



CORPORATION OF THE
MUNICIPALITY OF NORTH GRENVILLE

AGENDA

Tuesday, June 3, 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:

The agenda for the regular meeting of council on June 3, 2025 be adopted as presented.

E. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

F. REPORTS

- F.1 Downtown Kemptville Parking Study Update – Accessible and Commercial Loading Spots

1

Recommendation:

THAT Council receive the Downtown Kemptville Parking Study Progress Report, attached to staff report CS-2025-006, for information purposes.

Recommendation:

THAT Council:

1. repeal By-law 72-12;
2. adopt By-law 51-25, being a By-Law to Establish a Naming of Corporate Assets Policy.

Recommendation:

THAT Council accept staff report #CAO-2025-016 respecting the implementation of the Closed Meeting Investigators Recommendations for information;

THAT Council direct the Clerk to post the PowerPoint from the closed portion of the Council meeting held on April 29th, 2025, on the Municipality's new "Accountability and Transparency" webpage;

THAT Council direct the Acting Clerk write to Mr. John Mascarin, c/o Aird Berlis, the Municipality's Closed Meeting Investigator, to advise on the implementation of the accepted recommendations following receipt of the Closed Meeting Investigation report;

AND THAT Council direct the Acting Clerk to include that Council received, from Mr. Rick O'Connor, its "comprehensive training on the open meeting rule", attach a copy of the minutes from the Council meeting held on April 29th, 2025 for his information and advise that Council has also directed that the PowerPoint used at that meeting be placed online in the correspondence to Mr. John Mascarin.

Recommendation:

THAT Council authorizes the Mayor and Chief Administrative Officer 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 October 31, 2025 or until a new agreement is executed, whichever is earlier.

G. MOTIONS AND NOTICE OF MOTIONS

G.1 Land Evaluation and Area Review (L.E.A.R.)

Councillor Deb Wilson

Recommendation:

Be it resolved:

THAT Council direct Mayor Nancy Peckford to proposed new mapping to the United Counties of Leeds and Grenville in regards to the Land Evaluation Area Review (L.E.A.R) process that responds to significant concerns about the long-term multi generational impacts of change of land designation from rural to agricultural.

G.2 Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025

Councillor Kristin Strackerjan

Recommendation:

WHEREAS the Government of Ontario has introduced *Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025*, which proposes substantial changes to environmental planning policies, including replacing the Endangered Species Act with a new framework that reduces protections for at-risk species, and enabling the creation of Special Economic Zones that may override local planning authority and environmental oversight;

AND WHEREAS the Municipality of north Grenville supports increasing housing supply and economic growth, but believes this must be done in a way that upholds environmental responsibility and maintains the integrity of local planning processes;

AND WHEREAS Bill 5, as proposed, weakens safeguards for natural heritage systems, threatening biodiversity, and diminishing the authority of municipalities to manage growth in accordance with local needs and official plans;

AND WHEREAS the Municipality of North Grenville urges the Government of Ontario to recommit to upholding the rights of Indigenous Peoples as affirmed in Canadian law through the United Nations Declaration on the Rights of Indigenous Peoples Act and engage in transparent inclusive consultations with Indigenous Nations and civil society before tabling new development legislation.

THEREFORE BE IT RESOLVED THAT Council of the Municipality of North Grenville:

1. Opposes all provisions in Bill 5 that reduce environmental

protections and Ontario's proud legacy of protections of Endangered Species, that override the rule of law and that nullify municipal planning authority;

2. Urges the Province of Ontario to support housing and infrastructure development in ways that align with sound environmental planning and wildlife protection and empower municipalities with appropriate planning tools;
3. Directs that a copy of this resolution be sent to:
 - The Minister of Energy and Mines;
 - The H Minister of Municipal Affairs and Housing;
 - The Minister of the Environment, Conservation and Parks;
 - The Minister of Citizenship and Multiculturalism;
 - The Premier of Ontario;
 - The Association of Municipalities of Ontario (AMO); and,
 - All Ontario municipalities.

H. MISCELLANEOUS/UNFINISHED BUSINESS

I. PERIOD FOR QUESTIONS FROM THE MEDIA AND PUBLIC

J. CONFIRMATION BY-LAW

Recommendation:

Be it resolved:

THAT By-law 52-25 to confirm the proceedings of Council at its regular meeting held on June 3, 2025 be adopted and passed.

K. ADJOURNMENT

Recommendation:

THAT this regular meeting of Council adjourn at ____p.m.



Municipality of North Grenville

To: **Council**

Meeting Date: June 3, 2025

Subject: Downtown Kemptville Parking Study Update – Accessible and Commercial Loading Spots

Report No: CS-2025-006

Prepared by: Hillary Geneau, Director of Corporate Services

Recommendation(s)

THAT Council receive the Downtown Kemptville Parking Study Progress Report, attached to staff report CS-2025-006, for information purposes.

Executive Summary

Purpose

- To provide Council an update on the Downtown Kemptville Parking Study, particularly with regard to accessible and commercial loading zones.

Key Findings

- Council adopted the Downtown Kemptville Parking Study in 2023.
- Two of the recommendations in the Study were to examine “Commercial Loading Zones on Prescott Street” and “Accessible or Age-Friendly Parking Spaces”.
- Council directed staff to focus on accessible spaces instead of age-friendly spaces.
- Staff are moving forward with two proposed accessible spaces.
- Staff are not moving forward with commercial loading spaces due to a lack of interest from businesses.

