

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of the Whole Meeting

Wednesday February 19, 2020 at 3:00 p.m. – Council Chambers
102 Derby Street West, Alexandria, Ontario K0C 1A0

Draft Agenda

1. **CALL TO ORDER**
2. **DECLARATIONS OF PECUNIARY INTEREST**
3. **ACCEPT THE AGENDA (Additions/Deletions)** (Carma)
4. **DELEGATION(S)**
 - a) Glengarry Community Living – Danielle Duranceau
5. **STAFF REPORTS**

Clerk`s Department

- a) letter in support of Bill 156 (Jacques)

Community Services Department

- b) Community Services Dept. Workplan Update (Brenda)

Planning/Building & By-law Enforcement Department

- c) Animal Control Contractor – Dog Catcher (Jeff)
- d) Closing and Sale of an abandoned part of Lakeshore Road for a lot addition to an existing residential lot. Michel)
- e) Closing and Sale of an unmaintained Road Allowance between Kenyon Concession 2 Lot 30 & Kenyon Concession 2 Lot 31. (Johanne)
- f) Planning/Bldg. & By-law Enforcement Dept. Workplan Update (Carma)

Public Works Department

- g) Waterworks Annual Summary (Jacques)

Treasury Department

- h) Treasury's Dept. Workplan Update (Brenda)
- i) Adjustment to Funding – Dunvegan Museum Operating Grant (Jeff)
- j) Investing in Canada Infrastructure Program (ICIP) Transfer Payment Agreement (Michel)

Fire Department

- k) Fire Department Workplan update (Johanne)

6. UNFINISHED BUSINESS

7. OTHER BUSINESS

8. MATTERS ARISING FROM STANDING COMMITTEES

Raisin Region Conservation Authority Update by Councillor Michel Depratto

Minutes – January 23, 2020

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

Minutes – December 2, 2019

County Council Update by Deputy Mayor Carma Williams

Minutes – December 16, 2019

Friends of the Trails Update by Councillor Johanne Wensink

Minutes – January 15, 2020 and February 5, 2020

Community Development Committee by Deputy Mayor Carma Williams

Minutes – November 27, 2019

9. NOTICE OF MOTION

Next Committee of the Whole Meeting

Wednesday March 18, 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 (Jacques)

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: February 19, 2020

MOVED BY: _____

SECONDED BY: _____

That the Committee Members accepts the agenda of the Committee of the Whole on Wednesday February 19, 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 3

Section 4

DELEGATIONS

COMMUNITY LIVING GLENGARRY

Inspiring Possibilities
Since 1966

- Continue building partnerships
 - Getting to know us better

WHO WE ARE

VISION

Enrich the lives of people with intellectual disabilities.

MISSION

Community Living Glengarry is a non-profit leader providing supports and services for people with intellectual disability. We focus on all aspects of daily living and on community inclusion.

BOARD OF DIRECTORS

The organization is overseen by a 10 member volunteer Board of Directors. Director positions (those seeking re-election and/or vacant terms) are filled, by a voting process with the membership at the Annual General Meeting, held in June each year.



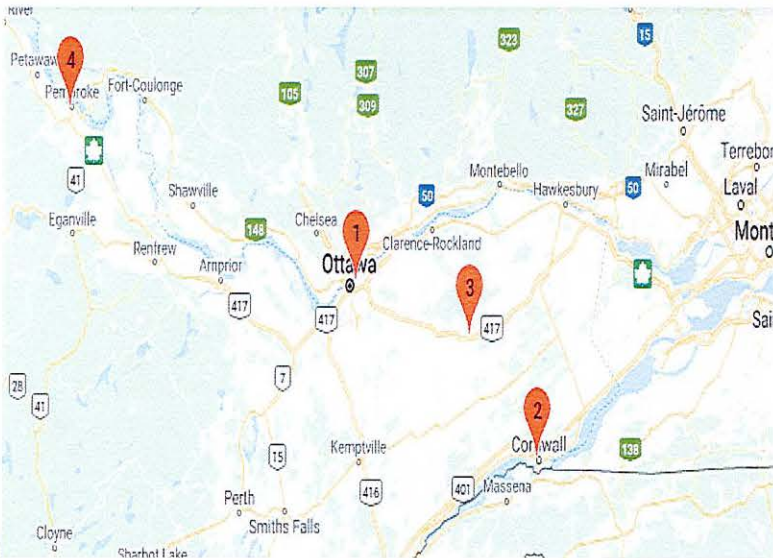
OUR HISTORY

- ▶ 1966 - local families who had children with a developmental disability needed services when their children left the Harmony Glen School (they had nowhere to go). This movement was spearheaded by Mike & Aileen Barbara.
 - ▶ 1966 - A Life Skills program was started in the basement of a church.
 - ▶ 1974 - CLG was incorporated as a non-profit organization.
 - ▶ 1983 - CLG grew in size, taking over Phoenix Park, and created group homes.
 - ▶ 1985 - MCCSS and with funding from the Lion's Club built a centre to host the Arc Industries and Life Skills programs

ACCESSING SERVICES



Developmental Services Ontario (DSO) is a single point of access. Ontario is broken down into 9 regions. Our region is Ottawa East (DSOER) -also have a satellite office in Cornwall.



- ▶ CLG operates a designated number of funded spaces, as approved by MCCSS
- ▶ When there is a vacancy - CLG declares it with the DSOER
- ▶ The DSOER maintains a waitlist of those requiring services and will send profiles to the agency, to fill the vacancy (families seeking services must go through the application process with the DSO in their region)

STRATEGIC DIRECTION

- 1. To secure adequate funding to sustain current operation and support anticipated organizational growth*
- 2. To excel in service delivery*
- 3. To demonstrate organizational strength and leadership*



FUNDERS

Main Funder is MCCSS (Developmental Services Sector)

REVENUES & EXPENDITURES

▶ MCCSS SUBSIDIES	4,579,766
▶ OTHER SUBSIDIES	136,528
▶ OTHER INCOME	<u>657,759</u>
TOTAL	5,374,053
▶ SALARIES & BENEFITS	3,830,996
▶ GENERAL EXPENDITURES	<u>1,543,057</u>
TOTAL	5,374,053

FUNDRAISING

Fundraising - Target \$25,000-\$30,000 annually

Funds are used for:

- ▶ Enrichment Fund,
- ▶ annual Christmas party,
- ▶ technology,
- ▶ vehicle repairs/replacement,
- ▶ Community Living Month campaign (May)
- ▶ duet bike,
- ▶ installed a recumbent bike/hand held combo at the Park and replaced pickle ball equipment at the Dome.

Infrastructure

- ❖ 18 infrastructure requests were submitted to MCCSS for funding
 - ❖ MCCSS approved some spending through the reserve funds at 3 locations

Total = \$224,204

Total = \$112,192

Community Living By the Numbers 53 Years in Service

Individuals Receiving Supports & Staffing Supports

Individuals Served

Supported Group Living	33
Community Participation	38
Supported Independent Living	15
Supported Employment	19
Passports (fee for service)	17
Host Family (living with families)	8

Management & Administrative Support

Payroll Administrator & HR Assistant	1
Managers	5
Management Administrative Assistant	1
Accounts Payable & Payroll Assistant	1
Finance Manager	1
Executive Director	1

Staff Support

FT workers (including nights)	25
Regular Part-time	27
Casuals	21
Labourers (people supported)	14

Number of Members	15
Number of Volunteers	52
Student Placements	5

CLG'S RELATIONSHIP WITH BEYOND 21?

Beyond 21 was created by a group of parents, out of frustration of not being able to fit into funded spaces (differences noted below are from my perspective)

COMMUNITY LIVING GLENGARRY

- ▶ Board of Directors
- ▶ Funders - MCCSS,
 - Dedicated Housing
 - Other organizations
- Employees are unionized
- Services accessed through Single Point of Access (DSOER). Process followed to declare/fill vacancies OR families can purchase services with Passport Funding.

BEYOND 21

- ▶ Board of Directors
- ▶ Funders - Businesses
 - Municipalities
 - Philanthropists
- Employees are not unionized
- No single point of access. Beyond 21 determines how many people they will serve. They determine rates to change families (depends on person's abilities).

Thank You....



For Always supporting us!

LAST, BUT NOT LEAST.....



Section 5

STAFF REPORTS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: February 19, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole of the Township of North Glengarry authorizes the CAO to send a letter in support of Bill 156: Security from Trespass and Protecting Food Safety Act, to Minister Hardeman, Minister of Agriculture, Food & Rural Affairs.

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 5 (a)

Dear Mayor MacDonald and Council,

RE: Bill 156, *Security from Trespass and Protecting Food Safety Act*

The **Glengarry Federation of Agriculture** represents the voice of agriculture in the local community, and advocates on behalf of our farm family members. Along with our Commodity partners in **Glengarry** and the Ontario Federation of Agriculture, the **Glengarry Federation of Agriculture** is committed to a sustainable and profitable future for farm families.

Ontario farms have increasingly come under threat of unwanted trespassers and activists who are illegally entering property, barns and buildings, seizing private property and threatening the health and safety of the farm, employees, livestock and crops.

On December 2nd, 2019, the provincial government introduced Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019*. The bill is intended to protect Ontario farm animals, farms, farmers and their families, and the safety of the entire food supply by addressing the ongoing threat of unwanted trespassing and from unauthorized interactions with farm animals. The risks of these actions include exposing farm animals to stress and potential diseases, as well as the introducing contaminants into the food supply.

The Glengarry Federation of Agriculture appreciates the support from the provincial government for taking a strong stance to protect our farms and food safety, and introducing more significant consequences for illegal trespassing activities.

The **Glengarry Federation of Agriculture** is calling on all municipal councils in the province to reassure their citizens that the safety of Ontario farm animals, farmers and farm families, and the safety of the entire food system matters. We respectfully ask that your council show your support for Bill 156 by sending the following letter (see below) to Ontario's Minister of Agriculture, Food and Rural Affairs, the Honourable Ernie Hardeman.

If you have already indicated to Minister Hardeman your support for Bill 156, we thank you for your initiative!

Thank you for showing your support for stronger legislation to protect Ontario farms, animals, and food from intruders.

Sincerely,

Glengarry Federation of Agriculture
February 6, 2020.

Sample letter to Minister Hardeman:

Hon. Ernie Hardeman
Minister of Agriculture, Food & Rural Affairs
77 Grenville Street, 11th Floor
Toronto, Ontario M5S 1B3

Via Email: minister.omafra@ontario.ca

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario should be the highest priority.

Sincerely,

SIGNATURE

Copy: Glengarry Federation of Agriculture
Email: Langmuir.farms@sympatico.ca

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: February 19, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. CS-2020-02 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: Michel Depratto

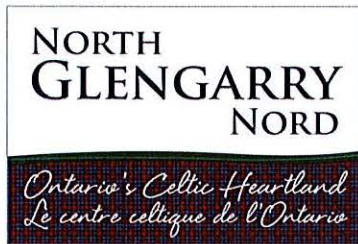
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 5 (b)



COMMITTEE OF THE WHOLE

KEY INFORMATION REPORT

Report No: CS-2020-02

February 19, 2020

From: Anne Leduc – Director of Community Services

RE: Community Services Department 2020 Work Plan – February Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. CS-2020-02.

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

Removal of Aquatic Vegetation – The application to the Department of Fisheries and Oceans was submitted on November 1, 2019. Follow-up emails were sent on January 15, and February 11, 2020. According to the DFO's timelines, the regulatory team reviewing our application should respond within 60 days of the submission of the request (so over the next few weeks).

EVENTS AND ACTIVITIES

Basketball – We are polling the community to find out if there is interest in creating a drop-in program at the Maxville & District Sports Complex this summer.

Boys and Girls Club Activities – These activities are on-going. The group is now using the kitchen at the Sandfield Centre for cooking classes for the youth.

Community Kitchen – An Open House was held on February 5th from 2:30 to 4:30 pm at the Maxville Community Kitchen in partnership with the EOHU. There were 4 producers in attendance and we have received more inquiries by email.

Family Day – Activities have been finalized for Family Day. Once again, we will be offering horse-drawn wagon rides in Island Park, skating and shinny hockey at the Glengarry Sports Palace and in Maxville, and youth activities at the Dome.

Flag Football – Activities resumed on January 26th for the winter Flag Football group with three teams registered.

Golf – Staff is working on developing a drop-in program allowing individuals to practice their golf swing and putting at the Tim Hortons Dome. We would offer a bucket of balls and the individuals would supply their golf clubs. A golf cage has been ordered and staff will test it to ensure robustness prior to launching the program.

March Break – Programming was finalized for the Spring School break. Among the new activities are Parents and Tots free time which will take place on the 16th, 17th, and 18th of March and a Youth Day Camp will be available on the 19th and 20th March. Registration is open.

Nordic Pole Walking Program – 7 individuals registered for the Walking Program. We are looking at launching the program in the evenings come Fall to attract a wider audience.

Sportball Program – The activities started on January 18th at the Dome with 14 registered in the 2 to 4 age group and 4 in the 4 to 6 age group. There may be a opportunity to run a combined group in the Spring.

Swimming Lessons at Island Park – Our Program Coordinator is looking into the steps to certify our beach.

Volleyball – The 2019 / 2020 Women's Volleyball session started on November 6th and will run to April with the playoffs. 6 teams registered in total.

Yoga – 32 individuals have registered for the Winter Yoga Session that takes place at the Glengarry Sports Palace and at Island Park.

Youth Broomball – We are in contact with various broomball organizations to inquiry about equipment subsidies to start a youth broomball group next Fall.

FACILITIES

Maxville & District Sports Complex – The hook-up to municipal water has been completed.




COMMENTS

This report is presented for information purposes only.

	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						
	Marketing and Development Plan	Ongoing	AL						Fall 2020
	Communications plan	Ongoing	TK, AL, SH						
Capital Projects	EcDev - Interpretive Panels	Ongoing	TK						
	Dome - Membrane repairs	Ongoing	JD						Spring
	EcDev - Remembrance Day Banners	Ongoing	TK						
	Glen Robertson Playground Equipment	Ongoing	AL						Equipment purchased - to be installed in the spring
	KingGpk - Electrical Panel	Ongoing	JD						Carry-over from 2019
	Millsq - Architectural Design	Ongoing	AL						
	MSC - Water lateral Connection	Completed	AL, JA						
	Community Services Tasks	Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Other	Admin - Business & Community Awards Gala	Ongoing	AL, MD						September 24, 2019 (GSP)
	Admin - Grants - Celebrate Canada - Application 2020	Ongoing	AL						Waiting on response
	Admin - Grants - Seniors	Ongoing	AL						
	Admin - Recreation Policies and Procedures	Ongoing	AL, JA, JD, RW						
	Admin - Staff Regulatory Training	Ongoing	AL, JA, JD, RW						

	Community Services Tasks	Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
	Dome - Programming - 2019/2020 Women's Volleyball	Ongoing	AL, MD, JD, SD						
	Dome - Programming - 2020 Flag Football	Ongoing	SD, JD						
	Dome - Programming - 2020 Winter Boys & Girls Club	Ongoing	AL						
	Dome - Programming - 2020 Youth Floor Hockey	Ongoing	JA, SD						
	Dome - Programming - Competitive Soccer League	Ongoing	SD, JD						
	Dome - Programming - Golf	Ongoing	SD, JD						
	Dome - Programming - Nordic Track for Seniors	Ongoing	AL, JD						
	Dome - Programming - Running Prog 2020 Winter Session	Ongoing	AL, JD						
	Dome - Programming - Sportball	Ongoing	SD						
	Dome, GSP, MSC, IP - Programming - 2020 Family Day	Ongoing	Rec Dept						
	Dome, GSP, MSC, IP - Programming - 2020 March Break	Ongoing	Rec Dept						
	EcDev - Arts, Culture & Heritage Committee Support	Ongoing	AL, TK						
	EcDev - Community Improvement Plan Public Consultation and Review	Ongoing	AL, TK					Fall 2020	
	EcDev - Glengarry Routes Tour	Ongoing	TK					September 19th	
	EcDev - NG Community Grants Café	Ongoing	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 (May)	Ongoing	AL, TK					Week of May 11th	
	GSP - Audit	Ongoing	AL, MD					April/May	
	GSP - Programming - 4 on 4	Ongoing	MD, SD, RW						
	GSP - Programming - Little Sens-type Programming	Ongoing	AL, MD						
	GSP - Programming - Yoga 2020 Winter Session	Ongoing	MD, SD						

	Community Services Tasks	Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
	GSP - Programming - Youth Broomball	Ongoing	MD, SD, RW						
	GSP, MSC - Refrigeration Plant Certification TSSA	Ongoing	AL, RW, JA						
	IP - Aquatic Vegetation Removal Permit	Ongoing	AL						
	IP - Geese Mitigation Program Permit	Completed	AL						
	IP - Programming - 2020 Swimming Lessons	Ongoing	SD						
	IP - Programming - 2020 Winter Boys & Girls Club	Ongoing	AL						
	IP - Programming - Summer Camp Boys & Girls Club	Ongoing	AL, SD, MD						
	MSC - Community Kitchen Program	Ongoing	AL, TK, SD						
	MSC - Programming - Floor Hockey	Ongoing	MD, SD						
	MSC - Glengarry Sports Hall of Fame	Ongoing	JA						
	MSC - Programming - Kilt Skate 2021	Ongoing	AL, TK & Others					South Glengarry March 1, 2020	

Preparation 
 Execution 
 Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: February 19, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole of the Township of North Glengarry receives Staff Report No. BP-2020-04; and

THAT the Committee of the Whole of the Township of North Glengarry recommends to Council that the Animal Control – Dog Catcher role be brought in-house as of April 1, 2020 and the new process adopted as per the report.

