also maintaining safety for all road users;

NOW THEREFORE be it resolved that the Municipality of North Grenville supports the Nation Valley ATV Club application to the United Counties of Leeds and Grenville to permit ATV traffic on two specific sections of County Road 20 within the Municipality of North Grenville;

AND THAT Council authorize the Mayor to sign and deliver the attached Letter of Support to the United Counties of Leeds and Grenville.

O. INTRODUCTION & CONSIDERATION OF BY-LAWS

O.1 By-Law 12-25

A By-Law to Amend By-Law 50-12, being a By-Law to regulate the use of land and use of buildings and structures within the Municipality of North Grenville, for the zoning of lands located at 1310 Scotch Line Road East

O.2 By-law 13-25

A By-Law to Amend By-Law 50-12, being a By-Law to regulate the use of land and use of buildings and structures within the Municipality of North Grenville, for the zoning of lands located at 1311 Scotch Line Road East

O.3 By-law 14-25

A By-Law to exempt certain lands from part lot control within Phase 6A of the eQuinelle Subdivision

O.4 By-law 15-25

A By-law to amend By-law No. 47-16, Signs By-law, for Temporary Permit Exemptions

O.5 By-law 16-25 (First Reading)

A By-law of the Corporation of the Municipality of North Grenville to Regulate Proceedings of Council and its Local Boards and Committees

P. PERIOD FOR QUESTIONS FROM THE PUBLIC & MEDIA RELATING TO AGENDA ITEMS

Q. CLOSE OF MEETING

Q.1 Confirmation By-Law

136

Recommendation:

Be it resolved that:

By-Law 17-25 to confirm the proceedings of Council at its regular meeting held on February 12, 2025 be adopted and passed.

Q.2 Resolution to Adjourn

Recommendation:

Be it resolved that:

this regular meeting of Council adjourn at _____ p.m.



**CORPORATION OF THE
MUNICIPALITY OF NORTH GRENVILLE
COUNCIL MINUTES**

**5
February 4, 2025, 6:30 p.m.
Held in Council Chambers, 285 County Road 44**

PRESENT Mayor Nancy Peckford
 Deputy Mayor John Barclay
 Councillor Kristin Strackerjan
 Councillor Deb Wilson

Staff Present Karen Dunlop, Chief Administrative Officer
 Mike Finley, Director of Public Works and Environmental Services
 Chloe Preston, Municipal Clerk
 Mary Remmig, Deputy Clerk
 Carly Wheeler, Director of Finance/Treasurer
 Mark Guy

Guests Present Shelley Mitchell, Kate Dagg
(Signed In)

A. HOW TO PARTICIPATE IN THE MEETING

B. MEETING CALLED TO ORDER

Mayor Nancy Peckford called the meeting to order at 6:36 p.m.

C. LAND ACKNOWLEDGMENT

The land acknowledgement was read by Deputy Mayor John Barclay.

Mayor Nancy Peckford shared opening remarks.

D. APPROVAL OF THE AGENDA

C-2025-032

Moved by John Barclay

Seconded by Kristin Strackerjan

Be it resolved that:

The Council agenda for February 4, 2025 be approved as presented.

CARRIED

E. CLOSED SESSION

None.

F. OUT OF CLOSED

None.

G. DISCLOSURE OF INTEREST

Councillor Deb Wilson excused herself from discussion relating to the Old Town Kemptville Business Improvement Area.

H. PRESENTATIONS/DELEGATIONS

1. Light the Town Red

Kate Dagg introduced the Wear Red Campaign to Council.

Mayor Nancy Peckford suggested there may be opportunity to help "Light the Town Red" through Facilities and addressed the comment to Director Mark Guy.

C-2025-033

Moved by Kristin Strackerjan

Seconded by Deb Wilson

WHEREAS, Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers;

AND WHEREAS, The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health;

AND WHEREAS, Wear Red Canada Day is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness;

AND WHEREAS, We want to see better prevention, diagnosis, and care and fewer women dying prematurely from heart disease;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of North Grenville hereby proclaims that February 13, 2025, be recognized as "Wear Red Day" in the Municipality of North Grenville.

CARRIED

2. 2025 Budget Considerations & 2025 BIA Budget

Shelley Mitchell, BIA Chair and Talia Hreljac, BIA Executive Director presented the 2025 Business Plan and operating budget for the BIA.

Councillor Kristin Strackerjan noted that Council is considering a \$20,000 budget pre-approval for Buskerfest this evening and, by her calculation, \$10,000 appears to be the amount of funds needed.

Deputy Mayor John Barclay advised that the \$10,000 surplus from 2024 needs to be demonstrated as available in order to proceed.

The Clerk's office was directed to facilitate additional conversation with the BIA respecting the Buskerfest budget.

Mayor Nancy Peckford called a recess at 7:43 p.m.

C-2025-034

Moved by John Barclay

Seconded by Kristin Strackerjan

THAT Council accept the presentation from Old Town Kemptville Business Improvement Area for information;

THAT Council accept the Old Town Kemptville Business Improvement Area Business Plan 2025 for information;

THAT Council accept the Old Town Kemptville Business Improvement Area 2025 Operating Budget;

AND THAT Council direct staff to include the Old Town Kemptville Business Improvement Area 2025 operating Budget in the 2025 Budget By-law.

CARRIED

3. Former Oxford Mills Town Hall Adaptive Re-Use Final Report

Mayor Nancy Peckford called the meeting back in session at 7:57 p.m.

Joey Giaimo and Mitchell May of Giaimo addressed Council and presented the Final Phase 1 Report for the Adaptive Reuse of the Oxford Mills Town Hall.

Deputy Mayor John Barclay discussed the availability of the Green Municipal Funds and an existing Heritage Fund Reserve belonging to the Municipality.

Councillor Kristin Strackerjan suggested having funds available to leverage grants.

Director of Parks, Recreation and Culture confirmed the availability of budget carried over from previous years. Additional funds may be requested as part of the 2025 budget.

C-2025-035

Moved by John Barclay

Seconded by Deb Wilson

THAT Council accept the Adaptive Reuse Study Final Report for the Former Oxford Mills Town Hall prepared by Giaimo for information;

THAT Council direct staff to proceed with Option 2;

AND THAT Council direct staff to pursue funding opportunities, in consultation with key stakeholders, in accordance with the Report.

CARRIED AS AMENDED

I. CONSENT AGENDA

Councillor Kristin Strackerjan requested the removal of agenda item K.6.3 and K.8.1 from the Consent agenda.

C-2025-036

Moved by Kristin Strackerjan

Seconded by John Barclay

Be it resolved that:

The following consent agenda items be approved as presented:

- Minutes of Previous Meetings;
- Waiving of Fees Report - Knights of Columbus;
- Waiving of Rental Fees - Kemptville Quilter's Guild; and,
- Advisory Committee Minutes.

CARRIED AS AMENDED

1. Minutes of Previous Meeting (See Item J.)

C-2025-036

Moved by Kristin Strackerjan

Seconded by John Barclay

THAT the following meeting minutes of Council be adopted as presented:

- Special Meeting Minutes - December 2, 2024;
- Special Meeting Minutes - December 4, 2024;
- Special Meeting Minutes - January 7, 2025;
- Special Meeting Minutes - January 14, 2025; and,
- Regular Meeting Minutes - January 28, 2025.

CARRIED

2. Waiving of Fees Report - Knights of Columbus (See Item K.6.2)

C-2025-036

Moved by Kristin Strackerjan

Seconded by John Barclay

THAT Council approve the rental fee waiver request to support the Knights of Columbus, Sweetheart Brunch at the North Grenville Municipal Centre on Sunday, February 9, 2025, in the amount of \$1,271.27.

And THAT Council approve the rental fee waiver request to support Kemptville District Hospital, Hey Day, held at the North Grenville Municipal Centre on Friday, June 6 and Saturday, June 7, 2025, in the amount of \$2,665.11.

CARRIED

4. Waiving of Rental Fees – Kemptville Quilter’s Guild (See Item K.6.4)

C-2025-036

Moved by Kristin Strackerjan

Seconded by John Barclay

THAT Council approve the ice rental fee waiver request to support the Kemptville Quilters' Guild held at the North Grenville Municipal Centre on Saturday March 15, 2025, in the amount of \$138.43, 50% of total fees.

CARRIED

6. Advisory Committee Minutes (See Item L.1)

C-2025-036

Moved by Kristin Strackerjan

Seconded by John Barclay

THAT the following Advisory Committee minutes be accepted by Council for information:

- Housing Advisory Committee - December 5, 2024;
- Mayor's Taskforce on Clean Technology - December 16, 2024;
- Community & Economic Development Advisory Committee - December 2, 2024;
- Agriculture & Rural Affairs Advisory Committee - November 6, 2024;
- Equity, Diversity & Inclusion Advisory Committee - December 12, 2024; and,
- Environmental Action Advisory Committee - November 25, 2024.

CARRIED

3. Kemptville Buskerfest - Pre-Approval of Funds (See Item K.6.3)

Please see agenda item K.6.3 for discussion.

5. Product Care Lighting Agreement (See Item K.8.1)

Please see item K.8.1 for discussion.

J. MINUTES OF PREVIOUS MEETINGS - CONSENT

- 1. Special Meeting Minutes - December 2, 2024**
- 2. Special Meeting Minutes - December 4, 2024**
- 3. Special Meeting Minutes - January 7, 2025**
- 4. Special Meeting Minutes - January 14, 2025**

5. Regular Meeting Minutes - January 28, 2025

K. REPORTS

1. Office of the Chief Administrative Officer

1. Public Complaint & Conduct Policy

Deputy Clerk, Mary Remmig delivered an overview of the report.

Mayor Nancy Peckford expressed concerns regarding Council members' interactions with the public and ensuring Council is notified of during the steps imposing restrictions on the public.

Deputy Mayor John Barclay requested policy with respect to interactions between Council and staff and requested the policies speak to one another.

Municipal Clerk, Chloe Preston confirmed this is covered under separate policy.

Mayor Nancy Peckford advised the Water and Sewer 2025 would be the last staff report discussed with respect to discussion order.

C-2025-036

Moved by John Barclay

Seconded by Kristin Strackerjan

THAT Council approve the Public Complaint and Conduct Policy.

DEFERRED

2. Client Services

3. Corporate Services

4. Emergency and Protective Services

5. Parks, Recreation, and Culture

1. Arena Fixed Seats Update Report

Director of Parks, Recreation and Culture, Mark Guy delivered an overview of the report.

Councillor Kristin Strackerjan expressed preference for the donor application being individual lettering in white based on quality and sheen. She also requested changes to ensure additional cost recovery for the initiative.

Councillor Deb Wilson thought Council should stand by their decision for a \$100 donation per seat.

C-2025-038

Moved by Deb Wilson

Seconded by Kristin Strackerjan

THAT Council pre-approve an additional \$75,000.00 in the 2025 Budget to complete the Arena 1 Fixed Seating Installation Project, for a total project cost estimate of \$135,000.00

CARRIED

2. Waiving of Fees Report - Knights of Columbus - CONSENT

3. Kemptville Buskerfest - Pre-Approval of Funds

Chief Administrative Officer Karen Dunlop spoke to the staff report.

Councillor Kristin Strackerjan expressed support for a deferral pending additional information. She noted that proposed 2035 BIA budget did not take into account the \$20,000 grant from the Municipality.

Deputy Mayor John Barclay supported the deferral on condition more information is received by March 19, 2025, being the date slated for regular budget approval.

C-2025-039

Moved by Kristin Strackerjan

Seconded by John Barclay

THAT Council pre-approve the 2025 Budget for Kemptville Buskerfest in the amount of \$20,000.00.

DEFERRED

4. Waiving of Rental Fees – Kemptville Quilter’s Guild - CONSENT

6. Planning and Development

7. Public Works

1. Product Care Lighting Agreement

Director of Public Works, Mike Finley spoke to the staff report and discussed staff training requirements upon request.

Mayor Nancy Peckford called a recess at 9:33 p.m.

C-2025-040

Moved by Kristin Strackerjan

Seconded by Deb Wilson

THAT Council authorize the Mayor and Director of Public Works, or their designate, to sign an agreement with Product Care Association of Canada to allow for the collection of lighting products at the Oxford Mills Transfer Station.

CARRIED

8. Finance

1. Water and Sewer 2025 Draft Budget

Mayor Nancy Peckford called the meeting back to session at 9:48 p.m.

Mayor Nancy Peckford suggested, based on time, that Council receive the report and reserve questions for discussion deferred to the February 10, 2025 special meeting.

C-2025-041

Moved by John Barclay

Seconded by Deb Wilson

THAT Council receive the 2025 operating and capital budgets for the water and wastewater division;

AND THAT council direct staff to return the budget for deliberation and adoption at the next available opportunity.

CARRIED AS AMENDED

L. CORRESPONDENCE

1. Advisory Committee Meeting Minutes - CONSENT

- 1. **Housing Advisory Committee - December 5, 2024**
- 2. **Mayor's Taskforce on Clean Technology - December 16, 2024**
- 3. **Community & Economic Development Advisory Committee - December 2, 2024**

4. **Health, Wellness, Fitness & Active Transportation Advisory Committee - December 10, 2024**
5. **Agriculture & Rural Affairs Advisory Committee - November 6, 2024**
6. **Equity, Diversity & Inclusion Advisory Committee - December 12, 2024**
7. **Environmental Action Advisory Committee - November 25, 2024**

M. OTHER BUSINESS

N. NOTICE OF MOTIONS

1. Nation Valley ATV Club Application to United Counties of Leeds and Grenville

Deputy Mayor Barclay read aloud the proposed Notice of Motion to be deliberated on at a future meeting of Council:

WHEREAS the Nation Valley ATV Club has requested that the United Counties of Leeds and Grenville permit ATV traffic on two specific sections of County Road 20 within North Grenville;

AND WHEREAS ATV traffic is permitted on various sections of other county roads as set out in By-Law 15-50 ,as amended, of the United Counties of Leeds and Grenville;

AND WHEREAS ATV traffic is permitted on municipal roads within North Grenville as set forth in By-Law 58-18, as amended, being a by-law to regulate the operation of off-road vehicles on municipal roads;

AND WHEREAS the Nation Valley ATV Club's request is in line with the municipal and county goals to enhance connectivity for trail users while also maintaining safety for all road users;

NOW THEREFORE be it resolved that the Municipality of North Grenville supports the Nation Valley ATV Club application to the United Counties of Leeds and Grenville to permit ATV traffic on two specific sections of County Road 20 within the Municipality of North Grenville;

AND THAT Council authorize the Mayor to sign and deliver the attached Letter of Support to the United Counties of Leeds and Grenville.

O. INTRODUCTION & CONSIDERATION OF BY-LAWS

P. PERIOD FOR QUESTIONS FROM THE PUBLIC & MEDIA RELATING TO AGENDA ITEMS

None.

Q. CLOSE OF MEETING

1. Confirmation By-Law

C-2025-042

Moved by Deb Wilson

Seconded by Kristin Strackerjan

Be it resolved that:

By-Law 10-25 to confirm the proceedings of Council at its regular meeting held on February 4, 2025 be adopted and passed.

CARRIED

2. Resolution to Adjourn

C-2025-043

Moved by John Barclay

Seconded by Deb Wilson

Be it resolved that:

this regular meeting of Council adjourn at 10:25 p.m.

CARRIED



Municipality of North Grenville

To: **Council**

Meeting Date: February 12, 2025

Subject: Procedure By-law – First Reading

Report No: CAO-2025-005

Prepared by: Chloe Preston, Municipal Clerk
Mary Remmig, Deputy Clerk

Recommendation(s)

THAT Council conduct a first reading of Procedure By-Law 16-25.

Executive Summary

Purpose

- To prepare Council for the adoption of a new Procedure By-law
- To facilitate the first reading of the By-law

Key Findings

- The new draft Procedure By-law was presented to Council on January 15, 2025
- Council received Staff Report #CAO-2025-002 (attached) for information purposes at the time the draft was presented and directed staff to report back and provide a subsequent By-law for future consideration
- Council was provided the opportunity to provide feedback during their meeting and to submit feedback to the Clerk's office by email. The Clerk's office has not received any further feedback following the January 15, 2025 presentation

Financial Implications

- There are no direct financial implications of this report or the related By-law

Background/Analysis

The Clerk’s office has prepared By-Law 16-25 with the intent of Council conducting a first reading of the By-law. The Clerk’s office has scheduled the second reading of the By-Law for the March 4, 2025 meeting and the third and final reading of the By-law for the March 25, 2025 meeting. Upon which the By-law will be in full force in effect. Minor amendments may continue to be made during the reading(s) of the By-law upon direction from Council.

Since presenting the new draft By-law on January 15, 2025 the following minor amendments have been made to the By-law:

- Subsection 4.11.1 – Language added to permit a fully virtual meeting in the event of a bona fide emergency;
- Subsection 4.13.5 – number of hours required for notice to the Clerk’s office for participating in a meeting electronically has been reduced from 24-hours to 6-hours notice to accommodate unprecedented circumstance. Discretion may be used to administer this section in the event of an emergency;
- Subsection 4.14.1 – Reduced from 30 minutes to 15 minutes for time to wait for quorum to arrive;
- Subsection 7.2.7 – modified the reference to ad hoc and special Committees to state Committee of Council and clarify that the subsection references the requirements for a motion of Council to establish a Committee of Council;
- Section 8.1 – reference to both the Mayor and Deputy Mayor sitting on County Council was included in error. Section has been modified to reference only the Mayor;
- Section 10.1 – Opening Remarks have been added to the general Order of Business following the Land Acknowledgment;
- Section 10.4 – This is a new Section added as an explanatory/regulating note for Opening Remarks; and,
- Subsection 10.13.1 – amended to give the Clerk discretion on the order in which Staff reports to be delivered to Council to help with agenda balancing.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #2 - A Strong, Connected, and Vibrant Community
Goal	Goal #2.1 - Strengthen Community Engagement
Key Action	Action #2.1.1 - Foster engagement and partnerships among community organizations and leverage benefits of partner organizations, including on organizing events, arts and culture, and improving face-to-face and digital town halls etc.

Options and Discussion

1. Approve the recommendation (Recommended)
2. Do not approve the recommendation (Not recommended)

The in-effect Procedure By-law is out of date and does not reflect Council’s current practices. The By-law must be kept up to date to ensure legislative compliance and commitment to transparency.

Financial Impact

This item has been identified in the current budget: Yes No **N/A**

This item is within the budgeted amount: Yes No **N/A**

Staffing implications, as they relate to implementing Council’s decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

Internal/External Consultation

Extensive research of other municipal procedures was undertaken to prepare this draft by-law. The Municipal Solicitor was also consulted and provided feedback to ensure legislative compliance. Council was consulted on the draft by-law on January 15, 2025 and was given the opportunity to provide feedback in writing to the Clerk’s office before the preparation of this report.

Communications

Council’s direction will facilitate any minor amendments to the by-law and facilitate Council’s second reading of the By-law on March 4, 2025.

Attachments

- Staff Report CAO-2025-002 – New Procedure By-law First Draft (Dated January 15, 2025)
- By-Law 16-25



Municipality of North Grenville

To: **Council**

Meeting Date: January 15, 2025

Subject: Draft Procedure By-Law - CAO-2025-002.docx

Report No: CAO-2025-002

Prepared by: Chloe Preston, Municipal Clerk
Mary Remmig, Deputy Clerk

Recommendation(s)

THAT Council receive Report CAO-2025-002 and draft Procedure By-law for information purposes; AND

THAT Council direct staff on changes to the draft Procedural By-law and to report back and provide a subsequent draft Procedure By-law for future consideration.

Executive Summary

Purpose

- To provide Council with a new draft procedure by-law for consideration and comment
- To allow Council the opportunity to review, comment and provide feedback on the draft procedural by-law before enactment

Key Findings

- Every municipality in Ontario is required to have a procedure by-law as set out under the *Municipal Act, 2001*
- The Municipality of North Grenville hasn't reviewed or updated the procedure by-law since 2019, other than a temporary amendments during the COVID-19 pandemic to facilitate electronic meetings as permitted by the province.

- It is recommended that, with each term of Council and part-way through the term, the procedure by-law be examined to ensure it reflects the operations and/or desired rules of procedure to govern meetings
- The current procedure by-law does not reflect the current practices and processes in North Grenville. An update is required to ensure the current practices of the Municipality are reflected. The draft procedure by-law is provided as a first draft for Council’s consideration, feedback and direction.

Financial Implications

- There are no direct financial implications of this report or the related by-law

Background/Analysis

The draft Procedure By-law has been prepared in accordance with the *Municipal Act, 2001*, which mandates that all municipalities adopt a By-law to govern the calling, place, and proceedings of meetings.

The draft by-law is intended to replace the current Procedure By-law No. 4-19, as amended, which is out of date and no longer adequately reflects the current operations, practices, and legislative requirements of Council. The current by-law has not been reviewed or amended since the temporary amendments during COVID-19 to permit for electronic meetings.

Updating the by-law ensures alignment with modern governance standards and the municipality's operational needs.

The intention of this draft is to seek Council’s feedback and comments to return back with a draft that reflects the desires of Council for their procedure and processes. This guiding document will lead the remaining half of Council’s term for meetings.