Financial Implications

- Financial implications associated with this report are covered in the 2025 budget allocation.

Background/Analysis

The Downtown Kemptville Parking Study recommended adding “Commercial Loading Zones on Prescott Street” and “Accessible or Age-Friendly Parking Spaces”. Council directed staff to explore accessible parking spaces but not age-friendly spaces.

Staff surveyed downtown businesses about their commercial loading needs. Only two (2) businesses responded to the survey, both indicating satisfaction with current loading arrangements. Therefore, staff will not be moving forward with adding commercial loading zones at this time.

North Grenville and Counties of Leeds and Grenville staff have identified two (2) spaces that can be converted to accessible parking spaces. The first is located on Clothier Street near Rotary Park. The second is located on Reuben Street near the Prescott Street intersection. See the “Proposed Accessible Parking Spaces” document attached and illustrating the two locations. Both locations were chosen due to their centralized locations to a variety of downtown businesses and the ability to accommodate rear-entry accessible vehicles.

These locations will be signed and painted to indicate them as accessible parking spaces. Additionally, the sidewalks will be depressed to accommodate side-entry into vehicles.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #3 - Diverse and Resilient Economic Development
Goal	Goal #3.3 - Diversify and Promote the Downtown Core
Key Action	Action #3.3.2 - Develop a Downtown Revitalization Plan

Options and Discussion

1. Approve the recommendation (recommended)
2. Do not approve the recommendation and provide direction to staff.(As directed by Council)

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

Discussions were had with North Grenville Public Works staff, Counties of Leeds and Grenville staff, and the Downtown Kemptville Business Improvement Area.

Communications

Signs will be erected indicating the accessible parking spaces.

Attachments

- Proposed Accessible Parking Locations
- Downtown Kemptville Parking Study Progress Report

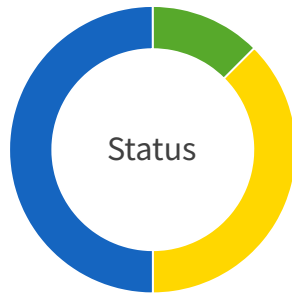
Proposed Accessible Parking Locations



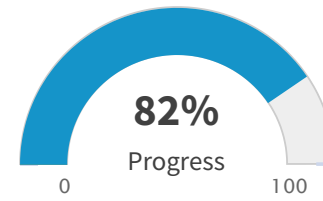
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Recommendation

Overall Summary



	%
● On Track	12.5
● Some Disruption	37.5
● Completed	50.0



Parking Study Update

Downtown Kemptville Parking Study

Report Created On: May 26, 2025

level 2 1.1 Parking Study 2

Description	Status	Progress	Last Update	End Date
Reserved Library Parking Spaces	Some Disruption	90%	Accomplishments: <ul style="list-style-type: none"> Revised the Parking By-Law and obtained Council approval to implement the proposed recommendations, including adding signage for dedicated Library patron parking, enforcing 3-hour and no overnight parking, correctly assigning apartment parking, changing the spot in front of the Library to an NGtransit stop, and improving the on-street parking signage near the Library. Repainted lines on Water Street. Installed 'Reserved Parking' and enforcement signage at the North Grenville Public Library. Next Steps: <ul style="list-style-type: none"> Convert the parking spaces in front of the North Grenville Public Library on Water Street into an NGtransit bus stop, including the installation of signage and line painting. Install '3-Hour Complimentary Parking' signs on the southeast side of 15 Water Street. 	Jun 30, 2024
Repurpose Parking Spaces on Clothier Street	Completed	100%	Accomplishments: <ul style="list-style-type: none"> Parking spaces outside of 2 Clothier Street West have been repurposed to a general use parking space and the lines have been repainted. Parking lines have been repainted by Public Works on Clothier Street Next Steps: <ul style="list-style-type: none"> Post clear signage stating spaces are available for use for 3-hour complimentary parking 	Jun 30, 2024

Description	Status	Progress	Last Update	End Date
Develop a Communications Plan	Some Disruption	80%	Accomplishments: <ul style="list-style-type: none"> Downtown Parking Communications Plan was developed, with a focus on signage. Met with the OTKBIA for approval of signage and for consultation of Parking Package. Launched a Parking landing page Consulted Parks and Recreation to enhance parking and pedestrian flow at Riverside. Next Steps: <ul style="list-style-type: none"> Riverside Park: install sign. 3-Hour Postcards: install signs. Directional Finger Signs: waiting for direction from BIA on how many businesses to place order for. 	Jun 30, 2024
Monitoring Plan	Completed	100%	Accomplishments: <ul style="list-style-type: none"> Inventory existing parking resources, collect data on usage, and identify problem areas annually Staff quarterly take inventory of the parking in Downtown Kemptville and provide reports to Council and OTKBIA 	Dec 31, 2024
Accessible Parking Spaces	On Track	75%	Accomplishments: <ul style="list-style-type: none"> Met with the United Counties of Leeds and Grenville to discuss Accessible Parking Spaces - identified two spaces. Next Steps: <ul style="list-style-type: none"> Paint and sign the spaces and decompress curbs. 	Dec 31, 2025
Commercial Loading Zones on Prescott Street	Completed	100%	Accomplishments: <ul style="list-style-type: none"> Met with UCLG to discuss commercial loading zones. Launched survey to BIA members - two responses. 	Dec 31, 2025
Limited Overnight On-Street Winter Parking	Completed	100%	Accomplishments: <ul style="list-style-type: none"> Met with Public Works, By-Law, and Facilities to discuss feasibility and parameters Receive approval from Council for the new Parking By-law which allows on-street parking throughout the year except for during winter storm events Created Parking landing page that contains all relevant parking information and form for residents to register for Parking Ban Notices Next Steps: <ul style="list-style-type: none"> Assess program. 	Dec 31, 2025

