

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of the Whole Meeting

Wednesday July 22, 2020 at 3:00 p.m. – via zoom

Draft Agenda

1. **CALL TO ORDER**
2. **DECLARATIONS OF PECUNIARY INTEREST**
3. **ACCEPT THE AGENDA (Additions/Deletions)**
4. **DELEGATION(S)**
5. **STAFF REPORTS**

Community Services Department

- a) Community Services Dept. Workplan Update

Treasury Department

- b) Treasury's Dept. Workplan Update

Planning/Building & By-law Enforcement Department

- c) Planning/Bldg. & By-law Enforcement Dept. Workplan Update

Public Works Department

- d) Public Works Dept. Workplan Update
- e) Update on Creek Road Bridge – July 2020
- f) Extend Solid Waste Collection Contract

Fire Department

- g) Fire Dept. Workplan Update

6. **UNFINISHED BUSINESS**
7. **OTHER BUSINESS**
8. **MATTERS ARISING FROM STANDING COMMITTEES**

Raisin Region Conservation Authority update by Councillor Jacques Massie
Memorandum

Maxville Manor Update by Councillor Jacques Massie
Glengarry Pioneer Museum Update by Councillor Brenda Noble
Glengarry Archives Update by Mayor Jamie MacDonald
Arts, Culture & Heritage Update by Councillor Jeff Manley

County Council Update by Deputy Mayor Carma Williams
Friends of the Trails Update by Councillor Johanne Wensink
Community Development Committee by Deputy Mayor Carma Williams

9. NOTICE OF MOTION

Next Committee of the Whole Meeting

Wednesday September 23, 2020 at 3:00 p.m. at the Centre Sandfield Centre, 102 Derby Street West, Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

10. ADJOURNMENT

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, 2020

MOVED BY: Carma Williams

SECONDED BY: Brenda Noble

That the Committee Members accepts the agenda of the Committee of the Whole on Wednesday July 22, 2020.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

| YEA | NEA |
|------------|------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Section 3

Section 4

DELEGATIONS

Section 5

STAFF REPORTS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2020

MOVED BY: Johanne Wensink

SECONDED BY: Jeff Manley

THAT the Committee of the Whole receives Staff Report No. CS-2020-09 Community Services Department Workplan Update.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 5 (a)



STAFF REPORT TO THE COMMITTEE OF THE WHOLE

CS-2020-09

July 22, 2020

From: Anne Leduc – Director of Community Services

RE: Community Services Department 2020 Work Plan – July Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. CS-2020-09.

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

COVID-19 – Staff has been keeping abreast of the information forwarded by the different ministries and Public Health regarding the reopening of certain municipal installations.

Following the Stage 3 announcement by the Provincial government, the EOHU will be participating in the SDG Recreation Working Group virtual meeting scheduled for July 28th.

Staff members are also expecting to speak with the various minor and adult sports leagues over the next few weeks to discuss the reopening requirements implemented by the oversight organizations. Staff expects to have more information on the timing of the reopening of municipal facilities further to these meetings.

In the meantime, we have met with the By-law officer to discuss areas which will require modifications to ensure safety of staff (e.g. plexiglass at desks in Dome).

COVID-19 related forms have been created for staff use:

- Employee Self-Assessment Form
- Splash Pad Cleaning and Disinfection Procedure/Checklist
- Bathroom Cleaning and Disinfection Procedure/Checklist

Staff is also being trained on various Health and Safety COVID-19 related components:

- Employees in contact with the public.

- Proper way to wear a mask.
- Handwashing with Soap and Water.
- Hand Sanitizer.
- Cough and Sneeze into Your Shoulder or Elbow.

Health and Safety – Training and monitoring continues with staff on the following:

- Weekly vehicle inspections.
- Daily work logs.
- Proper use of ATV.
- Training on Lawn-care equipment.
- Training on generator start-up and monitoring at the Tim Hortons Dome.
- Training on daily pressure readings at the Tim Hortons Dome.

Removal of Aquatic Vegetation – This process has started and staff is monitoring the species captured and released as well as the vegetation tonnage removed from Mill Pond.

Staffing – There has been a readjustment of staffing hours as additional installations (beach, splash pad) are reopening following on Provincial and Public Health directives. The rotation between the 3 park employees ensures that there is someone working in the park every day during the week during daytime hours.

Recreation administrative staff is back to normal work hours in their respective facilities.

COMMITTEE AND WORKING GROUP ACTIVITIES

Alexandria Lagoon Working Group

- Participated in the Alexandria Lagoon Working Group.

Community Development Committee

- GIS information was reviewed regarding vacant properties.
- Launched the on-line survey for the Development and Marketing Strategy.
- The Committee members participated in the Development & Marketing Strategy workshop conducted by MDB Insight.
- The initial three public workshops were combined into one workshop on Thursday, June 25th due to low registration. An in-person workshop will be held in late August / early September.

TAC3 Alexandria Main Street

- Participated in the TAC3 Alexandria Main Street Meeting to review renderings for the upcoming Public Meeting.
- Participated in the Mill Square Redesign Meeting with consultants.

EVENTS AND ACTIVITIES

Boys and Girls Club Activities – Summer Camp kickoff occurred on July 13th. Presently the youth are divided in two groups with a maximum of 8 individuals in each group. Each group occupies their own space (Gary Shepherd Hall and Sandfield Centre).

Canada Day Activities – Township staff will be meeting with the organizers of the Canada Day Parade and activities to discuss logistics for the February 2021 date.

Drive-in Movie – A drive-in movie was offered by the Club Optimist on Saturday. A total of 7 cars participated. The organizers have reached out to the Lochiel Centre and have confirmed that the next movie will be shown at that location.

Ice Rental Reservation Forms – Ice rental reservations have been received from most associations and staff is creating the reservation calendars for the Maxville and Alexandria arena.

FACILITIES

Community Centres

- Emails have been sent to the Recreation Associations and Dalkeith Plus advising that Community Centres can accommodate larger groups following on the Provincial and Public Health directives issued July 12th.

Glengarry Sports Palace

- Closed circuit cameras installation is completed at the Glengarry Sports Palace.
- Parking lot lights timer was replaced.

Island Park

- Old flower boxes were removed from the small pathway leading to the soccer fields. The path remains and the earth was graded.
- Since the last report, the bathrooms are now open to the public.
- Cleaning and disinfection is done on an "as needed" basis by staff for the Splash Pad, bathrooms and interior spaces occupied by the Summer Camp.
- Enbridge meter was replaced.
- Beach monitoring results:

| Geometric Mean of 5 samples E.coli (cfu/100 mL) * | | |
|---|--------|---|
| Date | Result | Comment |
| 09-Jun-20 | 56 | * CFU stands for 'Colony Forming Units' and refers to the number of viable bacterial cells in a sample per unit of volume |
| 16-Jun-20 | 33 | |
| 07-Jul-20 | 113 | ± E. coli guidelines for fresh water beaches between 100 and 200 cfu/100 mL varying depending on the swimming-associated risk level deemed acceptable |

Maxville & District Sports Complex

- Earth was spread and seed sown where the old swing sets were in the front of the building.
- Plumbing work to replace taps.

Tim Hortons Dome

- A defective thermostat was changed in the lobby.

OTHER

Community Improvement Plan

- Staff finalized the CIP contract for KMAC Electric (19506 County Road 43, in Alexandria following approval by Council on June 8, 2020.
- Staff is working with the property owner at 88 St. Paul Street on components of their CIP project.
- Staff is working with the property owners at:
 - 88 St. Paul Street Alexandria;
 - 169 Main Street North Alexandria;
 - 209-215 Main Street North Alexandria.
- Staff has had virtual/phone meetings with:
 - A new industrial tenant and provided information on CIP and the Regional Incentives Program;
 - A prominent Main Street business regarding a renovation project.
- Staff took pictures of Maxville and Alexandria CIP properties to update the Community Improvement Plan.

Farmers Markets

- Staff worked with Maxville Farmers Market has reopened.
- The Eastern Ontario Agri-Food Network has launched its Virtual Farmers' Market.