Relevance to Strategic Priorities

Strategic Pillar	2	A Strong, Connected, and Vibrant Community
Goal	2.1	Strengthen Community Engagement
Key Action	2.1.1	Foster engagement and partnerships among community organizations and leverage benefits of partner organizations, including on organizing events, art and culture, and improving face-to-face and digital town halls etc.

Options and Discussion

1. Approve the recommendation - Recommended
2. Do not approve the recommendation
This is not recommended as the current procedure by-law is out of date and is not reflective of Council’s current practices. Council sets the by-law that governs their

activities for meetings and it should be kept up to date to ensure legislative compliance and commitment to transparency.

Financial Impact

This item has been identified in the current budget: Yes No **N/A**

This item is within the budgeted amount: Yes No **N/A**

Staffing implications, as they relate to implementing Council’s decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

Internal/External Consultation

Extensive research of other municipal procedures was undertaken to prepare this draft by-law. The Municipal Solicitor was also consulted and provided feedback to ensure legislative compliance.

Communications

Communication of Council’s direction will be brought back to the Clerk’s Division for further research and consideration of a subsequent draft by-law. A second draft will be presented for Council’s consideration at a future meeting date.

Attachments

- Draft Procedure By-Law
- Current Procedure By-Law 4-19, as amended

**THE CORPORATION OF
THE MUNICIPALITY OF NORTH GRENVILLE**

BY-LAW NO. 16-25

*Being a By-law of the Corporation of the Municipality of North Grenville to
Regulate Proceedings of Council and its Local Boards and Committees*

WHEREAS the *Municipal Act, 2001*, c. 25 S. 5 (1) provides that the powers of a Municipal Corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 S. 5 (3) provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the *Municipal Act, 2001*, c. 25, S. 238 (2) requires every Municipality and Local Board to pass a procedure By-law for governing the calling, place and proceedings of Meetings;

AND WHEREAS Council of the Corporation of the Municipality of North Grenville deems it necessary to set rules and regulations with regard to Council proceedings.

NOW THEREFORE the Council of the Corporation of the Municipality of North Grenville enacts as follows:

- 1.0** That the rules and regulations contained in this By-law as set out in Schedule "A" and Schedule "B", attached hereto and forming part of this By-law, shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and Committees thereof. The Clerk shall assure that a copy of this By-law is available at every Council Meeting.
- 2.0** This By-law shall come into force and effect on the date of passing.
- 3.0** That By-law 4-19, as amended, is hereby repealed.

Read a first time on this 12th day of February, 2025.

Read a second time on this _____ day of _____, 2025.

Read a third time and passed on this _____ day of _____, 2025.

MAYOR

CLERK

DRAFT

“Schedule A” – By-law No. 16-25

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Contents of Appendix

1.0 DEFINITIONS

“Municipal Act” shall mean *the Municipal Act 2001, S.O. 2001, c.25, as amended*.

“Acting Head of Council” shall mean the Deputy Mayor as per Section 5.4 of this By-law, or another Member designated by Council as per Section 5.5 of this By-law, in accordance with Section 226 of the Municipal Act.

“Alternate Member of County Council” shall mean a Member appointed by Council to attend and contribute to County Council when one of the County Council representatives is unable to attend a Meeting.

“By-law” shall mean a By-law enacted by Council to exercise a power provided by legislation. It is the most formal document used for complex and legal matters providing authority and direction for the corporation to act on its own affairs.

“CAO” shall mean the Chief Administrative Officer of the Corporation of the Municipality of North Grenville as duly appointed by Council.

“Clerk” shall mean the Clerk of the Corporation of the Municipality of North Grenville, or designate, as duly appointed by Council.

“Closed Session” shall mean a Meeting or part thereof that is closed to the public in accordance with Section 239 of the Municipal Act.

“Committee” shall mean any advisory or other Committee, subcommittee or similar entity composed of Members appointed by Council resolution.

“Consent Agenda” means a component of a Meeting agenda that enables Council to group routine items and motions under one resolution to enact and is a single item that encompasses all the things Council may approve with little comment at a Council Meeting..

“Council” means the Council of The Corporation of The Municipality of North Grenville.

“County Council” shall mean Council of the United Counties of Leeds Grenville.

“Deputation” means a maximum of three persons, who wish to provide information to Council/Committee(s) of Council on a particular subject matter.

“Electronic Participation” shall mean to participate in a Meeting remotely via electronic means (e.g. video or audio teleconference) while having the same rights and responsibilities as if in physical attendance.

“Emergency” means a situation or an impending situation that constitutes a danger

of significant impact that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether, intentional or otherwise.

"Head of Council" shall mean the Mayor.

"Local Board" shall be as defined by the Municipal Act.

"Materially Advances" shall mean to substantially, measurably or identifiably advance a matter/issue or contribute meaningfully to the discussion or debate of such matter/issue.

"Meeting" shall mean any regular, special, or other Meeting of Council, of a Local Board or of a Committee of Council or Local Board, where:

- A Quorum of Members is present, and,
- Members discuss or otherwise deal with any matter in a way that Materially Advances the business or decision making of the Council, Local Board or Committee.

"Member" shall mean a Member, Local Board or of a Committee of Council and includes the Head of Council or Chairperson.

"Pecuniary Interest" means a *Pecuniary Interest*, direct or indirect, in any matter within the meaning of the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

"Presiding Officer" is the person presiding over the Meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceedings of Council, Local Boards or Committees.

"Quorum" shall be as defined under Section 237 of the Municipal Act.

"Rules of Procedure" shall mean the provisions contained in this By-law.

2.0 GENERAL INTENT

The rules and regulations contained in this By-law shall be observed and applied in all proceedings of Council and shall be the rules and regulations for the order and dispatch of business at Meetings of Council and any Local Boards or Committees thereof.

Where a matter being considered by Council arises that is not covered in this By-law and are not government by the Municipal Act, or other applicable legislation, the latest edition of "Robert's Rules of Order" shall apply.

3.0 ROLES AND RESPONSIBILITIES

- 3.1. The roles and responsibilities of Council shall be as set out in Section 224 of the Municipal Act
- 3.2. The role and responsibilities of the Head of Council shall be as set out in Section 225 of the Municipal Act.
 - 3.2.1 In addition, the Head of Council shall also act as Chief Executive Officer of the Municipality as set out in Section 226.1 of the Municipal Act.
 - 3.2.2 The Head of Council is also responsible for interpreting this By-law as Presiding Officer with the advice and assistance of the Clerk.
- 3.3. The roles and responsibilities of the CAO shall be in accordance with Section 229 of the Municipal Act.
- 3.4. The roles and responsibilities of the Clerk shall be in accordance with Section 228 of the Municipal Act and as prescribed under another other Act or By-law of the Municipality.
- 3.5. The role and responsibilities of the officers and employees of the municipality shall be in accordance with Section 227 of the Municipal Act.

4.0 COUNCIL MEETINGS

- 4.1 Meetings of Council shall be held in the Council Chambers located at 285 County Road 44, Kemptville, or at such other location designated by Council. All Meetings may be audio and/or visually recorded, broadcasted and/or live streamed publicly by the Municipality, with the exception of closed Meetings.
- 4.2 Regular Council Meetings shall be held in accordance with the Meeting schedule approved by Council in the previous calendar year. A proposed Meeting schedule will be presented to Council for approval by resolution each December (exception during a municipal election year) for the following year.
- 4.3 The schedule approved by Council in accordance with Section 4.2 shall be posted on the Municipal website and the social media platforms determined by the Communications Division. Council reserves the right to dispense or alter the time, day or place of any Meeting with forty-eight (48) hours (not including weekends or holidays) of the Meeting. Any changes shall be posted on the Municipal website and the social media platforms determined by the Communications Division.
- 4.4 The inaugural Meeting of a newly elected Council shall take place following the October election in accordance with Section 230 of the Municipal Act subject to the notice provisions of this By-law. All Members of Council shall take the declaration of office prior to participating in any Meeting of Council.

- 4.5 All regular Meetings of Council will commence at 6:30 p.m. An exception may occur where a public Meeting, Closed Session, or special Meeting precedes a Council Meeting.
- 4.6 No person shall be excluded from attending a Meeting that is open to the public except for improper conduct and/or non-compliance with health and safety regulations and/or policies established by the Municipality.
- 4.7 In the case of special Meetings, notice shall be given as per Section 4.8 or by posting a notice as soon as is practicable after a special Meeting has been scheduled.
- 4.8 The CAO or Clerk, in consultation with the Mayor, have the authority to schedule or cancel any regular Meeting provided notification has been given at a prior Meeting or within forty-eight (48) hours (not including weekends or holidays) of the Meeting.
- 4.8.1. Notice of a new Meeting shall be sent by electronic transmission to all Members, municipal staff and guests scheduled to attend and be posted to the Municipal website and social media platforms determined by the Communications Division.
- 4.8.2. Notice of a cancellation shall be sent by electronic transmission to all recipients on the agenda distribution list, be posted to the Municipal website and on social media platforms determined by the Communications Division.
- 4.9 The CAO or Clerk, in consultation with the Mayor, have the authority to cancel any Meeting of Council due to inclement weather conditions. Notice of cancellation shall be posted on the main entrance and other public access areas of the municipal office located at 285 County Road 44, Kemptville, on the Municipal website and social media platforms determined by the Communications Division.
- 4.10 At a Meeting, should a break be required for any purpose, a Motion to recess shall be brought forward and shall set a time (ex. recess for 5 minutes) or state “until called to order by the Chair”, the chair being the Presiding Officer.

4.11 SPECIAL & EMERGENCY MEETINGS

- 4.11.1 In accordance with Section 240 (a) of the Municipal Act the Mayor may at any time call a special Meeting of Council in accordance with the provisions of this By-law. The special Meeting shall be held on the date, time and location as designated for this purpose by the Mayor.

- 4.11.2 In accordance with Section 240 (b) of the Municipal Act the Clerk shall call a Meeting upon receipt of a petition from the majority of the Members of Council for the purpose and at the time and place mentioned in the petition.
- 4.11.3 Notice of Meetings of Council, whether regular Meetings, special Meetings, Closed Sessions or otherwise, shall be given in accordance with Section 4.8 of this By-law. The only business to be dealt with at a special Meeting is that which is listed in the notice of the Meeting.
- 4.11.4 Notwithstanding the notice requirement set out in Section 4.8, the Mayor may, in the event of a bona fide Emergency as herein defined, call a Meeting of Council without notice of the Meeting, provided that the Clerk has diligently attempted to advise all Members and the public immediately upon the decision to hold an Emergency Meeting. The only business to be dealt with at the Meeting shall be respecting that Emergency. The Meeting may be held at public offices, kept at any convenient location within or outside the Municipality or host virtually. The Clerk or designate shall make their best efforts to provide as much notice as is reasonable under the circumstances.
- 4.11.5 The Clerk may prepare and use a shortened agenda for special Meetings, Emergency Meetings and Closed Sessions.

4.12 CLOSED SESSION IN-CAMERA MEETINGS

- 4.12.1 All Meetings shall be open to the public except as provided in Section 239 of the Municipal Act, or another Act as applicable.
- 4.12.2 Before all or part of a Meeting is closed to the public:
- i. Council shall state by resolution the fact of the holding of the Closed Session, the subsection of the applicable Act in which the Closed Session qualifies, and the general nature of the matter to be considered during the Closed Session;
 - ii. The Clerk shall have the Closed Meeting agenda prepared, identifying the subject and qualifying subsection in accordance with the Act, under which each matter is to be considered in the Closed Session. The agenda will be distributed at the Meeting to all Members in attendance; and,
 - iii. The Clerk shall record without note or comment all procedural matters, directions or instructions at a Closed Session. Minutes shall be circulated by the Clerk at the following Closed Session for adoption.

- 4.12.3 A Meeting shall not be closed to the public during the taking of a vote with, the exception of the following:
- i. The Meeting is closed to the public and is a Closed Session in accordance with The Municipal Act or other applicable Act; and,
 - ii. The vote is for a procedural matter or for giving directions or instructions to officers, staff or agents of the Municipality, Local Board, Committee or persons retained by or under contract with the Municipality or Local Board.
- 4.12.4 Council, a Local Board or Committee may invite any person deemed appropriate a the Closed Session of the Meeting for a specific item of business, or as specifically outlined in the Municipal Act.
- 4.12.5 Members, staff and invited guests shall keep confidential any information:
- i. Disclosed or discussed at a Closed Session. The obligation to keep information confidential applies even if the Member ceases to be a Member; and,
 - ii. Received in confidence verbally in preparation of the Closed Session Meeting.
- 4.12.6 Discussion during a Closed Session shall be limited to that stated by the resolution passed prior to holding the Closed Session. Additional items require a resolution of Council in open session prior to holding the Closed Session to discuss the items.
- 4.12.7 All reasonable efforts shall be made to ensure that the Closed Session minutes are kept in a secure and confidential location under the control of the Clerk. These minutes shall only be open to those in attendance at the Meeting, to others approved by Council, or as legislated.
- 4.12.8 All documents handed out during a Closed Session shall be returned to the Clerk following the Closed Session. Once the Closed Session has ended, the Members shall return to open session by way of resolution recording the time of return.
- 4.12.9 A Member declaring a Pecuniary Interest in a Closed Session item, must be absent for that portion of the Closed Session in which the interest was declared.
- 4.12.10 If, an investigation of a Closed Session is completed, the investigator's report will be considered by Council in the open Meeting and a resolution will be passed to address recommendations resulting from the

investigation.

4.13 ELECTRONIC MEETINGS AND PARTICIPATION

- 4.13.1 Electronic Meetings may be held at any time. If during an electronic Meeting the public is not able to attend and/or observe the electronic Meeting due to an Emergency and/or health and safety regulations and/or policies, and the Meeting cannot be recorded, broadcasted or livestreamed, the Meeting will adjourn and be re-scheduled. Notice of the re-scheduled Meeting shall be posted in accordance with the notice requirements of Section 4.8.
- 4.13.2 Members may opt for Electronic Participation in both open Meetings and Closed Sessions. Members shall be responsible to take all reasonable measures to ensure security and confidentiality during a Closed Session during their Electronic Participation.
- 4.13.3 During Electronic Participation the Member shall vote with a show of their physical hand, provided all Members of Council can be seen by each other and seen on the recording, broadcast or livestream during a vote. Alternatively, each Member shall announce their vote verbally when called.
- 4.13.4 Regular Meeting rules apply when a recorded vote is called during Electronic Participation.
- 4.13.5 Members who wish to participate in a Meeting electronically shall provide the Clerk a minimum of six (6) hours' notice.
- 4.13.6 During a declared Emergency, Local Boards and Committees may meet by way of electronic Meeting at the discretion and direction of Council.

4.14 QUORUM AND ATTENDANCE

- 4.14.1 If no Quorum is present one-quarter hour (15 minutes) after the scheduled Meeting time, the Presiding Officer shall notify the public and those in attendance verbally, the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next regular Meeting.
- 4.14.2 Meetings shall be limited to a duration of 3.5 hours. Any extension shall be determined by a majority vote of the Members present.

5.0 CONDUCT AND PROCEEDINGS OF MEETINGS

- 5.1. Members are responsible for being prepared for every Meeting by reviewing all the material supplied including agendas and staff reports to facilitate discussion and the determination of action at the Meeting.
- 5.2. Members are encouraged to submit questions and inquiries to staff regarding the materials supplied in advance of the Meeting. Questions and inquiries that are not submitted in advance may not have a response at the time of the Meeting.
- 5.3. Members shall have regard for their roles and responsibilities in accordance with the Municipal Act, any other Act as applicable and this By-law during discussions at the Meeting.
- 5.4. The Mayor shall preside at all Meetings of Council. However, subject to the provisions of the Municipal Act, in case the Head of Council does not attend within fifteen (15) minutes after the time appointed for a Meeting of Council and a Quorum is present, the Deputy Mayor shall preside until the arrival of the Head of Council and shall have all the powers of the Head of Council for the purpose of presiding at a Meeting in the absence of the Head of Council.
- 5.5. Notwithstanding Section 5.4, in the absence of both the Mayor and the Deputy Mayor at a Meeting of Council, an Acting Head of Council shall be appointed from the Quorum of Members present and they shall preside until the arrival of the Head of Council or Deputy Mayor and shall have all the powers of the Head of Council for the purpose of presiding at a Meeting in the absence of the Head of Council or Deputy Mayor.
- 5.6. It shall be the duty of the Head of Council, Acting Head of Council or Presiding Officer:
 - 5.6.1. To open the Meeting of Council by taking the chair and calling the Members to order;
 - 5.6.2. To announce the business before Council in the order in which it is to be decided upon;
 - 5.6.3. To receive and submit, in the proper manner, all motions presented to or by Members;
 - 5.6.4. To put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
 - 5.6.5. To decline to put to vote motions which infringe the Rules of Procedure;

- 5.6.6. To restrain Members, within the Rules of Procedure and order, when engaged in debate;
- 5.6.7. To enforce, on all occasions, the observance of order and decorum among Members;
- 5.6.8. To call, by name, any Member persisting in breach of the rules or procedure or order thereby ordering the Member to vacate the Meeting location;
- 5.6.9. To receive all messages and other communications and announce them during the Meeting, as applicable;
- 5.6.10. To authenticate, by their signature, all By-laws and resolutions of Council, Local Board or Committee;
- 5.6.11. To inform Council, when necessary or when referred to for the purpose, on a point of order or usage;
- 5.6.12. To represent and support Council, declaring its will, and implicitly obeying its decisions in all things;
- 5.6.13. To ensure that the decisions are in conformity with the legislation, Municipal By-laws, purpose and/or mandate applied to Council, a Local Board or Committee;
- 5.6.14. To adjourn the Meeting, without question, in the case of grave disorder arising during the Meeting;
- 5.6.15. To order any Member, individual or group in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order an Member, individual or group to vacate the Meeting location where such behaviour persists; and,
- 5.6.16. To require all Members, individuals or attendees to disclose the use of any recording devices prior to the start of any Meeting.

5.7 Conduct of Members, Municipal staff, Guests and Attendees

- 5.7.1. A Member who desires to speak on any motion shall, upon recognition of the motion, respectfully address comments through the Presiding Officer. Discussions shall be confined to the subject matter as listed on the agenda and as applicable to the staff report and supporting documentation.

- 5.8. No Member, municipal staff or guest invited to address Council shall:
- 5.8.1. Use offensive words of unparliamentary language in or against any Member, Municipal Staff, guest invited to address Council, or attendee;
 - 5.8.2. Speak disrespectfully of the reigning sovereign, any of the Royal Family, of the Governor General, the Lieutenant Governor, any Province, or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario;
 - 5.8.3. Use their own recording, broadcasting and/or live streaming devices without notifying and obtaining permission from the Presiding Officer and Clerk in advance of the Meeting.
 - 5.8.4. Disturb Members, Municipal staff, guests invited to address Council by any disorderly conduct disconcerting to the speaker or the assembly;
 - 5.8.5. Speak on any subject other than the subject in debate;
 - 5.8.6. Criticize any decision of the Members except for the purpose of a Member moving that the motion be reconsidered;
 - 5.8.7. Disobey the Rules of Procedure and order or a decision of the Presiding Officer or of Council, motions of order or practice, or upon the interpretation of the rules of Council;
 - 5.8.8. Retake their seat after being ordered to vacate by the Presiding Officer, having committed a breach of any Rules of Procedure or order, until the next Meeting and after making an apology to Members;
 - 5.8.9. Interrupt a Member who has the floor, except to raise a point of order;
 - 5.8.10. No person, except Members of Council, shall approach Council or speak to Council without having registered as a Deputation or guest to speak to Council and being called upon by the Presiding Officer or without having permission from the Presiding Officer to approach Council during the Questions from the Public & Media portion of the agenda in accordance with Section 10.18; and,
 - 5.8.11. When the Presiding Officer is putting the motion forward no Member shall make a disturbance.

6.0 RULES OF DEBATE

- 6.1 Every Member, prior to speaking, shall be recognized by the Presiding Officer. Every Member present at a Meeting when a question is put, shall vote thereon unless prohibited by statute.
- 6.2 When the Presiding Officer calls for the vote on a question, each Member shall occupy their seat and shall remain in their place until the result of the vote has been declared by the Presiding Officer, and during such time no Member shall speak to any other Member or make any disturbance. Without limiting the generality of the foregoing, no Member shall communicate with any other Member during a debate or vote, by electronic means or otherwise, or receive communications from any other person.
- 6.3 When a Member is speaking, no other Member shall pass between them and the Presiding Officer or interrupt them except to raise a point of order.
- 6.4 Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 6.5 Unless otherwise authorized by the Presiding Officer, all Members of Council, Municipal staff and guests invited to address Members shall address Members "Through the Chair" and only when recognized by the Presiding Officer, do so.
- 6.6 When two (2) or more Members seek to address Council, the Presiding Officer shall identify the Member who may speak first.

