

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

**Monday July 22, 2019 at 7:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, Ontario K0C 1A0**

Draft Agenda

THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

1. CALL TO ORDER
2. DECLARATIONS OF PECUNIARY INTEREST
3. ACCEPT THE AGENDA (Additions/Deletions) (Jacques)
4. ADOPTION OF PREVIOUS MINUTES (Carma)
 - a) Regular Meeting of Council Minutes – July 8, 2019
 - b) Committee of the Whole Minutes – July 17, 2019
5. DELEGATION(S)
 - a) Financial Statement 2018 – Auditors Welch LLP – Ken Fraser
6. STAFF REPORTS
 - CAO/Clerk's Department**
 - a) Council Meeting Schedule (Brenda)
 - Community Services Department**
 - b) CIMCO Customer Service Agreements (Johanne)
 - Treasury Department**
 - c) Amending User Fees and Charges By-law (Michel)
 - d) Federal Gas Tax Top Up (Jeff)
 - Public Works Department**
 - e) Tender for the Supply and Delivery of Winter Highway Coarse Salt (Jacques)
7. UNFINISHED BUSINESS

8. CONSENT AGENDA (Carma)

- a) CAO/Clerk Update – Workplan
- b) Community Services Department Update – Workplan
- c) Treasurer Update –Workplan
- d) Planning/Building & By-law Enforcement Update – Workplan
- e) Public Works Update – Workplan
- f) Skye Road
- g) Public Meeting of Planning Minutes – May 27, 2019
- h) Planning Meeting Minutes – May 27, 2019

9. NEW BUSINESS

10. NOTICE OF MOTION

Next Regular Public Meeting of Council

Monday August 6, 2019 at 7:00 p.m. at the Centre Sandfield Centre, 102 Derby Street West, Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

11. QUESTION PERIOD (limit of one question per person and subsequent question will be at the discretion of the Mayor/Chair).

12. CLOSED SESSION BUSINESS

Personal Matters (as this matter deals with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*);

Subject to solicitor-client privilege (as this matter deals with advice that is subject to solicitor-client privilege, including communications necessary for that purpose they may be discussed in closed session under sections 239 (2)(f) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council Closed Session meeting of June 24, 2019.

13. CONFIRMING BY-LAW

By-law 27-2019 (Brenda)

14. ADJOURN (Michel)

Section 1

CALL TO ORDER

Section 2

DECLARATIONS OF PECUNIARY INTEREST

Section 3

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday July 22, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 3

Section 4

ADOPTION OF PREVIOUS MINUTES

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the minutes of the following meetings be adopted as circulated.

Regular Meeting of Council – July 8, 2019
Committee of the Whole Minutes – July 17, 2019

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

	YEA	NEA
Deputy Mayor: Carma Williams	_____	_____
Councillor: Jacques Massie	_____	_____
Councillor: Brenda Noble	_____	_____
Councillor: Jeff Manley	_____	_____
Councillor: Michel Depratto	_____	_____
Councillor: Johanne Wensink	_____	_____
Mayor: Jamie MacDonald	_____	_____

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

REGULAR MEETING OF COUNCIL

**Monday July 8, 2019 at 7:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, On K0C 1A0**

A Regular meeting of the Municipal Council was held on July 8, 2019 at 7:00 p.m., with Deputy Mayor Carma Williams presiding.

PRESENT: **Councillor at Large** – Jacques Massie
Councillor (Lochiel Ward) – Brenda Noble
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michel Depratto
Councillor (Maxville Ward) – Johanne Wensink

ALSO PRESENT: **CAO/Clerk** - Sarah Huskinson
Deputy Clerk – Lise Lavigne
Director of Community Services – Anne Leduc
Planning/Building & By-law Enforcement Manager – Jacob Rhéaume
Director of Public Works – Michel Riberdy

REGRETS: Mayor Jamie MacDonald

1. CALL TO ORDER
2. DECLARATIONS OF PECUNIARY INTEREST
3. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1

Moved by: Jacques Massie

Seconded by: Jeff Manley

That the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday July 8, 2019 as amended.

Carried

Additions to the Agenda

- 6 d(1) Renaming of Dunvegan Park
- 6 k(1) Resurfacing Skye Road

4. ADOPTION OF PREVIOUS MINUTES

Resolution No. 2

Moved by: Brenda Noble

Seconded by: Michel Depratto

THAT the minutes of the following meeting be adopted as circulated.

Regular Meeting of Council – June 24, 2019

Carried

5. DELEGATIONS

6. STAFF REPORTS

Community Services Department

a) CIP Application – 20 Main St S., Maxville

Resolution No. 3

Moved by: Jeff Manley

Seconded by: Johanne Wensink

THAT the Council for the Township of North Glengarry receives the Staff Report No. CS-2019-19; and

THAT Council approves funding under the Community Improvement Plan Program for the property located at 20 Main Street South in Maxville as follows:

- Program B Building Improvement Grant representing a matching grant of 50%, up to a maximum of \$5,000.00 towards works on one façade;
- Program C, Commercial Signage Grant representing a matching grant of 50%, up to a maximum of \$2,000.00;
- Program C Civic Address Grant representing one civic sign provided by the municipality as part of its civic sign pilot program;
- Program D Landscaping Grant representing a matching grant of 50% up to a maximum of \$170.00;
- Program D Public Art Grant of 50% up to a maximum of \$1,000.00;
- Program E Building Permit Fee Grant equal to 100% of eligible work up to a maximum of \$750.00;
- Program G Municipal Loan in the amount of \$10,000.00;

WITH the added consideration that the final artwork for the stained-glass window must be submitted to the Arts, Culture and Heritage Committee for review and final approval before it is commissioned and installed.

Carried

b) CIP Application – 2 Ottawa St., Alexandria

Resolution No 4

Moved by: Johanne Wensink

Seconded by: Jeff Manley

THAT the Council for the Township of North Glengarry receives staff report CS-2019-20; and

THAT Council approves funding under the Community Improvement Plan Program for the property located at 2 Ottawa Street in Alexandria Ontario as follows:

- Program B Building Improvement Grant representing a matching grant of 50%, up to a maximum of \$4,998.50 towards works on two (2) façades;
- Program C Civic Address Grant representing one civic sign provided by the municipality as part of its civic sign program;
- Program E Building Permit Fee Grant equal to 100% of eligible work up to a maximum of \$750; and
- Program G Municipal Loan in the amount of \$6,498.50;

With the requirement that decorative collars be add to the columns as per the pictures of the present-day building in this report; and

With the added consideration that work on this property will only be considered as completed when sanding, painting and restoration of all four facades of the building has been finished.

Carried

c) Listing of the non designated property – 6 Church St., Maxville

Resolution No. 5

Moved by: Michel Depratto

Seconded by: Brenda Noble

THAT Council receives Staff Report No. CS 2019-21; and

THAT Council directs staff to add the property located at 6 Church Street, Maxville Ontario, as recommended by the Arts, Culture and Heritage Committee, to the Municipal Register as a non-designated property of cultural heritage value and/or interest.

Carried

d) Listing of the non designated property – 35 Marlborough St., Maxville

Resolution No. 6

Moved by: Jacques Massie

Seconded by: Jeff Manley

THAT Council receives Staff Report No. CS 2019-22; and

THAT Council directs staff to add the property located at 35 Marlborough Street, Maxville Ontario, as recommended by the Arts, Culture and Heritage Committee, to the Municipal Register as a non-designated property of cultural heritage value and/or interest.

Carried

d(1) Renaming of Dunvegan Park

Resolution No. 7

Moved by: Johanne Wensink

Seconded by: Jeff Manley

THAT Council receives Staff Report No. CS 2019-23; and

THAT Council approves the renaming of Dunvegan Park to Clark-MacIntosh Park.

Carried

Planning/Building & By-law Enforcement Department

e) By-law 25-2019 – Road Dedication

Resolution No. 8

Moved by: Brenda Noble

Seconded by: Michel Depratto

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2019-16 to create a By-law for the dedication of a parcel as public highway.

And that by-law 25-2019 be read a first, second, third time and enacted in Open Council, this 8th day of July, 2019.

Carried

f) The construction of a 90 meter Guyed Tower

Resolution No. 9

Moved by: Jeff Manley

Seconded by: Johanne Wensink

That the Council of the Township of North Glengarry receives Staff Report No. BP-2019-17 for the formal request to proceed with public consultation for the construction of a 90-meter Guyed Tower.

Carried

g) Zoning Amendment – Z-05-2019

Resolution No. 10

Moved by: Michel Depratto

Seconded by: Brenda Noble

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2019-13 to adopt Zoning By-law Z-05-2019; and.

That by-law Z-05-2019 be read a first, second, third time and enacted in Open Council, this 8th day of July, 2019.

Carried

h) Zoning Amendment – Z-06-2019

Resolution No. 11

Moved by: Johanne Wensink

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2019-14 to adopt Zoning By-law Z-06-2019; and.

That by-law Z-06-2019 be read a first, second, third time and enacted in Open Council, this 8th day of July, 2019.

Carried

Public Works Department

i) Tender for Surface Treatment

Resolution No. 12

Moved by: Jacques Massie

Seconded by: Jeff Manley

That the Council of the Township of North Glengarry authorizes the Mayor and CAO/Clerk to enter into an agreement with Smiths Construction Company for the purpose of surface treatment in the amount of \$220,434.75 including HST.

Carried

j) Tender for the Purchase of a Loader Backhoe

Resolution No. 13

Moved by: Brenda Noble

Seconded by: Michel Depratto

That the Council of the Township of North Glengarry authorizes the Director of Public Works to execute the purchase of a loader backhoe from Nortrax Canada Inc. for a total amount of \$147,221 excluding HST.

Carried

k) Tile Drainage Loan Application

Resolution No. 14

Moved by: Jeff Manley

Seconded by: Johanne Wensink

That the Council of the Township of North Glengarry approves a tile drainage loan for Lot 28 Concession 5 in the Lochiel Ward Roll # 0111-016-011-92000 in the amount of \$19,600.00.

Carried

k(1) Resurfacing Skye Road

Resolution No. 15

Moved by: Jeff Manley

Seconded by: Jacques Massie

That Council direct Staff to bring to Council a cost benefit analysis on the resurfacing of Skye Road, in partnership with the Nation.

Carried

7. UNFINISHED BUSINESS

Speeding sign should be installed at the entrance of County Rd 22 in Maxville. This subject should be brought back to the Committee of the Whole.

8. CONSENT AGENDA

- a) Community Development Minutes – May 29, 2019
- b) Arts, Culture and Heritage Committee Minutes – June 3, 2019

Resolution No. 16

Moved by: Michel Depratto

Seconded by: Brenda Noble

THAT the Council of the Township of North Glengarry receives the items from the consent agenda for information purposes only.

Carried

9. NEW BUSINESS

10. NOTICE OF MOTION – Next Meeting of Council, July 22, 2019

11. QUESTION PERIOD

12. CLOSED SESSION BUSINESS

13. CONFIRMING BY-LAW

a) **By-law 26-2019**

Resolution No. 17

Moved by: Johanne Wensink

Seconded by: Jeff Manley

That the Council of the Township of North Glengarry receive By-law 26-2019; and

That Council adopt by-law 26-2019 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 26-2019 be read a first, second, third time and enacted in Open Council this 8 day of July, 2019.

Carried

14. ADJOURN

Resolution No. 13

Moved by: Jacques Massie

Seconded by: Jeff Manley

There being no further business to discuss, the meeting was adjourned at 8:00 p.m.

Carried

CAO/Clerk/ Deputy Clerk

Mayor / Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of the Whole Meeting

**Wednesday July 17, 2019 at 3:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, On K0C 1A0**

A Committee of the Whole Meeting was held on July 17, 2019 at 3:00 p.m., with Mayor Jamie MacDonald presiding.

PRESENT: Deputy Mayor - Carma Williams
Councillor at Large – Jacques Massie (left at 4:15)
Councillor (Lochiel Ward) – Brenda Noble
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michel Depratto
Councillor (Maxville Ward) – Johanne Wensink (came in at 3:07)

ALSO PRESENT: CAO/Clerk - Sarah Huskinson
Deputy Clerk – Lise Lavigne
Treasurer/Finance Director – Kimberley Champigny
Director of Community Services – Anne Leduc
Building/Planning & By-law Manager – Jacob Rhéaume
Public Work Manager – Michel Riberdy

1. CALL TO ORDER
2. DECLARATIONS OF PECUNIARY INTEREST
3. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1

Moved by: Carma Williams

Seconded by: Michel Depratto

The Committee Members accepts the agenda of the Committee of the Whole on Wednesday July 17, 2019.

Carried

4. DELEGATIONS

a) Boys & Girls Club of Cornwall/SDG – Ms. Jacquie Richards

Ms. Jacquie Richards from Boys & Girls Club of Cornwall /SDG presented to Council with What is a Boys and Girls Club?

5. STAFF REPORTS

CAO/Clerk’s Department

a) CAO/Clerk Update – Workplan

Resolution No. 2

Moved by: Jacques Massie **Seconded by:** Jeff Manley

THAT the Committee of the Whole receives Staff Report No. AD-2019-14 CAO/Clerk 2019 Workplan.

Carried

b) eScribe Training

Resolution No. 3

Moved by: Carma Williams **Seconded by:** Michel Depratto

THAT the Committee of the Whole of the Township of North Glengarry receives the training of eScribe Meeting Management.

Carried

Community Services Department

c) 2020 User Fees and Charges

Resolution No. 4

Moved by: Brenda Noble **Seconded by:** Michel Depratto

That the Committee of the Whole receives Staff Report No. COTW CS-2019-09; and
That the Committee of the Whole recommends that the Council for the Township of North Glengarry approves the 2020 Recreation Rate increases for the User Fees and Charges By-law.

Carried

d) Community Services Department Update – Workplan

Resolution No. 5

Moved by: Jeff Manley **Seconded by:** Jacques Massie

THAT the Committee of the Whole receives Staff Report No. CS-2019-10 Community Services Department 2019 Workplan.

Carried

Treasury Department

e) Treasurer Update – Workplan

Resolution No. 6

Moved by: Michel Depratto

Seconded by: Brenda Noble

THAT the Committee of the Whole receives Staff Report No. COW-TR-2019-22 Treasurer 2019 Workplan.

Carried

f) 2020 Water User Fees

Resolution No. 7

Moved by: Johanne Wensink

Seconded by: Jeff Manley

That the Committee of the Whole receives Staff Report No. COW TR 2019-23 and recommends Council approval of the 2020 water/waste user fees.

Carried

g) Federal Gas Tax Top Up

Resolution No. 8

Moved by: Carma Williams

Seconded by: Michel Depratto

THAT the Committee of the Whole receives Staff Report No. COW TR2019-24 and recommends Council approve the noted expenditures totaling \$326,504 to be funded by the Federal Gas Tax Fund Top Up.

Carried

Planning/Building & By-law Enforcement Department

h) Planning/Building & By-law Enforcement 2019 Workplan

Resolution No. 9

Moved by: Jacques Massie

Seconded by: Jeff Manley

THAT the Committee of the Whole receives Staff Report No. BP-2019-18 – Planning/Building & By-law Enforcement update – 2019 Workplan.

Carried

i) Tree Canopy

Resolution No. 10

Moved by: Brenda Noble

Seconded by: Michel Depratto

That the Committee of the Whole receives the Tree Canopy Report.

Carried

Public Works Department

j) Public Works Update - Workplan

Resolution No. 11

Moved by: Jeff Manley

Seconded by: Johanne Wensink

THAT the Committee of the Whole receives Staff Report No. PW 2019-10 - Public Works update – 2019 Workplan.

Carried

k) Skye Road

Resolution No. 12

Moved by: Johanne Wensink

Seconded by: Jeff Manley

THAT the Committee of the Whole receives the Skye Road Report No. PW-2019-11 for information purposes and consideration to proceed with the project.

Carried

6. UNFINISHED BUSINESS

7. OTHER BUSINESS

a) Memo from SN Conservation re: Areas for Tree Planting Project

8. MATTERS ARISING FROM STANDING COMMITTEES

a) **MRAC update**

Bob Linney gave an update on the Municipal Recreation Association Committee.

Councillor Michel Depratto gave an update on the Raisin Region Conservation Authority
Councillor Jacques Massie had left, he will be giving an update on the Maxville Manor at the next Committee of the Whole Meeting.

Councillor Brenda Noble gave an update on the Glengarry Pioneer Museum.

Mayor Jamie MacDonald gave an update on the Glengarry Archives.

Councillor Jeff Manley gave an update on the Arts, Culture & Heritage.

Deputy Mayor Carma Williams gave an update on the Community Improvement Plan.

Deputy Mayor Carma Williams also gave an update on the County Council.

Councillor Johanne Wensink gave an update on the Friends of the Trails.

9. NOTICE OF MOTION – Next Committee of the Whole Meeting, September 18, 2019

10. ADJOURNMENT

Resolution No. 8

Moved by Michel Depratto

Seconded by: Brenda Noble

There being no further business to discuss, the meeting was adjourned at 4:30 p.m.

Carried

CAO/Clerk/ Deputy Clerk

Mayor – Jamie MacDonald

Section 5

DELEGATIONS



Welch LLP[®]

Township of North Glengarry

2018 Audit Presentation

July 22, 2019

Ken Fraser

NORTH
GLENGARRY
NORD



Ontario's Celtic Heartland
Le centre celtique de l'Ontario

Audit Status

- **Audit is complete subject to:**
 - **Approval of financials by Council**
 - **Representation letter to be signed by CAO and Treasurer**
- **Financials are stamped draft until approved**

2018 Draft Financials

- **Page 2, 3 – Independent Auditor’s Report**
 - Dated July 22/19 (date of Council approval)
 - Qualified Audit Opinion : Unable to confirm insurance proceeds receivable

2018 Draft Financials

Page 4 – Statement of Financial Position:

	2018	2017
Financial assets	\$13,705,081	\$6,304,325
Financial liabilities	<u>(13,823,519)</u>	<u>(6,048,046)</u>
Net financial assets (liabilities)	(118,438)	256,279
Non-financial assets	<u>60,298,723</u>	<u>43,616,834</u>
Accumulated surplus	<u>\$60,180,285</u>	<u>\$43,873,113</u>

2018 Draft Financials

Taxes Receivable:

	2018	2017	2016	2015
Taxes receivable	\$1,960K	\$1,888K	\$2,522K	\$2,604K
Total levy	\$14,712M	\$13,326M	\$13,712M	\$13,274M
% of taxes receivable/total levy	13.3%	14.2%	18.4%	19.6%
SDG average		10.0%	11.1%	11.2%
Ontario average		5.0%	5.2%	5.4%

2018 Draft Financials

- Page 5 – Statement of Operations

	2018	2017
Operating revenues	\$14,145,576	\$13,819,389
Operating expenditures	<u>(13,766,597)</u>	<u>(13,741,577)</u>
Net operating expenditures	378,979	77,812
Capital revenues/other	<u>15,928,193</u>	<u>366,753</u>
Annual surplus	<u>\$16,307,172</u>	<u>\$444,565</u>

Welch LLP[®]

2018 Draft Financials

- **Page 6 – Changes in Net Financial Assets**
- **Notes to financials**
 - **Page 10 – Note 2: Accounts receivable**
 - **Page 13 – Note 8: Municipal debt**
 - **Page 14 – Note 9: Accumulated surplus**

CONSOLIDATED FINANCIAL STATEMENTS

For the

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

For year ended

DECEMBER 31, 2018

DRAFT

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

INDEX TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

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Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the **Corporation of the Township of North Glengarry** are the responsibility of management and have been approved by Council.

The consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards prescribed for governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada and as such include amounts that are the best estimates and judgments of management.

Management is responsible for the integrity and objectivity of these statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and is ultimately responsible for reviewing and approving the consolidated financial statements.

The Council meets periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the consolidated financial statements and the external auditor's report.

The external auditors, Welch LLP, conduct an independent examination, in accordance with Canadian auditing standards, and express their opinion on the consolidated financial statements. The external auditors have full and free access to financial management of the Corporation of the Township of North Glengarry and meet when required.

On behalf of the Corporation of the Township of North Glengarry:

Sarah Huskinson
Chief Administrative Officer/Clerk

Kimberley Champigny
Director of Finance/Treasurer

Alexandria, Ontario
July 22, 2019

INDEPENDENT AUDITOR'S REPORT

To the Members of Council of the:

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Report on the Audit of the Consolidated Financial Statements

Opinion

We have audited the accompanying consolidated financial statements of the **Corporation of the Township of North Glengarry** (the Township), which comprise the consolidated statement of financial position as at December 31, 2018 and the consolidated statements of operations, changes in net financial assets (liabilities) and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, excepts for the effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Township as at December 31, 2018 and the results of its consolidated operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Qualified Opinion

The Township is expected to receive insurance proceeds related to an investigation into its taxes receivable. A provision in the amount of \$550,000 for estimated insurance recoveries has been recorded in these consolidated financial statements. We were unable to obtain sufficient appropriate audit evidence about the carrying amount of this expected insurance recovery due to the measurement uncertainty of the insurable loss. Consequently, we were unable to determine whether any adjustments might have been necessary to the financial assets recorded in the consolidated statement of financial position as at December 31, 2018, as well as any related adjustments to the consolidated statements of operations, changes in net assets and the cash flows.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud and error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during the audit.

