



CORPORATION OF THE
MUNICIPALITY OF NORTH GRENVILLE

AGENDA

17

Tuesday, April 8, 2025, 6:30 p.m.

Held in Council Chambers, 285 County Road 44

Pages

A. CALL TO ORDER

B. 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.

C. OPENING REMARKS

D. ADOPTION OF AGENDA

Recommendation:

Be it resolved that:

The Council agenda for April 8, 2025 be approved as presented.

E. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

F. CONSENT AGENDA

Recommendation:

Be it resolved that:

The following consent agenda items be approved as presented:

- Equity, Diversity and Inclusion Fund Updates;
- Whitney Road Petition;
- Indigenous Advisory Circle - Significant Resolution;
- Procedure By-law - Final Reading;
- New Credit Facility Authorization: Revolving Construction LOC;
- Minutes of Previous Meetings; and,
- Advisory Committee Meeting Minutes.

F.1 Equity, Diversity, and Inclusion Fund Updates 1

Recommendation:

THAT Council approve the changes to the EDI Fund Policy that strengthen conflict-of-interest provisions and refine the decision-making process.

F.2 Whitney Road Petition 11

Recommendation:

THAT Council direct staff to bring forward an information and options report for Council's consideration to assess the concerns outlined in the "Safety on Whitney Road" petition received from residents residing on Whitney Road.

F.3 Indigenous Advisory Circle – Significant Resolution 15

Recommendation:

THAT Council appoint Sarah Tuck and Chris Wilson to the Indigenous Advisory Circle as per the recommendation from the Circle.

F.4 Procedure By-law – Final Reading 21

Recommendation:

THAT Council conduct the third and final reading of Procedure By-law 16-25 thereby fully enacting the rules and procedures for Council and its Local Boards and Committees.

Recommendation:

THAT Council approves and enacts By-Law 32-25 to authorize the establishment and use of a revolving line of credit (LOC) in the amount of \$26 million, to assist in the construction financing of the Water Pollution Control Plant (WPCP) Expansion Project.

F.6 Minutes of Previous Meetings (See Item I.)

Recommendation:

THAT the following Council meeting minutes be adopted as presented:

- Special Meeting Minutes - March 10, 2025;
- Regular Meeting Minutes - March 19, 2025; and,
- Regular Meeting Minutes - March 25, 2025.

F.7 Advisory Committee Meeting Minutes (See item M.)

Recommendation:

THAT Council accept the following Advisory Committee meeting minutes for information purposes:

- Environmental Action Advisory Committee Minutes - February 24, 2025;
- Health, Wellness, Fitness & Active Transportation Advisory Committee Minutes - February 11, 2025;
- Indigenous Advisory Circle Minutes - February 20, 2025;
- Arts, Culture & Heritage Advisory Committee Minutes - February 18, 2025;
- Mayor's Taskforce on Clean Technology Minutes - February 24, 2025;
- Equity, Diversity & Inclusion Advisory Committee Minutes - February 13, 2025;
- Housing Advisory Committee Minutes - February 6, 2025; and,
- Community & Economic Development Advisory Committee Minutes - February 3, 2025.

G. MINUTES OF PREVIOUS MEETINGS - CONSENT

The below items form part of the consent agenda under item H. of the agenda.

G.1	Special Meeting Minutes - March 10, 2025	72
G.2	Regular Meeting Minutes - March 19, 2025	78
G.3	Regular Meeting Minutes - March 25, 2025	87

H. REPORTS

H.1	Pitch-In Program - PW-2025-009	94
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M. Finley, Director of Public Works

Recommendation:

THAT Council:

1. Receive the report titled "Pitch-In Program" for information purposes
2. Declare April 20 through April 27, 2025, as Pitch-In Week" in the Municipality of North Grenville
3. Provide direction for procurement of bags for the future operation of the program

H.2	Award Chemical Total Handling Equipment	97
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M. Finley, Director of Public Works

Recommendation:

THAT Council approves the purchase of a JCB 3TS-8T Telescopic Skid Steer from Delta Power Equipment for 134,399.00 (plus tax).

H.3	Award NG25-01 Landfill Monitoring and Engineering Services	100
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M. Finley, Director of Public Works

Recommendation:

THAT Council approve the award of Request for Proposal (RFP) NG25-01 Landfill Monitoring and Engineering Services for a five-year term to Egis Canada Ltd. in the amount of \$76,359.00 excluding applicable taxes for 2025;

AND THAT Council direct staff to draw the \$6,849.00 overage from the 2025 budget allocation for changes to the environmental monitoring plans.

H.4	Mental Health Initiatives Fund Policy <i>T. Hurlbert, Manager of Community & Leisure Services</i> Recommendation: THAT Council approve the Mental Health Initiatives Fund Policy as presented and direct staff to proceed with the 2025 intake of funding applications.	104
H.5	Environmental Action Advisory Committee – Significant Resolution <i>M. Remmig, Deputy/Acting Clerk</i> Recommendation: THAT Council accept the proposed modifications to the Environmental Action Advisory Committee Terms of Reference; AND THAT the Terms of Reference for the Environmental Action Advisory Committee accepted by Council resolution C-2024-011 be repealed.	113
H.6	Private Blake Williamson Memorial Hall Renovations <i>J. Petschenig, Facilities Superintendent</i> Recommendation: THAT Council approve awarding project PRC 25-02 Private Blake Williamson Memorial Hall Renovations to Arrow in the amount of \$574,417.72 plus 15% contingency; AND THAT Council direct staff to draw the 15% contingency from reserves.	119

I. CORRESPONDENCE

I.1	Advisory Committee Meeting Minutes - CONSENT The below items form part of the consent agenda under item H. of the agenda.	
I.1.1	Environment Action Advisory Committee Minutes - February 24, 2025	123
I.1.2	Health, Wellness, Fitness & Active Transportation Advisory Committee Minutes - February 11, 2025	128
I.1.3	Indigenous Advisory Circle Minutes - February 20, 2025	133

I.1.4	Arts, Culutre & Heritage Advisory Committee Minutes - February 18, 2025	137
I.1.5	Mayor's Taskforce on Clean Technology Minutes - February 24, 2025	141
I.1.6	Equity, Diversity & Inclusion Advisory Committee Minutes - February 13, 2025	145
I.1.7	Housing Advisory Committee Minutes - February 6, 2025	150
I.1.8	Community & Economic Development Advisory Committee Minutes - February 3, 2025	153

J. MOTIONS AND NOTICE OF MOTIONS

None identified.

K. MISCELLANEOUS/UNFINISHED BUSINESS

L. PERIOD FOR QUESTIONS FROM THE MEDIA AND PUBLIC

M. CONFIRMATION BY-LAW

158

Recommendation:

THAT By-law 33-25 to confirm the proceedings of Council at its regular meeting held on April 8, 2025 be adopted and passed.

N. ADJOURNMENT

Recommendation:

THAT the regular meeting of Council on April 8, 2025 adjourn at ____ p.m.



Municipality of North Grenville

To: Council

Meeting Date: April 8, 2025

Subject: Equity, Diversity, and Inclusion Fund Updates

Report No: CS-2025-003

Prepared by: Ashley Cuthbert, Acting Strategic Initiatives Coordinator

Recommendation(s)

THAT Council approve the changes to the EDI Fund Policy that strengthen conflict-of-interest provisions and refine the decision-making process.

Executive Summary

Purpose

- To seek Council approval for changes to the EDI Fund Policy.

Key Findings

- The approved Policy required Committee members to recuse themselves from the entire decision-making process if they had a declaration of interest with regards to an application. This resulted in very few members of the Committee being able to review the applications.
- Key policy changes include:
 - Members must only recuse themselves from reviewing their application if they are an applicant for funding or a member of an organization which is an applicant for funding in accordance with the Municipal Conflict of Interest Act.
 - Members must recuse themselves from reviewing all applications if the total request amount exceeds the funding available.

Financial Implications

- There are no financial implications associated with these policy changes.

Background/Analysis

The EDI Fund, launched in 2024, was established to support initiatives that promote equity, diversity, and inclusion within the community. After its first year of implementation, the Equity, Diversity, and Inclusion Advisory Committee (EDIAC) conducted a policy review to evaluate the process.

The original Policy required Committee members to recuse themselves from the entire decision-making process if they had a pecuniary interest with regards to an application. The proposed amendments require members to recuse themselves from reviewing any application they have an interest in, but do not require members to recuse themselves from the entire evaluation process.

Upon legal review it is recommended members must recuse themselves from reviewing all applications in the event the cumulative requested amount of all applications exceeds the funding available.

These changes specifically update Section 6.4 of the EDI Fund Policy and introduce a new Section 6.5 as follows:

Policy Amendments

Current Policy (Section 6.4):

"If a member of the Equity, Diversity, and Inclusion Advisory Committee is an applicant for funding of this Fund or has a pecuniary interest, they must recuse themselves from all decision-making process related to any application."

Proposed Amendment (Section 6.4):

"If a member of the Equity, Diversity, and Inclusion Advisory Committee is an applicant for funding of this Fund or has a pecuniary interest, they must recuse themselves from the decision-making process related to that application."

New Policy Addition (Section 6.5):

"In circumstances where the cumulative total of funding requests exceeds the funds allocated to the program by Council, if a member of the Equity, Diversity, and Inclusion Advisory Committee is an applicant for funding or has a pecuniary interest, they must recuse themselves from all decision-making process related to any application."

These changes reinforce the principles of equity, fairness, and impartiality in the funding review process while ensuring that all applications are evaluated without bias.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #5 - A Caring Community
Goal	Goal #5.3 - Continue to Improve Equity, Diversity, and Inclusion, and Reconciliation
Key Action	Action #5.3.3 - Increase engagement with equity deserving groups including but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socio

Options and Discussion

1. Approve the recommendation (recommended)
2. Do not approve the recommendation and maintain the existing Policy

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**

There are no additional staffing or financial implications, as implementation will be managed within existing administrative structures.

Internal/External Consultation

- **Internal Consultation:** The EDIAC reviewed the policy and recommended these changes to ensure fairness in the evaluation process.
- **External Consultation:** The Municipal Solicitor was consulted to ensure policy aligns with the requirements of the Municipal Conflict of interest Act

Communications

No immediate communication is necessary. Updates will be shared when the next funding release occurs.

Attachments

- EDI Fund Policy (Revised)



Policy Title: Equity, Diversity, and Inclusion Fund Policy

Policy Number:

Category: Corporate

Department: Corporate Services

Related Policies:

Approved By: Council

Effective Date: July 10, 2024

Revision Date:

Policy Statement:

The Municipality of North Grenville recognizes valuable contributions through the efforts of individuals, community organizations, and agencies on behalf of the residents of the Municipality. The policy's objective is to treat all parties fairly and consistently and to share resources throughout the community as effectively and efficiently as possible. Funding is intended to provide modest levels of support and assistance to individuals, community organizations, and agencies.

This Equity, Diversity, and Inclusion (EDI) Fund Policy establishes funding eligibility, outlines the application process, evaluation criteria, and outlines reporting requirements. Preference will be given to initiatives that demonstrate community support, efficient use of resources, sound business practices, enhance volunteer knowledge, and develop skills and self-reliance.

Purpose:

The EDI Fund will support initiatives that:

- Promote the values of EDI.
- Strengthen EDI in the community.
- Support the Municipality's goals related to EDI.
- Build capacity and sustainability of EDI related work in the community.

This Policy establishes a fair and objective process for administering the EDI Fund. The purpose is to provide a clear and concise guideline for applicants, identifying eligible recipients, projects, and project expenses; to outline reporting requirements; and to define a scoring matrix for use by evaluators to allocate funding.

Application:

The EDI Fund is allocated through the process established in this Policy. The total amount available for the Fund is approved through the annual operating budget process.

Policy:

1. General Funding Terms

- 1.1. Applications should demonstrate active funding efforts to support the continuation of a program, project, or event. Typically, the maximum amount per project will be \$3,000, although grants may be awarded in extraordinary circumstances for amounts over \$3,000.
- 1.2. The applicant must spend grant funding for the sole purpose to which it was awarded and normally within a 12-month period. Extensions will be granted at the discretion of the Chief Administrative Officer. If the intended purpose of the project, program, or event changes, information as to a substitute project, program, or event should be communicated to the Director of Corporate Services to be presented to Council for consideration.
- 1.3. Approval of grant funding in any one year, or over several years, is not to be interpreted as a commitment to future funding.

2. Eligibility Criteria

- 2.1. The Municipality of North Grenville will not provide funding to an individual or group that supports or promotes views, ideas or presentations which promote or are likely to promote discrimination, contempt, or hatred to any person on the basis of race, national or ethnic origin, color, religion, age, sex, marital status, family status, sexual preference, or disability, gratuitous sex and violence or denigration of the human condition.
- 2.2. The following organizations are eligible for funding:
 - 2.2.1. Applicants may be an individual, community organization, or agency.
 - 2.2.2. The initiative must take place in North Grenville.
 - 2.2.3. Applicants must be in, and conduct most of their activities/business within, the geographical borders of the municipality; and/or at least 51% of the membership must live in North Grenville.
- 2.3. The following are not eligible for funding:
 - 2.3.1. Organizations and/or charities whose mandate does not support residents of the Municipality.
 - 2.3.2. Businesses.
 - 2.3.3. Organizations with political affiliations.

- 2.3.4. School Boards and educational institutions.
- 2.3.5. Programs within legislative mandates of other governments including municipal departments.
- 2.3.6. Regional, provincial, or national organizations, unless a local chapter serving residents.
- 2.3.7. Organizations who have not completed the final report for the previous funding year.
- 2.4. Businesses are generally ineligible; however, the Municipality may fund social enterprise or non-profit activities conducted by, or on behalf of the business.
- 2.5. This list of eligible/ineligible applicants is not to be considered complete; the Municipality, at its sole discretion, may approve annual allocation of grant funding to organizations/agencies that have the capacity to deliver projects, events, and program in keeping with the spirit of this policy.

3. Eligible Expenses

- 3.1. The following are eligible expenses:
 - 3.1.1. Funding requests should be for events, projects, or programs that support, sustain, promote, inform, educate, celebrate, or preserve EDI values and/or provide access or such other initiatives as may be approved by Council.
 - 3.1.2. Capital projects and associated expenses.
 - 3.1.3. Funding for operating expenses of the organization may be considered, but only where the expense directly contributes to the implementation of eligible projects, events, or programs. Examples include event coordinator, development and distribution of marketing materials, or website development.
- 3.2. The following are not eligible expenses:
 - 3.2.1. Expenses incurred prior to funding approval may not be eligible.
 - 3.2.2. Accumulated deficits or funding shortfalls.
 - 3.2.3. Any cost determined to not be in keeping with the spirit of the EDI Fund Policy, at the discretion of Council.
 - 3.2.4. The purpose of the project/program cannot be for the generation of personal profit. Personal Profit is defined as: The personal use of income remaining after reconciling all fixed expenses. (To obtain small business funding go to Invest North Grenville <https://www.northgrenville.ca/economic-development>)
- 3.3. If an organization wishes to put forth a project on municipal property, consultation with the appropriate municipal staff must occur prior to any funding request. Included in this consultation should be details on project design, budget (including any impact to municipal resources; human, financial, IT, or otherwise), and legal/insurance considerations. Staff will advise on the appropriate funding mechanism (operating budget, capital budget, community grant funded).

4. Intake and Deadlines

- 4.1. There will be one (1) intake period per year. Application deadline will be published annually by the Municipality of North Grenville. Additional intakes may be considered if funding is available.
- 4.2. All grant applications shall be submitted to the Director of Corporate Services, on or before the deadline of the grant process each year. Applications must be submitted before the end of the business day (5:00 p.m. local time) to be considered eligible.
- 4.3. Any applications received after the due date will not be considered.

5. Application Process

- 5.1. Applications and supporting documentation must be completed and submitted in full prior to the EDI Fund application deadline.
- 5.2. The Application Form includes the following sections:
 - Applicant Information (proof of status may be required)
 - Project Description
 - EDI Impact
 - Individual/Organization Capacity
 - Budget
 - Supporting Documentation
 - Quotations
 - Permissions/permits
 - Letters of support
 - References
 - Other supporting documentation (e.g., site plans, maps, etc.)
- 5.3. Applications should be submitted using the online application form (found at www.northgrenville.ca). Applicants may also download a PDF application form and submit their application via email to vision@northgrenville.on.ca or deliver in person or by mail to:

Municipality of North Grenville
P.O. Box 130, 285 County Road 44
Kemptville, ON, K0G 1J0
Attn: Director of Corporate Services

- 5.4. As part of the Municipality's commitment to meeting accessibility legislation, the Application Form will be made available in accessible formats, and will be provided upon request.

6. Evaluation and Approval Process

- 6.1. Applications are reviewed by the Director of Corporate Services to ensure they meet eligibility requirements and are complete.
- 6.2. All identifying information (names, addresses) will be removed by staff from applications to promote a fair adjudicating process.

- 6.3. The Equity, Diversity, and Inclusion Advisory Committee (EDIAC) will review applications at an open Committee meeting and provide Council with recommendations. Council will then approve applications and funding amounts.
- 6.4. If a member of the Equity, Diversity, and Inclusion Advisory Committee is an applicant for funding of this Fund or has a pecuniary interest, they must recuse themselves from the decision-making process related to that application.
- 6.5. In the circumstances where the cumulative total of funding requests exceeds the funds allocated to the program by Council, if a member of the Equity, Diversity, and Inclusion Advisory Committee is an applicant for funding or has a pecuniary interest, they must recuse themselves from all decision-making process related to any application.
- 6.6. An Evaluation Matrix will be used by the EDIAC as a tool to assess applications. Scores from the evaluators will be averaged and funding recommendations will be made based on the application scores.