Description	Status	Progress	Last Update	End Date
Active Transportation Improvements	Some Disruption	<div> <div></div> <div>10%</div> </div>	Accomplishments: <ul style="list-style-type: none"> Met with UCLG who advised improvements can be considered when Sanders is resurfaced, which will be a long-term project. Next Steps: <ul style="list-style-type: none"> Complete Master Active Transportation Plan. 	Dec 31, 2025

Downtown Kemptville Parking Study Update – Accessible and Commercial Loading Zones

Department: Corporate Services

Background

- ▶ **Council adopted the Downtown Kemptville Parking Study in 2023**
- ▶ **Recommended in the Study were “Commercial Loading Zones on Prescott Street” and “Accessible or Age-Friendly Parking Spaces”**
- ▶ **Council suggested focusing on accessible spaces**

Commercial Loading Zones

- ▶ **Two (2) business responses both satisfied with current arrangements**
- ▶ **Staff are not moving forward with commercial loading zones at this time**

Accessible Spaces



Department: Corporate Services



Municipality of North Grenville

To: **Council**

Meeting Date: June 3, 2025

Subject: EDI Update to Naming Policy Report No: CS-2025-005

Prepared by: Hillary Geneau, Director of Corporate Services

Recommendation(s)

THAT Council:

1. repeal By-law 72-12;
2. adopt by-law 51-25 A By-Law to Establish a Naming of Corporate Assets Policy.

Executive Summary

Purpose

- To update the naming policy to reflect equity, diversity, inclusion (EDI) and reconciliation values.

Key Findings

- The Naming of Corporate Assets Policy did not incorporate EDI and reconciliation values.
- Other communities have incorporated such values in their policies.

Financial Implications

- There are no financial implications associated with this report.

Background/Analysis

Council adopted the EDI Strategy in 2023. The Strategy included the following:

- Priority: Embedding EDI in policy

- Plan: Review of current policies, including human resources, procurement, and facility management by a subject matter expert on EDI.
- Plan: Provide a timeline for the completion of the review and table the recommendations to the EDI Advisory Committee.
- Plan: Create a matrix to apply when developing new policies (consider the needs of equity seeking groups and key EDI issues).

The EDI Advisory Committee (EDIAC) has reviewed several policies and created a draft matrix that staff are testing by applying to new and revised policies.

One of the policies the Committee reviewed was the Naming of Corporate Assets Policy. The Committee provided suggested revisions. The revisions were also shared with the Indigenous Advisory Circle for review and comment.

The Naming of Corporate Assets Policy focusses on municipal assets but does not speak to the naming of roads created during development. Working with Planning staff, options will be reviewed for creating a name bank developers can use that reflect EDI and reconciliation values.

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 to update the Naming of Corporate Assets Policy.
2. Do not approve the recommendation and provide direction to staff.(as directed by Council)

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 policy was reviewed by the EDIAC, the Indigenous Advisory Circle, and the Senior Leadership Team.

Communications

The updated Naming Policy will be shared with community members as requested.

Attachments

- Updated Naming of Corporate Assets Policy
- Naming of Corporate Assets Policy By-Law
- Naming of Corporate Assets Policy Suggested Changes



Policy Title: Naming of Corporate Assets Policy

Policy Number: CAO-001-2025

Category: Corporate

Department: Office of the Chief Administrative Officer

Related Policies:

Approved By: Council

Effective Date: June 3, 2025

Revision Date:

Policy Statement:

This policy is to encompass the naming of any corporate asset including parks, open spaces, facilities, streets, roads, and other municipal buildings or properties. The final decision for naming of corporate assets will rest with Council, including naming opportunities as a result of gifts and sponsorships. The naming of a particular corporate asset is important for public awareness, promotion, and emergency access. Therefore, naming will not contravene any policy of the Municipality nor reflect negatively on the Municipal public image.

Reclaiming Algonquin/Anishinabek place names is a step towards reconciliation and acknowledging the historical injustices suffered by Indigenous peoples while recognizing the Municipality is located on Algonquin territory. It demonstrates a commitment to respecting Indigenous rights and cultural heritage.

Purpose:

The intent of this policy is to:

- provide a framework for responding to specific requests for dedication of infrastructure or facilities;

- provide direction of how to apply for approval to name, rename, or dedicate municipal property, streets/roads, buildings, or park elements;
- recognize on an exception basis, significant contributions that organizations or individuals have made to the public life and the well-being of the people of the Municipality;
- honour the history and land relationships of the Algonquin people.

Application:

There are four (4) main types of naming situations this policy intends to address:

- opening of a new corporate asset or reopening of a corporate asset following refurbishment;
- honouring the Algonquin Nation;
- honouring individuals or groups;
- providing recognition gifts, sponsorships and joint ventures.

