



**CORPORATION OF THE
MUNICIPALITY OF NORTH GRENVILLE**

DRAFT MINUTES

Regular Council Meeting No. 5

**Tuesday, May 19, 2020, 6:30 p.m.
Held Virtually via Microsoft Teams**

PRESENT	Mayor Nancy Peckford Deputy Mayor Jim McManaman Councillor John Barclay Councillor Doreen O'Sullivan Councillor Kristin Strackerjan
Staff Present	Gary Dyke, Chief Administrative Officer Cahl Pominville, Director of Corporate Services/Clerk John Okum, Director of Emergency & Protective Services/Fire Chief Karen Dunlop, Director of Public Works Phil Gerrard, Director of Planning & Development Palak Mehta, Deputy Clerk Tammy Hurlbert, Recreation Coordinator Judy Carroll, Treasurer Matt Gilmer, Economic Development Officer David Nanton, Planner Kevin Henry, Facilities Supervisor

A. CALL TO ORDER

Mayor Peckford called the meeting to order at 6:45 pm

B. APPROVAL OF AGENDA

C-2020-040

Moved by	Doreen O'Sullivan
Seconded by	Kristin Strackerjan

That the Council agenda for May 19, 2020 be approved as presented.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

C. DISCLOSURE OF INTEREST

None

D. REVIEW & ADOPTION OF MINUTES OF PREVIOUS MEETINGS

1. Regular Council Meeting of April 21, 2020
2. Special Council Meetings of April 1 & 8, 2020
3. Special Committee of the Whole Meetings of November 13, 26 & 27 and December 4, 2019, and January 15, February 5 & 12 and March 4, 2020
4. Special Committee of the Whole (Daytime) Meetings of November 6 & 20, 2019 and January 8, 15 & 29 and February 5 & 12, 2020

C-2020-041

Moved by Kristin Strackerjan
Seconded by Jim McManaman

That the minutes of the following meetings be approved as circulated:

- Regular Council Meeting of April 21, 2020
- Special Council Meetings of April 1 & 8, 2020
- Special Committee of the Whole Meetings of November 13, 26 & 27, and December 4, 2019 and January 15, February 5 & 12 and March 4, 2020
- Special Committee of the Whole (Daytime) Meeting of November 6 & 20, 2019 and January 8, 15 & 29 and February 5 & 12, 2020

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

E. PROCLAMATIONS

1. North Grenville Pride 2020

- Mayor Peckford – Due to COVID-19, there has been a number of changes to community events that would have been held, such as the North Grenville Pride 2020. Last year, the Kemptville Pride march was held in June, which encouraged community engagement. The North Grenville Pride will not be able to proceed this year and North Grenville looks to proclaiming Pride Month. Mayor Peckford does not expect the Pride committee to host something in June. Gary Dyke advised that they do not think they are in the position to host anything. Mayor Peckford asked whether adopting the motion with the current wording does not negate the Provincial wording. Gary Dyke advised that it is correct and it recognizes Pride Month.

C-2020-042

Moved by Kristin Strackerjan
Seconded by Jim McManaman

WHEREAS the Canadian Charter of Rights and Freedoms recognizes sexual identity and sexual orientation as human rights issues;

AND WHEREAS the LGBTQ2+ community is growing in the Municipality of North Grenville;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of North Grenville establish the Month of June as LGBTQ2+ Pride Month in the Municipality of North Grenville in perpetuity;

AND FURTHER THAT Council arrange to fly the Pride flag and a second pertinent flag, in consultation with the LGBTQ2+ community, among the flags at the Municipal Centre and any other pertinent location in the municipality;

AND FURTHER THAT Council will, at the request of the LGBTQ2+ Pride community of the Municipality of North Grenville, allow a flag raising ceremony. The flag raising shall be organized by the LGBTQ2+ Pride community and operate at their reasonable request.

AND FURTHER THAT the Municipality of North Grenville will actively support a Pride Parade and festivities during the month of June by becoming a partner in the event and providing reasonable support to the event.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

2. Kemptville District Hospital Month - 60th Anniversary
 - Mayor Peckford – Discussed the leadership of so many that came before us and talked about the believers in the hospital in the early days.