Evaluation Matrix			
Criteria	Description	Points to Consider	Score
Project Description	The project, program or event will serve the local interests of the residents of the Municipality.	<ul style="list-style-type: none"> • Solid vision, direction, goals, and objectives • Achievable timeline • Aligns with municipal priorities • Serves local interests 	/20 points
EDI Impact	The project, program or event addresses and contributes to EDI	<ul style="list-style-type: none"> • Demonstrated need/value/benefit • Equity-deserving groups served 	/40 points
Individual/Organizational Capacity and Sustainability	The ability of the applicant to meet goals and create a sustainable initiative	<ul style="list-style-type: none"> • Evidence of a clear mandate • Solid leadership structure • Adequate staff/volunteers • Financial stability and accountability and evidence of effective long and short-term financial planning • Reasonable financial goals • Evidence of partnerships • The project has broad support from the community • The organization has funding from multiple sources • An appropriate sustainability plan is provided 	/20 points
Other Considerations	The project, program or event has other innovative or other benefits	<ul style="list-style-type: none"> • Project is not duplicating • Is innovative or creative 	/10 points
Total			/90 points

6.7. Applicants will be notified of outcome via email by the Director of Corporate Services or designate. Included with the notification is a copy of the application, final report template, agreement to be signed, and EDI Fund logo for recognition purposes.

7. Final Report

7.1. The completed final report is due within 12-months of the award of funds. Where a project takes place 12-months after the award of funds, the final report shall be submitted a month after the project is completed. Final reports and supporting documents (copies of invoices/proof of payment) must be submitted to the Director of Corporate Services. A copy of the reporting form is provided with notice of award and agreement.

7.2. Any organization that does not complete the final report will be ineligible for funding for the following budget year, unless otherwise approved by Council. During that time, the Director of Corporate Services will work with the organization to ensure reporting is completed in order to become eligible for future funding years.

Responsibilities:

The EDI Fund is administered by the Corporate Services department through the Director of Corporate Services.

Compliance:

The Corporate Services department will ensure policy compliance by all parties.

Policy Communication:

This policy shall be posted on the Municipality’s website as public information. All relevant application timelines and forms will also be posted at www.northgrenville.ca.

Related Documents/Legislation:

The Corporate Services department will maintain records in accordance with the Records Retention Policy.

Authorization:

This Policy was authorized by Resolution Number C-2024-222 adopted by Council at its meeting held on July 10, 2024.

Revision History

Document Owner	Revised Date	Reason for Changes
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Director of Corporate Services	April 8, 2025	Updating 6.4 and adding 6.5 to clarify declaration of interest procedures
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Contact:

Any questions or concerns regarding this Policy shall be directed to the Director of Corporate Services.



Municipality of North Grenville

To: **Council**

Meeting Date: April 8, 2025

Subject: Whitney Road Petition

Report No: CAO-2025-011

Prepared by: Mary Remmig, Acting Clerk

Recommendation(s)

THAT Council direct staff to bring forward an information and options report for Council's consideration to assess the concerns outlined in the "Safety on Whitney Road" petition received from residents residing on Whitney Road.

Executive Summary

Purpose

- To facilitate direction to staff regarding Council's consideration of concerns outlined in a petition received by the Clerk's office from residents on Whitney Road

Key Findings

- Procedure By-law 16-25 prescribes that every communication, including petition, may only be introduced to Council with the consent of Council expressed by way of a motion;
- Council authorized receipt of the petition by way of Council resolution on February 25, 2025; and,
- The petition was received as a follow up to a delegation Council received on December 3, 2024 from Lynn Paibomesai, as resident along Whitney Road.

Financial Implications

- There are no financial implications as a result of this report.

Background/Analysis

Council received a delegation from a resident of Whitney Road, Lynn Paibomesai, at their regular meeting on December 3, 2024. The purpose of the delegation was to bring forward concerns of traffic safety on Whitney Road and request Council consideration of a speed reduction.

A petition dated February 5, 2025 was received by the Clerk's office on February 11, 2025. Council granted staff permission to present them with the petition by way of Council resolution on February 25, 2025. The petition has been attached to this report for Council's review and information as directed.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #5 - A Caring Community
Goal	Goal #5.1 - Champion Improvements to Health and Safety, and Social Services; and Advocate for Community Needs with Senior Governments
Key Action	Action #5.1.5 - Improve road safety to encourage active transportation

Options and Discussion

1. Approve the recommendation (Recommended)
2. Approve the recommendation with modifications (as directed by Council)
3. Do not approve the recommendation (as directed by Council)

At the time of local resident Lynn Paibomesai's presentation in December 2024, Council briefly consulted the Director of Public Works regarding recent traffic assessments in the area and applicability of the Municipality's Traffic Calming Policy. To respond to this petition, staff recommend Council direct staff to prepare an information and options report for Council's consideration in assessing the concerns of residents.

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

The Chief Administrative Officer and Director of Public Works are aware of the rising petition.

Communications

Staff have provided updates on the administration process of the petition to the individual who submitted the petition on behalf of Whitney Road residents.

Attachments

- Petition to the Municipal Mayor and Council – Safety on Whitney Road.

Petition to the Municipal Mayor and Council of North Grenville, Ontario

Subject: Safety on Whitney Road

Date: February 5, 2025

Mayor and Members of Council:

We the undersigned residents of North Grenville are writing to bring to your attention the matter of urgent public safety concerning the residents and users of Whitney Road. It has come to our collective notice that the current state of road safety measures in this area is insufficient to ensure the well-being of pedestrians, cyclists and motorists alike.

Issue: Whitney Road does not meet Provincial standards for two large vehicles to pass safely at the current unposted speed of 80 km/hr (this is the speed for rural roads). The caution signs, to reduce speed to 50 km/hr, at the limited visibility hill are ignored.

Impact: Over the years there has been an increase in Agriculture, Industrial and Small Businesses and people in the area, resulting in more large vehicles, including School buses and pedestrians using Whitney Road.

Justification: We believe that by reducing the speed limit on Whitney Road to 60 km/hr will reduce the risk of accidents and promote a safer and more livable community for all. We appreciate your attention to this matter and look forward to your prompt action to address our concerns. We are committed to working collaboratively with the Municipal Council and staff to find effective solutions that will ensure the safety and well-being of our community.

Name	Address	Signature
LYAN PAIBOMESAI	1103 WHITNEY ROAD	
Brenda Lee	1007 Whitney Road	
Alex McFarlane	1005 Whitney Road	
Cathy Nesbitt	1009 Whitney Road	
Rob Dockendorf	1205 Whitney Road	
ANDY SHAW	1203 Whitney Road	
Clayton Shearer	1206 Whitney road	
Dilji Kella	807 Whitney Rd	
R. Urani	1209 Whitney Rd.	
Steve Boucher	1301 Whitney Rd.	
TAYLOR SHEEMAN	1108 WHITNEY RD.	



Municipality of North Grenville

To: **Council**

Meeting Date: April 8, 2025

Subject: Indigenous Advisory Circle – Significant Resolution

Report No: CAO-2025-012

Prepared by: Mary Remmig, Acting Clerk

Recommendation(s)

THAT Council appoint Sarah Tuck and Chris Wilson to the Indigenous Advisory Circle as per the recommendation from the Circle.

Executive Summary

Purpose

- To accommodate additional membership appointments to the Indigenous Advisory Circle in accordance with the Circle's Terms of Reference

Key Findings

- The Terms of Reference for the Indigenous Advisory Circle, as accepted by Council resolution C-2024-011, states as follows:
 - "The Circle shall review applicants and make recommendations to Council";
 - and,
 - "The majority of members shall be Indigenous".

Financial Implications

- There are no financial implications associated with this report.

Background/Analysis

The Indigenous Advisory Circle currently has three appointed members from the community. In late 2024, the Circle discussed the opportunity to entertain applications from non-indigenous community members and chose to proceed. New applications were received and reviewed by the Indigenous Advisory Circle in closed session on February 20, 2025.

The recommendation of the Circle is in keeping with the requirement that the majority of members shall be Indigenous, in accordance with the Circle's Terms of Reference.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #2 - A Strong, Connected, and Vibrant Community
Goal	Goal #2.1 - Strengthen Community Engagement
Key Action	Action #2.1.2 - Continue to expand the use of community groups and Advisory Committees

Options and Discussion

1. Approve the recommendation (recommended)
2. Approve the recommendation with modifications (as directed by Council)
3. Do not approve the recommendation (not recommended)

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

The Indigenous Advisory Circle was provided the opportunity to review and provide feedback on applications received during a closed session at their meeting on February 20, 2025.

Communications

None.

Attachments

- Indigenous Advisory Circle Terms of Reference, as accepted by Council

Indigenous Advisory Committee

Purpose

The purpose of the IAC is to:

- a) To provide advice and recommendations to the Municipality of North Grenville on Indigenous aspirations, issues, and concerns.
- b) To support the Municipality in its efforts to honour and celebrate Indigenous peoples.
- c) To provide advice and recommendations on how to implement the Truth and Reconciliation Commission Calls to Action, the Royal Commission on Aboriginal Peoples, and the Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls and Two Spirited People.
- d) To promote and support reconciliation between Indigenous peoples, the Municipality, and the citizens of North Grenville.
- e) To promote reconciliation between municipal citizens and Indigenous peoples.

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The goal will be to have a Circle that is comprised of a minimum of four (4) and a maximum of nine (9) volunteer members. A staff person(s) from Corporate Services may also attend meetings as a liaison(s) to the Municipality. The majority of members shall be Indigenous.

In considering the appointment of members to the Committee, the Circle shall consider the following:

- a) The members of the IAC shall be Indigenous, ensuring that the perspectives and concerns of the Indigenous community are represented in the Circle's discussions and recommendations.
- b) The Circle shall consider the expertise and experience of potential members in relation to the mandate of the IAC. This may include experience in Indigenous governance, community development, or other relevant fields.

The Circle shall review applicants and make a recommendation to Council.

The Circle may by consensus remove any member of the Circle who is unable to fulfil their obligations.

Commitment

The Municipality has committed to receiving advice and recommendations from the IAC with respect and agrees to declare its allyship with Indigenous peoples. This relationship will be founded on an understanding of the sovereignty of the original Algonquin peoples and their legal interests in their lands as well as the other original peoples of Turtle Island that make this area home.

Facilitation of Meetings and Initiatives

The Circle members at each meeting will agree as to who will facilitate the discussion. At the end of each meeting the volunteer members will select a naamaadgei (helper) for the next month, inclusive of facilitating the next meeting. This person will be the point of contact for the next month.

The naamaadge will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts and Observers

The Circle may invite additional knowledge keepers and observers to attend a regular meeting(s) to support the work of the Circle.

Meetings

The Circle shall meet at least quarterly – either in person or via an accessible virtual platform. Additional meetings shall be held if necessary. Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Circle member by the Corporate Services department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Decision Making

Decision making of the Circle will be by consensus in keeping with the seven grandfather teachings".

Department Jurisdiction

Corporate Services - The Director is responsible to ensure that all associated legislative responsibilities to the Circle are fulfilled.

Staff Contact

Director of Corporate Services

Administrative Support

The Clerk delegates authority to the Director of Corporate Services to provide minute taking. Agenda preparation and distribution will be done by the Director of Corporate Services in conjunction with the naamaadge and Clerk's division. The Clerk's division will post the agenda on the municipal website and via the meeting calendar invitation.

Budget

The Circle will prepare an annual work plan including budget requests ahead of the budget cycle. The Director of Corporate Services shall bring forward budget requests of the Circle as part of the Municipal budget process.

i The Ojibway word for “helper” is Naamaadge. Naamaadgekwe is used to describe female helpers. Naamaadgenini is used to describe male helpers. Naamaadge is used to describe members from the two-spirit community who do not want to be identified as female or male. All persons should be asked how they would like to be identified. The pronunciations are as follows:

Naamaadge = Nah-mahd-geh
Naamaadgekwe = Nah-mahd-geh-kwe
Naamaadgenini = Nah-mahd-geh-nee-neh

Source: Loretta King McDonald, Odawa, member of the Eagle Clan, Elder and Ojibway language teacher from the Wikwemikong Unceded Territory on Manitoulin Island.

ii The following Seven Grandfather Teachings will be used as a reference and may be altered by the Circle members as necessary. The Seven Grandfather Teachings are a set of Anishinaabe guiding principles passed down from generation to generation to guide the Anishinaabe in living a good life in peace and without conflict.

Guiding Principles

Many Indigenous organizations and communities have adopted the Seven Grandfather Teachings as a moral stepping stone and cultural foundation. Communities have adapted the teachings to suit their community values. Despite where the teachings originated, they share the same concepts of abiding by moral respect for all living things. The Seven Grandfather Teachings are among the most widely shared Anishinaabe principles because they are relatable and encompass the kind of morals that humanity can aspire to live by. They offer ways to enrich one’s life while existing in peace and harmony with all of creation.

The Story

The Creator gave spirits known as the Seven Grandfathers the responsibility to watch over the Anishinaabe people. The Grandfathers sent a Messenger down to earth to find someone to communicate Anishinaabe values. After searching in all directions, the Messenger found a baby. The Seven Grandfathers instructed the Messenger to take the baby around the Earth for seven years to learn the Anishinaabe way of life. After their return, the Grandfathers gave the baby, now a young boy, seven teachings to share with the Anishinaabe people; love, respect, bravery, truth, honesty, humility, and wisdom. Below lists each teaching in Anishinaabemowin and the linguistic breakdown of each word.

1. Debwewin = Truth

To speak only to the extent, we have lived or experienced. Commonly referred to as Truth.

- Deb = to a certain extent
- We = sound through speech
- Win = a way it is done

Truth is represented by the turtle as the turtle was here during the creation of Earth and carries the teachings of life on his back.

2. Dabasendiziwin = Humility

To think lower of oneself in relation to all that sustains us. Commonly referred to as Humility.

- Dabas = low or lower
- End = pertaining to thought
- Izi = state or condition
- Win = a way it is done

Humility is represented by the wolf. The wolf lives for his pack and the ultimate shame is to be an outcast

3. Manaaji’idiwin = Respect

To go easy on one another and all of Creation. Commonly referred to as Respect.

- Manaaji = to go easy on someone
- Idi = in a reciprocal way
- Win = a way it is done

Respect is represented by the buffalo. The buffalo gives every part of his being to sustain the human way of living. The buffalo respects the balance and needs of others.

4. Zaagi'idiwin - Love

Unconditional love between one another including all of Creation, humans and non-humans. Commonly referred to as Love.

- Zaag = to emerge, come out or flow out
- Idi = in a reciprocal way
- Win = a way it is done

The eagle represents love because he has the strength to carry all of the teachings.

5. Gwayakwaadiziwin - Honesty

To live correctly and with virtue. Commonly referred to as Honesty.

- Gwayak = correctly, straightly, and rightly
- Aadizi = he/she lives
- Win = a way it is done

Honesty is represented by either the raven. They both understand who they are and how to walk in their life.

6. Zoongide'ewin = Bravery or Courage

To live with a solid, strong heart. Commonly referred to as Bravery or Courage.

- Zoongi = solid, strong
- De'e = a form of heart
- Win = a way it is done Bravery is represented by the bear.

The mother bear has the courage and strength to face her fears and challenges while protecting her young. To face life with courage is bravery.

7. Nibwaakaawin = Wisdom

To live with vision. Commonly referred to as Wisdom.

- Ni = the soul within
- Waa = pertaining to sight
- Kaa = an abundance
- Win = a way it is done

The beaver represents wisdom because he uses his natural gift by altering the environment for his family's survival.



Municipality of North Grenville

To: **Council**

Meeting Date: April 8, 2025

Subject: Procedure By-law – Final Reading Report No: CAO-2025-010

Prepared by: Mary Remmig, Acting Clerk

Recommendation(s)

THAT Council conduct the third and final reading of Procedure By-law 16-25 thereby fully enacting the rules and procedures for Council and its Local Boards and Committees.

Executive Summary

Purpose

- To accommodate Council adoption of the new Procedure By-law

Key Findings

- The new draft Procedure By-law was presented to Council January 15, 2025;
- Council conducted a first reading of the new By-law on February 12, 2025;
- On March 3, 2025, Council received a presentation from the Closed Meeting Investigator recommending Council update their Procedure By-law at their earliest opportunity. This recommendation was adopted by Council resolution;
- Council conducted a second reading of the new By-law on March 25, 2025;
- No additional modifications to the By-law were captured in Council's discussion during the second reading on March 25, 2025.

Financial Implications

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

Background/Analysis

The Clerk's office brought forward minor revisions to By-law 16-25 for Council's consideration as part of the second reading of the new Procedure By-law on March 25, 2025. Although there were questions from members of Council, no modifications were requested as part of the second reading of the By-law. The final reading has been added to the proposed Consent agenda on the basis that no additional modifications were requested at the time of the second reading.

Following the third reading of the By-law, the By-law will be in full force and effect. The new Procedure By-law closely resembles the current proceedings of Council, however Council may expect some best practices to be implemented in accordance with the Procedure By-law over the coming months.

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

By-law 4-19, being the preceding Procedure By-law, is out of date and does not reflect Council's current practices. The Procedure By-law must be kept up to date to ensure legislative compliance and commitment to transparency.

On March 3, 2025 Council accepted the recommendations of the Closed Meeting Investigator to update its Procedure By-law at its earliest opportunity. This recommendation was accepted based on findings of the investigator's report.