6.7 POINTS OF ORDER AND PRIVILEGES

- 6.7.1 The Presiding Officer shall preserve order and decide questions of order.
- 6.7.2 A Member who directs a request to the Presiding Officer or through the Presiding Officer to another Member or to Municipal staff, for information relevant to the business at hand shall raise a "Point of Information".
- 6.7.3 A Member who desires to call attention to a violation of the Rules of Procedure shall raise a "Point of Order".
- 6.7.4 A Member who desires to call attention to acts that a Member considers a breach of the Procedural By-law or Code of Conduct as they relate to conduct disparaging of Municipal staff, a guest or the public or raising a question of their integrity or the integrity of Council, a Member shall raise a "Point of Privilege".

- 6.7.5 Except when another Member is speaking, except in the case of Section 6.3, a Member may raise a point of order, point of information or point of privilege in respect of a matter under consideration by Council at any time prior to the Presiding Officer calling a vote on the matter, but at no time thereafter. When the Presiding Officer has granted leave, the Member shall state the point of order, point of information or point of privilege with a concise explanation and shall follow the decision of the Presiding Officer. A speaker in possession of the floor when a point of order, a point of information or point of privilege is raised shall have the right to the floor when the debate resumes.
- 6.7.6 A Member called to order by the Presiding Officer shall immediately remain in their seat until the point is dealt with and shall not speak again without the permission of the Presiding Officer unless to appeal the ruling of the Presiding Officer.
- 6.7.7 The decision of the Presiding Officer when ruling on a point of order point of information or point of privilege is final, subject to an immediate appeal.
- 6.7.8 If the decision is appealed, the Presiding Officer shall give concise reasons for the ruling and, if so appealed to, the Presiding Officer shall call a vote without debate, on the following question: "Shall the Chair be sustained?". The decision of Members shall not be appealed.

7.0 COMMITTEES OF COUNCIL – GENERAL RULES

- 7.1 The Mayor shall, ex officio, be a Member of all Committees of Council and be entitled to vote at all Meetings thereof. Any other Members of Council may attend any Meetings of Committees and may, with the consent of the Committee, take part in the discussion, but shall not be entitled to vote.
- 7.2 The general duties of a Committees shall be as follows:
 - 7.2.1 The mandate, purpose, term, Membership, minimum number of Meetings and assigned support staff shall be as stipulated in the By-law or resolution establishing that Committee;
 - 7.2.2 Insofar as possible, the Rules of Procedure for the Committees shall be the same as those set out for the Council, it being understood that Committees act in an advisory capacity only and that, unless decision making authority has been delegated by Council, motions presented and resolutions passed at the Committee level shall be deemed proposals and recommendations to Council respectively.

- 7.2.3 Committees shall report to Council from time-to-time, as often as the interests of the Municipality may require. All matters connected with the duties imposed the Committee in accordance with subsection 7.2.1 respectively and to recommend such action by Council in relation thereto as may be deemed necessary. All Committee recommendations shall be referred to Council, with or without an accompanying staff report;
- 7.2.4 Committees shall consider and report upon all matters referred to them by Council and adhere strictly in the transaction of all business to the Rules of Procedure and rule prescribed by the By-laws of Council, including that imposed in accordance with subsection 7.2.1;
- 7.2.5 Each Committee shall, at its first Meeting, fix a day of the month and hour for regular Meetings and shall elect two (2) co-chairpersons who shall rotate acting as Presiding Officer at all Meetings of the Committee. One (1) elected co-chairperson must be a Member of Council as appointed to the Committee by Council;
- 7.2.6 Members of Council may recommend, at any time, the establishment of a special Committee or ad hoc Committee to study, evaluate, negotiate, investigate, prepare a special report, or make recommendations for the resolution of a specific matter or issue;
- 7.2.7 A motion of Council to establish a Committee of Council shall contain:
- i. the general nature of the issue or issues the Committee is directed to study, evaluate, negotiate, prepare a special report or make recommendations;
 - ii. the persons appointed to the Committee; and,
 - iii. shall direct staff to prepare a By-law in accordance with subsection 7.2.1.
- 7.2.8 A Committee of Council shall be automatically dissolved once its work is complete and recommendations have been reported to Council, upon the dissolution by Council of such Committee, or at the end of the term of Council.

8.0 County Council

- 8.1 The Mayor shall be a Member of County Council upon:
- 8.1.1 Certification from the Clerk; and,
 - 8.1.2 Taking the declaration of office for the position.

8.2 An Alternate Member of County Council shall exercise all the rights of a Member of County Council solely for the Meeting so attended, with the exception of the Head of County Council. A Member shall become an alternate Member upon:

8.2.1 Being chosen by a vote of Members of Council;

8.2.2 Certification from the Clerk; and

8.2.3 Taking the declaration of office for the position.

9.0 VACANCIES AND ATTENDANCE

9.1 Subject to the Municipal Act, if the office of a Member of a Municipality becomes vacant if the Member,

9.1.1 Becomes disqualified from holding the office of a Member under Section 256, 257 or 258;

9.1.2 Fails to make the declaration of office before the deadline in Section 232;

9.1.3 Is absent from the Meetings of Council for ninety (90) days without being authorized to do so by a resolution of Council, the Local Board or Committee;

9.1.4 Resigns from their office and/or the resignation is effective under Section 260;

9.1.5 Is appointed or elected to fill any vacancy in any other office on the same Municipal Council;

9.1.6 Has their office declared vacant in any judicial proceeding;

9.1.7 Forfeits their office under the Municipal Act or any other Act; or

9.1.8 Dies, whether before or after accepting office and making the prescribed declarations.

9.2 A Member may resign from office by notice in writing filed with the Clerk.

9.3 If a vacancy occurs in the office of a Member of Council, Council shall fill the vacancy by,

9.3.1 Appointing a person who has consented to accept the office if appointed; or,

- 9.3.2 Holding a by-election to fill the vacancy in accordance with the Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched., as amended; or,
 - 9.3.3 Appointing the non-elected candidate who, during the last municipal election, obtained the second most votes after the candidate whose seat is declared vacant, to fill the vacancy.
- 9.4 A Member is permitted to be absent from Meetings for 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of the Member's child or adoption of a child by the Member.

10.0 ORDER OF BUSINESS AND GENERAL RULES

- 10.1 Prior to each Meeting the Clerk shall set the agenda. The Clerk shall prepare, for the use of the Members at Meetings, an agenda under the following headings, as required, subject to reorder and/or removal of non-applicable items, at the discretion of the Clerk:
- i. Call to Order
 - ii. Land Acknowledgement
 - iii. Opening Remarks
 - iv. Adoption of Agenda
 - v. Declarations of Pecuniary Interest and General Nature Thereof
 - vi. Public Meetings
 - vii. Deputations
 - viii. Consent Agenda
 - ix. Minutes of Previous Meetings
 - x. Closed Session
 - xi. Open Session
 - xii. Reports
 - xiii. Correspondence
 - xiv. Motions and Notices of Motions

- xv. Petitions and Written Communications from the Public
- xvi. Miscellaneous/Unfinished Business
- xvii. Period for Questions from the Media & Public
- xviii. Confirmation By-law
- xix. Adjournment

10.2 Call to Order

- 10.2.1. The Presiding Officer shall call the Members to order as soon after the appointed time of the Meeting if there is a Quorum present.
- 10.2.2. Upon the call to order, all Members of Council, Municipal Staff, guests invited to address Members and attendees shall immediately take their seats.

10.3 Land Acknowledgement

- 10.3.1. The Presiding Officer, or a Member identified by the Presiding Officer, shall deliver the land acknowledgment included in the agenda package.
- 10.3.2. A land acknowledgement shall be read at all Council and Committee Meetings regardless of the size of the Meeting.

10.4 Opening Remarks

At the discretion of the Presiding Officer, opening remarks may be read and/or stated by the Presiding Officer and/or another Member identified by the Presiding Officer to promote the Municipality and/or to address current events related to or occurring within the Municipality.

10.5 Adoption of Agenda

- 10.5.1. After the agenda has been posted, additions and amendments shall only be made to the agenda at the Meeting by successful resolution.
- 10.5.2. Additions to the agenda shall only be made during the Adoption of the Agenda portion of the Meeting.

10.6 Declarations of Pecuniary Interest and General Nature Thereof

- 10.6.1. Prior to a particular matter being addressed, Members of Council shall declare any Pecuniary Interests they may have, and the general nature thereof, in connection with that matter pursuant to the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended. Such Members shall then be precluded from participating in any way regarding the matter in question and may choose to leave the Meeting location during discussion of the matter in question.
- 10.6.2. A Member shall declare a direct or indirect Pecuniary Interest or a conflict of interest by asking to speak during the Meeting upon realizing the interest. Following the Meeting, the Member shall document their declared interest and general nature of the interest using the prescribed form in Appendix 'B' of By-law 16-25 and shall file it with the Clerk.
- 10.6.3. If the declared Pecuniary Interest or conflict of interest is with respect to an item in a Closed Session, in addition to complying with the requirements of subsection 10.6.2, the Member shall forthwith leave the Closed Session, or that part of the Closed Session during which the matter is under consideration.
- 10.6.4. Where the interest of a Member has not been disclosed by reason of a Member's absence from the Meeting, the Member shall disclose the interest at the first subsequent Meeting thereafter in which they are in attendance. Following the Meeting, the Member shall document their declared and general nature of the interest using the prescribed form provided by the Clerk and shall file it with the Clerk.

10.7 Public Meetings

- 10.7.1. Public Meetings shall be scheduled as prescribed for the purpose of Meeting the requirements of an Act, Regulation or By-law.
- 10.7.2. A Public Meeting shall be called by the Clerk as requested by Council or as required under an Act or Regulation. The notice shall clearly state the purpose, date, time and location of the Meeting, and will provide a brief description of the purpose of the Meeting or shall include any information as otherwise prescribed by legislation.

10.8 Deputations and Proclamations

- 10.8.1. Persons wishing to address Council to present information orally on matters of fact or make a request of the Council shall give notice outlining concerns and/or requests to the Clerk by 4:00 p.m. a

minimum of seven (7) days preceding the Council Meeting.

- 10.8.2. Requests in accordance with subsection 10.8.1 shall be in writing and state, in detail, the nature of the matter to be presented and discussed. The request shall include the name, address and telephone number of a spokesperson(s) making to make the presentation.
- 10.8.3. Deputations will be encouraged to discuss matters of concern with the appropriate staff prior to appearing before Council.
- 10.8.4. Each Deputation shall be limited to not more than ten (10) minutes. Extensions to these limits will be at the discretion of the majority of Council.
- 10.8.5. In the event that the subject brought to the Members at a Meeting by a Deputation is also dealt with in any other item listed on the agenda, the Presiding Officer may call for a motion to amend the order of business so that the item may be brought forth at the same time as the consideration of the Deputation item.
- 10.8.6. Upon completion of a presentation by a Deputation, any dialogue between the Members and spokesperson(s) shall be limited to Members asking questions for clarification and to obtain additional, relevant information only. Members shall not enter into debate with the Deputation respecting the presentation.
- 10.8.7. Deputations shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Council, staff, guests or individuals.
- 10.8.8. The Clerk will review Deputation requests with the CAO and Mayor. A Deputation may be denied if:
 - i. The matter is not within the jurisdiction of the municipality or Council;
 - ii. A Deputation on the same matter has been accepted by the same individual during the current term of Council;
 - iii. The Deputation fails to follow established By-laws, policies, procedures, protocols or as prescribed in applicable governing legislation; or,
 - iv. If the matter is operational and has not yet been considered by staff.
- 10.8.9. The number of Deputations per Agenda shall be limited to two (2)

unless otherwise approved by the Head of Council.

- 10.8.10. Where Council received a request for proclamation for a message of importance, interest or benefit to a significant number of citizens within the Municipality, the request shall be brought forward to Council for consideration as a Deputation, applying the Rules of Procedure within Section 10.8.
- 10.8.11. The Clerk will review proclamation requests with the CAO and Mayor. A request for proclamation may be denied if:
- i. The proclamation request is made by an individual or organization which is not within the geographic boundaries of the Municipality;
 - ii. The Clerk and requestor have not agreed on the text of the proclamation;
 - iii. The same proclamation request has been brought forward in the last twelve (12) months;
 - iv. The proclamation causes the municipality to incur expenses relating to advertising and promotion;
 - v. The matter is politically or religiously motivated or represents individual conviction;
 - vi. Campaigns or any events or activities that are contrary to Municipal By-laws or policies;
 - vii. The proclamation espouses discrimination, hatred, violence or racism; or,
 - viii. The matter is related to or intended for profit-making purposes.

10.9 Consent Agenda

- 10.9.1. For the purpose, convenience, or expediting a Meeting of Council, matters of repetitive or routine nature may be included in the Consent Agenda at the discretion of the CAO and Clerk. All such matters of business contained in the Consent Agenda are voted on collectively.
- 10.9.2. A Member may request that an item listed on a Consent Agenda be singled out from the Consent Agenda to allow debate or separate vote. The remaining matters of business contained in the Consent Agenda are voted on collectively.
- 10.9.3. The following procedure shall be applied for the introduction of Consent Agenda items:
- i. The Clerk shall bring one Consent Agenda motion to pass and receive all of the items referred to in subsection 10.9.1;
 - ii. Each item referred to in subsection 10.9.1 shall also require its

- own separate motion; and,
- iii. Where a Member declares a Pecuniary Interest in a matter on the Consent Agenda, that Member shall not participate in the vote or dealings of the Consent Agenda in any way.

- 10.9.4. Any Member who wishes to debate any item(s) set forth in the Consent Agenda motion shall so advise the Presiding Officer, following which:
- i. The item(s) shall be separated from the Consent Agenda motion without question or debate;
 - ii. The motion for the items separated from the Consent Agenda shall be separated as presented in the Consent Agenda and shall be voted and adopted separately;
 - iii. Amendments to the separated item(s) may be proposed during the course of the debate; and
 - iv. Each separated item shall be voted on individually.

10.10 Minutes of Previous Meetings

- 10.10.1. The Clerk shall prepare the minutes of the Meeting with copies available to all Members. The minutes shall record:
- i. the place, date and time of the Meeting;
 - ii. the names of the Presiding Officer, the Members and municipal staff in attendance;
 - iii. In the case of a Public Meeting, the names of the public in attendance;
 - iv. any declarations of Pecuniary Interest;
 - v. the reading, if requested, correction and adoption of the minutes of the prior Meeting(s);
 - vi. each item considered by Council and the decisions of the Meeting,
 - vii. without note or comment; and
 - viii. the results of any Recorded Vote(s).

- 10.10.2. Unless otherwise decided, the minutes of each Meeting shall be submitted to Council for confirmation or amendment at its next Regular Meeting or as soon thereafter as is reasonably practicable.

10.11 Closed Session (Refer to Subsection 4.12)

10.12 Open Session (Refer Section 4)

10.13 Reports

- 10.13.1. Staff Reports will be placed on the agenda in the order determined by the Clerk.

- 10.13.2. Reports are due to the CAO for approval by 12:00 p.m. (noon) on the Wednesday preceding the Meeting
- 10.13.3. If the report is not submitted to the CAO at the timeline stipulated in subsection 10.13.2, the report will be placed on the subsequent Meeting agenda.

10.14 Correspondence

- 10.14.1. Information Items are matters that are principally for the information of Council and may not require action or response from Council. All correspondence items are due to the Clerk by 12:00 p.m. (noon) on the Wednesday preceding the Meeting.
- 10.14.2. Correspondence intended to be presented to Council or a Committee must be legible and must not contain any defamatory allegations, or impertinent or improper information or be vexatious and frivolous in nature. The Clerk may return communications that do not comply with this Section. Correspondence that does not comply, will not be included on the agenda.
- 10.14.3. Communications are generally considered public documents and are therefore subject to the Municipal Freedom of Information and Protection of Privacy Act.
- 10.14.4. Any Member may request that a correspondence item be pulled for discussion at the next Meeting.

10.15 Notices of Motions

- 10.15.1. Any Member who wishes to introduce a motion pertaining to a matter not included in the agenda (other than a routine matter) must do so by a notice of motion.
- 10.15.2. A Notice of motion may be introduced by any Member verbally at a regular Meeting of Council for consideration at a subsequent Meeting or may be given in writing to the Clerk by 4:00 p.m. on the Wednesday preceding the regular Council Meeting for insertion in the agenda and for introduction of the motion.
- 10.15.3. A notice of motion shall not be debated at the Meeting in which it is introduced.
- 10.15.4. Notices of motion shall be listed on the agenda under two (2) categories:

- i. Notice of motion for consideration at this Meeting; and,
- ii. Notice of motion for consideration at a future Meeting of the Council.

10.16 Petitions and Written Communications from the Public

- 10.16.1. Every communication, including a petition, from the public shall be legibly written or printed and shall not contain any obscene, defamatory or improper language, shall be signed by at least one person and filed with the Clerk in accordance with the established policies and procedures of the Municipality.
- 10.16.2. A petition or communication may only be introduced at a Council Meeting with the consent of Council expressed by way of motion.
- 10.16.3. Where Council grants consent in accordance with subsection 10.16.2, the Clerk shall include on the subsequent agenda of Council the correspondence or petition addressed to Members of Council, except if such correspondence is deemed inappropriate by the CAO.
- 10.16.4. Correspondence or a petition addressed to a single Member shall not be distributed.

10.17 Miscellaneous/Unfinished Business

- 10.17.1. Items set out in the agenda which have not been disposed of, shall be included in the unfinished business listing.
- 10.17.2. New items of an urgent nature may be considered under the joint category of miscellaneous/unfinished business if, in the opinion of Council, they require an immediate decision.

10.18 Period for Questions from the Media & Public (Refer to Section 4)

10.19 Confirmation By-law

The proceedings of every Meeting of Council shall be confirmed by By-law, so that every decision, unless required by an Act, Regulation or By-law, of Council at that Meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-law duly enacted.

10.20 Adjournment

- 10.20.1. Notwithstanding subsection 4.14.2, no Meeting of Council shall proceed beyond the hour of 11:00 p.m. All items on an agenda remaining upon the deadline, shall be moved to the next regularly scheduled Meeting.
- 10.20.2. There shall be no updates, questions or discussions once a Meeting has been adjourned.

11.0 MOTIONS

- 11.1. The actions and decisions of Council shall be presented and decided by way of motions or resolutions, duly introduced, seconded, debated and voted upon.
- 11.2. All motions must be formally seconded before they can be considered or be recorded in the minutes.
- 11.3. When a motion is presented to Council in writing, it shall be read, or if it is a motion which may be presented orally, it shall be stated by the Presiding Officer before debate.
- 11.4. All motions may be supported or opposed by the mover and seconder.
- 11.5. A “Principal or Main Motion” is a motion to consider any subject that is brought before Council for its consideration. Principal or main motions yield to Privileged and Subsidiary or Secondary motions.
- 11.6. A “Subsidiary or Secondary Motion” is a motion which affects the disposition of a Principal Motion. Subsidiary or Secondary Motions take precedence over Principal or Main Motions and must be decided before the Principal Motion can be acted upon. Examples include motions to:
 - i. Refer;
 - ii. Amend;
 - iii. Divide;
 - iv. Lay on the table;
 - v. Take from the table; or
 - vi. Postpone indefinitely or to a certain day.
- 11.7. A “Privileged Motion”, due to its importance, takes precedence over all other questions and is not debatable. Examples include motions to:
 - i. Adjourn (or fix a time to adjourn);
 - ii. Questions relating to the rights and privileges of Members.
- 11.8. Motions with respect to the following matters may be introduced orally, without notice and without leave, except as otherwise provided by the Rules of Procedure:
 - vii. A point of order or privilege;

- viii. To move the question to be put; and,
- ix. To adjourn.

- 11.9. There shall never be more than one principal or main motion before Council at one time.
- 11.10. When the motion under consideration contains two or more proposals, the same shall, at the request of any Member, be voted on separately.
- 11.11. The Clerk shall note the date on each motion, along with the results of the vote.
- 11.12. The Presiding Officer, except where said individual is disqualified to vote by reason of interest or otherwise, may vote with the other Members on all questions, and any question on which there is an equality of votes shall be deemed to be negative.
- 11.13. Every Member shall be present in the Meeting location when a question is put to vote thereon unless they are disqualified to vote on the question.
- 11.14. The Presiding Officer shall state the names of the Members moving and seconding the motion and read the motion.
- 11.15. After a motion has been duly moved and seconded, it shall be deemed to be in the possession of Council and it may only be withdrawn before decision or amendment with the permission of Council. A Motion to Withdraw shall be moved and seconded and disposed of prior to any other secondary motion being presented.
- 11.16. If a Member disagrees with the announcement of the results of the vote by the Presiding Officer, they may object immediately to the results and require that a recorded vote be taken.
- 11.17. Voting shall be done by a show of hands unless there has been a request for a recorded vote or unless a recorded vote is required by the *Municipal Act, 2001*. Where a vote is taken for any purpose, a Member may request prior to or immediately subsequent to the taking of the vote, that the vote be recorded.
- 11.18. With respect to recorded votes, during in-person Meetings, the Clerk shall ask those Members in favour to stand and then those Members opposed to stand and shall record the name and vote of every Member. During Electronic Participation or electronic Meetings, the Clerk will call on Council in alphabetical order starting with the Councillors, then the Deputy Mayor and then the Mayor.
- 11.19. No vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

11.20. Proxy voting is not permitted.

11.21. Members shall not speak more than once to the same motion without the consent of the Presiding Officer.

11.22. Reconsideration:

A substantive resolution, By-law or any question or matter that has previously been adopted by Council may be reconsidered by Council subject to the following:

11.22.1. A notice of motion, moved by a Member on the prevailing side, must be introduced according to the procedures for notices of motion;

11.22.2. Such motion must be supported by a majority vote of the Members of the whole Council before the matter to be reconsidered can be debated;

11.22.3. Once a vote to reconsider is passed the matter being reconsidered shall immediately be put on the floor as a resolution as if it had not been voted on previously; and,

11.22.4. A vote to reconsider shall not be considered more than once in any twelve-month period.

11.22.5. A motion to reconsider is prohibited when a motion pertains to a decision of a previous term of Council.

11.22 Motion to Amend

A Motion to Amend shall:

- i. Be presented in writing or verbally;
- ii. Not be further amended more than once provided that further amendment may be made to the main motion;
- iii. Be relevant to the main motion; and,
- iv. Not propose a direct negative to or contradict the main motion.