Meetings (virtual or otherwise) – Staff has::

- Attended the COVID-19 Communicators Series Virtual Meeting to Share Information.
- Attended the ORFA and Ontario Hockey Federation Virtual Meeting.
- Attended the COVID-19 Impact on Eastern Ontario Economy hosted by the Eastern Ontario Leadership Council.
- Attended the Small Business, Big Impact: How SMEs are Pivoting During COVID-19 hosted by the Ontario Chamber of Commerce.
- Participated in the SDG EDOs Working Group Virtual Meeting.
- Participated in the SDG Communications Working Group Virtual Meeting.
- Attended the Global Economic Outlook with Peter Hall webinar hosted by Export Development Canada.
- Attended the Ministry of Tourism, Sports and Culture's Town Hall.
- Attended the Maintaining Business Continuity through COVID-19 and beyond webinar.
- Participated in the SDG EDO bi-weekly calls.
- Participated in the SDG Communications calls.
- Translated the Township Office's reopening documents.
- Attended the Profit from technology: Digital tools to drive efficiency and revenue webinar.
- Attended the Municipalities in a Post-COVID World webinar hosted by the Ontario Chamber of Commerce.
- Attended the Small Business, Bit Impact: How SMEs are Pivoting during COVID-19 hosted by the Ontario Chamber of Commerce.

Other Economic Development Activities – Staff:

- Assisted in the transition of ownership for the Quirky Carrot restaurant.
- Consulted with several restaurant owners who are looking at expanding or creating patios.

- Finalized the “Bingo” promotion with both the Maxville and Alexandria Chambers of Commerce, which is intended to serve as a buy local campaign. The launch occurred in early July.
- Finalized the North Glengarry Business Directory.
- Met by telephone with a representative from a large agricultural business to discuss various elements of a major expansion project (strategies related to grants, loans and employment). Followed up with emails to two government ministries and further consulted with Township staff regarding project. Also reached out to the Eastern Ontario Training Board to assist with a recruitment request for workforce labour.
- Assisted Alexandria Moulding with the promotion of their recruitment campaign and their HR rep with the Eastern Ontario Training Board (EOTBs recently launched a manufacturing course). The EOTB was able to send one candidate’s CV immediately and is expected to assist further.
- Spoke with representatives of the Glengarry Pioneer Museum about their intent to reopen in early July.
- Consulted with a representative from the Ministry of Economic Development on an application from a local business for the “Eastern Ontario Development Fund”. Provided them with information on how the proposed project would positively impact our local economy.
- Shared information regarding numerous grants and funding opportunities with local businesses and community groups.

Press Releases / Videos

- Prepared the Digital Main Street ShopHERE Press Release
- Prepared scripts and shot videos for the Mayor for the Graduating Class 2020, the Development and Marketing Strategy Workshop, and Pride Month.
- Prepared the Farm 911 – The Emily Project Press Release.

Website, Social Media and traditional media.

- Created new Draft Clear Cutting By-law webpage and link to showcase buttons.
- Prepared ads for various activities (e.g. Canada Day).
- Posted information to Facebook.
- Updated website as needed.

Search Tool on Website – A search tool will be included in the Township’s website to facilitate navigation. A timeline of approximately 3 weeks is required for the integration of the search tool.

Alternatives:

Not applicable

Financial Implications:

Not applicable

Attachments & Relevant Legislation: July Community Services Workplan Chart

Others Consulted:

Signed by Sarah Huskinson, CAO/Clerk

| | Community Services Tasks | Deliverable | Involvement | 2020 | | | | 2021 | Progress |
|---|---|-----------------|-----------------|------|----|----|----|--|--|
| | | | | Q1 | Q2 | Q3 | Q4 | | |
| Strat Plan | Maximize the use of recreation facilities by identifying opportunities and gaps in current usage of facility times. | Ongoing | Rec Dept | | | | | | |
| | Provide training to all departments on excellence in customer service. | Ongoing | All Departments | | | | | | |
| | Development and Marketing Strategy | Ongoing | AL | | | | | | Fall 2020 |
| | Communications plan | Completed | TK, AL, SH | | | | | | Approved by Council |
| | Integration of Search Tool in Website | Ongoing | AL, SH | | | | | | 3 week timeline |
| Capital Projects | EcDev - Interpretive Panels | Ongoing | TK | | | | | | On hold - Impacted by COVID-19 |
| | Dome - Membrane repairs | Completed | JD | | | | | | Completed |
| | EcDev - Remembrance Day Banners | Ongoing | TK | | | | | | |
| | Glen Robertson Playground Equipment | Completed | AL | | | | | | Completed |
| | KingGPK - Electrical Panel | Ongoing | JD | | | | | | On hold - Impacted by COVID-19 |
| | Millsq - Architectural Design | Ongoing | AL | | | | | | Meeting held July 15, 2020 |
| | MSC - Water lateral Connection | Completed | AL, JA | | | | | | Completed |
| | Admin - Business & Community Awards Gala | Cancelled | AL, MD | | | | | | Cancelled - Impacted by COVID-19 |
| | Admin - Grants - Celebrate Canada - Application 2020 | Ongoing | AL | | | | | | Date moved to Family Day Weekend |
| | Admin - Grants - Seniors | Cancelled | AL | | | | | | Cancelled - Impacted by COVID-19. Reimbursement of funds to Ministry |
| Admin - Main Street Revitalization Grant | Completed | AL | | | | | | Report filed May 5th. | |
| Admin - Recreation Policies and Procedures | Ongoing | AL, JA, JD, RW | | | | | | | |
| Admin - Social Media Policy | Completed | SH, TA, AL | | | | | | Approved by Council | |
| Admin - Staff Regulatory Training | Ongoing | AL, JA, JD, RW | | | | | | | |
| Dome - Programming - 2019/2020 Women's Volleyball | | AL, MD, JD, SD | | | | | | Impacted by COVID-19 | |
| Dome - Programming - 2020 Flag Football | | SD, JD | | | | | | Impacted by COVID-19 | |
| Dome - Programming - 2020 Winter Boys & Girls Club | | AL | | | | | | Waiting for Public Health Directives | |
| Dome - Programming - 2020 Youth Floor Hockey | | JA, SD | | | | | | Waiting for Public Health Directives | |
| Dome - Programming - Competitive Soccer League | | SD, JD | | | | | | Waiting for Public Health Directives | |
| Dome - Programming - Golf | | SD, JD | | | | | | Waiting for Public Health Directives | |
| Dome - Programming - Nordic Track for Seniors | | AL, JD | | | | | | Waiting for Public Health Directives | |
| Dome - Programming - Running Prog 2020 Winter Session | | AL, JD | | | | | | Waiting for Public Health Directives | |
| Dome - Programming - Sportball | | SD | | | | | | Waiting for Public Health Directives | |
| Dome - Programming - Virtual Soccer Skills Workshop | Completed | SD | | | | | | 37 participants | |
| Dome, GSP, MSC, IP - Programming - 2020 Family Day | Completed | Rec Dept | | | | | | | |
| Dome, GSP, MSC, IP - Programming - 2020 March Break | | Rec Dept | | | | | | Cancelled - Impacted by COVID-19 | |
| EcDev - Arts, Culture & Heritage Committee Support | Ongoing | AL, TK | | | | | | | |
| EcDev - COVID-19 Response - Facebook Postings & Website updates | Ongoing | AL, TK | | | | | | Sharing of information on Facebook & Website | |
| EcDev - COVID-19 Response - Business Support | Ongoing | AL, TK | | | | | | Working with Maxville & Alexandria Chambers to support local businesses | |
| EcDev - COVID-19 Response - Employer Support | Ongoing | AL, TK | | | | | | Working with various ministries & SDG EcDev to ensure that needs of business owners are heard at various government levels and shared back with owners | |
| EcDev - COVID-19 Response - Ministry of Tourism, Culture and Heritage | Ongoing | AL, TK | | | | | | Coordinating with Ministry to support organizations in North Gengarry that have received funding under the grant (reporting requirements & additional funding) | |
| EcDev - Blue Plaques Program Review | Ongoing | AL, TK | | | | | | | |
| EcDev - Community Grants Review | Ongoing | AL, TK | | | | | | To be presented to Council | |
| EcDev - Community Improvement Plan Public Consultation and Review | Ongoing | AL, TK | | | | | | Late Summer 2020 | |
| EcDev - Community Grants Events | Ongoing | AL, TK | | | | | | Adjustments to events impacted by COVID-19 | |
| EcDev - Glengarry Routes Tour | Ongoing | TK | | | | | | Cancelled - Impacted by COVID-19 | |
| EcDev - NG Community Grants Café | Completed | AL, TK | | | | | | February 20th | |
| EcDev - NG Tourism Grants Café (September) | Ongoing | AL, TK | | | | | | September 22nd | |
| EcDev - Regional Incentives Program | Ongoing | TK | | | | | | | |
| EcDev - Teeny Tiny Summit (June) | | AL, TK | | | | | | On hold - Impacted by COVID-19 | |
| GSP - Audit | Completed | AL, MD | | | | | | | |
| GSP - Programming - 4 on 4 | | MD, SD, RW | | | | | | Cancelled - Impacted by COVID-19 | |
| GSP - Programming - Little Sens-type Programming | | AL, MD | | | | | | On hold - Impacted by COVID-19 | |
| GSP - Programming - Yoga 2020 Winter Session | | MD, SD | | | | | | Waiting for Public Health Directives | |
| GSP - Programming - Youth Broomball | | MD, SD, RW | | | | | | Waiting for Public Health Directives | |
| GSP, MSC - Refrigeration Plant Certification TSSA | Com | AL, RW, JA | | | | | | Certificat obtained | |
| IP - Aquatic Vegetation Removal Permit | Completed | AL | | | | | | Permit obtained - to start no later than June 15th | |
| IP - Aquatic Vegetation Removal Report | Ongoing | AL | | | | | | Will be completed after July 15th | |
| IP - Geese Mitigation Program Permit | Completed | AL | | | | | | Permit obtained and report filed | |
| IP - Geese Mitigation Program Report | Completed | AL | | | | | | Completed in May 2020 | |
| IP - Programming - 2020 Swimming Lessons | Completed | SD | | | | | | Report to Council April 14, 2020 | |
| IP - Programming - 2020 Winter Boys & Girls Club | | AL, SD, MD | | | | | | Working with B&G Club on offering program | |
| IP - Programming - Summer Camp Boys & Girls Club | | AL, SD, MD | | | | | | Summer Camp started July 13, 2020 | |
| MSC - Community Kitchen Program | | AL, TK, SD | | | | | | Waiting for Public Health Directives | |
| MSC - Programming - Floor Hockey | | MD, SD | | | | | | Cancelled - Impacted by COVID-19 | |
| MSC - Glengarry Sports Hall of Fame | | JA | | | | | | | |
| MSC - Programming - Kilt Skate 2021 | Ongoing | AL, TK & Others | | | | | | South Gengarry March 1, 2020 | |