Definitions:

1. Anishinabek: often used interchangeably with Algonquin, refers to the original people of the land where North Grenville lies.

Policy:

1. Statements

1.1. Recommendations for naming will be considered within the following categories:

- Natural Features - names reflecting prominent natural features of the general area in which the asset is located;
- Geographic Location - names reflecting the geographic location of the asset within the Municipality;
- Historic Place Name - names reflecting a prominent historic location within the Municipality;
- Outstanding Resident/Group - name of Municipal resident or group, past or present, who have contributed to the Municipality and/or well-being of its residents;
- Indigenous Acknowledgement - recognize the Algonquin Peoples' past, present, and future presence on the land.
 - The Municipality will not rename ravines, woodlands and other ecological features, unless renamed in the Algonquin language and in consultation with Anishinabek communities and Indigenous rights-holders.

1.2. Preference will be given to names that:

- give a sense of place, continuity and belonging reflecting the geographic location, community, neighbourhood or street/road where the corporate asset is located and/or;
 - recognize the historical significance of the area and/or;
 - reflect unique characteristics of the site and/or;
 - reflect the type of service offered and/or;
 - are in keeping with a selected theme and/or;
 - honour individuals, living or deceased, who have made a significant contribution to the community.
- 1.3. Names will not be chosen that:
- cause confusion due to duplication or names sounding similar to existing locations within the Municipality;
 - lend themselves to inappropriate short forms or modifications;
 - are discriminatory or derogatory considering race, gender, creed, political affiliation or other similar factors;
 - recognize the birth, marriage or anniversary of specific individuals (this can be done through individual dedications of benches and trees).
- 1.4. Names of persons, organizations, corporations, foundations or their families will be considered when they have made a significant contribution to the Municipality by:
- enhancing the quality of life and well-being of the Municipality contributing to the historical or cultural preservation of the Municipality;
 - financial contribution toward the naming right, acquisition, development or conveyance of land or building;
 - achieving excellence in their endeavours and representing the Municipality in a meritorious manner.
- 1.5. Naming in honour of elected or appointed officials, Municipal administrative officials or staff shall occur following retirement or term of office.
- 1.6. Where the name of an individual is recommended after a Closed Session discussion, consent shall be obtained from the individual or their next of kin prior to Council's public consideration. In the case of posthumous recognition, the naming shall occur no earlier than three months after their death.
- 1.7. Where the naming opportunity is the result of a sponsorship or gift, the following factors must be considered:
- the significance of the contribution made relative to the construction and/or operating costs of the item being named;
 - the cost of establishing the naming option (i.e., cost of the signage to be paid by the applicant unless the Municipality has made the request for the name change); and
 - a naming agreement will be entered into in the case of a sponsorship or gift and will address such conditions as: approval of signage design and cost distribution, sign maintenance responsibilities, length of time for naming(permanent, renewable or for a specific period), notice of termination due to renovation, destruction, or sale of the asset by the

Municipality, additional fees if applicable, and any other matter agreed to by the parties on a case-by-case basis.

1.8. Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organization previously named, the cost and impact of changing existing signage, rebuilding community recognition and updating records (i.e., letterhead, databases, promotional materials). Each application will be considered on a case-by-case basis and be considered:

- when the views or actions of the individual after whom a municipal asset is named no longer reflect the Municipality's current community values of equity and inclusion;
- when there is strong rationale that an existing name is discriminatory, derogatory, or conveys negative or offensive connotation.

2. Application Review and Approval Process

2.1. The written request shall be made to the Municipal Clerk and provide the following:

- background information concerning the rationale for consideration of the request;
- biographical information if named after an organization or individual;
- documentation including letters from organizations and individuals providing support for the request.

2.2. Each applicant for naming/renaming shall undergo a process which will:

- review the application for conformity with this policy;
- provide the application to the appropriate internal stakeholders for comment on the suitability of the application including the Indigenous Advisory Circle and/or the Equity, Diversity, and Inclusion Advisory Committee where appropriate;
- discuss in a Closed Session any naming in recognition of an individual prior to discussing it with the individual or next of kin;
- consult with external stakeholders in the community to the level of support or identify possible objections to the requested civic naming;
- determine whether or not a special event is planned to coincide with the formal naming;
- proposed names in an Indigenous language or a Commemorative Name recognizing an Indigenous individual, organization, event or concept will require consultation with Indigenous communities and adherence to appropriate Indigenous practices or protocols.

Responsibilities:

Municipal Clerk

- receive requests from the public;
- administer the Policy.

Policy Communication:

The Policy will be available to the public and provided to those inquiring about naming corporate assets.

Authorization:

This Policy was authorized by Resolution Number _____ adopted by Council at its meeting held on June 3, 2025.

Revision History

Document Owner	Revised Date	Reason for Changes

Contact:

Any questions or concerns regarding this Policy shall be directed to:

Municipal Clerk

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

BY-LAW NO. 51-25

A By-Law to Establish a Naming of Corporate Assets Policy

WHEREAS Subsection 11(2)4. of the *Municipal Act, 2001*, as amended states that a lower-tier municipality may pass by-laws respecting public assets of the municipality;

WHEREAS Council adopted a Naming of Corporate Assets Policy in 2012;

AND WHEREAS the Equity, Diversity, and Advisory Committee is reviewing municipal policies for alignment with the Equity, Diversity, and Inclusion Strategy;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Municipality of North Grenville enacts as follows:

1. That the Naming of Corporate Assets Policy, attached hereto as schedule 'A' is hereby adopted;
2. That Schedule 'A' attached hereto shall form part of this By-law;
3. That the Clerk of the Municipality of North Grenville is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantic or descriptive nature or kind to this by-law and schedules as may be deemed necessary after passage of this By-Law, where such modifications or corrections do not alter the intent of the By-Law;
4. That By-law 72-12 is hereby repealed.
5. That this By-Law shall come into force and effect on the day of its passing.