11.22.1. Only an amendment or a sub-amendment to a question is allowed at the same time. When both have been dealt with, the Presiding Officer may entertain a further amendment or sub-amendment, as the case may be. Amendments shall be voted on in reverse order to their introduction. For greater certainty, the amendment to the amendment must be disposed of before the amendment and the amendment must be voted on before the main motion.

11.22.2. The mover of a motion may, with the consent of the seconder

agree to incorporate a “friendly” amendment into the main motion.

11.23 Motion to Adjourn

The purpose of a Motion to Adjourn is to bring a Council Meeting to an end. A motion to adjourn:

- i. is not in order when a Member is speaking or between the times a vote is called and the results of the vote have been declared;
- ii. may be verbal;
- iii. if resolved in the affirmative, shall cause Council to immediately rise and take no further proceeding until the next Meeting and the time of adjournment shall be noted by the Clerk;
- iv. if resolved in the negative, shall entitle Council to resume its debate to a point immediately prior to the point at which the motion to adjourn was moved; and,
- v. is not debatable.

- 11.23.1. A Motion to Adjourn to a specific time, or to reconvene upon the happening of a specific event, if carried, suspends the Council Meeting to continue at such time or upon the happening of such specified event.

11.23 Motion to Refer

The purpose of a Motion to Refer is to refer a question to a Local Board or Committee. A Motion to Refer:

- i. Need not be presented in writing;
- ii. Shall receive disposition of Council before the main motion;
- iii. Shall state the Committee or municipal staff to which the matter shall be referred;
- iv. Can be amended as to the method of disposition, size of Local Board or Committee or other similar instructions;
- v. Shall preclude all amendments of the main question until it is decided;
- vi. Shall not be debatable except that debate may be permitted on the advisability or propriety of the referring question.

11.24 MOTION TO TABLE

The purpose of a Motion to Table removes the subject from consideration until a vote of Council lifts it from the table. A Motion to Table cannot be debated or amended.

- 11.24.1. A Motion to Table with some condition, opinion, or qualification added to the Motion to Table shall be deemed to be a motion to postpone or defer.

- 11.24.2. Council shall not consider the matter tabled again until a motion has been made to take up the tabled matter at the same or subsequent Council Meeting, or until such time as is identified in the Motion to Table.
- 11.24.3. A motion to take up a tabled matter is not subject to debate or amendment.
- 11.24.4. A motion that has been tabled at a previous Council Meeting cannot be lifted off the table unless notice is given in accordance with the notice of motion procedures.
- 11.24.5. A motion that has been tabled and not taken from the table for six (6) months is deemed to be withdrawn and cannot be taken from the table.

11.25 MOTION TO POSTPONE OR DEFER

- 11.25.1. The purpose of a Motion to Postpone or Defer is to have a matter postponed or deferred to a definite date.
- 11.25.2. A Motion to Postpone or Defer indefinitely shall be treated as a Motion to Table.

11.26 THE QUESTION BE NOW PUT

The purpose of a motion "That the Question Be Now Put" is to close debate and bring Council to a vote on a pending question. A motion "That the Question Be Now Put";

- i. Is not debatable;
 - ii. Cannot be amended;
 - iii. Cannot be moved when there is an amendment under consideration.
- 11.26.1. If a motion "That the Question Be Now Put" is resolved in the affirmative, the Presiding Officer shall forthwith put the main motion as a question.
 - 11.26.2. If a motion "That the Question Be Now Put" is resolved in the negative, debate may continue on the main motion.

11.27 ORDER OF CONSIDERATION

- 11.27.1. When a motion is under consideration, no motion shall be received except a procedural motion or motion to amend.
- 11.27.2. Procedural motions shall be considered immediately upon receipt and are subject to debate as follows:
 - i. To extend the time of the Meeting (not debatable);

- ii. To adjourn (not debatable);
- iii. To defer indefinitely or to a certain day (debatable); or
- iv. Any other procedural motion (debatable).

12.0 BY-LAWS

- 12.1. Every By-law shall be introduced by written motion and shall be considered to have been read a first, second and third time short.
- 12.2. Every proposed By-law may receive three readings or a combination thereof, on the same day unless otherwise required by other legislation or directed by Council.
- 12.3. If Council so determines, a By-law may be taken as read.
- 12.4. The Clerk shall set out on all By-laws enacted by Council, the date of the several readings thereof.
- 12.5. Every By-law enacted by Council shall be numbered and dated and shall be sealed with the seal of the corporation, signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in their office for records keeping.
- 12.6. By-laws that require public notice shall be given in accordance with the notice policy of the Municipality and or in accordance with applicable legislation. Legislated notice requirements shall take precedence over the notice policies and/or provisions.
- 12.7. At the conclusion of all Meetings of Council, and prior to adjournment, a Confirmation By-law shall be brought forward to confirm the proceedings of the Council at that Meeting in respect of each motion, resolution or other action. A Confirmation By-law then introduced, shall be taken as read a first, second and third time and finally adopted without debate.

13.0 SUSPENSION OF RULES

In rare instances, Council may suspend the Rules of the Procedure By-law with a two-thirds majority vote of Council. In no circumstances may Council suspend any statutory procedures from the Act or any applicable legislation. Council may not suspend the Rules of Procedure for the purpose of reconsidering a matter.

14.0 AMENDMENT OF PROCEDURAL BY-LAW

- 14.1. No repeal of this By-law shall be considered at any Meeting of Council unless notice (verbal or written) of intention of the proposed repeal has been given.
- 14.2. From time to time amendments to this By-law, or any part thereof, may be

considered at any Meeting of Council provided notice (verbal or written) is given.

15.0 SEVERABILITY

The provisions of this By-law are severable. If any provisions, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words of this By-law.

16.0 CONFLICT

Where the terms of any By-law passed prior to this By-law conflict with this By-law, the terms of this By-law shall prevail.

17.0 EFFECTIVE DATE

This By-law shall become effective upon the date of enactment.

DRAFT



**CORPORATION OF THE
MUNICIPALITY OF NORTH GRENVILLE
Declaration of Interest Form**

Meeting Date: _____

Member Name: _____

Item in which interest was declared (Title): _____

General nature of the interest (please describe):

Member Signature

Date



Municipality of North Grenville

To: **Council**

Meeting Date: February 12, 2025

Subject: ZBA-19-24 1310 Scotch Line Road East

Report No: PD-2025-008

Prepared by: Amy Martin, Director of Planning and Development

Recommendation(s)

THAT Council approves and enacts By-Law 12-25 to amend the zoning for 1310 Scotch Line Road East to permit a residential dwelling and associated accessory structures without having frontage on an open and maintained road.

Executive Summary

Purpose

- To rezone the lands at 1310 Scotch Line Road East to permit the construction of a residential use and associated accessory structures without having frontage on an opened and maintained road.

Key Findings

- The property owner has a vacant lot located on an unopened and unmaintained road allowance.
- An access agreement was established with the property owner and the property owner of 1311 Scotch Line Road East to permit the construction of a driveway within the unopened and unmaintained portion of the road allowance to provide access to the improved portion of Scotch Line Road.
- The access agreement requires the property owner to maintain the driveway at their expense.

- A Zoning Amendment is required to permit the construction of a residential use on the property without having frontage on an improved road, as defined by Section 6.14 of the Comprehensive Zoning By-law

Financial Implications

- Staffing implications, as they relate to implementing Council's decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

Background/Analysis

The Municipality has received a site-specific application to rezone the lands at 1310 Scotch Line Road East to permit the development of a residential use and accessory structures without having frontage on an open and maintained road.

The property owners at 1310 Scotch Line Road East and 1311 Scotch Line Road East have entered into a access agreement to establish a driveway over a portion of the closed section of Scotch Line Road. The agreement provides details for long term maintenance and insurance requirements on the part of the landowners. As part of the agreement process, the municipality worked with the property owners to ensure that the driveway was wide enough for emergency services, given the length of the unmaintained portion for which the driveway is constructed within is approximately just under 1 kilometer in length.

The property at 1310 Scotch Line Road is located adjacent to an active railway and has an agricultural structure on the property. Land uses adjacent include forested lands, agricultural uses, and rural residential uses on the maintained portion of Scotch Line Road East.

Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides general policies for development in the Rural Area. This includes building upon the rural character and leveraging rural amenities and assets and accommodating an appropriate range and mix of housing (Section 2.5.1). Development on rural lands for residential purposes are encouraged where site conditions are suitable for the provision of appropriate sewage and water services (Section 2.6.1).

The PPS also provides that development shall be appropriate to the infrastructure, which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure (2.6.3).

Agriculture land use policies (Section 4.3) in the PPS are permissive of residential uses where they are permitted on a lot and provides development criteria including: complying with minimum distance separation, compatibility with surrounding agricultural operations,

appropriate sewage and water services, limited within scale and minimal land is removed from agricultural production.

The Planning Statement provides generalities for development. While the policies do not specifically speak to frontage on an open and maintained road, it does speak to the uneconomical expansion of infrastructure, which would include roads. The property owner has entered into an access agreement to permit the establishment of a driveway within the unopened portion of Scotch Line Road East. The property owners that are party to the agreement are responsible for maintenance of the driveway.

The proposed zoning amendment meets the policy requirements of the PPS.

United Counties Official Plan (2016)

The United Counties Official Plan provides overarching policy for development at a regional level. This includes policies related to housing and rural land development. The United Counties Official Plan designates the property as Agriculture.

Agriculture Land Use Policies in the Counties Official Plan permits one residential dwelling per lot and identifies that more defined policies will be established in local Official Plans.

The United Counties Official Plan policies are supportive of the proposed Zoning Amendment, as the development is generally within keeping of the agriculture policies for residential uses. The Counties Official Plan does not provide policy direction related to development being located on open and maintained roads.

North Grenville Official Plan (2018)

North Grenville's Official Plan establishes development policies for development within North Grenville. The Official Plan, Land Use Schedule A, designates the property as Agriculture.

Section 3 of the Official Plan establishes Agriculture Land Use policies. Agricultural policies encourage the protection, maintenance and improvement of prime agricultural areas. Existing lots of records in the agriculture designation may be used for residential purposes in accordance with the Zoning By-law, provided such lot is an appropriate size and shape and the dwelling can be served on private sewage disposal and water services, and does not violate the Minimum Distance Separation Formulae, and complies with relevant policies of the Official Plan.

Section 12 of the Official Plan establishes general development policies. Section 12.1 requires all new development to have frontage on and direct access to an improved public road which is maintained year-round by the Municipality or other public authority.

The proposed residential development is within keeping of the agriculture land use policies of the Official Plan. It is acknowledged that the development of the residential use will not be in keeping with Section 12.1 of the Official Plan, as the property is not located

on an opened and maintained road. The access agreement permits the establishment of a driveway within the road allowance, which provides access to an improved road.

Comprehensive Zoning By-law 50-12

Section 6.14 of the Comprehensive Zoning By-law provides that no building or structure shall be erected in any zone except the Limited Services Residential Zone (LSR) unless the lot which such building or structure is located has frontage on a road which is an improved road and is part of the Corporation’s approved road system. Subsection (c) goes on to state that for the purposes of this By-law an improved road does not include an unopened road allowance, a lane or an unassumed road on a Registered Plan which has been deemed not to be a Registered Plan under the *Planning Act*.

Based on the provisions within the Zoning By-law, a Zoning Amendment is necessary to permit the development of a residential use on the property without having frontage on an improved road. An access agreement has been entered into to permit the property owner to construct a driveway over the unopened road allowance to provide access to an improved road, being Scotch Line Road East approximately 900 metres from the property.

A draft by-law is attached detailing the proposed Zoning Amendment.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #2 - A Strong, Connected, and Vibrant Community
Goal	Goal #2.3 - Build and Grow in a Connected Way
Key Action	Action #2.3.3 - Promote development policies that incorporate connectivity and coordination with the surrounding area

Options and Discussion

1. Approve the recommendation - **RECOMMENDED**
2. Do not approve the recommendation

Financial Impact

This item has been identified in the current budget: Yes No N/A

This item is within the budgeted amount: Yes No N/A

Staffing implications, as they relate to implementing Council’s decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

Internal/External Consultation

Notice of the application was circulated in accordance with the Planning Act to members of the public and public agencies. All applications are circulated to internal departments for comment and review. No comments were received by the time of report submission.

Public Works as engaged with the property owner to develop an access agreement to the property. The driveway was built to ensure emergency services could access the property in the event of an emergency.

Communications

Communication of Council's decision will be in accordance with the Planning Act.

Attachments

- Draft Zoning Amendment

ZBA 19-24

1310 Scotch Line

Road East

February 12, 2025

Background

- ▶ **Zoning: Agriculture One**
- ▶ **Official Plan Designation: Agriculture**
- ▶ **Area: 10.8 acres**
- ▶ **Land Uses: vacant**
- ▶ **Surrounding Land Uses: Agriculture, Residential, Active Railway**

Location



Department: Planning and Development

Aerial Map



Department: Planning and Deve

Policy Considerations – PPS

- ▶ **Agricultural land use policies require the protection of prime agricultural areas for long-term use for agriculture.**
- ▶ **Residential uses are permitted in agricultural areas where the use is compatible with agricultural operations and does not remove land from agricultural production.**

Policy Considerations – UCLG OP

- ▶ **Designates the property as Agriculture.**
- ▶ **Maintenance of the rural character while leveraging rural amenities and assets. This includes promoting a diversified range of economic activities in the Rural Area (Section 3.1).**
- ▶ **Permits one single detached dwelling per lot designated agriculture.**
- ▶ **Refers to more established policies within local official plans.**

Policy Considerations – MNG OP

- ▶ Residential uses are permitted in the Agriculture Designation, where they can be supported on private servicing and do not violate Minimum Distance Separation.
- ▶ Section 12.1 provides policy related to frontage on and direct access to an improved road.
- ▶ Property owner has entered into an Access Agreement to permit the establishment of a driveway within the unopened portion of Scotch Line Road East. This driveway provides access to the open portion of the road approximately 900 metres east of the property.

Proposed Zoning Amendment

(I) Agriculture One – Exception Fourteen (A1-14) 1310 Scotch Line Road East

Notwithstanding the provisions of Section 6.14 residential uses, including additional residential units, shall be permitted without frontage on an improved road.

Public Comments

- ▶ **No inquiries received at the time of report submission.**

Agency Comments

- ▶ **None received at time of report submission.**

Recommendation

Council approve and enact a by-law to amend the zoning for 1310 Scotch Line Road East from Agriculture One (A1) to Agriculture One – Exception Fourteen (AG-14) to permit a residential use, including additional residential units without having frontage on an improved road.

THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

BY-LAW NO. xx-25

*A By-Law to Amend By-Law 50-12,
being a By-Law to regulate the use of land and use of buildings and structures
within the Municipality of North Grenville, for the zoning of lands located at
1310 Scotch Line Road East*

WHEREAS By-Law 50-12, as amended, regulates the use of land and the use and erection of buildings and structures within the Municipality of North Grenville;

AND WHEREAS the Council of the Municipality of North Grenville deems it advisable to amend its current Zoning By-Law provisions on the lands at 1310 Scotch Line Road East, Part Lot 12, Concession 4, Geographic Township of Oxford-on-Rideau, now the Municipality of North Grenville;

AND WHEREAS the Council of the Corporation of the Municipality of North Grenville has determined that the current zoning provisions should be amended with a by-law;

NOW THEREFORE the Council of the Corporation of the Municipality of North Grenville enacts as follows:

1. That the area affected by this by-law is 1310 Scotch Line Road East as indicated on Schedule "A" attached hereto and forming part of this by-law.
2. That Schedule "A1" of By-Law 50-12, as amended, is hereby further amended by rezoning the lands shown on Schedule "A" attached hereto from Agriculture One (A1) to Special Agriculture One – Exception Fourteen (A1-14).
3. That Section 7 of Comprehensive Zoning By-law 50-12 is hereby amended by adding the following to Section 7.4.2:

(n) Agriculture One – Exception Fourteen (A1-14) 1310 and 1311 Scotch Line Road East

Notwithstanding the provisions of Section 6.14 residential uses, including additional residential units, shall be permitted without frontage on an improved road.

4. That this by-law shall take effect on the date of passing subject to the provisions of the *Planning Act* R.S.O., 1990, as amended.
5. The Clerk of the Municipality of North Grenville is hereby authorized to make any

minor modifications or corrections of an administrative, numeric, grammatical, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

6. Schedule "A" constitutes part of this by-law.

PASSED AND ENACTED
THIS 12th DAY OF FEBRUARY, 2025

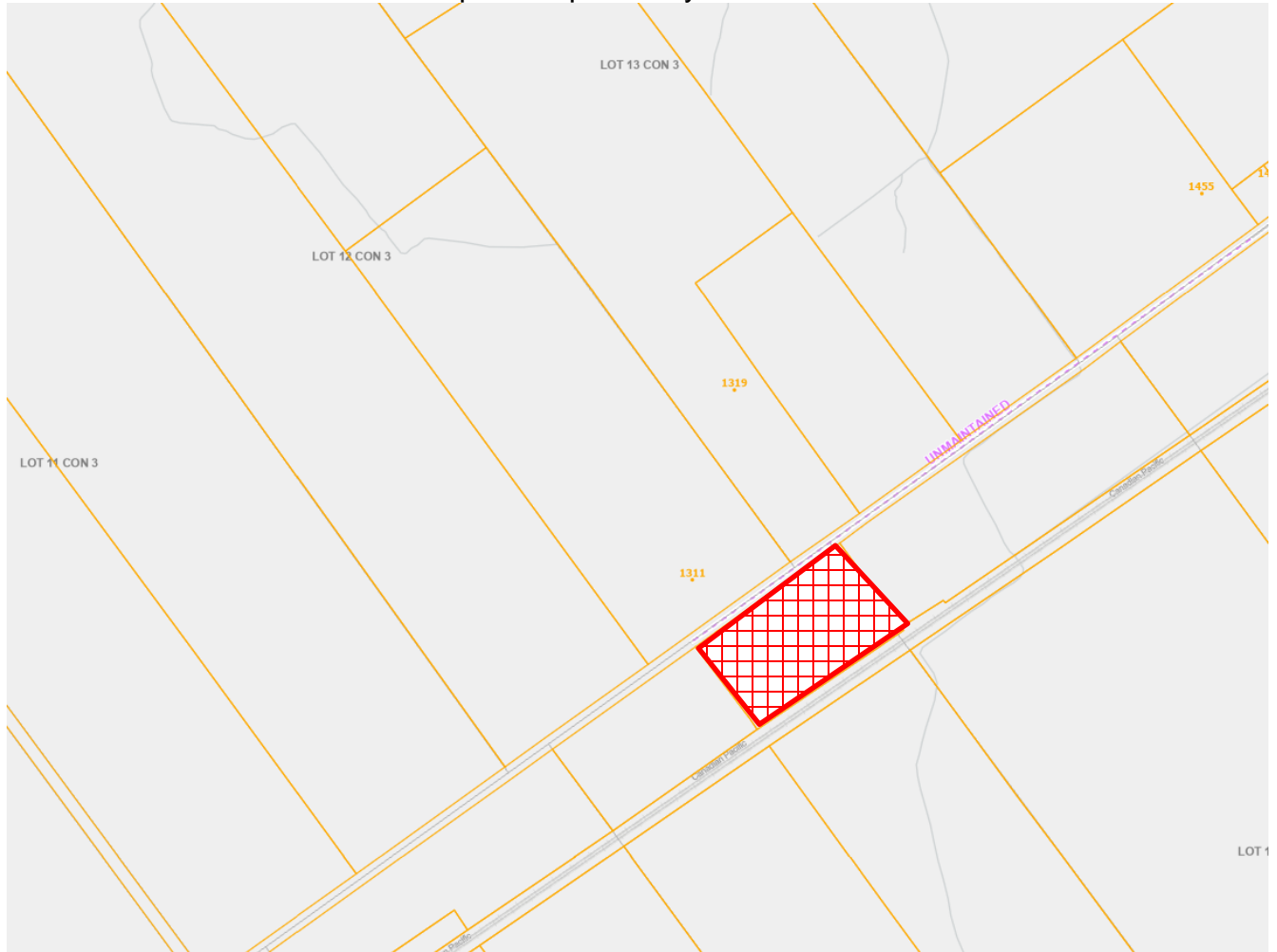
NANCY PECKFORD
Mayor

CHLOE PRESTON
Clerk

DRAFT

**THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE
Schedule "A" to By-Law xx-25**

This map forms part of By-Law xx-25



Area to be rezoned from Agriculture One (A1) to Agriculture One - Exception Fourteen (A1-14).