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 5 (c)



ANIMAL CONTROL CONTRACTOR – DOG CATCHER

Report No: BP-2020-04

February 19, 2020

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

RE: Animal Control Contractor – Dog Catcher

Recommended Motion:

THAT the Committee of the Whole of the Township of North Glengarry receives Staff Report No. BP-2020-04.

And THAT the Committee of the Whole of the Township of North Glengarry recommends to Council that the Animal Control – Dog Catcher role be brought in-house as of April 1, 2020 and the new process adopted as per the report.

Background / Analysis:

The Township of North Glengarry currently has an agreement with Kevin Casselman as the Animal Control Contractor for the Township, also known as the “Dog Catcher”. Mr. Casselman is used only for loose dogs, especially since the Township passed a Livestock/Poundkeeper By-law in 2019. The contract is currently shared amongst all the six Townships of Stormont Dundas and Glengarry.

The current contract commenced on April 1, 2015 and is now coming to an end on March 31, 2020. Representatives from all six Townships met in 2018 and 2019 to discuss the process and future expectations for loose dogs, dog catchers and kennels issues common to all Townships. The plan was to keep using Mr. Casselman as a dog catcher and to build a Municipal kennel that could be used for all Townships with full time staff working at the kennel. The Township of North Glengarry quickly mentioned that we were not going to pursue that project, as the fees for such kennel is going to be very high, especially considering our frequency of usage.

The current contract fees and commissions on a monthly basis is as followed;

- Monthly standby fee of \$400.00

- Hourly rate of \$20.00 per hour to begin from the commencement of the call to the return
- Mileage as per the going rate of the Township
- Boarding charges of \$4.00 per day with \$15.00 per disposal of dogs
- Pound fee of \$350 per month to include electricity, cleaning, licensing, insurance, record keeping, maintenance of the building, etc.

This means that if no “loose dogs” calls occur, the Township is being charged \$750.00 per month, \$9000.00 per year for the Animal Control Contractor, plus all the additional “calls” fees if applicable. The additional fees go up quite fast as Mr. Casselman’s kennel is in the Morrisburg area, South Dundas, approximately 75 km from Alexandria.

The actual expenses values for the current term of the contract are;

- 2015 \$21,228.00
- 2016 \$23,088.00
- 2017 \$24,752.00
- 2018 \$19,995.00
- 2019 \$20,260.00

So approximately \$20,000.00 per year for the Animal Control Contractor – Dog Catcher.

The process under this agreement is that Mr. Casselman would receive a call from a resident or the Township’s By-law Enforcement Officer concerning a dog that is loose or running at large in the Township of North Glengarry. Mr. Casselman would then come at the concerned location and try to get the dog. Should he be able to catch the dog, he would keep the dog in his kennel for approximately 3 to 7 days. If the owner is tracked down and wants his dog back, he/she would have to pay the fees to Mr. Casselman before getting the dog back (note that the Township would not profit from this charge), a fine could also be issued by the Township. If no one would claim the dog, Mr. Casselman would try to find a new home for the dog, or dispose of it, depending on its health, age, and breed.

The Township of North Glengarry’s By-law department finds some issues with the process;

- Not enough control over the calls being placed to Mr. Casselman;
 - o some residents will call him directly, without the Enforcement Officer’s knowledge, who could potentially resolve the situation quicker.
- The location of the kennel;
 - o when a call for a loose dog is placed, it can easily take up to an hour to get here therefore the dog could be on the loose again in a completely different area.
- The standby and kennel fees are high;
 - o although it’s understandable for the Animal Control Contractor to impose those fees, from the Township’s perspective \$9000.00 could be spent elsewhere for a better service.
- Not enough follow ups;
 - o The Enforcement Officer is often caught being the middleman in a situation is not even aware of as some residents call Mr. Casselman directly, and the dog gets picked up without us knowing.
 - o The Township is also rarely aware of what happens with the dogs if it’s not being claimed, could be given for adoption, could be transferred to Quebec (pitbull), could be euthanized, etc.

What we are intending to do now is to do most of this work "in house" meaning the Enforcement Officer will undertake the Animal Control Dog Catcher duties. Due to the low number of calls we are getting for loose dogs, approximately 20 per year; this will not impact his day to day regular duties such as responding to complaints for various By-laws among other tasks.

It is important to know that the process for dog tags used in North Glengarry is a very efficient process as the dog tags are automatically renewed on the owner's tax bill yearly until the owner notifies the Township that he/she does not own the dog anymore, note that it is marked on the actual tax bill that the charge is for the dog tag. In other Townships, it is common to see all the dog owners required to go at the municipal office yearly to get/renew the dog tag, all the tag numbering is then changed yearly, and the tracking file must be updated or entirely redone. This "issue" we see it also in North Glengarry but only for tenants, who all must come at the Municipal office to renew the dog tag yearly because they are not the ones paying the municipal tax bill, it requires some work and follow up but it is minimal as compared to other neighboring Townships. The income for dog tags keeps getting higher yearly because of better tracking and proactive work by the By-law Enforcement Officer.

- 2015 \$23,725.00
- 2016 \$26,956.00
- 2017 \$27,867.00
- 2018 \$31,961.00
- 2019 \$36,217.00

Note that these include an income of about \$3,000 for kennel licenses.

The step by step new process would be as followed;

- When a call comes in for a loose dog, the Enforcement Officer would go and catch it.
- After catching the dog, if it has a dog tag (which is mandatory for all dogs in the Township) the Enforcement Officer would get in touch with the owner and give it back.
 - o Which is the Township's purpose of selling dog tags.
 - o Should the Enforcement Officer judge the owner should be fined, that may also occur but there would not be any other additional fees.
- If the dog does not have a dog tag, the Enforcement Officer would bring the dog to our new "dog pound" consisting of a few cages in a heated and ventilated area in our building on Lochiel Street East, in Alexandria and take care of the dog for a period of three days.
 - o The dog would be also be "advertised" on the Township's Facebook page for potentially identifying the owner.
- If the dog is not claimed and deemed without ownership, the Enforcement Officer would then bring the dog to the veterinary to get it checked upon.
 - o The vet would check the dog for potential e-chip
 - o The vet would also spay and neuter the dog, check if the dog is healthy, a basic "check-up" on the dog.
 - o If the dog is deemed un-healthy, or suffering due to age or injury, or based on breed, the dog may simply be euthanized by the vet.
- If the dog is deemed healthy by the vet and the Enforcement Officer, the dog will then be sold at a fee to recover all cost encountered by the vet, the food, the Officer's time, all fix amounts that will be set by By-law amendment, similar to the Poundkeeper By-law.

- A small profit will also be imposed to account for future dog issues and potential costs for euthanized dogs, which would be covered by the Township as no owners are involved.
- The selling of the dogs will be done using a list of potential buyers. The list will be managed and populated by the Enforcement Officer with the help of the Economic Development Officer using Facebook, mostly on a first come first served basis.

This whole new process is expected to be a little bit more time consuming for the Enforcement Officer but should be done at a very smaller cost. The first years will be hard to predict, especially the setup process; we already have most of the equipment such a dog stick, cages, crates, box cover for the truck, dog food, etc. The location is also on Township's property in a heated and ventilated area in a building on Lochiel Street East, in Alexandria so it's convenient for usage.

The Enforcement Officer is also already qualified and has received training regarding dog protection and canine control.

Alternatives:

1. As of April 1, 2020, start with the new proposed process
2. The Township of North Glengarry could, along with 4 other Townships of Stormont Dundas and Glengarry sign a new agreement with Kevin Casselman as the Animal Control Contractor for the Township.

Financial Implications:

See Background / Analysis for all relevant numbers.

Attachments & Relevant Legislation:

No attachments.

Others consulted:

Todd McDonell, By-law Enforcement Officer
Sarah Huskinson, CAO/Clerk

Signed by Sarah Huskinson – CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: February 19, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole of the Township of North Glengarry receives Staff Report No. BP-2020-05 and accepts the proposal for the closing and sale of an abandoned part of Lakeshore Road for a lot addition to an existing residential lot.

Carried

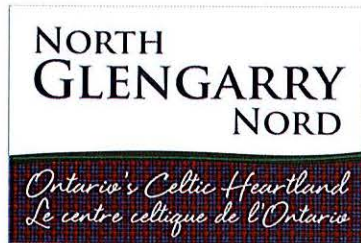
Defeated

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 5 (d)



CLOSING AND SALE OF AN ABANDONED PART OF LAKESHORE ROAD

Report No: BP-2020-05

February 19, 2020

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

RE: Closing and Sale of an abandoned part of Lakeshore Road for a lot addition to an existing residential lot.

Recommended Motion:

THAT the Committee of the Whole of the Township of North Glengarry receives Staff Report No. BP-2020-05 and accepts the proposal for the closing and sale of an abandoned part of Lakeshore Road for a lot addition to an existing residential lot.

Background / Analysis:

The Township of North Glengarry has received a request to purchase a section of an abandoned part of Lakeshore. The request was made by the owners of the property, Denis Tousignant & Josee Goulet. The existing lot, which was purchased by the owners in 2019, is of an irregular shape; note that it is currently large enough to build a Single Family Dwelling, a septic system, etc. all as per our Zoning By-law and Ontario Building Code, but the owners are requesting to buy the land to extend the property lines and then own a larger property to have more options on the location of the Singles Family Dwelling, septic system, well, future accessory storage building and the entrance.

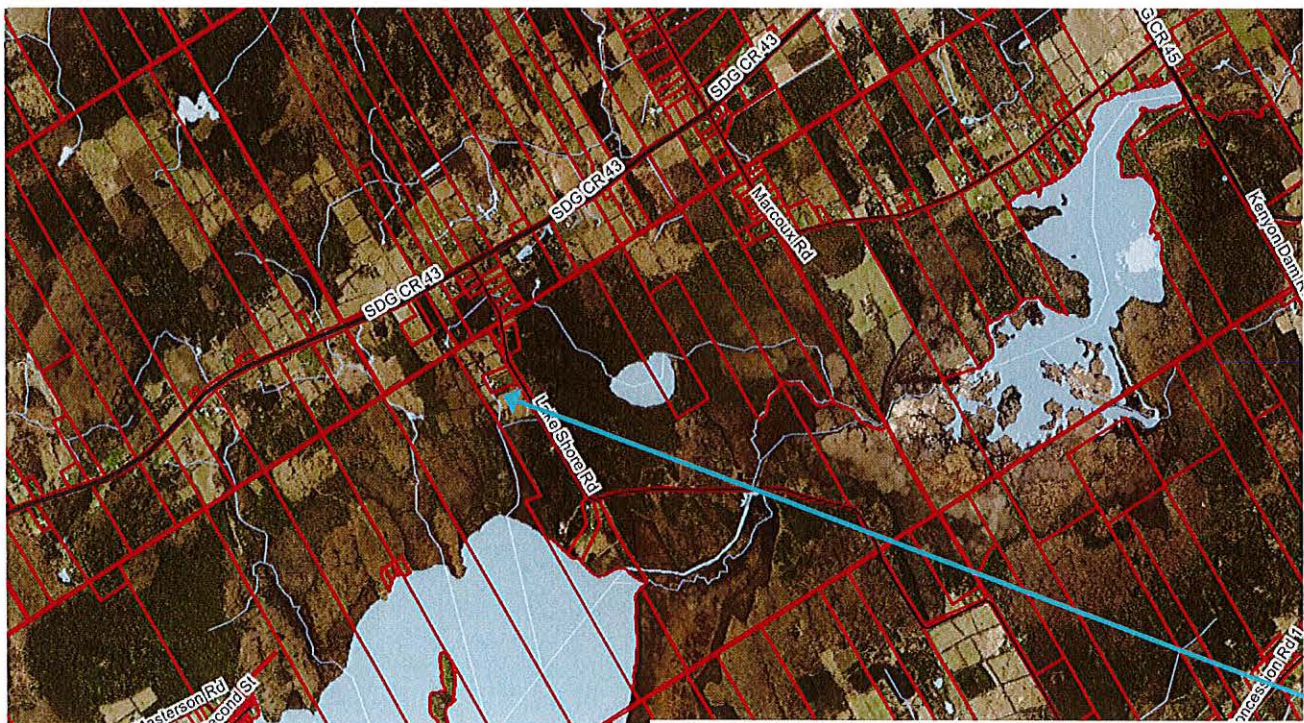
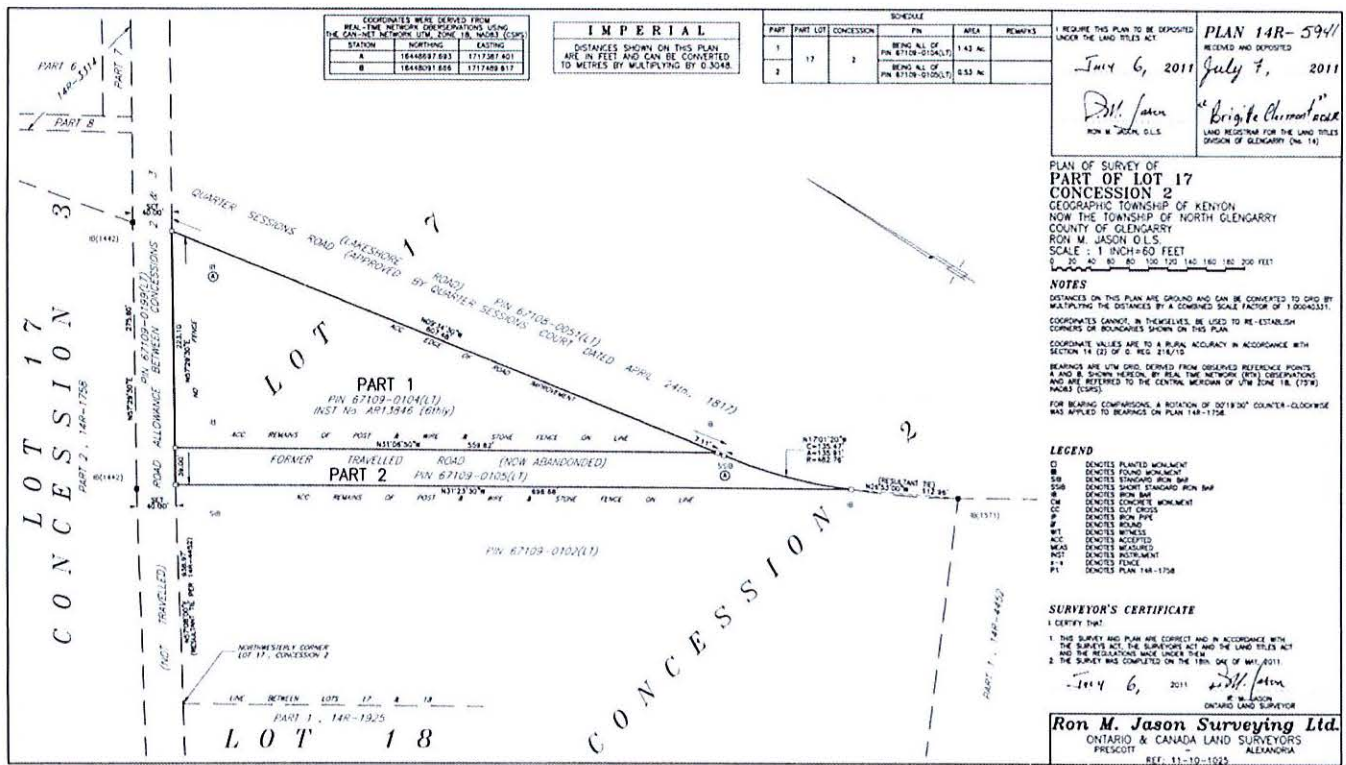
The Municipal Act provides that a Council of a Municipality may pass by-laws for stopping up all or part of a highway and for selling the same. A highway includes any road under the municipality's jurisdiction.

The Township would consider requests to stop-up, close and sell Township owned road allowances provided:

- The unopened road allowance is deemed to be not required for current or future municipal use;
- All costs (survey costs, legal fees, etc.) are borne by the applicant and/or to those persons whom the lands are to be sold;
 - o There shall be no expense to the municipality
- Section 34(7) of the Municipal Act, 2001 c.25, provides that a By-law which has the effect of permanently closing or altering a highway is not valid if the result is a person having no motor vehicle access to and from the person's land over any highway, unless the person agrees to such by-law;
 - o The Township should not create a "landlock" property by selling the land.

- Generally, the Township should only consider applications for road allowance closings from abutting landowners.
- Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.
- Council will consider applications to stop up, close, and convey road allowances and shore road allowances on a case-by-case basis.

