



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

**October 1, 2024, 6:30 p.m.
Held in Council Chambers, 285 County Road 44**

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

Staff Present Amy Martin, Director of Planning and Development
 Karen Dunlop, Chief Administrative Officer
 Mike Finley, Director of Public Works
 Chloe Preston, Municipal Clerk
 Mary Remmig, Deputy Clerk
 Mark Guy, Director of Parks, Recreation and Culture

A. HOW TO PARTICIPATE IN THE MEETING

B. MEETING CALLED TO ORDER

Mayor Nancy Peckford called the meeting to order at 6:58 p.m.

C. LAND ACKNOWLEDGMENT

The land acknowledgement was read by Deputy Mayor John Barclay.

D. APPROVAL OF THE AGENDA

Prior to consideration of Agenda Approval, Mayor Nancy Peckford notified the public of the passing of a local youth, Rowan Dean, and requested a moment of silence.

C-2024-291

Moved by John Barclay
Seconded by Kristin Strackerjan

Be it resolved that:

The Council agenda for October 1, 2024 be approved as presented.

CARRIED

E. CLOSED SESSION

None.

F. OUT OF CLOSED

None.

G. DISCLOSURE OF INTEREST

None at this time.

H. PRESENTATIONS/DELEGATIONS

1. Waste Reduction Week

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

C-2024-292

Moved by Deb Wilson

Seconded by Kristin Strackerjan

THAT Council proclaim the week of October 21 to 27, 2024, inclusive, as Waste Reduction Week in the Municipality of North Grenville.

CARRIED

I. CONSENT AGENDA

Mayor Nancy Peckford requested an amendment to the proposed Consent Agenda.

C-2024-293

Moved by Kristin Strackerjan

Seconded by John Barclay

Be it resolved:

THAT that following consent agenda items be approved as presented:

- Minutes of Previous Meeting - September 17, 2024 (See item J.1); and,
- Advisory Committee Meeting Minutes (See item L.1).

CARRIED AS AMENDED

1. Minutes of Previous Meeting - September 17, 2024

C-2024-293

Moved by Kristin Strackerjan

Seconded by John Barclay

Be it resolved:

THAT the meeting minutes for the regular meeting of Council on September 17, 2024 be approved as presented.

CARRIED

3. Advisory Committee Meeting Minutes

C-2024-293

Moved by Kristin Strackerjan

Seconded by John Barclay

Be it resolved:

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

- Mayor's Task Force on Clean Technology Meeting Minutes - August 26, 2024;
- Indigenous Advisory Circles Meeting Minutes - August 15, 2024;
- Arts, Culture & Heritage Advisory Committee Meeting Minutes - June 25, 2024; and,
- Accessibility Advisory Committee Meeting Minutes - July 3, 2024.

CARRIED

2. Building By-Law Amendments

The Building By-law Amendments were removed from the Consent Agenda for October 1, 2024. See item K.7.2. for Council's discussion.

J. MINUTES OF PREVIOUS MEETINGS - CONSENT

- 1. Regular Meeting Minutes - September 17, 2024**

K. REPORTS

- 1. Office of the Chief Administrative Officer**
- 2. Client Services**
- 3. Corporate Services**
- 4. Emergency and Protective Services**
- 5. Finance**
- 6. Parks, Recreation, and Culture**

- 1. Community Grant – Request for Change**

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

C-2024-294

Moved by John Barclay

Seconded by Deb Wilson

THAT Council approve the request by Lisa Poushinsky to reallocate \$788.63 in 2024 Community Grant funds, previously approved for the Kemptville Street Piano–Concerts on Campus project, to be used for the 2024 Twilux Lantern Festival;

AND THAT Council direct staff to execute the necessary agreement with the event organizer to ensure timely disbursement of funds.

CARRIED

- 2. Waiving of Fees**

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

Deputy Mayor John Barclay asked Director Mark Guy's thoughts on delegated authority respecting the waiving of fees.

Director Mark Guy's advised most requests are fairly straight forward, however would appreciate the opportunity to have discretion to bring certain requests forward to Council for approval. He expressed interest in investigating delegated authority.

Mayor Nancy Peckford suggested identifying a maximum threshold for delegated authority could be appropriate. Prior to consideration of

delegation authority, should would like Council to consider how facility rental revenue is utilized.

C-2024-295

Moved by John Barclay

Seconded by Kristin Strackerjan

THAT Council approve the rental fee waiver request from the Mason's of Kemptville for their rental of the North Grenville Municipal Centre on Saturday September 21, 2024 in the amount of \$495.00 to facilitate their Mason's Fish Fry event;

AND THAT Council direct staff to return with proposed amendments to the Waiving of Fees Policy including consideration of delegated authority for approvals to Director of Parks, Recreation and Culture to a proposed threshold.

CARRIED AS AMENDED

7. Planning and Development

1. RFP Award - Development Approvals Software

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

Councillor Kristin Strackerjan asked if there will be any cost savings given that the proposed software will combine processes amongst separate division or departments.

Director Amy Martin explained there will be an increase in software cost but it will not be the sole responsibility of a singular department budget.

Deputy Mayor John Barclay asked if the initial cost includes staff training.

Director Amy martin confirmed.

Mayor Nancy Peckford asked how the proposal from MRF Geosystems compared to the price point of the other submissions.

Director Amy Martin confirmed that the proposal was within the middle range of its comparators. She advised that cost is only one evaluation component. Other components need to be evaluated to ensure the municipality's needs are met. This proposal stood out because the proponent demonstrated how the software will meet the needs of various departments or divisions and the software's ability to have unlimited users without additional cost.