PASSED AND ENACTED THIS 3RD DAY OF JUNE, 2025.

NANCY PECKFORD
Mayor

MARY REMMIG
Acting Clerk

PURPOSE:

This policy is to encompass the naming of any corporate asset including parks, open spaces, facilities, streets, roads and other municipal buildings or properties. The final decision for naming of corporate assets will rest with Council, including naming opportunities as a result of gifts and sponsorships. The naming of a particular corporate asset is important for public awareness, promotion and emergency access. Therefore, naming will not contravene any policy of the Municipality nor reflect negatively on the Municipal public image. Reclaiming Algonquin/Anishinabek place names is a step towards reconciliation and acknowledging the historical injustices suffered by Indigenous peoples while recognizing the Municipality is located on Algonquin territory. It demonstrates a commitment to respecting Indigenous rights and cultural heritage.

INTENT:

The intent of this policy is to:

- provide a framework for responding to specific requests for dedication of infrastructure or facilities;
- provide direction of how to apply for approval to name, rename or dedicate municipal property, streets/roads, buildings or park elements;
- recognize on an exception basis, significant contributions that organizations or individuals have made to the public life and the well-being of the people of the Municipality.
- Honour the history and land relationships of the Algonquin people

POLICY STATEMENTS

- 1) There are three main types of naming situations this policy intends to address:
 - opening of a new corporate asset or reopening of a corporate asset following refurbishment
 - honouring the Algonquin Nation
 - honouring individuals or groups
 - providing recognition gifts, sponsorships and joint ventures
- 2) Recommendations for naming will be considered within the following categories:

a) Natural Features - names reflecting prominent natural features of the general area in which the asset is located.

b) Geographic Location - names reflecting the geographic location of the asset within the Municipality.

c) Historic Place Name - names reflecting a prominent historic location within the Municipality.

d) Outstanding Resident/Group - name of Municipal resident or group, past or present, who have contributed to the Municipality and/or well-being of its residents.

e) Indigenous Acknowledgement - recognize the Algonquin Peoples' past, present, and future presence on the land.

d)i) The Municipality will not rename ravines, woodlands and other ecological features, unless renamed in the Algonquin language and in consultation with IAnishinabek communities and Indigenous rights-holders.
- 3) Preference will be given to names that:

a) give a sense of place, continuity and belonging reflecting the geographic location, community, neighbourhood or street/road where the corporate asset is located and/or;

b) recognize the historical significance of the area and/or;

c) reflect unique characteristics of the site and/or; reflect the type of service offered and/or;

d) are in keeping with a selected theme and/or;

e) honour individuals, living or deceased, who have made a significant contribution to the community.
- 4) Names will not be chosen that;

a) cause confusion due to duplication or names sounding similar to existing locations within the Municipality;

b) lend themselves to inappropriate short forms or modifications;

c) are discriminatory or derogatory considering race, gender, creed, political affiliation or other similar factors; and/or

d) recognize the birth, marriage or anniversary of specific individuals (this can be done through individual dedications of benches and trees).

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- 5) Names of persons, organizations, corporations, foundations or their families will be considered when they have made a significant contribution to the Municipality by:
- a) enhancing the quality of life and well-being of the Municipality contributing to the historical or cultural preservation of the Municipality
 - b) financial contribution toward the naming right, acquisition, development or conveyance of land or building
 - c) achieving excellence in their endeavours and representing the Municipality in a meritorious manner.
- 6) Naming in honour of elected or appointed officials, Municipal administrative officials or staff shall occur following retirement or term of office.
- 7) Where the name of an individual is recommended after a Closed Session discussion, consent shall be obtained from the individual or their next of kin prior to Council's public consideration. In the case of posthumous recognition, the naming shall occur no earlier than three months after their death.
- 8) Where the naming opportunity is the result of a sponsorship or gift, the following factors must be considered:
- a) the significance of the contribution made relative to the construction and/or operating costs of the item being named;
 - b) the cost of establishing the naming option (i.e., cost of the signage to be paid by the applicant unless the Municipality has made the request for the name change); and
 - c) a naming agreement will be entered into in the case of a sponsorship or gift and will address such conditions as: approval of signage design and cost distribution, sign maintenance responsibilities, length of time for naming (permanent, renewable or for a specific period), notice of termination due to renovation, destruction, or sale of the asset by the Municipality, additional fees if applicable, and any other matter agreed to by the parties on a case- by-case basis.
- 9) Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organization previously named, the cost and impact of changing existing signage, rebuilding community recognition and updating records (i.e., letterhead, databases, promotional materials. Each application will be considered on a case-by-case basis.
- i) When the views or actions of the individual after whom a municipal asset is named no longer reflect the Municipality's current community values of equity and inclusion;
 - 9)ii) When there is strong rationale that an existing name is discriminatory, derogatory, or conveys negative or offensive connotation;