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 By-law. The Municipal Solicitor was consulted and provided feedback to ensure legislative compliance. Council was consulted on the draft by-law on January 15, 2025 and was provided the opportunity to conduct progressive readings of the By-law prior to implementation to ensure ample consultation and review of the By-law prior to enactment.

Communications

The new Procedure By-law also applies to local boards and committees of Council. In the coming months, the Clerk's office will schedule an "All Chairs" meeting to ensure ample review and training of the By-law is provided to the Chairs of all local boards and committees of Council.

Attachments

- Staff Report CAO-2025-002 – New Procedure By-law First Draft (Dated January 15, 2025)
- Staff Report CAO-2025-005 – Procedure By-law – First Reading (dated February 12, 2025)
- Staff Report CAO- 2025-008 – Procedure By-law – Second Reading (dated March 25, 2025)
- By-Law 16-25 (Final)



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



Municipality of North Grenville

To: **Council**

Meeting Date: February 12, 2025

Subject: Procedure By-law - First Reading - CAO-2025-005.docx

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: March 25, 2025

Subject: Procedure By-law - Second Reading - CAO-2025-008.docx

Report No: CAO-2025-008

Prepared by: Mary Remmig, Deputy Clerk

Recommendation(s)

THAT Council conduct the second reading of Procedure By-law 16-25

Executive Summary

Purpose

- To prepare Council for the adoption of a new Procedure By-law; and,
- To facilitate the second reading of the By-law.

Key Findings

- The new draft Procedure By-law was presented to Council January 15, 2025;
- Council conducted a first reading of the new draft By-law on February 12, 2025;
- On March 3, 2025, Council received a presentation from the Closed Meeting Investigator recommending Council update their Procedure By-law at their earliest opportunity. This recommendation was adopted by Council resolution; and,
- Council provided feedback during the first reading of the By-law and minor amendments have been made to address this feedback as part of the second reading.

Financial Implications

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

Background/Analysis

The Clerk's office has revised By-law 16-25 in accordance with Council's direction during the first reading of the By-law on February 12, 2025. The revisions are being brought forward to Council with the intent of conducting a second reading of the By-law.

The following revisions have been made since the first reading of the By-law:

- Section 1.0 - A definition has been added for "Deputy Mayor" to clarify that this position on Council is determined by way of majority vote of Council following members being elected. Minor revisions have been made to the By-law to reflect the addition of this definition;
- Section 1.0 – Errors were discovered in the definition of "Member". The definition has been updated to ensure clarity;
- Subsection 4.14.1 – At the request of Council, the wait time for quorum for a scheduled meeting has been increased to one-half hour (30 minutes) after the scheduled meeting start time;
- Subsection 4.14.2 – At the request of Council, the duration of the meeting has been increased from 3.5 hours to 4 hours to reflect current practices of Council;
- Subsection 7.2 – A new subsection has been added to reflect a reduced agenda for Committees of Council; and,
- Subsection 10.8.1 – At the request of Council, this subsection has been updated to provide discretion to the Clerk for accepting a request to delegate to Council following the deadline for submissions under certain circumstances.

During the first reading of the By-law, Council also referenced procedure for the filling of Council vacancies. Specifically, vacancies which occur shortly following an election. To address these questions, staff advise that Section 9 of the By-law outlines the circumstances in which a position is considered vacant as well as how the vacancy can be filled by Council. Options for filling a position on Council in accordance with the Procedure By-law include:

- Appointing a person who has consented to accept the office if appointed;
- 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,
- 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.

Any of these options are available to Council in accordance with the applicable Sections of the Municipal Act and Municipal Elections Act. The option to "appoint the non-elected candidate who, during the last municipal election, obtained the second most votes..." is not explicitly permitted under the Municipal Act but is a viable option for Council to consider in the event of a vacancy. The Provincial authority for this option is provided under Subsection 263(1)(a) of the Municipal Act which gives Council the authority to appoint a person who has consented to accept the office. This includes a non-elected member who received the second most votes after those who were elected.

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. On March 3, 2025 Council accepted the recommendations of the Closed Meeting Investigator to update its Procedure By-law at its earliest opportunity. This recommendation was accepted based on findings of the report.

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 before bringing the By-law forward to conduct the first reading of the By-law.

Communications

Council's second reading of the By-law may facilitate additional minor amendments to the By-law. The third and final reading is scheduled for April 8, 2025. All remaining comments on the By-law should be captured as part of the second reading.

Attachments

- Staff Report CAO-2025-002 – New Procedure By-law First Draft (Dated January 15, 2025)
- Staff Report CAO-2025-005 – Procedure By-law – First Reading (dated February 12, 2025)
- By-Law 16-25 – Tracked Changes

**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 25th day of March, 2025.

Read a third time and passed on this 8th day of April, 2025.

MAYOR

ACTING CLERK

“Schedule A” – By-law No. 16-25

PROCEDURE BY-LAW

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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 herein defined 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.

“Deputy Mayor” shall mean a Member elected to Council appointed by a majority vote of Council to act in the absence of the Head of Council.

“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 elected to Council, or appointed to a 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 sessions.
- 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 hosted 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 for review.

- 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 to a 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 Meeting 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-half hour (30 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 4 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 of 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 a 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 attendee, 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 Procedure 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 Prior to each Meeting the Clerk, or designate, shall set the agenda. The Clerk, or designate, shall prepare an agenda under the following headings in accordance with Section 10:
 - i. Call to Order
 - ii. Land Acknowledgment
 - iii. Adoption of the Agenda
 - iv. Declarations of Pecuniary Interest and General Nature Thereof
 - v. Deputations

- vi. Minutes of Previous Meeting
- vii. Reports and Decision Items
- viii. Correspondence
- ix. Adjournment

7.3 The general duties of a Committees shall be as follows:

- 7.3.1 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;
- 7.3.2 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.
- 7.3.3 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;
- 7.3.4 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;
- 7.3.5 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;
- 7.3.6 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;

- 7.3.7 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.
- 7.3.8 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 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 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 Pecuniary 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 interest and general nature of the interest using the prescribed form 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. The Clerk shall have the discretion to accept a request to present orally to Council following this deadline if, in the opinion of the Clerk, the information presented by the requestor relates to an item scheduled on the agenda or the presentation is subject to a deadline.
- 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 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 receives 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, without note or comment; and
 - vii. 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 participating 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 read the motion and state the names of the Members moving and seconding 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 on a particular matter 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 may 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 decided 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 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 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 PROCEDURE 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.



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: April 8, 2025

Subject: New Credit Facility Authorization: Revolving Construction LOC

Report No: FIN-2025-007

Prepared by: Carly Wheeler, Director of Finance/Treasurer

Recommendation(s)

THAT Council approves and enacts By-Law 32-25 to authorize the establishment and use of a revolving line of credit (LOC) in the amount of \$26 million, to assist in the construction financing of the Water Pollution Control Plant (WPCP) Expansion Project.

Executive Summary

Purpose

- The LOC will support cash flow and allow the Municipality to manage upcoming 2025 expenditures as the WPCP project construction volume rises.
- Any future conversions to a fixed rate term loan or restructuring of this debt will be brought to Council as a separate item.

Key Findings

- The Municipality's currently holds with its General Bank Account an overdraft limit of \$3,490,000 to be solely used for temporary cash shortfalls.
- The Water and Wastewater Budget includes \$22.6 million to be financed through debentures this year.
- Proposed interest rates are competitive, and the loan structure/flexibility meets the needs of North Grenville's current financing requirements.

Financial Implications

- Interest-only payments to be paid monthly. By default, at the earliest of August 31, 2026, or 120 days past substantial completion of the project, the outstanding amount will be termed out with principal repaid monthly over 25 years (300 months).

- Late or unpaid invoices received for this project during the course of Phase 1 can result in penalties/interest charges, delays or a complete stop to construction.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #4 - Efficient Governance and Service Delivery
Goal	Goal #4.1 - Provide Fiscal Responsibility
Key Action	Action #4.1.3 - Develop a comprehensive financial strategy including the effective and efficient use of reserves and reserve funds

Options and Discussion

1. Approve the recommendation
2. Do not approve the recommendation

Financial Impact

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

This item is within the budgeted amount: Yes **X** 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.

Attachments

- Construction LOC By-Law 32-25

ORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

BY-LAW NO. 32-25

A By-Law to Authorize a New Credit Facility in the form of a Revolving Line of Credit under the Corporation of the Municipality of North Grenville

WHEREAS the Municipal Act, 2001, as amended, authorizes temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if,

(a) the municipality is an upper-tier municipality, a lower-tier municipality in a county or a single-tier municipality and it has approved the issue of debentures for the work.

AND WHEREAS the amount that may be borrowed pursuant to this by-law together with the total of any similar borrowing shall not exceed the limit set out in the Municipal Act, 2001, as amended, and any other relevant sections of the Act;

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

1. That the Chief Administrative Officer and Director of Finance/Treasurer are hereby authorized to establish a Line of Credit (LOC) from the CANADIAN IMPERIAL BANK OF COMMERCE (CIBC) on behalf of the Municipality, for a total sum of \$26,000,000 (Twenty-Six Million Dollars), to assist in the construction financing of the Water Pollution Control Plant (WPCP) Expansion Project, and to execute all documents that are required in connection with opening and managing this new credit facility;
2. All sums borrowed pursuant to this by-law, as well as all other sums borrowed pursuant to the Act in this year and in previous years from CIBC for any purpose will be a charge upon the whole of the revenues of the Municipality for the current year and for all proceeding years.
3. The Treasurer is authorized to provide CIBC with a copy of the annual audited financial statements of the Corporation, as well as any financial forecasts pertaining to the WPCP Expansion Project.
4. The Clerk of the Municipality of North Grenville 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(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.

5. This by-law shall come into force and effect on the date of passing.

PASSED AND ENACTED

THIS 8TH DAY OF APRIL 2025.

NANCY PECKFORD
Mayor

MARY REMMIG
Acting Clerk



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

**13
March 10, 2025, 3:30 p.m.
Held in Council Chambers, 285 County Road 44**

PRESENT Mayor Nancy Peckford
 Deputy Mayor John Barclay
 Councillor Doreen O'Sullivan
 Councillor Deb Wilson

Staff Present Karen Dunlop, Chief Administrative Officer
 Kyna Boyce, Director of Client Services
 Mike Finley, Director of Public Works and Environmental
 Services
 Hillary Geneau, Director of Corporate Services
 Mark Guy
 Randy Urslak, Acting Fire Chief
 Mary Remmig, Deputy Clerk

Others Present Dave Dancey, Deputy Director of Finance/Treasurer

B. MEETING CALLED TO ORDER

Mayor Nancy Peckford called the meeting to order at 3:43 p.m.

C. LAND ACKNOWLEDGMENT

The land acknowledgment was read by Councillor Deb Wilson.

D. APPROVAL OF THE AGENDA

C-2025-096

Moved By John Barclay

Seconded By Deb Wilson

Be it resolved that:

The Council agenda for March 10, 2025 be approved as presented.

E. DISCLOSURE OF INTEREST

None at this time.

I. REPORTS

1. 2025 Budget - Working Session

Chief Administrative Officer Karen Dunlop confirmed that \$10,000 for heritage would be drawn from the heritage reserve upon request from Council.

Director of Parks, Recreation and Culture Mark Guy confirmed a design and estimate have been received to put in a signalized crossing at County Road 44. He noted the tender award is scheduled for March 25, 2025.

Councillor Doreen O'Sullivan arrived virtually at 4:12 p.m.

Councillor Doreen O'Sullivan referenced the Notice of Motion passed by Council for Reuben Crescent and the removal of the courtesy crosswalk signs at Prescott Street.

Director of Public Works Mike Finley agreed to the removal of the courtesy crosswalk sign at Prescott Street.

Deputy Mayor John Barclay requested an allocation for signage at the corner of Sanders and Rideau Streets.

Councillor Doreen O'Sullivan expressed concerns with including the water fountain in the 2025 budget noting a possible budget constraint with dock storage and dock installation.

Mayor Nancy Peckford called the meeting to recess at 4:49 p.m.

Mayor Nancy Peckford called the meeting back to session at 4:55 p.m.

Deputy Mayor John Barclay advised of a significant resolutions from the Arts, Culture and Heritage Advisory Committee in 2024 seeking an allocation of funds for the purpose of public art in 2025.

Councillor Doreen O'Sullivan left the meeting at 5:01 p.m.

Councillor Doreen O'Sullivan arrived virtually at 5:04 p.m.

Mayor Nancy Peckford suggested that Cash-in-lieu of Parkland funds may be available for paving of the pump track.

Chief Administrative Officer, Karen Dunlop confirmed that this project may not be eligible for cash-in-lieu of parkland funds.

KD requested clarity regarding the paving of the pump track motion if considerations could be other than taxation. She confirmed CIL of Parkland likely will not be eligible for this project.

Director of Communications, Kyna Boyce departed at 5:28 p.m.

Mayor Nancy Peckford requested a contribution to Ronald McDonald House. .

Councillor Doreen O'Sullivan departed at 5:41 p.m.

Deputy Mayor John Barclay stated support for a \$45,000 annual commitment for two years to the Kemptville Youth Centre.

Mayor Nancy Peckford expressed comfort with a 5-year financial commitment to House of Lazarus.

Councillor Deb Wilson acknowledged the work of the Ronald McDonald House to the area and noted of two hospice beds becoming available through the work of House of Lazarus.

Deputy Mayor John Barclay supported the contribution to Ronald McDonald House but would like to see future contributions to be allocated within Council's jurisdictional responsibilities.

C-2025-097

Moved By John Barclay

Seconded By Deb Wilson

THAT Council direct staff to request the County evaluate the intersection of Van Buren Street and Bridge Street to determine the appropriate mechanism to control the intersection for pedestrian safety with consideration of the Stop Sign Warrant Assessment as part of the evaluation.

CARRIED

C-2025-098

Moved By John Barclay

Seconded By Doreen O'Sullivan

THAT Council direct staff to include \$10,000 in the 2025 budget for the purpose of a water fountain installation in Downtown Kemptville on the understanding that the Old Town Kemptville BIA has agreed to contribute up to \$10,000 of the cost of installation.

CARRIED

C-2025-099

Moved By John Barclay

Seconded By Deb Wilson

THAT Council direct staff to allocate \$10,000 to the 2025 budget for the purpose of signage identifying Downtown Kemptville at the apex of the triangle of Sanders Street and Rideau Street;

AND THAT Council direct staff to coordinate with the United Counties of Leeds Grenville to identify Rideau Street from Highway 43.

CARRIED

C-2025-100

Moved By John Barclay

Seconded By Deb Wilson

THAT Council direct staff to include a \$37,500 reserve to dedicate to public art in the 2025 Budget contingent on the adoption of a Public Art Policy.

CARRIED

C-2025-101

Moved By Doreen O'Sullivan

Seconded By John Barclay

THAT Council direct staff to consider paving of the pump track in the 2025 budget;

AND THAT Council direct staff to identify potential funding sources for this project.

CARRIED

C-2025-102

Moved By John Barclay
Seconded By Doreen O'Sullivan

THAT Council direct staff to include preliminary design for the safe pedestrian crossing at the roundabout proposed on County Road 43 at Oxford Village Subdivision as part of the 2025 budget.

CARRIED

C-2025-103

Moved By John Barclay
Seconded By Deb Wilson

THAT Council direct staff to include a Community Investment to the Kemptville Youth Centre in the amount of \$45,000 in the Municipal budget for the next two years beginning in 2025.

CARRIED

C-2025-104

Moved By John Barclay
Seconded By Deb Wilson

THAT Council direct staff to include a Community Investment to the House of Lazarus in the amount of \$15,000 in the Municipal budget for the next five years beginning in 2025.

CARRIED

C-2025-105

Moved By Deb Wilson
Seconded By John Barclay

THAT Council direct staff to include a Community Investment to the Ronald McDonald House in the amount of \$10,000 in the 2025 budget.

CARRIED

N. CLOSE OF MEETING

1. Confirmation By-Law

C-2025-106

Moved By Deb Wilson
Seconded By John Barclay

Be it resolved that:

By-Law 24-25 to confirm the proceedings of Council at its special meeting held on March 10, 2025 be adopted and passed.

CARRIED

2. Resolution to Adjourn

C-2025-107

Moved By Deb Wilson
Seconded By John Barclay

Be it resolved that:

This special meeting of Council adjourn at 6:05 p.m.

CARRIED



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

**14
March 19, 2025, 6:30 p.m.
Held in Council Chambers, 285 County Road 44**

PRESENT Mayor Nancy Peckford
 Deputy Mayor John Barclay
 Councillor Doreen O'Sullivan
 Councillor Deb Wilson

Staff Present Amy Martin, Director of Planning and Development
 Karen Dunlop, Chief Administrative Officer
 Hillary Geneau, Director of Corporate Services
 Mike Finley, Director of Public Works and Environmental Services
 Randy Urslak, Acting Fire Chief
 Tammy Hurlbert, Manager of Community & Leisure Services
 Kyna Boyce, Director of Client Services
 Mary Remmig, Deputy Clerk

Others Present Deputy Director of Finance/Treasurer, Dave Dancey
 Kemptville Public Library, Chief Executive Officer, Emily Farrell
 Michele Bos
 Ethan Bos

A. HOW TO PARTICIPATE IN THE MEETING

B. MEETING CALLED TO ORDER

Mayor Nancy Peckford called the meeting to order 6:35 p.m.

C. LAND ACKNOWLEDGMENT

The land acknowledgement was read by Councillor Doreen O'Sullivan.