**Cornwall, Ontario
July 22, 2019**

**CHARTERED PROFESSIONAL ACCOUNTANTS
LICENSED PUBLIC ACCOUNTANTS**

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2018

	<u>2018</u>	<u>2017</u>
Financial assets		
Cash	\$ 195,836	\$ 1,543,581
Taxes receivable	1,960,870	1,888,356
Accounts receivable (note 2)	11,101,094	2,395,890
Long-term receivables (note 4)	<u>447,281</u>	<u>476,498</u>
	<u>13,705,081</u>	<u>6,304,325</u>
Financial liabilities		
Accounts payable and accrued liabilities	3,641,650	1,737,197
Employee benefits payable (note 6)	205,999	191,399
Deferred revenue - obligatory reserve funds (note 5)	422,874	262,146
Deferred revenue - other	27,749	-
Landfill closure and post-closure liabilities	1,409,347	1,395,722
Municipal debt (note 8)	<u>8,115,900</u>	<u>2,461,582</u>
	<u>13,823,519</u>	<u>6,048,046</u>
Net financial assets (liabilities)	<u>(118,438)</u>	<u>256,279</u>
Non-financial assets		
Tangible capital assets (note 7)	39,842,213	39,395,562
Tangible capital assets under construction	20,318,309	4,019,357
Inventory	138,201	184,317
Prepaid expenses	<u>-</u>	<u>17,598</u>
	<u>60,298,723</u>	<u>43,616,834</u>
Accumulated surplus (note 9)	<u>\$ 60,180,285</u>	<u>\$ 43,873,113</u>
Contingencies (note 13)		

The accompanying notes are an integral part of these financial statements.

(See accompanying notes)

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

CONSOLIDATED STATEMENT OF OPERATIONS

YEAR ENDED DECEMBER 31, 2018

	2018 <u>Budget</u> (Note 14)	2018 <u>Actual</u>	2017 <u>Actual</u>
Operating revenues			
Municipal taxation	\$ 5,574,629	\$ 5,596,538	\$ 4,973,179
User charges	6,320,170	5,786,471	5,835,122
Government transfers - operating	2,532,867	2,432,993	2,615,702
Investment income	20,000	15,022	33,752
Interest and penalties on taxes	320,000	311,788	359,859
Donations and other income	<u>-</u>	<u>2,764</u>	<u>1,775</u>
	<u>14,767,666</u>	<u>14,145,576</u>	<u>13,819,389</u>
Operating expenditures			
General government	1,269,451	1,317,027	1,772,364
Protection to persons and property	1,499,066	1,554,666	1,426,833
Transportation services	3,463,238	3,521,414	3,602,485
Environmental services	4,321,133	4,316,853	4,137,708
Health services	23,000	101,313	20,981
Recreational and cultural services	2,239,647	2,412,602	2,157,301
Planning and development	<u>1,172,467</u>	<u>542,722</u>	<u>623,905</u>
	<u>13,988,002</u>	<u>13,766,597</u>	<u>13,741,577</u>
Net operating surplus	<u>779,664</u>	<u>378,979</u>	<u>77,812</u>
Other income related to capital			
Government transfers - capital	28,790,809	15,818,049	327,666
Gain on disposal of tangible capital assets	<u>27,000</u>	<u>110,144</u>	<u>39,087</u>
	<u>28,817,809</u>	<u>15,928,193</u>	<u>366,753</u>
Annual surplus	29,597,473	16,307,172	444,565
Accumulated surplus at beginning of year	<u>43,873,113</u>	<u>43,873,113</u>	<u>43,428,548</u>
Accumulated surplus at end of year	<u>\$ 73,470,586</u>	<u>\$ 60,180,285</u>	<u>\$ 43,873,113</u>

(See accompanying notes)

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (LIABILITIES)
YEAR ENDED DECEMBER 31, 2018

	<u>2018</u> <u>Budget</u> (Note 14)	<u>2018</u> <u>Actual</u>	<u>2017</u> <u>Actual</u>
Annual surplus	\$ 29,597,473	\$ 16,307,172	\$ 444,565
Amortization of tangible capital assets	2,296,751	2,296,751	2,294,884
Acquisition of tangible capital assets and tangible capital assets under construction	(35,391,335)	(19,146,955)	(2,576,379)
Gain on disposal of tangible capital assets	(27,000)	(110,144)	(39,087)
Proceeds on disposal of tangible capital assets	27,000	214,745	38,641
Change in inventory	-	46,116	(50,128)
Change in prepaid expenses	<u>-</u>	<u>17,598</u>	<u>19,257</u>
Increase (decrease) in net financial assets	(3,497,111)	(374,717)	131,753
Net financial assets at beginning of year	<u>256,279</u>	<u>256,279</u>	<u>124,526</u>
Net financial assets (liabilities) at end of year	<u>\$ (3,240,832)</u>	<u>\$ (118,438)</u>	<u>\$ 256,279</u>

(See accompanying notes)

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

CONSOLIDATED STATEMENT OF CASH FLOWS

YEAR ENDED DECEMBER 31, 2018

	<u>2018</u>	<u>2017</u>
Cash flows from operating activities		
Annual surplus	\$ 16,307,172	\$ 444,565
Items not affecting cash:		
Amortization	2,296,751	2,294,884
Gain on disposal of tangible capital assets	<u>(110,144)</u>	<u>(39,087)</u>
	18,493,779	2,700,362
Net changes in non-cash working capital items:		
Taxes receivable	(72,514)	633,920
Accounts receivable	(8,705,204)	(875,996)
Inventory	46,116	(50,128)
Prepaid expenses	17,598	19,257
Accounts payable and accrued liabilities	1,904,453	708,425
Employee benefits payable	14,600	(1,175)
Landfill closure and post-closure liabilities	13,625	(16,687)
Deferred revenue	<u>188,477</u>	<u>99,180</u>
	<u>11,900,930</u>	<u>3,217,158</u>
Cash flows from capital activities		
Acquisition of tangible capital assets and tangible capital assets under construction	(19,146,955)	(2,576,379)
Proceeds on disposal of tangible capital assets	<u>214,745</u>	<u>38,641</u>
	<u>(18,932,210)</u>	<u>(2,537,738)</u>
Cash flows from investing activities		
Advances of long-term receivables	(75,800)	(129,725)
Repayment of long-term receivable	<u>105,017</u>	<u>133,842</u>
	<u>29,217</u>	<u>4,117</u>
Cash flows from financing activities		
Municipal debt repaid	(649,412)	(648,546)
Proceeds from municipal debt	<u>6,303,730</u>	<u>50,000</u>
	<u>5,654,318</u>	<u>(598,546)</u>
Increase (decrease) in cash	(1,347,745)	84,991
Cash at beginning of year	<u>1,543,581</u>	<u>1,458,590</u>
Cash at end of year	<u>\$ 195,836</u>	<u>\$ 1,543,581</u>

(See accompanying notes)

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2018

NATURE OF OPERATIONS

The Corporation of the Township of North Glengarry (the "Township") was incorporated on January 1, 1998 and is a lower tier municipality in the Province of Ontario. The Township is responsible for providing a variety of municipal services to its residents. The Township conducts its operations under the direction of its elected Council, guided by the provisions of provincial statutes such as the Municipal Act, 2001, Municipal Affairs Act and related legislation.

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Township are prepared by management in accordance with Canadian generally accepted accounting policies for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. These financial statements include the following significant accounting policies:

a) *Reporting entity*

These financial statements reflect the assets, liabilities, revenues and expenses and accumulated surplus of the reporting entity. The reporting entity is comprised of all municipal organizations, committees, and local boards accountable to the Township, and which are owned or controlled by the Township. Included with the municipality is the following:

Palais des Sports Glengarry Sports Palace

Interdepartmental and organizational transactions and balances are eliminated.

b) *Accounting for United Counties and School Board transactions*

The assets, liabilities, revenues, and expenditures with respect to the operations of the school boards and the United Counties of Stormont, Dundas and Glengarry are not reflected in these financial statements.

c) *Basis of accounting*

These financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable. Expenses are recognized as they are incurred and measurable based upon cost of goods or services acquired.

d) *Deferred revenue*

The Township receives contributions under the authority of federal and provincial legislation and funding agencies. These funds, by their nature, are restricted in their use, and until applied to applicable projects, are recorded as deferred revenue. Amounts applied to projects are recorded as revenue in the fiscal period in which they are expended.

e) *Reserve and reserve funds*

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital expenditures. Transfers to and from reserves and reserve funds are recorded as an adjustment to the respective fund when approved.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

f) *Government transfers*

Government transfers are recognized as revenues or expenditures in the period in which the events giving rise to the transfer occurred, provided the transfers are authorized, any eligibility criteria have been met by the recipient, and a reasonable estimates of the amounts can be made.

g) *Taxation and related revenues*

Property tax billings are prepared by the Township based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Council incorporating amounts to be raised for local services and amounts the Township is required to collect on behalf of the United Counties of Stormont, Dundas and Glengarry and the Province of Ontario in respect of education taxes. Realty taxes are billed based on the assessment rolls provided by MPAC. Taxation revenues are recorded at the time tax billings are issued.

A normal part of the assessment process is the issue of supplementary assessment rolls that provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Township determines the taxes applicable and renders supplementary tax billings. Assessments and the related property taxes are subject to appeal. Any supplementary billing adjustments made necessary by the determination of such changes will be recognized in the period they are determined and the effect shared with the school boards as appropriate.

h) *Landfill Closure and Post-closure Liability*

The Township accrues landfill closure and post-closure care requirements that have been defined in accordance with industry standards and include final covering, landscaping, as well as surface and ground water monitoring and visual inspections. The reported liability is based on estimated future expenses in current dollars, adjusted for estimated inflation and charges to expense are based on usage.

i) *Use of Estimates*

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates are reviewed periodically and adjustments are made as appropriate in the year they become known. Management makes accounting estimates when determining the estimated useful life of the Township's tangible capital assets, its allowance for doubtful accounts and accounts receivable, the accrued liability for employee benefits and the accrued liability for landfill closure and post closure costs. Actual results could differ from those estimates.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

j) *Tangible capital assets*

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful life as follows:

Land improvements	10 years
Buildings	40 years
Vehicles	10 to 25 years
Machinery and equipment	5 to 50 years
Transportation:	
- roads	7 to 40 years
- bridges and structures	40 years
Water and waste plants and networks	50 to 100 years

Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized. One half of the annual amortization is charged in the year of acquisition and in the year of disposal.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue. Similarly, transfer of assets to third parties are recorded as an expense equal to the net book value of the assets as of the date of transfer.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

2. ACCOUNTS RECEIVABLE

Accounts receivable consists of the following:

	<u>2018</u>	<u>2017</u>
Water and sewer user fees receivables	\$ 340,346	\$ 367,928
Excise tax rebates receivable	595,904	83,351
Municipal drains charges receivable	617,825	366,061
Due from School Boards and the United Counties	272,314	489,296
Due from Infrastructure Ontario	8,018,303	-
Accounts receivable - other	<u>1,256,402</u>	<u>1,089,254</u>
	<u>\$ 11,101,094</u>	<u>\$ 2,395,890</u>

3. CREDIT FACILITY

The Township has an authorized revolving operating line of credit facility with a maximum limit of \$2,000,000. The credit facility bears interest at prime plus 0.5% and was unused at December 31, 2018. Additional credit facilities are described under note 8.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

4. LONG-TERM RECEIVABLES

Long-term receivables consists of the following:

	<u>2018</u>	<u>2017</u>
Community improvement program loans receivable	\$ 142,518	\$ 137,418
Tile drainage loans receivable	<u>304,763</u>	<u>339,080</u>
	<u>\$ 447,281</u>	<u>\$ 476,498</u>

5. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

A requirement of Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances held in the obligatory reserve funds are as follows:

	<u>Balance December 31, 2017</u>	<u>Additions</u>	<u>Transferred to Income</u>	<u>Balance December 31, 2018</u>
Parkland	\$ 87,220	\$ -	\$ (73,400)	\$ 13,820
Federal gas tax	<u>174,926</u>	<u>330,982</u>	<u>(96,854)</u>	<u>409,054</u>
	<u>\$ 262,146</u>	<u>\$ 330,982</u>	<u>\$ (170,254)</u>	<u>\$ 422,874</u>

6. EMPLOYEE BENEFITS PAYABLE

The Township provides employee benefits that will require funding in future periods for vacation pay. The vacation pay liability has been estimated based on pay rates in effect at December 31, 2018 and is expected to be paid out over the next fiscal year.

Employee benefits payable is comprised of:

	<u>2018</u>	<u>2017</u>
Vacation pay	<u>\$ 205,999</u>	<u>\$ 191,399</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

7. TANGIBLE CAPITAL ASSETS

Tangible capital assets consists of the following:

<u>Cost</u>	<u>Balance December 31, 2017</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance December 31, 2018</u>
Land	\$ 536,998	\$ -	\$ -	\$ 536,998
Land improvements	475,046	160,040	-	635,086
Buildings	24,362,042	277,426	-	24,639,468
Vehicles	6,662,280	415,023	277,673	6,799,630
Equipment	7,292,228	309,993	-	7,602,221
Roads	16,037,717	1,384,415	-	17,422,132
Bridges	6,551,539	-	-	6,551,539
Water and sewer	<u>19,733,125</u>	<u>301,106</u>	<u>-</u>	<u>20,034,231</u>
	<u>\$ 81,650,975</u>	<u>\$ 2,848,003</u>	<u>\$ (277,673)</u>	<u>\$ 84,221,305</u>

<u>Accumulated Amortization</u>	<u>Balance December 31, 2017</u>	<u>Amortization Expense</u>	<u>Disposals</u>	<u>Balance December 31, 2018</u>
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	277,698	40,526	-	318,224
Buildings	15,684,356	607,044	-	16,291,400
Vehicles	3,704,771	310,305	(173,072)	3,842,004
Equipment	4,855,614	357,845	-	5,213,459
Roads	11,357,536	630,475	-	11,988,011
Bridges	2,823,563	136,878	-	2,960,441
Water and sewer	<u>3,551,875</u>	<u>213,678</u>	<u>-</u>	<u>3,765,553</u>
	<u>\$ 42,255,413</u>	<u>\$ 2,296,751</u>	<u>\$ (173,072)</u>	<u>\$ 44,379,092</u>

<u>Net book value</u>	<u>December 31, 2017</u>	<u>December 31, 2018</u>
Land	\$ 536,998	\$ 536,998
Land improvements	197,348	316,862
Buildings	8,677,686	8,348,068
Vehicles	2,957,509	2,957,626
Equipment	2,436,614	2,388,762
Roads	4,680,181	5,434,121
Bridges	3,727,976	3,591,098
Water and sewer	<u>16,181,250</u>	<u>16,268,678</u>
	<u>\$ 39,395,562</u>	<u>\$ 39,842,213</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

8. MUNICIPAL DEBT

Municipal debt consists of the following:

	<u>2018</u>	<u>2017</u>
<u>Royal Bank of Canada</u>		
Term loans - interest rates between 2.96% and 3.725%, repayable in monthly blended payments ranging between \$103 and \$10,878, maturity dates ranging from 2020 to 2026	\$ 814,159	\$1,168,150
<u>Royal Bank of Canada</u>		
Loan Maxville water upgrade project - interest at prime + 0.75%, repayable upon receipt of federal and provincial grants no later than March 31, 2020	5,400,000	-
<u>Ontario Infrastructure and Lands Corporation</u>		
Debenture loans - interest rates between 1.86% and 3.01%, repayable in semi-annual payments ranging between \$13,522 and \$63,818 plus interest, maturity dates ranging from 2022 to 2028	1,596,978	954,352
<u>Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA):</u>		
Tile drainage debenture loans - 6% repayable over a ten year period in blended annual payments ranging between \$217 and \$6,793, maturity dates ranging from 2019 to 2028	<u>304,763</u>	<u>339,080</u>
	<u>\$8,115,900</u>	<u>\$2,461,582</u>

The Township has authorized revolving and non-revolving term credit facilities related to the Maxville water upgrade project with maximum limits of \$11,000,000 and \$7,500,000 respectively. The revolving term credit facility was unused at year-end while the Township had drawn \$5,400,000 of the non-revolving term facility by December 31, 2018. Total maximum aggregate borrowings under both credit facilities may not exceed \$11,000,000. Both credit facilities bear interest at prime + 0.75% and are secured by borrowing by-laws. The Township is required to comply with a number of reporting requirements.

The Township has offsetting tile drain loans receivable from property owners with the same terms and maturity dates as the OMAFRA tile drain loans above. These loans receivable have been included in long-term receivables on the statement of financial position.

Principal repayments on municipal debt are estimated to be as follows:

2019	\$5,958,004
2020	558,842
2021	416,521
2022	399,038
2023	190,881
2024 and subsequent	<u>592,614</u>
	<u>\$8,115,900</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2018

9. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	<u>2018</u>	<u>2017</u>
Reserves:		
Working funds	\$ 4,288,020	\$ 885,232
CEMC contingency fund	50,000	50,000
Fire	474,560	324,560
Recreation	109,455	63,455
Roads	736,380	541,417
Waste management	1,002,843	800,280
Water & sewer	2,449,127	1,297,536
WSIB	54,443	54,443
Zoning and elections	65,000	47,500
Other	<u>124,296</u>	<u>34,270</u>
	<u>9,354,124</u>	<u>4,098,693</u>
Reserve funds:		
Water and sewer reserve funds	44,360	930,571
Other	<u>60,475</u>	<u>14,326</u>
	<u>104,835</u>	<u>944,897</u>
Reserves and reserve funds - total	<u>9,458,959</u>	<u>5,043,590</u>
Invested in tangible capital assets:		
Equity in tangible capital assets	60,160,522	43,414,919
Less: related debt	(7,811,137)	(2,122,502)
Less: unfinanced tangible capital assets	<u>-</u>	<u>(867,930)</u>
	<u>52,349,385</u>	<u>40,424,487</u>
Amounts to be recovered from future revenues:		
Accrued interest	(12,713)	(7,843)
Accrued landfill closure and post-closure costs	(1,409,347)	(1,395,722)
Employee benefits payable	<u>(205,999)</u>	<u>(191,399)</u>
	<u>(1,628,059)</u>	<u>(1,594,964)</u>
	<u>\$ 60,180,285</u>	<u>\$ 43,873,113</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2018

10. SEGMENTED INFORMATION

The Township is a diversified municipal government that provides a wide range of services to its citizens. The services are provided by departments and their activities are reported in the statement of operations. Departments have been separately disclosed in the segmented information. For each reported segment, revenues and expenditures represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore certain allocation methodologies are employed in the preparation of segmented financial information. The accounting policies used in these segments are consistent with those in the preparation of the financial statements as disclosed in note 1. The nature of the Township's segments and the activities they encompass are as follows:

General Government

General government includes corporate services and governance of the Township. Administration as a segment includes operating and maintaining municipal owned buildings, human resource management, legal, communications, information systems and technology, support to Council for policy development in compliance with the Municipal Act, tax billing and collection responsibilities, financial management reporting and overall budget status as well as frontline reception and customer service.

Protection to Persons and Property

Protection services includes fire protection, conservation authority, protective inspection and control, and emergency measures. Fire protection includes inspection, extinguishing and suppression services, emergency first response, and prevention education and training programs. Inspection and control includes building inspection, by-law enforcement and dog control services.

Transportation Services

Transportation services includes administration and operation of traffic and parking services for the Township. In addition, services are provided for the winter and summer road maintenance along with the repair and construction of the municipal roads system including bridges and culverts, as well as operation and maintenance of a fleet of vehicles and equipment for use in providing services to the Township.

Environmental Services

Environmental services includes the operation of water and waste water facilities and infrastructure for the collection and distribution of both water and sewer services as well as solid waste collection, disposal and recycling services.

Health Services

Health services includes health and safety programs, and contributions to the Glengarry Memorial Hospital.

Recreation and Cultural Services

Recreation and cultural services includes services that contribute to the Township's development and sustainability through the provision of recreation and leisure programs including community halls, libraries, parks, recreation fields and arenas.