Municipality of North Grenville

To: **Council**

Meeting Date: February 12, 2025

Subject: ZBA-02-25 1311 Scotch Line Road East Zoning Report

Report No: PD-2025-009

Prepared by: Amy Martin, Director of Planning and Development

Recommendation(s)

THAT Council approves and enacts By-Law 13-25 to amend the zoning for 1311 Scotch Line Road East to permit a residential dwelling and associated accessory structures without having frontage on an open and maintained road.

Executive Summary

Purpose

- To rezone the lands at 1311 Scotch Line Road East to permit the construction of a residential use and associated accessory structures without having frontage on an opened and maintained road.

Key Findings

- The property owner has a vacant lot located on an unopened and unmaintained road allowance.
- An access agreement was established with the property owner and the property owner of 1310 Scotch Line Road East to permit the construction of a driveway within the unopened and unmaintained portion of the road allowance to provide access to the improved portion of Scotch Line Road.
- The access agreement requires the property owner to maintain the driveway at their expense.
- A Zoning Amendment is required to permit the construction of a residential use on the property without having frontage on an improved road, as defined by Section 6.14 of the Comprehensive Zoning By-law

Financial Implications

- Staffing implications, as they relate to implementing Council's decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

Background/Analysis

The Municipality has received a site-specific application to rezone the lands at 1311 Scotch Line Road East to permit the development of a residential use and accessory structures without having frontage on an open and maintained road.

The property owners at 1310 Scotch Line Road East and 1311 Scotch Line Road East have entered into a access agreement to establish a driveway over a portion of the closed section of Scotch Line Road. The agreement provides details for long term maintenance and insurance requirements on the part of the landowners. As part of the agreement process, the municipality worked with the property owners to ensure that the driveway was wide enough for emergency services, given the length of the unmaintained portion for which the driveway is constructed within is approximately just under 1 kilometer in length.

The property at 1311 Scotch Line Road has a non-residential structure on the property. Land uses adjacent include forested lands, agricultural uses, and rural residential uses on the maintained portion of Scotch Line Road East.

Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides general policies for development in the Rural Area. This includes building upon the rural character and leveraging rural amenities and assets and accommodating an appropriate range and mix of housing (Section 2.5.1). Development on rural lands for residential purposes are encouraged where site conditions are suitable for the provision of appropriate sewage and water services (Section 2.6.1).

The PPS also provides that development shall be appropriate to the infrastructure, which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure (2.6.3).

Agriculture land use policies (Section 4.3) in the PPS are permissive of residential uses where they are permitted on a lot and provides development criteria including: complying with minimum distance separation, compatibility with surrounding agricultural operations, appropriate sewage and water services, limited within scale and minimal land is removed from agricultural production.

The Planning Statement provides generalities for development. While the policies do not specifically speak to frontage on an open and maintained road, it does speak to the uneconomical expansion of infrastructure, which would include roads. The property owner

has entered into an access agreement to permit the establishment of a driveway within the unopened portion of Scotch Line Road East. The property owners that are party to the agreement are responsible for maintenance of the driveway.

The proposed zoning amendment meets the policy requirements of the PPS.

United Counties Official Plan (2016)

The United Counties Official Plan provides overarching policy for development at a regional level. This includes policies related to housing and rural land development. The United Counties Official Plan designates the property as Agriculture.

Agriculture Land Use Policies in the Counties Official Plan permits one residential dwelling per lot and identifies that more defined policies will be established in local Official Plans.

The United Counties Official Plan policies are supportive of the proposed Zoning Amendment, as the development is generally within keeping of the agriculture policies for residential uses. The Counties Official Plan does not provide policy direction related to development being located on open and maintained roads.

North Grenville Official Plan (2018)

North Grenville's Official Plan establishes development policies for development within North Grenville. The Official Plan, Land Use Schedule A, designates the property as Agriculture.

Section 3 of the Official Plan establishes Agriculture Land Use policies. Agricultural policies encourage the protection, maintenance and improvement of prime agricultural areas. Existing lots of records in the agriculture designation may be used for residential purposes in accordance with the Zoning By-law, provided such lot is an appropriate size and shape and the dwelling can be served on private sewage disposal and water services, and does not violate the Minimum Distance Separation Formulae, and complies with relevant policies of the Official Plan.

Section 12 of the Official Plan establishes general development policies. Section 12.1 requires all new development to have frontage on and direct access to an improved public road which is maintained year-round by the Municipality or other public authority.

The proposed residential development is within keeping of the agriculture land use policies of the Official Plan. It is acknowledged that the development of the residential use will not be in keeping with Section 12.1 of the Official Plan, as the property is not located on an opened and maintained road. The access agreement permits the establishment of a driveway within the road allowance, which provides access to an improved road.

Comprehensive Zoning By-law 50-12

Section 6.14 of the Comprehensive Zoning By-law provides that no building or structure shall be erected in any zone except the Limited Services Residential Zone (LSR) unless the lot which such building or structure is located has frontage on a road which is an improved road and is part of the Corporation’s approved road system. Subsection (c) goes on to state that for the purposes of this By-law an improved road does not include an unopened road allowance, a lane or an unassumed road on a Registered Plan which has been deemed not to be a Registered Plan under the *Planning Act*.

Based on the provisions within the Zoning By-law, a Zoning Amendment is necessary to permit the development of a residential use on the property without having frontage on an improved road. An access agreement has been entered into to permit the property owner to construct a driveway over the unopened road allowance to provide access to an improved road, being Scotch Line Road East approximately 900 metres from the property.

A draft by-law is attached detailing the proposed Zoning Amendment.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #2 - A Strong, Connected, and Vibrant Community
Goal	Goal #2.3 - Build and Grow in a Connected Way
Key Action	Action #2.3.3 - Promote development policies that incorporate connectivity and coordination with the surrounding area

Options and Discussion

1. Approve the recommendation - **RECOMMENDED**
2. Do not approve the recommendation

Financial Impact

This item has been identified in the current budget: Yes No N/A

This item is within the budgeted amount: Yes No N/A

Staffing implications, as they relate to implementing Council’s decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

Internal/External Consultation

Notice of the application was circulated in accordance with the Planning Act to members of the public and public agencies. All applications are circulated to internal departments for comment and review. No comments were received by the time of report submission.

Public Works as engaged with the property owner to develop an access agreement to the property. The driveway was built to ensure emergency services could access the property in the event of an emergency.

Communications

Communication of Council's decision will be in accordance with the Planning Act.

Attachments

- Draft Zoning Amendment

ZBA 02-25

1311 Scotch Line

Road East

February 12, 2025

Background

- ▶ **Zoning: Agriculture One**
- ▶ **Official Plan Designation: Agriculture**
- ▶ **Area: 50 acres**
- ▶ **Land Uses: vacant**
- ▶ **Surrounding Land Uses: Agriculture, Residential**

Location



Department: Planning and Development

Aerial Map



Department: Planning and Deve

Policy Considerations – PPS

- ▶ **Agricultural land use policies require the protection of prime agricultural areas for long-term use for agriculture.**
- ▶ **Residential uses are permitted in agricultural areas where the use is compatible with agricultural operations and does not remove land from agricultural production.**

Policy Considerations – UCLG OP

- ▶ **Designates the property as Agriculture.**
- ▶ **Maintenance of the rural character while leveraging rural amenities and assets. This includes promoting a diversified range of economic activities in the Rural Area (Section 3.1).**
- ▶ **Permits one single detached dwelling per lot designated agriculture.**
- ▶ **Refers to more established policies within local official plans.**

Policy Considerations – MNG OP

- ▶ Residential uses are permitted in the Agriculture Designation, where they can be supported on private servicing and do not violate Minimum Distance Separation.
- ▶ Section 12.1 provides policy related to frontage on and direct access to an improved road.
- ▶ Property owner has entered into an Access Agreement to permit the establishment of a driveway within the unopened portion of Scotch Line Road East. This driveway provides access to the open portion of the road approximately 900 metres east of the property.

Proposed Zoning Amendment

(I) Agriculture One – Exception Fourteen (A1-14) 1311 Scotch Line Road East

Notwithstanding the provisions of Section 6.14 residential uses, including additional residential units, shall be permitted without frontage on an improved road.

Public Comments

- ▶ **No inquiries received at the time of report submission.**

Agency Comments

- ▶ **None received at time of report submission.**

Recommendation

Council approve and enact a by-law to amend the zoning for 1311 Scotch Line Road East from Agriculture One (A1) to Agriculture One – Exception Fourteen (AG-14) to permit a residential use, including additional residential units without having frontage on an improved road.

THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

BY-LAW NO. 13-25

*A By-Law to Amend By-Law 50-12,
being a By-Law to regulate the use of land and use of buildings and structures
within the Municipality of North Grenville, for the zoning of lands located at
1311 Scotch Line Road East*

WHEREAS By-Law 50-12, as amended, regulates the use of land and the use and erection of buildings and structures within the Municipality of North Grenville;

AND WHEREAS the Council of the Municipality of North Grenville deems it advisable to amend its current Zoning By-Law provisions on the lands at 1311 Scotch Line Road East, Part Lot 12, Concession 3, Geographic Township of Oxford-on-Rideau, now the Municipality of North Grenville;

AND WHEREAS the Council of the Corporation of the Municipality of North Grenville has determined that the current zoning provisions should be amended with a by-law;

NOW THEREFORE the Council of the Corporation of the Municipality of North Grenville enacts as follows:

1. That the area affected by this by-law is 1311 Scotch Line Road East as indicated on Schedule "A" attached hereto and forming part of this by-law.
2. That Schedule "A1" of By-Law 50-12, as amended, is hereby further amended by rezoning the lands shown on Schedule "A" attached hereto from Agriculture One (A1) to Special Agriculture One – Exception Fourteen (A1-14).
3. That Section 7 of Comprehensive Zoning By-law 50-12 is hereby amended by adding the following to Section 7.4.2:

(n) Agriculture One – Exception Fourteen (A1-14) 1310 and 1311 Scotch Line Road East

Notwithstanding the provisions of Section 6.14 residential uses, including additional residential units, shall be permitted without frontage on an improved road.

4. That this by-law shall take effect on the date of passing subject to the provisions of the *Planning Act* R.S.O., 1990, as amended.
5. The Clerk of the Municipality of North Grenville is hereby authorized to make any

minor modifications or corrections of an administrative, numeric, grammatical, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

6. Schedule "A" constitutes part of this by-law.

PASSED AND ENACTED
THIS 12th DAY OF FEBRUARY, 2025

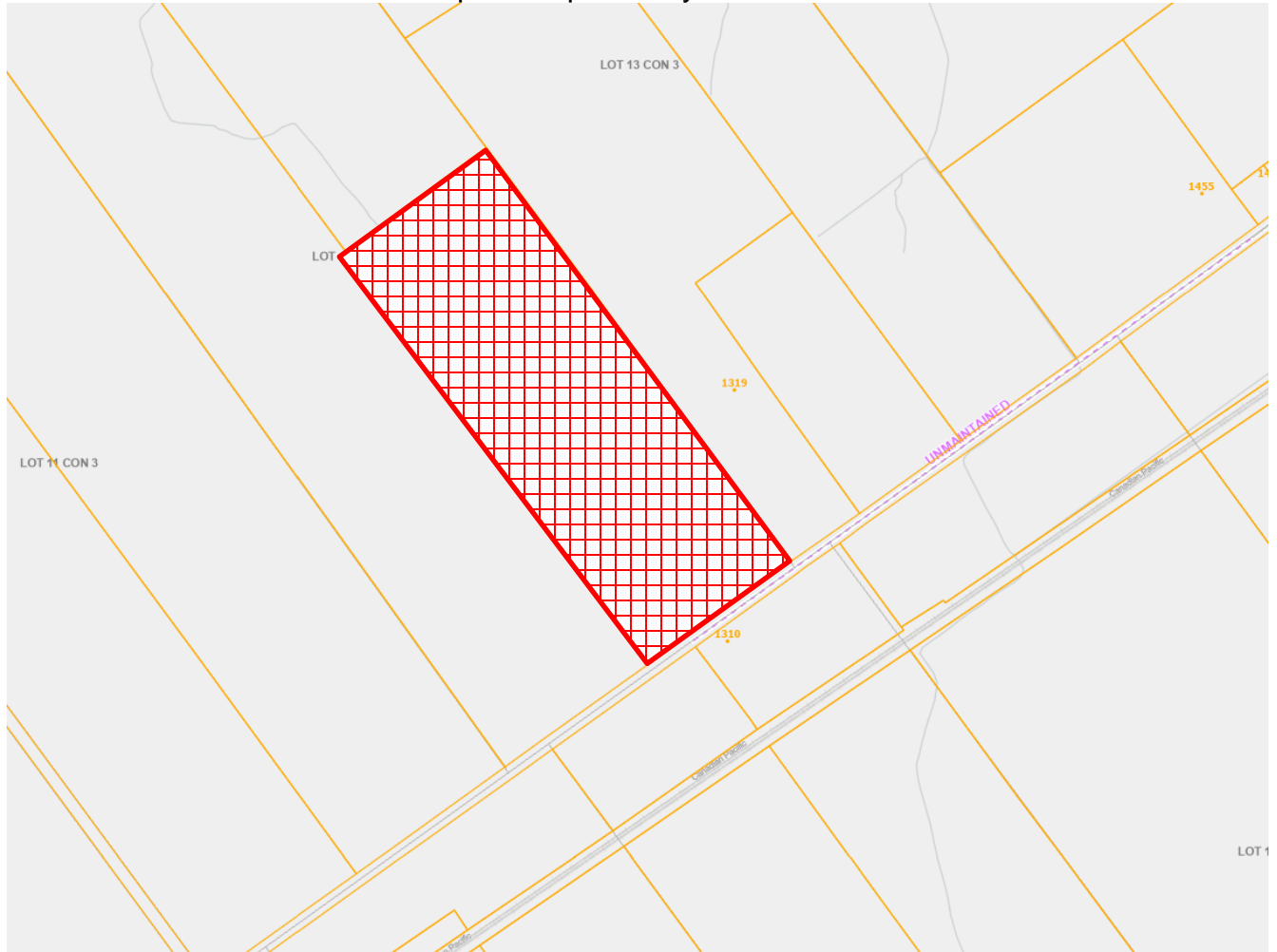
NANCY PECKFORD
Mayor

CHLOE PRESTON
Clerk

DRAFT

**THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE
Schedule "A" to By-Law 13-25**

This map forms part of By-Law 13-25



Area to be rezoned from Agriculture One (A1) to Agriculture One - Exception Fourteen (A1-14).



Municipality of North Grenville

To: **Council**

Meeting Date: February 12, 2025

Subject: Oxford Village Phase 2 – Draft Conditions

Report No: PD-2024-064

Prepared by: Phil Mosher

Recommendation(s)

THAT Council recommends to the United Counties of Leeds and Grenville draft conditions provided in Attachment “A” for Phase 2 of the Oxford Village Subdivision (File No. 07-T-20241).

Executive Summary

Purpose

- To provide recommended draft conditions for the Oxford Village Subdivision (Phase 2).

Key Findings

- The Municipality of North Grenville was circulated on the subject application (07-T-20241) by the United Counties of Leeds and Grenville on December 1, 2023.
- The related Zoning By-law Amendment Application (File No. ZBA-12-23) was received on the same date.
- Council approved an amending zoning by-law on March 20, 2024 (By-law 21-24) which implemented new zoning at the subject lands (Attachment #1).
- Draft conditions have been drafted in coordination with municipal departmental staff and discussed at several iterations of the Development Review Team.
- Proposed Draft Conditions establish matters to be addressed prior to registration of lots at the subject lands. Conditions include matters relating to stormwater management, phasing, transportation, site servicing, affordable housing requirements, financial requirements and parkland dedication.
- All conditions must be cleared before registration of the subdivision occurs.

Financial Implications

- There are no financial implications from the establishment of draft conditions which will be forwarded to the United Counties of Leeds and Grenville.

Background/Analysis

The Municipality was circulated on a Plan of Subdivision application by the United Counties of Leeds and Grenville on December 1, 2023. This was accompanied by a concurrent application to re-zone the same lands, on the same date.

The subdivision concept proposes a total of 955 dwelling units within the subject lands (see attachment #2). These dwelling units would be a mix of dwelling types, ranging from single-detached dwellings to apartment-style dwellings. The subdivision proposes lands to be conveyed to the Municipality for parkland dedication as well as pathway connections and open space/conservation lands. A total of 9 streets are proposed in the overall concept. The conceptual 955 dwellings would be spread over 110 lots, and 31 blocks.

Discussions have been held with the developer regarding these draft conditions and there is general acceptance on the proposed conditions that staff recommends.

The draft conditions are broken into sections as follows:

Conditions 1-10	general / overview
Conditions 11-18	traffic related
Condition 19	parkland
Condition 20	zoning
Condition 21	utility
Conditions 22-28	stormwater
Conditions 29-35	servicing
Conditions 36-38	environmental
Condition 39	affordability
Condition 40-42	geotechnical
Condition 43-44	Canada Post
Condition 45	offers of purchase and sale

Relevance to Strategic Priorities

Strategic Pillar	1	Balanced and environmentally sustainable growth
Goal	1.5	Explore Opportunities for Increasing Housing Supply and Mix
Key Action	1.5.4	Identify opportunities for residential infill and intensification.

Options and Discussion

1. Approve the recommendation - **RECOMMENDED**
2. Do not approve the recommendation

Financial Impact

This item has been identified in the current budget: Yes No N/A

This item is within the budgeted amount: Yes No N/A

Staffing implications, as they relate to implementing Council’s decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

Internal/External Consultation

Consultation for plans of subdivision is directed by the *Planning Act*. While public meetings are no longer required to be held for plans of subdivision, a public meeting was held for the related zoning amendment application (ZBA-12-23). During that consultation period, comments were received during the public meeting. Many of these comments related to the loss of vegetative cover at the subject property, however comments were also raised regarding the status of the Settlers Trail. The Transportation Master Plan identifies the Settler’s Trail as a roadway; however a timeline is not specified.

It is anticipated that this trail will remain as a trail for now. Therefore, draft condition #12 requires that the Owner develop and submit a plan for traffic calming measures or coordinate with adjacent developers, which is focused on pedestrian and cyclist safety around crossings of the Settlers Trail. Further, blocks are proposed to be transferred to municipal ownership adjacent the Settlers Trail to ensure that a vegetative buffer remains in place over time and as long as the Settlers Trail remains as a trail.

Communications

Any decision made on the draft conditions will be communicated with the United Counties of Leeds and Grenville as well as the applicant of the lands.

Attachments

- Attachment “A” – Draft Conditions
- Attachment 1 – amending zoning by-law
- Attachment 2 – current concept plan

Overview

1. This approval applies to the draft plan prepared by Ontario Land Surveyor, Annis O’Sullivan Vollebakk Ltd., on December 2, 2024 which shows a total of one-hundred-and-ten lots (Lots 1 to 110), thirty-four (38) blocks (Blocks 111 to 149), nine (9) streets (Streets 1-7 as well as DePencier Drive and Sentosa Street. Of the blocks identified within the Draft Plan:
 - a. Block 123 is reserved for a community centre, however ownership will be retained by the LA Development Inc. with the ability for potential future partnerships with the Municipality.
 - b. Blocks 129-132, inclusive, and Block 142 are proposed to be dedicated to the Municipality as green links/linear parks and are contributory towards parkland dedication.
 - c. Blocks 133-136, inclusive, are proposed to be transferred to the Municipality for open space, with Block 133 being considered for parkland dedication and Blocks 134, 135 and 136 as drainage conveyance.
 - d. Block 141 is proposed to be transferred to the Municipality for pathway/road connections. Block 141 is not considered as parkland dedication.
 - e. Blocks 138-140 are proposed to be transferred for road-widening. Although this is the case, it is acknowledged that roadways are not currently proposed and that the lands would instead function as a vegetative buffer adjacent the Settlers Trail. Condition 17 below includes appropriate wording to be included in the Subdivision Agreement acknowledging the purpose of these blocks with a requirement for them to remain in a planted state so long as the Settlers Trail remains as a trail.
 - f. Blocks 143-145 represents the Niblett Wetland and adjacent lands. These lands are to be transferred to the Municipality for ownership, although this does not contribute to parkland dedication.
 - g. Blocks 146-148, inclusive are to be deeded to the appropriate road authority and would only be released back to the developer upon consent of future phases of development.
 - h. Blocks 111-122 and blocks 124-128 are proposed as future residential blocks, being generally townhouse and multi-dwelling blocks.
2. This Draft Approval is granted for a 3-year period from the date of original Notice of Decision, at the end of which, should the lots not be registered, the Draft Approval shall lapse. This shall be to the satisfaction of the Municipality of North Grenville (the “Municipality”) and the United Counties of Leeds and Grenville.
3. An extension of the Conditions of Draft Approval may be sought from the United Counties of Leeds and Grenville. The Draft Approval may be extended for additional periods not to exceed 12 (twelve) months and shall be granted only with the written concurrence of, and to the satisfaction of, the Municipality and the United Counties of Leeds and Grenville.
4. That the Owner enter into a subdivision agreement between the Owner and the Municipality to the satisfaction of the Municipality.