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APPLICATION REVIEW & APPROVAL PROCESS

- 1) Applicant(s) shall submit a written request for civic naming to the Municipal Clerk. The written request shall provide the following:
- a) background information concerning the rationale for consideration of the request;
 - b) biographical information if named after an organization or individual;
 - c) and documentation including letters from organizations and individuals providing support for the request.
- 2) Each applicant for naming/renaming shall undergo a process which will:
- a) review the application for conformity with this policy
 - b) the application to the appropriate internal stakeholders for comment on the suitability of the application including the Indigenous Advisory Circle and/or the Equity, Diversity, and Inclusion Advisory Committee where appropriate.
 - c) discuss in a Closed Session any naming in recognition of an individual prior to discussing it with the individual or next of kin

- d) consult with external stakeholders in the community to the level of support or identify possible objections to the requested civic naming
- e) determine whether or not a special event is planned to coincide with the formal naming

f) Proposed names in an Indigenous language or a Commemorative Name recognizing an Indigenous individual, organization, event or concept will require consultation with Indigenous communities and adherence to appropriate Indigenous practices or protocols.

e) -

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EDI Update to Naming Policy

Department: Corporate Services

Background

- ▶ **EDI Strategy adopted in 2023**
- ▶ **Includes actions about policy review**
- ▶ **EDIAC and IAC reviewed Naming of Corporate Assets Policy**
- ▶ **Investigating separate process for naming of roads in new developments**

Recommendations

- ▶ Repeal former by-law
- ▶ Enact new by-law



Municipality of North Grenville

To: **Council**

Meeting Date: June 3, 2025

Subject: Update – Closed Meeting Investigator Recommendations

Report No: CAO-2025-016

Prepared by: Mary Remmig, Acting Clerk

Recommendation(s)

THAT Council accept staff report #CAO-2025-016 respecting the implementation of the Closed Meeting Investigators Recommendations for information;

THAT Council direct the Clerk to post the PowerPoint from the closed portion of the Council meeting held on April 29th, 2025, on the Municipality's new "Accountability and Transparency" webpage;

THAT Council direct the Acting Clerk write to Mr. John Mascarin, c/o Aird Berlis, the Municipality's Closed Meeting Investigator, to advise on the implementation of the accepted recommendations following receipt of the Closed Meeting Investigation report;

AND THAT Council direct the Acting Clerk to include that Council received, from Mr. Rick O'Connor, its "comprehensive training on the open meeting rule", attach a copy of the minutes from the Council meeting held on April 29th, 2025 for his information and advise that Council has also directed that the PowerPoint used at that meeting be placed online in the correspondence to Mr. John Mascarin.

Executive Summary

Purpose

- To deliver an update to Council on the implementation of the accepted recommendations of the Closed Meeting Investigator following receipt of a report on March 3, 2025.

Key Findings

- On March 3, 2025 Council received a report from John Mascarin of Arid Berlis respecting the investigation of a closed meeting complaint received by their office
- The Arid Berlis Law Firm is the Closed Meeting Investigator appointed by Local Authority Services (LAS) which is the Municipality's appointed Closed Meeting Investigator in accordance with the Municipal Officer's By-law
- Following receipt of the investigation report, Council passed the following resolution accepting the recommendations of the investigator:

C-2025-078

Moved By: Doreen O'Sullivan

Seconded By: Deb Wilson

Be it resolved:

THAT Council will address the Closed Meeting Investigation Report dated February 26, 2025 by accepting the recommendations within the report, being;

- 1. Council and senior staff shall receive comprehensive training on the open meeting rule as set out in section 239 of the Municipal Act, 2001 from a qualified and experienced third party within sixty (60) days of the receipt of this Report;*
- 2. The Municipality shall update its Procedure By-law, at its earliest opportunity;*
- 3. Council and all committees shall strive to include the Clerk at all of their meetings, recognizing that there may be some limited occasions when it may not be appropriate for the Clerk to attend a closed meeting;*
- 4. Council shall issue a formal public reprimand to Deputy Mayor Barclay within thirty (30) days of the receipt of this Report; and*
- 5. The Municipality shall create an "Accountability" page on its website to list pertinent information relating to the Municipality's accountability officers (such as the Integrity Commissioner, Closed Meeting Investigator, Ombudsman, etc.) and any reports that have been submitted to Council by such accountability officers."*

Financial Implications

- There are no financial implications associated with the delivery of this report
- A cost of roughly \$2,000.00 (including applicable hst) was incurred in the implementation of recommendation #1: "Council and Senior Staff shall receive comprehensive training on the open meeting rule as set out in section 239 of the Municipal Act, 2001 from a qualified and experienced third party within sixty (6) days of the receipt of this report".

Background/Analysis

Staff have prepared this report to provide an update to Council on the five (5) recommendations they accepted following receipt of the Closed Meeting Investigation report dated February 26, 2025 from John Mascarin respecting a closed meeting of Council on October 22, 2025. Staff have outlined the accepted recommendations and are providing an update on each recommendation below for Council's information:

Recommendation #1:

"Council and senior staff shall receive comprehensive training on the open meeting rule as set out in section 239 of the Municipal Act, 2001 from a qualified and experienced third party within sixty (60) days of the receipt of this Report".