Preparation ■
Execution ■
Complete ■

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2020

MOVED BY: Carma Williams

SECONDED BY: Jeff Manley

THAT the Committee of the Whole receives Staff Report TR2020-25 – the Director of Finance/Treasurer 2020 Workplan updated as of July 13, 2020.

Carried

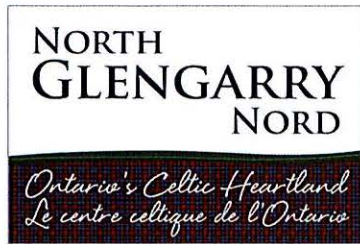
Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

Section 5 (b)



STAFF REPORT TO THE COMMITTEE OF THE WHOLE Report No: TR2020-25

July 13, 2020

From: Kim Goyette, Director of Finance/Treasurer

RE: 2020 Workplan – Updated for July

Recommended Motion:

THAT the Committee of the Whole accepts report TR2020-25 – the Director of Finance/Treasurer 2020 Workplan updated as of July 13, 2020 for information purposes.

Background / Analysis:

The Treasury Department is presenting to Council their workplan updated as of July 13, 2020. There remains policy work to be done to ensure transparency and consistency. Policies that are in draft form include: water/wastewater billing and collections; accounts receivable; tax water relief. Due to the pandemic, these have been deferred for presentation to Council until Q3.

Asset Management Software needs to have the financial information regarding depreciation, asset values, etc. match the financial statements. Currently there is a gap. This will be balanced by December 31, 2020.

Recommendations are coming forward to resume penalties and interest charges on taxes and water works arrears.

Information is being sent to RealTax to start tax sale registrations on additional properties when they reopen in September. Tax sales that were cancelled due to COVID in early April will again be advertised for tender in September as well.

The year-end audit is currently underway. Staff is scanning documents or having the auditor pick up boxes of documentation for this to take place. The audit is taking longer than anticipated. I am awaiting information on when this will be complete.

New tax bills were created for the final billing with issues in the perforation causing some printing and folding issues. We will be looking for another supplier but have heard no complaints from the public.

Under Ontario Regulation 453/07 a six-year financial plan is required for licensing the drinking water system. In conjunction with the Water Works department a draft plan has been compiled which will be coming to Council for approval soon.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

None.

Others Consulted:

None.

Signed by Sarah Huskinson, CAO/Clerk

| | Treasury Department Tasks | Deliverable | Involvement | 2020 | | | | 2021 | Progress |
|--|--|--|----------------|-------|--------|--------|-------|-------|------------------------|
| | | | | Q1 | Q2 | Q3 | Q4 | | |
| Strat Plan | Assist Department with financial information as needed | | | | | | | | As required |
| | | | | | | | | | |
| | | | | | | | | | |
| Policies | Accounts Receivable Policy | Policy approved by Council | SM,KG | | | Yellow | | | |
| | Utility Billing Policy | Policy approved by Council | SM,KG | | | Yellow | | | |
| | Review Records Retention Policy | Policy approved by Council | KG, SH | | | | Green | | |
| | Cash Handling Policy | Policy approved by Council | KG | | | Yellow | | | |
| | Water Relief Policy | Policy approved by Council | KG | | | Yellow | | | |
| | Release of Tax Information Policy | Policy approved by Council | KG | | Blue | | | | |
| | Use of Federal Gas Tax Funds Policy | Council | KG | | Blue | | | | |
| | | | | | | | | | |
| Other | Asset Management Software - Balance to Financials | Financial match software balances | KG | | | Green | | | |
| | RFP for Facility Assessments for Asset Management | Award of RFP | KG, DC | | | | Green | | |
| | Merge of GSP to North Glengarry financials | Successful transfer | KG, RK, AL | Blue | | | | | |
| | 2020 Budget | Approved budget | Council, KG | Blue | | | | | |
| | Review Tax Arrears, more letters, and tax collection | Increased Collections, reduced arrears and increased cash flow | KG, VT | | | | | | |
| | Sale of 2020 registered tax sale properties | Cash for sale of property | KG, VT | | | Green | Green | | |
| | Register 2020 properties for tax sale | | KG, VT | | | | Green | | |
| | Vest Property to the Township | | KG | | Yellow | | | | |
| | Variance reports - Monthly to Directors | Variance reports delivered to Directors | KG | | Blue | | | | |
| | Temporary Borrowing Bylaw | Bylaw passed and sent to RBC | Council, KG | Blue | | | | | |
| | RBC Form 349 | Form submitted to RBC | KG | Blue | | | | | |
| | Long Term Debt loan for fleet | Financing confirmed | KG | Blue | | | | | |
| | Final Tax Rates for 2020 | Bylaw passed | KG | Blue | | | | | |
| | Municipal Audit | Audit Complete | KG, RK, SM, VT | | | Yellow | | | |
| | Year End Financial Processing | Audited financial statements | SM, RK, KG | | | Green | | | |
| | CWWF Claim Jan 1, 2020 to Mar 31, 2020 | Claim submitted | KG | Blue | | | | | Last Claim |
| | Annual Gas Tax reporting | Report sent | KG | Blue | | | | | |
| | OCIF Annual Reporting | Claim submitted | KG | Blue | | | | | |
| | Main Street Revitalization Grant reporting | Claim submitted | KG | Blue | | | | | |
| | Creation of cost centres for capital | Cost centres complete | KG, SMT | Blue | | | | | |
| | Creation of Tax Bill Inserts | inserts | KG, TK, SH | | | | | | Cancelled - no inserts |
| | Variance reports - Quarterly to council | Variance reports delivered to Council | KG | | | | | | |
| | Accounts Payable Procedures | Documented Procedures | RK, KG | | | Yellow | | | |
| | Get rid of Vacancy rebates for taxes | Rebates eliminated | County | | | | | Green | |
| | Tax Arrears Collection reports - Quarterly to Council | Variance reports delivered to Council | KG | | | | | | |
| | Tile Drainage grant for Superintendent | Grant submitted | KG | Blue | | | | | |
| | Emergency Management ICS250 training | Certificate obtained | KG | | | | | | Unknown at this time |
| GL Account Descriptions and what to charge where | Finalized list | KG | | Green | | | | | |
| Ensure TD1's for all employees | TD1's complete | KG, RK | | Green | | | | | |
| Create shared files for Vadim Procedures | Procedures complete | KG, SDG Treasurers | | | Green | | | | |
| Get Debit Machines for Dome, GSP | Debit machine in place | KG, AL | | | Green | | | | |
| Water Financial Plan 2021-2027 | Plan approved by Council | AC, KG | | | Yellow | | | | |
| | | | | | | | | | |