Planning and Development

Planning and development manages development for business interest, environmental concerns, heritage matters, local neighbourhoods and community development. It also facilitates economic development by providing services for the approval of all land development plans and the application and enforcement of the zoning by-law and official plan.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2018

10. SEGMENTED INFORMATION (continued)

	<u>General Government</u>	<u>Protection</u>	<u>Transportation</u>	<u>Environment</u>	<u>Health</u>	<u>Recreation and Cultural</u>	<u>Planning and Development</u>	<u>2018 Totals</u>	<u>2017 Totals</u>
Revenues									
Municipal taxation	\$ 617,390	\$ 849,387	\$2,668,395	\$ 209,965	\$ 17,095	\$1,046,755	\$ 187,551	\$ 5,596,538	\$ 4,973,179
User charges	85,918	345,099	51,065	4,342,152	-	815,016	147,221	5,786,471	5,835,122
Government transfers									
- operating	268,399	369,256	1,160,036	91,278	7,432	455,058	81,534	2,432,993	2,615,702
- capital	-	-	226,346	15,518,303	-	73,400	-	15,818,049	327,666
Other	<u>379,018</u>	<u>12,600</u>	<u>48,100</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>439,718</u>	<u>434,473</u>
	<u>1,350,725</u>	<u>1,576,342</u>	<u>4,153,942</u>	<u>20,161,698</u>	<u>24,527</u>	<u>2,390,229</u>	<u>416,306</u>	<u>30,073,769</u>	<u>14,186,142</u>
Expenditures									
Wages and benefits	726,426	658,700	1,295,935	1,320,997	-	871,310	332,434	5,205,802	5,046,104
Interest municipal debt	-	30,400	4,312	48,848	-	-	19,298	102,858	98,398
Materials and services	482,981	448,044	1,097,025	1,730,048	1,313	880,096	156,145	4,795,652	4,688,140
Contracted services	-	28,904	50,313	460,402	-	7,160	-	546,779	621,654
Insurance and financial costs	81,254	58,146	52,330	82,715	-	96,180	-	370,625	627,142
Third party transfers	-	107,984	-	-	100,000	213,718	26,428	448,130	365,255
Amortization	<u>26,366</u>	<u>222,488</u>	<u>1,021,499</u>	<u>673,843</u>	<u>-</u>	<u>344,138</u>	<u>8,417</u>	<u>2,296,751</u>	<u>2,294,884</u>
	<u>1,317,027</u>	<u>1,554,666</u>	<u>3,521,414</u>	<u>4,316,853</u>	<u>101,313</u>	<u>2,412,602</u>	<u>542,722</u>	<u>13,766,597</u>	<u>13,741,577</u>
Net surplus (deficit)	<u>\$ 33,698</u>	<u>\$ 21,676</u>	<u>\$ 632,528</u>	<u>\$15,844,845</u>	<u>\$ (76,786)</u>	<u>\$ (22,373)</u>	<u>\$ (126,416)</u>	<u>\$ 16,307,172</u>	<u>\$ 444,565</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2018

11. OPERATION OF SCHOOL BOARDS AND THE UNITED COUNTIES

The following taxation revenues were raised and remitted to school boards and the United Counties of Stormont, Dundas and Glengarry:

	<u>2018</u>	<u>2017</u>
School boards	<u>\$ 2,826,437</u>	<u>\$ 2,535,463</u>
United Counties of Stormont, Dundas and Glengarry	<u>\$ 6,288,745</u>	<u>\$ 5,817,652</u>

12. PENSION AGREEMENTS

The Township makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of its employees. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees, based on length of service and rates of pay. OMERS provides pension services to approximately 1,000 employers and 480,000 plan members.

Each year an independent actuary determines the funding status of the OMERS pension plan (the Plan) by comparing the actuarial value of the invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2018. The results of this valuation disclosed total actuarial liabilities of \$100,081 million in respect of defined benefit obligations with actuarial assets of \$95,890 million indicating an actuarial deficit of \$4,191 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of employers and plan members participating in the Plan. The Township has adopted defined contribution plan accounting principles for this plan because insufficient information is available to apply defined benefit plan accounting principles. As a result, the Township does not recognize any share of the OMERS pension deficit.

The amount contributed to OMERS for 2018 was \$269,086 (2017 - \$263,366) for current service and is included as an expenditure on the statement of operations.

13. CONTINGENCIES

In 2014, the Government of Ontario expanded regulations to include six additional cancers presumed to be work related for firefighters under the Workplace Safety and Insurance Act. This change is retroactive to January 1, 1960. The Workplace Safety and Insurance Board (WSIB) has determined a potential liability for all Schedule 2 employers based on the total number of firefighters employed across the province. As the WSIB potential liability has been based on assumptions and general allocations and no specific claims have been filed with the Township, no provision for potential claims has been recorded in these financial statements. The Township previously established a reserve for future WSIB costs in the amount of \$54,443 to mitigate any claims from when it previously was a Schedule 2 employer.

The nature of municipal activities is such that there may be litigation pending or in prospect at any time. Litigation is subject to many uncertainties and the outcome of individual matters is not predictable. A provision for litigation claims has been recorded in these consolidated financial statements based on management's best estimate of the likely outcomes. Should claims be settled for amounts other than established accruals, the outstanding amounts will be offset against operations in the year of settlement.

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2018

14. BUDGETED FIGURES

The budgeted figures are presented for comparison purposes as prepared and approved by the Township's Council. The budget figures have been adjusted from the cash basis of accounting as originally prepared and have been restated as follows to conform with Canadian public sector accounting standards:

	<u>2018</u>
Annual surplus as budgeted	\$ -
Add:	
Capital expenditures expensed	35,391,335
Principal repayment of municipal debt expensed	577,928
Transfers to reserves expensed	595,211
Less:	
Loan proceeds included as income	(3,514,692)
Transfers from reserves included as income	(1,064,308)
Principal repayment of tile drain loans receivable included as income	(91,250)
Amortization of tangible capital assets not recorded	<u>(2,296,751)</u>
Annual surplus as presented on the statement of operations	<u>\$ 29,597,473</u>

15. EXPENSES BY OBJECT

Operating expenditures by object is summarized as follows:

	<u>2018</u>	<u>2017</u>
Wages and benefits	\$ 5,205,802	\$ 5,046,104
Interest on municipal debt	102,858	98,398
Materials and services	4,795,652	4,688,140
Contracted services	546,779	621,654
Insurance and financial costs	370,625	627,142
Third party transfers	448,130	365,255
Amortization	<u>2,296,751</u>	<u>2,294,884</u>
	<u>\$ 13,766,597</u>	<u>\$ 13,741,577</u>

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

SCHEDULE 1 - FIVE YEAR FINANCIAL REVIEW (unaudited)

DECEMBER 31, 2018

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Population (MPAC)	8,511	8,865	10,088	9,740	9,690
Number of Households (MPAC)	4,887	5,847	5,734	5,754	5,774
Taxable Assessment (000's)					
Residential and farm	\$ 1,158,414	\$ 1,055,595	\$ 969,296	\$ 907,281	\$ 846,782
Commercial and industrial	<u>103,960</u>	<u>101,315</u>	<u>106,141</u>	<u>101,852</u>	<u>99,245</u>
Total	<u>\$ 1,262,374</u>	<u>\$ 1,156,910</u>	<u>\$ 1,075,437</u>	<u>\$ 1,009,133</u>	<u>\$ 946,027</u>
Property Taxes Billed (000's)					
Own purpose	\$ 5,597	\$ 4,973	\$ 5,021	\$ 4,785	\$ 4,523
Upper-Tier Municipality	6,289	5,818	5,776	5,646	5,444
School Boards	<u>2,826</u>	<u>2,535</u>	<u>2,915</u>	<u>2,843</u>	<u>2,785</u>
Total	<u>\$ 14,712</u>	<u>\$ 13,326</u>	<u>\$ 13,712</u>	<u>\$ 13,274</u>	<u>\$ 12,752</u>
Tax Arrears					
% of own levy	35 %	38 %	50 %	54 %	55 %
% of total levy	13 %	14 %	18 %	20 %	19 %
Municipal Debt (000's)					
Municipal debt	\$ 8,116	\$ 2,462	\$ 2,462	\$ 3,851	\$ 4,020
Annual debt charges	\$ 648	\$ 603	\$ 799	\$ 666	\$ 658
Municipal Equity (000's)					
Surplus and reserves	\$ 9,459	\$ 5,044	\$ 5,044	\$ 4,096	\$ 3,652
Invested in tangible capital assets	\$ 52,349	\$ 40,424	\$ 40,424	\$ 38,697	\$ 39,061
Reserves as % of operating expenses	68.71 %	36.71 %	36.71 %	35.85 %	33.00 %
Financial Indicators:					
Sustainability:					
Financial assets to liabilities	0.99 %	1.04 %	1.04 %	1.06 %	0.72 %
Municipal debt to tangible capital assets	13.49 %	5.67 %	5.67 %	9.14 %	9.45 %
Flexibility:					
Debt charges to total operating revenue	4.58 %	4.36 %	5.78 %	5.94 %	6.14 %
Total operating revenue to taxable assessment	1.12 %	1.19 %	1.29 %	1.27 %	1.31 %
Vulnerability:					
Operating government transfers to operating revenues	17.20 %	18.93 %	18.93 %	19.22 %	19.09 %
Total government transfers to total revenues	129.02 %	21.30 %	21.30 %	22.46 %	22.22 %

Section 6

STAFF REPORTS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry approves moving the August 6, 2019 Council meeting of August 22, 2019 at 6 p.m.

Carried

Defeated

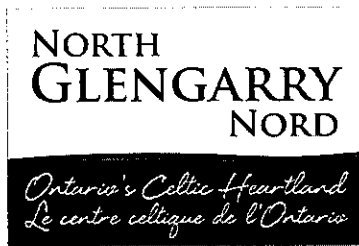
Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Brenda Noble
Councillor: Jeff Manley
Councillor: Michel Depratto
Councillor: Johanne Wensink
Mayor: Jamie MacDonald

YEA	NEA
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section 6 Item a



STAFF REPORT TO COUNCIL

Report No: AD-2019-15

July 22, 2019

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Council meeting schedule

Recommended Motion:

THAT the Council of the Township of North Glengarry approves moving the August 6, 2019 Council meeting to August 22, 2019 at 6pm.

Background / Analysis:

Due to the timing of the Water Treatment Plant upgrades tender closing, it was recommended that we add a Special meeting of Council for August 22nd. In consultation with Senior Management, it was suggested that instead of adding an additional meeting, that the current August 6th meeting be moved to August 22nd. There were no planning or public meetings, other tender awards or delegations planned for the August 6th meeting.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

None.

Others Consulted:

None.

Sarah Huskinson
Chief Administrative Officer/ Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

That Council of the Township of North Glengarry receives Staff Report No. CS 2019-24; and

That Council directs staff to enter into the Customer Services Agreements with CIMCO for the Maxville and District Sports Complex and the Glengarry Sports Palace and authorizes the CAO/Clerk and the Director of Community Services to execute the documentation relevant to these agreements.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

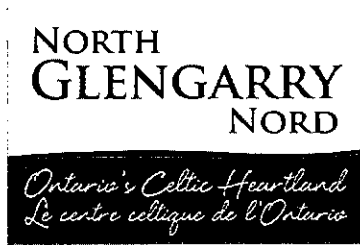
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 6 Item b



STAFF REPORT TO COUNCIL

Report No: CS-2019-24

July 22, 2019

From: Anne Leduc – Director of Community Services

RE: CIMCO Customer Service Agreements

Recommended Motion:

THAT Council receives Staff Report No. CS 2019-24; and

THAT Council directs staff to enter into the Customer Services Agreements with CIMCO for the Maxville and District Sports Complex and the Glengarry Sports Palace and authorizes the Chief Administrative Officer and the Director of Community Services to execute the documentation relevant to these agreements.

Background / Analysis:

CIMCO has been the contract service provider for the Township's two arenas – the Maxville and District Sports Complex and the Glengarry Sports Palace, since 2012.

Staff proposes extending the Customer Service Agreement for both facilities for a three-year period with the option of signing on for an additional year.

In March 2019, TSSA inspected the Maxville & District Sports Complex filing the following orders:

- It is important that equipment operation, isolation and lockout procedures be developed and enforced to ensure staff and plant safety.
- It is required that a procedure manual for the plant be in effect.

TSSA requested information on start-up, inspections and shut-down of the plant. Staff was able to report that these procedures were already in place as part of our Customer Service Agreement with CIMCO.

The start date for the proposed contracts is August 1, 2019 which run for a three-year period until July 31, 2022, with the option to renew for one additional year.

The table below shows the historical costs for contracted maintenance for each facility between 2014 and to 2022.

**CIMCO Customer Service Agreements for the
Maxville & District Sports Complex and the Glengarry Sports Palace**

						Aug 2019 to Jul 2020	Aug 2020 to Jul 2021	Aug 2021 to Jul 2022	Aug 2022 to Jul 2023
	2014	2015	2016	2017	2018	2019	2020	2021	2022
Monthly Fee	\$ 368.00	\$ 380.00	\$ 395.00	\$ 409.00	\$ 409.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00
Yearly Fee	\$4,416.00	\$4,560.00	\$4,740.00	\$4,908.00	\$4,908.00	\$5,040.00	\$5,040.00	\$5,040.00	\$5,040.00
% Increase		3.26%	3.95%	3.54%	0.00%	2.69%	0.00%	0.00%	0.00%

2.69% equivalent to 0.67% per year from Aug
2019 to July 2023

The contract covers the Annual Start-up, compressor oil changes, Mid-season inspection, brine testing and Annual Shut-down. Contracting these services offers the opportunity for easier budgeting as well as approximately 10% discount versus if the services were accessed on an à-la-carte basis.

Alternatives:

Option 1 – Recommended – That the Council for the Township of North Glengarry approves entering into the Customer Services Agreements with CIMCO for the Maxville and District Sports Complex and the Glengarry Sports Palace.

Or

Option 2 – Not recommended – That Council not enter into these agreements.

Financial Implications:

As per Section 19, Multi-Year Contracts of the Township’s Procurement Policy and Procedures, the Township may call for proposals for maintenance services for a maximum term of five (5) years in order to maintain competitive process for longer term services while providing the economies of continuous service.

Section 19.2 states that Multi-year service contracts shall be authorized by the CAO in consultation with the Department Head where the annual financial implications of said contract do not exceed the spending limit of the Department Head.

Each single contract, if exercised for the full four (4) year period would total \$15,003.00. the total for the two contracts combined is \$30,006.00 which is within the Department Head’s authorized spending limit, but must be authorized by the CAO.

Section 21: Single Source Purchasing or Purchasing by Negotiation allows a Department Head who deems it appropriate or in the best interest of the Township to acquire goods or services from a particular source or by negotiation with one or more vendors, the formal purchasing process may be waived by Council under the following conditions – Extension of an existing contract would prove more cost-efficient or beneficial.

These costs are included in the Maxville & District Sports Complex and the Glengarry Sports Palace's 2019 Operating Budgets and will be included in future Operating Budgets for these facilities.

Attachments & Relevant Legislation:

CIMCO Contracts

Others consulted:

Kimberley Champigny – Director of Finance / Treasurer

Signed by Sarah Huskinson – CAO / Clerk



14 October 2014

Township of
NORTH GLENGARRY
90 Main Street South
Alexandria, ON.
K0C 1A0

Attention: Stephane Ouimet – Recreation Manager
Subject: Customer Support Agreement (CSA) for the Glengarry Sports Palace

Dear Stephane,
CIMCO Refrigeration is pleased to provide the following **Customer Support Agreement** for a Start-Up, Shut-Down, B-52/Mid-Season Inspection and compressor oil changes (per OEM recommendations) for the Glengarry Sports Palace.

CIMCO Refrigeration has been in operation since 1913 and is part of Toromont Industries Refrigeration Group. Toromont Industries Ltd. is a Canadian public company with more than 4,000 employees across North America. As part of the Toromont family, you are assured of the financial stability of CIMCO and our long-term presence in the refrigeration market.

WHY USE CIMCO?

- ✓ **Over 4,500 Arena's installed Worldwide**
- ✓ **Over 300 Years worth of Engineering knowledge**
- ✓ **Continually abreast of the ever changing technology in the industry**
- ✓ **Extensive Training Program for Service Technicians, resulting in faster system maintenance and repairs and lower overall costs**
- ✓ **Several Service Technicians living in the immediate Area, resulting in faster response times**
- ✓ **Large Number of Technicians Ensure that every service requirement is met 24 hours a day, seven days a week**
- ✓ **Large Inventory of parts and compressors means that CIMCO does not rely on any outside suppliers for emergency repairs**
- ✓ **CIMCO has been awarded the NHL Preferred Ice Rink Equipment Supplier status**

CIMCO Safety

Safety: The Occupational Health and Safety Act (OHSA) and the Trades Qualifications and Apprenticeship Act (TCAA) require that all persons working on your refrigeration equipment be certified to do the work. The Environmental Protection Act requires all persons handling refrigerant to be trained and certified. CIMCO meets and exceeds these minimum standards, we have the only portable Industrial Ammonia Recovery Unit available in the province of Ontario.

CIMCO ensures that all of our mechanics, welders, apprentices and crane drivers, are fully trained in all areas related to health and safety. They are fully aware of the incident, accident, injury, and near-miss reporting process to supervisory personnel and the roll that management will play. These issues are then reviewed for appropriate action at the Joint Health and Safety Committee (JHSC) level. CIMCO, both managerial and field, have a long and positive working relationship with the TSSA, the Ministry of the Environment, and various chemical suppliers throughout the province such as Anco, Dupont, Fielding, Dow and Praxair.

Proactive Damage Control

CIMCO recommends that an **emergency response plan** be formulated for your facilities under the direction of your Health and Safety Committee.

CIMCO Refrigeration mechanics regularly take a proactive roll in advising our customers of any pending refrigeration problems. These include, relief valve expiration dates, faulty or deteriorating piping, malfunctioning safety switches, ammonia sensor calibrations, electrical problems both panel and safety switch related, high or low refrigerant levels, and any contravention of codes within the industry. CIMCO also provides a 24 hour, 7 days a week, "Emergency Hot Line" Service for immediate response to any and all refrigeration Emergencies. Most Fire Departments in Ontario have CIMCO on their call list, to respond to their refrigeration emergencies.

Scope of Work for Ammonia Systems and Components

Annual Start-Up:

- Visually Inspect plant before starting
- Start-Up of refrigeration plant, throttle valves as temperatures change
- Check all pressures and temperatures
- Check compressor operation
- Check Ammonia refrigeration levels
- Check temperatures of all fluids and gases in the system
- Check all pump seals and bearings for leakage and vibration
- Check compressor seals for excessive leakage
- Check compressor cooling
- Check oil level in all compressors
- Check seal overflow containers
- Check oil pressures, adjust if necessary
- Inspect compressor control panels
- Check all vessels, tanks and drain oil pots
- Check and verify controller settings and operation
- Check operation of valves
- Check for ammonia leaks
- Inspect dehumidifiers (ladder/lift to be provided by building owner)
- Inspect all refrigeration system belts for proper tension and condition
- Inspect refrigeration system direct drive couplings for wear and alignment
- Inspect all refrigeration system piping hangers and insulation
- Take brine sample for lab analysis

Compressor Oil Changes:

- As per Original Equipment Manufacturer (OEM) specifications
- This is performed every 3000 compressor runtime hours for reciprocating compressors. This is typically performed annually at start-up if hour-meters are not installed.

B-52/Mid Season Inspection Includes:

- Consult with facility supervisor before inspection is started to determine any problems since the last inspection
- Advise operator of any changes/updates to the code.
- Calibrate, adjust, and record high pressure limiting devices on the compressor discharge line.
- Calibrate, adjust, and record temperature devices on compressor discharge.
- Calibrate, adjust, and record low pressure limiting devices on the oil system.
- Test audible/visual alarm activated by the guarded controls.
- Test high liquid refrigerant level device in the evaporator or suction accumulator.
- Inspect plant shutdown switch.
- Calibrate, test and tag ammonia detector to ensure it is in compliance with code
- Check to see if the total power rating on the plant registration reflects the installed registered equipment.
- Check that all ammonia safety relief valves are current.
- Identify any housekeeping issues or safety hazards.
- Review current log book
- Visually inspect ammonia refrigeration system.
- Provide maintenance recommendations
- Provide documentation of inspection to plant operator
- Check all pressures and temperatures
- Inspect V-belts for proper tension
- Inspect Electrical Panel and connections
- Check Compressor Operation
- Check Ammonia refrigeration levels
- Check temperatures of all fluids and gases in the system
- Check all pump seals and bearings for leakage and vibration
- Check compressor seals for excessive leakage
- Check compressor cooling
- Check oil level in all compressors
- Check seal overflow containers
- Check oil pressures, adjust if necessary
- Inspect compressor control panels
- Inspect all piping hangers and insulation
- Check all vessels, tanks and drain oil pots
- Check and verify controller operation
- Check for ammonia leaks
- Review entire plant operation, record and advise any necessary maintenance recommendations

Annual Shut-Down:

- Shut down all equipment to manufactures and CIMCO standards
- Check Ammonia refrigeration levels
- Check all pump seals and bearings for leakage and vibration
- Check compressor seals for excessive leakage
- Check condenser pump, and tank
- Shut down dehumidifiers
- Close all necessary valves
- All electrical switches open
- Take brine sample for lab analysis
- Make any necessary maintenance recommendations

CIMCO Refrigeration Commitment to The Township of North Glengarry

- The Arenas would receive priority response from CIMCO for Emergency Service, 24hrs per day 7 days a week.
- Provide Arena with maintenance recommendations and guidance to maximize plant efficiency and reliability.
- All CIMCO employees sign and adhere to the Toromont Industries Code of Business Conduct.
- All CIMCO personal are covered by CIMCO with liability insurance & W.S.I.B.