C-2020-043

Moved by Doreen O'Sullivan
Seconded by John Barclay

That the Municipality of North Grenville hereby proclaims June, 2020 as Kemptville District Hospital Month in honour of their 60th Anniversary.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

F. DEPARTMENTAL REPORTS

1. Office of the CAO
 1. COVID-19: North Grenville Impact & Response Presentation
 - Presentation by Gary Dyke including: Community support, municipal operations, finance, reopening plan, long-term charges

Questions from Council

Mayor Peckford

- What changes are they to the Parks and Recreation budget? Apart from what Council has deferred are there any other changes? Tammy Hurlbert advised that at this time we are doing our best to cut back lost revenues we are experiencing.
- Other capital expenditures remain, but what about other changes? Gary Dyke advised other changes to the budget would come to Council.
- What changes can be foreseen? Gary Dyke advised it all depends on the restrictions and if the restrictions keep coming off and this can be revisited. From Parks and Recreation, the guidance from the Provincial Health Unit is a good summary. Gary Dyke advised that is correct and orders and limitations move forward into the summer season.
- There local inquiries and from parents on Facebook on how the municipality is planning on moving forward. Gary Dyke advised work plans have been modified, such as in regards to ice installation.
- Discussed there has been changes to Provincial orders and as such, recreation and sports clubs are thinking differently. There are restrictions in regards to public gatherings; however, there is speculation on what might happen and what might not happen. She added she expects the same is true with the Public Works budget and that what has not been put on hold remains in the budget. She advised moving in a timely fashion in regards to the road rehabilitation that has been envisioned and capital works projects in 2020. Gary Dyke advised that is correct and the only programs altered have been identified to Council and staff internally are doing well on the cross-containment side.

2. 'Love NG' Marketing & Promotion Program and Proposed Business Support Program
 - Proposed Business Support Program Report – Presented by Matt Gilmer

Questions from Council

Mayor Peckford

- Is it clear in this case, considering the parameters of the Business Support Program whether they are speaking to both reports?
- Inquired about feedback on \$100,000 envelope that would be assigned for that specific business support. Matt Gilmer advised it is specifically for the Small Business Grant Program. She sought clarification as she does not see all of the detail and there is a maximum of \$1,000 in the report. She wanted to know about the parameters of the program. One moves \$100,000 and the second one goes into detail. Gary Dyke advised there are two parts to the motion. The first part Council endorses the particulars and the second is the \$100,000 COVID-19 reserve. The two reports may cause some confusion. The parameters depend on maximum cost and eligibility. Gary Dyke discussed how there is a missing delivery mechanism.

Councillor Barclay

- How was \$100,000 arrived at being sufficient and also what about the marketing strategy? Gary Dyke advised the Small Business Support Program was not tied to marketing. There is an immediacy of funding to be rolled out in short order. The second report deals with the larger \$150,000 piece as well as short, medium, and long-term marketing initiatives in combination with the Business Improvement Area (BIA) strategy around marketing promotions. It is to help people right now. Mayor Peckford advised there are frustrations because there is a grey zone and people are advised to seek legal counsel for better accounting advice. She added given what is happening those expenses are modest. There is an additional burden to any local business relief in terms of assisting a business to remain vibrant and robust during this period. There is a lot of ambiguity in this unprecedented time and the Mayor supports extending a bit of a hand to assist a business to serve customers. Matt Gilmer added it is up to \$1000 for each business. Mayor Peckford clarified the municipality will reimburse it. The second report illustrates a detailed layout and Deputy Mayor McManaman agreed that the next report will offer details.