The exact location of the property is Kenyon Concession 2, East Part Lot 17; RP 14R5941 Part 1 and the section of the Road that is currently not travelled or maintained is 14R5941 Part 2.





As per the Municipal Act, the Planning Act and standard normal procedures from neighboring Townships, the usual process for closing and selling parts or sections of a municipally owned road is the following;

- *We are currently requesting the acceptance of the proposal; No. 2.*

1. WRITTEN REQUEST – SUBMISSION REQUIREMENTS

- a. For Council to review the request, the applicant shall submit the following information:
 - i. A letter of Request to stop-up and close a road allowance which shall include an accurate description of the portion of the road allowance requesting to be closed, and a legal description of the applicant's lands.
 - ii. The Letter shall also contain reasons requesting the closure of the road allowance.
 - iii. A map of the proposed road allowance to be stopped up and closed, including the identification of adjacent lands, including the location of buildings.

2. COMMITTEE OF THE WHOLE ACCEPTANCE OR REJECTION OF APPLICATION

- a. If the Committee of the Whole wishes to proceed with the closing and sale of the municipal road allowance;
 - i. A resolution shall be prepared declaring the land surplus and available for sale;
 - ii. The Township will also circulate to all departments for comments.
- b. If the recommendation is to reject the application, the applicant(s) will be notified of the decision and the process stops.

3. CIRCULATION TO ADJACENT LANDOWNERS

- a. The Township will conduct a detailed search to ascertain the proper names and addresses of all owners of lands abutting the portion of the unopened road allowance proposed to be closed and sold.
- b. Notice shall be circulated to all owners of lands abutting the portion of the unopened road allowance proposed to be closed and sold to all required agencies, the property

owner and/or owner's agent(s), and any parties who have expressed written interest in receiving notice

- c. Adjacent landowners will be afforded a minimum of three (3) weeks to respond to the letter.
- d. Should there be no interest shown in the purchase of the portion of the unopened road allowance, the applicant(s) will be given the opportunity to purchase the portions of such land.

4. NOTICE TO PUBLIC

- a. Prior to selling any municipal road allowance the Township shall give notice to the public of the proposed closing and sale of the Township road allowance and hold a minimum of one public meeting.
- b. An advertisement shall be placed in at least one newspaper having general circulation within the local area for a one-week period advising the date, time and location of the public meeting.
- c. Copies will also be posted in the immediate vicinity of the portion of the unopened road allowance proposed to be closed and sold.
- d. The Notice shall include a brief description of the road allowance and a sketch as well as the date, time and location of the public meeting.
- e. After public consultation, a report will be submitted to Council at the next regular meeting for further consideration with respect to final decision to close road and at this time a Council resolution is required to proceed to next steps.

5. ROAD ALLOWANCE APPRAISAL

- a. The Township is allowed obtain an appraisal of the fair market value of the unopened road allowance from a person/company certified by the Appraisal Institute of Canada.
- b. Should the applicant(s) decide to not proceed with the acquisition, the applicant(s) would be responsible for costs associated with advertising and appraisal.
- c. Council has the right to adjust any appraisal if extenuating circumstances become apparent.

6. REFERENCE PLAN (SURVEY) OF ROAD ALLOWANCE

- a. The applicant(s) shall obtain a reference plan (survey), prepared by an Ontario Land Surveyor, of the area proposed for closing and sale and submit such to the municipality prior to the commencing of any legal work concerning the road closing.

7. CLOSING AND SALE OF MUNICIPAL ROAD ALLOWANCE BY-LAW

- a. Once a reference plan has been submitted to the Township, the applicant(s) solicitor shall proceed with the preparation of the legal work concerning the road closing.
- b. The Closing and Sale of Municipal Road Allowance By-law will be brought to Council for formal approval.
- c. The transfer of the land will only be completed once the legal work is completed and after receipt of total payment, if applicable.

Alternatives:

1. The Committee of the Whole wishes to proceed with the closing and sale of the municipal unmaintained and untraveled road allowance described as Kenyon Concession 2, East Part Lot 17; RP 14R5941 Part 2.
2. The Committee of the Whole does not support the closing and sale and rejects the proposal.

Financial Implications:

No financial implications; all costs (survey costs, legal fees, etc.) are borne by the applicant and/or to those persons whom the lands are to be sold.

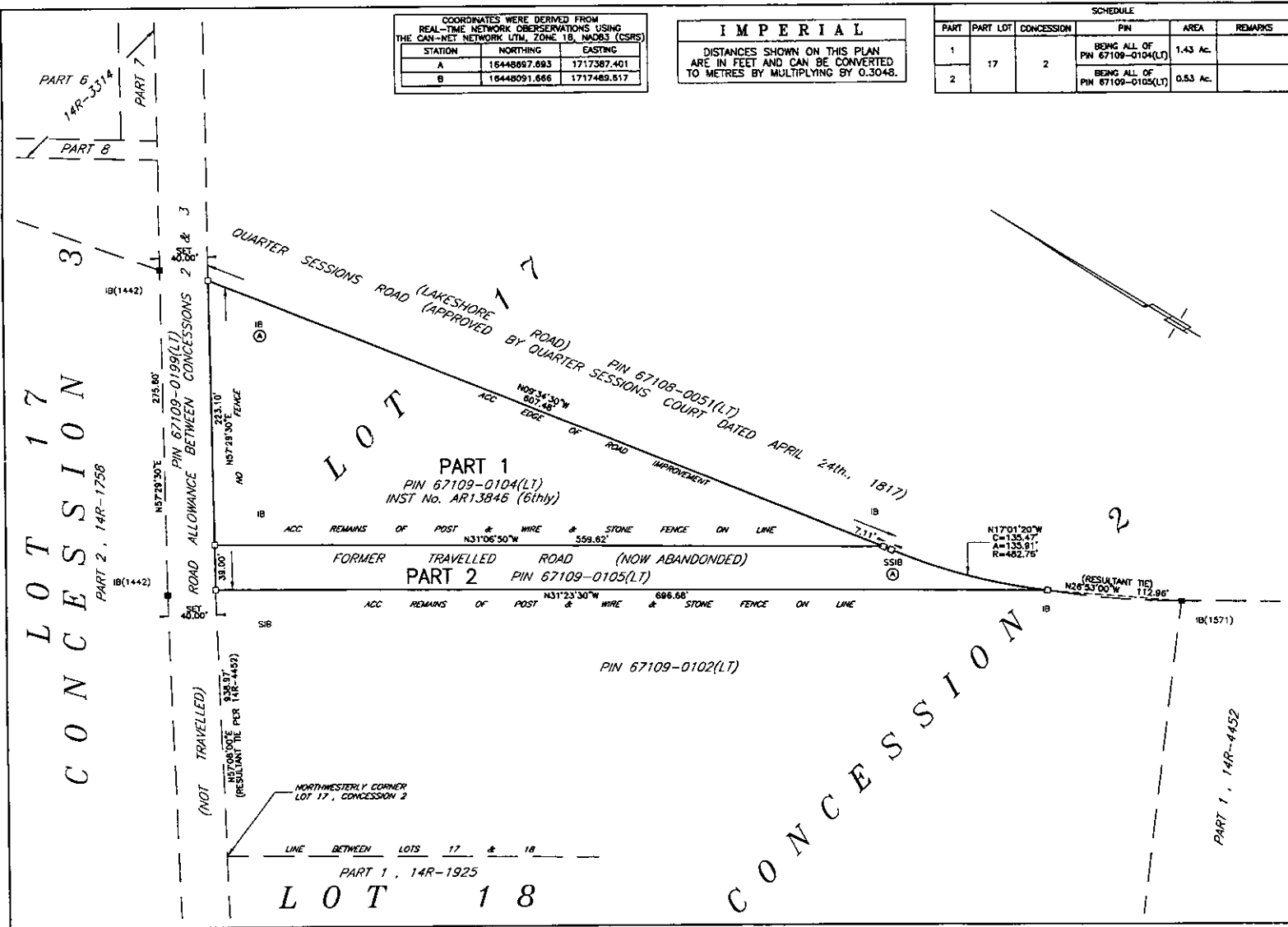
Attachments & Relevant Legislation:

- A letter of Request from the owner (applicant)
- Reference Plan No. 14R5941

Others consulted:

Sarah Huskinson, CAO/Clerk

Signed by Sarah Huskinson – CAO/Clerk



COORDINATES WERE DERIVED FROM REAL-TIME NETWORK OBSERVATIONS USING THE CAN-NET NETWORK UTM, ZONE 18, NAD83 (CSRS)

STATION	NORTHING	EASTING
A	16448697.693	1717387.401
B	16448091.666	1717489.617

IMPERIAL

DISTANCES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048.

SCHEDULE					
PART	PART LOT	CONCESSION	PIN	AREA	REMARKS
1	17	2	BEING ALL OF PIN 67109-0104(LT)	1.43 AC.	
2			BEING ALL OF PIN 67109-0105(LT)	0.53 AC.	

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 14R-5941
RECEIVED AND DEPOSITED
July 6, 2011 July 7, 2011

R.M. Jason
RON M. JASON, O.L.S.

"Brianna Carmichael"
LAND REGISTRAR FOR THE LAND TITLES DIVISION OF GLENGARRY (No. 14)

PLAN OF SURVEY OF
PART OF LOT 17
CONCESSION 2
GEOGRAPHIC TOWNSHIP OF KENYON
NOW THE TOWNSHIP OF NORTH GLENGARRY
COUNTY OF GLENGARRY
RON M. JASON O.L.S.
SCALE: 1 INCH=60 FEET

0 20 40 60 80 100 120 140 160 180 200 FEET

NOTES

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING THE DISTANCES BY A COMBINED SCALE FACTOR OF 1.00040331.

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

COORDINATE VALUES ARE TO A RURAL ACCURACY IN ACCORDANCE WITH SECTION 14 (2) OF O. REG. 216/10.

BEARINGS ARE LHM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, SHOWN HEREON, BY REAL TIME NETWORK (RTN) OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18, (75°W) NAD83 (CSRS).

FOR BEARING COMPARISONS, A ROTATION OF 00°19'00" COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN 14R-1758.

LEGEND

- CB DENOTES PLANTED MONUMENT
- FB DENOTES FOUND MONUMENT
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- CM DENOTES CONCRETE MONUMENT
- CC DENOTES CUT CROSS
- IP DENOTES IRON PIPE
- Q DENOTES CROWN
- WT DENOTES WITNESS
- ACC DENOTES ACCEPTED
- WEAS DENOTES MEASURED
- INST DENOTES INSTRUMENT
- x-x DENOTES FENCE
- PT DENOTES PLAN 14R-1758

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 18th DAY OF MAY, 2011.

July 6, 2011 R.M. Jason
ONTARIO LAND SURVEYOR

Ron M. Jason Surveying Ltd.
ONTARIO & CANADA LAND SURVEYORS
PRESCOTT - ALEXANDRIA
REF: 11-10-1025

January 3rd, 2020

Subject: Request to Purchase North Glengarry Township Property
PART 2 OF LOT 17
CONCESSION 2
PIN 67109-0105(LT)

To whom it may concern,

My spouse and I are residents of North Glengarry. We have recently purchased a vacant land property on Lakeshore Road in Alexandria. Our intentions are to build our dream house in the near future. However, our new property is an irregular shaped lot. It is very wide but not very deep. This limits us for size and placement for our future build.

There is an abandoned road that is adjacent to the west side of our property. This is owned by North Glengarry Township. We would like the township to consider selling this to us. This would allow us to choose a bigger house plan and build further from the road. Consequently this would bring in more property taxes to North Glengarry for property that is currently unused and abandoned. We would greatly appreciate this opportunity.

Please review the attachment of the property sent with this email.

Sincerely,
Denis Tousignant
Josee Goulet

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: February 19, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole of the Township of North Glengarry receives Staff Report No. BP-2020-06 and reviews the proposal for the closing and sale of an unmaintained Road Allowance between Kenyon Concession 2 Lot 30 & Kenyon Concession 2 Lot 31.

Carried

Defeated

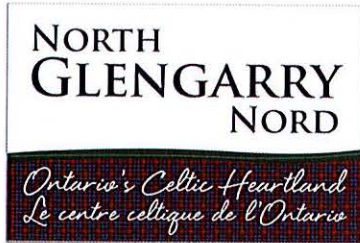
Deferred

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 5 (e)



CLOSING AND SALE OF AN UNMAINTAINED ROAD ALLOWANCE Report No: BP-2020-06

February 19, 2020

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

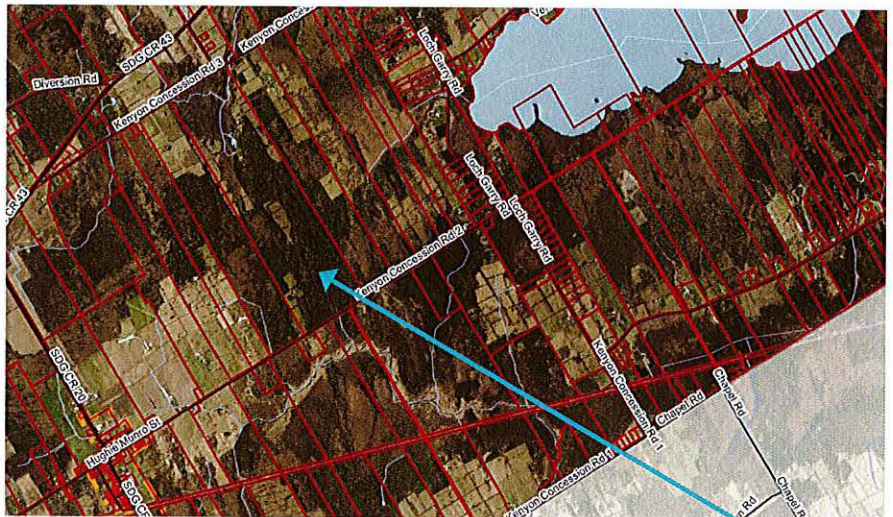
RE: Closing and Sale of an unmaintained Road Allowance between Kenyon Concession 2 Lot 30 & Kenyon Concession 2 Lot 31.

Recommended Motion:

THAT the Committee of the Whole of the Township of North Glengarry receives Staff Report No. BP-2020-06 and reviews the proposal for the closing and sale of an unmaintained Road Allowance between Kenyon Concession 2 Lot 30 & Kenyon Concession 2 Lot 31.

Background / Analysis:

The Township of North Glengarry has received a request to purchase the municipally owned Road Allowance located between Kenyon Concession 2 Lot 30 & Kenyon Concession 2 Lot 31. The request is made on behalf of the Odawa Area of Scouts Canada (Cornwall District Boy Scouts). They currently own property near Apple Hill composed of Kenyon Concession 2, East ¼ Part Lot 32, Lot 31 & West ¼ Part Lot 30.



As mentioned, the Road Allowance is located between lots 30 & 31 making Odawa Area of Scouts Canada (Cornwall District Boy Scouts) the owners on both sides of the Road Allowance on Kenyon Concession 2. The Road could be physically described as being a South extension of Boy Scout Road. The main reasons for wanting to purchase the road allowance is to allow for more options regarding future expansion and to prevent from potential accidents with kids as

the road allowance is sometimes used as a snowmobile trail. The 2 parts would be merged together legally to form one larger parcel of land, entirely owned by Odawa Area of Scouts Canada (Cornwall District Boy Scouts).







The Municipal Act provides that a Council of a Municipality may pass by-laws for stopping up all or part of a highway and for selling the same. A highway includes any road under the municipality's jurisdiction.

The Township would consider requests to stop-up, close and sell Township owned road allowances provided:

- The unopened road allowance is deemed to be not required for current or future municipal use;
- All costs (survey costs, legal fees, etc.) are borne by the applicant and/or to those persons whom the lands are to be sold;
 - o There shall be no expense to the municipality
- Section 34(7) of the Municipal Act, 2001 c.25, provides that a By-law which has the effect of permanently closing or altering a highway is not valid if the result is a person having no motor vehicle access to and from the person's land over any highway, unless the person agrees to such by-law;
 - o The Township should not create a "landlock" property by selling the land.
- *Generally, the Township should only consider applications for road allowance closings from abutting landowners.*
- *Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.*
- *Council will consider applications to stop up, close, and convey road allowances and shore road allowances on a case-by-case basis.*

As per the Municipal Act, the Planning Act and standard normal procedures from neighboring Townships, the usual process for closing and selling parts or sections of a municipally owned road is the following;

- *We are currently requesting the acceptance of the proposal; No. 2.*

1. WRITTEN REQUEST – SUBMISSION REQUIREMENTS

- a. For Council to review the request, the applicant shall submit the following information:
 - i. A letter of Request to stop-up and close a road allowance which shall include an accurate description of the portion of the road allowance requesting to be closed, and a legal description of the applicant's lands.
 - ii. The Letter shall also contain reasons requesting the closure of the road allowance.
 - iii. A map of the proposed road allowance to be stopped up and closed, including the identification of adjacent lands, including the location of buildings.

2. COMMITTEE OF THE WHOLE ACCEPTANCE OR REJECTION OF APPLICATION

- a. If the Committee of the Whole wishes to proceed with the closing and sale of the municipal road allowance;
 - i. A resolution shall be prepared declaring the land surplus and available for sale;
 - ii. The Township will also circulate to all departments for comments.
- b. If the recommendation is to reject the application, the applicant(s) will be notified of the decision and the process stops.