D. APPROVAL OF THE AGENDA

C-2025-108

Moved by Doreen O'Sullivan

Seconded by John Barclay

Be it resolved:

THAT the agenda be amended to move Item I.2, being the 2025 Budget, to item I.3;

THAT the agenda be amended to include a new item at I.2 to discuss Financial Sign Off Authority for Municipal Officers;

AND THAT the Council agenda for March 19, 2025 be approved as amended.

CARRIED

E. DISCLOSURE OF INTEREST

None at this time.

F. PRESENTATIONS/DELEGATIONS

1. Green Shirt Day

Ethan Bos addressed Council about Green Shirt Day.

Michele Bos addressed Council about Ethan's journey since 2019.

C-2025-109

Moved by John Barclay

Seconded by Doreen O'Sullivan

THAT Council accept the Green Shirt Day presentation from Ethan Bos and Michele Bos;

AND THAT Council acknowledge Council resolution C-2020-025 declaring April 7 as Green Shirt Day in North Greenville in perpetuity to inspire organ donor registration in the community.

CARRIED

G. CONSENT AGENDA

Mayor Nancy Peckford called a brief recess at 7:02 p.m.

Mayor Nancy Peckford called the meeting back to session at 7:05 p.m.

Mayor Nancy Peckford requested the removal of the 2024 Council Compensation report from the Consent agenda.

C-2025-110

Moved by Doreen O'Sullivan

Seconded by John Barclay

Be it resolved that:

The following consent agenda items be approved as presented:

- Minutes of Previous Meeting;
- Local Board Meeting Minutes; and,
- Appointment of Acting Clerk.

CARRIED

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

C-2025-110

Moved by Doreen O'Sullivan

Seconded by John Barclay

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

- Regular Meeting Minutes - February 25, 2025;
- First Special Meeting Minutes - March 3, 2025;
- Second Special meeting Minutes - March 3, 2025; and,
- Regular Meeting Minutes - March 4, 2025.

CARRIED

3. Local Board Meeting Minutes (See Item J.1)

C-2025-110

Moved by Doreen O'Sullivan

Seconded by John Barclay

THAT the following local board meeting minutes be accepted by Council for information:

- Rideau Valley Conservation Authority Board of Directors - January 23, 2025;
- South Nation Conservation Authority Board of Directors - January 16, 2025;
- North Grenville Public Library Board - January 9, 2025; and,
- Grenville OPP Detachment Board - January 9, 2025.

CARRIED

4. Appointment of Acting Clerk (See Item K.1)

C-2025-110

Moved by Doreen O'Sullivan

Seconded by John Barclay

THAT, Deputy Clerk Mary Remmig be appointed as Acting Clerk until such a time that the position of Municipal Clerk is fulfilled by the Municipality.

CARRIED

2. 2024 Council Compensation (See Item I.1)

This item was pulled from the consent agenda. See item I.1 for discussion of Council.

H. MINUTES OF PREVIOUS MEETINGS - CONSENT

- 1. Regular Meeting Minutes - February 25, 2025**
- 2. First Special Meeting Minutes - March 3, 2025**
- 3. Second Special Meeting Minutes - March 3, 2025**
- 4. Regular Meeting Minutes - March 4, 2025**

I. REPORTS

1. 2024 Council Compensation

Chief Administrative Officer, Karen Dunlop delivered an overview of the report.

C-2025-111

Moved by Doreen O'Sullivan

Seconded by John Barclay

Be it resolved:

THAT Council accept the 2024 Council Compensation report for information purposes.

CARRIED

2. Financial Sign Off Authority

Director of Corporate Services, Hillary Geneau delivered an overview of the purpose of the motion and noted that the permission is needed to enhance service delivery.

Moved by Doreen O'Sullivan

Seconded by John Barclay

THAT Council of the Municipality of North Grenville appoint the following Municipal Officers as having financial sign off authority:

- Chief Administrative Officer, Karen Dunlop;
- Director of Finance/Treasurer, Carly Wheeler;
- Deputy Director of Finance/Treasurer, Dave Dancey; and,
- Director of Corporate Services, Hillary Geneau.

CARRIED

3. 2025 Budget

Chief Administrative Officer, Karen Dunlop delivered an overview of the amendments conducted as directed by Council and confirmed that the changes do not increase the proposed 3.33% tax increase.

Councillor Deb Wilson arrived at 7:18 p.m.

Council discussed the inclusion of the Bishop's Mills play structure within the 2025 budget as requested during public consultation.

Councillor Deb Wilson suggested seeking grants grant opportunities for the Bishop's Mills play structure and pump track paving.

Mayor Nancy Peckford called a recess at 8:14 p.m.

Mayor Nancy Peckford called the meeting back in session at 8:28 p.m.

Deputy Mayor John Barclay requested the Wayfinding Strategy be moved above the line by way of a reserve draw.

Mayor Nancy Peckford requested updates to the budget presentation for the public's benefit.

Mayor Nancy Peckford expressed concern with the Transportation Plan and Active Transportation Plan forming part of the same proposal.

Mike Finley confirmed that a single RFP can be created requesting separate deliverables.

Council requested that the scope of work for the Transportation Plan and Active Transportation Plan project be shared with Council.

C-2025-113

Moved by John Barclay

Seconded by Doreen O'Sullivan

THAT Council direct staff to return a report to could regarding the PXO design at County Road 43 and Pinehill which will give consideration for class D estimates for construction of the PXO

CARRIED

C-2025-114

Moved by Doreen O'Sullivan

Seconded by John Barclay

THAT Council direct staff to divide the budget allocation for the pump track paving for the purpose of phasing the project for 2025-2026;

AND THAT Council direct staff to include the Bishop's Mills play structure in the 2025 budget.

CARRIED

C-2025-115

Moved by John Barclay

Seconded by Deb Wilson

THAT Council direct staff to move the Wayfinding Strategy above the line by way of a reserve draw.

CARRIED

C-2025-116

Moved by John Barclay

Seconded by Doreen O'Sullivan

THAT Council direct staff to update the 2025 budget presentation to include explicit reference to the Development Charges and publish on the budget webpage on the Municipal website;

AND THAT Council direct staff to include more detail respecting municipal reserves in the presentation for the 2026 budget.

CARRIED

C-2025-117

Moved by John Barclay

Seconded by Deb Wilson

THAT Council adopt By-law 25-25, being a By-law to Set the 2025 Municipal Budgets, with the amendments directed by Council.

CARRIED

J. CORRESPONDENCE

1. Local Board Meeting Minutes - CONSENT

- 1. Rideau Valley Conservation Authority Board of Directors - January 23, 2025**
- 2. South Nation Conservation Authority Board of Directors - January 16, 2025**

3. North Grenville Public Library Board - January 9, 2025

4. Grenville OPP Detachment Board - January 9, 2025

K. OTHER BUSINESS

1. Appointment of Acting Clerk - CONSENT

L. NOTICE OF MOTIONS

M. CLOSED SESSION

C-2025-118

Moved by Deb Wilson

Seconded by Doreen O'Sullivan

Be it resolved:

THAT Council defer the Closed Session discussion respecting the Civic Award Applications to a special meeting of Council on March 24, 2025 at 3:30 p.m.

CARRIED

1. Civic Award Applications

N. OUT OF CLOSED

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

P. CLOSE OF MEETING

1. Confirmation By-Law

C-2025-119

Moved by Deb Wilson

Seconded by John Barclay

Be it resolved that:

By-Law 26-25 to confirm the proceedings of Council at its regular meeting held on March 19, 2025 be adopted and passed.

CARRIED

2. Resolution to Adjourn

C-2025-120

Moved by Doreen O'Sullivan

Seconded by John Barclay

Be it resolved that:

this regular meeting of Council adjourn at 9:21 p.m.

CARRIED



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

**16
March 25, 2025, 6:30 p.m.
Held in Council Chambers, 285 County Road 44**

PRESENT Mayor Nancy Peckford
 Deputy Mayor John Barclay
 Councillor Doreen O'Sullivan
 Councillor Kristin Strackerjan
 Councillor Deb Wilson

Staff Present Amy Martin, Director of Planning and Development
 Karen Dunlop, Chief Administrative Officer
 Mike Finley, Director of Public Works and Environmental Services
 Mary Remmig, Deputy Clerk
 Senterre McKenna, Committee Clerk
 Phil Mosher, Deputy Director Planning & Development
 Mark Guy

Others Present Debbie Wood, Secretary Treasurer – Committee of Adjustment

A. HOW TO PARTICIPATE IN THE MEETING

B. MEETING CALLED TO ORDER

 Mayor Nancy Peckford called the meeting to order at 6:43pm

C. LAND ACKNOWLEDGMENT

 The land acknowledgement was read by Councillor Deb Wilson.

D. APPROVAL OF THE AGENDA

C-2025-130

Moved by Deb Wilson

Seconded by Doreen O'Sullivan

Be it resolved that:

The Council agenda for March 25, 2025 be approved as presented.

CARRIED

E. CLOSED SESSION

None.

F. DISCLOSURE OF INTEREST

G. PUBLIC MEETINGS

Mayor Nancy Peckford opened the public meeting portion of the agenda.

1. ZBA 01-2025 646 River Road Zoning Amendment Report

Director of Planning and Development Amy Martin delivered an overview of the staff report.

Deputy Mayor John Barclay suggested no parking signs along the south side of the street.

Councillor Deb Wilson expressed concern imposing restrictions on lock users.

Mayor Nancy Peckford suggested a pedestrian crosswalk.

Director of Public Works, Mike Finley expressed concern of risk with the crosswalk.

Councillor Doreen O'Sullivan spoke to active transportation.

Mayor Nancy Peckford called a recess at 7:22 p.m.

C-2025-131

Moved by Deb Wilson

Seconded by Doreen O'Sullivan

THAT Council approve and enact By-law 29-25 for the lands at 646 River Road to permit an assembly hall and place of assembly as permitted uses as of right.

CARRIED

2. ZBA 03-25 110 Elvira Street

Mayor Nancy Peckford call the meeting back to session at 7:31 p.m.

Director of Planning and Development Amy Martin delivered an overview of the staff report and read aloud a public comment received after preparation of the report.

Deputy Mayor John Barclay expressed preference for maintaining a minimum of 9 affordable units as initially proposed.

Councillor Doreen O'Sullivan advocated for 25% of the units being accessible.

Director of Planning and Development, Amy Martin recommended a brief from the CBO outlining Ontario Building Code requirements for accessible units.

Mayor Nancy Peckford called a recess at 7:56 p.m.

Mayor Nancy Peckford called the meeting back to session at 8:01 p.m.

Cory Lockwood spoke to the rising costs of construction and interests rates since 2020 making it costly to develop.

Tomlyn Graovac, applicant, noted that the developer is open to 25% but felt the 10% proposed was reasonable given the existing economy.

Deputy Mayor John Barclay suggested a deferral to give the developer time to revisit numbers.

Director Amy Martin confirmed that the item could be revisited at the meeting of Council on April 16.

C-2025-132

Moved by John Barclay

Seconded by Doreen O'Sullivan

THAT Council approve and enact By-law 27-25 to adopt site-specific Official Plan Amendment No. 13 and approve and enact By-law 28-25 to approve a Zoning By-law Amendment for the property municipally known as 110 Elvira Street.

DEFERRED

H. CONSENT AGENDA

Mayor Nancy Peckford called a recess at 8:17 p.m.

Mayor Nancy Peckford called the meeting back in session at 8:22 p.m.

C-2025-133

Moved by Deb Wilson

Seconded by John Barclay

Be it resolved that:

The following consent agenda items be approved as presented:

- Kemptville Campus Memorandum of Understanding Extension Agreement; and,
- 2024 Annual Performance and Summary Report - Kemptville Drinking Water System

CARRIED

1. Kemptville Campus Memorandum of Understanding Extension Agreement (See Report at J.5)

C-2025-133

Moved by Deb Wilson

Seconded by John Barclay

THAT Council authorizes the Mayor and CAO to execute the Extension Agreement regarding the Memorandum of Understanding between the Municipality of North Grenville and the Kemptville Campus Education and Community Centre Board to extend the current Memorandum of Understanding to June 30, 2025 or until a new agreement is executed, whichever is earlier.

CARRIED

2. 2024 Annual Performance and Summary Report – Kemptville Drinking Water System (See Report at J.6)

C-2025-133

Moved by Deb Wilson

Seconded by John Barclay

THAT Council:

1. Received the “2024 Annual Performance and Summary Report: Kemptville Drinking Water System” report (Attachment 1) for information, to ensure Municipal compliance with the *Ontario Safe Drinking Water Act, 2002*.

CARRIED

I. MINUTES OF PREVIOUS MEETINGS

J. REPORTS

1. Procedure By-law - Second Reading (M. Remmig)

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

Mayor Nancy Peckford requested an overview for procedures to be undertaken if a delegation is accepted after the deadline.

Councillor Doreen O'Sullivan noted a type in Section 7.2.

C-2025-134

Moved by Doreen O'Sullivan

Seconded by Deb Wilson

THAT Council conduct the second reading of Procedure By-law 16-25

CARRIED

2. Whaley Farms Draft Conditions (P. Mosher)

Deputy Director of Planning and Development, Phil motion delivered an overview of the staff report and minor changes to the proposed conditions that have been agreed to since preparation and circulation of the draft conditions.

C-2025-135

Moved by Deb Wilson

Seconded by John Barclay

THAT Council recommends to the United Counties of Leeds and Grenville draft conditions provided in Attachment "A" of Report PD-2025-018 for Whaley Farms Subdivision (File No. 07-T-20243).

CARRIED

3. County Road 44 Multi-use Pathway Extension Tender (M. Guy)

Director of Parks, Recreations and Culture Mark Guy delivered an overview of the staff report. He confirmed an extension for the grant has been authorized without penalty.

C-2025-136

Moved by Doreen O'Sullivan

Seconded by John Barclay

THAT Council award Tender PRC 25-01 to construct the County Road 44 Multi-use Pathway extension to Goldie Mohr Ltd. in the amount of \$1,222,465.80 plus HST.

CARRIED

4. Heavy Fleet – Tandem Replacement Purchase Award (M. Finley)

Director of Public Works Mike Finley delivered an overview of the staff report.

C-2025-137

Moved by Deb Wilson

Seconded by Doreen O'Sullivan

THAT Council approves the purchase of a new 2026 International tandem truck and Viking plow equipment from the Rush Truck Centres of Canada - Kemptville for \$407,955.27 excluding applicable taxes

CARRIED

5. Kemptville Campus Memorandum of Understanding Extension Agreement (CONSENT)

6. 2024 Annual Performance and Summary Report – Kemptville Drinking Water System (CONSENT)

K. CORRESPONDENCE

L. OTHER BUSINESS

M. NOTICE OF MOTIONS

1. Wollastonite - Significant Motion from Mayor's Taskforce on Clean Technology

Mayor Nancy Peckford delivered a Notice of Motion which highlights a motion from the Mayor's Taskforce on Clean Technology respecting the investigation of Wollastonite as a road salt replacement as a pilot project.

Councillor Deb Wilson suggested bringing the motion forward at a meeting following April 10th.

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

None.

O. CLOSE OF MEETING

1. Confirmation By-Law

C-2025-138

Moved by Deb Wilson

Seconded by Doreen O'Sullivan

Be it resolved that:

By-Law 31-25 to confirm the proceedings of Council at its regular meeting held on March 25, 2025 be adopted and passed.

CARRIED

2. Resolution to Adjourn

C-2025-139

Moved by John Barclay

Seconded by Deb Wilson

Be it resolved that:

this regular meeting of Council adjourn at 9:07 p.m.

CARRIED



Municipality of North Grenville

To: **Council**

Meeting Date: April 8, 2025

Subject: Pitch-In Program

Report No: PW-2025-009

Prepared by: Cheryl Fequet, Public Works Coordinator

Recommendation(s)

THAT Council:

1. Receive the report titled "Pitch-In Program" for information purposes
2. Declare April 20 through April 27, 2025, as Pitch-In Week" in the Municipality of North Grenville
3. Provide direction for procurement of bags for the future operation of the program

Executive Summary

Purpose

- To declare the week of April 20 through April 27, 2025, as Pitch-In Week in the Municipality of North Grenville
- To receive direction for staff to review the procurement of Pitch-in bags for future years if they are no longer supplied free of charge.

Key Findings

- The Municipality of North Grenville has participated in Pitch-In Canada since 2002.
- Volunteers register to clean-up public spaces throughout the Municipality.
- Pitch-In Canada organization is no longer operating and free waste collection bags are no longer available.
- There are approximately 300 Pitch-In bags in stock.

Financial Implications

- There is currently no cost to participate in the Pitch-In program.
- Cost will be incurred to continue program in future years if bags are no longer supplied by Pitch-in Canada.

Background/Analysis

The Public Works Department is requesting that Council proclaim April 20 through April 27, 2025, as Pitch-In Week”. The Municipality has participated in Pitch-In Canada and proclaimed this event since 2002.

Pitch-In Canada, a national, community-based organization comprised of eco-action and community volunteers, who believe that maintaining a quality environment and encouraging civic pride is everyone’s responsibility. The organization encourages voluntary action to clean up public spaces within communities to keep them clean and beautiful, thereby helping to restore and maintain a healthy environment. Pitch-In Canada generously supplied Pitch-In Canada waste collection bags to organizations and municipalities who participated in the program.

As of 2024, Pitch-In Canada appears to have dissolved, and we are no longer able to get free waste collection bags. Approximately 300 bags are distributed yearly. There is a limited supply of Pitch-In Canada waste collection bags available for this year’s clean-up in North Grenville. In the absence of bags being provided for future years, staff can undertake a review of the cost to provide Pitch-In Canada bags as part of the 2026 budget deliberations.