Love NG' Marketing & Promotion Program Report – Presented by Matt Gilmer

Questions from Council

Councillor Strackerjan

- In regards to programs, there is a certain way of measuring success. Councillor Strackerjan, referred to the 'Love NG' website and there was one webinar so far and asked about thoughts about why it was or was not a success.
- Discussed longevity and how ideas are great, but the circumstances of the pandemic mean that some of these things can last beyond the pandemic.
- Asked about the gift certificate programs and where the money gets spent. Matt Gilmer advised in terms of tracking the performance, a performance indicator is that the 'Love NG' website has been live for a couple of months now. In comparison to previous years, there has been more traffic. The first webinar did have 20 businesses register to it. There was a technology glitch and only 10 businesses participated. It is a busy time for businesses as well and a lot of information coming out all at once. Promoting the webinar is a way to go after these programs continue to develop. There are short, medium, and long-term goals. Money is being

allocated to specific things and the landscape has changed. In regards to gift certificate programs, Downton Prescott has a similar successful program and guidance and assistance can be provided on that as many other businesses have their own gift certificate programs.

Deputy Mayor McManaman

- Supports Councillor Barclay marketing because of limited budgeting. Marketing strategies to help the local is important, but he is not sure whether the budget is enough money.
- Asked about local currency and heard it is successful, but who is going to administer this and ensure no fraud is happening. Tracking actual sales of local businesses is important and he is asking about the marketing strategy going forward. Matt Gilmer advised the move forward has been fairly quick and a long term plan was not thought out for the site, but those goals will be determined. What individual businesses will be offering is to be determined too. Some feedback was provided from businesses and Matt Gilmer can confirm the site is very useful and that is positive news.

C-2020-044

Moved by	Doreen O'Sullivan
Seconded by	John Barclay

That Council endorse the establishment of the Small Business Grant Program as outlined in Staff Report CAO-003-2020;

AND FURTHER THAT Council allocate \$100,000 from the COVID-19 Response Reserve to be used to support the Small Business Grant Program.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

C-2020-045

Moved by	Jim McManaman
Seconded by	John Barclay

That Council direct Staff to move forward with the recommended Business Support Programs as outlined in Staff Report CAO-004-2020.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

3. Association of Municipalities of Ontario (AMO) Board of Directors
Support CAO Gary Dyke

- Gary Dyke - Discussed the AMO nomination forms that came out for the AMO Board. Elected representatives sit on Boards and also promote the presence of municipalities at the table when decisions are being made. This will impact our operations and the municipality an indirect way. There will be endorsement from Municipal Council and international managers as well.

Mayor Peckford

- Is it a rural or urban caucus? Gary Dyke advised it is rural.
- Asked about the term and Gary Dyke responded that he believes that it is a three year term. He added there are different boards and committees and three day conferences.

- Inquired about the history of AMO. Cahl Pominville advised NG never had a member on the AMO Board.
- How big are these municipalities? Gary Dyke advised that Caledon with a population of 60,000 people is an example, but they vary in size. She also asked if these municipalities are small and Gary Dyke advised that it includes both small and large.

C-2020-046

Moved by Kristin Strackerjan
Seconded by Doreen O'Sullivan

That the Council of the Municipality of North Grenville hereby supports and endorses the nomination of Gary Dyke to the Rural Caucus of the Association of Municipalities of Ontario Board of Directors.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

2. Public Works

1. Road & Infrastructure Assumption - Kempton Court and Colonnade Subdivision Phase 2

Karen Dunlop

- Discussed a two-part report. The warranty completed in November 2019 and sections of the subdivisions was satisfied. The assumption roads, water, wastewater, and stormwater systems completes the report.

Mayor Peckford

- Asked about Colonnade Subdivision and commercial Colonnade right now. Karen Dunlop advised the Walmart to the Truck Centre is classified as Phase 2.
- Why we are assuming it many years later and what about the time it takes for the developer to complete it? Karen Dunlop advised that it takes many years to construct and clarifications and deficiencies are identified. It gets certified and approved in seven years.
- Inquired if that is typical of commercial and Karen Dunlop advised residential takes longer.
- Are they bound in terms of commitment and what are current obligations? Karen Dunlop advised that there is a certain agreement for development.
- Asked about Colonnade and Karen Dunlop agreed that Colonnade was done similarly.
- Is there anything else on Kempton Court? Karen Dunlop advised that there was a Subdivision Agreement signed in 2013, which completed all infrastructure items in December 2018. The warranty period is 2019 and infrastructure requirements have been satisfied.
- Inquired whether the timeline is typical and Karen Dunlop agreed that it is typical.
- Is Colonnade dragging their feet? Karen Dunlop does not suggest it is dragging their feet; however, there were a couple of deficiencies that have been fixed. The engineering certification has been accepted.
- Will the sites empty lots be populated and Karen Dunlop agreed. Mayor Peckford noted they are not at capacity and Karen Dunlop advised there are about 1-2 lots left for sale.