3. CIRCULATION TO ADJACENT LANDOWNERS

- a. The Township will conduct a detailed search to ascertain the proper names and addresses of all owners of lands abutting the portion of the unopened road allowance proposed to be closed and sold.
- b. Notice shall be circulated to all owners of lands abutting the portion of the unopened road allowance proposed to be closed and sold to all required agencies, the property owner and/or owner's agent(s), and any parties who have expressed written interest in receiving notice
- c. Adjacent landowners will be afforded a minimum of three (3) weeks to respond to the letter.
- d. Should there be no interest shown in the purchase of the portion of the unopened road allowance, the applicant(s) will be given the opportunity to purchase the portions of such land.

4. NOTICE TO PUBLIC

- a. Prior to selling any municipal road allowance the Township shall give notice to the public of the proposed closing and sale of the Township road allowance and hold a minimum of one public meeting.
- b. An advertisement shall be placed in at least one newspaper having general circulation within the local area for a one-week period advising the date, time and location of the public meeting.
- c. Copies will also be posted in the immediate vicinity of the portion of the unopened road allowance proposed to be closed and sold.
- d. The Notice shall include a brief description of the road allowance and a sketch as well as the date, time and location of the public meeting.
- e. After public consultation, a report will be submitted to Council at the next regular meeting for further consideration with respect to final decision to close road and at this time a Council resolution is required to proceed to next steps.

5. ROAD ALLOWANCE APPRAISAL

- a. The Township is allowed obtain an appraisal of the fair market value of the unopened road allowance from a person/company certified by the Appraisal Institute of Canada.
- b. Should the applicant(s) decide to not proceed with the acquisition, the applicant(s) would be responsible for costs associated with advertising and appraisal.

- c. Council has the right to adjust any appraisal if extenuating circumstances become apparent.
- 6. REFERENCE PLAN (SURVEY) OF ROAD ALLOWANCE**
- a. The applicant(s) shall obtain a reference plan (survey), prepared by an Ontario Land Surveyor, of the area proposed for closing and sale and submit such to the municipality prior to the commencing of any legal work concerning the road closing.
- 7. CLOSING AND SALE OF MUNICIPAL ROAD ALLOWANCE BY-LAW**
- a. Once a reference plan has been submitted to the Township, the applicant(s) solicitor shall proceed with the preparation of the legal work concerning the road closing.
 - b. The Closing and Sale of Municipal Road Allowance By-law will be brought to Council for formal approval.
 - c. The transfer of the land will only be completed once the legal work is completed and after receipt of total payment, if applicable.

Alternatives:

1. The Committee of the Whole wishes to proceed with the closing and sale of the unmaintained Road Allowance between Kenyon Concession 2 Lot 30 & Kenyon Concession 2 Lot 31.
2. The Committee of the Whole does not support the closing and sale and rejects the proposal.

Financial Implications:

No financial implications; all costs (survey costs, legal fees, etc.) are borne by the applicant and/or to those persons whom the lands are to be sold.

Attachments & Relevant Legislation:

No attachments

Others consulted:

Sarah Huskinson, CAO/Clerk

Signed by Sarah Huskinson – CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: February 19, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. BP-2020-07 -
Planning/Building & By-law Enforcement Workplan Update.

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 5 (f)



STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2020-07

February 19, 2020

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

RE: 2020 Work Plan

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. BP-2020-07 – the Director of Building, By-law & Planning 2020 Work Plan.

Background / Analysis:

The Building, By- Law & Planning Department is presenting the Committee of the Whole with their work plan update for 2020.

BUILDING

Maxville Water Project

Approximately 150 buildings have their curb stop connection completed and are now ready to have water turned on by the Township/plumber. These properties are still on well water but as soon as the meter is installed and the water is turned on, they will be supplied by the municipal water system. The CBO and the Technician from Water Works, a licensed plumber started to do some scheduled inspections for turning on the municipal water, about 25 are supplied by municipal water at this time.

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. There are many software available but usually very costly and have a similarity to a "sophisticated" excel spreadsheet. The new IT/GIS technician will help greatly with this matter.

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.

Review of Civic Number By-law

The Civic Numbering By-law is currently being updated. The application for a civic number is also being updated as it has been in the past, but it's not attached to the By-law, and does not have the same information. The By-law needs a review also as it must include the new Farm 911/Emily civic numbering system, which will allow any entrance to have a civic number, even if there is no building on the property, which was not permitted before. This will require us to keep track of which properties are vacant, with a civic number to avoid buildings being built without a permit and will also be a challenge to try to make all civic numbers to match the Counties grid. A new process will also be put in place to purchase the civic number signs and posts which will require the civic application to be approved by the Department prior to it being produced.

BY-LAW ENFORCEMENT

Creation of Animal Control By-law & Review Dog Catcher Duties

Currently being reviewed at Committee of the Whole Meeting.

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.

PLANNING

Draft Zoning By-law Review (2020)

The detailed logs of past Minor Variances and Zoning By-law Amendments have been completed. The Zoning By-law schedules have been aligned with the SDG Official Plan designations in the GIS system. The planner held a conference call with JL Richards. The next steps will be to identify sections of the Comprehensive Zoning By-law (2000) that need to be aligned with the SDG Official Plan (2018), identify gaps, obtain municipal land use codes from MPAC for a legal non-conformity exercise and moving forward.

Cannabis use - Zoning By-law Amendment

The Planning Department completed Cannabis Zoning By-law Amendment and Cannabis Retail Application Review Policy documents. The draft document for the Cannabis Zoning By-law Amendment is being finalized, the by-law amendment will be presented in front of Council late March.

Main Street Renewal Project

Staff attended the meeting with BT Engineering. High level concept plans were reviewed. BT Engineering presented results from the initial "Community Café" where public comments regarding Main Street renewal were gathered. Township Staff provided comments regarding the proposed concept plans. The next step is a public meeting lead by BT Engineering with more detailed street designs on March 25th, 2020.

Forest Conservation By-law

Currently awaiting all Councilors to provide comments regarding the final draft. The next steps include public circulation of the By-law from February 18 to March 10, and a focused stakeholder meeting on March 11. The by-law will be presented at the C.O.T.W on March 18th, to be subsequently brought to the Council Meeting on March 23rd for adoption.

LPAT Official Plan Appeal

The appeal is ongoing. The SDG Counties have hired a consultant to conduct a review of the agricultural lands study conducted by the provincial government. The SDG Counties' solicitors have submitted the necessary documentation for the upcoming pre-hearing late spring. The date is to be determined.

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	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						
	Create a Tree Canopy by-law and permitting system.	Approved by Council	KO, JR, SH						
	Develop a plan to attract development across all demographics in Maxville and Alexandria following the completion of the infrastructure projects.	Approved by Council	KO						
	Complete a development charges feasibility study.	Approved by Council	JR						
	Review current by-laws for enforcement.	Approved by Council	JR, TM						
	Provide training to all departments on excellence in customer service.	Approved by Council	JR, TM, KO, CL						
Policies	Draft Zoning By-law Review (2017)	Approved by Council	KO, JR						
	Cannabis use - Zoning By-law Amendment	Approved by Council	KO						
	Review of Civic Number By-law	Approved by Council	JR						
	Creation of Animal Control By-law (SDG)	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						
	Creation of Tree Canopy By-law	Approved by Council	KO, JR, SH						
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						
	Ongoing ZBA, MV	Ongoing Planning	KO						
	Ongoing Consent Applications	Ongoing Planning	KO						
	Ongoing OP Appeal (SDG)	Ongoing Planning/ Township and SDG Appeal	KO						
	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						
	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						
	Maxville Water Connections	Ongoing Building	JR						

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: February 19, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole of the Township of North Glengarry receives Staff Report No PW-2020-01 – The Alexandria Drinking Water System 2019 Annual and Summary Report and the Glen Robertson Well Supply System 2019 Annual and Summary Report for information purposes.

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 5 (g)



STAFF REPORT TO COUNCIL

February 11th, 2020

From: Angela Cullen – Water Wastewater Compliance Coordinator

RE: Waterworks Annual Report

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. PW 2020-01 for information purposes.

Background / Analysis:

Staff have prepared the 2019 Drinking Water System Annual Reports for the Alexandria and Glen Robertson drinking water systems.

The attached drinking water annual reports will be sent to the Ministry of Environment as part of the Township's obligation under Ontario Regulation 170/03.

Financial Implications:

N/A

Others Consulted:

Dean McDonald, Environmental Services Manager

Attachments:

- Glen Robertson Well Supply Annual Report
- Alexandria Water Treatment System Annual Report
- 2019 Drinking Water Systems Annual Summary presentation

Comments:

N/A

Signed by Sarah Huskinson – CAO/Clerk

The Township of North Glengarry

Alexandria Drinking Water System

2019 Annual and Summary Report

In compliance with O. Reg 170/03, section 11 and O. Reg 170/03 schedule 22

Contents

Section 1: Introduction

Section 2: System Description

Section 3: Process and Equipment Description

Section 4: Flow Summary

Section 5: Sampling and Laboratory Analysis Summary

Section 6: Significant Expenses Incurred

Section 7: Compliance with Licenses, Permits, Approvals and Orders

Section 8: Non-Compliance with Licenses, Permits, Approvals and Orders

Section 9: Township of North Glengarry Endorsement of Summary

Section 10: Contacts

Appendix A: 2019 Alexandria Treated Flows

Appendix B: 2019 Alexandria Maximum Instantaneous Flows

**Appendix C: Comparison of Average and Maximum Monthly Flow Rates for Alexandria
Treatment Facility**

Appendix D: Compliance Status Report

Section 1: Introduction

This report is an annual summary of water quantity, quality system information, system operations and major expenditures for the Alexandria Water Treatment plant and distribution system during the reporting period of January 1, 2019 to December 31, 2019. It was prepared in accordance with section 11 and schedule 22 of the of Ontario's Drinking Water Systems Regulation O. Regulation 170/03.

Section 2: System Description

The Alexandria Water Treatment Plant is located on Gernish St West within the town of Alexandria. This system uses surface water, from the Mill Pond, as its source to supply the residents with treated water and has a rated capacity of 8014m³/day. It is categorized as a large municipal residential drinking water system.

Section 3: Process and Equipment Description

Raw Water Intake

Located in Mill Pond, approximately 425m southwest of the water treatment plant, the intake is comprised of a precast concrete pipe, 1.5m diameter and 760mm high, placed on top of a concrete slab housed in a 2.4m by 2.4m timber crib with screening.

A 350mm concrete pipe runs from the intake, east through the Island Park to Park Avenue, then north up Park Avenue before turning east into the water plant, where it enters the low lift chamber.

The flows from Mill Pond to the water plant are based on gravity, and therefore are heavily influenced by water depth in the Mill Pond. In the event levels begin to reduce the Township will communicate with the Raisin River Conservation Authority to ensure levels will be sufficient to supply the raw water demands, which can be achieved through river damming system in place.

Low Lift Chamber/Raw Water Well

The chamber/well is 4.7m by 1.5m by 4.0m and located in the southwest corner of the water treatment plant. There are two coarse screens, openings approximately 6.45m², located between the raw well entry and the low lift chamber to provide a coarse screening prior to pumping.

The low lift pumps consist of two 14.9kW vertical turbine pumps, rated at 6,200m³/day at 14.6m total dynamic head (TDH). Each pump is equipped with auto, manual and stop capability through the SCADA control system and at the electrical panel. A flow meter and electric valve are used to control flows from the pumps, the valve will modulate based on flocculation tank levels. At any time if the flows are near the Permit to Take Water (PTTW) restrictions, the valve can be manually operated to ensure the levels are not exceeded.

Chemicals added to the raw well include activated carbon and potassium permanganate. The activated carbon is typically added during warmer water temperatures to aid taste and odour treatment. The potassium permanganate is typically added during colder water temperatures and aids to oxidize manganese, which generally only begins to increase after ice cover of the Mill Pond.

Coagulation/Flocculation/Sedimentation

A coagulant and polymer feed systems are in place at the water treatment plant, with the coagulant feed entering just prior to an in-line mixer after the low lift pumps. The polymer feed is located just prior to the inlet for the first flocculation tank. All flows after the first flocculation tank are based on gravity.

After chemical addition water enters 2 flocculation chambers operated in series, each measuring 2.6m by 4.6m, and each chamber is equipped with a 0.37kW, 5 rpm agitator for slow and gentle mixing. A depth

measurement is taken at the end of the second flocculation tank and this measurement is used to control the flows from the low lift pumps.

After chemical addition and flocculation, the water is directed into a conduit channel directing water to the sediment tanks.

The sediment tanks are comprised of 4 concrete tanks, operated in parallel and each measuring 11.7m by 3.6m by 4.9m. Each tank is baffled by a 4.7m by 2.7m wall located roughly 5.6m from the inlet and on the far side of the wall, tube settlers with a cross sectional area of 3.6m by 6.1m, are used to aid in the settling process. On the bottom of each tank contains sludge hoppers and drainpipes. The program is run through the SCADA system and sludge is removed based on amount of water treated and this can be adjusted as required.

Filtration

The filtration system consists of four filters measuring 3.9m by 2.9m by 2.8m, which operate in parallel. Each filter has the capability of filtering a maximum flow of 2003m³/day; has a surface area of 11.3m²; is a mixed media, GAC and sand or anthracite and sand; contains a surface wash system; and is completed by an underdrain system. The filter is also equipped with loss or head monitoring and turbidity monitoring, both of which is used in determining when the filter is to be cleaned.

The backwash system is comprised of 2 pumps, a duty and standby, and all associated piping and valves. The duty pump is rated at 114L/sec at 9.2m TDH, where the standby is rates at 120L/sec at 10.2 TDH. All effluent water is directed to the sludge holding tank, where the supernatant is directed to the sanitary sewer.

Disinfection

The disinfection system uses chlorine gas, which is injected into the header pipe prior to entering the clearwell. The clearwell is divided into 2 wells (east and west) and each well contains and smaller cell within them, labelled 1-4. The wells are interconnected by valves through piping or sluice gate opening. Influent water enters clearwell 4 and travels towards clearwell 1 before being discharged to the distribution, which allows for the appropriate contact time required.

The actual chlorination system consists of three chlorinators, each having the capacity of 22.7kg/day, and are equipped with two vacuum regulators and four chlorine cylinders at use at any one time.

A chloramination system was commissioned on December 20, 2011. As the water leaves the plant, it is dosed with ammonia to create combined chlorine residuals. This enables a longer lasting chlorine residual out in the distribution and the potential for decrease in THM production.

High Lift Pumps

Three vertical turbine pumps are used to move the water from the clearwell to the distribution piping. The pumps are operated in duty and standby, with No. 1 and No. 3 located in clearwell 1; and No. 2 located in clearwell 4. Pump No. 2 is not to be run unless in an emergency situation or if all the disinfection requirements are met, as per the Disinfection Procedure.

Distribution

The distribution system is considered a class 2 distribution and services approximately 1990 services. It is comprised of varying sized water pipes, isolation valves, fire hydrants, air relief chambers, and pressure reducing valves. The current system was expanded from 28.2kms of water mains within the town boundaries of Alexandria to include a 20.4kms transmission main from Alexandria to Maxville and 10.2kms of water mains within the village limits of Maxville. The addition to the distribution system was placed into service in December 2019 after the completion of all construction, disinfection processes, and bacteriological testing requirements were met. No residential services in Maxville were connected during

2019. The transmission main is equipped with fire hydrants, located at low elevation points for flushing purposes, and air relief valves, located in chambers at high elevation points. Isolation valves were also installed at strategic location to isolate in the event of water break or maintenance.

A booster station was constructed 13kms from the Alexandria. As water enters the station it is analyzed for monochloramine, free ammonia, and free and total chlorine residuals. Based on the analysis, the residuals will be boosted to by on-site liquid sodium hypochlorite and liquid ammonia to ensure adequate residuals within the Maxville distribution. Free and total chlorine are also monitored at outlet after flow metering to ensure operations.

A 3000m³ water tower is located within the Alexandria town limits and a 1500m³ tower is located within the village limits of Maxville. These towers are used for maintaining system pressure, water storage and distribution as required.

Automated Monitoring and Control

A fully automated SCADA system was installed in the Alexandria Water Treatment Plant in 2011, and in the Alexandria-Maxville Booster Station in 2019; a monitoring node was installed in the Maxville Water Tower in 2019 for operational purposes. Currently these systems are running independently, and operational staff have remote and on-site control capabilities. This system is capable of monitoring, controlling and recording all the plant processes and data, such as flows, chlorine residual and turbidity readings. The system is also fully alarmed with multiple alarm set points, so that if any parameter limit is exceeded an alarm will be triggered on the SCADA desktop and through the auto dialer system. The on-call operator is then notified by the monitoring centre, which operates 24 hours a day, 365 days a year.

Emergency Power

A 175kW diesel powered generator is installed at the Alexandria Water Treatment Plant, which is capable of operating the water treatment plant processes and the Township of North Glengarry office building at full capacity. The automatic transfer switch for this unit is located on the first floor within the water treatment plant.