In addition to factory-trained mechanics, CIMCO would apply the expertise of our staff of over 40 engineers to service your refrigeration systems. This is the largest technical staff of refrigeration specialists in Canada. We are constantly exposed to the latest refrigeration technologies available and would use this knowledge to support your arena's to develop low cost solutions.

In case of a major incident or Act of God, CIMCO can support our customers. We would mobilize our team of engineers, managers, construction mechanics, service mechanics and certified welders located in the Toronto area. The breadth of our resources, the capabilities, and the experience of our people make CIMCO the standard-setter and the choice of the recreational refrigeration market. We have a large inventory on hand, all the necessary welding, and rigging equipment, trucks for transportation of materials, and a crane truck to get your system back into operation in the shortest possible time.

The CIMCO National Parts Department has over 2 million dollars in inventory. This inventory is accessible for parts and supplies related to the refrigeration industry. CIMCO is the largest authorized Mycom dealer in Canada and we also carry parts for Vilter and all other compressors.

Owner's Obligations

- All required parts and materials to implement this agreement including Ammonia, Brine, Oil (except for that included with OEM oil changes), Glycol and Brine Inhibitors are extra to this agreement.
- All specified work to be done during normal working hours
- Any service work required over and above that specified will be extra
- The Arenas' staff or Township representatives will provide CIMCO with at least two week's notice for Start-up and Shut-down. Mid-season/B-52 inspection to be done in January.
- During the term of this contract, CIMCO will take all reasonable precautions to avoid any damages to property or injury to persons. We do not accept liability for any special, incidental, or consequential damages, caused by or resulting from the use or operation of the equipment during the life of this agreement

Price and Terms:

- Year 1 @ \$368 / month for an annual total of \$4,416
- Year 2 @ \$380 / month for an annual total of \$4,560
- Year 3 @ \$395 / month for an annual total of \$4,740

Applicable Taxes Extra

Payment Terms: Payments made monthly, payable in advance.

This CSA starts on 1 November 2014 and supersedes previous CSA agreement between CIMCO and the Glengarry Sports Palace. After the term of this contract it will automatically renew at 3.5% from year to year until either party gives ninety (90) days notice prior to the anniversary date. The anniversary date is the expiration of this contract (31 October).

We thank you for selecting CIMCO as your preferred refrigeration supplier.

If you have any questions please do not hesitate to call me.

Yours truly,

Devin Gillis
Account Manager
Cimco Refrigeration

Acceptance – Glengarry Sports Palace

This Service Contract Agreement:

Starts on 1 November 2014
Ends on 31 October 2017

Approved By:

Accepted By:

Rich Welner
District Manager
CIMCO Refrigeration

Stephane Ouimet
Recreation Manager
Township of North Glengarry

Date: _____

Date: _____

PO# _____

TOROMONT

CIMCO

Proposal for Customer Support Agreement, CSA Glengarry Sports Palace

Prepared By:

Rich Welner, Account Manager
rwelner@toromont.com

Prepared For:

Anne Leduc & Richard Wylie
170 Macdonald Blvd.
Alexandria, ON K0C1A0
richardwylie@northglengarry.ca

Jul 11, 2019



NORTH GLENGARRY NORD

*Ontario's Celtic Heartland
Le centre celtique de l'Ontario*

CIMCO is pleased to present a Customer Support Agreement (CSA) between CIMCO Refrigeration and Glengarry Sports Palace located on 170 Macdonald Blvd., in Alexandria, ON.

CIMCO CSA Commitment

CIMCO is committed to performing the following on-site services as part of the CSA:

- Start up of plant
- Shut down of plant
- Mid season inspection
- Annual oil changes
- Brine Samples
- Leak detector calibrations
- Test and calibrate system safety controls

CIMCO is committed to providing the following additional services as part of this Customer Support Agreement

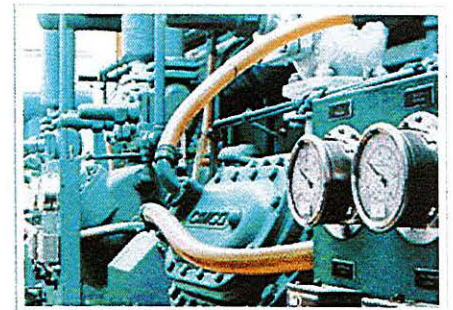
- Preferential service
- Dedicated technical account manager
- Asset planning assistance



Equipment List

The following equipment will be included under this CSA. The specific inspection, scheduled preventative maintenance, and coverage is outlined as per the scope of work and terms within this agreement.

- Refrigeration Equipment within Compressor Engine Room
- Dehumidifier
- Condenser



Scope of Work Included in CSA

CIMCO will offer the following services as part of the Customer Support Agreement.

Annual Start-Up:

- Visually Inspect plant before starting
- Start-Up of refrigeration plant, throttle valves as temperatures change
- Check all pressures and temperatures
- Check compressor operation
- Check Ammonia refrigeration levels
- Check temperatures of all fluids and gases in the system
- Check all pump seals and bearings for leakage and vibration
- Check compressor seals for excessive leakage
- Check compressor cooling
- Check oil level in all compressors
- Check seal overflow containers
- Check oil pressures, adjust if necessary
- Inspect compressor control panels
- Check all vessels, tanks and drain oil pots
- Check and verify controller settings and operation
- Check operation of valves
- Check for ammonia leaks
- Inspect dehumidifiers (ladder/lift to be provided by building owner)
- Inspect all refrigeration system belts for proper tension and condition
- Inspect refrigeration system direct drive couplings for wear and alignment
- Inspect all refrigeration system piping hangers and insulation
- Take brine sample for lab analysis

Compressor Oil Changes:

- As per Original Equipment Manufacturer (OEM) specifications
- This is performed every 3000 compressor runtime hours for reciprocating compressors. This is typically performed annually at start-up if hour-meters are not installed.

Mid Season Inspection Includes:

- Consult with facility supervisor before inspection is started to determine any problems since the last inspection
- Advise operator of any changes/updates to the code.
- Calibrate, adjust, and record high pressure limiting devices on the compressor discharge line.
- Calibrate, adjust, and record temperature devices on compressor discharge.
- Calibrate, adjust, and record low pressure limiting devices on the oil system.
- Test audible/visual alarm activated by the guarded controls.
- Test high liquid refrigerant level device in the evaporator or suction accumulator.

- Inspect plant shutdown switch.
- Calibrate, test and tag ammonia detector to ensure it is in compliance with code
- Check to see if the total power rating on the plant registration reflects the installed registered equipment.
- Check that all ammonia safety relief valves are current.
- Identify any housekeeping issues or safety hazards.
- Review current log book
- Visually inspect ammonia refrigeration system.
- Provide maintenance recommendations
- Provide documentation of inspection to plant operator
- Check all pressures and temperatures
- Inspect V-belts for proper tension
- Inspect Electrical Panel and connections
- Check Compressor Operation
- Check Ammonia refrigeration levels
- Check temperatures of all fluids and gases in the system
- Check all pump seals and bearings for leakage and vibration
- Check compressor seals for excessive leakage
- Check compressor cooling
- Check oil level in all compressors
- Check seal overflow containers
- Check oil pressures, adjust if necessary
- Inspect compressor control panels
- Inspect all piping hangers and insulation
- Check all vessels, tanks and drain oil pots
- Check and verify controller operation
- Check for ammonia leaks
- Review entire plant operation, record and advise any necessary maintenance recommendations

Annual Shut-Down:

- Shut down all equipment to manufactures and CIMCO standards
- Check Ammonia refrigeration levels
- Check compressor seals for excessive leakage
- Close all necessary valves
- All electrical switches open
- Make any necessary maintenance recommendations
- Check all pump seals and bearings for leakage and vibration



- Check condenser pump, and tank
- Shut down dehumidifiers

Service Schedule

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Start up								x				
Oil Changes								X				
Mid Season												X
Brine Analysis								X				
Shut Down				X								

Customer Commitment

- Notify CIMCO of unusual operating conditions
- Permit CIMCO staff to use your common building maintenance tools such as ladders
- Provide access to equipment when required,
- Permit only CIMCO personnel to work on specified equipment

**NORTH
GLENGARRY
NORD**



CSA Terms

This Customer Support Agreement (CSA) starts on the date of the purchase order has a term of three (3) years and an optional 4 year.

The annual cost for this agreement is \$5040 per year for all 3 years of the contract and the optional fourth year (all taxes extra)

The above amount will be billed on a quarterly basis in advance @ \$1260 per quarterly invoice plus taxes. This CSA can be cancelled by providing written notice by either party 60 days prior to the end of the term.

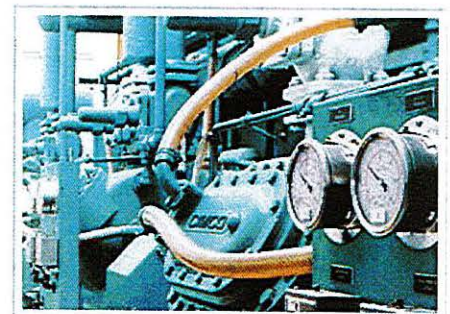
Exclusions

- All work required outside of CIMCO regular working hours requested or required by owner.

- Additional refrigerant charge, top up of oil or other fluids.
- It is understood that CIMCO will use professional care in performing the above services and shall not be liable for failure to other components associated with this customer support agreement.
- Disposal or abatement of existing refrigerant, water, asbestos, equipment, material, or any other substance not mentioned including any environmental testing or verification that may be required to complete scope of work.
- Any material or work not clearly stated within the scope of work will be the responsibility of the owner.

Why CIMCO

CIMCO Refrigeration, Inc. has been in operation since 1913 and is part of Toromont Industries Refrigeration Group. Toromont Industries Ltd. is a public company with approximately 4,000 employees across North America. As part of the Toromont family, you are assured of the financial stability of CIMCO and our long-term presence in the refrigeration market.



Key factors why a partnership with CIMCO is beneficial to you:

- Over 300 Years worth of Engineering knowledge
- Continually abreast of the ever changing technology in the industry
- Extensive Training Program for Service Technicians, resulting in faster system maintenance and repairs and lower overall costs
- Large Number of Technicians ensure that every service requirement is met 24 hours a day, seven days a week
- Large Inventory of parts and compressors means that CIMCO does not rely on any outside suppliers for emergency repairs

Key benefits of Customer Support Agreements include:

Partnership

Customer Support Agreements strengthen the relationship to create a true partnership, allowing a certified CIMCO mechanic to maximize system performance.

Cost control

An agreed scope of work and price helps you plan your budgets to reduce the risk of maintenance avoidance.

Focus on your core business

Customer Support Agreements can help you to focus on the most important part of your business with complete peace of mind.

Maximize uptime potential

The CIMCO Service Program is a set of specific actions and checks that are performed by trained CIMCO Service

Mechanic on your system.

Agreement

The information contained in this proposal constitutes the terms between CIMCO Refrigeration, a division of Toromont Industries, and the client Glengarry Sports Palace.

All prices agreed upon will be honored by both parties. Continued services after that time will require a new agreement.

Authorized Signature: The undersigned agrees to the terms of this contract on behalf of the organization or business

Signature of Client: _____ Date: _____

Purchase Order :

Terms & Conditions

SUBJECT TO WRITTEN APPROVAL BY A DULY AUTHORISED OFFICER OF CIMCO REFRIGERATION (THE "VENDOR"), THIS QUOTATION, IF ACCEPTED IN WRITING BY THE PURCHASER, SHALL CONSTITUTE A BINDING CONDITIONAL CONTRACT OF SALE AS OF THE DATE OF THE PURCHASER'S ACCEPTANCE OR AS OF THE DATE OF THE VENDOR'S APPROVAL, WHICHEVER IS LATER. THIS QUOTATION IS INVALID IF NOT ACCEPTED BY THE PURCHASER WITHIN THIRTY DAYS OF THE DATE OF QUOTATION.

1. TITLE

(a) The title and ownership to and in the materials, equipment and other goods sold hereunder (the "goods") shall remain in the Vendor until payment in full of the Contract Price and any additional amounts payable to the Vendor pursuant to sections 2 and 10 of these Terms and Conditions. The Vendor hereby reserves, and the Purchaser hereby grants to the Vendor, a security interest in and to the goods, and the proceeds thereof, to secure the said payment and all of the other obligations of the Purchaser. At the option of the Vendor, the Purchaser will join with the Vendor in executing, in a form satisfactory to the Vendor, one or more financing statements or similar instruments pursuant to any applicable personal property security legislation. The Purchaser hereby authorises the Vendor to file one or more such statements or instruments signed by the Vendor alone as the secured party. If the goods are or are to become affixed to real property, the Purchaser represents that a true and correct description of such real property and that the name of the registered owner thereof are as indicated on Page 1 of this Quotation/Contract.

(b) In the event of default by the Purchaser under the terms of payment of this contract, the full amount of the Contract Price, less any payments previously made, shall become due and payable, and the Vendor or its agent shall have the right to enter upon the premises and remove the goods, and to dispose of them as the Vendor may determine. If the proceeds from such disposal, less any related expenses, including but not limited to costs of seizure, removal and sale, and legal costs (including reasonable attorneys' fees and expenses) connected therewith (the "net proceeds"), are not sufficient to cover the amount in default, the Purchaser shall be liable to the Vendor for such deficiency. If the net proceeds exceed the amount in default such excess shall be returned to the Purchaser, and the Vendor shall not be liable further whether in respect of completion, performance, warranty or other contract terms.

(c) The Purchaser hereby waives all rights and claims against the Vendor in the event that the circumstances provided for in section 1 (b) arise, except for the express right of recovery of excess net proceeds as provided in that section.

(d) The Purchaser hereby waives the provisions of any Conditional Sales Act or other applicable legislation which limits the Vendor's rights to seize the security provided for herein, and to sue for any deficiency. The Purchaser expressly confers upon the Vendor the rights to seize and sell the goods and to recover from the Purchaser, by action on the covenant, the principal, interest and other moneys from time to time owing under this contract.

(e) Until the Contract Price has been paid in full, the Purchaser will not sell or agree to sell, or mortgage, charge or dispose of, or intentionally injure the goods or remove them from the place of initial installation.

2. PRICE ADJUSTMENTS

(a) The Purchaser shall pay all taxes, duties, levies and other charges assessed against or in respect of the goods, except those taxes, duties, levies and other charges expressly included in the Contract Price.

(b) If any taxes, duties, levies, or other charges shown to be included in the Contract Price are increased subsequent to the Date of Quotation, and increase the Vendor's costs hereunder, such increase shall be paid by the Purchaser to the Vendor.

(c) The Contract Price quoted herein is based on prices, costs and conditions prevailing at the Date of Quotation. Unless otherwise specified, if the estimated delivery and / or installation date is more than six months from the date of the contract, and if prior to shipment or installation there is an increase in the Vendor's costs due to increases in labour rates, cost of materials, suppliers' prices, foreign exchange, storage charges, or freight rates, such increase shall be paid to the Vendor by the Purchaser.

(d) If delivery or installation is delayed by the Purchaser, or by anyone under the Purchaser's control, for more than two months after the time estimated, any increase in those categories of the Vendor's costs listed in section 2(c) shall be paid to the Vendor by the Purchaser.

(e) All payments by the Purchaser to the Vendor under section 2 shall be in addition to the Contract Price and shall be paid at the time the final payment under the contract is due.

3. DELIVERY AND INSTALLATION - Delivery and installation times and dates are approximate and are subject to extension for delays caused by fire, strike, lockout, labour dispute, civil or military authority, riot, embargo, car shortage, wrecks or delays in transportation, Acts of God, late delivery or non-delivery by the Vendor's suppliers, changes in the scope of the work as provided in section 8 of these Terms and Conditions, or other causes beyond the reasonable control of the Vendor, and the Vendor shall not be liable for any losses or damages resulting from any such causes. Acceptance of the work shall be a waiver by the Purchaser of all claims for damages for delay from any cause whatsoever.

4. RESPONSIBILITY AND INSURANCE

(a) In respect of goods sold F.O.B. point of origin, the Vendor shall deliver the goods in good condition to a common carrier or to the Purchaser at the Vendor's shipping point, and thereupon all risks of loss or damage thereto shall pass to the Purchaser.

(b) In respect of goods sold F.O.B. job site or sold with installation, all risks of loss or damage shall pass to the Purchaser upon receipt of the goods at the job site or at the Purchaser's designated delivery point.

(c) The Purchaser shall insure the goods against loss or damage from fire, theft, malicious damage or other causes as and from the time the Purchaser becomes responsible for the goods pursuant to sections 4(a) and 4(b) of these Terms and Conditions. The face value of the insurance policy shall be in an amount not less than the Contract Price. Any loss under such insurance policy shall be made payable to the Vendor as its interest may appear until the Contract Price shall be paid in full.

(d) Upon the request of the Vendor, the Purchaser shall provide an insurance certificate as evidence of the compliance with section 4(c) of these Terms and Conditions.

5. TERMS OF PAYMENT

(a) Unless otherwise specified in this Quotation/Contract, payment shall be made by the Purchaser to the Vendor in respect of the Contract Price as follows:

(i) Goods sold without installation: 25% upon acceptance of this quotation by the Purchaser; an amount representing the value of each shipment, payable upon delivery; and the unpaid balance upon final shipment.

(ii) Goods sold with installation: 25% upon acceptance of this quotation by the Purchaser; an additional 30% upon written notification by the Vendor to the Purchaser that the goods are ready for shipment; an additional 35% immediately after installation but prior to the commencement of operation of the goods or related systems; and a final payment of 10% upon completion.

(b) Timely payment according to the terms of this Quotation/Contract is of the essence of the contract.

(c) Payment shall be made in the specified currency.

6. WARRANTY - UNLESS OTHERWISE SPECIFIED IN THIS QUOTATION/CONTRACT, THE VENDOR WARRANTS THE GOODS AND INSTALLATION SOLD HEREUNDER AGAINST ORIGINAL DEFECTS IN MANUFACTURE AND WORKMANSHIP FOR A PERIOD OF ONE YEAR FROM COMPLETION AS DEFINED IN SECTION 9 OF THESE TERMS AND CONDITIONS. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, STATUTORY OR OTHERWISE, EXPRESS OR IMPLIED, INCLUDING FOR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE TERMS OF THE VENDOR'S WARRANTY ARE AS FOLLOWS:

(a) In respect of goods sold without installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, F.O.B. point of manufacture, any defective goods or parts thereof.

(b) In respect of goods sold with installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, any defective goods or parts thereof or any defective workmanship. The Vendor shall be responsible for all of its costs in connection therewith other than the out-of-pocket expenses incurred by the Vendor's employees and agents travelling from the Vendor's nearest place of business to the jobsite and charges for labour performed after normal working hours at the request of the Purchaser, which latter expenses and charges shall be for the account of the Purchaser.

(c) The Vendor warrants goods not of the Vendor's manufacture only to the extent to which the Vendor is able to enforce a claim for liability against the manufacturer thereof.

(d) The Purchaser shall promptly give written notice to the Vendor after the discovery of an apparent defect.

(e) As a condition precedent to any liability by the Vendor hereunder, the Purchaser shall use, operate and maintain the goods and related systems in a careful, prudent, and reasonable manner, and in conformity with the Vendor's and / or the manufacturers' instructions.

(f) THE FOREGOING CONSTITUTES THE PURCHASER'S EXCLUSIVE REMEDY AND THE VENDOR'S SOLE LIABILITY ARISING OUT OF THE DESIGN, MANUFACTURE, SALE, INSTALLATION, OR USE OF THE GOODS.

(g) This warranty shall be void if the Purchaser is in default under the terms of payment of this contract.

7. The Vendor shall not be liable for any losses, injuries, expenses or damages, whether direct, indirect, special, incidental, consequential or punitive, arising out of the goods, or the installation, operation, or failure of operation of the goods or related systems even if caused by the Vendor's negligence.

8. CHANGE IN SCOPE OF WORK - If the Purchaser requests a change in the scope of the work under this Quotation/Contract, the Vendor will submit a Contract Revision to the Purchaser which shall set forth the proposed changes in the work, and if the proposed changes result in an addition to or a deduction from the Contract Price, the Contract Revision shall set forth the amount of such addition or deduction. A Contract Revision shall not be binding or enforceable unless accepted in writing by the Purchaser and approved in writing by a duly authorised officer of the Vendor. Upon such acceptance and approval, the Contract Revision shall become part of the contract and, except when inconsistent therewith, shall be subject to all its provisions.