- Is the subdivision is at completion. Karen Dunlop advised it is at 75% normal trigger is when the developer will put the second lift of asphalt.
- Inquired whether a second layer of asphalt would take 2-3 years to apply and Karen Dunlop advised that is correct and it also depends on how fast the sales are.

Deputy Mayor McManaman

- What the difference in comparison to last year is and how does that look on our budget? Karen Dunlop advised the date of assumption is the date of passing of the by-law. The road maintenance is considered in asset management. The infrastructure value and useful life added to the asset management plan. Deputy Mayor McManaman sought clarity on tax revenue and whether it changes once the Municipality takes over. Karen Dunlop advised taxation is based on assessment. He also asked for more details on Kempton Court. Karen Dunlop advised that it is the same type of infrastructure, such as there being a sanitary pumping process.

Councillor Barclay

- Asked about the Colonnade and Kempton Court infrastructure in the works. In regards to engineering standards as well as the stormwater masterplan, what happens when standards change and who is liable for costs? Karen Dunlop advised standards change all the time and the same stands for subdivisions.
- Discussed that this was the first time he looked at a global drainage plan and talked about deficiencies. Karen Dunlop noted that is correct and that she would not anticipate older residential sections to be non-existent and disappearing stormwater systems. It is about taking all those planning documents and putting it into a masterplan, as well as doing a gap analysis. Karen Dunlop also advised that the engineering certification has to take place and there are many stages of certification that can take a few years. Councillor Barclay mentioned he had lots of interaction with residents at Country Walk and the expectation with them is another five years. Karen Dunlop is in agreement and once the second lift of asphalt has been put in place, they will look after sidewalks.

Councillor O'Sullivan

- Does the infrastructure include roads and sidewalks and Karen Dunlop agreed that it does.
- Has it been plowed? Karen Dunlop advised it being plowed. Karen Dunlop advised that has historically been the case. Councillor O'Sullivan is wondering if that is changing and Karen Dunlop advised that they are looking to changing that to make sure employees are safe when completing maintenance activities.

By-Law 36-20

Moved by

John Barclay

Seconded by

Kristin Strackerjan

That By-Law 36-20 to assume the infrastructure in the Kempton Court Subdivision into the Municipal Roadway Network and Asset Management Plan be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

By-Law 37-20

Moved by

John Barclay

Seconded by

Jim McManaman

That By-Law 37-20 to assume the infrastructure in Colonnade Subdivision Phase 2 into the Municipal Roadway Network and Asset Management Plan be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

2. Public Works Tender Update

- Karen Dunlop - Did not get written report included in package. Highlighted that delegated authority has been granted to Chief Administrative Officer (CAO) Gary Dyke. 15 tenders have been cancelled and there is a re-allocation of the COVID-19 response fund.
- Mayor Peckford – Asked about the response to tenders given COVID-19. Karen Dunlop advised that just before the pandemic hit, they have not seen what they anticipated the allocated costs of tenders. It is going to be good in regards to essential service.

3. Finance/Treasury

1. Business Improvement Area (BIA) 2020 Tax Levy

- Judy Carroll – Provided a financial update.

Questions from Council

- Mayor Peckford – Asked if the BIA sets their own levy rate and asked who facilitates the levy. Judy advised that it depends on values of businesses in that area that determines it. The budget determines the dollar amount.
- Councillor Barclay – Do you know what the assessed value of the footprint is and has it gone up significantly? Judy Carroll advised it has gone up moderately.

By-Law 38-20

Moved by

Jim McManaman

Seconded by

John Barclay

That By-Law 38-20 to levy 2020 taxes to the Old Town Kemptville BIA be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

2. Establish 2020 Municipal Tax Rate

- Mayor Peckford – Discussed the 2020 budget development process and that there is a modest 1% tax rate increase. Mayor Peckford asked in regards to budget deliberations, if there is anything else to discuss. Gary Dyke advised implementation is the next step.