A 20kW natural gas-powered generator was installed at the Alexandria Water Tower in 2018 to ensure operations of the distribution analyzers, level monitor and to maintained communications with the water treatment plant during power outages. The automatic transfer switch is located within the equipment room of the Water Tower.

An 85kW propane powered generator was commissioned during the construction of the Alexandria-Maxville Booster station. It ensures operations of analyzers, dosing equipment, flow monitoring and pumping abilities between Alexandria and Maxville at all times. The automatic transfer switch is located within the booster station and two 2000L tanks were installed to ensure adequate fuel is on-site at all times.

Additional Equipment.

All piping, valves, controls and appurtenances along with associated mechanical and electrical equipment not mentioned in the description but are utilized to make up the system.

Section 4: Flow Summary

In order to assess the rated capacity of the WTP in terms of meeting existing and planned uses of the system, a summary of the treated flow rates of water supplied during this period covered by this report was prepared and is presented below. In accordance with License #181-101, the Alexandria Drinking Water System shall not be operated to exceed the rated capacity of the treatment system. The permit to take water allows for a maximum daily raw flow of 5,616 m³/day and the water works license allows for a maximum treated water flow of 8,014m³.

The average treated daily flow for 2019 is calculated to be 2,199m³ and the maximum treated daily flow for the year was reported to be 3,399 m³. This represents 27.4% of the total treated water rated capacity. Refer to the appendices for full 2019 data summary

2019 Treated Flow Summary	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Maximum Daily Flow (m ³)	2,993	2,711	2,564	2,257	3,176	2,831	2,855	3,015	3,399	3,164	2,969	2,816
Monthly Average Flow (m ³)	2,552	2,357	2,171	1,878	2,124	2,107	2,158	2,134	2,220	2,584	2,282	1,827
Monthly Average Daily Maximum Instantaneous Flow (L/s)	0.065	0.066	0.044	0.044	0.078	0.051	0.040	0.051	0.078	0.045	0.047	0.064
Rated Maximum Daily Flow for the approved system										8014 m ³ /day		
Rated Maximum Instantaneous Flow										0.093 L/s		

Section 5: Sampling and Laboratory Analysis Summary

The Township of North Glengarry uses Cadouceon Laboratories as the primary provider for all sample analysis. Cadouceon Laboratories is an accredited laboratory under the Ministry of the Environment and Climate Control requirements. Refer to table below for all results as required.

2019 Microbiological Testing Completed as per Schedule 10, 11 and/or 12 of O. Reg 170/03					
Location	Number of Samples	Range of E. Coli or Fecal Results (#-#)	Range of Total Coliform Results (#-#)	Number of HPC Samples	Range of HPC Results (#-#)
Raw	53	0 - 68	2 - 144	0	
Treated	53	0 - 0	0 - 0	53	< 2 - 46
Distribution	175	0 - 0	0 - 0	161	< 2 - 18

2019 Operational Testing as per Schedule 7, 8 and or 9 of O. Reg 170/03		
Parameter	Number of Grab Samples	Range of Results unit of measure is mg/L unless otherwise indicated (#-#)
Raw Turbidity	255	0.70 ntu – 21.30 ntu
Treated Turbidity	Continuous	0.02 ntu - 2.00 ntu
Free Chlorine	Continuous	0.88 – 3.33
Fluoride (if the DWS provides fluoridation)		n/a

Additional Sampling or Testing in Accordance with System Approval Requirement or Order				
Date of Order or Approval Amendment	Parameter	Date Sampled	Result	Unit of Measure
n/a				

2019 Summary of Inorganic Parameters Tested					
Annual sampling or most recent result					
(1ppm = 1mg/L)					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
Antimony	June 26, 2019	0.006 mg/L	< 0.0001	mg/L	No
Arsenic	June 26, 2019	0.01 mg/L	0.0002	mg/L	No
Barium	June 26, 2019	1.0 mg/L	0.009	mg/L	No
Boron	June 26, 2019	5.0 mg/L	< 0.005	mg/L	No
Cadmium	June 26, 2019	0.005 mg/L	< 0.000015	mg/L	No
Chromium	June 26, 2019	0.05 mg/L	< 0.002	mg/L	No
Lead	September 14, 2017	0.01mg/L	0.00045	mg/L	No
Mercury	June 26, 2019	0.001mg/L	< 0.00002	mg/L	No
Selenium	June 26, 2019	0.01 mg/L	< 0.001	mg/L	No
Uranium	June 26, 2019	0.02 mg/L	< 0.00005	mg/L	No
Fluoride	July 11, 2017	1.5 mg/L	< 0.1	mg/L	No
Nitrite	January 13, 2020	1.0 mg/L	< 0.1	mg/L	No
Nitrate	January 13, 2020	10.0 mg/L	0.2	mg/L	No

Location/ Type	Number of Samples	Range of Lead Results (#-#)	Range of Alkalinity Results (#-#)	Average pH	Exceedance
Unit of Measure		mg/L	mg/L		
Residential Plumbing					
Non-Residential Plumbing					
Distribution	6		52-82	6.90	0

2019 Summary of Organic Parameters Tested					
Annual sampling or most recent result					
(1ug/L = 0.001mg/L)					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
Alachlor	June 26, 2019	0.005 mg/L	< 0.3	ug/L	No
Atrazine + N-dealkylated metabolites	June 26, 2019	0.005 mg/L	< 0.5	ug/L	No
Azinphos-methyl	June 26, 2019	0.02 mg/L	< 1	ug/L	No
Benzene	June 26, 2019	0.001 mg/L	< 0.5	ug/L	No
Benzo(a)pyrene	June 26, 2019	0.00001 mg/L	< 0.005	ug/L	No
Bromoxynil	June 26, 2019	0.005 mg/L	< 0.5*	ug/L	No

2019 Summary of Organic Parameters Tested					
Annual sampling or most recent result					
(1ug/L = 0.001mg/L)					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
Carbaryl	June 26, 2019	0.09 mg/L	< 3	ug/L	No
Carbofuran	June 26, 2019	0.09 mg/L	< 1	ug/L	No
Carbon Tetrachloride	June 26, 2019	0.002 mg/L	< 0.2	ug/L	No
Chlorpyrifos	June 26, 2019	0.09 mg/L	< 0.5	ug/L	No
Diazinon	June 26, 2019	0.02 mg/L	< 1	ug/L	No
Dicamba	June 26, 2019	0.12 mg/L	< 10*	ug/L	No
1,2-Dichlorobenzene	June 26, 2019	0.2 mg/L	< 0.5	ug/L	No
1,4-Dichlorobenzene	June 26, 2019	0.005 mg/L	< 0.2	ug/L	No
1,2-Dichloroethane	June 26, 2019	0.005 mg/L	< 0.5	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	June 26, 2019	0.014 mg/L	< 0.5	ug/L	No
Dichloromethane	June 26, 2019	0.05 mg/L	< 5	ug/L	No
2-4 Dichlorophenol	June 26, 2019	0.9 mg/L	< 0.1	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	June 26, 2019	0.1 mg/L	< 10	ug/L	No
Diclofop-methyl	June 26, 2019	0.009 mg/L	< 0.9	ug/L	No
Dimethoate	June 26, 2019	0.02 mg/L	< 1	ug/L	No
Diquat	June 26, 2019	0.07 mg/L	< 5	ug/L	No
Diuron	June 26, 2019	0.15 mg/L	< 5	ug/L	No
Glyphosate	June 26, 2019	0.28 mg/L	< 25	ug/L	No
Haloacetic Acid	January 13, 2020	0.08 mg/L	49.2	ug/L	No
Malathion	June 26, 2019	0.19 mg/L	< 5	ug/L	No
2 Methyl-4 Chlorophenoxyacetic (MCPA)	June 26, 2019	0.1 mg/L	< 10	ug/L	No
Metolachlor	June 26, 2019	0.05 mg/L	< 3	ug/L	No
Metribuzin	June 26, 2019	0.08 mg/L	< 3	ug/L	No
Monochlorobenzene	June 26, 2019	0.08 mg/L	< 0.5	ug/L	No
Paraquat	June 26, 2019	0.01 mg/L	< 1	ug/L	No
Pentachlorophenol	June 26, 2019	0.06mg/L	< 0.1*	ug/L	No
Phorate	June 26, 2019	0.002 mg/L	< 0.3	ug/L	No
Picloram	June 26, 2019	0.19 mg/L	< 20	ug/L	No
Polychlorinated Biphenyls (PCB)	June 26, 2019	0.003 mg/L	< 0.05	ug/L	No

2019 Summary of Organic Parameters Tested <i>Annual sampling or most recent result</i> <i>(1ug/L = 0.001mg/L)</i>					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
Prometryne	June 26, 2019	0.001 mg/L	< 0.1	ug/L	No
Simazine	June 26, 2019	0.01 mg/L	< 0.5	ug/L	No
THM	January 13, 2020	0.100 mg/L	59.33	ug/L	No
Terbufos	June 26, 2019	0.001 mg/L	< 0.3	ug/L	No
Tetrachloroethylene	June 26, 2019	0.03 mg/L	< 0.5	ug/L	No
2,3,4,6-Tetrachlorophenol	June 26, 2019	0.1 mg/L	< 0.1	ug/L	No
Triallate	June 26, 2019	0.23 mg/L	< 10	ug/L	No
Trichloroethylene	June 26, 2019	0.005 mg/L	< 0.5	ug/L	No
2,4,6-Trichlorophenol	June 26, 2019	0.005 mg/L	< 0.1	ug/L	No
Trifluralin	June 26, 2019	0.045 mg/L	< 0.5	ug/L	No
Vinyl Chloride	June 26, 2019	0.002 mg/L	< 0.2	ug/L	No

* note from lab for potential low bias due to sample matrix interferences

Inorganic or Organic Parameters that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards <small>Only complete if category is large municipal residential, small municipal residential, large municipal non-residential, small municipal non-residential, large non-municipal non-residential</small>			
Parameter	Result Value	Unit of Measure	Date of Sample
n/a			

Section 6: Significant Expenses Incurred

No significant expenses were

- Install required equipment
- Repair required equipment
- Replace required equipment
- None during this period

Briefly Describe Incident and/or Expenses Incurred:

No.	Project Name	Description	Cost
1	Distribution Residential Meter Replacement	<ul style="list-style-type: none"> Distribution meters to be replaced over 10-year period commencing in 2016, with estimated 150 meters to be changed per year. 111 meters were installed in 2019. 	\$ 3,500
2	Watermain Replacement and Installation	<ul style="list-style-type: none"> Remove existing 100mm water main from Mill Square and Ottawa St between Main St South and Kenyon St West. Install new 150mm watermain, isolation valves, fire hydrants and tie in at Main St South. Remove existing 19mm water service line from Catherine Frasier St between Harrison St and Ottawa St and install 150mm watermain on Catherine Frasier St with tie in on Harrison and Ottawa St. 	\$ 180,213
3	Watermain Relining	<ul style="list-style-type: none"> Contracted work to re-line watermain located on Main St North under the railway due to multiple water main breaks in the area over last few years. Main was isolated, lined, cured, disinfected tested and placed back in service. 	\$ 65,000

No.	Project Name	Description	Cost
4	Maxville Water Project	<ul style="list-style-type: none"> Construction of remaining distribution system in Maxville village. Flush, pressure test, disinfect and perform biological testing. 	\$ 2.8 Million
		<ul style="list-style-type: none"> Construction of remaining transmission line between Alexandria and Maxville. Flush, pressure test, disinfect and perform biological testing. 	\$ 5 Million
		<ul style="list-style-type: none"> Construction of booster station and installation of all process equipment and chemicals. Commissioning of all equipment. 	\$ 1.7 Million
		<ul style="list-style-type: none"> Construction of the Water Tower in Maxville and all piping. 	\$ 939,231
		<ul style="list-style-type: none"> Commencement of the construction upgrades within the Alexandria Water Treatment Plant to increase raw water treatment processes due to the increased water demanded. 	\$ 631, 132
5	Water Tower Mixing System	<ul style="list-style-type: none"> Water tower in Alexandria was taken out of service to install new mixing system due to observed residual degradation in late summer early fall. Tower was isolated, drained, equipment was installed, work area was disinfected, tested and placed back in service. 	\$ 72,750
6	Water Treatment Plant Intake Repair	<ul style="list-style-type: none"> Contracted repair of intake line damaged by Hydro sub-contractor Temporary pumping equipment brought in to supply water plant with water until damage was repaired Drain All and diving team brought in to help locate and isolate piping during repair CCTV inspection was completed before and after repair 	\$ 34,000

Section 7: Compliance with Licenses, Permits, Approvals and Orders

The system is an approved system through the accreditation process that was rolled out by the Ministry of the Environment and Climate Control in 2011. The operating authority strives to remain compliant with the Drinking Water Quality Management Standard, the Safe Drinking Water Act and all associated procedures or a guideline. This approach is utilized for creating a multi-barrier approach to ensure safe drinking water.

The following table is a listing of all permits and or licenses that apply to this system:

Description	Number	Version	Issue Date	Expiry Date
Water Works License	181-101	2	March 22, 2016	March 21, 2021
Water Works Permit	181-201	3	March 22, 2016	March 21, 2021
Permit to Take Water	0512-8VVPRD		July 6, 2012	July 8, 2022

This system actively engages in all required internal and external auditing, as per the Drinking Water Management Standard. The latest external third-party surveillance audit was completed on November 12, 2019. The results indicated an effective system with 1 minor opportunity for improvement.

During this period, all raw water flows were compliant with all permits to take water and are currently at 45% of the allowable limit of the PTTW. All treated flows were well within the rated capacity for the system and as previously stated the system is currently only at 27% of the rated treated capacity. Furthermore, no operational limits were exceeded during this reporting timeframe.

All disinfection equipment was operated in such a manner that all license requirements were met at all times. The treatment system was operated at all times to ensure compliance with the Procedure for Disinfection of Drinking Water in Ontario.

All equipment was maintained as per operations manuals and/or calibrated annually by a certified technician.

Section 8: Non-Compliance with Licenses, Permits, Approvals and Orders

There was no instance of non-compliance in regard to regulatory requirements. During the watermain replacement project, through discussions with EOHU it was decided not to place residents on an official advisory during the water main replacement, as all steps for safeguarding water were in place. Residents were advised by the Township to use the same precautionary measures as a boil water during the construction phase as a precaution. All licensing permit and/or approval requirements were met during this reporting period. Furthermore, there were no orders or additional requirements issued to this system.

2019 Reported Incident in accordance to subsection 18(1) of the Safe Drinking Water Act or Schedule 16 of O. Reg 170/03					
Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
n/a					

Section 9: Township of North Glengarry Endorsement of Summary Report

A copy of the report was presented to all members of the municipal council through the Committee of the Whole meeting held on February 19, 2020. The report was also made available to the public through the Township of North Glengarry website or upon individual request at the Main office, located at 90 Main St South in Alexandria, or at the Public Works Office, located at 63 Kenyon St West in Alexandria

This report has been endorsed by Sarah Huskinson, Chief Administrative Officer on behalf of Township of North Glengarry Council.