Pitch-In Week is April 20th – 27th, 2025 to encompass Earth Day. Individuals and groups can register their Pitch-In cleanups anytime throughout the month of April.

The following information is needed for registration:

1. The names of individuals or groups
2. The name or location of the public space that is intended to be cleaned up (Private properties are not eligible for this program)
3. Pitch-In Canada bags are provided on a first come, first served basis, and are free to dispose of either by curbside pick-up or at the Oxford Mills Waste Transfer Station for drop off.

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
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

Staff have reached out to Pitch-in Canada to receive additional bags but have not received a response. The Pitch-In Canada website is no longer functioning.

Communications

The Municipality will advertise Pitch-In Week on all social media outlets and provide notice on how to register to receive Pitch-in Canada bags

Attachments

- None



Municipality of North Grenville

To: **Council**

Meeting Date: April 8, 2025

Subject: Award Chemical Total Handling Equipment

Report No: PW-2025-008

Prepared by: Nick Shepherd, Water and Wastewater Technologist

Recommendation(s)

THAT Council approves the purchase of a JCB 3TS-8T Telescopic Skid Steer from Delta Power Equipment for 134,399.00 (plus tax).

Executive Summary

Purpose

- To enable safe handling of chemical totes and equipment at the Municipalities water and wastewater treatment sites required for regular operations, while also being able to effectively use front mounts that are already owned.

Key Findings

- Procurement using CANOE allows for sourcing of this equipment at a significantly reduced price due to group pricing.
- A skid steer with a telescopic boom capable of over 8' of extension allows for safe handling of required chemicals at the wastewater treatment sites and within the service buildings, and ensures compliance with our health and safety requirements.

Financial Implications

- The CANOE program ensured a competitive process and provided the best price available.
- Price is within the allocated budget of \$200,000.00
- Existing front mount equipment of a boom pole, snow pusher, pallet forks, material buckets have a total value of approximately over \$15,000.00. The JCB 3TS-8T would be compatible with the existing equipment.

Background/Analysis

This skid steer had been identified as a potential product in 2024, and the price at that time was used to plan for the 2025 budget for this project. The CANOE pricing that was provided in 2025 was significantly lower due to group purchasing discounts, and ensures the product has already gone through a procurement process involving suppliers throughout North America. Delta Power Equipment is our local JCB supplier.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #4 - Efficient Governance and Service Delivery
Goal	Goal #4.2 - Commit to Asset Management Planning
Key Action	Action #4.2.3 - Ensure maintenance, review, and operational support requirements of existing assets

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

There is \$200,000.00 in the Capital Budget for the project “Chemical Tote Handling Equipment – Telescopic Skid Steer”. Procurement through the CANOE program has provided the Municipality with a lower price then direct quote.

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

No internal or external consultations were required.

Communications

No further communications are required.

Conclusions

Staff recommend the approval of the purchasing of the JCB 3TS-8T Telescopic Skid Steer.

Attachments



Municipality of North Grenville

To: **Council**

Meeting Date: April 8, 2025

Subject: Award NG25-01 Landfill Monitoring and Engineering Services

Report No: PW-2025-011

Prepared by: Brandon Shipman, Drainage and Waste Manager

Recommendation(s)

THAT Council approve the award of Request for Proposal (RFP) NG25-01 Landfill Monitoring and Engineering Services for a five-year term to Egis Canada Ltd. in the amount of \$76,359.00 excluding applicable taxes for 2025;

AND THAT Council direct staff to draw the \$6,849.00 overage from the 2025 budget allocation for changes to the environmental monitoring plans.

Executive Summary

Purpose

- For Council to approve the recommendations by staff to award the Request for Proposal (RFP) NG25-02 Landfill Monitoring and Engineering Services to Egis Canada Ltd. (Egis)

Key Findings

- That, after fulsome evaluation by staff, Egis Canada Ltd. is the recommended consultant to complete the Municipality's environmental monitoring program for its four waste disposal sites (WDS) as required by the Ministry of Environment, Conservation and Parks (MECP).

Financial Implications

- The 2025 approved budget to monitor North Grenville's four waste disposal sites is \$69,510.00.

- Egis’s cost to provide monitoring services as detailed in the RFP is \$76,359.00. This exceeds the Municipality’s 2025 budget by \$6,849.00 for the four waste sites.
- This amount over the operating budget for the monitoring of the four WDS can be covered by the \$40,000 operating budget which addresses changes to the environmental monitoring plans for 2025. Increased costs will be addressed by each individual WDS in the operating budgets for the remaining years of the five year term of the contract.

Background/Analysis

North Grenville owns and maintains four waste disposal sites (WDS) located in Kemptville, South Gower, Oxford Mills, and Burritts Rapids. Each site is licensed through the Ministry of Environment, Conservation and Parks through an Environmental Compliance Approval (ECA). The ECA for each site determines the activities that are permitted on the site and the environmental monitoring requirements. The environmental monitoring requirements generally consists of collecting surface water, groundwater, and gas samples. The frequency and number of samples varies from site to site. The results from the sampling for each site are compiled into an annual report for each site and sent to the MECP for their review and comment. Changes are then made to the monitoring programs based on the MECP comments.

Request for Proposal (RFP) NG25-01 for a consultant to provide monitoring services and complete the annual reports for the four WDS, was released on February 24, 2025, and closed on March 21, 2025. The term for this contract under the RFP was for five years with the option to extend by two one-year terms if warranted. The Municipality received a total of seven submissions and after staff reviewed all the submissions, the results are as follows:

- | | |
|-----------------------------------|-------------|
| • Egis Canada Ltd. | 89.0 points |
| • Jp2g Consultants Inc. | 85.8 points |
| • Cambium Inc. | 86.6 points |
| • Geofirma Engineering Ltd. | 86.1 points |
| • R.J. Burnside & Associates Ltd. | 81.1 points |
| • EXP Services Inc. | 54.0 points |
| • Blastek Engineering Group | 24.4 points |

Submissions were reviewed and scored based on technical and financial merit as identified in the RFP. Based on the review, Egis scored the highest from a combination of the technical and financial requirements which is the basis for the recommendation.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #4 - Efficient Governance and Service Delivery
Goal	Goal #4.2 - Commit to Asset Management Planning
Key Action	Action #4.2.3 - Ensure maintenance, review, and operational support requirements of existing assets

Options and Discussion

1. Approve the recommendation: this option will facilitate the continuation of the MECP mandated environmental monitoring of North Grenville's four waste sites.
2. Do not approve the recommendation: this option would cease the MECP mandated environmental monitoring and as a result, all four sites would be in contravention of their respective ECA.

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

The budget for the 2025 monitoring period for the four site was approved at \$69,510.00. Egis provided a cost for the project at \$76,359.00 excluding applicable taxes for 2025. This provides \$6,849.00, excluding taxes, over the operating budget for the four sites combined. This amount can be accounted for through the operating budget which addresses changes to the environmental monitoring plans of the four waste sites in 2025. The operating budget for this work is \$40,000.00 and can accommodate the increased amount for 2025.

The budget for each waste site will also be adjusted for the term of the contract which is a five year term. The cost provided by Egis based on the current monitoring plans, excluding applicable taxes, for the four WDS for the five year term are as follows:

2025 - \$76,359.00

2026 - \$78,077.00

2027 - \$77,212.00

2028 - \$81,812.00

2029 - \$80,515.00

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

As a part of the RFP process, consultants that submitted proposals provided references from other municipalities where they had completed landfill monitoring and engineering services.

Communications

The RFP was advertised on North Grenville's website and Merx.com. Annual reports for each of the four WDS will be presented for Council to receive.

Attachments

- None



Municipality of North Grenville

To: **Council**

Meeting Date: April 8, 2025

Subject: Mental Health Initiatives Fund Policy Report No: PRC-2025-009

Prepared by: Tammy Hurlbert, Manager of Community and Leisure Services

Recommendation(s)

THAT Council approve the Mental Health Initiatives Fund Policy as presented and direct staff to proceed with the 2025 intake of funding applications.

Executive Summary

Purpose

- On January 15, 2025, Council directed staff to prepare a Mental Health Initiatives Fund (MHIF) policy to administer funding and fee waiver requests for related use of municipal facilities.
- Council also directed staff to consider elements within the draft policy for specific allocations for age-related funding.

Key Findings

- The attached draft policy is closely aligned with the process for the Community Grants program, however there is no requirement for Senior Management review and this new program has its own timeline.
- Staff do not recommend embedding age-related funding elements into the policy. Local priorities may vary, and allocation decisions remain with Council. This approach allows flexibility to respond to the needs of the day.

Financial Implications

- Council approved \$15,000.00 in the 2025 budget for the MHIF program and up to \$5,000.00 in requests to waive fees for related use of municipal facilities.

Background/Analysis

The Municipality of North Grenville recognizes the significant role that community organizations play in supporting mental health and well-being. The MHIF is designed to provide financial support to community-led projects that align with the Municipality's commitment to enhancing mental health awareness, improving access to services, and reducing stigma.

The proposed policy establishes a clear and consistent framework for administering the MHIF to ensure fairness, transparency, and accountability in the allocation of funding. The policy outlines eligibility criteria, funding terms, application procedures, evaluation criteria, and reporting requirements.

- **Purpose & Objectives:** The MHIF aims to support initiatives that improve system navigation, increase mental health literacy, promote well-being, and reduce stigma.
- **Funding Terms:** Grants typically range from \$500 to \$3,000, covering up to 75% of total project costs, with exceptions made in extraordinary circumstances.
- **Eligibility Criteria:** Non-profit, charitable, or community-based organizations primarily serving North Grenville residents are eligible to apply.
- **Application & Evaluation:** Applications will be reviewed annually by the Manager of Community and Leisure Services, with Council making final decisions based on an established evaluation matrix.
- **Reporting Requirements:** Successful applicants must submit a final report by December 31 of the funding year to maintain future eligibility.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #5 - A Caring Community
Goal	Goal #5.1 - Champion Improvements to Health and Safety, and Social Services; and Advocate for Community Needs with Senior Governments
Key Action	Action #5.1.1 - Identify key gaps in social services, and define current state needs, as well as projected needs for the next 10 years (e.g., mental health, sexual assault support, domestic abuse, among others).

Options and Discussion

1. Approve the recommendation and policy as presented.
2. Approve the recommendation with amendment to address any changes to the policy or process, or a preferred approach to prioritizing age-related funding applications.
3. Do not approve the recommendation. This is not recommended as it will delay the initiative.

Financial Impact

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

This item is within the budgeted amount: Yes X 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

Staff reviewed and considered existing funding program policies to give consideration to best approach based on current practices.

Communications

Once approved, the Policy will be posted to the Municipal website along with program information. The program will open for applications in late April. The program will be advertised through the North Grenville times, Municipal social media and website, and by direct outreach.

Attachments

- Draft Mental Health Initiatives Fund Policy



Policy Title: Mental Health Initiatives Fund Policy

Policy Number:

Category: External Services

Department: Parks, Recreation and Culture

Related Policies:

Approved By: Municipal Council

Effective Date:

Revision Date:

Policy Statement:

The Municipality of North Grenville recognizes the valuable contributions made by community organizations and agencies in supporting the mental health and well-being of residents. The Mental Health Initiatives Fund (MHIF) is designed to provide modest levels of support to community-based initiatives that align with the Municipality’s commitment to enhancing mental health awareness, improving access to services, and reducing stigma. This policy ensures a fair and objective process for the allocation of MHIF resources, helping to foster community well-being through effective and sustainable mental health initiatives.

Purpose:

The purpose of this policy is to establish a clear and consistent framework for the administration of the MHIF, ensuring that funding is allocated to initiatives that align with the fund’s objectives. The MHIF aims to encourage initiatives that:

- Improve system navigation and reduce barriers to accessing mental health resources.
- Increase mental health literacy and skills.
- Promote positive mental health and well-being.
- Reduce stigma associated with mental health issues.

Application:

MHIF allocations are funded through the annual operating budget, and the total amount available is approved through the annual operating budget process.

Policy:

1. General Funding Terms

- 1.1. The maximum amount provided by the MHIF will generally be up to 75% of the total project cost.
- 1.2. Typical grant amounts range between \$500 and \$3,000, though exceptions may be made in extraordinary circumstances.
- 1.3. The applicant must spend grant funding for the sole purpose to which it was awarded and normally within the calendar year of the grant program. If the intended purpose of the project, program, or event changes, information as to a substitute project, program, or event should be communicated to the Manager of Community and Leisure Services to be presented to Council for consideration. Extensions will be granted at the discretion of the Chief Administrative Officer.
- 1.4. Approval of funding in any one year, or over several years, is not to be interpreted as a commitment to future funding.
- 1.5. Funding for any project will not be approved more than two consecutive years.

2. Eligibility Criteria

- 2.1. The Municipality of North Grenville will not provide funding to an individual or group that supports or promotes views, ideas or presentations which promote or are likely to promote discrimination, contempt or hatred to any person on the basis of race, national or ethnic origin, color, religion, age, sex, marital status, family status, sexual preference, or disability, gratuitous sex and violence or denigration of the human condition.
- 2.2. The following organizations are eligible for funding:
 - 2.2.1. Applicants must be non-profit, charitable, or community-based organizations that support mental health and well-being initiatives within the Municipality of North Grenville.
 - 2.2.2. Applicants must be in, and conduct most of their activities/business within, the geographical borders of the municipality; and/or at least 51% of the membership must live in North Grenville. The Municipality may, at the discretion of Council, make exception for regional service agencies.
- 2.3. The following are not eligible for funding:
 - 2.3.1. Organizations and/or charities whose mandate does not support residents of the Municipality.
 - 2.3.2. Businesses and individuals.
 - 2.3.3. Organizations with political affiliations.

- 2.3.4. School Boards and educational institutions.
- 2.3.5. Programs within legislative mandates of other governments including municipal departments.
- 2.3.6. Regional, provincial, or national organizations, unless a local chapter serving residents.
- 2.3.7. Organizations who have not completed the final report for the previous funding year for this or any other municipal funding program.
- 2.4. Businesses and individuals are considered ineligible applicants; however, the Municipality recognizes that in exceptional circumstances, funding support may be appropriate. Applications will be reviewed and evaluated on their merit and in the interest of best service to the community and at the sole discretion of Council.
- 2.5. This list of eligible/ineligible applicants is not to be considered complete; the Municipality, at its sole discretion, may approve allocation of funding to organizations/agencies that have the capacity to deliver projects, events, and programs in keeping with the spirit of this policy.

3. Eligible Expenses

- 3.1. The following are eligible expenses:
 - 3.1.1. Funding requests should be for costs directly related to the implementation of events, projects, or programs that
 - Improve system navigation and reduce barriers to accessing mental health resources.
 - Increase mental health literacy and skills.
 - Promote positive mental health and well-being.
 - Reduce stigma associated with mental health issues.
 - 3.1.2. Funding may be used for program development, coordination and supplies, facilitator fees, marketing, educational materials, and necessary equipment.
 - 3.1.3. Funding for operating expenses of the organization may be considered, but only where the expense directly contributes to the implementation of eligible projects, events, or programs.
- 3.2. The following are not eligible expenses:
 - 3.2.1. Expenses incurred prior to funding approval.
 - 3.2.2. Accumulated deficits or funding shortfalls.
 - 3.2.3. Any cost determined to not be in keeping with the spirit of the policy, at the discretion of Municipal Council.
- 3.3. Across all eligible applications, up to \$5,000 per year may be allocated to waive municipal facility rental fees for projects supported by the MHIF. This allocation is in addition to the budget for the MHIF.

4. Intake and Deadlines

- 4.1. There will be one (1) intake period per year. Application deadline will be published annually by the Municipality of North Grenville.
- 4.2. All applications shall be submitted to the Manager of Community and Leisure Services, on or before the deadline. Applications must be submitted before the end of the business day (5:00 p.m. local time) to be considered eligible.
- 4.3. Any applications received after the due date will not be considered.
- 4.4. The Municipality may, at its sole discretion, choose to extend the application deadline. In this case, the extended deadline will apply to all applicants and notification will be provided with the program information on the Municipal website.

5. Application Process

- 5.1. Applications and supporting documentation must be completed and submitted in full prior to the application deadline using the official MHIF application form available on the Municipal website or by request.
- 5.2. Applications must include:
 - o Applicant information
 - o A detailed project description, objectives, and expected outcomes.
 - o A clear budget outline and sustainability plan.
 - o Supporting documentation such as letters of support, project timeline, and cost estimates.
- 5.3. Applications should be submitted using the online application form (found at www.northgrenville.ca). Applicants may also download a PDF application form and submit their application via email to thurlbert@northgrenville.on.ca or deliver in person or by mail to:

Municipality of North Grenville
P.O. Box 130, 285 County Road 44
Kemptonville, ON, K0G 1J0
Attn: Manager of Community and Leisure Services

- 5.4. As part of the Municipality’s commitment to meeting accessibility legislation, the Application Form will be made available in accessible formats, and will be provided upon request.

6. Evaluation and Approval Process

- 6.1. Applications are reviewed by the Manager of Community and Leisure Services to ensure they meet eligibility requirements and are complete.
- 6.2. Applications deemed complete and in alignment with the program policy will be provided to Council in a confidential report. Council deliberates in closed session to determine approved applications and funding allocation, including requests to waive fees for related use of municipal facilities.

6.3. An Evaluation Matrix will be as a tool to assess applications. Scores will be used to assist in prioritizing applications and allocating funds.