By-Law 39-20

Moved by Doreen O'Sullivan
Seconded by John Barclay

That By-Law 39-20 to set 2020 tax rates be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

4. Planning & Development

1. Lifting of Part Lot Control - eQuinelle Subdivision Phase 2B
 - Staff Report Presented by David Nanton

Questions from Council

Mayor Peckford

- Which part of eQuinelle built homes and is anyone living in these homes? David Nanton advised it is North County Rd. 44 and eQuinelle Dr. At its immediate left, there are units that are built and ready to be sold.
- Has the lifting part lot control by-law expired? David Nanton clarified it is a renewal of a previous by-law.

Councillor Barclay

- Asked about the approval for 24 units and planning 20 is that a significant amount? David Nanton advised it was 24 units at the time and there has been small modifications between the applicant and their review.
- Was it significant? David Nanton advised that it is not to his view.

By-Law 40-20

Moved by Jim McManaman
Seconded by Doreen O'Sullivan

That By-Law 40-20 to lift part lot control for the lands in Phase 2B of the eQuinelle Subdivision for a period of two (2) years be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

2. Amend Building By-Law 14-98 (Permit Electronic Submission of Building Permit Applications & Drawings)
 - Phil Gerrard – Discussed how building permits allowed them to determine the application. By-Law 14-98 was the 14th by-law amalgamation. The provision that was put in there was the chief building official one copy of plan. Since that time, things have evolved substantially. With the arrival of the pandemic, there are digital applications and digital files. The Municipal Property Assessment Corporation (MPAC) asked they provide them with digital copies of taxation information. There is a request to amend

that one specific provision. It has been specified that two paper copies and one electronic copy shall be submitted.

Questions from Council

- Councillor O’Sullivan – Why are there are two paper copies? Phil Gerrard advised that one copy is to be kept in house and the second is sent back to the applicant that make the necessary corrections and revisions. Councillor O’Sullivan asked if it can be made electronic. Phil Gerrard advised that is one way to do it.

By-Law 41-20

Moved by Doreen O'Sullivan
Seconded by Kristin Strackerjan

That By-Law 41-20 to approve amendments to Municipal Building By-Law 14-98, as amended, be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

5. Parks, Recreation & Culture

1. Curling Club Sewer Line Project Tenders

- Report Presented by Karen Dunlop

Questions from Council

Councillor Barclay

- Asked about funds coming out of the reserve. Karen Dunlop advised it is product capital and repair of owner. Councillor Barclay asked before COVID-19, the quarterly reports plus or minus budget, Karen Dunlop advised they can probably make up that \$55,000 due for a financial statement. There is no new director of finance yet. Gary Dyke advised that they are working on that as they are going through a transition and they are behind in that reporting.

Mayor Peckford

- Curling club made other significant improvements. If it is 45-50,000 over at the end of the day, the anticipation is being able to recruit some of these costs from the end of the year budget lines. Karen Dunlop advised they would look to recover funds once capital programs are complete.
- What happens with work once it begins again? Karen Dunlop advised that there are inspections during the process and she has been in contact with the curling club. As with COVID-19, the completion date has moved to June 30th.
- Is it guaranteed work? Karen Dunlop advised there are warranty requirements.

By-Law 42-20

Moved by Doreen O'Sullivan
Seconded by Jim McManaman

That By-Law 42-20 to award a contract for Curling Club upgrades (Tender NG20-21) be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

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

H. ADJOURNMENT

1. Confirmation By-Law

By-Law 43-20

Moved by	Kristin Strackerjan
Seconded by	Jim McManaman

That By-Law 43-20 to confirm the proceedings of Council at its Regular Meeting held on May 19, 2020 be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

2. Resolution to Adjourn

C-2020-047

Moved by	Doreen O'Sullivan
Seconded by	John Barclay

That this Regular Meeting of Council adjourn at 9:12 p.m.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

NANCY PECKFORD
Mayor

PALAK MEHTA
Deputy Clerk