Section 8: Contact

All efforts have been made to provide accurate and up to date information in a relevant format. In the event that additional information is required please submit all verbal requests by phone at 613-525-3087; in writing by mail to 63 Kenyon St West. P.O. Box 700, Alexandria Ontario, K0C 1A0; or in writing by email to waterworks@northglengarry.ca

Appendix A:

2019 Alexandria Treated Flows (m³/day)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	2,352	2,659	2,182	1,989	2,095	1,933	1,397	3,015	1,961	3,015	2,525	1,621
2	2,616	2,711	2,221	1,570	2,098	1,400	2,250	2,512	1,901	2,812	2,822	2,031
3	2,282	2,269	2,127	1,908	1,710	1,898	2,015	2,037	2,095	2,993	2,148	1,649
4	2,486	2,412	2,116	1,961	2,405	1,882	2,855	2,228	1,948	2,594	2,602	2,761
5	2,743	2,537	2,384	1,484	2,526	2,226	2,411	1,930	1,818	3,164	2,088	1,828
6	2,501	2,096	2,336	1,884	2,373	2,469	1,872	2,102	1,961	2,646	2,534	1,489
7	2,674	2,291	2,325	2,180	2,409	2,265	2,320	2,444	1,861	2,555	2,075	1,428
8	2,389	2,454	2,371	1,288	2,962	2,064	2,106	2,107	2,476	2,717	2,041	1,584
9	2,591	2,491	2,564	2,135	2,494	2,455	2,622	1,912	2,301	2,754	1,755	2,210
10	2,327	2,317	2,353	1,770	3,176	2,521	2,093	1,748	2,209	3,104	1,938	2,068
11	2,623	2,514	2,201	2,257	2,538	1,662	2,374	2,119	2,262	2,404	2,009	1,897
12	2,993	1,947	2,018	1,908	2,010	2,397	2,169	2,236	2,186	1,825	2,091	1,840
13	2,490	2,184	2,296	2,031	2,141	2,434	2,066	1,882	1,885	2,304	1,680	1,646
14	2,648	2,355	2,365	1,791	1,780	2,338	1,766	2,282	1,687	2,823	1,769	2,704
15	2,887	2,499	2,330	1,825	2,045	1,786	2,275	2,151	1,376	2,001	2,705	2,816
16	2,867	2,419	2,212	1,964	2,037	2,330	1,799	1,829	1,643	1,988	2,550	1,860
17	2,751	2,026	2,272	1,863	1,701	2,494	2,343	2,378	1,926	2,131	1,589	959
18	2,693	2,207	2,101	1,829	1,684	2,127	2,371	1,901	1,914	2,484	2,247	1,762
19	2,415	2,345	2,185	1,755	1,560	2,004	2,498	2,102	2,011	2,292	2,736	1,905
20	2,202	2,376	2,335	1,766	1,620	1,831	1,713	2,382	1,950	2,426	2,394	1,272
21	2,217	2,605	1,836	1,895	2,058	1,530	2,052	1,741	3,022	2,880	2,428	1,556
22	2,424	2,134	2,389	2,055	2,087	2,574	2,644	2,345	3,399	2,696	1,849	2,121
23	2,440	2,362	2,419	1,887	2,136	2,096	2,048	2,279	2,583	2,339	2,341	1,467
24	2,399	2,131	1,972	1,877	1,977	1,411	2,177	2,035	1,916	2,437	1,796	1,250
25	2,415	2,457	2,448	1,812	1,885	1,871	2,007	1,899	2,327	3,066	2,319	1,258
26	2,622	2,322	1,758	2,131	1,965	2,831	2,094	2,479	2,606	2,141	2,881	1,339
27	2,743	2,513	1,781	1,884	1,686	2,635	2,025	2,386	2,769	2,635	2,430	2,665
28	2,222	2,365	1,634	1,948	2,166	1,983	2,290	1,927	2,848	2,596	2,969	1,945
29	2,831		2,066	1,955	2,123	1,791	2,700	1,776	2,909	2,426	2,706	2,399
30	2,597		2,100	1,725	1,963	1,957	1,642	2,449	2,860	2,977	2,453	1,693
31	2,685		1,612		2,440		1,906	1,542		2,886		1,612
Minimum	2,202	1,947	1,612	1,288	1,560	1,400	1,397	1,542	1,376	1,825	1,589	959
Average	2,552	2,357	2,171	1,878	2,124	2,107	2,158	2,134	2,220	2,584	2,282	1,827
Maximum	2,993	2,711	2,564	2,257	3,176	2,831	2,855	3,015	3,399	3,164	2,969	2,816
Total	79,124	65,997	67,307	56,326	65,851	63,195	66,901	66,157	66,611	80,110	68,470	56,636

2019 Annual Treated Flows Summary	959
	2,199
	3,399
	802,684

Appendix B:

2019 Alexandria Maximum Instantaneous Flows (m³/sec)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.0426	0.0464	0.0427	0.0420	0.0429	0.0406	0.0380	0.0380	0.0450	0.0435	0.0340	0.0424
2	0.0424	0.0433	0.0429	0.0427	0.0430	0.0409	0.0380	0.0380	0.0446	0.0409	0.0435	0.0422
3	0.0646	0.0424	0.0432	0.0427	0.0431	0.0415	0.0400	0.0380	0.0447	0.0438	0.0435	0.0447
4	0.0424	0.0429	0.0425	0.0426	0.0422	0.0421	0.0380	0.0380	0.0450	0.0443	0.0466	0.0424
5	0.0421	0.0435	0.0437	0.0427	0.0423	0.0513	0.0380	0.0380	0.0457	0.0438	0.0449	0.0425
6	0.0425	0.0438	0.0428	0.0430	0.0427	0.0411	0.0380	0.0380	0.0453	0.0448	0.0453	0.0419
7	0.0423	0.0432	0.0424	0.0427	0.0460	0.0417	0.0380	0.0380	0.0448	0.0438	0.0438	0.0419
8	0.0424	0.0431	0.0425	0.0429	0.0447	0.0420	0.0380	0.0380	0.0447	0.0441	0.0446	0.0419
9	0.0420	0.0430	0.0421	0.0426	0.0434	0.0421	0.0380	0.0505	0.0552	0.0432	0.0439	0.0417
10	0.0433	0.0432	0.0419	0.0425	0.0776	0.0430	0.0380	0.0380	0.0451	0.0386	0.0442	0.0434
11	0.0424	0.0429	0.0419	0.0439	0.0785	0.0428	0.0390	0.0380	0.0448	0.0430	0.0443	0.0429
12	0.0421	0.0655	0.0425	0.0426	0.0417	0.0430	0.0380	0.0380	0.0453	0.0434	0.0447	0.0416
13	0.0424	0.0430	0.0421	0.0429	0.0416	0.0441	0.0380	0.0450	0.0447	0.0434	0.0443	0.0418
14	0.0426	0.0430	0.0421	0.0424	0.0414	0.0429	0.0380	0.0446	0.0664	0.0436	0.0450	0.0420
15	0.0448	0.0430	0.0421	0.0425	0.0425	0.0422	0.0390	0.0449	0.0452	0.0437	0.0409	0.0639
16	0.0464	0.0427	0.0424	0.0429	0.0386	0.0424	0.0380	0.0445	0.0543	0.0434	0.0425	0.0418
17	0.0443	0.0429	0.0421	0.0426	0.0403	0.0432	0.0380	0.0453	0.0608	0.0440	0.0467	0.0437
18	0.0428	0.0428	0.0422	0.0424	0.0410	0.0421	0.0380	0.0446	0.0465	0.0444	0.0427	0.0414
19	0.0427	0.0449	0.0443	0.0425	0.0409	0.0422	0.0380	0.0427	0.0785	0.0437	0.0441	0.0425
20	0.0423	0.0429	0.0419	0.0425	0.0406	0.0420	0.0380	0.0448	0.0746	0.0437	0.0368	0.0417
21	0.0426	0.0433	0.0422	0.0426	0.0416	0.0419	0.0380	0.0447	0.0577	0.0434	0.0433	0.0441
22	0.0450	0.0431	0.0420	0.0436	0.0413	0.0423	0.0380	0.0446	0.0649	0.0432	0.0433	0.0417
23	0.0425	0.0429	0.0419	0.0439	0.0418	0.0423	0.0380	0.0450	0.0498	0.0445	0.0430	0.0424
24	0.0425	0.0431	0.0420	0.0427	0.0418	0.0423	0.0380	0.0453	0.0597	0.0433	0.0424	0.0424
25	0.0423	0.0432	0.0423	0.0428	0.0409	0.0450	0.0380	0.0450	0.0491	0.0403	0.0442	0.0418
26	0.0422	0.0438	0.0433	0.0426	0.0418	0.0462	0.0380	0.0446	0.0685	0.0435	0.0437	0.0419
27	0.0422	0.0429	0.0420	0.0427	0.0414	0.0499	0.0380	0.0445	0.0444	0.0433	0.0432	0.0430
28	0.0425	0.0428	0.0424	0.0422	0.0491	0.0500	0.0380	0.0452	0.0437	0.0439	0.0386	0.0426
29	0.0453		0.0420	0.0426	0.0641	0.0380	0.0380	0.0446	0.0409	0.0439	0.0400	0.0420
30	0.0425		0.0421	0.0431	0.0421	0.0380	0.0380	0.0444	0.0454	0.0388	0.0428	0.0487
31	0.0431		0.0423		0.0632		0.0380	0.0448		0.0400		0.0452
Minimum	0.042	0.042	0.042	0.042	0.039	0.038	0.038	0.038	0.041	0.039	0.034	0.041
Average	0.044	0.044	0.042	0.043	0.046	0.043	0.038	0.043	0.052	0.043	0.043	0.043
Maximum	0.065	0.066	0.044	0.044	0.078	0.051	0.040	0.051	0.078	0.045	0.047	0.064

2019
Annual
Instantaneous
Flows
Summary
0.034
0.044
0.078

Appendix C

Comparison of the Average and Maximum Flow Rates for the Alexandria Drinking Water Treatment Plant



Appendix D

COMPLIANCE STATUS REPORT SURFACE WATER TREATMENT

Year: 2019
Municipality: North Glengarry
System Number: 220001030
Water Source: Alexandria Mill Pond
Design Cap: 8014 m³
Description: Surface Water Supply with Conventional Water Treatment

Month	Flow						Effluent Physical/Chem Parameters				Chemical Usage		Disinfection		Distribution					
	Total Treated Flow	Avg Treated Daily Flow	Max Treated Daily Flow	Total Treated Flow	Avg Treated Daily Flow	Max Treated Daily Flow	Avg. Treated Turb.	Avg. Treated Colour	Avg. Nitrate	Avg. Nitrite	PAX XL-6 Usage	Cl ₂ Usage	Min. Cl ₂ Res	Avg. Cl ₂ Res	Min. Combined Chlorine (mg/L)	Max. Combined Chlorine (mg/L)	THM	THM Running Avg.	HAA	HAA Running Avg.
	m ³	m ³	m ³	m ³	m ³	m ³	NTU	ACU	mg/L	mg/L	m ³	Kg	mg/L	mg/L	mg/L	mg/L	ug/L	ug/L	ug/L	ug/L
January	90,594	2,922	3,367	79,124	2,552	2,993	0.06	0	< 0.10	< 0.10	15.0	427.4	0.95	1.63	1.46	2.82	82.0	73.5	40.5	62.31
February	76,382	2,728	3,287	65,997	2,357	2,711	0.04	0			10.6	587.5	1.21	1.60	1.23	2.51				
March	77,822	2,510	2,936	67,307	2,171	2,564	0.03	0			10.2	636.3	1.18	1.69	1.41	2.82				
April	66,505	2,217	2,852	56,326	1,878	2,257	0.03	0	< 0.10	< 0.10	8.4	264.0	1.41	1.91	0.26	2.68	53.0	80.8	29.25	64.51
May	76,524	2,469	3,046	65,851	2,124	3,176	0.06	0			8.9	255.2	1.35	1.73	0.84	2.35				
June	73,216	2,441	2,981	63,195	2,107	2,831	0.07	0			8.6	297.8	1.35	1.77	0.48	2.57				
July	75,240	2,427	3,201	66,901	2,158	2,855	0.08	0	< 0.10	< 0.10	8.3	367.7	0.88	1.72	0.60	2.77	69.5	66.8	61.05	48.3
August	76,929	2,482	3,379	66,157	2,134	3,015	0.09	0			8.5	402.5	1.02	1.75	0.61	2.86				
September	76,589	2,553	3,637	66,611	2,220	3,399	0.07	0			9.4	345.6	1.39	1.79	0.79	2.94				
October	88,817	2,865	3,298	80,110	2,584	3,164	0.06	0	0.10	< 0.10	10.8	390.2	1.36	1.88	1.67	2.96	60.5	66.2	57.9	47.06
November	78,249	2,608	3,091	68,470	2,282	2,969	0.07	0			11.2	330.5	1.14	1.76	1.52	2.97				
December	64,644	2,085	3,082	56,636	1,827	2,816	0.06	0			10.3	277.1	1.29	1.77	1.52	2.84				
Total	921,510			802,684							120.0	4,581.8								
Average	76,793	2,526			2,200		0.06	0	0.1	< 0.1	10.0	381.8	1.21	1.75	1.03	2.76				
Maximum	90,594		3,637			3,399	0.09	0			15.0	636.3								
Criteria			5,616			8,014			10	1				0.25	3.00			100		
Meets OHWO			Yes			Yes			Yes	Yes				Yes	Yes			Yes		

	Raw Total Coliform				Raw E. Coli				Treated Total Coliform				Treated E. Coli				Treated HPC				Distribution Total Coliform				Distribution E. Coli				Distribution HPC			
	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average
January	5	58.0	78.0	69.2	5	9	20	14.6	5	0	0	0	5	0	0	0	5	2.0	46.0	10.8	15	0	0	0	15	0	0	0	15	2.0	4.0	2.1
February	4	20.0	98.0	47.0	4	2	12	5	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	12	0	0	0	12	0	0	0	12	2.0	14.0	3.0
March	4	46.0	98.0	65.0	4	6	16	10.3	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	12	0	0	0	12	0	0	0	12	2.0	2.0	2.0
April	5	12.0	72.0	40.8	5	9.0	16.0	12.0	5	0	0	0	5	0	0	0	5	2.0	2.0	2.0	15	0	0	0	15	0	0	0	15	2.0	2.0	2.0
May	4	26.0	64.0	42.5	4	6.0	44.0	28.5	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	14	0	0	0	14	0	0	0	14	2.0	4.0	2.1
June	4	22.0	144.0	60.0	4	19.0	47.0	28.8	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	14	0	0	0	14	0	0	0	12	2.0	14.0	4.0
July	5	14.0	38.0	23.2	5	0.0	15.0	4.4	5	0	0	0	5	0	0	0	5	2.0	2.0	2.0	19	0	0	0	19	0	0	0	15	2.0	18.0	3.1
August	5	2.0	42.0	18.8	5	0.0	3.0	0.8	5	0	0	0	5	0	0	0	5	2.0	2.0	2.0	21	0	0	0	21	0	0	0	15	2.0	2.0	2.0
September	4	34	78	50.5	4	6	68	31	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	14	0	0	0	14	0	0	0	12	2.0	2.0	2.0
October	4	26	70	45.5	4	5	47	23.25	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	12	0	0	0	12	0	0	0	12	2.0	2.0	2.0
November	4	28	102	52.5	4	4	45	18.25	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	12	0	0	0	12	0	0	0	12	2.0	2.0	2.0
December	5	16	54	30.4	5	0	4	2.2	5	0	0	0	5	0	0	0	5	2.0	2.0	2.0	15	0	0	0	15	0	0	0	15	2.0	2.0	2.0
Total	53				53				53				53				53				175				175				161			

Corporation of the Township of North Glengarry
90 Main Street South
P.O. Box 700
Alexandria, ON
K0C 1A0
Tel: (613) 525-3087
Fax: (613) 525-1649

**NORTH
GLENGARRY
NORD**



www.northglengarry.ca

Municipalité du Canton de Glengarry Nord
90 Rue Main Sud
C.P. 700
Alexandria, ON
K0C 1A0
Tel: (613) 525-3087
Télécopieur: (613) 525-1649

The Township of North Glengarry

Glen Robertson Well Supply System

2019 Annual and Summary Report

In compliance with O. Reg 170/03, section 11 and O. Reg 170/03 schedule 22

Contents

Section 1: Introduction

Section 2: System Description

Section 3: Process and Equipment Description

Section 4: Flow Summary

Section 5: Sampling and Laboratory Analysis Summary

Section 6: Significant Expenses Incurred

Section 7: Compliance with Licenses, Permits, Approvals and Orders

Section 8: Non-Compliance with Licenses, Permits, Approvals and Orders

Section 9: Township of North Glengarry Endorsement of Summary

Section 10: Contacts

Appendix A: 2019 Glen Robertson Treated Flows

Appendix B: 2019 Glen Robertson Maximum Instantaneous Flows

Appendix C: Comparison of Average and Maximum Monthly Flow Rates for Glen Robertson Treatment Facility

Appendix D: Compliance Status Report

Section 1: Introduction

This report is an annual summary of water quantity, quality system information, system operations and major expenditures for the Glen Robertson Well Supply during the reporting period of January 1, 2019 to December 31, 2019. It was prepared in accordance with section 11 and schedule 22 of the of Ontario's Drinking Water Systems Regulation O. Regulation 170/03.

Section 2: System Description

The Glen Robertson Well Supply System is located on Irwin St within the hamlet of Glen Robertson, which is approximately 11 kms northeast of the Town of Alexandria. This system uses groundwater as its source to supply the residents with treated water and has a rated capacity of 224 m³/day. It is categorized as a small municipal residential drinking water system. In 2010 the source was deemed to be groundwater under the direct influence of surface water (GUDI), and upgrades were implemented to strengthen the treatment processes.

Section 3: Process and Equipment Description

Supply Well

One 300 mm diameter drilled well located on 3342 Irwin St., *UTM Easting: 538506 UTM Northing: 5022689 (NAD 83, accuracy +/- 10m)*. It is equipped with a submersible well pump rated at 5.1L/sec (67 IGPM), attached to a 50mm diameter discharge pipe.

Pumping Station

All equipment is stored within a single-story brick building, approximately 17.4m², (4.7m x 3.7m), located at the Irwin St address.

Treatment Equipment

The raw water is pumped from the well pump into 50 mm piping and directed to the pre-filters for the ultraviolet light treatment units (UV). The water passed through a 5-micron filter followed by a 1-micron filter prior to going through the UV system, of which 2 UV units operate in parallel at one time and 1 is left in stand-by mode. The water is then directed into the chlorine header pipe passing the sodium hypochlorite injection point.

The chlorination system utilizes two diaphragm sodium hypochlorite metering pumps with rated capacities of 0.4L/hr, which discharges into the header discharge piping. The pumps have automatic switchover capabilities and will switch over if a problem develops with the lead pump during operation. There are 2 sodium hypochlorite storage tanks with capacities of 20L and are contained within a secondary containment tank.

One diaphragm sodium silicate metering pump with rated capacity of 0.4L/hr at 680kPa was removed from the system in 2019 to make room for a new sodium hypochlorite pumping panel.