5. The Owner acknowledges and agrees that the subdivision agreement between the Owner and the Municipality shall be registered against the lands to which it applies once the plan of subdivision has been executed. This shall be to the satisfaction of the Municipality.
6. Prior to registration, the Owner shall deposit with the Municipality security in the form of a letter of credit representing 100% of the estimated cost of all on-site and off-site works to be provided with respect to the subdivision. The letter of credit shall be reduced, in accordance with the terms and conditions of the subdivision agreement, as works are completed to the satisfaction of the Municipality, including engineering and other certification of the works, and digitized copies of as-built drawings relating to the work for which the final release is sought.
7. The Owner covenants and agrees that prior to final approval the Owner shall have agreed to, or complied with, the Municipality's requirements concerning the construction of the development, landscaping, parking facilities, access for fire protection and maintenance of facilities. This shall be to the satisfaction of the Municipality.
8. The Owner covenants and agrees that the streets included in this draft plan shall be shown and dedicated as public highways.
9. The Owner covenants and agrees that the streets shall be named to the satisfaction of the Municipality.
10. Prior to registration, The Owner covenants and agrees to provide an overall phasing plan which will identify distinct phases of the subdivision for development. The Owner further covenants and agrees that wording will be included within the subdivision agreement indicating triggers for entering into subsequent phases of development.

Traffic related

11. Prior to registration of the subdivision agreement, the owner covenants and agrees to provide a more detailed transportation impact study for the proposed subdivision, consistent with the most current policies such as the Official Plan and Transportation Master Plan. This report will be consistent with the document titled "Transportation Impact Study – Oxford Village Phase 2" prepared by Arcadis and dated November 17, 2023, not precluding additional requirements at the reasonable discretion of the Municipality. This addendum shall be prepared by a licensed or registered professional with expertise in the field of transportation planning and/or traffic operations and the Owner agrees to design and construct, at no cost to the Municipality, fully accessible walkways, and related works through the length of public lands to the satisfaction of the Municipality. The study shall comply with, but not be limited to compliance with, the Municipality's Transportation Master Plan, Engineering Standards, Developer's Guide and Trails Master Plans. The addendum will be consistent with other relevant Traffic Impact Studies completed within

the study area prior to the date of registration. The Addendum report will need to demonstrate the following:

- a. How the wetland crossing connection can be advanced in the event that County Road 43 is not widened west of County Road 44; and that before consideration is given to developing new infrastructure, the use of existing infrastructure should be optimized as per the Provincial Planning Statement, 2024.
 - b. That any necessary infrastructure upgrades to municipal or county roads, including but not limited to, County Road 43, County Road 44, or DePencier Drive, to allow the site to operate at acceptable levels of service are identified, including arrangements regarding the developer's financial contribution requirements. Necessary infrastructure upgrades may include interim construction or off-site expansion of existing road networks.
 - c. That the Owner has developed a staging program outlining the specific costing arrangements and responsibilities including financial mechanisms by which other benefiting property owners will contribute to the financial reimbursement of the Owner and the Municipality for the provision of the infrastructure. This may include any required upgrades should post-development analysis warrant additional works.
 - d. Identify the timing, performance standards and thresholds of each phase and the corresponding service level required, with provision thereof before progressing to subsequent stages.
 - e. How traffic considerations are consistent with the Municipality's Developer's Guide, including:
 - i. Complete streets
 - ii. Sustainable design (including low-impact development) and support of zero-and low-emission vehicles
 - iii. That development is oriented to back onto collector roads rather than fronting onto them and oriented to maximize passive solar gain
 - f. How the subject lands have considered adjacent developments, and their transportation impact reports (cumulative effects).
 - g. It has referenced other reports submitted in support of the subdivision, including any submitted Environmental Impact Statement (EIS), geotechnical analysis, stormwater management report, servicing report and planning rationale. Of particular note, other reports submitted in support of the development advocate for the use of permeable pavement materials where possible and maintaining the 30-metre buffer surrounding the wetland.
12. Prior to registration of the subdivision agreement, for all or part of the lands, the Owner covenants and agrees to develop and submit a plan for traffic calming measures, or coordinate with adjacent developers and developments, focusing on pedestrian and cyclist safety around crossing(s) of the Settler's Trail. This is to be incorporated into the addendum of the Traffic Impact Statement referenced in Condition #11 above.

13. Prior to registration of the subdivision agreement, the Owner covenants and agrees to develop and submit a construction safety plan to address pedestrian and user safety around Settler's Trail during the construction of all roads and lots that cross over or are adjacent to the trail.
14. The Owner covenants and agrees that the subdivision agreement will include provisions outlining responsibilities for a four-season, off-site active transportation multi-use pathway to be built upon municipal road allowances and specifically the DePencier and Pinehill unopened road allowances. The Owner acknowledges that this path will extend from the boundary of the Phase 1 Oxford Village Subdivision along the DePencier road allowance until it intersects the Pinehill Road allowance, where it will turn south and continue until it connects to County Road 43. The Owner further acknowledges that all construction and design costs for the multi-use path will be his responsibility. The Owner and Municipality acknowledge that an illumination plan will be submitted by the Owner for the multi-use pathway. The Owner and the Municipality further acknowledge that the Municipality will agree to cost-sharing 50% of the design and construction of the proposed illumination plan for the multi-use pathway.
15. The Owner covenants and agrees that the subdivision agreement will include provisions outlining responsibilities for street entrances, on-street parking, highway related improvements, including, but not limited to, the expansion of County Road 43 west of the County Road 44 / County Road 43 intersection as outlined in the final Traffic Impact Statement or Addendum and that any and all required measures identified are in place before each threshold is met.
16. The Owner covenants and agrees that the subdivision agreement shall include wording requiring the Owner to, at their own expense submit a post-development analysis, of the traffic impacts, mitigation measures and verification of assumptions. Dependent on the post-development analysis, the Owner will be responsible for any additional works to be completed where previously identified and implemented measures have proven to be insufficient or the resulting impact is greater than initially indicated. This analysis will be consistent with e-mail correspondence between the Municipality and Arcadis IBI dated December 18, 2024. For clarity, a copy of this correspondence is included as an appendix to these draft conditions (Appendix "A"). The post-development analysis shall occur upon full occupancy of the existing Oxford Village Phase 1 subdivision, or 2028, whichever comes first and shall be completed between the months of September and November.
17. Prior to registration, the Owner shall provide for temporary turnarounds or 0.3 metre reserves for all streets terminating at the edge of any phase of development, to the satisfaction of the Municipality. The Owner agrees that it will convey to the Municipality at no cost, any temporary easements that may be required in order to establish the temporary turnarounds. Turning circles(s) may include a 0.3 metre reserve along the perimeter of any temporary turning circle(s), to the satisfaction of the Municipality. For any portion of the temporary turn-around, easements that do not form part of the permanent road allowance, the easements shall be released at the expense of the Owner when the easements are no longer required by the Municipality.

18. The owner covenants and agrees that the subdivision agreement shall include appropriate wording acknowledging the purpose of Blocks 138-140 with a requirement for them to remain in a planted state so long as the Settlers Trail remains as a trail.
19. The owner covenants and agrees that daylighting triangles shall be provided as per the draft plan at all intersections and locations identified by the Municipality and shall be dedicated as part of the public highways on the final plan. This shall be to the satisfaction of the Municipality.

Parkland

20. The Owner agrees to convey up to 5% of the land included in the plan to the Municipality for park or other public recreational purposes. Alternatively, the Municipality may require cash-in-lieu for all or a portion of the conveyance. It is acknowledged that the Niblett wetland and their adjacent lands are not considered as contributory towards the 5% of parkland.

Zoning

21. The Owner covenants and agrees that prior to registration of the plan of subdivision, the proposed plan of subdivision shall be appropriately zoned with a Zoning By-Law Amendment approved under the requirements of the Planning Act, with all possibility of appeal to the Ontario Land Tribunal (OLT) exhausted. This shall be to the satisfaction of the Municipality.

Hydro / Utilities

22. The Owner covenants and agrees that prior to final approval the Owner shall enter into an agreement with Hydro One Networks and other utility companies for the provision of services to the development and shall transfer such easements as and when required. This shall be to the satisfaction of the Municipality.

Stormwater Management

23. The Owner covenants and agrees that prior to registration, the Owner shall submit to the Municipality a drainage report and stormwater management report, which will be to the satisfaction of the Municipality. The report shall include recommended long-term maintenance procedures. The final stormwater management report shall be in keeping with the "Functional Servicing Report / Design Brief" prepared by Arcadis and dated October 2023. Such reports shall be in accordance with any watershed or sub-watershed studies, conceptual stormwater management reports, Municipal or Provincial standards, specifications and guidelines. The reports shall include, but not be limited to, the provision of erosion and sediment control measures, implementation or phasing requirements of interim or permanent measures, and all stormwater monitoring and testing requirements. All reports and plans shall be prepared by a Professional Engineer, to the satisfaction of the Municipality. It is further acknowledged that the final report will consider geotechnical limitations which may be imposed based on Updated Geotechnical Investigation revised June 7, 2024. In addition to the above, it is expressly acknowledged that this report will need to address the following matters:
 - a. Details of rear yard catch basins and easement designs
 - b. hydraulic calculations to demonstrate that post-development flows will not exceed pre-development flows from the site.
 - c. Erosion and sediment control plans and related maintenance details.
 - d. Demonstration of compliance with the Municipality's Engineering Standards.
 - e. That it has referenced other reports submitted in support of the subdivision, including any submitted Environmental Impact Statement (EIS), geotechnical analysis, traffic report or planning rationale. Of particular note, other reports

- submitted in support of the development advocate for the use of permeable pavement materials where possible and setbacks from the wetland.
- f. the final stormwater management system for the subdivision which includes a description of the drainage standards to be applied in the design of the development.
 - g. the water quality control objectives to be achieved by the design.
 - h. a plan of the projected ponding on site for the 1:5 and 1:100-year storm events, satisfactory to the Municipality.
 - i. Specific details on any proposed modifications to watercourses or the wetland.
24. The Owner covenants and agrees that the subdivision agreement contains a clause that prior to commencement of construction of the subdivision (clearing, grubbing, roads, utilities, and any off-site works, etc.) the Owner shall:
- a. have an erosion and sediment control plan prepared by a qualified professional engineer in accordance with current best management practices
 - b. have applicable plans and reports approved by the Municipality
 - c. provide certification to the Municipality by a professional engineer that the applicable plans and reports have been implemented.
25. The Owner covenants and agrees that the subdivision agreement will contain a clause with wording to the satisfaction of the Municipality whereby the Owner acknowledges and agrees to implement all of the recommendations of the final approved stormwater management plan and report.
26. The Owner covenants and agrees that the subdivision agreement will contain a clause with wording to the satisfaction of the Municipality whereby the Owner acknowledges and agrees that all supporting stormwater management infrastructure must be completed and operational prior to the commissioning of the storm sewers. This may include, but not be limited to, the north berm stormwater outlet control. This may require the prior written approval of the Rideau Valley Conservation Authority under Section 28 of the Conservation Authorities Act (or as amended).
27. The Owner covenants and agrees that prior to final approval the Owner shall submit a copy of the proposed grading and drainage plan to the Municipality showing the intended treatment and runoff, all to the satisfaction of the Municipality.
28. The Owner covenants and agrees that the subdivision agreement shall contain appropriate wording for implementation of the grading / drainage / development plan. Implementation of the grading and drainage is completed in a number of steps throughout the construction timeline and the Municipality shall not issue building permits until the drainage and rough grading has been certified by the Owner's Engineer as sufficiently completed to ensure that drainage during construction will be directed to the designed system. This shall be to the satisfaction of the Municipality.
29. The Owner covenants and agrees that the subdivision agreement shall contain clauses whereby:

- a. The Owner agrees to implement (construct, maintain, and operate, if applicable) the final stormwater management facility and to undertake appropriate erosion and sediment control during all phases of site preparation and construction in accordance with the “Guidelines on Erosion and Sediment Control for Urban Construction Sites”, Government of Ontario, May 1987, as amended.
- b. The Owner acknowledges that all watercourses and floodplains are subject to the “Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation” (Ontario Regulation 41/24 under Section 28 of the Conservation Authorities Act), as administered by the Rideau Valley Conservation Authority (RVCA). The regulation requires that the Owner obtain the written approval of the Conservation Authority prior to any alteration, straightening, changing, diverting, or interfering in anyway with the channel of the watercourse or any development within the floodplain. Any application received in this regard would be assessed within the context of approved policies for the administration of the regulation, including those for the protection of fish habitat.
- c. All utility services within the subdivision shall be underground services.
- d. The Owner agrees that prior to commencing any grading or construction on any lot, to have prepared by a qualified professional a detailed report, drawings and site plans acceptable to the Municipality, which will show:
 - i. the location of all buildings and structures to be erected on the site and all final grades and elevation; and
 - ii. the means whereby the storm drainage will be accommodated; the means whereby erosion and siltation will be contained and minimized, both during and after construction. The grading, drainage and development plan shall be to the satisfaction of the Municipality.

Servicing

- 30. The Owner covenants and agrees that the subdivision agreement shall provide for the development of the following related requirements and all other requirements related but not otherwise listed herein to the satisfaction of the Municipality:
 - e. the required water distribution system.
 - f. the required wastewater collection and transmission system.
 - g. the stormwater collection and treatment system; and
 - h. the public road system.
 - i. The Owner shall obtain all necessary approvals from the Ontario Ministry of Environment, Conservation and Parks (or equivalent) and copies shall be provided to the Municipality. The above-mentioned requirements shall be to the satisfaction and approval of the Municipality. Furthermore, the subdivision agreement shall contain appropriate provisions for the Municipality to assume ownership and operation of the works and systems in a manner satisfactory to the Municipality. The provision of works shall be specifically outlined within the servicing agreement, and the subdivision agreement shall reflect conditions therein.
 - j. All works shall be designed and constructed in accordance with the “Municipality of North Grenville Minimum Standards for Design, Construction and Approval of Municipal Infrastructure and Residential, Commercial and Industrial Development,” dated August 2022, as amended.

31. The Owner covenants and agrees that prior to registration of the subdivision agreement, a pre-servicing agreement outlining the infrastructure requirements for the development may be formalized and shall include financial commitments for the provision of sewage treatment capacity, sewage collection, water distribution and storage and water supply and stormwater management. The agreement shall also include the mechanism by which any other benefitting property owners will contribute to the financial reimbursement of the Owner and the Municipality for the provision of infrastructure.
32. The Owner covenants and agrees that the subdivision agreement will contain wording specifying that the development shall not connect to the Municipality's sewage collection or water distribution systems until a servicing agreement with respect to same, satisfactory to the Municipality, is executed between the Owner and the Municipality, and all applicable Municipal, County and Provincial approvals have been granted. The foregoing agreement shall include details with regard to all infrastructure, financial securities, facilities to be provided, inspections, timing of assumption of the services, and payment of all related costs associated with sewage treatment and water system capacity. These costs would include but not be limited to engineering design and/or review, construction and or/approval costs, legal, surveying and planning fees. The agreement shall include the repayment of any costs undertaken by the Owner by any benefitting property owners. This shall be to the satisfaction of the Municipality.
33. The Owner covenants and agrees that prior to registration of the subdivision agreement, a commitment of wastewater capacity will be required to be allocated. Additional capacity that exceeds the approved allocation will require approval from the Municipality. It is noted and agreed that the required phasing plan (condition 10) will need to be considered and that capacity allocation will only be granted for eligible phases.
34. The Owner covenants and agrees that the subdivision agreement will contain wording that such easements as may be required for drainage and municipal sewer and water service purposes shall be granted to the appropriate authority.
35. The Owner covenants and agrees that the subdivision agreement will contain a clause with wording to the satisfaction of the Municipality of North Grenville whereby the Owner acknowledges and agrees to implement preliminary information and recommendations regarding temporary dewatering during construction, if required.
36. Prior to registration of the subdivision agreement, the Owner covenants agrees that it shall submit detailed municipal servicing plans, prepared by a Civil Engineer licensed in the Province of Ontario to the satisfaction of the Municipality.

Environmental Impact Statement

37. The Owner covenants and agrees that the subdivision agreement will contain wording to the satisfaction of the Municipality of North Grenville whereby the Owner acknowledges and agrees to implement all of the recommendations in the report "*Environmental Impact Statement – Proposed Plan of Subdivision, Part of Lot 25, Concession 1 and 2, Oxford (on Rideau)*" dated August 21, 2023, prepared by GEMTEC. Should additional reports be

submitted to replace the GEMTEC report, they would need to ensure all GEMTEC recommendations are carried out. These include but are not limited to:

- a. Providing RVCA permits for any relocated headwater drainage features or watercourses.
 - b. Provision of a mitigation plan for Species at Risk, including black ash and Blanding's Turtles.
 - c. Ensuring that development maintains a 30-metre setback from the wetland boundary, either through zoning or other appropriate control measures.
 - d. Provision of and implementation of the required tree planting plan / forest management and restoration plan.
 - e. Provision of the tree mitigation plan, with potential wording being included on all offers of purchase and sale.
 - f. Installation of permanent wildlife exclusion fencing in consultation with MECP.
 - g. Creation of pollinator habitat
 - h. Provision of an Erosion and Sediment Control Plan
 - i. Provision of a wetland removal plan and mitigation plan (if required) in consultation with MECP.
 - j. Requirements to implement the best practice measures for mitigating cumulative impacts during construction as identified in the "Environmental Impact Study" or any subsequent report.
38. Before registration of the subdivision agreement, the Owner covenants and agrees to prepare and implement a monitoring program related to wetland water levels that includes a mitigation program to maintain hydrology of the feature within pre-construction levels to the satisfaction of the Municipality of North Grenville. This monitoring program should include pre-development baseline data, which should be made available to the Municipality prior to preparation of the monitoring program.
39. The Owner covenants and agrees that the subdivision agreement will contain a clause with wording to the satisfaction of the Municipality of North Grenville where the results of any wetland monitoring program are implemented.

Affordability

40. The Owner acknowledges and agrees that the subdivision agreement shall contain wording to address housing affordability to the satisfaction of the Municipality in the following ways:
- a. provide 20% of new single-family dwellings that will be offered for sale with optional pre-designed secondary dwelling units as a means of providing affordable rental options.
 - b. That blocks 124 and 125 shall be developed via site plan control with a minimum of 10% of units being offered at affordable rates. "Affordable" can be defined based on the UCLG publication "Defining What is Affordable Housing in the United Counties of Leeds and Grenville", as amended, or based on other similar definitions to the mutual agreement of the Owner and the Municipality.

Geotechnical Investigation

41. The Owner shall provide additional information prepared by a geotechnical engineer, licensed in the Province of Ontario, which is consistent with the updated Geotechnical Report provided by GEMTEC and dated June 7, 2024. Should additional reports be submitted to replace the GEMTEC report, they would need to ensure all GEMTEC recommendations are carried out. Any additional reports would be subject to third party review, and costs for review would be the responsibility of the Owner. Any additional report shall contain detailed information on applicable geotechnical matters and recommendations which matters shall include, but are not limited to:
- a. Sampling the silty clay for Atterberg Limit testing to supplement the requirements for tree planting setbacks.
 - b. Installing additional monitoring wells, to replace the ones that were destroyed from the original investigation, to measure the seasonal changes in groundwater levels, as well as seasonally high groundwater levels.
42. The Owner covenants and agrees that the subdivision agreement will contain wording, to the satisfaction of the Municipality, to address all recommendations contained within the GEMTEC June 7, 2024, Geotechnical Report, or subsequent additional reports. Should additional reports be submitted to replace the GEMTEC report, they would need to ensure all GEMTEC recommendations are carried out. Wording will address, but not be limited to:
- a. Recommended locations for stockpiling materials as well as recommended height of fill piles.
 - b. Construction recommendations for roads.
 - c. Recommendations for tree planting and tree-planting types based on the presence of silty clay deposits.
 - d. Incorporation of the City of Ottawa Tree Planting in Sensitive Marine Clay Soils – 2017 Guidelines.
 - e. Grade raise restrictions based on the presence of silty clay.
 - f. Groundwater management during dwelling excavation.
 - g. Pipe bedding, trench backfill and seepage barriers.
 - h. Winter construction
- It is further acknowledged that addressing these matters may lead to additional drawings, reports, studies or other similar documents that will be referenced in the subdivision agreement.
43. The Owner covenants and agrees that the subdivision agreement will contain satisfactory wording regarding the need to obtain any required Environmental and Sector Registry or Permit to Take Water approvals.

Canada Post

44. The Owner covenants and agrees to provide evidence to the Municipality that satisfactory arrangements, financial and otherwise, have been made with Canada Post Corporation for the installation of Community Mailboxes (CMB).
45. The Owner agrees to include in all offers of purchase and sale a statement which advises the purchaser that Canada Post will deliver mail via a Community Mailbox. The Developer

also agrees to note the locations of all Community Mailboxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mailbox.