9. COMPLETION AND ACCEPTANCE OF WORK

(a) In respect of goods sold without installation, 'Completion' shall be deemed to occur when risk of loss of the goods passes to the Purchaser in accordance with section 4 of these Terms and Conditions.

(b) In respect of goods sold with installation, and unless otherwise defined in this Quotation/Contract, 'Completion' shall be deemed to occur when any one of the following events takes place:

(i) The Purchaser signs an acceptance certificate;

(ii) The Vendor has installed and, where applicable, successfully tested the installation;

(iii) The Purchaser commences regular use of the goods or related systems;

(iv) An independent expert, mutually acceptable to the Purchaser and the Vendor, certifies that the work has been completed.

(c) Nothing in subsections (a) or (b) shall relieve the Vendor from its obligation to honour the warranty provisions contained herein.

(d) The occurrence of any one of the events described in section 9(b)(i), (iii) and (iv) shall constitute acceptance of the work.

10. BONDS - Performance bonds and material and labour payment bonds will be provided by the Vendor upon request. Unless the Contract Price expressly includes the cost of such bonds, the Purchaser, in addition to the Contract Price, shall pay the cost of such bonds to the Vendor at the time of the receipt thereof by the Purchaser.

11. MISCELLANEOUS

(a) This Quotation and any resulting contract shall be governed, enforced and construed in accordance with the laws of the Province of Ontario without regard to that province's rules governing conflict of laws.

(b) All rights and remedies of the Vendor under this contract and under applicable law shall be cumulative and may be exercised successively or concurrently, in any order, and on more than one occasion. The election by Vendor to exercise one remedy shall not preclude it from thereafter exercising one or more other remedies.

(c) The Purchaser agrees to pay, in addition to the other amounts payable to Vendor under the contract, all costs and expenses, including reasonable attorneys' fees, incurred by the Vendor in enforcing this contract, exercising its rights hereunder or collecting or attempting to collect all amounts due the Vendor hereunder following default by the Purchaser in the payment or performance of its obligations hereunder, including those incurred in connection with any bankruptcy, insolvency, liquidation, reorganization or similar proceeding involving the Purchaser.

(d) Any assignment or attempted assignment of this contract, in whole or in part, without the prior written consent of the Vendor shall be void. The Vendor may assign any of its rights, liabilities or obligations arising out of this contract without prior notice to the Purchaser and without the Purchaser's written consent except that the Vendor may not assign its warranty obligations without the Purchaser's written consent.

(e) If any provision of this contract is unenforceable, such unenforceability shall not affect the remaining terms, which shall be enforced, if the same can be done, without regard to the unenforceable provision.

(f) The headings to the paragraphs of this contract are provided for ease of reference only and shall not be construed to vary or limit the terms thereof.

THIS QUOTATION/CONTRACT CONTAINS THE COMPLETE AGREEMENT BETWEEN THE PURCHASER AND THE VENDOR, AND SUPERSEDES ALL PRIOR ORAL OR WRITTEN REPRESENTATIONS, PROMISES, AGREEMENTS OR UNDERSTANDINGS WITH RESPECT TO THE SUBJECT MATTER HEREOF. NO REPRESENTATION, PROMISE, AGREEMENT OR UNDERSTANDING ENTERED INTO OR MADE SUBSEQUENT TO THE DATE OF THE CONTRACT WHICH VARIES OR MODIFIES THE PROVISIONS OF THIS CONTRACT SHALL BE BINDING ON THE VENDOR UNLESS CONVEYED IN WRITING AND EXECUTED BY THE DULY AUTHORISED OFFICER OF THE VENDOR EXECUTING THIS QUOTATION/CONTRACT.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receives Staff Report No. TR2019-23 and approves the 2020 water/waste water user fees and for the 2020 Recreation Rate increases for the User Fees and Charges By-law; and

That the Council of the Township of North Glengarry instructs the Clerk's department to start the notification process regarding the changes for 2020.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

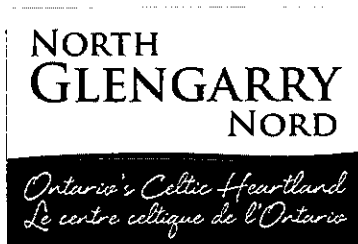
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 6 Item c



STAFF REPORT TO COUNCIL

Report No: TR2019-23

July 22, 2019

From: Kim Champigny – Director of Finance/Treasurer

RE: 2020 Water/Sewer User Fees and Recreation Facilities User Fees

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. TR2019-23 and approves the 2020 water/waste water user fees and for the 2020 Recreation Rate increases for the User Fees and Charges Bylaw; and

THAT the Council of the Township of North Glengarry instructs the Clerk's department to start the notification process regarding the changes for 2020.

Background / Analysis:

With the Maxville water project coming to an end, new blended rates for water and waste water need to be determined for 2020.

The 2020 water and waste water rates have been determined as per the attached Schedule "A" which will need to be incorporated in the Fees and Charges By-law for 2020.

Also, incorporated in the Fees and Charges bylaw are the User Fee Charges for Recreation Facilities. Since many the Township's user groups have contracts that fall within an August to April cycle, it is important for the groups to have knowledge of increases to rates (if any) for the 2020 season for budgeting purposes. A factor of 1.8% was used for the incremental increase, that when once rounded up or down to the nearest dollar, results in an overall rate increase of 1.62 percent.

Staff favours regular small annual increases which allow to better plan for the operational and capital needs of the recreational facilities, thus meeting the servicing level expectations of the community. The new rates are reflected in the attached Schedule "B" and need to be incorporated into the Fees and Charges Bylaw for 2020.

Alternatives:

None.

Financial Implications:

A slight increase in revenues to offset increased costs of operating recreation facilities.

A blended rate of water and sewer for all North Glengarry water/sewer users to cover operational costs.

Attachments & Relevant Legislation:

None.

Others Consulted:

Anne Leduc

Signed by Sarah Huskinson, CAO/Clerk

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
FEES AND CHARGES BY-LAW NO. XX - 2019**

SCHEDULE "A"

DESCRIPTION	2019	2020
1) WATERWORKS MONTHLY RATE STRUCTURE		
WATER RATES FOR TOWNSHIP OF NORTH GLENGARRY		
Residential/Commercial/Large Users	First 15m ³ - \$61.33	First 15m ³ - \$65.54
	Balance \$1.94/m ³	Balance \$1.94/m ³
SANITARY SEWER RATES FOR TOWNSHIP OF NORTH GLENGARRY		
Residential/Commercial/Large Users	First 15m ³ - \$33.46	First 15m ³ - \$35.29
	Balance 1.10/m ³	Balance 1.10/m ³
SANITARY SEWER RATES FOR MAXVILLE		
Residential/Commercial/Large Users	\$33.46 Flat Rate	\$35.29 Flat Rate
2) WATERWORKS FEES ASSOCIATED WITH BILLING		
Re-connection fee due to non payment	during regular hours \$60.00	during regular hours \$60.00
	after regular hours \$150.00	after regular hours \$150.00
Re-connection fee due to plumbing	no charge	no charge
	after regular hours \$150.00	after regular hours \$150.00
Deposit water/sewer for tenants Alexandria	\$250.00	\$250.00
Deposit water for tenants Glen Robertson	\$150.00	\$150.00
Large Commercial/Institutional water use	\$500.00	\$500.00
Water works staff charge out rate	\$29.00/hr + 22%	\$29.00/hr + 22%
Foreman charge out rate	\$30.00/hr + 22%	\$30.00/hr + 22%
Water Works Manager charge out rate	\$35.00/hr + 22%	\$35.00/hr + 22%
Public Works Director charge out rate	\$45.00/hr + 22%	\$45.00/hr + 22%
3) SERVICE CONNECTION FEES / Residential - Commercial		
¾" Water serv. connection + meter connection	\$2500.00*	\$2500.00*
1" Water serv. connection + meter connection	\$3000.00*	\$3000.00*
1½" Water serv. connection + meter connection	\$3250.00*	\$3250.00*
2" Water serv. connection + meter connection	\$3500.00*	\$3500.00*
3" Water serv. connection + meter connection	\$4000.00*	\$4000.00*
4" Water serv. connection + meter connection	\$5000.00*	\$5000.00*
6" Water serv. connection + meter connection	\$6000.00*	\$6000.00*
each add residential household equivalent	\$1000.00*	\$1000.00*
*meter connection includes the meter, back flow preventor, and all connection material.		
3) SANITARY SERVICE CONNECTION FEES		
100 mm connection (1 Household equivalent)	\$2,500.00	\$2,500.00
200 mm connection (1 Household equivalent)	\$3,500.00	\$3,500.00
each add residential Unit (household equivalent)	\$1,000.00	\$1,000.00
4) WATER RATES FOR TANKERS		
service charge for fill ups 1-5m;	\$3.11/m ³ + \$10.00 filling time	\$3.32/m ³ + \$10.00 filling time
6m +	\$3.11/m ³ + \$40.00 filling time	\$3.32/m ³ + \$40.00 filling time
After regular hours	\$3.11/m ³ + \$120.00 filling time	\$3.32/m ³ + \$120.00 filling time

SCHEDULE "B"

2019 Rate Increases		2019				2020			
		Certain pricing had no HST	HST NOT INCLUDED	Proposed Rates HST INCLUDED	% INCREASE from 2018 to 2019	HST NOT INCLUDED	Proposed Rates HST INCLUDED	% INCREASE from 2019 to 2020	% INCREASE since 2015
Description	Unit	2015	2019	2019		2020	2020		
(5) ICE RENTAL FEES (GLENGARRY SPORTS PALACE + MAXVILLE & DISTRICT SPORTS)									
Minor Sports within the Township	Prime Time Hour	\$ 135.00	\$ 140.71	\$ 159.00	1.92%	\$ 143.36	\$ 162.00	1.89%	6.19%
	Non Prime Time Hour	\$ 115.00	\$ 118.58	\$ 134.00	1.52%	\$ 120.35	\$ 136.00	1.49%	4.66%
Regular rates	Prime Time Hour	\$ 165.00	\$ 169.91	\$ 192.00	1.59%	\$ 172.57	\$ 195.00	1.56%	4.59%
	Non Prime Time Hour	\$ 140.00	\$ 145.13	\$ 164.00	1.86%	\$ 147.79	\$ 167.00	1.83%	5.56%
Tournament	Hour		\$ 143.96	\$ 162.00	1.89%	\$ 146.02	\$ 165.00	1.85%	0.00%
Summer (August) - Spring (April-May)	Hour		\$ 173.45	\$ 196.00	1.55%	\$ 176.99	\$ 200.00	2.04%	0.00%
Old Blades	Per Player	\$ 9.00	\$ 7.96	\$ 9.00	0.00%	\$ 8.85	\$ 10.00	11.11%	-1.67%
Jr. B. Glens	Game	\$ 160.00	\$ 165.49	\$ 187.00	1.63%	\$ 168.14	\$ 190.00	1.60%	5.09%
Jr. B. Glens	Practice	\$ 130.00	\$ 135.40	\$ 153.00	2.00%	\$ 138.05	\$ 156.00	1.96%	6.19%
Hockey School	Flat Rate	\$ 85.00	\$ 92.92	\$ 105.00	1.94%	\$ 94.69	\$ 107.00	1.90%	11.40%
School	Special Rate	\$ 70.00	\$ 76.11	\$ 86.00	1.18%	\$ 77.88	\$ 88.00	2.33%	11.25%
Yearly Shiny Pass (No HST)	Yearly		\$ 103.00	\$ 103.00	1.98%	\$ 105.00	\$ 105.00	1.94%	0.00%
Minor Shiny (No HST)	Player	\$ 5.00	\$ 5.00	\$ 5.00	0.00%	\$ 5.00	\$ 5.00	0.00%	0.00%
Broom Ball	Hour	\$ 159.00	\$ 155.75	\$ 176.00	1.73%	\$ 158.41	\$ 179.00	1.70%	-0.37%
(6) ARENA FLOOR RENTAL FEES (GLENGARRY SPORTS PALACE + MAXVILLE & DISTRICT)									
All Sports Programs	Hour	\$ 58.00	\$ 61.95	\$ 70.00	1.45%	\$ 62.83	\$ 71.00	1.43%	8.33%
Parties - Receptions - Trade Shows - Auctions	Arena Floor Only	\$ 300.00	\$ 321.24	\$ 363.00	1.68%	\$ 327.43	\$ 370.00	1.93%	9.14%
Parties - Receptions - Trade Shows - Auctions	Arena Floor & Hall	\$ 350.00	\$ 373.45	\$ 422.00	1.69%	\$ 380.53	\$ 430.00	1.90%	8.72%
(6)(a) ICE & BOARD ADVERTISING (GLENGARRY SPORTS PALACE + MAXVILLE & DISTRICT)									
Rink Boards - GSP & Maxville	Yearly	\$ 300.00	\$ 310.62	\$ 351.00	1.74%	\$ 315.93	\$ 357.00	1.71%	5.31%
Wall Boards - GSP ONLY	Yearly	\$ 150.00	\$ 158.41	\$ 179.00	1.70%	\$ 161.06	\$ 182.00	1.68%	7.37%
Wall Boards - MAXVILLE ONLY	Yearly	\$ 225.00	\$ 232.74	\$ 263.00	1.54%	\$ 237.17	\$ 268.00	1.90%	5.41%
In-ice Logo (Sides) (+ one time set-up fee which is the responsibility of the advertiser average of \$350 depending on size) - GSP & Maxville	Yearly		\$ 442.48	\$ 500.00	0.00%	\$ 450.44	\$ 509.00	1.80%	0.00%
Change-room Door (Per Door) (+ one time set-up fee which is the responsibility of the advertiser) - GSP & Maxville	Yearly		\$ 176.99	\$ 200.00	0.00%	\$ 180.53	\$ 204.00	2.00%	0.00%
ADVERTISING PACKAGES									
In-ice Logo (Sides) + Change Room Door (5% Discount) - GSP & Maxville	Yearly		\$ 588.50	\$ 665.00	0.00%	\$ 599.12	\$ 677.00	1.80%	0.00%
In-ice Logo (Sides) + Change Room Door + Rink Board (10% Discount) - GSP ONLY	Yearly		\$ 837.17	\$ 946.00	0.00%	\$ 852.21	\$ 963.00	1.80%	0.00%
In-ice Logo (Sides) + Change Room Door + Wall Board (10% Discount) - MAXVILLE ONLY	Yearly		\$ 767.26	\$ 867.00	0.00%	\$ 781.42	\$ 883.00	1.85%	0.00%
Advertising for both Arenas - In-ice Logo, Change Room Door, Rink Board (15% Discount) - GSP & Maxville	Yearly		\$ 1,515.04	\$ 1,712.00	0.00%	\$ 1,542.48	\$ 1,743.00	1.81%	0.00%
(6)(b) RESURFACER ADVERTISING (GLENGARRY SPORTS PALACE + MAXVILLE & DISTRICT)									
GSP Resurfacer (set-up is the responsibility of the advertiser)	Complete Unit - Yearly	\$ 1,800.00	\$ 1,800.00	\$ 2,034.00	0.00%	\$ 1,832.74	\$ 2,071.00	1.82%	1.82%
Maxville Resurfacer (set-up is the responsibility of the advertiser)	Per Side - Yearly	\$ 375.00	\$ 388.50	\$ 439.00	1.62%	\$ 395.58	\$ 447.00	1.82%	5.49%
(6)(c) COOLER ADVERTISING - GLENGARRY INDOOR SPORTS COMPLEX									
	Yearly	\$ 200.00	\$ 210.62	\$ 238.00	1.71%	\$ 214.16	\$ 242.00	1.68%	7.08%
(7) FIELD RENTAL FEES (GLENGARRY SPORTS PALACE + MAXVILLE & DISTRICT SPORTS)									
Baseball Adults	Hour	\$ 15.75	\$ 16.37	\$ 18.50	2.78%	\$ 16.81	\$ 19.00	2.70%	6.76%
Baseball Minors (No HST)	Hour	\$ 10.50	\$ 11.00	\$ 11.00	0.00%	\$ 11.00	\$ 11.00	0.00%	4.76%
Tournaments for one day	Day	\$ 131.75	\$ 139.82	\$ 158.00	1.94%	\$ 142.48	\$ 161.00	1.90%	8.14%
Tournaments for a weekend	Day	\$ 210.00	\$ 221.24	\$ 250.00	1.63%	\$ 225.66	\$ 255.00	2.00%	7.46%
Soccerfield Adult	Yearly	\$ 157.50	\$ 165.49	\$ 187.00	1.63%	\$ 168.14	\$ 190.00	1.60%	6.76%
Soccerfield Minors	No Charge	N/C	N/C	N/C		N/C	N/C		
Soccer Teams outside of GSL	Hour	\$ 15.75	\$ 15.93	\$ 18.00	0.00%	\$ 15.93	\$ 18.00	0.00%	1.14%
(8) BOARDROOM RENTAL FEES - GLENGARRY SPORTS PALACE									
All Rentals	Day	\$ 60.00	\$ 61.95	\$ 70.00	1.45%	\$ 62.83	\$ 71.00	1.43%	4.72%
	(Max 5 rentals all facilities combined per year)	N/C	N/C	N/C		N/C	N/C		0.00%
Non-Profit Organizations		N/C	N/C	N/C		N/C	N/C		0.00%
(9) GONDOLA RENTAL FEES - MAXVILLE & DISTRICT SPORTS COMPLEX									
All rentals	Per event	\$ 70.00	\$ 71.68	\$ 81.00	1.25%	\$ 72.57	\$ 82.00	1.23%	3.67%
(10) BANQUET HALL RENTAL FEES - GLENGARRY SPORTS PALACE + MAXVILLE & DISTRICT									
Hall rental with bar		\$ 200.00	\$ 212.39	\$ 240.00	1.69%	\$ 215.93	\$ 244.00	1.67%	7.96%
Hall rental without bar		\$ 150.00	\$ 160.18	\$ 181.00	1.69%	\$ 162.83	\$ 184.00	1.66%	8.55%
Meeting		\$ 125.00	\$ 133.63	\$ 151.00	2.03%	\$ 136.28	\$ 154.00	1.99%	9.03%
Kitchen rental fees		\$ 100.00	\$ 105.31	\$ 119.00	1.71%	\$ 107.08	\$ 121.00	1.68%	7.08%
Community Kitchen Program (No HST)			\$ 50.00	\$ 50.00	0.00%	\$ 50.00	\$ 50.00	0.00%	0.00%
Minor Sports Programs	(Max 5 rentals all facilities combined per year)	N/C	N/C	N/C		N/C	N/C		0.00%
Non-Profit Organizations	(Max 5 rentals all facilities combined per year)	N/C	N/C	N/C		N/C	N/C		0.00%
Classes	Hour	\$ 25.00	\$ 26.55	\$ 30.00	3.45%	\$ 27.43	\$ 31.00	3.33%	9.73%
(11) ISLAND PARK COMMUNITY BUILDING									
Non-Profit Organizations	(Max 5 rentals all facilities combined per year)	N/C	N/C	N/C		N/C	N/C		0.00%
Meeting	Hour	\$ 20.00	\$ 20.35	\$ 23.00	0.00%	\$ 20.35	\$ 23.00	0.00%	1.77%
Hall rental with bar	Day		\$ 212.39	\$ 240.00		\$ 215.93	\$ 244.00	1.67%	0.00%
Hall rental without bar	Day		\$ 160.18	\$ 181.00		\$ 162.83	\$ 184.00	1.66%	0.00%
Hall Rental	Hour	\$ 30.00	\$ 31.86	\$ 36.00	2.86%	\$ 32.74	\$ 37.00	2.78%	9.14%
Campers	Night	\$ 20.00	\$ 20.35	\$ 23.00	0.00%	\$ 20.35	\$ 23.00	0.00%	1.77%
(12) INVESTIGATION SERVICE FEES									
Investigation regarding closed meeting		\$ 125.00	Cancelled	Cancelled		Cancelled	Cancelled		
(13) GLENGARRY INDOOR SPORTS COMPLEX									
Turf	Prime Time Hour	\$ 85.00	\$ 96.46	\$ 109.00	1.87%	\$ 98.23	\$ 111.00	1.83%	15.56%
	Non Prime Time Hour	\$ 65.00	\$ 73.45	\$ 83.00	1.22%	\$ 74.34	\$ 84.00	1.20%	14.36%
Turf - School	Prime Time Hour	\$ 62.00	\$ 69.00	\$ 78.00	1.47%	\$ 69.91	\$ 79.00	1.32%	12.76%
	Non Prime Time Hour	\$ 46.00	\$ 51.00	\$ 58.00	2.00%	\$ 52.21	\$ 59.00	2.38%	13.51%
Turf - Summer (May to August)	May to October	\$ 40.00	\$ 44.25	\$ 50.00	2.04%	\$ 45.13	\$ 51.00	2.00%	12.83%
Turf - After School (no HST)	Monthly Pass	\$ 40.00	\$ 45.00	\$ 45.00	2.27%	\$ 45.00	\$ 46.00	0.00%	12.50%
Turf - After School (no HST)	Daily Pass	\$ 6.00	\$ 6.00	\$ 6.00	0.00%	\$ 6.00	\$ 6.00	0.00%	0.00%
Turf - Adult	Daily Pass	\$ 7.08	\$ 7.08	\$ 8.00	0.00%	\$ 7.08	\$ 8.00	0.00%	0.00%
Track Adult	Season Pass	\$ 125.00	\$ 139.82	\$ 158.00	1.94%	\$ 142.48	\$ 161.00	1.90%	13.98%
Track Senior (60+)	Season Pass	\$ 75.00	\$ 84.07	\$ 95.00	2.15%	\$ 85.84	\$ 97.00	2.11%	14.45%
Track Junior (No HST)	Season Pass	\$ 60.00	\$ 67.00	\$ 67.00	1.52%	\$ 67.00	\$ 68.00	0.00%	11.67%
Track - Adult Drop In	Daily Pass	\$ 5.00	\$ 6.19	\$ 7.00	0.00%	\$ 6.19	\$ 7.00	0.00%	23.89%
Track - Monthly	Month Pass or 8 visit card	\$ 22.12	\$ 25.66	\$ 29.00	3.57%	\$ 26.55	\$ 30.00	3.45%	20.02%
Track - Family	Season Pass	\$ 260.00	\$ 291.15	\$ 329.00	1.86%	\$ 296.46	\$ 335.00	1.82%	14.02%
Tennis	1 Hour	\$ 20.00	\$ 23.01	\$ 26.00	4.00%	\$ 23.01	\$ 26.00	0.00%	15.04%
	1.5 Hours	\$ 27.00	\$ 30.97	\$ 35.00	2.94%	\$ 31.86	\$ 36.00	2.86%	17.99%
	2 Hours	\$ 33.00	\$ 35.40	\$ 40.00	2.56%	\$ 36.28	\$ 41.00	2.50%	9.95%
Tennis Membership	Adult	\$ 350.00	\$ 346.90	\$ 392.00	1.82%	\$ 353.10	\$ 399.00	1.79%	0.88%
Tennis Membership (No HST)	Minor	\$ 195.00	\$ 219.00	\$ 219.00	1.86%	\$ 219.00	\$ 223.00	0.00%	12.31%
Additional guest	1 Hour	\$ 5.00	\$ 6.19	\$ 7.00	0.00%	\$ 6.19	\$ 7.00	0.00%	23.89%
Additional guest	1.5 Hours	\$ 6.00	Cancelled	Cancelled		Cancelled	Cancelled		
Additional guest	2 Hours	\$ 8.00	Cancelled	Cancelled		Cancelled	Cancelled		
Lawn Bowling	3 Hours	\$ 33.00	\$ 34.51	\$ 39.00	2.63%	\$ 35.40	\$ 40.00	2.56%	7.27%
Birthday Parties (No Hst)	12 children	\$ 200.00	\$ 207.00	\$ 207.00	1.47%	\$ 207.00	\$ 211.00	0.00%	3.50%
Birthday Parties (No Hst)	Each additional child	\$ 10.00	\$ 12.75	\$ 12.75	2.00%	\$ 12.75	\$ 13.00	0.00%	27.50%
TOTAL INCREASE %					1.44%			1.62%	6.77%