On April 29, 2025 (57 days following the receipt of the Closed Meeting Investigation Report), Council and the Senior Leadership Team received comprehensive training on the open meeting rule set out in section 239 of the *Municipal Act, 2001*, from Mr. Rick O'Connor, CMO, LL.B. Certified Specialist (Municipal Law: Local Government) and President of MuniverseRO Consulting Inc. Mr. O'Connor's career in the local public sector spanned 35 years in the region of Ottawa-Carleton and was the first City Clerk and City Solicitor in Canada due to his unique skill set.

This training was held in closed session in accordance with the open meeting exceptions under Section 239 of the *Municipal Act, 2001*. All members of Council attended as well as the majority of the Senior Leadership Team. Although this meeting was held in closed and meeting minutes will remain confidential, the presentation includes information from case law and the Municipal Act that is public in nature and may be released to the public to demonstrate compliance with this recommendation.

Following the training session, Mr. O'Connor suggested Council direct the Acting Clerk to write Mr. Mascarin with an update. The suggestions of Mr. O'Connor are reflected in the staff's recommendation. This includes the suggestion that the PowerPoint presentation used by Mr. O'Connor in closed session be included on the Accountability and Transparency webpage on the municipal website to demonstrate acceptance and compliance with this recommendation from the investigator.

Recommendation #2:

"The Municipality shall update its Procedure By-law, at its earliest opportunity".

The Clerk's office brought forward a draft Procedure By-law to Council on January 15, 2025 to facilitate an extended period of review, comment and questions from members of Council. The purpose of the January 15, 2025 report was to circulate the draft By-law to council for information. The Procedure By-law sought to formalize existing proceedings of Council while also adding information respecting staff, Council and attendee responsibilities, decorum in Council Chambers, clarity for administering motions and more.

The Clerk's office took a phased approach to implementation, suggesting Council conduct three readings of the By-law during three (3) separate meetings of Council to facilitate a comprehensive review of the By-law. First, Second and Third readings of the By-law were conducted on February 12, 2025, March 25, 2025 and April 8, 2025 respectively. During this two-month period, Council was provided the opportunity to ask questions and direct staff to conduct minor modifications to the By-law in order to ensure Council's preferred processes were reflected in the By-law governing the proceedings of Council.

Recommendation #3:

"Council and all committees shall strive to include the Clerk at all of their meetings, recognizing that there may be some limited occasions when it may not be appropriate for the Clerk to attend a closed meeting".

The above recommendation is a shared responsibility and is effectively an agreement to strive toward including the Clerk in all meetings moving forward.

Council is advised that the Municipal Clerk (currently Acting Clerk) has the authority under the Municipality's Delegation of Powers and Duties Policy to delegate their administrative functions to other members of staff. Meaning, the Clerk may delegate a member of staff to attend a Council meeting for the purpose of recording the decisions and proceedings of Council and Advisory Committee meetings. The Clerk's responsibility lie with ensuring adequate and sufficient records of all proceedings are maintained within the Municipal records management system in accordance with the applicable legislation. The Clerk only exercises this authority in emergency/last-minute circumstances where staff absences may need to be accommodated.

Formally, the Municipality has appointed an Acting Clerk (in the absence of a Municipal Clerk), two (2) Deputy Clerks (Full-time Deputy Clerk is currently Acting Clerk and the CAO is an appointed Deputy Clerk for back up) and a Committee Clerk (primarily responsible for all Advisory Committees with some assistance at the Council level).

Recommendation #4:

"Council shall issue a formal public reprimand to Deputy Mayor Barclay within thirty (30) days of the receipt of this Report".

As acknowledged in the Closed Meeting Investigation Report dated February 26, 2025, this step was overlooked during consideration of the Integrity Commissioner Report during open session in November 2025. To fulfill this recommendation from the investigator, Council adopted the following motion immediately following the acceptance of these recommendations from the investigator:

C-2025-079

Moved By: Deb Wilson

Seconded By: Doreen O'Sullivan

Be it resolved that Council formally reprimand Deputy Mayor John Barclay as recommended in the Integrity Commissioner report dated October 2, 2024 based on a finding that the Deputy Mayor inappropriately communicated with a member of staff and served to demean and falsely injure their professional and ethical reputation contrary to the Code of Conduct for Members of Council. Council hereby denounces the Deputy Mayor's actions. Council expects that he and all members will strictly adhere to proper and professional standards of behaviour when interacting with staff as set out in the Code of Conduct.

CARRIED

Recommendation #5:

"The Municipality shall create an "Accountability" page on its website to list pertinent information relating to the Municipality's accountability officers (such as the Integrity Commissioner, Closed Meeting Investigator, Ombudsman, etc.) and any reports that have been submitted to Council by such accountability officers."

On May 15, 2025 the Acting Clerk provided an email update to all of Council advising that the new Accountability and Transparency webpage has been made live on the municipal website. The new webpage may be reviewed at the following link: <https://www.northgrenville.ca/council-government/council/accountability-and-transparency>.

The following information has been included on the webpage to benefit the public:

- Council Code of Conduct and Complaint Procedure/Form;
- Annual Integrity Commissioner Reports dated back to 2020;
- Integrity Commissioner Investigations received since inception of this Term of Council in 2022;
- Information respecting the Municipal Conflict of Interest Act;
- Posting of the Conflict of interest Registry which is required in accordance with legislation (in progress);
- Information respecting the Closed Meeting Investigator and all Investigation received since inception of this Term of Council in 2022;
- Information respecting the Municipal Ombudsman; and,
- Information respecting public complaints.