An underground chlorine contact chamber is located outside to the south east of the building and consists of 52m of 300mm piping. It is complete with a flushing port and a treated water sample line which feeds the on-line analyzers located in the water treatment plant.

Monitoring Equipment

2 free chlorine analyzers are used for regulatory monitoring, one measuring chlorine residuals directly after sodium hypochlorite injection and measuring the residual at the end of the contact chamber as the treated water enters the distribution system. A flow meter is installed directly after the sodium hypochlorite injection and an on-line turbidity analyzer measures the treated water as it leaves the contact chamber and enters the distribution system. All the equipment described above are all connected to 7-day chart recorders, and a plc

with 7 days retention for recording purposes. An automated alarm/dialler system is also in place to alert operational staff to any limit exceedances, but currently there is no remote monitoring system in place for this facility.

The UV units are connected to a monitor that displays real time readings. Currently this unit is not equipped with recording capabilities, but the UV units are connected to the alarm/dialler system, so if problems occur the unit is equipped with an automatically shut down preventing water from exiting the UV and an alarm will be initiated.

System Pressure Equipment

The well pump will start, run or stop based on the system pressure, which can be observed on a gauge in the water plant prior to sodium hypochlorite injection. The start and stop point are manually set on the well pump pressure switch and can be adjusted within the threshold if required. There are also five 400 L pneumatic pressure tanks operating between 275 to 400 kPa to maintain the system pressure at all times.

Emergency Power

A 17-kW natural gas generator, equipped with auto start, is used to provide power to the water treatment building in the event of an outage. It is located outside the building on the west wall.

Additional Equipment.

All piping, valves, controls and appurtenances along with associated mechanical and electrical equipment not mentioned in the description but are utilized to make up the system.

Monitoring Wells

2 drilled monitoring wells are located on the property where the treatment plant is located. One being located northeast of the building and one located southwest of the building

Section 4: Flow Summary

In order to assess the rated capacity of the WTP in terms of meeting existing and planned uses of the system, a summary of the treated flow rates during this period covered by this report was prepared and is presented below. In accordance with License #181-102 the Glen Robertson Well Supply shall not be operated to exceed the rated of the treatment system. Both the Permit to Take Water (PTTW) and the License requirements allow for a maximum of 224 m³ total daily for raw and treated water.

The average treated daily flow for 2019 is calculated to be 16.8 m³ and the maximum daily flow for the year was reported to be 59.2 m³. This represents 7.5% of the total plant rated capacity. Refer to the appendices for full 2019 data summary

<u>2019 Treated Flow Summary</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Maximum Daily Flow (m ³)	21.7	18.3	20.8	19.5	23.7	59.2	23.2	25.4	17.3	18.9	20.2	21.6
Monthly Average Flow (m ³)	16.5	14.9	15.7	15.1	16.0	23.5	19.5	16.6	13.8	14.4	16.5	18.5
Monthly Average Daily Maximum Instantaneous Flow (L/s)	1.32	1.16	1.17	1.08	1.52	1.40	1.46	1.36	1.34	1.08	1.10	1.16
Rated Maximum Daily Treated Flow for the approved system										224 m ³ /day		
Rated Maximum Instantaneous Treated Flow										2.6 L/s		

Section 5: Sampling and Laboratory Analysis Summary

The Township of North Glengarry uses Cadouceon Laboratories as the primary provider for all sample analysis. Cadouceon Laboratories is an accredited laboratory under the Ministry of the Environment and Climate Control requirements. Refer to table below for all results as required.

2019 Microbiological Testing Completed as per Schedule 10, 11 and/or 12 of O. Reg 170/03					
Location	Number of Samples	Range of E. Coli or Fecal Results (#-#)	Range of Total Coliform Results (#-#)	Number of HPC Samples	Range of HPC Results (#-#)
Raw	53	0 – 3	0 - 24	0	
Treated	53	0 – 0	0 - 0	53	< 2 - 4
Distribution	106	0 – 0	0 - 0	106	< 2 - 48

2019 Operational Testing as per Schedule 7, 8 and or 9 of O. Reg 170/03		
Parameter	Number of Grab Samples	Range of Results unit of measure is mg/L unless otherwise indicated (#-#)
Raw Turbidity	248	0.10 ntu – 1.10 ntu
Treated Free Chlorine	Continuous	0.27 – 2.92
Distribution Free Chlorine	Continuous	0.27 – 2.92
Fluoride (If the DWS provides fluoridation)		n/a

Additional Sampling or Testing in Accordance with System Approval Requirement or Order				
Date of Order or Approval Amendment	Parameter	Date Sampled	Result	Unit of Measure
n/a				

2019 Summary of Inorganic Parameters Tested Annual sampling or most recent result (1ppm = 1mg/L)					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
Antimony	December 17, 2018	0.006 mg/L	< 0.0001	mg/L	No
Arsenic	December 17, 2018	0.01 mg/L	0.0001	mg/L	No
Barium	December 17, 2018	1.0 mg/L	0.141	mg/L	No
Boron	December 17, 2018	5.0 mg/L	0.020	mg/L	No
Cadmium	December 17, 2018	0.005 mg/L	< 0.000015	mg/L	No
Chromium	December 17, 2018	0.05 mg/L	< 0.002	mg/L	No
Lead	September 14, 2017	0.01mg/L	0.00162	mg/L	No
Mercury	December 17, 2018	0.001mg/L	< 0.00002	mg/L	No
Selenium	December 17, 2018	0.01 mg/L	< 0.001	mg/L	No
Uranium	December 17, 2018	0.02 mg/L	0.00049	mg/L	No
Fluoride	June 19, 2017	1.5 mg/L	< 0.1	mg/L	No
Nitrite	January 13, 2020	1.0 mg/L	< 0.1	mg/L	No
Nitrate	January 13, 2020	10.0 mg/L	1.1	mg/L	No

2018 Summary of Lead Testing							
(1ppm = 1mg/L)							
Location/ Type	Number of Samples	Range of Lead Results (#-#)	Unit of Measure	Range of Alkalinity Results (#-#)	Unit of Measure	Average pH	Exceedance
Residential Plumbing							
Non-Residential Plumbing							
Distribution	1			314	mg/L	7.06	0

2018 Summary of Organic Parameters Tested					
Annual sampling or most recent result					
(1ug/L = 0.001mg/L)					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
Alachlor	December 17, 2018	0.005 mg/L	< 0.3	ug/L	No
Atrazine + N-dealkylated metabolites	December 17, 2018	0.005 mg/L	< 0.5	ug/L	No
Azinphos-methyl	December 17, 2018	0.02 mg/L	< 1	ug/L	No
Benzene	December 17, 2018	0.001 mg/L	< 0.5	ug/L	No
Benzo(a)pyrene	December 17, 2018	0.00001 mg/L	< 0.005	ug/L	No
Bromoxynil	December 17, 2018	0.005 mg/L	< 0.3	ug/L	No
Carbaryl	December 17, 2018	0.09 mg/L	< 3	ug/L	No
Carbofuran	December 17, 2018	0.09 mg/L	< 1	ug/L	No
Carbon Tetrachloride	December 17, 2018	0.002 mg/L	< 0.2	ug/L	No
Chlorpyrifos	December 17, 2018	0.09 mg/L	< 0.5	ug/L	No
Diazinon	December 17, 2018	0.02 mg/L	< 1	ug/L	No
Dicamba	December 17, 2018	0.12 mg/L	< 5	ug/L	No
1,2-Dichlorobenzene	December 17, 2018	0.2 mg/L	< 0.1	ug/L	No
1,4-Dichlorobenzene	December 17, 2018	0.005 mg/L	<0.2	ug/L	No
1,2-Dichloroethane	December 17, 2018	0.005 mg/L	< 0.1	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	December 17, 2018	0.014 mg/L	< 0.1	ug/L	No
Dichloromethane	December 17, 2018	0.05 mg/L	< 0.3	ug/L	No
2,4 Dichlorophenol	December 17, 2018	0.9 mg/L	< 0.1	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	December 17, 2018	0.1 mg/L	< 5	ug/L	No
Diclofop-methyl	December 17, 2018	0.009 mg/L	< 0.5	ug/L	No
Dimethoate	December 17, 2018	0.02 mg/L	< 1	ug/L	No
Diquat	December 17, 2018	0.07 mg/L	< 5	ug/L	No
Diuron	December 17, 2018	0.15 mg/L	< 5	ug/L	No

2018 Summary of Organic Parameters Tested					
Annual sampling or most recent result (1ug/L = 0.001mg/L)					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
Glyphosate	December 17, 2018	0.28 mg/L	< 25	ug/L	No
Haloacetic Acid	January 13, 2020	0.08 mg/L	< 5.3	ug/L	No
Malathion	December 17, 2018	0.19 mg/L	< 5	ug/L	No
2 Methyl-4 Chlorophenoxyacetic (MCPA)	December 17, 2018	0.1 mg/L	< 0.10	ug/L	No
Metolachlor	December 17, 2018	0.05 mg/L	< 3	ug/L	No
Metribuzin	December 17, 2018	0.08 mg/L	< 3	ug/L	No
Monochlorobenzene	December 17, 2018	0.08 mg/L	< 0.2	ug/L	No
Paraquat	December 17, 2018	0.01 mg/L	< 1	ug/L	No
Pentachlorophenol	December 17, 2018	0.06mg/L	< 0.1	ug/L	No
Phorate	December 17, 2018	0.002 mg/L	< 0.3	ug/L	No
Picloram	December 17, 2018	0.19 mg/L	< 5	ug/L	No
Polychlorinated Biphenyls (PCB)	December 17, 2018	0.003 mg/L	< 0.05	ug/L	No
Prometryne	December 17, 2018	0.001 mg/L	< 0.1	ug/L	No
Simazine	December 17, 2018	0.01 mg/L	< 0.5	ug/L	No
THM	January 13, 2020	0.100 mg/L	13	ug/L	No
Terbufos	December 17, 2018	0.001 mg/L	< 0.3	ug/L	No
Tetrachloroethylene	December 17, 2018	0.03 mg/L	< 0.2	ug/L	No
2,3,4,6-Tetrachlorophenol	December 17, 2018	0.1 mg/L	< 0.1	ug/L	No
Triallate	December 17, 2018	0.23 mg/L	< 10	ug/L	No
Trichloroethylene	December 17, 2018	0.005 mg/L	< 0.2	ug/L	No
2,4,6-Trichlorophenol	December 17, 2018	0.005 mg/L	< 0.1	ug/L	No
Trifluralin	December 17, 2018	0.045 mg/L	< 0.5	ug/L	No
Vinyl Chloride	December 17, 2018	0.002 mg/L	< 0.2	ug/L	No

Inorganic or Organic Parameters that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards			
Only complete if category is large municipal residential, small municipal residential, large municipal non-residential, small municipal non-residential, large non-municipal non-residential			
Parameter	Result Value	Unit of Measure	Date of Sample
n/a			

Section 6: Significant Expenses Incurred

3 significant expenses occurred during this period and can be described as

- Install required equipment
- Repair required equipment
- Replace required equipment
- None during this period

Briefly Describe Incident and/or Expenses Incurred:

No.	Project Name	Description	Cost
1	Chlorine Dosing Panel Replacement	Due to on-going sodium hypochlorite dosing issues and due to the age of the equipment the panel was replaced.	\$ 10,252

Section 7: Compliance with Licenses, Permits, Approvals and Orders

The system is an approved system through the accreditation process that was rolled out by the Ministry of the Environment, Conservation, and Parks in 2011. The operating authority strives to remain compliant with the Drinking Water Quality Management Standard, the Safe Drinking Water Act and all associated procedures or a guideline. This approach is utilized to creating a multi-barrier approach to ensure safe drinking water. The following table is a listing of all permits and or licenses that apply to this system:

Description	Number	Version	Issue Date	Expiry Date
Water Works License	181-102	2	March 22, 2016	March 21, 2021
Water Works Permit	181-202	2	March 22, 2016	March 21, 2021
Permit to Take Water	3330-9UNQ2Q		March 20, 2015	March 16, 2025

This system actively engages in all required internal and external auditing, as per the Drinking Water Management Standard. The latest external third-party accreditation audit was completed on November 12, 2019. The results indicated an effective system with 1 minor opportunity for improvement.

During this period, all raw water flows were compliant with the permit to take water and all flows were well within the rated capacity for the system, currently at 7.5% of the allowable limits. Furthermore, no operational limits or testing results were exceeded during this reporting timeframe.

All disinfection equipment was operated in such a manner that all license requirements were met at all times. The treatment system was operated at all times to ensure compliance with the Procedure for Disinfection of Drinking Water in Ontario.

All equipment was maintained as per operations manuals and/or calibrated annually by a certified technician.

Section 8: Non-Compliance with Licenses, Permits, Approvals and Orders

There were no instances of non-compliance in regard to regulatory requirements. All license, permit and/or approval requirements were met during this reporting period. Furthermore, there were no orders or additional requirements issued to this system.

2018 Reported Incident in accordance to subsection 18(1) of the Safe Drinking Water Act or Schedule 16 of O. Reg 170/03					
Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date

Section 9: Township of North Glengarry Endorsement of Summary Report

A copy of the report was presented to all members of the municipal Council through the Committee of the Whole meeting held on February 19, 2020. The report was also made available to the public through the Township of North Glengarry website or upon request at the Main office, located at 90 Main St South in Alexandria, or at the Public Works Office, located at 63 Kenyon St West in Alexandria

This report has been endorsed by Sarah Huskinson, Chief Administrative Officer on behalf of Township of North Glengarry Council.

Section 10: Contact

All efforts have been made to provide accurate and up to date information in a relevant format. In the event that additional information is required please submit all verbal requests by phone at 613-525-3087; in writing by mail to 63 Kenyon St West. P.O. Box 700, Alexandria Ontario, K0C 1A0; or in writing by email to dean@northglengarry.ca

Appendix A:

2019 Glen Robertson Flow (m3)

	January	February	March	April	May	June	July	August	September	October	November	December
1	14.2	16.5	15.9	13.0	12.3	18.5	22.8	25.2	14.8	12.5	16.0	18.5
2	14.2	16.5	15.9	13.8	10.7	18.5	21.4	25.4	14.8	12.5	16.0	18.9
3	14.7	16.5	15.9	9.6	18.3	13.7	21.4	20.5	12.0	18.0	16.0	18.6
4	16.3	12.4	14.6	15.1	14.9	15.1	19.9	20.5	11.6	15.5	17.8	15.4
5	16.3	16.6	11.8	15.5	14.9	19.6	23.1	20.5	14.5	15.5	13.0	15.4
6	16.3	14.6	11.8	15.5	12.8	19.6	23.1	20.4	13.6	15.5	16.4	18.3
7	16.5	14.6	14.4	15.5	22.5	59.2	23.1	11.4	13.6	14.5	16.3	18.3
8	16.7	18.3	20.8	11.9	11.4	59.2	19.5	18.7	13.6	10.9	13.2	18.3
9	21.7	16.1	20.8	17.5	11.4	59.2	16.4	15.0	14.1	12.0	20.2	16.2
10	12.8	16.1	20.8	19.5	17.7	16.5	16.4	15.0	17.1	10.9	20.2	14.0
11	18.6	17.4	14.0	15.8	17.7	17.0	15.1	15.0	10.9	18.9	14.4	16.6
12	18.6	13.2	14.2	18.4	17.7	12.6	20.1	13.6	12.1	18.9	15.6	17.6
13	18.6	14.3	15.9	18.1	14.8	17.6	20.1	19.8	15.3	11.2	14.8	19.0
14	15.9	13.1	10.6	18.1	15.9	22.3	20.1	11.5	15.3	11.2	14.6	19.0
15	15.0	13.3	19.0	13.8	10.5	22.3	23.2	16.9	15.3	13.0	17.9	19.0
16	17.6	14.6	19.0	15.3	18.4	22.3	22.3	14.9	17.3	16.4	17.9	14.9
17	18.4	14.6	19.0	15.0	18.4	14.8	18.7	14.9	10.9	17.3	17.9	17.5
18	16.0	14.6	15.4	16.0	17.6	16.7	15.6	14.9	10.7	14.9	15.1	21.6
19	16.0	14.4	18.6	16.0	17.6	15.3	20.9	19.9	10.7	14.9	17.6	16.6
20	16.0	14.4	14.9	15.8	17.6	12.4	20.9	19.0	12.6	14.9	10.6	21.6
21	15.3	13.3	15.0	15.8	13.9	30.7	20.9	11.4	12.6	13.0	12.4	21.6
22	15.2	17.3	15.4	15.8	13.9	30.7	22.7	17.0	12.6	13.4	18.6	21.6
23	18.6	17.3	15.4	13.6	13.9	30.7	21.5	16.4	13.4	8.6	18.6	16.6
24	13.7	15.8	15.4	10.3	19.4	29.6	16.4	16.4	13.2	15.0	18.6	21.2
25	18.7	15.4	12.6	16.9	19.4	15.9	16.0	16.4	15.2	17.0	17.1	21.2
26	18.7	13.3	11.4	15.2	19.4	15.9	16.5	14.8	12.2	17.0	16.0	21.2
27	18.7	15.5	17.6	15.2	14.4	16.9	16.5	13.2	16.2	17.0	16.6	18.9
28	19.4	7.9	9.6	15.2	17.0	16.9	16.5	13.0	16.2	13.0	17.1	18.9
29	11.8		17.3	13.3	9.8	22.8	17.3	13.0	16.2	15.2	18.5	18.9
30	18.8		17.3	13.0	23.7	22.8	17.7	14.8	13.9	15.2	18.5	19.6
31	12.1		17.3		18.5		19.5	14.8		13.8		19.3