* 2015 - Auditors advised that pricing was not HST exempt. In 2016, rates remained the same as 2015 but now included HST.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receives Staff Report No. TR 2019-24 and that Council approve the following expenditures totaling \$326,504 to be funded by the Federal Gas Tax Fund Top Up:

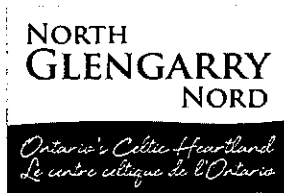
- Cement sidewalk and curb at 170 MacDonald Blvd., Alexandria - \$5,500
- Guard rail work Brodie Road and Mack's corners - \$35,000
- Skye Road reconstruction - \$165,000
- Water main relining - \$65,000
- Asphalt Tender shortfall - \$56,004

Carried	Defeated	Deferred
_____	_____	_____

MAYOR / DEPUTY MAYOR

	YEA	NEA
Deputy Mayor: Carma Williams	_____	_____
Councillor: Jacques Massie	_____	_____
Councillor: Brenda Noble	_____	_____
Councillor: Jeff Manley	_____	_____
Councillor: Michel Depratto	_____	_____
Councillor: Johanne Wensink	_____	_____
Mayor: Jamie MacDonald	_____	_____

Section 6 Item d



STAFF REPORT TO COUNCIL

Report No: TR2019-24

July 22, 2019

From: Kim Champigny – Director of Finance/Treasurer

RE: Federal Gas Tax Top Up

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. TR2019-24 and that Council approve the following expenditures totaling \$326,504 to be funded by the Federal Gas Tax Fund Top Up:

- Cement sidewalk and curb at 170 MacDonald Blvd., Alexandria - \$5,500
- Guard rail work Brodie Road and Mack's corners - \$35,000
- Skye Road reconstruction - \$165,000
- Water main relining - \$65,000
- Asphalt Tender shortfall - \$56,004

Background / Analysis:

It was recently announced that for 2019, municipalities would receive a one-time top up of Federal Gas Tax to assist with infrastructure needs. The Township of North Glengarry's allotment is \$326,504.

In consultation with the Senior Management Team, it is being requested that we use these funds for the following:

- Cement sidewalk and curb at 170 MacDonald Blvd., Alexandria - \$5,500
- Guard rail work Brodie Road and Mack's corners - \$35,000
- Skye Road reconstruction - \$165,000
- Water main relining - \$65,000
- Asphalt Tender shortfall - \$56,004

Alternatives:

None.

Financial Implications:

The total amount of these expenditures will be funded from the 2019 Gas Tax Fund Top Up.

Attachments & Relevant Legislation:

None.

Others Consulted:

Anne Leduc, Director of Community Services

Michel Riberdy, Director of Public Works

Signed by Sarah Huskinson, CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry authorizes the Mayor and CAO/Clerk to enter into an agreement with Compass Minerals Canada Corp. for the purpose of winter highway coarse salt in the amount of \$154,245.00.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 6 Item e



STAFF REPORT TO COUNCIL

July 17th, 2019

From: Michel Riberdy – Director of Public Works

RE: Tender for the Supply and Delivery of Winter Highway Coarse Salt

Recommended Motion:

That the Council of the Township of North Glengarry passes a resolution authorizing the Mayor and CAO/Clerk to enter into an agreement with Compass Minerals Canada Corp. for the purpose of winter highway coarse salt in the amount of \$154,245.00.

Background / Analysis:

This report is being provided to Council in order to award a contract for the supply and delivery of winter highway coarse salt for the 2019-2020 season.

The Corporation of the City of Cornwall issued a joint tender for the supply and delivery of winter highway coarse salt for each municipality involved in the tender. Staff requested a unit price for ±1,300 tonnes of winter highway coarse salt in the tender to meet the needs of the Township. Last season, there was a shortage of coarse salt due to a labour/management dispute. The Township was paying \$79.00/MT for coarse salt last season and this coming season, the unit cost has increased to \$105.00/MT. Therefore, we are seeing an increase of \$26.00/MT.

Benjamin De Haan from the United Counties of SD&G was consulted, and the Counties will be proceeding with a one-year contract. Mr. De Haan believes that the unit price will level off next year and that the spike in price this year was expected due to the shortage of supplies.

The tender allowed bidders to provide a price for two options:

- Option "A" 1 Year, 2019/2020 season
- Option "B" 2 Years, 2019/2020 season & 2020/2021 season

The joint tender resulted in 3 bidders responding as indicated below.

Staff recommends proceeding with Option "A", a one-year contract for the 2019/2020 season.

Alternatives:

N/A

Financial Implications:

Bidders	Option A	Option B
Compass Minerals Canada Corp.	\$154,245.00	\$314,659.80
Canada Salt Group LTD.	\$160,121.00	\$327,587.00
Cargill Salt, Road Safety, a Division of Cargill Limited	\$184,506.40	\$369,012.80

Staff anticipates an overrun in the 2019 Operation Budget in the roads account No. 1-4-3055-5125 - Sand and Salt, due to the significant cost increase of coarse salt.

Others Consulted:

Benjamin De Haan, Director of Transportation and Planning
Roch Lajoie, Manager of Transportation

Attachments:

Tender Number 19-T46 submissions (3) from Compass Minerals Canada Corp., Canada Salt Group LTD., and Cargill Salt, Road Safety, a division of Cargill Limited.

Signed by Sarah Huskinson – CAO/Clerk



The Corporation of the City of Cornwall
 P.O. Box 877, 360 Pitt Street, Cornwall, Ontario K6H 5T9

Tender Number 19-T46

Joint Tender for the Supply and Delivery of Winter Highway Coarse Salt

To be submitted on this form, sealed in the envelope provided, and delivered to the office of the City Clerk on or before

11:00 a.m. (local time), June 25, 2019

I/We having examined the specifications and Standard Tender Contract Terms and Conditions, do hereby offer and agree to furnish the materials and/or services as hereinafter described in the specifications at the price(s) stated below:

ITEM	QTY (tonnes)	DESCRIPTION (Supply & Delivery)	UNIT PRICE (per tonne)	TOTAL PRICE
Delivered to Township of North Glengarry				
6	±1,300	OPTION "A" 1 Year		
		- 2019 / 2020	Bid Price \$ 105.00	\$ 136,500.00
			H.S.T.	\$ 17,745.00
		Option "A" Total Bid Price		\$ 154,245.00
6a	±1,300	OPTION "B" 2 Year		
		- 2019 / 2020	\$ 105.00	\$ 136,500.00
6b	±1,300	- 2020 / 2021	\$ 109.20	\$ 141,960.00
		Sub Total for Two Years		\$ 278,460.00
		H.S.T.		\$ 36,199.80
		Option "B" Total Bid Price		\$ 314,659.80

Have you checked the website prior to submission for addenda?

Failure to include signed copies of the addenda with bid submission will result in a non-compliant bid submission.

F.O.B. Destination

SUBMITTED BY: (Company) Compass Minerals Canada Corp.		ADDRESS 6700 Century Ave. Suite 202, Mississauga, ON	
SIGNED BY: (Authorized Official) 			
NAME: Vittorio Toneatti		L5N 6A4	POSTAL CODE
TITLE: Director of Sales Canada		TEL: 1-866-305-2025	FAX: 1-888-655-8888
EMAIL: toneattiv@compassminerals.com		DATE: June 19, 2019	

THE LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED



The Corporation of the City of Cornwall
 P.O. Box 877, 360 Pitt Street, Cornwall, Ontario K6H 5T9

Tender Number 19-T46

Joint Tender for the Supply and Delivery of Winter Highway Coarse Salt

To be submitted on this form, sealed in the envelope provided, and delivered to the office of the City Clerk on or before

11:00 a.m. (local time), June 25, 2019

I/We having examined the specifications and Standard Tender Contract Terms and Conditions, do hereby offer and agree to furnish the materials and/or services as hereinafter described in the specifications at the price(s) stated below:

ITEM	QTY (tonnes)	DESCRIPTION (Supply & Delivery)	UNIT PRICE (per tonne)	TOTAL PRICE
		Delivered to Township of North Glengarry		
6	±1,300	OPTION "A" 1 Year - 2019 / 2020	Bid Price \$ <u>109</u> H.S.T.	\$ <u>141,700</u> \$ <u>18,421</u>
		Option "A" Total Bid Price		\$ <u>160,121</u>
6a	±1,300	OPTION "B" 2 Year - 2019 / 2020	\$ <u>109</u>	\$ <u>141,700</u>
6b	±1,300	- 2020 / 2021	\$ <u>114</u>	\$ <u>148,200</u>
		Sub Total for Two Years		\$ <u>289,900</u>
		H.S.T.		\$ <u>37,687</u>
		Option "B" Total Bid Price		\$ <u>327,587</u>

Have you checked the website prior to submission for addenda?

Failure to include signed copies of the addenda with bid submission will result in a non-compliant bid submission.

F.O.B. Destination

SUBMITTED BY: (Company) CANADA SALT GROUP LTD.		ADDRESS 10638 9th Line	
SIGNED BY: (Authorized Official) 		Markham, Ontario, Canada	
NAME: Andrew Piercey		POSTAL CODE: L6B 1A8	
TITLE: President	TEL: 416-688-8327	FAX:	
EMAIL: Andrew@Canadasalt.ca	DATE: Tuesday, June 25, 2019		

THE LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED



The Corporation of the City of Cornwall
P.O. Box 877, 360 Pitt Street, Cornwall, Ontario K6H 5T9

Tender Number 19-T46

Joint Tender for the Supply and Delivery of Winter Highway Coarse Salt

To be submitted on this form, sealed in the envelope provided, and delivered to the office of the City Clerk on or before

11:00 a.m. (local time), June 25, 2019

I/We having examined the specifications and Standard Tender Contract Terms and Conditions, do hereby offer and agree to furnish the materials and/or services as hereinafter described in the specifications at the price(s) stated below:

ITEM	QTY (tonnes)	DESCRIPTION (Supply & Delivery)	UNIT PRICE (per tonne)	TOTAL PRICE
Delivered to Township of North Glengarry				
6	±1,300	OPTION "A" 1 Year		
		- 2019 / 2020	Bid Price \$ 125.60	\$ 163,280.00
			H.S.T.	\$ 21,226.40
		Option "A" Total Bid Price		\$ 184,506.40
6a	±1,300	OPTION "B" 2 Year	\$ 125.60	\$ 163,280.00
		- 2019 / 2020		
6b	±1,300	- 2020 / 2021	\$ 125.60	\$ 163,280.00
		Sub Total for Two Years		\$ 326,560.00
		H.S.T.		\$ 42,452.80
		Option "B" Total Bid Price		\$ 369,012.80

Have you checked the website prior to submission for addenda?

Failure to include signed copies of the addenda with bid submission will result in a non-compliant bid submission.

F.O.B. Destination

SUBMITTED BY: (Company)		ADDRESS	
Cargill Salt, Road Safety, a Division of Cargill Limited		740 Notre-Dame St. West, MB# E-107, Suite#1275,	
SIGNED BY: (Authorized Official)			
		Montreal, Quebec	
NAME: Patrick Rauch		POSTAL CODE H3C 3X6	
TITLE: Sales Representative		TEL: 1-800-291-7258	FAX: 514-849-7025
EMAIL: commandecargill@cargill.com		DATE: June 17 2019	

THE LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED

Section 7

UNFINISHED

BUSINESS

Section 8

CONSENT AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry receives the items from the consent agenda for information purposes only.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

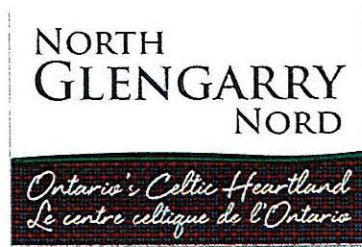
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 8



STAFF REPORT TO COUNCIL

Report No: AD-2019-14

July 17, 2019

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: 2019 Workplan

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. AD-2019-14.

Background / Analysis:

The CAO/Clerk's Department is presenting Council's with their workplan for 2019. There is a great deal of policy work to be done. The community consultation portion of the Strategic Plan is complete and SMT is working on compiling the information into a workplan style format with broader strategic objectives. The meeting management software is ready to be implemented, and training has begun. Details and timelines are attached for Council's review for the remainder of the work to be done in the CAO/Clerk's Department.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

None.

Others Consulted:

None.

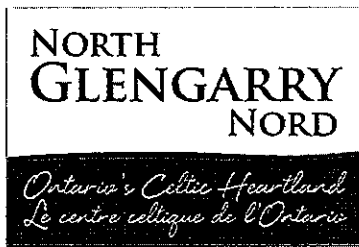
Sarah Huskinson
Chief Administrative Officer/ Clerk

CAO/Clerks Department Tasks		Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Policies	Code of Conduct for Council	Report to Council	SH, Council		Execution	Complete			
	Communications Plan	Internal Document	SMT		Execution	Complete			
	Complaints Protocol Policy	Internal Document	SH, Council		Execution	Complete			
	Council Staff Relations Policy	Report to Council	SMT, Council		Execution	Complete			
	Delegation of Authority By-Law	Report to Council	SH, LL			Execution	Complete		
	HR Policy	Report to Council	SMT		Execution	Complete			
	Records Management Policy	Report to Council	SH, LL		Execution	Complete			
Workplan Violence and Harrassment Policy	Report to Council	SMT, Council	Execution	Complete				Complete May 2019	
Other	Accountabilty and Transparency Policy	Ongoing	SH	Complete					Complete in March 2019
	Appointment of Integrity Commissioner	Report to Council	SH			Complete			
	Customer Service Training	Training	All Staff		Complete		Complete		
	Emergency Management Training	Training	EMC		Complete				
	E-Scribe Meeting Management	Program	SH, LL, JD	Execution	Complete				Training has started
	HR filing system	Internal Document	SH, JD	Execution	Execution	Complete			
	Information Technology Replacement Plan	Internal Document	SH, RE		Execution	Complete			
	Investigation	Ongoing	SH		Execution	Complete			
	Legal Matters	Ongoing	SH		Execution	Complete			
	Review of Municipally Owned Land	Internal Document	SMT		Execution	Complete			
	Strategic Plan	Report to Council	Staff, Council	Execution	Execution	Complete			Community Consultation Complete
	Wellness Program	Program	SH, JD	Execution	Complete				Committee has been established

Preparation 

Execution 

Complete 



COMMITTEE OF THE WHOLE

KEY INFORMATION REPORT

Report No: CS-2019-10

July 17, 2019

From: Anne Leduc – Director of Community Services

RE: Community Services Department 2019 Work Plan – July Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. CS-2019-10.

Background / Analysis:

The table enclosed at the end of this report shows the progress on the various projects undertaken by the Community Services Department.

ADMINISTRATION

Canteen Contract – Minor changes have been made to the contract further to comments received from Mr. Brunet. Staff hopes to bring the contract to the next Council Meeting.

Removal of Aquatic Vegetation at Mill Pond – The removal of aquatic vegetation started on June 17, 2019. The table below summarizes the information that has been captured to date on this project.

Hours	30.25	
Tonnes	64	
	Captured	Returned
Carp	0	0
Perch	11	11
Sunfish	29	26
Muski	0	0
Pike	1	1
Large Mouth Bass	0	0
Catfish	21	20
Minnnows	0	0
Snapping Turtle	2	2

Seniors Community Grant Program – The grant for the Falls Prevention and Exercise program was filed on June 27th. The Ministry has advised that successful applicants will be contacted at the end of September.

EVENTS AND ACTIVITIES

Development of new programming – Staff has been exploring new programming avenues for the Recreation Facilities in North Glengarry.

- A survey is being prepared to canvass youth on interest in a 3 on 3 or a 4 on 4 basketball league using the outdoor court at Island Park. The survey will be shared through Facebook.
- An inventory is being taken of the badminton equipment that was formerly available at the Maxville & District Sports Complex.
- Staff is meeting with representatives from the Glengarry Minor Baseball Association about starting a youth kickball league in the Fall using the Glengarry Sports Palace baseball diamonds.
- Discussions are being held with a representative of the Lions Club to rent the Nerf Wars equipment that was designed for Canada Day and use it during Family Day at the Dome.

Canada Day – The Lions Parade and activities at Island Park were extremely well attended. Staff estimates that approximately 6,000 people attended the event. Positive comments were received regarding the fireworks at Apple Hill, Glen Robertson and Alexandria.

Summer Camp – Registrations are on track with last year. New programming has been added this year with the cooking classes with the Centre de santé communautaire de l'Estrie and the use of the Glengarry Sports Palace's slab for ball hockey, dodge ball and other activities.

Swimming Lessons at Island Park – Staff has scheduled another meeting with the HGMH.

FACILITIES

Glengarry Sports Palace

Landscaping near Baseball fields – Work has been completed on the dugout roofs, the installation of the recycling centres and planters on cement slabs, and the installation of the new bleachers near the fields.

Summer Maintenance – The made to measure overflow tank is scheduled to be replaced on August 22nd.

Island Park

Beach Sampling and monitoring – Sampling started on May 22nd and be completed the first week of September. Samples were taken on the following dates and results are as indicated.