Deputy Mayor John Barclay asked if there were any components of the software that would be public-facing.

Director Amy Martin advised she will follow up on this question. To her knowledge, the software will be internal with the only feature available to the public being the ability for online payments

Councillor Kristin Strackerjan asked if staff are aware of other municipalities that use the software.

Director Amy Martin confirmed references were required as part of the proposal submission.

Mayor Nancy Peckford asked what kind of technical support would be provided by the distributor.

Director Amy Martin advised that the annual licensing fee includes ongoing support.

C-2024-296

Moved by John Barclay

Seconded by Deb Wilson

THAT Council award NG24-PD-HAF-01 to MRF Geosystems Corporation for the provision of Development Approvals Software for the Planning, Building and By-law Divisions as well as the Public Works Department in the amount of \$81,000 in initial cost and \$68,000 (excluding HST) in annual fees for a 3-year term;

AND THAT Council approve and enact By-Law 80-24 being a by-law to authorize the execution of the Master Consulting Agreement between the Municipality of North Grenville and MRF Geosystems Corporation.

CARRIED

2. Building By-Law Amendments

Mayor Nancy Peckford asked how the proposed amendments came to the attention of the municipality.

Director Amy Martin noted that a developer spotted an inconsistency with how the sections are referenced within the By-law. As the By-law did not contain a clause permitting the clerk to correct clerical errors which do not change the intent of the By-law, the formal amendments are presented to Council for adoption.

C-2024-297

Moved by Kristin Strackerjan

Seconded by John Barclay

THAT Council pass and enact By-law 81-24 being a By-Law to Amend By-Law 2-21, a By-law to provide for the administration and enforcement of the *Building Code Act* and with respect to the establishment and requirement of the payment of fees for information and services.

CARRIED

8. Public Works

L. CORRESPONDENCE

1. Advisory Committee Meeting Minutes - CONSENT

1. Mayor's Task Force on Clean Technology Minutes

1. Meeting Minutes - August 26, 2024

2. Indigenous Advisory Circle Minutes - August 15, 2024

3. Arts, Culture & Heritage Advisory Committee Minutes - June 25, 2024

4. Accessibility Advisory Committee Minutes - July 3, 2024

2. Mayor's Task Force on Clean Technology - Resolution to Join the FCM-ICLEI Partners for Climate Protection Program

Mayor Nancy Peckford noted that this came to the attention of the Mayor's Taskforce on Clean Technology during a delegation to the Taskforce by the Federation of Canadian Municipalities.

Deputy Mayor John Barclay asked the amount of work involved in the Greenhouse Gas (GHG) emissions forecasting.

Mayor noted that this came to the attention of the taskforce during a presentation to the Taskforce by FCM.

Mayor Nancy Peckford advised that this is a voluntary program and there is no mandatory amount of participation.

Chief Administrative Officer Karen Dunlop advised that multiple departments will assist to support the initiative.

Councillor Kristin Strackerjan noted that commitment references within the resolution.

C-2024-298

Moved by Deb Wilson
Seconded by Kristin Strackerjan

WHEREAS The Federation of Canadian Municipalities (FCM) and ICLEI– Local Governments for Sustainability (ICLEI Canada) have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 350 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

BE IT RESOLVED that the municipality of North Grenville review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the municipality of North Grenville appoint the following:

Corporate staff person: Matt Gilmer

Manager of Economic Development

613-258-9569 ext. 153

ecdev@northgrenville.on.ca

Elected official:

Nancy Peckford

Mayor

613-258-9569 ext 184

npeckford@northgrenville.on.ca

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

CARRIED

M. OTHER BUSINESS

N. NOTICE OF MOTIONS

1. Kemptville Campus Education Centre and Community Centre

Deputy Mayor John Barclay requested a minor rephrasing to the last portion of the recommendation to provide clarity to the motion.

C-2024-299

Moved by John Barclay

Seconded by Kristin Strackerjan

WHEREAS, during the pandemic, many of the estimated 70 percent of residents who would normally LEAVE the COMMUNITY to commute to jobs elsewhere were able to work effectively from North Grenville and consequently increasingly frequented local shops and utilized professional and health related services, thereby contributing to local economic activity to the benefit of the community as a whole;

AND WHEREAS, recently we have seen increased "back to the office" mandates from many employers outside of the Municipality, including federal departments and agencies as mandated by the Treasury Board, thereby reducing the economic gains that many local businesses, entrepreneurs, and services have experienced from this cohort of employees;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the efforts by Kemptville Campus Education and Community Centre and the Mayor to actively solicit for the establishment of co-working/remote facilities on Campus including, but not limited to, federal departments and agencies.

CARRIED AS AMENDED

O. INTRODUCTION & CONSIDERATION OF BY-LAWS

1. By-Law 80-21

2. By-Law 81-24

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

Q. CLOSE OF MEETING

1. Confirmation By-Law

C-2024-300

Moved by Deb Wilson

Seconded by John Barclay

Be it resolved that:

By-Law 82-24 to confirm the proceedings of Council at its regular meeting held on October 1, 2024 be adopted and passed.

CARRIED

2. Resolution to Adjourn

C-2024-301

Moved by Kristin Strackerjan

Seconded by Deb Wilson

Be it resolved that:

this regular meeting of Council adjourn at 7:42 p.m.

CARRIED