Evaluation Matrix		
Criteria	Description	Score
Project Merit	<ul style="list-style-type: none"> • Alignment with mental health priorities, including improving access, increasing literacy, reducing stigma, and promoting positive mental health. • Clear goals, objectives, and measurable outcomes. 	/30 points
Community Impact	<ul style="list-style-type: none"> • The extent to which the project addresses a demonstrated need. • Contribution to community development, including volunteer and participant engagement. • Inclusivity and accessibility of the project. 	/25 points
Sustainability	<ul style="list-style-type: none"> • The ability of the project to continue beyond the initial funding period. • The organization’s capacity to manage the project and demonstrate long-term viability. 	/20 points
Organizational Effectiveness	<ul style="list-style-type: none"> • The experience and capacity of the organization to deliver the project. • Adequate leadership, staff, and volunteer resources. 	/15 points
Economic and Social Impact	<ul style="list-style-type: none"> • The project’s potential to generate positive social or economic outcomes. • Opportunity for collaboration with other community organizations or businesses. 	/10 points
Total		/100 points

6.4. Applicants will be notified of outcome via email by the Manager of Community and Leisure Services or designate. Included with the notification is a copy of the application, final report template, agreement to be signed, and Municipal logo for recognition purposes.

7. Reporting Requirements

7.1. A Final Report is due by December 31st of the funding year. Final reports and supporting documents (copies of invoices/proof of expenses only required on request) must be submitted to the Manager of Community and Leisure Services for review and filing. A copy of the blank reporting form is provided with notice of award and agreement.

- 7.2. Any organization that does not complete the final report may be ineligible for funding in the following budget year, unless otherwise approved by Council. During that time Manager of Community and Leisure Services will work with the organization to ensure reporting is completed in order to become eligible for future funding years.
- 7.3. If an extension to the reporting deadline is needed, it should be arranged in advance through the Manager of Community and Leisure Services.

Responsibilities:

The MHIF is administered by the Department of Parks, Recreation, and Culture through the Manager of Community and Leisure Service.

Compliance:

The Department of Parks, Recreation and Culture will ensure policy compliance by all parties.

Policy Communication:

This policy shall be posted on the Municipal website as public information. All relevant application timelines and forms will also be posted at www.northgrenville.ca.

Related Documents/Legislation:

The Department of Parks, Recreation and Culture will maintain records in accordance with the Records Retention Policy.

Authorization:

This Policy was authorized by Resolution Number _____ adopted by Council at its meeting held on _____.

Revision History

Document Owner	Revised Date	Reason for Changes

Contact:

Any questions or concerns regarding this Policy shall be directed to the Manager of Community and Leisure Services, Department of Parks, Recreation and Culture.



Municipality of North Grenville

To: **Council**

Meeting Date: [Click or tap to enter a date.](#)

Subject: Environmental Action Advisory Committee – Significant Resolution

Report No: CAO-2025-013

Prepared by: Mary Remmig, Acting Clerk

Recommendation(s)

THAT Council accept the proposed modifications to the Environmental Action Advisory Committee Terms of Reference;

AND THAT the Terms of Reference for the Environmental Action Advisory Committee accepted by Council resolution C-2024-011 be repealed.

Executive Summary

Purpose

- To present Council with the recommendation of the Environmental Action Advisory Committee to modify their Terms of Reference; and,
- To advise Council on any additional recommendations from staff to accommodate the proposed changes.

Key Findings

- The Terms of Reference for the Environmental Action Advisory Committee, as accepted by Council resolution C-2024-011, focuses predominately on waste diversion; and,
- In 2024, Council launched the Mayor's Taskforce on Clean Technologies whose purpose is to examine the current status of Clean Tech and Clean Technologies in Canada and identify opportunities for North Grenville to pursue and potentially adopt strategies and opportunities to expand access to these technologies.

Financial Implications

- There are no financial implications associated with this report.

Background/Analysis

The Terms of Reference for the Environmental Action Advisory Committee was accepted by Council resolution on January 9, 2024 with a predominate focus on waste diversion. Although included in the initial Terms of Reference, energy efficiency and reducing the impacts of Climate Change are written into the document as cursory and high-level.

The modifications suggested by the Committee seek to consolidate all aspects of environmental action (ex. Waste diversion, water conservation, improving energy efficiency, etc.) within the sphere of researching, gathering information and developing promotional materials and educational tools while also seeking opportunities for public engagement on these matters.

The Clerk's office has reviewed the proposed changes in accordance with the Environmental Action Advisory Committee's in effect Terms of Reference as well as the other existing Committees of Council to ensure synergy of all projects and priorities of Council, their Committees and the Municipality as a whole. The proposed changes are generally in keeping with the in-effect Terms of Reference of the Committee while broadening the umbrella of "environmental action". However, the Clerk's office does recommend removing item b) of the proposed changes to the Purpose of the Committee which states: "Engage with experts to identify and suggest opportunities to leverage emerging and new technologies with the goal of reducing waste and minimizing the carbon footprint of North Grenville".

In the opinion of the Clerk's office, this portion of the proposed changes overlap with the work being conducted by the Mayor's Taskforce on Clean Technologies. While we agree that this addition may be suitable for the Committee in the future, the Clerk's office deems it prudent for the Taskforce to complete their final report with recommendations to Council prior to Council's consideration to include "identifying and suggesting opportunities to leverage emerging and new technologies" in the Environmental Action Advisory Committee Purpose. This will ensure any future changes to the Terms of Reference with respect to emerging and new technologies are consistent with the future recommendations of the Mayor's Taskforce and Council's decision thereof.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #2 - A Strong, Connected, and Vibrant Community
Goal	Goal #2.1 - Strengthen Community Engagement
Key Action	Action #2.1.2 - Continue to expand the use of community groups and Advisory Committees

Options and Discussion

1. Approve the recommendation (recommended)
2. Approve the recommendation with modifications (as directed by Council)
3. 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

- Environmental Action Advisory Committee
- Senior Management Team

Communications

Council’s decision will be communicated to the Committee and to the applicable staff liaison(s).

Attachments

- Environmental Action Advisory Committee Terms of Reference – Tracked Changes

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

Environmental Action Advisory Committee (EAAC)

Purpose

To provide information to local residents on environmentally sustainable practices, offer advice to the North Grenville Municipal Council on initiatives to promote a green economy, and to identify near- and long-term funding opportunities as suggestions for inclusion in the yearly budget and business planning cycles of the Municipality.

The Committee shall:

- a) Research and gather information on innovative and sustainable environmental practices that mitigate the effects of climate change, with a focus on initiatives that can be made at the Municipal level;
- c) Identify promotional materials and resources, organize/participate in events and develop educational tools to encourage North Grenville residents to adopt environmentally sustainable practices in areas of biodiversity and reducing harm to the environment; for example, recycling, composting, water conservation, landscaping and improving energy efficiency.
- d) Create opportunities for public engagement and consultation with North Grenville residents, community leaders and youth, as stewards of the ecosystem, to preserve the ecological biodiversity of the Municipality, and.

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The Committee shall be comprised of a minimum of four (4) and a maximum of nine (9) volunteer members, the Mayor as an ex-officio member, and up to two (2) members of Council, all of whom have voting rights. A staff person(s) from Public Works may also attend meetings as a liaison(s) to the Municipality.

In considering the appointment of voting members to the Committee, Council shall consider the following criteria for members of the Committee:

- a) Influential decision makers (current and retired) from various business/industry sectors,
- b) Individual members willing to take on specific responsibilities for specific areas of the program,
- c) The individual's qualifications and commitment as they relate to the Council adopted programs/policies; and
- d) Availability of members to participate in the programs/policies and attend Committee meetings.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

Committee Chair

The Committee shall elect a Co-Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee. A Member of Council will act as a Co-Chair

The Co-Chairs will have a concurrent four-year term. In the absence of the Co-Chairs, the Committee shall appoint an Acting Chair.

The Co-Chairs will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

Meetings

The Committee shall meet at least six times a year - either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Co-Chairs.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Public Work's department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Department Jurisdiction

Public Works - The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Public Works Clerk

Administrative Support

The Clerk delegates authority to the Public Works Coordinator to provide minute taking. Agenda preparation and distribution will be done by the Public Works Coordinator in conjunction with the Co-Chairs and Clerk's division. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Budget

The Committee will prepare an annual work plan including budget requests ahead of the budget cycle. The Director of Public Works shall bring forward budget requests of the Committee as part of the Municipal budget process.



Municipality of North Grenville

To: **Council**

Meeting Date: April 8, 2025

Subject: Private Blake Williamson Memorial Hall Renovations Report No:
PRC-2025-011

Prepared by: Joe Petschenig, Facilities Superintendent

Recommendation(s)

THAT Council approve awarding project PRC 25-02 Private Blake Williamson Memorial Hall Renovations to Arrow in the amount of \$574,417.72 plus 15% contingency;

AND THAT Council direct staff to draw the 15% contingency from reserves.

Executive Summary

Purpose

- Award project PRC 25-02 Private Blake Williamson Memorials Hall Renovations to Arrow.

Key Findings

- Acropolis had an alarmingly lower bid.
- Reference checks confirmed experience limited to concrete forming as a sub-contractor only. No overall building construction/renovation experience.
- Arrow had the second lowest bid which staff and consultant viewed as more in line with expected costs.
- Arrow reference checks confirmed over a decade of experience and exceptional work in all areas of building construction/renovations.

Financial Implications

- Arrow submission within budget at \$574,417.72 for entire project.
- Staff request a 15% contingency to be funded through Parks, Recreation and Culture reserves due to the nature of the work and unknown site conditions.

Background/Analysis

Bidders were asked to provide a base cost for the majority of the work as well as additional costs for new roofing and flooring.

NG Blake Williamson Memorial Hall Bid Comparison								
Vendor	Base	%	Roof	%	Floor	%	Total	%
Acropolis	\$ 223,070.71	1.00	\$ 65,352.12	1.00	\$ 30,346.01	1.00	\$ 318,768.84	1.00
Arrow	\$ 421,372.39	1.89	\$ 98,985.33	1.51	\$ 54,060.00	1.78	\$ 574,417.72	1.80
RK Porter	\$ 410,162.50	1.84	\$ 153,696.00	2.35	\$ 62,600.00	2.06	\$ 626,458.50	1.97
Bird	\$ 470,176.00	2.11	\$ 113,765.00	1.74	\$ 52,775.00	1.74	\$ 636,716.00	2.00
CMG	\$ 411,000.00	1.84	\$ 180,470.00	2.76	\$ 69,900.00	2.30	\$ 661,370.00	2.07
DMJ	\$ 568,000.00	2.55	\$ 148,000.00	2.26	\$ 87,800.00	2.89	\$ 803,800.00	2.52
Maddison	\$ 526,020.00	2.36	\$ 302,480.00	4.63	\$ 62,440.00	2.06	\$ 890,940.00	2.79

NG Blake Williamson Memorial Hall Bid Comparison

The following observations were made:

1. Of the seven bids received, Acropolis Construction's came in at a low bid total of \$318,768.84 with base price coming in at half that of four other bidders.
2. Review of reference checks determined that Acropolis' experience is in concrete only - concrete forming, pouring, and finishing – without having overall construction experience or any project management experience. Staff and the Project Consultant therefore consider Acropolis lacking qualifications for this project.
3. With Arrow's bid coming in as the next lowest at a total of \$574,417.72 and having years of experience in all areas of construction, North Grenville Staff and the Project Consultant recommend moving forward with all three aspects of the project using the services of Arrow. Review of reference checks confirmed Arrow has provided over a decade of excellent work in all aspects of construction while staying within project deadlines and on budget.

The base project is to accomplish legislative requirements to occupy the facility with an assembly occupancy. Currently the facility is still classified as a fire station under the building code. The project driver is for legislative compliance and accessible upgrades. The current posted occupancy of the facility is 60 people limiting programming of the facility. With the change of use, occupancy is expected to increase to approximately 109 people for the entire facility.

To continue operating the Private Blake Williamson Memorial Hall as an assembly occupancy, base upgrades to HVAC, electrical, fire safety systems, and additional accessible washroom on the ground floor must be upgraded to current building code standards. To facilitate longer term building use, steel roof replacement and installation of rubberized, low impact flooring is recommended.

The current roof system is at its end of life. Included in the roof replacement is repointing of the two chimneys that hold historical significance for the façade of the facility.

The current flooring within the open space is a combination of polished and brushed concrete suitable for a garage setting. The base contract pricing includes polishing and leveling the current flooring to make it more useful for facility users. An upgrade from the base flooring repairs to the installation of 6mm Ramflex flooring is recommended. This flooring is currently installed in the NGMC Arena Lobby. The flooring offers an optimal combination of resistance and shock absorption. The 2 millimeter-thick rubber surface layer can withstand wear from weights and light abrasions. Its non-porous surface allows for easy maintenance, and because it's anti-slip, it provides for a wide range of uses.

This upgraded flooring will meet the needs of current building tenants, open the space to other recreational programming and amenities, and ensure the interior of the facility is set to meet or exceed user expectations.

To minimize downtime to the current building tenants, other facility users, and ensure the facility can meet service levels, Staff and the Project Consultant recommend completing the base project, flooring upgrades and roof replacement as one project.

Staff recommend option 1.

Option 1. Direct staff to move forward with project in its entirety and award the contract to Arrow for an approximate cost of \$574,417.72 plus hst. Staff request a 15% contingency to be funded through Parks, Recreation and Culture reserves due to the nature of the work and unknown site conditions.

Option 2. Direct staff to move forward with the base project only. This will result in a project delay as Staff will go back to the submission review and reference check process for other bidders who took part in the tendering process. Planning for the completion of roofing and flooring at a future time will result in further inconvenience to the current tenant and lost revenue for other potential users of the facility.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #1 - Balanced and Environmentally Sustainable Growth
Goal	Goal #1.1 - Mitigate Climate Change Impacts and Preserve the Natural Environment
Key Action	Action #1.1.3 - Apply environmental sustainability principles of design and operations to facility rehabilitation

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 with DDDG Engineering Services.

Communications

None.

Attachments

- None



MUNICIPALITY OF NORTH GRENVILLE
ENVIRONMENTAL ACTION ADVISORY COMMITTEE MINUTES

Monday, February 24, 2025, 6:00 p.m.
Held in Meeting Room 1, 285 County Road 44

MEMBERS PRESENT Co-Chair Councillor Kristin Strackerjan
Peter Friedrichs
Fred Schueler
Nadia Diakun-Thibault
Sasha Honsl

MEMBERS ABSENT Mayor Nancy Peckford

STAFF PRESENT Senterre McKenna, Committee Clerk

A. Open Meeting

Co-Chair Kristin Strackerjan called the meeting to order at 6:05p.m.

B. Land Acknowledgment

The land acknowledgement was read by Kristin Strackerjan.

C. Approval of the Agenda

#EAAC-2025- 5

Moved By Nadia Diakun-Thibault
Seconded By Sasha Honsl

Be it resolved that:

The Committee agenda for February 24, 2025 be approved as amended.

CARRIED

D. Disclosure of Interest

None.

E. Approve Minutes of Previous Meeting

#EAAC-2025- 6

Moved By Peter Friedrichs
Seconded By Sasha Honsl

Be it resolved that:

The following meeting minutes be approved as circulated:

1. January 27, 2025

CARRIED

1. Committee Meeting Minutes - January 27, 2025

F. Delegations

None.

1. Oxford on Rideau - Habitat Student Garden

Moved to next meeting.

G. Decision Items

H. Correspondence/Information Items/Reports

1. Clean Yard By-Law

The Members discussed the Clean Yard By-Law and its definition. Nadia Diakun-Thibault requested clarification on the list of refuse items, raising concerns about the environmental impact of items such as mattresses and tanks. Kristin Strackerjan noted that the Members should revisit the definition of "nuisance" for some of the listed items. Fred Schueler mentioned that he had not yet had the opportunity to review the list of plants and trees to confirm its accuracy but intends to do so and present his findings at a future meeting.

2. Workplan Review

The working group reviewed the workplan, with Nadia Diakun-Thibault and Sasha Honsl having made revisions to the list, including the removal of recycling and blue boxes. They plan to format the workplan according to the provided template.

The updated terms of reference will be submitted to the Council for adoption.

Kristin Strackerjan shared that the waste management station will begin accepting light bulbs for recycling starting mid-summer.

Kristin also informed the group that the closure of the Burritt's Rapids Dump is being proposed, with the matter set to go before the Council on February 25th. She wanted to ensure the Members were aware, as the report includes information on water source locations and the potential impact on the area.

#EAAC-2025- 7

Moved By Peter Friedrichs

Seconded By Sasha Honsl

Be it resolved that:

Council accepts and adopts the revised Terms of Reference as presented as they are more in line with the Environmental Action Advisory Committee current focus.

CARRIED

3. Phragmites Discussion

Fred Schueler highlighted the local challenges with phragmites and their impact on other species. He expressed interest in exploring options and solutions from other municipalities. Kristin Strackerjan mentioned that at ROMA, there was a funding opportunity for municipalities, specifically targeting phragmites. Fred Schueler will gather more information and present it to the Member at a future meeting.

4. Tree Care and Management Resolution - Notice of Motion

Kristin Strackerjan highlighted that the Notice of Motion is very specific, particularly regarding trees on Municipal land. She expressed interest in having further discussions on tree maintenance and management. Council has referred the matter to the advisory committee for review. Sasha Honsl proposed developing a policy or plan for tree removal. Peter Friedrichs asked about the funding allocated for tree replacement, the definition of municipally owned lands, and whether there is an existing tree inventory.

Nadia Diakun-Thibault suggested focusing on tree preservation, noting that gathering the necessary information could be challenging. She pointed to Vancouver's Tree By-Law as a potential model. A discussion followed regarding local tree removal and maintenance. Nadia mentioned that trees along Stone Rd had recently been removed, but she was unsure if the work was carried out by Hydro One, the

Municipality, or the County. She had sent an email but did not receive a response. The Members expressed interest in determining who is responsible for tree removal.