2019 Mill Pond Water Analysis Results

Geometric Mean of 5 samples E.coli (cfu/100 mL) *			* CFU stands for 'Colony Forming Units' and refers to the number of viable bacterial cells in a sample per unit of volume
Date	Result	Comment	
23-May-19	10		± E. coli guidelines for fresh water beaches between 100 and 200 cfu/100 mL varying depending on the swimming-associated risk level deemed acceptable
31-May-19	20		
06-Jun-19	N/A	Rejected due to age of sample	
12-Jun-19	18		
18-Jun-19	40		
21-Jun-19	0	No sample taken by EOHU	
27-Jun-19	98		
03-Jul-19	38		

King George Park

Trees – 1 spruce tree and 2 red maple trees have been replaced at the park.

Electrical Panel – A meeting was held with a member of the King George Park and the Maxville Farmers' Market to select a better location for the electrical panel.

Maxville & District Sports Complex

Compressor – The south compressor over-haul work has been authorized and will be completed prior to start-up.

Tim Hortons Dome

Reinstatement of Change Rooms and Lobby – Most of the work has been done in the Dome lobby. There are a few punch-out items that require the attention of the contractor after which payment will be issued.

Other

Glen Robertson Playground Equipment – Staff is working with the group to purchase an additional piece of playground equipment which was approved under the MRAC Capital budget.

COMMENTS

This report is presented for information purposes only.

	Community Services Tasks	Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Draft Action Plan prepared	Completed	AL						
Capital Projects	Dome - Counter Reno	Ongoing	AL, JD						
	Dome - Floor Reno	Ongoing	AL, JD						
	EcDev - Branding Signage (Parks)	Ongoing	TK						
	EcDev - Interpretive Panels	Ongoing	TK						
	Glen Robertson Playground Equipment	Ongoing	AL						
	GSP - Condenser Water Supply Tank	Ongoing	RW						
	GSP - Stove for Community Kitchen	Ongoing	RW						
	IP - Change Tables & Sink	Ongoing	AL, JD						
	IP - Micro Nets	Ongoing	AL, JD						
	IP - Outdoor Exercise Equipment	Report to COTW	AL, JD					Glengarry Community Living	
	IP - Removal of Band Shell	Completed	JD						
	IP - Soccer Benches & Cement Work	Report to COTW	JD						
	KingGpk - Electrical Panel	Ongoing	JD						
	Millsq - Architectural Design	Ongoing	AL						
	MSC - Counters Bathrooms	Ongoing	JA						
	MSC - QEL Amonia Detector	Ongoing	JA						
	MSC - Water lateral Connection	Ongoing	AL, JA						

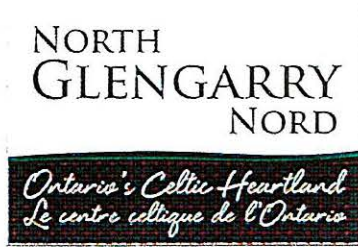
	Community Services Tasks	Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Other	Admin - Business & Community Awards Gala	Event	AL, TK, MD	Yellow	Yellow	Blue			
	Admin - Hiring Program Coordinator	Completed	AL, SH	Blue					
	Admin - Ice Contract Forms - 2019 Fall Pre-Ice Season	Completed	AL, MD	Blue					
	Admin - Ice Contract Forms 2019 / 2020 Season	Ongoing	AL, MD	Yellow	Blue				
	Admin - Lighting of Island Park	Event	AL, JD & Others	Yellow	Yellow	Yellow	Blue		
	Admin - Recreation Policies and Procedures	Ongoing	AL, JA, JD, RW	Green	Yellow	Yellow	Yellow	Yellow	
	Admin - Staff Regulatory Training	Ongoing	AL, JA, JD, RW	Green	Yellow	Yellow	Yellow	Yellow	
	ComDevCttee - Terms of Reference	Report to Council	AL	Yellow	Blue				
	Dome - Programming - Competitive Soccer League	Ongoing	AL, JL, JD	Yellow	Yellow	Yellow	Blue		
	Dome - Programming - Flag Football	Completed	AL, JD	Blue					
	Dome - Programming - Running Program 2019 Session 1	Completed	AL, JD	Blue					
	Dome - Programming - Running Program 2019 Session 2	Ongoing	AL, JD	Yellow	Blue				
	Dome - Programming - Track for Seniors	Ongoing	AL, JD	Green	Yellow	Blue			
	Dome - Programming - Women's Volleyball	Completed	AL, MD, JD	Blue					
	Dome - Programming - Youth Floor Hockey	Ongoing	AL, MD, JA, RW	Yellow	Yellow	Blue			
	Dome - Reinstatement of flood damages	Ongoing	AL, JD	Yellow	Blue				
	Dome, GSP, MSC, IP - Programming - 2019 Family Day	Completed	Rec Dept	Blue					
	Dome, GSP, MSC, IP - Programming - 2019 March Break	Completed	Rec Dept	Blue					
	GSP - Audit	Ongoing	AL, MD	Yellow	Blue				
	GSP - Boardroom renovations	Completed	RW	Blue					
	GSP - Debt recovery - Glengarry Highlanders	Completed	AL, Finance	Blue					
	GSP - Programming - Yoga 2019 Session 1	Completed	AL, MD	Blue					
	GSP - Programming - Yoga 2019 Session 2	Ongoing	AL, MD	Yellow	Blue				

	Community Services Tasks	Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Other	GSP, IP - Soccer Fields (Preparation & Closures)	Ongoing	AL, JD, RW	Preparation	Complete				
	GSP, MSC - Plant Lock-out Tag-Out Procedures	Completed	AL, RW, JA		Complete				
	GSP, MSC - Programming - Floor Hockey	Ongoing	AL, MD, JA, RW	Preparation	Execution	Complete			
	GSP, MSC - Refrigeration Plant Certification TSSA	Ongoing	AL, RW, JA	Preparation	Complete				
	GSP, MSC - TSSA Lock-out procedure	Completed	AL, JA, RW		Complete				
	IP - Aquatic Vegetation Removal Permit	Ongoing	AL	Preparation	Complete				
	IP - Geese Mitigation Program	Ongoing	AL		Execution				
	IP - Programming - 2019 Swimming Lessons	Ongoing	AL	Preparation	Execution	Execution	Execution		
	IP - Programming - Summer Camp	Ongoing	AL	Execution	Execution	Execution	Execution		
	IP - Sidewalk Repair	Ongoing	JD	Execution	Complete				
	MSC - Community Hall Accessible Door	Ongoing	AL, JA		Execution	Complete			
	MSC - Heating renovations	Ongoing	AL, JA	Execution	Complete				
	MSC - Programming - Kilt Skate	Completed	AL, TK & Others	Complete					

Preparation 

Execution 

Complete 



STAFF REPORT TO COUNCIL

Report No: COW TR2019-22

July 10, 2019

From: Kim Champigny – Director of Finance/Treasurer

RE: 2019 Workplan – Updated for July

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. COW TR2019-22 – the Director of Finance/Treasurer 2019 Workplan updated for July 2019.

Background / Analysis:

The Treasury Department is presenting to Council their workplan for updated as of July 2019. There is a great deal of policy work to be done to ensure transparency and consistency. Policies planned include: water/wastewater billing and collection policy; accounts receivable policy; and current policies that need updating.

The Asset Management Software implementation will be a large project with tight deadlines due to the deadline for completion to be eligible for funding. There is a concern for meeting the deadline as the compilation of data is extensive and resources to do this are minimal. Currently other commitments of regular duties are making it very tough to move on this.

A big focus for the Department will be continued tax collection to reduce arrears. The Acting Tax Collector is being shadowed by the newly hired Tax Collector to learn the position including collections, billing, etc. This will continue until December 31, 2019.

The second quarter CWWF federal portion of the Maxville water project claim has been submitted. The first quarter CWWF funding again took over 13 weeks to receive resulting in short term financing being required from RBC.

To reduce risk, the Accounts Receivable/Utility Billing, Accounts Payable, and Payroll functions now all have alternate backup staff trained to do these functions. Jena Doonan is now the backup for Accounts Payable and Accounts Receivable. I am trained as the backup for payroll.

A lot of items on the workplan have been accomplished. The next major hurdle will be the preparation of the 2020 budget.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

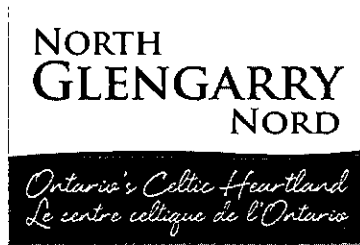
None.

Others Consulted:

Signed by Sarah Huskinson, CAO/Clerk

Treasury Department Tasks	Deliverable	Involvement	2019				2020	Progress
			Q1	Q2	Q3	Q4		
Update provided to CAO	Template Completed	KC		Complete				
Accounts Receivable Policy	Policy approved by Council	SM,KC			Preparation			
Utility Billing Policy	Policy approved by Council	SM,KC			Preparation			
Travel Policy	Policy approved by Council	KC, SH	Complete				Approved by council	
Review Records Retention Policy	Policy approved by Council	KC, SH		Preparation				
New Check Pro procedures have been documented	Procedure created	SM,KC	Complete					
Asset Management Software Implementatin	Software installed and staff trained resulting in a usable product	Dept		Preparation	Execution		Resources to complete could be an issue	
Council Remuneration Bylaw	Bylaw Approved	KC, SH	Complete					
Review Tax Arrears, more letters, and tax collection	Increased Collections, reduced arrears and increased cash flow	LL, KC	Complete		Preparation			
Sale of 2018 registered tax sale property	Cash for sale of property	KC, RM, SH			Execution		Potential of over 20 properties for sale in the fall.	
Water rates Maxville	Confirmed water rates approved for Maxville	KC, RM, SH		Complete				
10 year capital plan template to directors	Plan sent and completed by Directors for 2020 budget	KC, Directors			Complete			
Rescind FGT bylaw for bridges only	Rescind Bylaw	KC						
Variance reports - Monthly to Directors	Variance reports delivered to Directors	KC	Complete					
2020 Budget	Budget complete	KC, Directors			Preparation			
A/R and Utility training for backup	Trainee completes A/R	KC, SM, JD		Complete				
A/P training for backup	Trainee completes A/P	KC, RK, JD		Complete				
Payroll training for backup	Trainee completes payroll	KC, RK, JD		Complete				
RBC Form 349	Form submitted to RBC	KC		Complete				
Hire New Tax Collector	Tax Collector Hired	KC, LL, RK	Complete	Complete				
Municipal Audit	Audit Complete	KC, RK, SM, LL, LL	Preparation		Execution			
Maxville Water Project Funding	Funding from grants or LTD complete	KC, RK	Execution	Execution	Execution		Continue review for bridge financing. Awaiting confirmation from province	
Checkpro Automatic Deposit	Automatic Cheque Deposits	KC, SM, LL	Complete				Great, efficient tool with backup staff positions.	
Employee BBQ	BBQ complete	All employees		Complete			Sarah set it for June	
Year End Financial Processing	Audited financial statements	SM, RK, KC	Execution	Execution	Execution			
CWWF Claim Jan 1 - Mar 31/19	Claim submitted	KC		Complete			Claim is \$1,241,080	
CWWF Claim Apr 1/19 - Jun 30/19	Claim submitted	KC		Complete				
CWWF Claim Jul 1/19 - Sep 30/19	Claim submitted	KC				Execution		
ICIP Grant application Creek Road Bridge	Claim submitted	KC		Complete			Application Submitted	
OCIF Annual Reporting	Claim submitted	KC		Complete			Due end of June	
Main Street Revitalization Grant reporting	Claim submitted	KC		Complete			Submitted Ma/19	
Creation of new building permit deposit tracking form	Balances to GL monthly	KC, JR, CL		Complete	Execution		Procedures clarified. Hopefully perfect for Q2	
Creation of cost centres for capital	Cost centres complete	KC, SMT		Complete				
Creation of Tax Bill Inserts	inserts	KC, TK, SH		Complete				

Preparation 
Execution 
Complete 



STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2019-18

July 17, 2019

From: Jacob Rheume – Chief Building Official / Director of Building, By-law & Planning

RE: 2019 Work Plan

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. BP-2019-18 – the Director of Building, By-law & Planning 2019 Work Plan.

Background / Analysis:

The Building, By- Law & Planning Department is presenting the Committee of the Whole with their work plan update for 2019.

BUILDING

Maxville Water Project

An information and checklist is available to the public for better understanding of the process. Permits, regulated by the Building Code Act, will be issued for every connection, and inspections will have to be conducted. A Building Permit Application that is signed by an owner gives the Chief Building Official the right of entry inside a building to inspect, as per Building Code Act. Many applications already have been submitted.

Building Permit Application & Tracking Software

The IT department and CBO attended a presentation on a software for Building Permits issuance, tracking and inspection. The software appears like it's working well for a building department but is very expensive. The Department is working alongside IT to create newer software for Building Permit Applications & tracking system being linked with Zoning.

Nutrient Management Plan training/update

The Township does have many properties with farmland and livestock facilities. These properties are often sensitive with neighboring properties for smell, looks, location, etc. New setbacks and regulations have been created to help with these situations. The Farm Building Code is also being reviewed and maybe from under the National Building Code to the Ontario Building Code.

Review of Sign By-law

The sign By-law will be reviewed at the end of 2019, or early 2020. Location, size, temporary or permanent, fees, will be some if the reviewed items.

Outstanding Building Permits (Hospital/Schools)

Like most other Townships, North Glengarry has a lot of outstanding Building Permits. Along with the Administrative Assistant, we are trying to close as many as possible, especially in public places like the hospital and the schools. Note that since the "Performance Deposits" have been implemented, we are seeing less and less outstanding permits. Performance Deposits income will start bringing in income in 2020.

Building Permits

We are currently close to 125 Building Permits that have been issued in 2019, a little more than last year. That includes SFD, decks, pools, livestock facilities, demolitions, etc.

BY-LAW ENFORCEMENT

Creation of Animal Control By-law

The By-law Enforcement Officer and the Department are currently working on a new Animal Control By-law, which would include dogs and an Exotic/Prohibited Animal By-law. We already have the Dog By-law but as the dog catcher duties will change, that By-law will also need to be updated. We currently do not have an Exotic/Prohibited Animal By-law.

Review Dog Catcher Duties

There is currently an agreement in place for all Townships of SDG for a dog catcher until the end of 2019 but we are looking into some other options for after, along with the other Townships. We recently decided that is was of best interest for North Glengarry to pull out of a joint kennel for animal control throughout the United Counties. We will be looking at veterinary clinics, kennels and local farmers and evaluate what the best process would be.

Creation of Livestock/Poundkeeper By-law

The new Poundkeeper By-law was approved by Council at the May 27th, 2019 meeting. It was already used for loose cows on private property. The By-law has been used for 5 different properties up to now.

Review of Garage Sale By-law

The sign By-law will be reviewed at the end of 2019, or early 2020. The location, free weekends, setbacks, articles to be sold, will be some if the reviewed items.

Update of Clean Yards By-law

The new Clean Yards By-law was approved by Council at the May 27th, 2019 meeting. It is already being referred to often. The Clean Yards By-law sets out minimum standards for properties in the Township of North Glengarry including some rules on litter, waste and property maintenance to help ensure that properties are safe, clean and attractive in relation to adjacent properties.

Ongoing Complaints

The By-law is also working on several files to achieve compliance with municipal By-laws in a timely manner and to avoid any additional costs.

PLANNING

Draft Zoning By-law Review (2017)

The Planner held conference call with JL Richards and was updated on the project status since Gerry's departure from the Township. Currently working on an extensive detailed log of past ZBA and MV applications for analysis to create new 'zones' to accommodate repetitive amendments within new zones. The next step is creating a matrix chart to identify major gaps in the 2000 Comprehensive ZBL, identify parts of the 2017 review that can be incorporated into the current review, and moving forward.

Update of current GIS

A summer intern was hired to update the GIS planning layers. Currently working with the Planner and IT to update all layers for new updated GIS.

Cannabis use - Zoning By-law Amendment

The Planning Department completed Cannabis Zoning By-law Amendment and Cannabis Retail Application Review Policy documents. The documents are currently being reviewed and will then submit for approval.

Creation of Site Plan Control By-law

Changes to the Site Plan Control By-law are being reviewed.

Main Street Renewal Project

A discussion on the status of Main Street Renewal Project was done with Ryan before his departure. Currently the project is suspended until the new Director commences his work at the Township. County level main street consultations to take place late summer/fall 2019 or spring 2020.

Town Core & Rural Cycling Project

The Planner attended the Annual Active Transportation Summit in South Stormont, useful materials and ideas were collected. The ideas were also discussed with the Economic Development Officer. Both will be collaborating with the public works department and the recreation department on the project to create a more bike friendly town core and expand/improve the recreational trails network.

Forest Conservation By-law

The draft documents for the Forest Conservation By-law and application are completed.

LPAT Official Plan Appeal

The Planning Department is working together with SDG Counties and Township planners, attending bi-monthly half day meetings for discussing the process and moving forward in the appeal.

Ongoing Zoning By-law Amendments, Consent Applications, Minor Variances

Also working on several files with applicants that will be forwarded to Council in due time. The meetings with customers are daily for pre-consultations, review of applications. Discussing possibilities in English and French.

Alternatives:

None.

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:




None.

Others consulted:

Todd McDonell, *By-law Enforcement Officer*
Kasia Olszewska, *Planner*

Signed by Sarah Huskinson – CAO/Clerk

Building, Planning, By-Law Department Tasks		Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Policies	Draft Zoning By-law Review (2017)	Approved by Council	KO, JR						
	Cannabis use - Zoning By-law Amendment	Approved by Council	KO						
	Creation of Site Plan Control By-law	Approved by Council	KO						
	Creation of Animal Control By-law (SDG)	Approved by Council	TM, JR						
	Creation of Livestock/Poundkeeper By-law	Approved by Council	TM, JR						
	Review of Clean Yards By-law	Approved by Council	TM, JR						
	Review of Garage Sale By-law	Approved by Council	TK, JR						
	Review of Sign By-law	Approved by Council	JR						
Other	Main Street Renewal Project	Ongoing Planning/ Public Works/ SDG project	KO, RM, TK						
	Town Core & Rural Cycling Project	Ongoing Planning/ Ec. Dev./ SDG project	KO, TK						
	Update of current GIS	IT building a new software for building permits and zoning references and tracking	KO, JR						
	Ongoing ZBA, MV	Ongoing Planning	KO						
	Ongoing Consent Applications	Ongoing Planning	KO						
	Ongoing OP Appeal (SDG)	Ongoing Planning/ Township and SDG Appeal	KO						
	2 large scale project Building/Site Plan	New development in the Township	KO, JR						
	Building Permit Application & Tracking Software	IT building a new software for building permits and zoning references and tracking	RE, JR						
	Dog tags tracking	By-law Officer to overlook the entered date	TM, CL						
	By-law/Complaint Software	Easier and simpler tracking software for complaints	TM, CL						
	Nutrient Management Plan training/update	New training required to ensure OMAFRA compliance	JR						
	Review Dog Catcher Duties	Current contract to expire	TM, JR						
	Ongoing By-law Complaints	Ongoing By-law	TM						
	Ongoing Building Permit Applications	Ongoing Building	JR						
	Outstanding Building Permits (Hospital/Schools)	Hospital and Schools have some outstanding building permits and needs to be closed	CL, JR						
	Office Painting	All Township offices to be repainted	JR						
	Maxville Water Connections	Ongoing	JR						
Tree - Forestry By-law									

Preparation 
Execution 
Complete 



STAFF REPORT TO COUNCIL

July 12th, 2019

From: Michel Riberdy – Director of Public Works

RE: Public Works Department 2019 Work Plan – July Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. PW 2019-10 for information purposes.

Background / Analysis:

The table enclosed at the end of this report shows the progress on the various projects undertaken by the Public Works Department.

Roads

Double Surface Treatment

Smiths Construction Company Inc. performed warranty work on Concession 1 and Concession 4 to address quality issues for the double surface treatment application that took place in late fall of 2018. Smiths Construction Company Inc. was also the lowest bidder for the 2019 tender for surface treatment and was awarded the contract at the Council meeting held on July 8, 2019.

Gravel

The 2019 resurfacing program was completed on Friday June 28, 2019.

Dust Control

The 2019 dust control (calcium chloride) program was completed on Friday July 5, 2019.

Bridges

HP Engineering is preparing proposals for Dominion Street Bridge, Bishop Street Bridge and Concession 8 bridge for the 2019 capital work program. Brodie and Mac's Corners large culverts are scheduled to have new guide rail system installed this year. This work will be funded with the Gas Tax Grant. The guide rail systems were part of the uncompleted 2018 capital work.

Hardtop Maintenance

The hot mix asphalt project is well underway and will be completed in the next week or so.

Culverts

The roads crew replaced 4 road culverts on Concession 6, 4 road culverts on Breadalbane Road and 1 culvert on Angel Road.

Fleet Management

Tender RDS 2019-05, the tender for the purchase of a loader backhoe was awarded to Nortrax Canada Inc. at a cost of \$147,221.00 excluding HST. The loader backhoe is a 2019 John Deere 310SL and the anticipated delivery date is mid September 2019.