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2020

MOVED BY: Brenda Noble

SECONDED BY: Carma Williams

THAT the Committee of the Whole receives Staff Report No. BP-2020-22 – the Director of Building, By-law & Planning 2020 Work Plan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

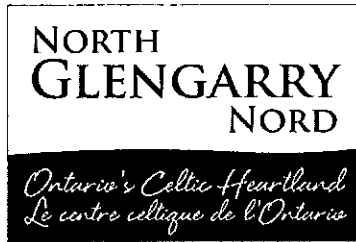
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (c)



STAFF REPORT TO THE COMMITTEE OF THE WHOLE
Report No: BP-2020-22

July 22, 2020

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

RE: 2020 Work Plan

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-22 – the Director of Building, By-law & Planning 2020 Work Plan.

Background / Analysis:

The Building, By- Law & Planning Department is presenting the Council of the Township of North Glengarry with their work plan update for 2020.

BUILDING

Maxville Water Project

The CBO and the Technician from Water Works, a licensed plumber started to do some scheduled inspections for turning on the municipal water, about 30 are supplied by municipal water at this time and have been inspected. During this COVID-19 crisis, the Township has suspended all inspections on water meter and installation inside any dwelling units. About 100 properties now have water but have not been inspected at this time. When their meter installation gets inspected, the Township does a reading of the meter and provides the information to the Water and Sewer Collector, so the Township can back charge the owners. We will start back inspections in private homes in late July.

Building Permit Application & Tracking Software

The Department is working alongside IT to create newer software for Building Permit Applications & tracking system being linked with Zoning and to assess all cost to make right

decisions for future. The Township's decision to transfer VADIM data to the United Counties will limit the options available to the Department for the software. The new IT/GIS technician will help greatly with this matter. We are currently looking into a software called CGIS already used by 3 Townships in SDG.

Review of Sign By-law

The sign By-law will be reviewed in 2020. Location, size, temporary or permanent, fees, will be some if the reviewed items.

Building Permits

The Building Department received about 130 building permit applications in 2020, to compare this number with 2019, we had issued our 130th permit in 2019 on July 9. The numbers are very similar to last year numbers.

Office Desks

The renovation at the Township office has started. The existing main reception desk is now completely moved upstairs. To be able to open the office to the public, we installed some temporary Plexiglas protective panels in front of the 2 reception desks, and some at Public Works Office and in our conference room, where we now meet with public. We blocked the access to the office with a temporary door. We have signs with instructions at the front, hand sanitizer and stickers on the floor for social distancing, very similar to what you would see in any other commercial space available to public. We will of course evaluate how things go and see what we can do to enhance the safety of both staff and public.

Restaurant Patios

As you all know, last week the Ontario Government announced that it has moved into Phase 2 using a regional approach for the reopening of businesses in the province. One of the new measures permits licensed establishments to create a patio adjacent to their premise or increase the size of their patio to welcome patrons on-site. Owners or operators of restaurants and bars in North Glengarry are required to contact the Township's Building Department at 613-525-1116 to verify that they meet all provincial, public health and municipal directives to prior to opening to the public. We are requiring the restaurant owners or operators to provide us with a plan showing all safety measures, access, existing, lighting, fencing, PPE, social distancing, occupancy, any structural component, encroachment, etc. to ensure public's safety. As we will now be moving into Phase 3, we will have to re-evaluate on a case-by-case basis if necessary, to ensure restaurants are complaint with all safety measures.

BY-LAW ENFORCEMENT

Review of Garage Sale By-law

The sign By-law will be reviewed in 2020. The location, free weekends, setbacks, articles to be sold, will be some if the reviewed items.

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.

The By-law Enforcement had been very busy during the COVID-19 crisis to comply with all Provincial and Federal implementations regarding many restrictions/recommendations such as limiting distances and gatherings of people. He has also been disinfecting the main office daily to ensure our safety.

PLANNING

Draft Zoning By-law Review (2020)

The zoning information has been updated until 2019 with the latest zoning by-law amendments and minor variances. The information is available online to the public through the SDG Counties Mapping tool. The Planning department also created a dedicated planning page on the Township of North Glengarry website, it can be accessed by clicking "Planning, Development and Zoning." On the bottom left hand corner of the Township website main page. The GIS technician has completed the draft 2020 zoning schedules in PDF form, this will be an attachment to the new zoning by-law for public reference. The next steps in the zoning by-law review include conducting site verifications to ensure compliance with zoning compared to actual on the ground uses.

IHA Projects

The planning department is working closely with the SDG Counties planning and engineering departments on the IHA projects for assisted living south of County Road 43 on the hospital lands, and the senior village project north of County Road 43 across from the hospital lands. The next step is a professional meeting to discuss the servicing options for the project and provide guidance to the applicants.

Cannabis Related Development Zoning By-law

Council adopted the by-law on July 13th, 2020. The information is being shared with prospective developers.

Clear Cutting By-law

The Planning Department will be moving forward through the online public consultation process, as agreed during the June 8th Council Meeting. A very large volume of comments received need to be reviewed by Council and Staff. A second round of public consultation will take place when very large public gatherings are permitted.

LPAT Official Plan Appeal

The appeal is ongoing. The process has been further delayed by COVID 19. The SDG Counties received the review of an independent agricultural consultant regarding the proposed revisions to the Agricultural and Rural designations in the Official Plan.

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

The Planning Department is working on several files with applicants that will be forwarded to Council in due time. Pre-consultation meetings are still conducted via phone for safety reasons. The volume of files and requests has increased significantly in the last month.

Inventory of vacant lands in Alexandria and Maxville

The GIS Technician completed a list of vacant lands that may have potential for development in Alexandria and Maxville. This will include a list of lands with a map highlighting the properties.

Alternatives:

None.

Financial Implications:

No financial implications to the Township.

Attachments & Relevant Legislation:

BP-2020-22 - Work Plan 2020 Chart Spreadsheet.

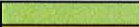


Others Consulted:

Todd McDonell, *By-law Enforcement Officer*

Kasia Olszewska, *Planner*

Signed by Sarah Huskinson, CAO/Clerk

| Building, Planning, By-Law Department Tasks | | Deliverable | Involvement | 2020 | | | | 2021 | Progress |
|---|--|--|----------------|-------------|-------------|-------------|-------------|------|----------|
| | | | | Q1 | Q2 | Q3 | Q4 | | |
| Strat Plan | Create a list of all municipally owned land and properties. Evaluate each of the properties for municipal use vs land sale or development. Present the report and recommendations to Council for approval. | Approved by Council | KO | Preparation | Preparation | Preparation | | | |
| | Create a Tree Canopy by-law and permitting system. | Approved by Council | KO, JR, SH | Preparation | Execution | Execution | Execution | | |
| | Develop a plan to attract development across all demographics in Maxville and Alexandria following the completion of the infrastructure projects. | Approved by Council | KO | Preparation | Preparation | Preparation | Preparation | | |
| | Complete a development charges feasibility study. | Approved by Council | JR | Preparation | Preparation | Preparation | Preparation | | |
| | Review current by-laws for enforcement. | Approved by Council | JR, TM | Preparation | Execution | Execution | Execution | | |
| | Provide training to all departments on excellence in customer service. | Approved by Council | JR, TM, KO, CL | Preparation | Preparation | Preparation | | | |
| Policies | Draft Zoning By-law Review (2017) | Approved by Council | KO, JR | Execution | Execution | Execution | Execution | | |
| | Cannabis use - Zoning By-law Amendment | Approved by Council | KO | Preparation | Execution | Complete | Complete | | |
| | Review of Civic Number By-law | Approved by Council | JR | Preparation | Complete | | | | |
| | Creation of Animal Control By-law (SDG) | Approved by Council | TM, JR | Execution | Execution | | | | |
| | Review of Garage Sale By-law | Approved by Council | TK, JR | | Preparation | Execution | Execution | | |
| | Review of Sign By-law | Approved by Council | JR | | Preparation | Execution | Execution | | |
| | Creation of Tree Canopy By-law | Approved by Council | KO, JR, SH | Execution | Execution | Execution | Execution | | |
| Other | Main Street Renewal Project | Ongoing Planning/ Public Works/ SDG project | KO, RM, TK | Preparation | Execution | Execution | Execution | | |
| | Town Core & Rural Cycling Project | Ongoing Planning/ Ec. Dev./ SDG project | KO, TK | Preparation | Execution | Execution | | | |
| | Ongoing ZBA, MV | Ongoing Planning | KO | Execution | Execution | Execution | | | |
| | Ongoing Consent Applications | Ongoing Planning | KO | Execution | Execution | Execution | | | |
| | Ongoing OP Appeal (SDG) | Ongoing Planning/ Township and SDG Appeal | KO | Execution | Execution | Execution | Execution | | |
| | Building Permit Application & Tracking Software | IT building a new software for building permits and zoning references and tracking | RE, JR | Execution | Execution | Execution | Complete | | |
| | Dog tags tracking | By-law Officer to overlook the entered date | TM, CL | Execution | Complete | | | | |
| | By-law/Complaint Software | Easier and simpler tracking software for complaints | TM, CL | Execution | Execution | Execution | Complete | | |
| | Review Dog Catcher Duties | Current contract to expire | TM, JR | Execution | Execution | Complete | | | |
| | Ongoing By-law Complaints | Ongoing By-law | TM | Execution | Execution | Execution | Execution | | |
| | Ongoing Building Permit Applications | Ongoing Building | JR | Execution | Execution | Execution | Execution | | |
| Maxville Water Connections | Ongoing Building | JR | Execution | Execution | Execution | Execution | | | |

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: Brenda Noble

SECONDED BY: Jeff Manley

THAT the Committee of the Whole receives Staff Report No. PW-2020-16– the Director of Public Works 2020 Work Plan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

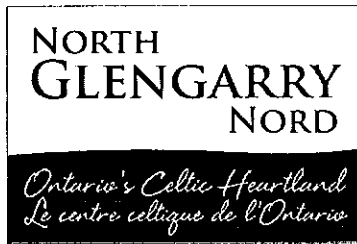
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (d)



STAFF REPORT TO THE COMMITTEE OF THE WHOLE Report No: PW-16-2020

July 22, 2020

From: Doug Sitland, Director of Public Works

RE: Public Works - Work Plan Update – July 2020

Recommended Motion:

THAT the Committee of the Whole receive Staff Report PW-16-2020 – the Public Works workplan update for information purposes.

Background / Analysis:

COVID – 19

All staff have returned to the work place, five days a week. As of July 16, offices are open to the public with appropriate distancing measures in place.

Roads and Fleet

Work related to the 2020 capital program has started. This includes large culvert replacements on various road sections.

A new motor was purchased for the Weed Harvester while the existing motor was being repaired. On a go forward basis, when an engine repair is required, have 2 engines available will reduce the down time.

One of the backhoes operating out of Kenyon suffered a major engine failure. While this is an older backhoe, it is still required for winter operations as the primary backhoe is tasked on a snow control route in Maxville. This highlights the need for a comprehensive fleet management “policy” which is a 2020 work plan objective.

Water and Sewer

In late June/early July both local Conservation Authorities issued a “Level 1 Low Water Condition”. A Level 1 condition is declared when flows are less than 70 percent of their normal summer low flow and/or precipitation has been less than 80 per cent of average. Water users are asked to voluntarily reduce consumption by 10 per cent. This voluntary reduction is most relevant to well water users. The piped water system, while drawing water from Mill Pond, has not been impacted and there are no issues with quantity or quality.

Have experimented with a “side launch” camera to video sewer laterals. The side launch camera is launched from the main camera which is already in the sewer main. Associated with this technology, the Township is looking at trenchless technology solutions for sewer lateral rehabilitation.

A Boil Water Advisory for the Maxville Water System was issued on June 16, 2020 in response to a positive test for E.Coli.. Staff took the initial step of flushing at the sample point and resampling, only to have the test result return with E. Coli. Again. A comprehensive flushing program was initiated and re-sampling, only to have the results return with E. Coli. The section of water main that is problematic was valved off and super-chlorinated and again tests positive for E. Coli. Eventually the watermain was excavated and physically separated from the system. The remained of the system tested clean and the Boil Water Advisory was lifted on June 28, 2020.

The isolated section of main remains physically separated from the system. Two valves have been installed to permit directional flushing. The isolated section of main has been swabbed. Super chlorination has (will be) completed and as with any “new” water main, the procedures for connecting to the active main will be followed.

In response to the incident, staff have reviewed operational procedures related to water transfers (into Maxville Tank), tank levels and turn over inside the tank.

A water service leak on Lochiel Street (County Road 10) occurred. Examining options to replace the service.

Drainage

Draft Report on the Fowler-Danis Drain has been received. The process to further this file is to have a “Public Meeting” for Council to consider. The “Public Meeting” is on hold until the meeting can occur in person.

RARE and Waste Collection

Waste Collection operations have returned to normal with the typical bag limit for road side collection.

After a staff level analysis related to North Dundas bringing recyclables to North Glengarry, North Dundas has decided to seek other options.

With respect to Electronic recycling, The Electronic Product Recycling Association (EPRA) has now replaced the Ontario Electronic Stewardship (OES) and is now accepting a larger variety of electronic devices, resulting in an incremental improvement in the diversion rate.

Capital

The Alexandria Water Treatment Plant remains on schedule.

Preparation work on the Mill Pond Watermain Relining has begun. Full construction scheduled to start the week of July 22.

The Creek Road Bridge is out to tender with award of construction contract expected at the July 27, 2020 meeting of Council.

Council has finalized the list of Road construction projects for 2020 and they include Front Street East, River Road and Concession Road 6. Staff will be replacing culverts at various locations in advance of construction beginning.

Alternatives:

N/A

Financial Implications:

N/A

Attachments & Relevant Legislation:




Internal Departmental Staff

Others Consulted:

Work Plan Update

Sarah Huskinson - CAO/Clerk

| | Public Works Department Tasks | Deliverable | Involvement | 2020 | | | | 2021 | Progress |
|------------|--|-----------------------------|-----------------|-------------|-------------|----|----|---|----------|
| | | | | Q1 | Q2 | Q3 | Q4 | | |
| Strat Plan | Provide safe potable water to the residents of Maxville. | Water quality monitoring | PW/WW | Complete | Complete | | | Project essentially complete. Seasonal Deficiencies and minor items remain. Connections on-going. AWQI requiring a boil water advisory occurred in June 2020 | |
| | Upgrade the wastewater treatment system in the Town of Alexandria | Plant upgrade | PW/WW/ENG. | Preparation | Preparation | | | Contingent on Funding, Tender document complete. MECIP inspection and report to be addressed. | |
| | Cost benefit analysis of road types for each Twp. road. | Report | PW | Preparation | Preparation | | | Initial Report to be presented in July 2020. Roads Need Study authorized by Council. | |
| | Develop a plan in collaboration with the County to redesign specific roads for diverting heavy truck traffic. | Engineer Report | PW | Preparation | Preparation | | | Ongoing study. PIC scheduled for March 25, 2020 delayed due to COVID-19. County arranging to move forward with "virtual" PIC | |
| | Cost benefit analysis for the RARE plant. | Report | PW | Preparation | Preparation | | | County has initiated a study relating to Waste Management. This Strategic Plan item is deferred pending County wide initiative estimated to be complete in Q1 - 2021 | |
| | Review the curbside collection program for the feasibility and costs savings by collecting the garbage internally or contracting the services to a private company | Report | PW | Preparation | Preparation | | | County has initiated a study relating to Waste Management. This Strategic Plan item is deferred pending County wide initiative estimated to be complete in Q1 - 2021 The existing Collection Contract expires July 31, 2020 and staff will be proposing to extend at least until July 21, 2021. | |
| | Investigate ways to increase the waste diversion rate. | Report | PW/RARE | Preparation | Preparation | | | County has initiated a study relating to Waste Management. This Strategic Plan item is deferred pending County wide initiative estimated to be complete in Q1 - 2021 | |
| | Pump needs study | | EVB/water dept. | Preparation | Preparation | | | Part of the master service plan | |
| | Pump Flow testing | | EVB/water dept. | Preparation | Preparation | | | Part of the master service plan | |
| | Valve and Hydrant replacement | Updated maintenance logbook | all water staff | Preparation | Preparation | | | On-going | |
| | Polymer and Coagulant pump | | all water staff | Preparation | Preparation | | | Forms part of the Alexandria water treatment plant upgrades | |
| | Forcemain air relief valve | | all water staff | Preparation | Preparation | | | | |
| | Sewage pumps | | all water staff | Preparation | Preparation | | | Work not complete and no completion date set at this time | |
| | Sewage pumping station roofs | | all water staff | Preparation | Preparation | | | | |
| | Alexandria water treatment plant upgrade | | EVB/WW/Const. | Preparation | Preparation | | | Contract awarded to Bourgon Construction, Completion 2020 | |
| | Bishop St. Bridge | Deck Cond Survey/Rehab | PW/Eng/Const. | Preparation | Preparation | | | Report from Engineer received. Project deferred. | |
| | Concession 8 Bridge | Deck Cond Survey/Rehab | PW/Eng/Const. | Preparation | Preparation | | | Report from Engineer received. Project deferred. | |
| | Dominion St. South Bridge | Major Rehab | PW/Eng/Const. | Preparation | Preparation | | | Replacement of the structure is recommend solution. Project deferred until at least 2021 | |
| | Sidewalk Repair/Replacement | New Sidewalks | PW/Const. | Preparation | Preparation | | | Sandfield Sidewalk, Spring 2020 | |
| | Skye Road (Phase 1) | Road Section Rehabilitation | | Preparation | Preparation | | | ± 3.2 km road section rehabilitation (pavement to be completed in Spring 2020, road base is soft) | |
| | Creek Road Bridge - RFP Bridge Design | Engineering Services | | Preparation | Preparation | | | Design on-going. Tender is currently out for bidding. Anticipate award at Council meeting July 27, 2020 | |
| | GPS System Upgrade | | | Preparation | Preparation | | | To be reviewed - No budget identified for 2020 | |
| | RARE - South Wall and Dock Repairs | Asset Management | RARE | Preparation | Preparation | | | On hold - Operation Review | |
| | RARE - New Gate | Regulatory | RARE | Preparation | Preparation | | | On hold - Operation Review | |
| | 2020 Capital Program | | All Staff | Preparation | Preparation | | | Projects proceeding except as has already been reported to Council | |
| | Fleet Management Plan - Township | Internal document | PW/Other Depts. | Preparation | Preparation | | | 2020 Review | |
| | Legal matter - slip and fall | | PW/CAO | Preparation | Preparation | | | Ongoing | |
| | Update Winter Maintenance Policy | Regulatory | PW | Preparation | Preparation | | | Initial report provided June 2020. Council does not wish to incur incremental costs. Options to be provided to Council. | |
| | Bridge Inspections | Internal Document | PW/Eng. | Preparation | Preparation | | | 2019 Report received. Inspections to be arranged for 2020 | |
| | Alexandria Landfill Closure | External document | PW/Eng. | Preparation | Preparation | | | Jp2g Engineering study/report | |
| | Gravel Road Convesion Candidates | Internal document | PW | Preparation | Preparation | | | Geotechnical work in summer 2020. Initial report to come forward in August 2020. To coordinate with Road Needs | |
| | Road Needs Study Update | Internal document | PW | Preparation | Preparation | | | 2020 Review | |
| | Municipal Drain Report ARDA | External document | Drainage Eng. | Preparation | Preparation | | | Ongoing, Lascelles Eng. | |
| | Monitoring Well Development/Install | Monitoring reports | PW/Eng. | Preparation | Preparation | | | Jp2g Consultants Inc. to install monitoring wells on newly purchase property (CAZ) Glen Robertson | |

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: Brenda Noble

SECONDED BY: Jeff Manley

THAT the Committee of the Whole receives Staff Report No. PW-2020-17– Update on Creek Road Bridge – July 2020 for information purposes only.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

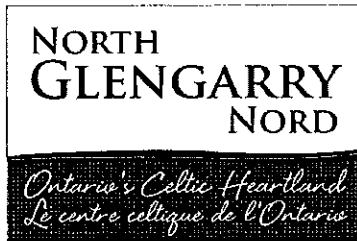
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (e)



Report – PW-17-2020

STAFF REPORT TO COMMITTEE OF THE WHOLE

Date: July 22, 2020

From: Doug Sitland, Director of Public Works

RE: Public Works – Update on Creek Road Bridge – July 2020

Recommended Motion:

That Report – PW-17-2020, Public Works – Update on Creek Road Bridge – July 2020 be received for information only.

Background / Analysis:

The Creek Road Bridge (Structure 26) is currently out for tender, using an Electronic Bidding Service (Bidingo). While originally scheduled to close July 16, bidders asked for a 1 week extension. The extension was granted to encourage a large number of bidders and to allow contractors additional time in light of delays caused by COVID 19.

Some information of significant that may be of interest to members of Council includes:

1. General Arrangement and Alignment

The new structure will be a completely new structure located just north of the existing structure. This results in a number of benefits including better alignment to improve the "S curve" on the easterly approach and having the existing structure open during construction allowing access to the farmers fields on the east side of the river.

2. Structure Width

The new structure will be wider, with a 5.5 m clear width plus 0.5 m for the railing on each side. This will allow for easier access for wide agricultural equipment.

3. Railing

The new structure will incorporate a typical Thrie Beam Combination Traffic and Bicycle Railing. This railing allow for agricultural equipment wider that he 5.5 m to go "above" the railing.

4. Land Acquisition and Disposal

At the root of the problematic “S curve” is land ownership and occupancy. The Township has worked with the adjacent land owners to acquire land so as to reduce the severity of the “S curve” and to return “surplus land” back to the adjacent land owners resulting in essentially a net zero land exchange.

5. Utility Relocation

Currently and overhead Bell utility crosses the river adjacent to the existing bridge. The utility will be relocated and attached to the new structure meaning that it will no longer be vulnerable to weather.

6. River Crossing

The existing clear width crossing for the river will be improved, providing greater flood capacity. Furthermore, while details are not available at this time, the actual river bed may be improved subject to the approval and direction from the Raisin River Conservation Authority.

Railing on Existing Structure

Staff are aware of an initiative that would see the salvaging of portions of the existing railing system on the existing structure. Sections of the railing have engravings that indicate the contractor “E BERTRAND CONTR ST EUEGENE ON” and the Reeve at the time of construction “J A MCRIMMON REEVE 7-21-29”. While it would be possible to cut and salvage these rail sections, it would come at an incremental cost. Additionally, if it is Council’s wish to display these rail sections, this would be at an incremental cost. If it is Council’s wish to salvage these rail sections, some “restoration” is likely in order at incremental cost and on-going maintenance. Photos of the railing sections are attached for reference. If it is Council’s wish to salvage these rail sections, direction as such is requested. Staff recognize the “historical value” of these components, but the immediate and on-going costs likely exceed the “value” and therefore, staff do not recommend attempting to salvage the rail sections.

Alternatives:

N/A

Financial Implications:

This project is funded through the Investing in Canada Infrastructure Program – Rural and Northern Stream and is some 83% third party (Federal and Provincial) funded. The total budget available is \$2279 K, with commitments for design, contract administration and materials inspections of approximately \$150 K, leaving \$2129 K available for construction.

The Engineer’s Estimate of Probable Cost is \$1,150,790.00 plus HST, meaning there is ample contingency.