Sasha Honsl noted that Merrickville has had a new tree care policy in place since 2021.

Kristin Strackerjan proposed adding this topic to the workplan for further discussion and stated she would email Mike Findley in Public Works to help identify who carried out the tree removal on Stone Rd.

I. Other Business

1. Items for Next Meeting

1. Delegation: Oxford on Rideau- Habitat Student Garden
2. Cheese Factory, Fred Schueler
3. Terms of Reference to Council
4. Workplan update
5. Roadside Trimming- Tree Removal on Stone Rd
6. Standing Item: Water Security Update

For a future meeting:

Roadside Pollinator- Delegation Michelle (April), Fred to confirm contact information for the Clerk's Office to reach out.

J. Public Questions

None.

K. Adjournment

Peter Friedrichs referenced the email received from Deputy Clerk Mary Remmig and requested some clarification. Kristin Strackerjan explained that the email was intended for clarification. Nadia Thibault-Diakun disagreed, stating that such clarification should not be necessary at the municipal level.

#EAAC-2025- 8

Moved By Sasha Honsl
Seconded By Nadia Diakun-Thibault

Be it resolved that:

The meeting be adjourned at 7:37 p.m.

CARRIED



MUNICIPALITY OF NORTH GRENVILLE
HEALTH, WELLNESS, FITNESS AND ACTIVE TRANSPORTATION
ADVISORY COMMITTEE MINUTES

February 11, 2025, 5:00 p.m.
Held in Meeting Room 1, 285 County Road 44

MEMBERS PRESENT Co-Chair Tanya Deans
Robert Matheson
Robert Angi
Michael Amirault
Councillor Deb Wilson
Anne Jesseau
Amy Culhane
Charles McDonald
Co-Chair Councillor Doreen O'Sullivan

MEMBERS ABSENT Mayor Nancy Peckford
Liz Sutherland
Kathryn Allwright
Mark Kandalaft
Sherri Guthrie

STAFF PRESENT Mary Remmig, Deputy Clerk

OTHERS PRESENT Tammy Hurlbert, Manager of Community & Leisure Services

A. OPEN MEETING

Co-Chair Tanya Deans called the meeting to order at 5:02 p.m.

B. LAND ACKNOWLEDGEMENT

The Land Acknowledgment was read by Robert Angi.

C. APPROVAL OF THE AGENDA

Manager of Community & Leisure Services, Tammy Hurlbert, noted that there is a new funding application which the committee may consider providing a letter of support for.

#HWFATAC-2025- 7

Moved By Tanya Deans
Seconded By Charles McDonald

*Be it resolved that:
The Health, Wellness, Fitness, and Active Transportation agenda for
February 11, 2025 be approved as presented.*

CARRIED AS AMENDED

D. DISCLOSURE OF INTEREST

None.

E. MINUTES OF PREVIOUS MEETINGS

1. Committee Meeting Minutes - January 14, 2025

#HWFATAC-2025- 8

Moved By Doreen O'Sullivan
Seconded By Robert Matheson

*THAT the minutes of the Health, Wellness, Fitness and Active
Transportation Advisory Committee meeting on January 14, 2025 be
adopted as presented.*

CARRIED

F. DELEGATIONS

None.

G. DECISION ITEMS

None.

H. REPORTS, INFORMATION, AND CORRESPONDENCE

1. Oxford Village Phase 2 and EQuinelle Phase 6

The Committee reviewed the documents provided for comment.

Anne Jesseau suggested the Committee learn what the intention is for the portion of undeveloped road allowance proposed to abut the trail.

Councillor Doreen O'Sullivan advised that she would support deferral of the discussion scheduled for Council on February 12, 2025 for

Oxford Village Phase 2 to facilitate additional time for the Committee's feedback.

The general consensus of the Committee supported the action of Councillor Doreen O'Sullivan. The Committee requested Director Martin's attendance at the next meeting.

2. Transportation Masterplan

The Committee reviewed Sections 8.3 and Section 10 of the Transportation Master Plan as they relate to active transportation.

Councillor Doreen O'Sullivan suggested the Committee review the applicable sections of the Active Transportation to inform a discussion.

Anne Jesseau requested an update on the Official Plan and asked for confirmation that there would be opportunity to comment on a draft before it is finalized.

Councillor Deb Wilson provided a high-level update.

3. Confirmation of 2025 meeting dates

Councillor Deb Wilson departed at 5:54 p.m.

#HWFATAC-2025- 9

Moved By Tanya Deans

Seconded By Charles McDonald

THAT the Health, Wellness, Fitness and Active Transportation Advisory Committee will not meet in the month of July 2025.

CARRIED

Moved By Tanya Deans

Seconded By Robert Angi

THAT the meeting of the Health, Wellness, Fitness and Active Transportation Advisory Committee scheduled for March 11th, 2025 be moved to March 20th, 2025 at the same time and location.

CARRIED

4. Notice of Motion Updates

Councillor Deb Wilson returned at 6:02 p.m.

Councillor Doreen O'Sullivan delivered an update on the Notice of Motion which was considered for the Oxford Village Phase 2 subdivision. She asked staff to clarify Council's direction regarding the Notice of Motion respecting Reuben Crescent.

Deputy Clerk, Mary Remmig confirmed that Council recognized the need for an Active Transportation Plan to ensure all active transportation measures are appropriately connected. However, Council agreed to the connection at Reuben Crescent. Moving forward, in 2025 a design phase.

5. Proposed North Grenville Sports Dome Update

Manager of Community & Leisure Services, Tammy Hurlbert delivered an overview of the application to the Community Sport and Recreation Infrastructure Fund in support of developing a Sports Dome. She advised on the amount of funding applied for, the municipal contribution and the concept plan for the design.

Anne Jesseau expressed concern with the proposed location with respect to walkability given it's distance from Kemptville Campus.

Councillor Doreen O'Sullivan acknowledged that the Rail Trail passes by the proposed site.

Manager Tammy Hurlbert explained the rationale behind the proposed location from a transportation and active transportation standpoint.

Manager Tammy Hurlbert advised that if the application is successful, construction may begin in 2025 with opening planned for late 2026. She gave an overview of options Council may consider if the application is unsuccessful.

Anne Jesseau asked about a location within vicinity of the proposed sports dome location for a public pool.

Manager Tammy Hurlbert referenced a feasibility study completed that advised the best location for a public pool would be closer to the Municipal Centre. However, she acknowledged that a pool may not be a financially feasible undertaking for the Municipality.

6. New Federal Funding Opportunity - Rail Trail

#HWFATAC-2025- 10

Moved By Robert Angi

Seconded By Michael Amirault

THAT the Health, Wellness, Fitness and Active Transportation Advisory Committee hereby appoints Councillor Doreen O'Sullivan and member

Anne Jesseau to prepare a letter of support on behalf of the Committee for the Federal Funding Opportunity to facilitate extension of the Rail Trail.

CARRIED

I. OTHER BUSINESS

1. Items for Next Meeting

1. Letter of Opinion Re: Settler's Trail
2. OVI Phase 2 and eQuinelle Phase 6
3. Update on Letter of Support for the Rail Trail Funding

Attach prepared letter as correspondence for the next Committee meeting.

4. Secured Storage of Kayaks @ Curry Park
5. Delegation: Sidewalk Concern

J. PUBLIC QUESTIONS

None.

K. ADJOURN

Co-Chair Tanya Deans adjourned the meeting at 7:10 p.m.

#HWFATAC-2025- 11

Moved By Robert Angi

Seconded By Michael Amirault

Be it resolved:

That the meeting adjourned at 7:10 p.m.

CARRIED



MUNICIPALITY OF NORTH GRENVILLE
INDIGENOUS ADVISORY COMMITTEE MINUTES

2
February 20, 2025, 4:00 p.m.
Held in Meeting Room 1, 285 County Road 44

MEMBERS PRESENT Lorraine Rekmans
Phillip Seymour

MEMBERS ABSENT Patti McDonald

STAFF PRESENT Hillary Geneau, Director of Corporate Services

OTHERS PRESENT Caroline Rigutto, Affordable Housing Coordinator, United
Counties of Leeds and Grenville
Tracy Birtch, Homelessness Team Leader, United Counties of
Leeds and Grenville
Sarah Tuck
Finian Paibomesai
Charles Gauthier

A. Open Meeting

The meeting was called to order by the consensus at 4:15 p.m.

B. Opening Prayer

An opening prayer was not provided.

C. Approval of the Agenda

#IAC-2025-01

The agenda was amended by consensus to move the closed session to
Item L.

Be it resolved that:

The agenda for February 20, 2025 be approved as amended.

D. Disclosure of Interest

None.

E. Closed Session

#IAC-2025-02

THAT the Indigenous Advisory Circle move into Closed Session at 6:07 p.m.

1. Indigenous Advisory Circle - Member Applications

F. Open Session

#IAC-2025-03

THAT the Indigenous Advisory Circle move back to Open Session at 6:20 p.m.

THAT the Indigenous Advisory Circle recommend Council approves the appointment of Sarah Tuck and Chris Wilson.

G. Approve Minutes of Previous Meeting

#IAC-2025-04

Be it resolved that:

The following meeting minutes be approved as circulated:

1. Meeting Minutes - December 19, 2024

The minutes were approved by consensus.

H. Delegations

1. Counties of Leeds and Grenville Housing and Homelessness Plan

Affordable Housing Coordinator Caroline Rigutto and Homelessness Team Leader Tracy Birtch presented regarding the Counties of Leeds and Grenville Housing and Homelessness Plan.

Guest Finian Paibomesai asked about programs for private property owners. Caroline Rigutto advised there are some programs for property owners and information can be circulated.

Member Lorraine Rekmans asked why the percentage for affordable housing has gone from 25% of a person's income to 30% and suggested advocacy needs to be done in this regard. Caroline Rigutto advised this parameter is set by the province.

Member Phil Seymour advised of a successful program in BC called M'akola.

Member Lorraine Rekmans suggested adding a question to self-identify as Indigenous on the Counties' housing application.

Lorraine Rekmans suggested including a who and a why statement as part of the vision statement and suggested that a relationship-building approach be a value.

Guest Finian Paibomesai suggested adding community-building as a value.

Member Lorraine Rekmans asked how many people are aging out of their homes in the area and whether this is considered in the plan.

Member Lorraine Rekmans suggested focusing on ending homelessness may not be a good tactic but instead to support those who are homeless.

Member Phil Seymour asked what the root cause of homelessness is, and Tracy Birtch noted there are a variety of issues including mental health, addiction, and that homelessness can often occur after someone has been institutionalized such as in a prison or hospital.

I. Decision Items

1. Events Calendar

The members reviewed the upcoming significant dates and suggested an event on Saturday, March 22 at 1:30 p.m. to mark the Spring Equinox. The event can include a fire and tea. Director Hillary Geneau will have paths plowed if needed.

2. 2025 Meeting Dates

The members agreed to meet on March 20, but will then explore meeting on Wednesdays after March.

3. Planning and Value Mapping/Archeological Exercise Follow-up

This item was not discussed.

4. Crystal Clear Policy Follow-up

The members reviewed briefly. Member Lorraine Rekmans had already provided comments to Kemptville District Hospital staff and Member Phil Seymour will be part of a further discussion at the next Equity, Diversity, and Inclusion Advisory Committee.

5. Draft Reconciliation Framework

This item was not discussed.

J. Correspondence/Information Items/Reports

K. Other Business

1. Items for Next Meeting - March 20, 2025

The members and guests agreed the March 20 meeting will focus on planning for Mino-jichaag-mtigwaaki.

L. Public Questions

None.

M. Adjournment

#IAC-2025-05

The meeting adjourned at 6:20 p.m.

Be it resolved that:

The meeting be adjourned at 6:20 p.m.



MUNICIPALITY OF NORTH GRENVILLE

ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE MINUTES

February 18, 2025, 5:00 p.m.
Held in Meeting Room 1, 285 County Road 44

MEMBERS PRESENT Co-Chair Deputy Mayor John Barclay
Councillor Deb Wilson
Co-Chair Ardis Lerner
Tabitha Valliant
Tom Graham
Rose David

MEMBERS ABSENT Nancy Dery
Mayor Nancy Peckford
Kevin Willey
Inge van Gemeren
Rebecca Campbell

STAFF PRESENT Senterre McKenna, Committee Clerk
Mark Guy, Director of Parks and Recreation

A. OPEN MEETING

The Meeting was opened by Co-Chair John Barclay at 5:04p.m.

B. LAND ACKNOWLEDGEMENT

The land acknowledgment was read by John Barclay.

C. APPROVAL OF THE AGENDA

#ACHAC-2025-09

Moved By Rose David
Seconded By Tabitha Valliant

Be it resolved that:

The Arts, Culture, and Heritage Meeting agenda for February 18, 2025 be approved as presented.

CARRIED

D. DISCLOSURE OF INTEREST

None.

E. MINUTES OF PREVIOUS MEETINGS

#ACHAC-2025-10

Moved By Deb Wilson
Seconded By Rose David

Be it resolved that:

The following meeting minutes be approved as circulated:

1. January 30, 2025

CARRIED

1. Committee Meeting Minutes - January 30, 2025

F. DELEGATIONS

1. Heritage Property Designation
Moved to a future meeting.

G. DECISION ITEMS

H. REPORTS, INFORMATION ITEMS, AND CORRESPONDENCE

1. Arts Culture Development Fund

Mark Guy, Director of Parks and Recreation, noted that the changes pertain to the application process, timeline, deadlines, and important dates, but there are no changes to the policy itself. He mentioned that tracking these changes can be challenging and suggested that no additional changes should be processed via the advisory committee. Instead, he recommended that staff handle the administration and implementation of any changes.

Ardis Lerner expressed concern about the short deadline for applicants and proposed integrating the application process with the Arts Council. John Barclay indicated that this integration would occur in the future, once a board has been established.

Deb Wilson pointed out that a review and standardization of other grants and funds is planned. The Corporate Services department will be responsible for completing this review.

Action: Mark Guy will follow up with Laura Valcour and the Communications department to ensure the changes are completed.

2. Arts Council Update

Ardis Lerner, noted that the working group is collecting information and compiling the information. They hope to present at the next meeting.

Deb Wilson would like to have this information as soon as possible to enter a budget request.

3. Workplan Changes/Update

Discussion regarding updating work plan, changes noted in red.

'ACHAC_Workplan - Revised February 18, 2025.pdf'

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:702f41f4-3cf3-4b21-b22e-61c9d00b1de1>

Action:

- Discussion to invite Annie Hillis, from Kemptville Campus to a future meeting. Send Tom Graham Annie Hillis contact information, and he will send a copy of the Heritage Manual to her.
- Tom Graham asked if the draft budget contains this direction of funds. Mark Guy will confirm this information.
- Deb Wilson, Tom Graham and Kevin Wiley, will review the old Heritage inventory list, of 13 properties (School Houses).
- John Barclay will confirm Ryans Well Drive in Colonnade Drive and if the kiosk if the parking lot is the best location. He will take additional photos of the plaques in North Grenville. Tom Graham will review the plaques and kiosks and update with messaging with the QR code and to the heritage page. Invite Phil Mosher to the upcoming meeting.

4. Public Art Proposal

Moved to next meeting.

I. OTHER BUSINESS

Matter arising out of the minutes regarding the significant resolutions for the last meeting. Adoption of the Public Art Policy by Council and the

request for up to the 1% annual budget resolution. John Barclay asked Mark Guy for an update on this resolution. He noted that this was brought up at last Senior Management Team and needs further budget discussion.

John Barclay, requested a review of the resolutions and clarification from the Clerk's Office. The Committee Clerk will send up follow-up email to Deputy Clerk and Clerk to confirm that the significant resolutions from the January meeting will be reviewed and implemented.

1. Items for Next Meeting

- Heritage Property Designation, *Gary Courville*
- Poppy Presentation, *Bev Mulligan* (Public Art Proposal)
- Arts Council Update
- North Grenville Heritage property Inventory

J. PUBLIC QUESTIONS

None.

K. ADJOURN

#ACHAC-2025-11

Moved By Ardis Lerner
Seconded By Rose David

Be it resolved that:

This meeting adjourned at 6:45 p.m.

CARRIED



MUNICIPALITY OF NORTH GRENVILLE
MAYOR'S TASKFORCE ON CLEAN TECHNOLOGY MINUTES

February 24, 2025, 2:00 p.m. - 4:00 p.m.
Held in Meeting Room 1, 285 County Road 44

MEMBERS PRESENT Councillor Deb Wilson
Greg Lane
Cholly Boland
James McNeil
Wayne Brown
Shawn Carnegie
Nadia Diakun-Thibault
Mayor Nancy Peckford

MEMBERS ABSENT Kevin Willey
Karen Dunlop, Chief Administrative Officer

STAFF PRESENT Chloe Preston, Municipal Clerk
Matt Gilmer, Manager of Economic Development & Tourism

A. Open Meeting

Chair Mayor Nancy Peckford called the meeting to order at 2:11 p.m.

B. Land Acknowledgement

The land acknowledgement was read by Mayor Nancy Peckford.

C. Approval of the Agenda

Resolution # MTFCTF-2025-04

Moved By Wayne Brown

Seconded By Cholly Boland

Be it resolved that:

The agenda for February 24, 2025 be approved as presented.

CARRIED

D. Disclosure of Interest

None.