Water Works

Aquarehab was contracted to reline a 200 mm diameter X 110 m section of cast iron watermain pipe on County Road 34 under the railway tracks. The project was successfully executed.

Sewage Lagoon

Aecom is working on the Lagoon upgrade design that will meet the needs of the Township and meet MOE compliance guidelines. The design is scheduled to be completed by the end of August.

Drainage

The drainage superintendent is working on MacCallum, MacLeod Branch 1 and Quigley Branch 1 municipal drain maintenance project.

Maxville Water Project

The Maxville water project is in its final stages of completion and Mr. Dave Malcom is overseeing the project activities, addressing deficiencies and dealing with complaints.

Alexandria Water Treatment Plant Upgrade

There was a pre-qualification process and 8 contractors have been qualified to bid on the work. There is also a mandatory bidder's site meeting at Alexandria water treatment plant taking place on Tuesday, July 16, 2019.

R.A.R.E.

The plant is keeping up with the materials brought in and the forklift is back in services after replacing the tires on the unit. The recycling prices are fluctuating, and Linda met with a salesman on Thursday, July 11, 2019 to discuss prices. The salesman will get back to her with the unit rates that he is willing to pay. Also, there are 2 loads of paper, 1 load of #2 plastic, 2 loads of cardboard and 1 load of aluminium ready for shipment.

Comments

This report is presented for information purposes only

	Public Works Department Tasks	Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Capital Projects	Hydraulic Modeling		EVB/water dept.					Hire two students to complete some preliminary fieldwork and will require to rent a vehicle	
	Pump needs study		EVB/water dept.					Part of the master service plan	
	Pump Flow testing		EVB/water dept.					Part of the master service plan	
	Harrison/Mill square water main	As-built drawings/ flow test	Roads/water dept					Construction work beginning July 9th and anticipating to be completed in 5-6 weeks	
	Valve and Hydrant replacement	Updated maintenance logbook	all water staff					Replace valves and hydrants as required once Harrison Street work is completed	
	Water main air relief valves		all water staff					Work to be completed by summer/fall 2019	
	Water Tower Mixing system	As-builts	all water staff					In design phase with Landmark and work should be completed before winter	
	Polymer and Coagulant pump		all water staff					Will form part of the water plant upgrades	
	Glen Robertson Chlorine pump		all water staff					Pump system ordered and should be installed by the end of July 2019	
	Watermain Relining							Relined 200 mm x 110 m watermain on Cty. Rd. 34 at railway crossing and tie-in completed	
	Sewer Reline and cctv	New sewer grading report for GIS	all water staff					Sewer Relining Program completed for 2019	
	Standby Generator (Maxville Manor pump station)	New service operating procedure (SOP)	all water staff					Generator ordered and should be installed by mid August	
	Forcemain air relief valve		all water staff					work not complete, but will ensure it is done before winter 2019	
	Main Station controller	New SOP	all water staff					In design phase	
	Sewage pumps		all water staff					Work not complete and no completion date set at this time	
	Pumping station roofs		all water staff					Roofers to be contacted for quotes and repairs to be performed in the fall of 2019	
	Water Plant upgrades		EVB/PW/Const.					Ongoing, as part of Maxville water project	
	Maxville distribution system		all water staff					Ongoing	
	Maxville booster station		all water staff					Ongoing	
	Maxville transmission main		all water staff					Ongoing	
	Lagoon Engineering	Design	Aecom/PW					Ongoing, scaled back on design due to cost, Tender to be ready by end of August	
	Brodie Road Culvert	Guide Rails	PW					Not completed in 2018, perform work in 2019 with Gas Tax Funding	
	Mack's Corners Culvert	Guide Rails	PW					Not completed in 2018, perform work in 2019 with Gas Tax Funding	
	Bishop St. Bridge	Rehab	PW/Eng/Const.					Waiting for HP Engineering Proposal	
	Concession 8 Bridge	Deck Cond Survey/Rehab	PW/Eng/Const.					Waiting for HP Engineering Proposal	
	Dominion St. South Bridge	Major Rehab	PW/Eng/Const.					Waiting for HP Engineering Proposal	
	Hardtop Rehabilitation	Paved roads	PW/Const.					Ongoing as per 2019 Rehabilitation program	
	Gravel Resurfacing	Gravel application on various Roads	PW					Completed June 28/19	
	Sidewalk Repair/Replacement	Sidewalks	PW/Const.					No activities started yet	
	Tandem Truck Tender	Fleet Improvements	PW					Ordered May 2019, Anticipated delivery date of Nov. 30/19	
	Backhoe Tender	Fleet Improvements	PW					Council approval July 8/19 and on order July 9/19 (30 to 45 days for delivery from factory)	
	1/2 tonne Tender	Fleet Improvements	PW					Ordered May 2019, Anticipated delivery date of July 30/19	
Work Management Software	Customer service/risk management	PW					Access E11 software operational		
AC Units RARE	H&S	RARE					Unit operational, serviceman to inspect and clean unit in August		
South Wall and Dock Repairs	Asset Management	RARE					On hold		
New Gate	Regulatory	RARE					On hold		
Lighting	Energy Policy	RARE					Replaced several light units		
New Recycling Boxes	Policy	RARE					In stock		
2020 capital		All Staff					2020 preparation		
	Hydrant flushing and valve exercising	Internal document	All water staff				May, 6 weeks activity, completed		
	Maxville Spring discharge	Internal/external document	All water staff				May, 21-30 days activity, completed		
	Alexandria Leachate haulage	Internal/external document	PW Admin.				April-May, 4-6 weeks activity, completed		
	large item pickup						No updates		
	Downspouts						No updates		

Public Works Department Tasks	Deliverable	Involvement	2019				2020	Progress
			Q1	Q2	Q3	Q4		
New staff hire		RM					Hired early May	
Pump station cleaning	Internal document	all water staff					Fall 2019 maintenance	
water system leak detection	Internal document	all water staff					Completed May 2019 with 1 leak found	
Hydrant maintenance	Internal document	all water staff					Completed	
Manhole inspection	Internal document	all water staff					Part of Hydraulic Modeling for summer 2019	
Hydrant Winterizing	Internal document	all water staff					Fall 2019 maintenance program	
ECA ammendment for Maxville generator	External document	PW/Eng.					Lascelles Eng. involvement, completed	
Monthly landfill inspection	landfill logbook						Ongoing monthly inspection	
patch work from winter digs	Internal document	all water staff					complete	
Monthly maintenance at lift stations	Internal document	all water staff					Ongoing monthly inspection/maintenance as required	
Monthly maintenance at wtp	Internal document	all water staff					Ongoing monthly inspection/maintenance as required	
sampling	Internal/external document	all water staff					Ongoing sampling as per guidelines/requirements	
PTTW Alexandria	Internal/external document	Angela					Reported by March 31 deadline	
PTTW Glen Robertson	Internal/external document	Angela					Reported by March 31 deadline	
Alexandria Sewage Annual report	Internal/external document	Angela					Annual reporting completed by deadline	
Maxville sewage Annual report	Internal/external document	Angela					Annual reporting completed by deadline	
Alexandria Water Annual report	Internal/external document	Angela					Annual reporting completed by deadline	
Glen Robertson Water Annual report	Internal/external document	Angela					Annual reporting completed by deadline	
QMS Audits	Internal/external document	Angela					Ongoing	
MUMPS	Internal/external document	Angela					Quarterly reports	
Land Purchase Landfill	CAZ	PW					Ongoing negotiation with landowner to finalize terms of purchase	
Land Purchase Maxville Water	Capital	PW					Complete	
Fleet Management Plan - Township	Internal document	PW/Other Depts.						
Legal matter - S&F		PW/CAO						
Update Winter Maintenance Policy	Regulatory	PW						
Union Negotiations - Water	Internal Document	Utilities/PW					Contract ratified	
Bridge Inspections	Internal Document	PW/Eng.					HP Engineering	
Datacall Reporting	Blue box funding	PW/RARE					Completed and submitted annual report prior to deadline	
Roll Out Service line warranties	Internal document	PW/Utilities						
Weed Harvesting		PW					Ongoing activity at Mill Pond	
Sweeping Spec and Tender	External document	PW						
Tender for Waste Collection	External document	PW						
Tender for Waste Collection Trucks	External document	PW						
Landfill sampling/monitoring	External document	PW/Eng.					Greer Galloway Group Inc. Annual Reporting	
Landfill Reporting	External document	PW/Eng.					Greer Galloway Group Inc. Annual Reporting	
Gravel Road Upgrade Review	Internal document	PW						
Capital Project Reports	External document	PW					Funding requirement	
Guiderail Conformance Report	Internal document	PW						
Geotechnical Investigations	Internal document	PW						
Waste Management By-Law	Internal document	PW						
Pedestrian Crossing Maxville	Physical	PW						
Resolve Sani Backup on Main	Internal document	Utilities/PW					Grease Trap issues	
Road Needs Study Update	Internal document	PW						
Municipal Drain Report ARDA	External document	Drainage Eng.					Ongoing, Lascelles Eng.	
Locate Services Contract	Internal document	PW/Utilities					Multiview providing services	
RARE Study Update	Results to Council	RARE/PW						
Update Bridge Strategy	Internal document	PW						
Dust Suppressant Program	Maintenance	PW					Completed on July 5/19	
Tank Submission Requirements	External document	PW						

Other

Public Works Department Tasks	Deliverable	Involvement	2019				2020	Progress
			Q1	Q2	Q3	Q4		
Monitoring Well Development/Install	Landfill	PW/Eng.		Preparation	Execution	Complete		
Municipal Consent Issuance	External document	PW	Execution	Execution	Execution	Execution	Ongoing Activity	
Catch Basin Cleaning Tender	External document	PW		Preparation	Complete			
Real Estate Tower contracts	External document	PW		Preparation	Execution	Complete		
RFP/Tender Documents Review	Internal document	PW			Preparation	Execution		
Energy CDMP update	Internal document	PW			Preparation	Complete	Regulatory report submitted and posted on Twp. Website	

Preparation 
 Execution 
 Complete 



STAFF REPORT TO COUNCIL

July 11th, 2019

From: Michel Riberdy – Director of Public Works

RE: Skye Road

Recommended Motion:

That the Committee of the Whole receives the Skye Road Report No. PW 2019-11 for information purposes and consideration to proceed with the project.

Background / Analysis:

Skye Road is on the boundary line of North Glengarry and The Nation that has been requiring ongoing maintenance over the last three years. It is estimated that the present maintenance cost is approximately \$10,000 per year to maintain the road as per the Minimum Maintenance Standards for Municipal Highways.

There have been ongoing discussions with Marc Legault, Director of Public Works, The Nation on how to address the ongoing issues with the 3.2 Km surface treated road section of Skye Road. Initially, we intended to return to road to gravel which The Nation isn't willing to entertain for various reason.

If the road section would return to gravel, there would be ongoing maintenance to perform such as grading, gravel application to maintain an acceptable road surface and calcium chloride application yearly to maintain the dust to an acceptable level.

Gravel Maintenance Program:

Grading	\$3,600.00	24 hrs/year at \$150.00/hr
Gravel	\$10,513.92	Gravel resurfacing program (every 2 years)
Calcium	\$2,557.44	Dust control yearly (based on current rate)
Total Cost	<u>\$16,671.36</u>	

The grading requirement would increase if rain events would be greater than normal. The cost estimate didn't account for additional grading based on poor weather conditions.

Asphalt Surface:

Gravel (4" lift - Road)	\$30,940.80
Gravel (Culvert – Frost Taper)	\$13,122.00
Culvert Replacement	\$6,309.45
Asphalt (2" Thickness)	\$276,409.00
Total Cost	<u>\$326,781.25</u>

Hot Mix Asphalt has a life expectancy of 20 years with some minor maintenance overtime such as crack sealing transverse cracks to extend the life cycle of the asphalt surface. Asphalt is more durable and can take more traffic loading due to its characteristics.

Surface Treatment Surface:

Gravel (4" lift - Road)	\$30,940.80	
Gravel (Culvert – Frost Taper)	\$13,122.00	
Culvert Replacement	\$6,309.45	
Surface Treatment (1.25" Thickness)	\$120,728.34	Double Surface Application
Total Cost	<u>\$171,090.59</u>	

Surface Treatments has a rather short useful life which may, on the average, vary from about 2 years to about 7 years depending upon location and type used. Surface treatments generally are best suited to low and medium traffic roads. Also, it is recommended to apply another surface treatment application within 7 years to extend its service life. Furthermore, farming activities tends to break the thin layer of surface treatment while entering/exiting entrances with their farm tractor/equipment during warm weather and there is no load restriction during half load season that applies to dairy farmers.

The Nation will provide granular material at their unit cost for the project. Also, we intend to replace 3 road culverts, scarify the road section with the Township grader and haul gravel with the assistance of The Nation.

Staff recommends that a hot mix asphalt surface application be selected for the reconstruction of Skye Road, if Council decided to proceed with the project.

Alternatives: N/A

Financial Implications:

The Nation is willing to pay 50% of the cost of Skye Road reconstruction with the condition that the second section (2.0 Km) of Skye road be reconstructed within the next 3 year of the Council's mandate in office.

The Township's portion of the cost for the project would be funded with the Gas Tax Fund Top Up Grant that is available for this type of work.

Others Consulted:

Marc Legault, The Nation
Roch Lajoie, Manager of Transportation

Attachments: N/A

Signed by Sarah Huskinson – CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

PUBLIC MEETING

Monday, May 27th, 2019
Council Chambers
Centre Sandfield Centre
102 Derby Street West, Alexandria, ON

A Public Meeting was held in the Council Chamber on Monday, May 27th, 2019 at 6:30 p.m.

PRESENT: **Mayor** – Jamie MacDonald
Deputy Mayor – Carma Williams
Councillor (Lochiel Ward) – Brenda Noble
Councillor (At Large) – Jacques Massie
Councillor (Maxville Ward) – Johanne Wensink
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michel Depratto
CAO/Clerk – Sarah Huskinson
Township Planner – Kasia Olszewska
Director of Building, By-law & Planning – Jacob Rheume

1. PUBLIC MEETING CALLED TO ORDER

The chair of the Committee called the Meeting to order at 6:30 p.m.

2. ACCEPT THE AGENDA

Resolution No. 1

Moved by: Johanne Wensink

Seconded by: Jeff Manley

That the Council of the Township of North Glengarry accepts the Public meeting agenda of Monday, May 27th, 2019.

Carried

3. ACCEPT THE MINUTES

Resolution No. 2

Moved by: Jeff Manley

Seconded by: Jacques Massie

That the Council of the Township of North Glengarry accepts the minutes of the Public Meeting of Tuesday, April 23rd, 2019.

Carried

The Meeting was then turned over to the Planning Department – Kasia Olszewska

4. ZONING AMENDMENTS

a) No. Z-01-2019 - Reconvene

Owner: Wilko Finger

Location: 21695 Laggan-Glenelg Rd., Dalkeith

The clerk asked three times for comments from the public in attendance. No comments were made.

b) No. Z-04-2019

Owner: 1945154 Ontario Inc.

Location: 18331 Kenyon Conc Rd. 8, Maxville

The clerk asked three times for comments from the public in attendance. No comments were made.

5. OLD BUSINESS

6. NEW BUSINESS

7. NOTICE OF MOTION

8. ADJOURNMENT

Resolution No. 3

Moved by: Brenda Noble

Seconded by: Michel Depratto

There being no further business to discuss, the meeting was adjourned at 6:40 p.m.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

PLANNING COMMITTEE MEETING

Monday, May 27th, 2019
Council Chambers
Centre Sandfield Centre
102 Derby Street West, Alexandria, ON

A Public Meeting of Planning was held in the Council Chamber on Tuesday, April 23rd, 2019 at 6:30p.m.

PRESENT: **Mayor** – Jamie MacDonald
Deputy Mayor – Carma Williams
Councillor (Lochiel Ward) – Brenda Noble
Councillor (At Large) – Jacques Massie
Councillor (Maxville Ward) – Johanne Wensink
Councillor (Kenyon Ward) – Jeff Manley
Councillor (Alexandria Ward) – Michel Depratto
CAO/Clerk – Sarah Huskinson
Planning Department – Chantal Lapierre
Township Planner – Kasia Olszewska
Director of Building, By-law & Planning – Jacob Rheaume

1. PUBLIC MEETING CALLED TO ORDER

The chair of the Committee called the Meeting to order at 6:30 p.m.

2. ACCEPT THE AGENDA

Resolution No. 1

Moved by: Carma Williams

Seconded by: Michel Depratto

That the Council of the Township of North Glengarry accepts the Planning Committee meeting agenda of Monday, May 27th, 2019.

Carried

3. ACCEPT THE MINUTES

Resolution No. 2

Moved by: Johanne Wensink

Seconded by: Jeff Manley

That the Council of the Township of North Glengarry accepts the minutes of the Planning Committee Meeting of Tuesday, April 23rd, 2019.

Carried

The Meeting was then turned over to the Planning Department – Kasia Olszewska

4A. ZONING AMENDMENTS

a) No. Z-01-2019

Owner: Wilko Finger

Location: 21695 Laggan Glenelg Rd., Dalkeith

Resolution No. 3

Moved by: Brenda Noble

Seconded by: Michel Depratto

That the Planning Committee recommend approval of zoning amendment **Z-01-2019** and that the application be forwarded to the Council of the Township of North Glengarry for further consideration and approval.

Carried

b) No. Z-04-2019

Owner: 1945154 Ontario Inc.

Location: 18331 Kenyon Conc Rd. 8, Maxville

Resolution No. 4

Moved by: Jeff Manley

Seconded by: Jacques Massie

That the Planning Committee recommend approval of zoning amendment **Z-04-2019** and that the application be forwarded to the Council of the Township of North Glengarry for further consideration and approval.

Carried

4B. SEVERANCES

a) No. B-30/19

Owner: Mike Sauve Construction

Location: Ethier Blvd. Lot 5, Alexandria

Resolution No. 5

Moved by: Michel Depratto

Seconded by: Carma Williams

That the Planning Committee recommend approval of severance application **B-30/19** as per the conditions recommended by the planning department.

Carried

b) No. B-30/19

Owner: Mike Sauve Construction

Location: Ethier Blvd. Lot 6, Alexandria

Resolution No. 6

Moved by: Michel Depratto

Seconded by: Carma Williams

That the Planning Committee recommend approval of severance application **B-31/19** as per the conditions recommended by the planning department.

Carried

5. OLD BUSINESS

6. NEW BUSINESS

7. NOTICE OF MOTION

8. ADJOURNMENT

Resolution No. 7

Moved by: Jacques Massie

Seconded by: Jeff Manley

There being no further business to discuss, the meeting was adjourned at 6:50 p.m.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

Section 9

NEW BUSINESS

Section 10

NOTICE OF MOTION

Section 11

QUESTION PERIOD

Section 12

CLOSED SESSION

BUSINESS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

Proceed "In Closed Session",

Personal Matters (as this matter deals with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*);

Subject to solicitor-client privilege (as this matter deals with advice that is subject to solicitor-client privilege, including communications necessary for that purpose they may be discussed in closed session under sections 239 (2)(f) of the *Ontario Municipal Act*);

And adopt the minutes of the Municipal Council Closed Session meeting of June 24, 2019

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

	YEA	NEA
Deputy Mayor: Carma Williams	_____	_____
Councillor: Jacques Massie	_____	_____
Councillor: Brenda Noble	_____	_____
Councillor: Jeff Manley	_____	_____
Councillor: Michel Depratto	_____	_____
Councillor: Johanne Wensink	_____	_____
Mayor: Jamie MacDonald	_____	_____

Section 12

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

Adopt Minutes of "In Camera" Session

That the minutes of the Municipal Council "In Camera" session meeting June 24, 2019 be adopted as printed.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 12

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

That we return to the Regular Meeting of Council at _____.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Brenda Noble
Councillor: Jeff Manley
Councillor: Michel Depratto
Councillor: Johanne Wensink
Mayor: Jamie MacDonald

	YEA	NEA
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Section 12

Section 13

CONFIRMING BY-LAW

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of North Glengarry receive By-law 27-2019; and

That Council adopt by-law 27-2019 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 27-2019 be read a first, second, third time and enacted in Open Council this 22nd day of July, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 13 Item a

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 27-2019
FOR THE YEAR 2019**

BEING A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY RESOLUTION.

WHEREAS s. 5(3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

WHEREAS it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of North Glengarry at this meeting be confirmed and adopted by by-law;

THEREFORE the Council of the Corporation of the Township of North Glengarry enacts as follows:

1. **THAT** the action of the Council at its regular meeting of July 22, 2019 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of North Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-Law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

READ a first, second and third time, passed, signed and sealed in Open Council this 22 day of July, 2019.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 27-2019, duly adopted by the Council of the Township of North Glengarry on the 22 day of July, 2019.

Date Certified

CAO/Clerk / Deputy Clerk

Section 14

ADJOURN

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

There being no further business to discuss, the meeting was adjourned at _____.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 14