Others consulted:

Michel Cuerrier, Transportation Manager
Zoe Bougie, Departmental Administrator

Attachments:

Photos of Railing System (2)

Engineers Estimate of Probable Cost

Signed by Sarah Huskinson - CAO/Clerk

**Contract # 2020-BR 26
Creek Road Bridge Replacement
Bridge Replacement and Roadwork**

SECTION A - General

| Item No. | Spec No. | Description | Quantity | Unit | Unit Price | Total |
|--|------------------------------|---|-----------------|-------------|-------------------|---------------------|
| A1 | SP | Mobilization/Demobilization | 1 | LS | \$50,000.00 | \$50,000.00 |
| A2 | 180, 206, 510, 928, SP | Site Preparation and Removals | 1 | LS | \$40,000.00 | \$40,000.00 |
| A3 | SP | As-Built Drawings and Data | 1 | LS | \$8,000.00 | \$8,000.00 |
| A4 | SP | Contractor Layout | 1 | LS | \$10,000.00 | \$10,000.00 |
| A5 | SP | Field Office for Contract Administrator | 1 | LS | \$10,000.00 | \$10,000.00 |
| A6 | SP | Informational Sign | 1 | LS | \$2,000.00 | \$2,000.00 |
| A7 | SP | Contingency Allowance | 1 | LS | \$50,000.00 | \$50,000.00 |
| Total Section A (Carried to Summary) | | | | | | \$170,000.00 |

Contract # 2020-BR 26
Creek Road Bridge Replacement
Bridge Replacement and Roadwork

SECTION B - Civil

| Item No. | Spec No. | Description | Quantity | Unit | Unit Price | Total |
|---|------------------------|--|----------|----------------|------------|---------------------|
| B1 | 206, 510, SP | Earth Excavation (Grading, including all removals) | 620 | m ³ | \$20.00 | \$12,400.00 |
| B2 | 206, 212 SP | Imported Earth Borrow | 1,250 | t | \$15.00 | \$18,750.00 |
| B3 | 206, 209, 212, 703, SP | Rock Protection including Geotextile | 160 | t | \$25.00 | \$4,000.00 |
| B4 | 206, SP | Ditch Cleanout | 100 | m | \$30.00 | \$3,000.00 |
| B5 | 310, 313, SP | HL3 Variable Depth | 70 | t | \$100.00 | \$7,000.00 |
| B6 | 314, 501, SP | Granular A | 460 | t | \$20.00 | \$9,200.00 |
| B7 | 314, 501, SP | Granular B Type II | 840 | t | \$18.00 | \$15,120.00 |
| B8 | 405, SP | 150mm Perforated Pipe Subdrain per OPSD 216.021 | 80 | m | \$40.00 | \$3,200.00 |
| B9 | 411, SP | Culvert Cleanout | 55 | m | \$20.00 | \$1,100.00 |
| B10 | 421, 1801, SP | 450 mm CSP Culvert | 12 | m | \$500.00 | \$6,000.00 |
| B11 | 721, SP | Steel Beam Guide Rail | 61 | m | \$200.00 | \$12,200.00 |
| B12 | 732, SP | Steel Beam Guide Rail End Treatment per OPSD 912.255 | 4 | ea | \$3,000.00 | \$12,000.00 |
| B13 | 771, SP | Highway Fence | 128 | m | \$40.00 | \$5,120.00 |
| B14 | 802, 803, 804, SP | Topsoil, Seeding and Mulching | 850 | m ² | \$13.00 | \$11,050.00 |
| Total Section B (Carried to Summary) | | | | | | \$120,140.00 |

Contract # 2020-BR 26
Creek Road Bridge Replacement
Bridge Replacement and Roadwork

SECTION C - Structural

| Item No. | Spec No. | Description | Quantity | Unit | Unit Price | Total |
|---|-----------------------|--|----------|----------------|-------------|---------------------|
| C1 | 314, 501, 902, SP | Structural Backfill | 1 | LS | \$15,000.00 | \$15,000.00 |
| C2 | 510, SP | Removal of Existing Structure | 1 | LS | \$75,000.00 | \$75,000.00 |
| C3 | 517, SP | Dewatering | 1 | LS | \$30,000.00 | \$30,000.00 |
| C4 | 902, SP | Earth Excavation for Structure Foundations | 1 | LS | \$15,000.00 | \$15,000.00 |
| C5 | 904, 905, 914, 929 SP | Concrete in Deck | 78 | m ³ | \$1,500.00 | \$117,000.00 |
| C6 | 904, 905 SP | Concrete in Abutments | 63 | m ³ | \$1,200.00 | \$75,600.00 |
| C7 | 904, 905 SP | Concrete in Footings | 49 | m ³ | \$800.00 | \$39,200.00 |
| C8 | 904, 905 SP | Concrete in Approach Slab | 17 | m ³ | \$800.00 | \$13,600.00 |
| C9 | 904, 905 SP | Concrete in Wingwalls | 59 | m ³ | \$1,200.00 | \$70,800.00 |
| C10 | 905, SP | Reinforcing Steel | 28 | t | \$3,000.00 | \$84,000.00 |
| C11 | 908, SP | Three Tube Railing | 76 | m | \$800.00 | \$60,800.00 |
| C12 | 909, 904, SP | Prestressed Concrete Girders | 75 | m | \$1,900.00 | \$142,500.00 |
| C13 | 914, SP | Asphalt Membrane Waterproofing | 206 | m ² | \$50.00 | \$10,300.00 |
| C14 | 904 | Mass Concrete | 5 | m ³ | \$800.00 | \$4,000.00 |
| C15 | 539, SP | Roadway Protection | 1 | LS | \$50,000.00 | \$50,000.00 |
| Total Section C (Carried to Summary) | | | | | | \$802,800.00 |

Contract # 2020-BR 26
Creek Road Bridge Replacement
Bridge Replacement and Roadwork

SECTION D - Electrical

| Item No. | Spec No. | Description | Quantity | Unit | Unit Price | Total |
|---|-----------------|--|-----------------|-------------|-------------------|--------------------|
| D1 | 602, SP | Supply and Install Utility Handwells | 2 | ea | \$1,000.00 | \$2,000.00 |
| D2 | 603, SP | Supply and Install Rigid Ducts Direct-Buried 78mm | 50 | m | \$65.00 | \$3,250.00 |
| D3 | SP | Embedded Duct | 40 | m | \$65.00 | \$2,600.00 |
| D4 | SP | Coordination with Bell Canada | 1 | LS | \$5,000.00 | \$5,000.00 |
| Total Section D (Carried to Summary) | | | | | | \$12,850.00 |

Contract # 2020-BR 26
Creek Road Bridge Replacement
Bridge Replacement and Roadwork

SECTION E - Environmental

| Item No. | Spec No. | Description | Quantity | Unit | Unit Price | Total |
|---|-----------------|------------------------------|-----------------|-------------|-------------------|--------------------|
| E1 | 805, SP | Environmental Plan | 1 | LS | \$20,000.00 | \$20,000.00 |
| E2 | SP | Allowance for DFO Submission | 1 | LS | \$25,000.00 | \$25,000.00 |
| Total Section E (Carried to Summary) | | | | | | \$45,000.00 |

**Contract # 2020-BR 26
Creek Road Bridge Replacement
Bridge Replacement and Roadwork**

| Summary | | |
|------------------------------------|--------------------|-----------------------|
| SECTION | Description | Cost |
| A | General | \$170,000.00 |
| B | Civil | \$120,140.00 |
| C | Structural | \$802,800.00 |
| D | Electrical | \$12,850.00 |
| E | Environmental | \$45,000.00 |
| GRAND TOTAL (excluding HST) | | \$1,150,790.00 |





**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2019

MOVED BY: Brenda Noble

SECONDED BY: Jeff Manley

That Report – PW-18-2020, Public Works – Waste Collection Contract be received; and further

That Council approve at extension to the Waste Collection Contract to GRS Sanitation at an annual price increase of 1.75 % over the current contract price; and further

That Council approve a 2-year contract extension from August 1, 2020 to July 31, 2022 to be confirmed and renewed each year with the possibility of extending based on circumstances at the time; and further

That Council direct staff to incorporate stipulations into the contract that are flexible to accommodate the Regional Waste Management Study and the transition to full producer responsibility for Blue Box.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

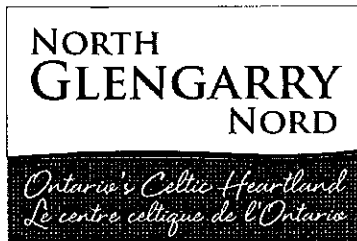
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (f)



Report – PW-18-2020

STAFF REPORT TO COMMITTEE OF THE WHOLE

Date: July 22, 2020

From: Doug Sitland, Director of Public Works

RE: Public Works – Waste Collection Contract

Recommended Motion:

That Report – PW-18-2020, Public Works – Waste Collection Contract be received; and further

That Council approve an extension to the Waste Collection Contract to GRS Sanitation at an annual price increase of 1.75 % over the current contract price; and further

That Council approve a 2 year contract extension from August 1, 2020 to July 31, 2022 to be confirmed and renewed each year with the possibility of extending based on circumstances at the time; and further

That Council direct staff to incorporate stipulations into the contract that are flexible to accommodate the Regional Waste Management Study and the transition to full producer responsibility for Blue Box.