E. Approve Minutes of Previous Meeting

Resolution # MTFCT-2025-05

Moved By Cholly Boland

Seconded By Wayne Brown

Be it resolved that:

The following meeting minutes be approved as circulated:

1. December 16, 2024; and,
2. January 13, 2025.

CARRIED

1. Committee Meeting Minutes - December 16, 2024
2. Committee Meeting Minutes - January 13, 2025

F. Delegations

None.

G. Decision Items

H. Correspondence/Information Items/Reports

1. Interim Report Review & Comment

Mayor Nancy Peckford thanked Nadia Diakun-Thibault for producing a draft interim report.

Nadia Diakun-Thibault provided an overview of the Interim Report.

Wayne Brown asked about the repository for members.

Municipal Clerk Chloe Preston advised on the rollout plan.

Greg Lane asked about fostering partnerships via the Memorandum of Understanding and identified Susan Cork as the appropriate contact.

Shawn Carnegie regarding Line 151 of the report - asked if Ottawa and Kingston is the best description. He asked if it should include Montreal or specify along the St Lawrence corridor.

Nadia Diakun-Thibault advised she attempted to keep the report high level to allow for further investigation

Cholly Boland acknowledged that the strategies were a lot of focus on research and suggested more pragmatism in the strategies presented.

Mayor Nancy Peckford suggested the Campus may be a bigger partner in these endeavors. Mayor Nancy Peckford asked if the new Executive Director of the Campus could be consulted prior to the interim report rises to Council.

Greg Lane suggested looking into the procurement policy.

James McNeil noted that the campus, with a mandate to fill vacant space, generates income and has a lot of critical components that could assist in clean tech attraction.

Councillor Deb Wilson asked how could Sustainable North Grenville be involved.

Discussion ensued as to the potential advantages of using various mechanism for research including graduate students to help revamp and bring in new ideas or procedures to problem solve.

Greg Lane discussed how North Grenville could become a Next Generation community.

The final report should identify short term and long term goals for the municipality.

Manager of Economic Development, Matt Gilmer has looked into the businesses that are here. He acknowledged that a student could be beneficial so long as they were dedicated or tailored to the research/understanding.

Councillor Deb Wilson asked how the Task Force becomes involved and avoids duplicating the work of Director of Corporate Services, Hillary Geneau on the Climate Action Plan. She further acknowledged that there is Sustainable North Grenville and an Environmental Action Advisory Committee.

By consensus, the Task Force agreed that Nadia Diakun-Thibault and Greg Lane will present the Interim Report to Council in March 2025. Final edits to the report are to be submitted before February 27, 2025 to ensure the report is slated for an agenda in March.

I. Other Business

1. Items for Next Meeting

Next Meeting: March 17, 2025 at 2:00 p.m.

1. Delegation/Presentation from Ann Weir, UCLG Manager of Economic Development RE: Business Incentive & Attraction

3. Delegation/Presentation from Annie Hillis, Kemptville Campus Executive Director - Partnership Possibilities

4. Delegation/Presentation from Gaby Kalapos - Right of Way Subsidies Discussion (March 2025)

5. Discussion - Alternatives to Natural Gas (April 2025)

6. Network/Partner Overview - Ongoing

7. Delegation/Presentation from Tom Graham, Sustainable North Greenville - Partnership Possibilities (April 2025)

J. Public Questions

None.

K. Adjournment

Chair Mayor Peckford adjourned the meeting at 3:5 p.m.

Resolution # MTFCT-2025-06

Moved By Cholly Boland

Seconded By Shawn Carnegie

Be it resolved that:

The meeting be adjourned at 3:50 p.m.

CARRIED



MUNICIPALITY OF NORTH GRENVILLE
EQUITY, DIVERSITY, AND INCLUSION ADVISORY COMMITTEE

February 13, 2025, 6:00 p.m.
Held in Meeting Room 1, 285 County Road 44

MEMBERS PRESENT Samantha Lavitt
Anne Leach
Christina Meagher-Charbel
Diane Dewing
Lynne Tyler
Co-Chair Mayor Nancy Peckford
Councillor Doreen O'Sullivan
Councillor Kristin Strackerjan
Scott Godwin

MEMBERS ABSENT Manpreet Shahi
Philip Seymour

STAFF PRESENT Hillary Geneau, Director of Corporate Services
Senterre McKenna, Committee Clerk

OTHERS PRESENT Stephanie Phillips, Kemptville District Hospital

A. Open Meeting

Co-Chair Samantha Lavitt called the meeting to order at 6:07 p.m.

B. Land Acknowledgement

The land acknowledgement was read by Doreen O'Sullivan.

C. Human Rights Statement

The human rights statement was read by Samantha Lavitt.

D. Approval of the Agenda

Samantha Lavitt noted that today is JTU BiShvat, the Jewish new year for trees.

#EDI-2025- 4

Moved By Doreen O'Sullivan
Seconded By Diane Dewing

Be it resolved that:

The agenda for February 13, 2025 be approved as presented.

CARRIED

E. Disclosure of Interest

None.

F. Approve Minutes of Previous Meeting

#EDI-2025- 5

Moved By Samantha Lavitt
Seconded By Diane Dewing

Be it resolved that:

The following meeting minutes be approved as circulated:

1. January 16, 2025

CARRIED

G. Delegations

None.

1. Kemptville District Hospital Crystal Clear Code of Conduct Policy

Stephanie Phillips, Manager of Human Resources from Kemptville District Hospital shared the Terms of Reference and the Code of Conduct Policy. This will be going forward to their board for approval. Training at the hospital is underway and they are looking for feedback from the EDI members to ensure that they are meeting all the criteria.

Samantha Lavitt noted section 4.6.8 timeline of the code of conduct, there was an error, Stephanie Phillips noted that she will make the correction.

H. Decision Items

None.

I. Correspondence/Information Items/Reports

1. EDI Fund Review

Hillary Geneau noted that is this going to council for approval. There was some feedback about the evaluation matrix. Removing personal information identified on scorecard, which application there may be a conflict with.

Diane Dewing noted that she had to recuse herself and some other members as well from entire process last year. She felt that this was not correct, and as there wasn't a conflict with all the applications just one.

Samantha Lavitt confirmed that this process could impact the funding amount total to be distributed.

Scott Godwin asked why business can apply for this funding. He is concerned that this in itself is a conflict. Hillary Geneau confirmed that for a community event and positive impact on the community, the application will be considered. Discussion regarding removing businesses from the application process ensued.

Diane Dewing would like to allow education groups and schools to apply for funding. Christina Meager-Charbel agreed. Anne asked if student groups are permitted to apply, Hillary Geneau confirmed that individuals can apply that are members of local groups.

2. Policy Review and Matrix

Hillary Geneau reviewed city matrixes from other communities and asked the Members what questions this matrix should include. She noted the feedback from the Members, and will bring forward to a future meeting.

Samantha Lavitt suggested starting with a short policy, and she will review it with the matrix.

The Members decision to review the following policies:

- Naming of Corporate Assets Policy
- Purchasing and Procurement Policy

3. New Resident Package Review

Doreen O'Sullivan noted that the Kemptville Live map can be removed for this year, as Kemptville Live has been cancelled for 2025. Purchasing Dog tags needs to be added to the package. Samantha Lavitt commented she liked the Kemptville Live map, as it has a list of local businesses on the back. Suggestion to add a local map, if the Kemptville Live map is removed. The online North Grenville Resources

list was missing some addresses. Hillary Geneau will review the missing information. Doreen O'Sullivan suggested to reach out to the different religious groups to include their information. General discussion ensued.

4. Calendar Update

Hillary Geneau shared and discussed the updates on the calendar. Anne Jesseau asked what the full year will look like, she noted that its done for the next few months but not beyond that date. Hillary Geneau will confirm with the Communications team if they can produce the full 202 calendar.

5. EDI Strategy/Work Plan Update

Hillary Geneau reviewed the strategy and made notes of changes from today's meeting. She did reach out to the Provincial ministry representative to confirm local Physiotherapy options. She was unsuccessful in hearing back from them, she was told that she will not hear back from anyone until after the Provincial election.

6. NG Times Article

Moved to next meeting.

J. Other Business

1. Items for Next Meeting - Thursday, March 13, 2025

Policy review and matrix

NG Times Article

Standing item- EDI Strategy/Work Plan Update

K. Public Questions

None.

L. Adjournment

The meeting adjourned the meeting at 7:50 p.m.

#EDI-2025- 6

Moved By Diane Dewing

Seconded By Christina Meagher-Charbel

Be it resolved that:

The meeting be adjourned at 7:50 p.m.

CARRIED



**MUNICIPALITY OF NORTH GRENVILLE
HOUSING ADVISORY COMMITTEE MINUTES**

**February 6, 2025, 5:00 p.m. - 7:00 p.m.
Held Virtually**

MEMBERS PRESENT Kevin Willey
Councillor Deb Wilson
Mayor Nancy Peckford
Mitch Bloom
Ardis Lerner
Nadia Diakun-Thibault
Alain Cayer

MEMBERS ABSENT Councillor Kristin Strackerjan
Manpreet Shahi

STAFF PRESENT Mary Remmig, Deputy Clerk

A. Open Meeting

Co-Chair Nadia Diakun-Thibault called the meeting to order at 5:02 p.m.

B. Land Acknowledgement

The land acknowledgment was read by Nadia Diakun-Thibault.

C. Approval of the Agenda

Nadia Diakun-Thibault suggested adding work planning to the agenda.

Ardis Lerner thought members should review and gain comfort with the Terms of Reference and slate work planning for next month.

Mitch Bloom proposed that the work plan should be limited to a few items.

Mayor Nancy Peckford arrived at 5:11 p.m.

Deb Wilson acknowledged that minutes were not attached to the agenda and asked for clarity on the agenda approval process.

Deputy Clerk, Mary Remmig explained the process outlined the Committee Handbook endorsed by Council January 9, 2024.

Deb Wilson requested minutes be circulate following the meeting instead of with the next agenda.

Mitch Bloom requested a summary of agenda items Mayor Nancy Peckford proposed during a meeting with staff for upcoming agendas.

#HAC-2025- 4

Moved By Kevin Willey
Seconded By Deb Wilson

*Be it resolved that:
The agenda for February 6, 2025 be approved as presented.*

CARRIED

D. Disclosure of Interest

None at this time.

E. Approve Minutes of Previous Meeting

The minutes of the previous meeting were not attached to the agenda for review. Approval of minutes deferred to the next meeting.

F. Delegations

None.

G. Decision Items

- 1. Terms of Reference

#HAC-2025- 5

Moved By Mitch Bloom
Seconded By Ardis Lerner

THAT the Housing Advisory Committee direct staff to include the Terms of Reference, as approved by Council January 9, 2024, to facilitate work planning discussion at the Committee's next meeting.

CARRIED

H. Correspondence/Information Items/Reports

- 1. Confirmation of 2025 Meeting Dates

Deb Wilson confirmed the 2025 meeting dates were confirmed by the Committee as part of the January 9, 2025 meeting. Staff are directed to ensure that this discussion is reflected in the minutes that will rise for approval at the next Committee meeting.

I. Other Business

Mayor Nancy Peckford delivered an informal update regarding Bell Hall including the funding application which was submitted by the Municipality on January 31, 2025.

Mayor Nancy Peckford delivered an informal update about the Housing Accelerator Fund and the funding received for the design of Additional Residential Units.

1. Items for Next Meeting
 1. Additional Residential Units Update
 2. Bell Hall Update

J. Public Questions

None.

K. Adjournment

#HAC-2025- 6

Moved By Mitch Bloom
Seconded By Kevin Willey

Be it resolved that:

The meeting held on February 6, 2025 adjourn at 5:55 p.m.

CARRIED



**MUNICIPALITY OF NORTH GRENVILLE
COMMUNITY AND ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE MINUTES**

**Monday, February 3, 2025, 3:30 p.m.
Held in Meeting Room 1, 285 County Road 44**

- MEMBERS PRESENT Co-Chair Councillor Deb Wilson
Co-Chair Cholly Boland
James McNeil
Mayor Nancy Peckford
Tracy McDonald
Wayne Brown
Wendy Embleton
Andre Rancourt
Shawn Carnegie
Greg Lane
Deputy Mayor John Barclay
- MEMBERS ABSENT Rick Tachuk
Heather Currie, Tourism Coordinator
- STAFF PRESENT Amy Martin, Director of Planning & Development
Matt Gilmer, Manager of Economic Development & Tourism
Chloe Preston, Municipal Clerk
- OTHERS PRESENT Terri-Lyn McEvoy, Chamber of Commerce
Shelley Mitchell, BIA
Talia Hrlejac, BIA
Anne Weir, United County of Leeds Grenville

A. Open Meeting

Co-Chair Cholly Boland called the meeting to order at 3:33PM.

B. Land Acknowledgment

The land acknowledgement was read by Co-Chair Deb Wilson

C. Approval of the Agenda

#CEDAC-2025-04

Moved by Wayne Brown

Seconded by Greg Lane

Be it resolved that:

The Committee agenda for February 3, 2025 be approved as presented.

CARRIED

D. Disclosure of Interests

None.

E. Approve Minutes of Previous Meetings

Add James McNeil as present

#CEDAC-2025-05

Moved by Greg Lane

Seconded by James McNeil

Be it resolved that:

The following meeting minutes be approved as circulated:

1. January 13, 2025

CARRIED AS AMENDED

F. Delegations

None.

G. Decision Items

None.

H. Correspondence/Information Items/Reports

1. Downtown Kemptville Community Action Plan

John Barclay provided that it was brought forward to discuss Next Steps. However, the Official Plan process is needed to move things forward.

2. Local Development Update

Director Amy Martin provided information regarding building permit data from 2024 and upcoming projects for 2025.

Co-Chair Debbie Wilson asked if a report of findings could be circulated with the minutes.

Greg Lane asked for clarification about multi-tenant/multi-residential spaces are being proposed. Director Amy Martin provided additional context

Greg Lane asked about new term "duo" builds. Additional context was provided about the definition. Director Amy Martin spoke about projects that might meet that term definition.

General discussion about growth figures and causation. Director Amy Martin spoke to some potential reasons for growth as well as current challenges to future growth.

Mayor Nancy Peckford provided additional context around capacity and investment in the Treatment Plant

3. Homebased Businesses and Permitted Uses

Director Amy Martin provided insight into Homebased Business and permitted uses in the Zoning (Official Plan). Director Amy Martin noted the excerpt will be circulated with the minutes. Director Amy Martin acknowledged that she was not an expert in the tax implications as they relate to assessments.

Deb Wilson asked for clarification about flags for environmental impact or what factors contribute to triggering an environmental studies. Director Amy Martin provided context regarding how MPAC is provided information following a Zoning Amendment.

John Barclay asked for clarification if similar is provided to MPAC when building permits are opened/closed. Director Amy Martin provided insight on process when building permits close, severances, etc. General discussion regarding other authorities ex. Health Unit ensued.

4. Strategic Plan Discussion

Clerks to circulate update to Strategic plan & workplan update from Council Meeting January 28, 2025. **Invite Director Geneau to attend next meeting.**

Deb Wilson spoke about updates provided and that the ongoing Organization and Compensation Review which also stems from the Strategic Plan.

Nancy Peckford spoke to her recollection that the review of the STRAT plan to empower and foster more growth in economic development. How CEDAC can help provide advice to Council on an Investment Attraction Strategy.

Councillor Wilson spoke to challenges in the EcDev department and how additional staff would in turn serve the municipality and the committee more.

James McNeil spoke to additional contexts he feels should be encompassed in future iterations. Director Martin said that the growth components relayed by member James McNeil would be achieved through the Official Plan rather than the Strategic Plan. More details on this will be provided as the Official Plan is updated. Project completion is estimated in a minimum of one (1) year.

Questions about next steps on the Official Plan and the related processes the committee should expect to see occurred.

Matt Gilmer to circulate the Economic Development Plan to members for discussion.

Shawn Carnegie asked how growth for transportation is planned. Director Amy Martin provided context that it is within the Transportation Master Plan.

5. BIA Expansion Plan

John Barclay provided an overview up upcoming recommendations rising for the BIA. More information will be provided following the BIA Meeting Feb 19.

Co-Chair Cholly Boland asked about the advantages of expansion. Deputy Mayor John Barclay relayed insights.

6. Working Group Updates

- Competitive Analysis - No Update
- Workforce Challenges, *Tracy McDonald - Upcoming Tradeshow with update of workplaces.*
- Serviceable Lands and Rural Development, *Deb Wilson - No Update*
- Clean Tech Development Sustainability, *Mayor Nancy Peckford updated that the Interim Report is forthcoming.*
- Arts, Culture and Heritage, *John Barclay - Working on a number of policies and specific insights in establishment of Arts Council*

I. Other Business

Update from the Chamber - none.

Upcoming Event: AI - Feb 27 at Kemptville Brewing Co. Mayor's Address
March 20th

Update from BIA - Scavenger Hunt in Downtown Kemptville

1. Items for Next Meeting

- Strategic Plan Update - Thoughts on Economic Development Pillar - Hillary
- USA/Canada Relations & Impacts of Tariffs Decision on Local Economy (?)
- Economic Development Plan Comments
- Investment Attraction Strategy

J. Public Questions

None.

K. Adjournment

#CEDAC-2025-06

Moved by Tracy McDonald

Seconded by Andre Rancourt

Be it resolved that:

The meeting be adjourned at 5:14 p.m.

CARRIED

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

BY-LAW NO. 33-25

*A By-Law to Confirm the Proceedings of Council
At its Regular Meeting held on April 8, 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 April 8, 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
8th DAY OF APRIL, 2025.

NANCY PECKFORD
Mayor

MARY REMMIG
Acting Clerk