Offers of Purchase and Sale

46. The Owner covenants and agrees that the subdivision agreement will include a schedule containing information to be provided on all offers of purchase and sale for lands within the subdivision. Information within said schedule may be variable based on the phase of development and may refer to specific information contained within any supplemental reports.

Appendix A – Scope of post-analysis transportation study (Related to conditions 11-18)

Purpose:

To validate trip generation assumptions and subsequent mitigations/warranted traffic control measures to support the OVI Phase 2 development. Also, to revisit timing of recommended infrastructure modifications, as warranted, to ensure transportation infrastructure will be implemented into accordance with the need for such measures as the development progresses.

Scope:

LA Group will undertake a 5-day (Monday to Friday), two-way traffic count (AADT and weekday peak periods) at all three points of vehicle entry/egress: DePencier west phase limit, DePencier east phase limit, and Remillard south phase limit at County Road 43. (Depencier phase limits can extrapolate projections from Phase 1 TIS using 2% growth rate).

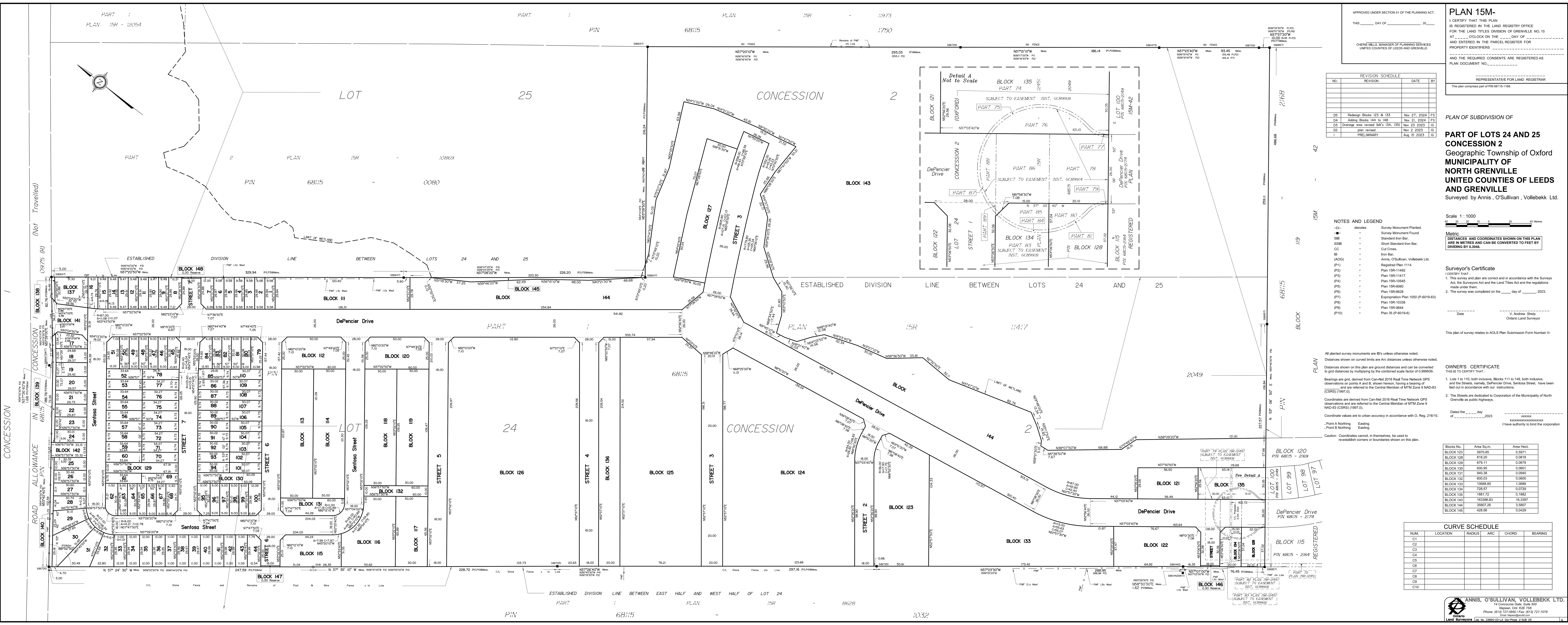
The study will be conducted in the first fall season after Oxford Village Phase 1 subdivision has been fully occupied, or 2028, whichever comes first, and be conducted between September and November. This timing will ensure Phase 1 build-out is complete, the required roundabout at Sommerville/Remillard Rd is constructed, and verification of whether the required widening of County Road 43 by 2032 will occur.

This information will be used to:

- 1) Establish the actual weekday peak hour/AADT vehicular traffic generation, comparing against trip generation projections established in Arcadis Transportation Impact Study Oxford Village Phase 2 (November 2023) to verify assumptions.**
- 2) Note the two-way traffic volumes on CR43 east of Somerville Road and compare to typical operating capacity of 1000 vehicles per hour per lane. The observed volumes will be evaluated against the total traffic generation assumed in the Arcadis Transportation Impact Study Oxford Village Phase 2 (November 2023).**

- 3) **Based on the post-analysis results, and further discussion with the Municipality and County, additional analysis may be required to identify a revised timeline and implementation of warranted transportation infrastructure. The analysis will evaluate actual volumes vs thresholds within the tabularized mitigation measures as discussed in Conditions 11-18 of these Draft Conditions.**

Deliverable: A brief technical memorandum comparing forecasted traffic generation against observed values to validate the assumptions of the Arcadis Transportation Impact Study Oxford village Phase 2 (November 2023). If warranted, additional analysis will be undertaken to identify advanced timing requirements and/or additional measures to address the forecasted capacity constraints as a result of the development.



APPROVED UNDER SECTION 51 OF THE PLANNING ACT.
 THIS _____ DAY OF _____ 20____
 CHERIE MILLS, MANAGER OF PLANNING SERVICES
 UNITED COUNTIES OF LEEDS AND GRENVILLE

PLAN 15M-
 I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF GRENVILLE NO. 15 AT _____ O'CLOCK ON THE _____ DAY OF _____ AND ENTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIERS _____ AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT NO. _____
 REPRESENTATIVE FOR LAND REGISTRAR
 This plan comprises part of PIN 68115-1168.

REVISION SCHEDULE			
NO.	REVISION	DATE	BY
D5	Redesign Blocks 123 & 133	Nov 27, 2024	FS
D4	Adding Blocks 144 to 148	Nov 21, 2024	FS
D3	Drainage area revised (Bk's 134, 135)	Nov 23, 2023	IG
D2	plan revised	Nov 2, 2023	ISL
I	PRELIMINARY	Aug 15, 2023	IG

PLAN OF SUBDIVISION OF
PART OF LOTS 24 AND 25 CONCESSION 2
 Geographic Township of Oxford
MUNICIPALITY OF NORTH GRENVILLE UNITED COUNTIES OF LEEDS AND GRENVILLE
 Surveyed by Annis, O'Sullivan, Vollebek Ltd.

Scale 1 : 1000
 Metric
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTES AND LEGEND
 -C- denotes Survey Monument Planted.
 -S- Survey Monument Found
 SIB Standard Iron Bar.
 SSB Short Standard Iron Bar.
 CC Cross Cross.
 IB Iron Bar.
 (AO) Annis, O'Sullivan, Vollebek Ltd.
 (P1) Registered Plan 1114
 (P2) Plan 15R-11492
 (P3) Plan 15R-11417
 (P4) Plan 15R-10945
 (P5) Plan 15R-9080
 (P6) Plan 15R-8628
 (P7) Expropriation Plan 1050 (P-6019-63)
 (P8) Plan 15R-10338
 (P9) Plan 15R-8844
 (P10) Plan 35 (P-6019-6)

Surveyor's Certificate
 I CERTIFY THAT:
 1. This survey and plan are correct and in accordance with the Surveys Act, the Surveyors Act and the Land Titles Act and the regulations made under them;
 2. The survey was completed on the _____ day of _____, 2023.
 Date _____
 V. Andrew Sheip
 Ontario Land Surveyor

This plan of survey relates to AOLS Plan Submission Form Number V-_____

All planted survey monuments are IB's unless otherwise noted.
 Distances shown on curved limits are Arc distances unless otherwise noted.
 Distances shown on this plan are ground distances and can be converted to grid distances by multiplying by the combined scale factor of 0.999939.
 Bearings are grid, derived from Can-Ned 2016 Real Time Network GPS observations on points A and B, shown hereon, having a bearing of _____ and are referred to the Central Meridian of MTM Zone 9 NAD-83 (CSRS) (1997.0).
 Coordinates are derived from Can-Ned 2016 Real Time Network GPS observations and are referred to the Central Meridian of MTM Zone 9 NAD-83 (CSRS) (1997.0).
 Coordinate values are to urban accuracy in accordance with O. Reg. 216/10.
 Point A Northing Easting
 Point B Northing Easting
 Caution: Coordinates cannot, in themselves, be used to re-establish corners or boundaries shown on this plan.

OWNER'S CERTIFICATE
 THIS IS TO CERTIFY THAT:
 1. Lots 1 to 110, both inclusive, Blocks 111 to 148, both inclusive, and the Streets, namely DePencier Drive, Senoisa Street, have been laid out in accordance with our instructions.
 2. The Streets are dedicated to Corporation of the Municipality of North Grenville as public highways.
 Dated the _____ day of _____, 2023
 of _____
 I have authority to bind the corporation

Blocks No.	Area Sq.m.	Area Hect.
BLOCK 123	5970.85	0.5971
BLOCK 128	818.20	0.0818
BLOCK 129	679.11	0.0679
BLOCK 130	600.95	0.0601
BLOCK 131	940.38	0.0940
BLOCK 132	600.03	0.0600
BLOCK 133	10688.85	1.0689
BLOCK 134	726.57	0.0727
BLOCK 135	1581.72	0.1582
BLOCK 143	16336.83	1.6337
BLOCK 144	35807.26	3.5807
BLOCK 145	428.56	0.0429

CURVE SCHEDULE				
NUM.	LOCATION	RADIUS	ARC	BEARING
C1				
C2				
C3				
C4				
C5				
C6				
C7				
C8				
C9				
C10				

ANNIS, O'SULLIVAN, VOLLEBEK LTD.
 14 Concordia Court, Suite 200
 Nepean, Ont. K2E 7S8
 Phone: (613) 737-0850 / Fax: (613) 737-1079
 Email: News@annis.com
 Ontario Land Surveyors Reg. No. 28892-231-6, Exp. 2-28-25

THE CORPORATION OF THE MUNICIPALITY OF NORTH

GRENVILLE BY-LAW NO. 21-24

A By-Law to Amend By-Law 50-12, as amended

Being a By-Law to regulate the use of land and use of buildings and structures within the Municipality of North Grenville, for the zoning of lands located within Part Lot 24/25, Concession 2, former Township of Oxford-on-Rideau

WHEREAS By-Law 50-12, as amended, regulates the use of land and the use and erection of buildings and structures within the Municipality of North Grenville;

AND WHEREAS the Council of the Municipality of North Grenville deems it advisable to amend its current Zoning By-Law provisions on the lands in Part of Lot 24/25, Concession 2, in the Geographic Township of Oxford-on-Rideau, now The Municipality of North Grenville;

AND WHEREAS the Council of the Corporation of the Municipality of North Grenville has determined that the current zoning provisions should be amended with a by-law;

NOW THEREFORE the Council of the Municipality of North Grenville enacts as follows:

1. The area affected by this By-law is Part Lot 24/25, Concession 2, Geographic Township of Oxford-on-Rideau, now the Municipality of North Grenville as indicated on Schedule "A" attached hereto and forming part of this by-law.
2. That Schedule "C" of By-law 50-12, as amended, is hereby further amended by rezoning the lands shown on Schedule "A" attached hereto from Rural (RU) to Residential – Third Density – Exception Zone – holding (R3-25-h), Residential – Fourth Density – Exception Zone – holding (R4-18-h), Institutional Zone – holding (I-h), Institutional – Exception Zone (I-7) and Environmental Protection Zone (EP).
3. That Sections 15, 16 and 29 are hereby further amended by adding the following new clauses to Subsection 15.4.1, 16.4.1 and 29.4.1, as follows:

15.4.1 Special Provisions

4. Section 15 of By-law No. 50-12, as amended, is hereby further amended by adding the following new clause to Subsection 15.4.1, as follows:
 - (y) R3-25 (Oxford Village Subdivision – Phase 2)
 - (i) Notwithstanding the provisions of Sub-sections 15.2 of By-law No. 50-12, as amended, hereof to the contrary, on the lands

zoned Residential – Third Density – Exception Zone (R3-25), the following provisions shall apply:

Zone Requirements (for Single Detached Dwellings)

Minimum Lot Area	260 m ²
Minimum Lot Frontage	9 m
Minimum Front Yard	3 m
Minimum Exterior Side Yard	3 m
Minimum Interior Side Yard	1.2m
Minimum Rear Yard	6m
Maximum Building Height	11 m
Maximum Lot Coverage	60%

(ii) Zone Requirements (for Semi Detached

Dwellings) Minimum Lot Area	190 m ²
Minimum Lot Frontage	6.5 m per dwelling
unit Minimum Front Yard	3 m
Minimum Exterior Side Yard	3 m
Minimum Interior Side Yard	1.2 m; 0m between dwelling
units Minimum Rear Yard	6 m
Maximum Building Height	11 m
Maximum Lot Coverage	70%

(iii) Zone Requirements (for Townhouse

Dwellings) Minimum Lot Area	180 m ²
Minimum Lot Frontage	6 m per dwelling unit
Minimum Front Yard	3
m Minimum Exterior Side Yard	3
m	
Minimum Interior Side Yard	1.2 m; 0m between dwelling
units Minimum Rear Yard	7 m
Maximum Building Height	11 m
Maximum Lot Coverage	70%

(iv) Notwithstanding Section 6.24, on the lands zoned R3-25 all buildings and structures will have a minimum 30 metre setback from the boundary of an EP zone.

(v) Notwithstanding the provisions of Section 6.50(a) hereof to the contrary, on the lands zoned R3-25, where a 30 metre setback from the boundary of any Environmental Protection (EP) Zone cannot be met, only the following yard encroachments shall be

permitted:

- fire places, sills, belt courses, chimneys, canopies or other similar architectural features (not including bay windows, balconies or vertical projections), cornices, eaves, (including troughs), gutters, parapets, pilasters or other ornamental features shall be permitted to encroach 0.5 metre into any required yard.
- Drop awnings, clothes poles, garden trellises, flag pole, TV or radio antennae including satellite dish antennae, or similar accessories.
- Fences.

- (vi) Notwithstanding anything in this By-law to the contrary, on the lands zoned R3-25 a rear yard fence shall be required for any lot with a rear yard adjacent the EP or I-7 zoning category.
- (vii) Notwithstanding the provisions of Section 6.38.9(d)(i) hereof to the contrary, on the lands zoned R3-25 uncovered parking spaces shall be permitted within the front yard of a multiple dwelling on a driveway.
- (viii) Notwithstanding the provisions of Section 6.38.11(c) hereof to the contrary, on the lands zoned R3-25 the minimum distance required between a driveway and an intersection of street lines shall be 4.8 metres.
- (ix) Notwithstanding the definition of Section 5.268 (Sight Triangle) and the provisions of Section 6.45 hereof to the contrary, on the lands zoned R3-25 the following sight triangles shall be required:
- | | | |
|------|--------------------------------------|---------|
| i. | Private road to local collector road | 3m x 3m |
| ii. | Local road to local road | 3m x 3m |
| iii. | Local road to collector road | 3m x 3m |
| iv. | Collector road to collector road | 5m x 5m |
| v. | Collector road to arterial road | 5m x 5m |
| vi. | Arterial road to arterial road | 5m x 5m |
- (x) Notwithstanding the provisions of Section 15.1 hereof to the contrary, on the lands zoned R1-25-h, only those uses existing on the date of the passage of this By-Law shall be permitted, until the holding symbol has been removed. The holding symbol (-h) shall be removed from the lands affected in accordance with the provision of the *Planning Act*, provided that the following item is satisfactorily addressed:

- Execution of an agreement between the Municipality and the Developer to establish provision of facilities, services or matters required to facilitate the development, to the satisfaction of the Municipality. Facilities, services or matters include, but are not limited to:
 - o extension of municipal services at the cost of the Developer,
 - o Execution of a subdivision agreement, including measures to support provision of affordable dwelling units within the development, satisfactory to the Municipality.
 - o Approval of sanitary sewer and water capacity allocation commitment, as approved by the Municipality.

16.4.1 Special Provisions

5. Section 16 of By-law No. 50-12, as amended, is hereby further amended by adding the following new clause to Sub-section 16.4.1 as follows:
 - (II) R4-18 (Oxford Village Subdivision – Phase 2)
 - (i) Notwithstanding the provisions of Sub-sections 16.1 and 16.2 of By-law No. 50-12, as amended, hereof to the contrary, on the lands zoned Residential – Fourth Density – Exception Zone (R4-18), the following provisions shall apply:
 - (ii) Residential uses limited to:
 - apartment dwellings
 - stacked townhouse dwellings
 - bed and breakfast
 - home occupation – domestic and household arts
 - home occupation – professional use
 - additional residential unit
 - a Type A group home
 - buildings, structures and uses accessory to a permitted use.
 - (ii) Non-residential uses limited to:
 - retail establishment
 - convenience store
 - clinic
 - office
 - personal service shop
 - private school
 - public school

Zone Requirements (for Stacked Townhouse or Apartment Dwellings)

Minimum Lot Area	1100 m ²
Minimum Lot Frontage	30 m
Minimum Front Yard	6 m
Minimum Exterior Side Yard	6
m Minimum Interior Side Yard	6
m Minimum Rear Yard	7.5
m	
Maximum Building Height	11 m
Maximum Lot Coverage	50%

- (iii) Notwithstanding the provisions of Section 6.38.9 hereof to the contrary, on the lands zoned R4-18 the parking requirement shall be 0.75 spaces per dwelling unit plus 1 visitor space for every 5 dwelling units.
- (iv) Notwithstanding the provisions of Section 6.38.9(d)(i) hereof to the contrary, on the lands zoned R4-18 uncovered parking spaces shall be permitted within the front yard of a multiple dwelling on a driveway.
- (v) Notwithstanding the provisions of Section 6.38.11(c) hereof to the contrary, on the lands zoned R4-18 the minimum distance required between a driveway and an intersection of street lines shall be 4.8 metres.
- (vi) Notwithstanding the definition of Section 5.268 (Sight Triangle) and the provisions of Section 6.45 hereof to the contrary, on the lands zoned R4-18 the following sight triangles shall be required:
 - vii. Private road to local collector road 3m x 3m
 - viii. Local road to local road 3m x 3m
 - ix. Local road to collector road 3m x 3m
 - x. Collector road to collector road 5m x 5m
 - xi. Collector road to arterial road 5m x 5m
 - xii. Arterial road to arterial road 5m x 5m
- (vi) Notwithstanding the provisions of Section 16.1 hereof to the contrary, on the lands zoned R4-18-h, only those uses existing on the date of the passage of this By-Law shall be permitted, until the holding symbol has been removed. The holding symbol (-h) shall be removed from the lands affected in accordance with the provision of the *Planning Act*, provided that the following item is satisfactorily addressed:

- Execution of an agreement between the Municipality and the Developer to establish provision of facilities, services or matters required to facilitate the development, to the satisfaction of the Municipality. Facilities, services or matters include, but are not limited to:
 - o extension of municipal services at the cost of the Developer,
 - o Execution of a subdivision agreement, including measures to support provision of 15% of units being offered at affordable rental rates within the R4-18 zone category, satisfactory to the Municipality.
 - o Approval of sanitary sewer and water capacity allocation commitment, as approved by the Municipality.

29.4.1 Special Provisions

6. Section 29 of By-law No. 50-12, as amended, is hereby further amended by adding the following new clause to Sub-section 29.4.1 as follows:

(g) I-h (Oxford Village Phase 2 – Community Block)

i. Notwithstanding the provisions of Section 29.1 hereof to the contrary, on the lands zoned I-h, only those uses existing on the date of the passage of this By-law shall be permitted, until the holding symbol has been removed. The holding symbol (-h) shall be removed from the lands affected in accordance with the provision of the *Planning Act*, provided that the following item is satisfactorily addressed:

- Execution of a site plan agreement between the Municipality and the Developer to establish the provision of facilities, services or matters required to facilitate the development, to the satisfaction of the Municipality. Facilities, services or matters include, but are not limited to:
 - o extension of municipal services at the cost of the Developer
 - o execution of an agreement, partnership and cost-sharing arrangements between the Developer and the Municipality.
 - o Approval of sanitary sewer and water capacity allocation commitment, as approved by the Municipality.


7. Schedule "C" to By-law No. 50-12, as amended, is hereby further amended

in accordance with Schedule "A" attached hereto and forming part of this By-law.


8. Schedule "A" attached hereto form part of this By-law.
9. This By-law shall come into force and take effect on the date of passing subject to the provisions of the Planning Act, R.S.O. 1990 as amended.