Background / Analysis:

In 2014, the Township issued a multi year tender for Waste Collection Services. The term of the tender was such that it is set to expire on July 31, 2020. Issuance of a new tender was not identified as a work plan item for 2020. Coupled with the uncertainty of transition of Blue Box responsibility, the on-going Regional Waste Management Study and COVID-19, it is not recommended that the Township issue a new Tender. These factors combined would likely lead to either an unbalanced bid or simply high bids.

While there are always issues between parties to a contract, GRS Sanitation has been providing acceptable waste collection services for the past number of years and staff have full confidence in the firm being able to fulfill its obligations.

The Regional Waste Management Study is due to be complete by the first quarter of 2021. Council has indicated its option to transfer to full producer responsibility by 2024, which is flexible. Staff would recommend that the contract extension with GRS include relevant stipulations to accommodate these potential changes with reasonable notice.

Alternatives:

Should Council believe firmly in retendering, this can be accomplished. The current contract could be placed on hold over (short term extension) until a new tender can be received.

Financial Implications:

The value of the waste collection contract (waste and recycling) for the period of August 1, 2019 to July 31, 2020 was \$414,570.13. Over the life of the contract, GRS Sanitation included a 1.5% annual increase. This is the only increase to the contract over time.

The value of the contract for August 1, 2020 to July 31, 2021 would be \$421,825.10 plus HST and the value for the subsequent year would be \$429,207.05 plus HST.

An increase to the contract is warranted. While such increases would typically be based on inflation in the absence of any agreed increase, given the recent economic downturn associated with COVID-19, such "increases" are actually negative, which is not appropriate. Given the contractor included a 1.5% annual increase and typically inflation is around 2%, staff believe offering a 1.75% increase per year over the next two years is appropriate.

Others consulted:

Linda Andrushkoff, RARE Manager

Attachments:

N/A

Signed by Sarah Huskinson - CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2020

MOVED BY: Brenda Noble

SECONDED BY: Jeff Manley

That the Committee of the Whole receives Staff Report No. FD 2020-07 the Fire Chief's 2020 Work Plan update.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

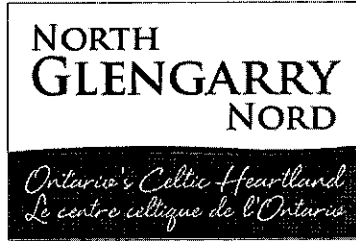
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (g)



STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report No: FD 2020-07

July 22, 2020

From: Matthew Roy – Fire Chief

RE: 2020 Work Plan

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. FD 2020-07 the Fire Chief's 2020 Work Plan update.

Background / Analysis:

Last Work Plan update: April 2020

COMMUNICATION SYSTEM

Phase 3 paging system of the project has resumed and anticipate the delivery of the equipment from Italy. Currently anticipating delay until September.

TRAINING FACILITY

The training facility project has resumed, final plans were submitted by the engineering company. Plans were submitted to the building department, with a target completion date of September.

AID AGREEMENTS, F.D. REVIEW, BY-LAW REVIEW

Currently conducting a review of all by-laws specifically:

Establishing a fire department – under review to new OFM standard.

Champlain Township – Automatic Aid

North Stormont – Automatic Aid

FIRE PERMITS – OPEN AIR BURN PERMITS

Our new fire permit system has been successful since implementation on Jan 1, 2020. We have issued the following number of permits:

Agricultural – 78
Brush – 288
Recreational – 767

Burn ban was implemented on July 6 due to dry condition in the township. The ban was effective in reducing the incidents as a result of open-air fires.

Burn ban was lifted on July 20 as conditions have improved, residents will be reminded to use extreme caution when having an open-air fires.

COVID-19 – UPDATE

Cornwall, SD&G Paramedic tiered agreement remains unchanged since March 14, 2020, in order to minimize first responder exposures. As our training resumed June 8, 2020, with enhanced protocols to ensure the safety of our members. Fire inspections have resumed with direction and guidance from the Ontario Fire Marshal Office (OFM) including our vulnerable occupancy facilities. Our personal protective equipment inventory continues to be reported to OFM, with no shortage concerns.

FLEET

Our fleet maintenance operating budget will have an increased pressure, due to addressing maintenance issues, conducting proper safeties, and establishing a proper maintenance procedures.

Alternatives:

Financial Implications:

Attachments & Relevant Legislation:

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

Section 6

UNFINISHED

BUSINESS

Section 7

OTHER BUSINESS

SECTION 8

MATTERS ARISING

FROM STANDING

COMMITTEES



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 Fax: 613-938-3221 www.rrca.on.ca

MEMORANDUM

To: Township of North Glengarry Council, CAO, and Clerk
From: Lisa Van De Ligt, Communications Specialist
Date: June 19, 2020
Subject: RRCA Board of Directors Meeting Highlights (June 18, 2020)

The Raisin Region Conservation Authority (RRCA) Board of Directors consists of 8 representatives from the RRCA's 5 member municipalities: City of Cornwall and Townships of North Glengarry, South Glengarry, South Stormont, and North Stormont.

Following each Board meeting, councils, CAOs and clerks of the RRCA's 5 member municipalities are sent meeting highlights and the date of the next meeting. The RRCA Board meets monthly (with the exception of July, August, and December).

June 4, 2020 Poll

On June 4, 2020, the Board approved upgrading the water systems at Charlottenburgh Park to comply with the Eastern Ontario Health Unit's directives.

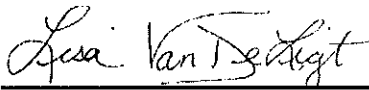
June 18, 2020 Meeting Highlights

Below are the highlights of the virtual June 18, 2020 RRCA Board of Directors meeting:

- Board approved minutes from the May 21, 2020 virtual meeting and June 4, 2020 electronic poll (<http://www.rrca.on.ca/page.php?id=15>)
- Board received a verbal update on the RRCA's operations and business continuity in response to COVID-19:
 - RRCA office remains closed to the public and most staff are working from home.
 - Staff continue to provide environmental planning services to municipalities and approvals under the *Conservation Authorities Act*, monitor water levels and weather forecasts as part of the Flood Forecasting and Warning & Low Water Response programs, operate water control structures, deliver watershed stewardship projects and programs (e.g. tree planting), etc.
 - Conservation Area Trails: The nature trails at the RRCA's 3 Conservation Areas remain open; some amenities have been re-opened.
 - Gray's Creek Marina: Opened for season on May 16.
 - Charlottenburgh Park: Camping for seasonal permit holders began June 12. Transient camping and day-use entry (including beach) will resume June 26.
- Board received an update from the Cooper Marsh Conservators and approved 2 RRCA funding application submissions.

- Board received an update on the RRCA's Forestry Services:
 - 40,000 trees were planted by the RRCA this spring
 - RRCA has reached a major milestone of planting over 1 million trees since 1990.
 - Tree giveaways in the Townships of North Glengarry, North Stormont, and South Stormont were hosted in partnership with South Nation Conservation this spring. Combined, 3,000 trees were safely distributed through curbside pickup or direct delivery. Additional tree giveaways in the Township of South Glengarry and the City of Cornwall are planned to take place in the fall.

Next RRCA Board meeting date: September 17, 2020



Lisa Van De Ligt,
Communications Specialist

SECTION 9

NOTICE OF MOTION

SECTION 10

ADJOURNMENT

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: July 22, 2020

MOVED BY: Johanne Wensink

SECONDED BY: Brenda Noble

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

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

| YEA | NEA |
|------------|------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Section 10