The Communications Team is currently working on posting the final details on the page, however the framework and majority of information is available on the municipal website and will be maintained by the Clerk's office in consultation with Communications staff.

Relevance to Strategic Priorities

Strategic Pillar	Pillar #4 - Efficient Governance and Service Delivery
Goal	Goal #4.4 - Commit to Continuous Improvement

Key Action	Action #4.4.2 - Implement a continuous review program for existing processes and policies at both the departmental and corporate level
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Options and Discussion

1. Approve the recommendation (recommended)
2. Modify the recommendation (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

- Chief Administrative Officer
- Senior Leadership Team
- Communications Division
- John Mascarin, Arid Berlis
- Rick O'Connor, MuniverseRO Consulting Inc.

Communications

Council's decision will result in written communication to Mr. John Mascarin with an update on the implementation of these recommendations and additional information posted to the Accountability and Transparency webpage on the Municipal website.

Attachments

- None



Municipality of North Grenville

To: **Council**

Meeting Date: June 3, 2025

Subject: Kemptville Campus MOU – Extension Agreement #3

Report No: CAO-2025-015

Prepared by: Karen Dunlop, Chief Administrative Officer

Recommendation(s)

THAT Council authorizes the Mayor and Chief Administrative Officer 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 October 31, 2025 or until a new agreement is executed, whichever is earlier.

Executive Summary

Purpose

- To seek authorization to execute the Extension Agreement for the Memorandum of Understanding between the Municipality of North Grenville and the Kemptville Campus Education and Community Centre Board

Key Findings

- The Municipality of North Grenville and the Kemptville Campus Education and Community Centre Board entered into a Memorandum of Understanding on December 14, 2021, for a term of three (3) years.
- Extension agreement #1 was authorized by Council until March 31, 2025
- The current extension agreement #2 was authorized by Council until June 30, 2025
- The Municipality of North Grenville and the Kemptville Campus Education and Community Centre Board are actively working towards a new Memorandum of Understanding but won't complete the new document by the expiry date.

Financial Implications

- There is no financial impact of continuing the status quo of the agreement

Background/Analysis

The Municipality of North Grenville entered into a Memorandum of Understanding with the Kemptville Campus Education and Community Centre Board to define the relationship between the municipality as the property owner and the board as the management entity of the lands and buildings on December 14th, 2021. The original Memorandum of Understanding set out a term of three (3) years which was set to expire on December 13th, 2024.

The Kemptville Campus Education and Community Centre Board and the Municipality of North Grenville have been in active discussions about a new agreement for some time and are working with legal representation to finalize the details of the agreement. However, the new agreement will not be in place and fully negotiated by the expiry date. As such, staff are seeking authorization to execute a third extension agreement which will maintain the current agreement until October 31, 2025 or when a new agreement is executed, whichever is earlier. To avoid a fourth extension agreement, staff have proposed an extension of 4 months to facilitate negotiation of the final terms. This will give adequate time for the new agreement to be finalized and proceed through the appropriate approval channels for both the Kemptville Campus Education and Community Centre Board and by Council of the Municipality of North Grenville.

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

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 the Kemptville Campus Education and Community Centre Board representatives have occurred and will continue in preparing the new Memorandum of Understanding.

Communications

Communication of Council's decision-making will be made available on the municipal website. Council's decision will also be provided to the Kemptville Campus Education and Community Centre Board and legal representatives

Attachments

- Draft Extension Agreement #3

This Extension Agreement made this _____ day of _____, 2025.

BETWEEN:

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

(the "Municipality")

-and-

KEMPTVILLE CAMPUS EDUCATION AND COMMUNITY CENTRE BOARD

(the "Campus")

RECITALS:

The Municipality and the Campus Board entered a Memorandum of Understanding dated December 14, 2021 for the purposes of defining the relationship between the Municipality (as the property owner) and the Campus Board as well as the roles and responsibilities of each in managing the lands and buildings of the Campus lands.

The Memorandum expires on December 13, 2024 unless it is earlier renewed.

The Memorandum was extended by way of agreement between the Municipality and the Campus until March 31, 2025.

The Memorandum was extended by way of agreement between the Municipality and the Campus until June 30, 2025.

The Parties are in the process of negotiating a new agreement and both agree that the existing Memorandum of Understanding should be extended to facilitate those negotiations.

The Parties agree:

- 1.1 That the Memorandum of Understanding between the parties dated December 14, 2021 shall be extended and shall be in full

force and effect until the earlier of the following dates:

- (a) October 31, 2025; or
- (b) The date on which a new agreement is executed by the parties to govern the relationship of the parties related to the Campus Lands as defined in the Memorandum of Understanding.

This Memorandum is effective on the date it is fully executed.

This agreement executed on this ____ day of _____, 2025.

THE MUNICIPALITY OF NORTH GRENVILLE:

Name: Nancy Peckford
Title: Mayor

Name: Karen Dunlop
Title: Chief Administrative Officer

**We have the authority to bind the Corporation*

KEMPTVILLE CAMPUS EDUCATION AND COMMUNITY CENTRE:

Name:
Title: Chair, Board of Directors

Name:
Title: Director, Board of Directors

**We have the authority to bind the Corporation*