PASSED AND ENACTED
THIS 20th DAY OF March, 2024





NANCY PECKFORD
Mayor



CHLOE PRESTON
Clerk

THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

Schedule "A" to By-Law No. 21-24

This Map forms part of the By-Law



Subject Lands:

Oxford Village Inc.
 Part Lot 24/25, Concession 2
 Geographic Township of Oxford-on-Rideau, now The Municipality of North Grenville



Lands to be zoned Residential – Fourth Density – Exception Zone – holding (R4-18-h)



Lands to be zoned Residential – Third Density – Exception Zone – holding (R3-25-h)



Lands to be zoned Institutional – Exception Zone – holding (I-



7). Lands to be zoned Institutional – holding (I-h).



Lands to be zoned Environmental Protection (EP).



Municipality of North Grenville

To: **Council**

Meeting Date: February 12, 2024

Subject: Signs By-Law

Report No: PD-2025-011

Prepared by: Jeff Baribeau, Manager of By-Law Services

Recommendation(s)

THAT Council enact by-law No. 15-25 to amend by-law No. 47-16;

AND THAT Council direct staff to conduct a full review of the current Signs By-Law in consultation with local businesses and members of the public and return to Council with a report in the fall of 2026.

Executive Summary

Purpose

- The purpose of this report is to propose an amendment to the current Signs By-Law, introducing a provision that allows business owners impacted by construction to apply for a temporary sign permit. This permit would enable the display of temporary mobile signs beyond the existing time limits set in the by-law.

Key Findings

- Local business owners impacted by the ongoing construction on County Road 43 have raised concerns with staff about the restrictions outlined in Section 13 of Signs By-Law No. 47-16.
- Business owners believe that extending the allowable display period for temporary mobile signs would help attract customers and mitigate the challenges posed by the ongoing construction.
- A comprehensive review of the by-law, including public consultation, will help ensure that future amendments align with the evolving needs of the business

community while upholding the municipality's overall objectives for signage regulation.

- Reporting back to Council by fall 2026 will provide ample time to evaluate the impact of the proposed amendments and develop well-informed recommendations for long-term solutions. This timeline aligns with the anticipated completion of the County Road 43 expansion project, allowing any permanent by-law changes to be considered in the context of the newly improved roadway and its potential effects on local businesses. Additionally, consultation with the County will be necessary throughout the review process to ensure alignment with regional planning objectives and address any jurisdictional considerations related to signage along the expanded corridor.

Financial Implications

- There are no foreseen financial implications associated with the proposed amendments.
- The proposed review of the by-law, including public and County consultations, will be conducted utilizing existing staff resources.

Background/Analysis

The ongoing expansion project on County Road 43 has presented significant challenges for local businesses, particularly in terms of visibility and accessibility. As construction activities continue, some business owners have expressed concerns regarding the negative impact on customer traffic, and revenue.

In response to the concerns raised, staff reached out to several businesses along County Road 43 currently affected by the construction to gather their input on potential temporary updates to the Signs By-law that could help address their challenges.

Staff learned the following from the business owners:

- Sales have been consistently lower during the construction period while costs have increased.
- Most of the business owners believe it would be helpful if they could display mobile signs indefinitely without limitations, especially during the construction period.
- One business owner explained that they felt it was unsafe for the mobile signs to be displayed during the construction period, articulating the signs would not be seen and could cause further safety hazards. The business owner suggested having designated locations in the municipality where mobile business signs could be erected.
- Some business owners who spoke with staff were open to the idea of having an application process that would grant temporary permits allowing mobile signs to be displayed for extended periods during the construction.

Section 13 of Signs By-law No. 47-16 establishes regulations for the placement and types of temporary portable signs permitted within the municipality. Specifically, it limits the number of portable signs a business can display at one time and restricts the duration of each sign's display. Currently, temporary mobile signs used for business advertising are allowed for a maximum of 30 consecutive days, followed by a mandatory 30-day period during which no display is permitted.

Proposed Approach

Staff recommends approving the proposed temporary exemption provision, Section 13.1, as outlined in the amending by-law. This provision offers a practical short-term solution to address the concerns raised and could serve as a framework for future construction projects.

The proposed review of the by-law will include a thorough analysis of current signage regulations to ensure they align with the evolving needs of the business community while maintaining municipal objectives related to safety, aesthetics, and public interest. A key component of this review will be a public consultation process, allowing stakeholders, including business owners and residents, to provide input and share their perspectives on potential amendments to the by-law.

Additionally, consultation with the United Counties of Leeds and Grenville will be required to ensure alignment with regional policies and address any jurisdictional considerations.

The review process is expected to be completed with a report back to Council by the fall of 2026. This timeline aligns with the anticipated completion of the County Road 43 expansion project, ensuring that any permanent changes to the by-law are made in the context of the newly developed roadway and its potential long-term impacts on local businesses.

By taking this proactive approach, the Municipality of North Grenville aims to balance the needs of local businesses with the broader objectives of the community, supporting economic growth while maintaining responsible governance of signage regulations.

Additional Approach to Consider

As previously outlined in this report, a business owner expressed concern that displaying temporary mobile signs near the construction zone could create a hazard and suggested an alternative solution. Their proposal was to allow off-site advertising at designated locations.

Currently, Section 17(3) of the Signs By-law permits community service, event, or charitable signs to be displayed for up to two weeks at designated municipal locations. At present, only one such location exists, the Municipal Centre near Veterans Way. The by-law also limits these locations to displaying only one sign at a time.

It is important to note that displaying business advertising on signs located off-site on private property not owned or operated by the business is a violation of the general regulations, Section 2(9) of the Signs By-law.

Relevance to Strategic Priorities

Strategic Pillar	4	Efficient Governance and Service Delivery
Goal	4.4	Commit to Continuous Improvement
Key Action	4.4.2	Implement a continuous review program for existing processes and policies at both the departmental and corporate level.

Options and Discussion

1. Approve the recommendation as outlined.
2. Do not approve the recommendation
3. Direct staff to further amend the current Signs By-law by revising the intent of Section 17(3) to allow business advertising at designated community locations, which are currently reserved exclusively for charitable and community service signs.

Financial Impact

This item has been identified in the current budget: Yes No N/A

This item is within the budgeted amount: Yes No N/A

Staffing implications, as they relate to implementing Council’s decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

Internal/External Consultation

To prepare this report, staff consulted with business owners via email and phone to better understand their concerns and explore potential solutions.

As part of the comprehensive review of the Signs By-law, scheduled for completion by fall 2026, staff will engage with business owners, conduct public consultations, and review by-laws from similarly sized municipalities.

Communications

If the amending by-law is approved, staff will update the municipal website with the changes and notify businesses affected by the construction via email and phone.

Attachments

- Attachment 1 – 15-25

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

BY-LAW NO. 15-24

A By-Law to amend By-Law No. 47-16, being a By-Law to Regulate and Prohibit Signs Within the Municipality of North Grenville

WHEREAS subsection 11(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the “Act”), authorizes a municipality to pass a by-law respecting the health, safety and well-being of persons;

AND WHEREAS subsection 11(3) of the Act, authorizes a municipality to pass a by-law respecting structures, including fences and signs;

AND WHEREAS the Council of the Corporation of the Municipality of North Grenville deems it expedient to amend By-Law 47-16;

NOW THEREFORE the Council of the Corporation of the Municipality of North Grenville hereby enacts as follows:

1. By-Law 47-16, as amended, is hereby further amended by adding the following after section 13:

Temporary Exemption Permit for Businesses Affected by Construction

13.1 Business owners directly affected by municipal or regional construction projects may apply for a **Temporary Exemption Permit** to seek relief from specific limitations outlined in Section 13 of this by-law.

- 1) To apply for the Temporary Exemption Permit, the business owner must submit a completed application form to By-Law Services, which shall include the following:
 - a) The provision(s) under Section 13 from which an exemption is sought;
 - b) A detailed rationale explaining how the construction project impacts business operations.
 - c) A sketch or diagram illustrating the proposed sign(s) location(s); and
 - d) The requested duration of the exemption.
- 2) By-Law Services shall review the application and may approve, deny, or modify the request based on factors including, but not limited to:
 - a) Public safety considerations;
 - b) Impact on traffic and pedestrian flow;
 - c) Compliance with other municipal or county By-Laws and regulations; and
 - d) The necessity and reasonableness of the request in relation to the construction project.
- 3) The permit, if granted, shall specify the terms and conditions of the exemption, including any additional requirements deemed necessary to minimize disruptions to public spaces.
- 4) A Municipal Law Enforcement Officer may, at any time, revoke the Temporary Exemption Permit if the sign is deemed to create a hazard, obstruct visibility, or violate any conditions of the permit. Upon revocation, the business owner shall be responsible for the immediate removal of the sign(s) at their own expense. If the sign(s) are not removed within the specified timeframe, the Municipality may remove the sign(s), and all associated costs shall be recovered from the business owner.
- 5) Any business granted a Temporary Exemption Permit must remove or modify the signage to comply with Section 13 upon the expiration of the permit, unless an extension is approved by By-Law Services.

- 6) Any business seeking an extension to their Temporary Exemption Permit must re-apply by submitting a new application form to By-Law Services as outlined in subsection 13.1(1).
- 7) Failure to comply with the conditions of the exemption permit may result in enforcement measures in accordance with this By-Law.

2. By-Law 47-16, as amended, is hereby further amended by adding the following definition to section 1:

“Temporary Exemption Permit” means a permit issued by a Municipal Law Enforcement Officer that grants a business owner temporary relief from specific provisions of Section 13 of this by-law due to the impacts of a municipal or regional construction project.

3. The Clerk of the Municipality of North Grenville is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantic or descriptive nature or kind to this by-law and schedules as may be deemed necessary after passage of this By-Law, where such modifications or corrections do not alter the intent of the By-Law.

4. This By-Law shall come into force and effect on the day of its passing.

PASSED AND ENACTED
THIS 12TH DAY OF FEBRUARY 2025.

NANCY PECKFORD
Mayor

Chloe Preston
Clerk

Signs By-Law No. 47-16 Update

February 12th, 2025

Recommendations

- 1. To amend the current Signs By-Law, by introducing a provision that allows business owners impacted by construction to apply for a temporary sign permit.**

The permit would enable the display of temporary mobile signs beyond the existing time limits set in the by-law.

Recommendations

- 2. To direct staff to conduct a comprehensive review of the current Signs By-Law in consultation with local businesses and members of the public and return with a report in the fall of 2026.**

Purpose

- ▶ **Staff have consulted with business owners impacted by the construction on County Road 43 to hear their concerns and gather feedback.**
- ▶ **Business owners believe that lifting the restrictions in Section 13 to allow for extended sign display periods would help attract customers.**

Purpose

- ▶ **The purpose of the comprehensive review of the Signs By-Law and for it to be completed by fall 2026 is to provide ample time to evaluate the impact of the proposed amendments and develop well-informed recommendations for long-term solutions.**
- ▶ **The timeline also aligns with the anticipated completion of the County Road 43 expansion project, allowing any by-law changes to be considered in the context of the newly improved roadway and its potential effects on local businesses.**

The amendment

- ▶ **New Provision – Temporary Exemption Permit**
 - ▶ **Business owners impacted by the construction may apply for a permit to request exemptions from limitations in Section 13 of the By-law.**
 - ▶ **Staff will review the application and may approve, deny, or modify the request based on several factors:**
 - ▶ **Public safety considerations (line of sight issues and distractions)**
 - ▶ **Impact on traffic and pedestrian flow**
 - ▶ **Compliance with other Municipal or County By-Laws**
 - ▶ **The necessity and reasonableness of the request in relation to the construction project.**
 - ▶ **Permit can be extended**
 - ▶ **If a business owner fails to comply with the permit, it may result in enforcement measures.**

Questions?



Department: Planning and Development



Municipality of North Grenville

To: **Council**

Meeting Date: February 12, 2025

Subject: eQuinelle Phase 6A – Part Lot Control Exemption

Report No: PD-2025-010

Prepared by: Amy Martin, Director of Planning and Development

Recommendation(s)

THAT Council approve and enact By-Law 14-25 to lift part lot control within Phase 6A of the eQuinelle Subdivision

Executive Summary

Purpose

- To lift part lot control for a three-year period within phase 6A of the eQuinelle Subdivision to permit the creation of 26 townhouse dwelling units and 2 semi-detached dwelling units from 8 Blocks within the Plan of Subdivision.

Key Findings

- Part Lot Control exemption allows for a developer to further subdivide blocks of land into individual freehold lots.
- Phase 6A of the eQuinelle Subdivision has 8 blocks of land approved for 2 semi-detached dwelling units and 26 townhouse dwelling units.
- Lifting part lot control will allow for the developer to further subdivide the blocks once the foundations are poured.
- A three-year expiry date of the By-Law ensures that part lot control is lifted only for the intent of creating the multi-residential lots.

Financial Implications

- Staffing implications, as they relate to implementing Council’s decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

Background/Analysis

Section 50(7) of the *Planning Act* allows local municipalities to pass by-laws designating lands within a registered plan of subdivision as being exempt through part lot control. This allows parts of lots and blocks to be conveyed without having to go through the severance process. The Municipality uses this approach frequently to permit lots and blocks within a registered plan of subdivision to be further subdivided in accordance with the approved draft plan.

eQuinelle Phase 6A is a registered plan of subdivision with 8 blocks for the creation of two semi-detached dwelling units and 26 townhouse dwelling units. The purpose of the request is to lift part lot control on all 8 blocks, blocks 46-53 on Registered Plan 15M-44. This will accommodate the sale and transfer of individual units.

The part lot control by-law is set with a three-year expiry, with the by-law expiring on February 11th, 2028. Extensions to the by-law can be sought if required.

All blocks have access onto a public road. The appropriate zoning is in place to control the development of the land. The lifting of part lot control to create free hold parcels will not alter the original servicing plan for the subdivision.

The Manager of Planning Services at the Untied Counties of Leeds and Grenville is the approval authority for part lot control. A By-law is passed at the Municipal level and is forwarded onto the United Counties for approval.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #2 - A Strong, Connected, and Vibrant Community
Goal	Goal #2.3 - Build and Grown in a Connected Way
Key Action	Action #2.3.3 - Promote development policies that incorporate connectivity and coordination with the surrounding area

Options and Discussion

1. Approve the recommendation - **RECOMMENDED**
2. Do not approve the recommendation

Financial Impact

This item has been identified in the current budget: Yes No N/A

This item is within the budgeted amount:

Yes No N/A

Staffing implications, as they relate to implementing Council's decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

Internal/External Consultation

Municipal and external agency consultation occurred at the development stage of the plan of subdivision. Circulation of the draft by-law to the United Counties was required to ensure that the legal descriptions were correct.

Communications

Communication of Council's decision will be carried out by staff.

Attachments

- Draft PLC By-law

THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

BY-LAW NO. 14-25

A By-Law to exempt certain lands from part lot control within Phase 6A of the eQuinelle Subdivision

WHEREAS Section 50(5) of the Planning Act, R.S.O. 1990, as amended, established Part Lot Control over all lands within plans of subdivision registered before or after the coming into force of the said section;

AND WHEREAS subsection 50(7) of the Planning Act R.S.O. 1990 as amended, authorizes a municipality to enact by-laws to provide that Part Lot Control does not apply to land that is within such registered plans of parts thereof and that an expiry date may be specified in the by-law which can be extended prior to the expiration of the time periods;

AND WHEREAS it is deemed expedient to exempt those lands hereto within Registered Plan No. 15M-44, in the geographic Township of Oxford-on-Rideau, now the Municipality of North Grenville, from Part Lot Control;

NOW THEREFORE the Council of the Corporation of the Municipality of North Grenville enacts as follows:

1. Subject to Section 5 of the *Planning Act*, R.S.O. 1990, as amended, does not apply to those lands as are described in Schedule 'A' attached hereto and forming part of this by-law.
2. This by-law shall be effective only for the extent necessary to permit:
 - a. The creation of five (5) townhouse dwellings within Block 46 on Registered Plan 15M-44, the creation of four (4) townhouse dwellings within Block 47 on Registered Plan 15M-44, the creation of four (4) townhouse dwellings within Block 48 of Registered Plan 15M-44, the creation of four (4) townhouse dwellings within Block 49 of Registered Plan 15M-44, the creation of two (2) semi-detached dwellings within Block 50 of Registered Plan 15M-44, the creation of three (3) townhouse dwellings within Block 51 of Registered Plan 15M-44, the creation of three (3) townhouse dwellings within Block 52 of Registered Plan 15M-44 and the creation of three (3) townhouse dwellings within Block 53 on Registered Plan 15M-44, and in accordance with Schedule 'A' attached hereto and forming part of this by-law;
 - b. The creation of any easements including right of ways, as contained in the

transfers to each initial purchaser of each individual dwelling unit in accordance with Schedule 'A' attached hereto and forming part of this by-law;

- c. The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged;
 - d. The conveyance of individual dwelling units, together with appurtenant rights and easements in land associated therewith to each initial purchaser thereof, and to be charged and discharged.
3. No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this by-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O 1990, as amended.
 4. A conveyance or conveyances in favour of the Municipality of North Grenville shall not for the purpose of this by-law be considered to be a severance, and this by-law shall also be deemed to permit the grant or release of easements held in favour of the Municipality of North Grenville on or with respect to the lands described above.
 5. The Clerk is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of the by-law, where such modifications or corrections do not alter the intent of the by-law.
 6. Registration of a certified copy of this by-law in the proper land registry office is authorized and this by-law shall thereupon become effective.
 7. This by-law shall come into force upon approval and shall expire and be of no further force and effect as of the 11th day of February 2028.

PASSED AND ENACTED
THIS 12th DAY OF FEBRUARY, 2025

NANCY PECKFORD
Mayor

CHLOE PRESTON
Clerk

THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE
Schedule "A" to By-Law No. 14-25

The lifting of Part Lot Control shall apply to the following lands:

BLOCK 46, PLAN 15M-44; SUBJECT TO AN EASEMENT IN GROSS OVER PART 17, ON PLAN 15R-12466 AS IN GC91220; SUBJECT TO AN EASEMENT AS IN GC91225; MUNICIPALITY OF NORTH GRENVILLE; BEING ALL OF PIN 68115-2233;

BLOCK 47, PLAN 15M-44; SUBJECT TO AN EASEMENT IN GROSS OVER PART 18, ON PLAN 15R-12466 AS IN GC91220; SUBJECT TO AN EASEMENT AS IN GC91225; MUNICIPALITY OF NORTH GRENVILLE; BEING ALL OF PIN 68115-2234;

BLOCK 48, PLAN 15M-44; SUBJECT TO AN EASEMENT IN GROSS OVER PART 19, ON PLAN 15R-12466 AS IN GC91220; SUBJECT TO AN EASEMENT AS IN GC91225; MUNICIPALITY OF NORTH GRENVILLE; BEING ALL OF PIN 68115-2235;

BLOCK 49, PLAN 15M-44; SUBJECT TO AN EASEMENT AS IN GC91225; MUNICIPALITY OF NORTH GRENVILLE; BEING ALL OF PIN 68115-2236;

BLOCK 50, PLAN 15M-44; SUBJECT TO AN EASEMENT IN GROSS OVER PART 20, ON PLAN 15R-12466 AS IN GC91220; SUBJECT TO AN EASEMENT AS IN GC91225; MUNICIPALITY OF NORTH GRENVILLE; BEING ALL OF PIN 68115-2237;

BLOCK 51, PLAN 15M-44; SUBJECT TO AN EASEMENT IN GROSS OVER PART 21, ON PLAN 15R-12466 AS IN GC91220; SUBJECT TO AN EASEMENT AS IN GC91225; MUNICIPALITY OF NORTH GRENVILLE; BEING ALL OF PIN 68115-2238;

BLOCK 52, PLAN 15M-44; SUBJECT TO AN EASEMENT IN GROSS OVER PART 22, ON PLAN 15R-12466 AS IN GC91220; SUBJECT TO AN EASEMENT AS IN GC91225; MUNICIPALITY OF NORTH GRENVILLE; BEING ALL OF PIN 68115-2239;

BLOCK 53, PLAN 15M-44; SUBJECT TO AN EASEMENT AS IN GC91225; MUNICIPALITY OF NORTH GRENVILLE; BEING ALL OF PIN 68115-2240;

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

BY-LAW NO. 17-25

*A By-Law to Confirm the Proceedings of Council
At its Regular Meeting held on February 12, 2025*

WHEREAS the *Municipal Act 2001* states that a municipal power including a municipality's capacity, rights, powers and privileges shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of North Grenville at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Corporation of the Municipality of North Grenville hereby enacts as follows that:

1. The action of the Council of the Corporation of the Municipality of North Grenville at its regular meeting held on February 12, 2025, in respect of each recommendation contained in the report of the Committees and each motion and resolution passed and other action taken by Council of the Corporation of the Municipality of North Grenville at its meeting be hereby adopted and confirmed as if all such proceedings were expressly embodied in the by-law.
2. The Mayor and the proper Officers of the Municipality 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 Clerk are hereby directed to execute all documents necessary in that behalf, and the said Clerk is hereby authorized and directed to affix the corporate seal of the municipality to all such documents.

PASSED AND ENACTED ON THIS
12th DAY OF FEBRUARY 2025.

NANCY PECKFORD
Mayor

CHLOE PRESTON
Clerk