Minimum	11.8	7.9	9.6	9.6	9.8	12.4	15.1	11.4	10.7	8.6	10.6	14.0
Maximum	21.7	18.3	20.8	19.5	23.7	59.2	23.2	25.4	17.3	18.9	20.2	21.6
Average	16.5	14.9	15.7	15.1	16.0	23.5	19.5	16.6	13.8	14.4	16.5	18.5
Total	511.0	418.2	487.7	453.5	496.3	705.1	605.3	514.0	412.6	447.6	493.6	574.4

2019 Flows Summary
7.9
59.2
16.8
6119.2

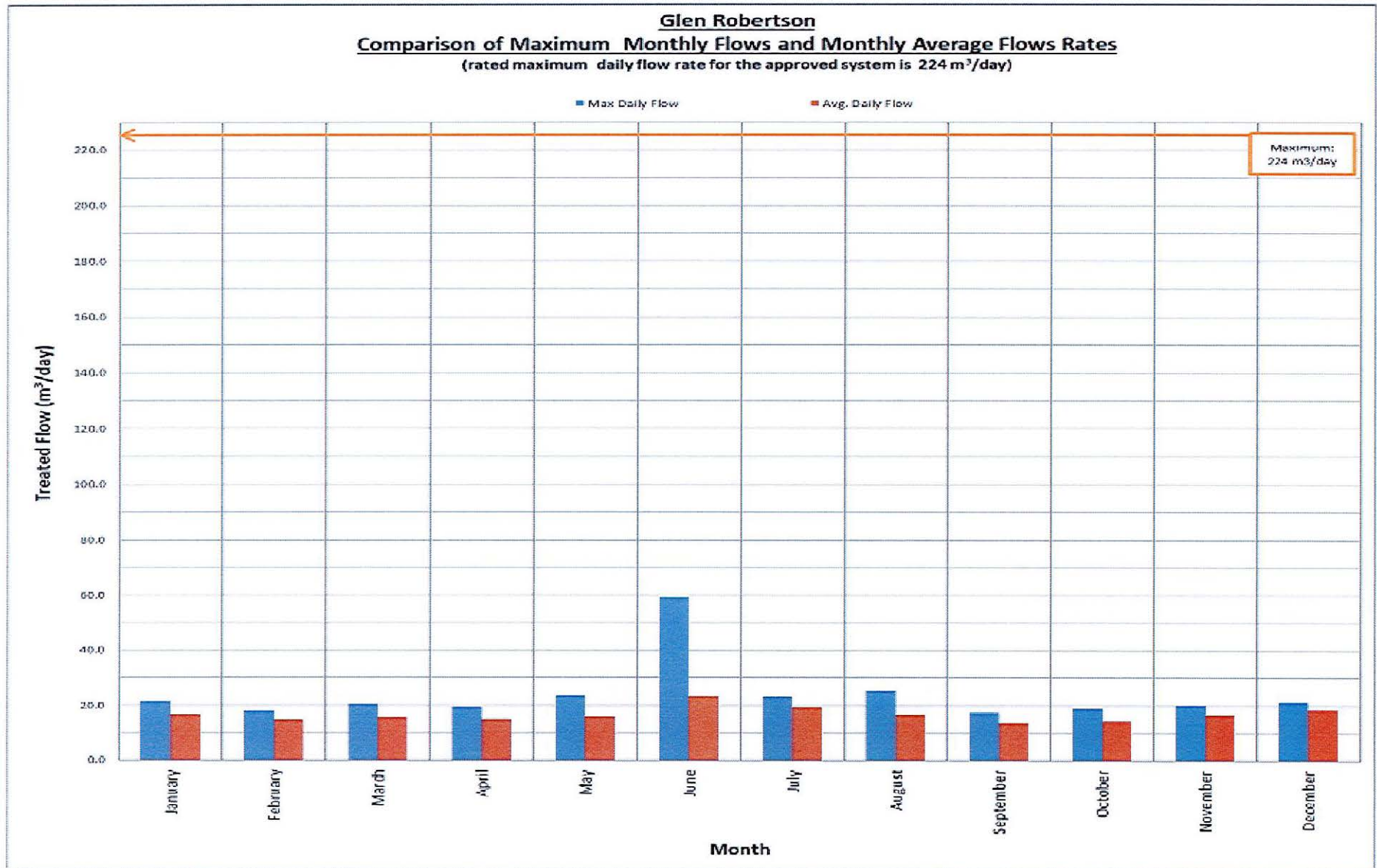
Appendix B:

2019 Glen Robertson Maximum Instantaneous Flows(L/s)

	January	February	March	April	May	June	July	August	September	October	November	December
1	0.80	0.97	0.70	0.90	0.95	1.10	1.12	1.15	0.86	0.90	0.86	0.94
2	0.88	0.96	0.90	0.90	0.76	1.12	1.34	1.36	0.90	0.94	0.85	0.92
3	0.90	1.10	0.94	0.77	0.94	0.90	1.11	1.10	0.92	0.85	0.81	0.92
4	0.80	0.82	0.78	0.82	1.52	0.88	1.12	0.97	0.78	1.08	1.06	0.98
5	0.90	1.16	0.94	0.82	0.88	1.00	0.91	1.14	0.82	0.84	1.05	0.74
6	0.94	0.92	0.78	0.84	0.90	1.06	1.14	0.95	0.91	1.06	1.06	0.80
7	1.32	0.90	0.90	0.82	1.40	0.90	1.03	0.86	0.89	0.94	0.94	0.94
8	1.12	0.74	1.08	1.06	0.82	1.02	1.10	1.16	0.94	0.80	0.83	0.90
9	1.02	1.06	1.10	0.98	0.80	1.06	1.02	0.82	0.88	0.88	0.80	0.87
10	0.90	0.98	1.08	0.95	1.28	1.02	0.88	1.36	1.07	0.94	1.08	0.86
11	0.82	0.96	0.86	0.76	0.94	0.90	0.83	0.92	0.74	0.78	0.90	1.06
12	1.14	0.84	0.76	0.78	1.16	0.95	0.83	1.02	0.96	0.74	0.96	0.84
13	0.95	0.98	0.82	0.69	1.20	1.08	0.84	0.96	0.98	0.84	1.02	0.94
14	0.87	0.77	0.84	0.60	0.93	1.07	1.40	0.94	0.84	0.96	0.75	0.90
15	0.83	0.82	1.14	1.06	0.92	1.11	1.00	1.08	0.96	0.82	0.70	0.96
16	0.84	0.90	1.16	0.92	0.76	1.29	1.02	0.90	0.84	0.86	0.94	0.92
17	0.84	1.08	1.17	0.94	1.00	1.07	0.91	0.96	0.76	0.81	1.10	1.16
18	0.76	0.86	0.85	0.74	0.98	0.98	0.85	0.90	0.92	0.86	0.76	0.88
19	0.92	0.93	0.99	1.02	1.16	1.24	0.80	0.98	0.72	0.96	0.78	0.92
20	1.00	0.92	1.00	1.04	1.12	0.80	1.00	0.88	0.75	0.97	0.92	0.89
21	0.86	0.84	0.80	1.00	1.44	1.08	1.46	0.78	0.78	0.76	0.75	1.04
22	0.81	0.88	0.88	1.08	0.92	1.30	1.05	0.92	0.82	0.70	0.80	0.88
23	0.95	0.90	0.86	0.82	0.92	1.40	1.04	1.00	0.98	0.27	0.94	0.90
24	0.80	0.89	1.00	0.92	1.38	1.40	1.08	0.86	1.12	0.94	0.76	0.98
25	0.92	0.76	0.94	0.80	1.10	1.12	1.08	1.04	1.34	0.80	0.86	0.86
26	0.90	0.86	0.88	0.88	1.14	0.93	0.88	0.80	0.73	0.90	0.74	0.90
27	1.08	0.86	0.76	0.93	1.18	1.02	0.84	1.00	1.30	1.04	0.78	0.90
28	0.96	0.00	0.76	0.88	0.80	1.13	0.88	0.70	1.00	0.84	0.78	0.94
29	0.74	0.00	0.80	0.88	0.82	1.24	1.02	0.93	0.94	0.80	0.93	0.91
30	0.86		0.84	1.02	0.89	0.88	1.18	0.82	0.88	0.92	0.92	0.90
31	0.96		0.96		1.10		1.34	0.96		0.94		0.90
Maximum	1.32	1.16	1.17	1.08	1.52	1.40	1.46	1.36	1.34	1.08	1.10	1.16
Average	0.92	0.85	0.91	0.89	1.04	1.07	1.04	0.97	0.91	0.86	0.88	0.92

2019 Flows Summary
1.52
0.94

Appendix C



Appendix D

**Compliance Status Report
Groundwater Treatment**

Year: 2019

Municipality: North Glengarry

System Number: 220008408

Water Source: Glen Robertson Well

Design Capacity: 224m³

Description: GUDI Well with UV and Chlorination Treatment

Date	Monthly Flow	Max Daily Flow	Avg. Daily Flow	Avg. Maximum Instantaneous Daily Flow	Average Free Cl2	Average Total Cl2	Average Treated Turbidity
	m ³	m ³	m ³	L/s	mg/L	mg/L	NTU
January	511.0	21.7	16.5	0.19	1.60	1.62	0.08
February	418.2	18.3	14.9	0.17	1.62	1.74	0.23
March	487.7	20.8	15.7	0.18	1.76	1.70	0.14
April	453.5	19.5	15.1	0.17	1.71	1.71	0.13
May	496.3	23.7	16.0	0.19	1.83	1.74	0.10
June	705.1	59.2	23.5	0.27	1.75	1.99	0.10
July	605.3	23.2	19.5	0.23	1.78	2.11	0.07
August	514.0	25.4	16.6	0.19	1.64	2.07	0.08
September	412.6	17.3	13.8	0.16	1.52	1.99	0.08
October	447.6	18.9	14.4	0.17	1.64	1.66	0.07
November	493.6	20.2	16.5	0.19	0.16	0.57	1.69
December	574.4	21.6	18.5	0.21	0.10	0.67	1.70
Average	509.9	24.2	16.8	0.2	1.43	1.63	0.37
Total	6119.2						
Max Day		59.225	23.5	0.27	1.83	2.11	1.70
Criteria		224	224	2.6			1.0
Count							

	Raw Total Coliform				Raw E. Coli				Treated Total Coliform				Treated E. Coli				Treated HPC				Distribution Total Coliform				Distribution E. Coli				Distribution HPC			
	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average	Count	Minimum	Maximum	Average
January	5	0	2	0.4	5	0	0	0.0	5	0	0	0	5	0	0	0	5	2.0	4	2.4	10	0	0	0	10	0	0	0	10	2.0	2.0	2.0
February	4	0	2.0	0.5	4	0	0	0.0	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	8	0	0	0	8	0	0	0	8	2.0	48.0	7.7
March	4	0	0	0.0	4	0	0	0.0	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	8	0	0	0	8	0	0	0	8	2.0	2.0	2.0
April	5	0	24	5.2	5	0	3	0.6	5	0	0	0	5	0	0	0	5	2.0	2.0	2.0	10	0	0	0	10	0	0	0	10	2.0	2.0	2.0
May	4	0	2	0.5	4	0	0	0.0	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	8	0	0	0	8	0	0	0	8	2.0	2.0	2.0
June	5	0	2	0.8	5	0	0	0.0	5	0	0	0	5	0	0	0	5	2.0	2.0	2.0	10	0	0	0	10	0	0	0	10	2.0	2.0	2.0
July	4	0	2	1.0	4	0	0	0.0	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	8	0	0	0	8	0	0	0	8	2.0	2.0	2.0
August	4	0	1	0.3	4	0	0	0.0	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	8	0	0	0	8	0	0	0	8	2.0	8.0	2.7
September	5	0	0	0.0	5	0	0	0.0	5	0	0	0	5	0	0	0	5	2.0	2.0	2.0	10	0	0	0	10	0	0	0	10	2.0	2.0	2.0
October	4	0	2	0.5	4	0	0	0.0	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	8	0	0	0	8	0	0	0	8	2.0	2.0	2.0
November	4	1	3	2.0	4	0	0	0.0	4	0	0	0	4	0	0	0	4	2.0	2.0	2.0	8	0	0	0	8	0	0	0	8	2.0	2.0	2.0
December	5	0	2	1.0	5	0	0	0.0	5	0	0	0	5	0	0	0	5	2.0	2.0	2.0	10	0	0	0	10	0	0	0	10	2.0	2.0	2.0
Total	53				53				53				53				53				106				106				106			

2019 Drinking Water Systems Annual Summary

Alexandria Drinking Water System

Glen Robertson Drinking Water System

Alexandria DWS

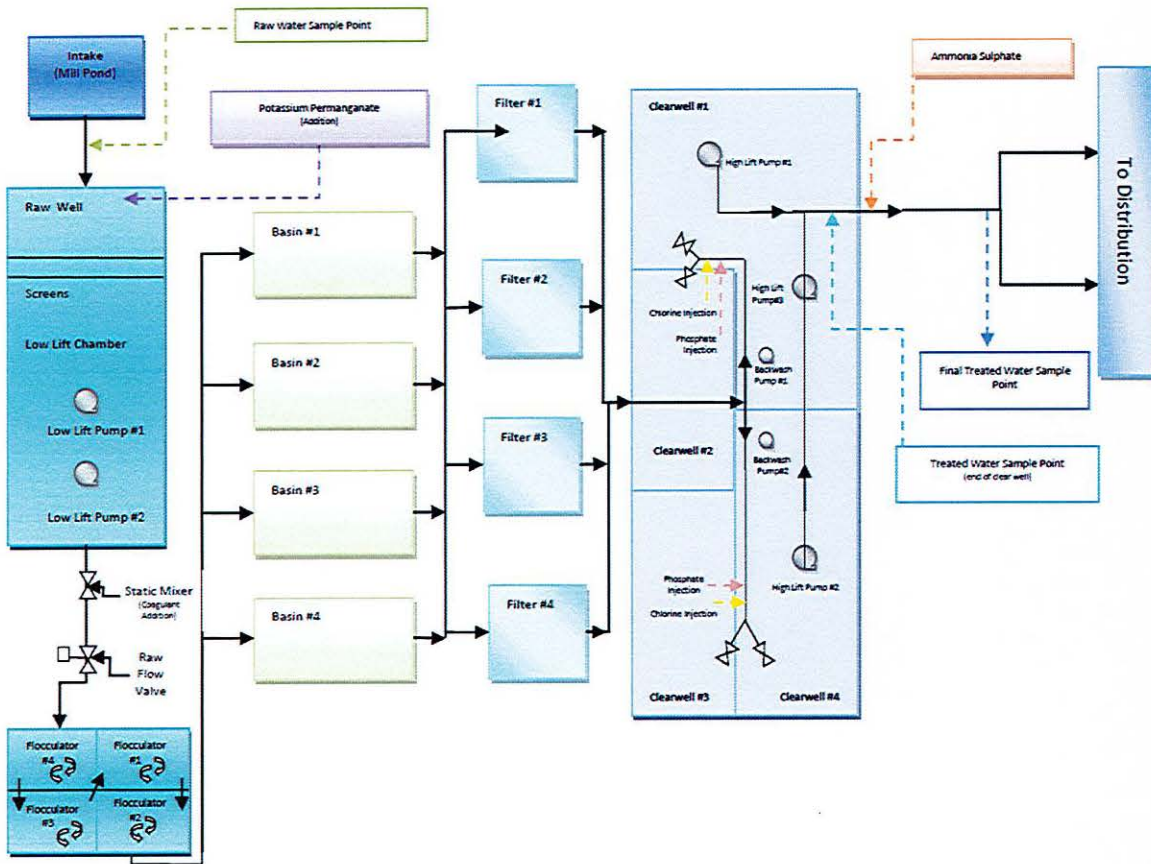
Source: Mill Pond

Treatment:

- Large Municipal Residential
- Conventional Treatment
 - Coagulation,
 - Sedimentation,
 - Flocculation,
 - Filtration,
 - Disinfection
 - Chloramination

Distribution:

- 3661 population serviced
 - Town of Alexandria (1593)
 - Transmission Main (1)
 - Village of Maxville (393)
- Elevated Storage Tower
 - Alexandria: 3000m³
 - Maxville: 1500m³
- Back Up Power
 - Alexandria WTP
 - 175kW Diesel Generator
 - Alexandria Water Tower
 - 20kW Natural Gas Generator
 - Booster Station
 - 85kW Propane Generator
 - Maxville Water Tower
 - To be Installed at Future Date





-Addition of Alexandria-Maxville
Transmission Main and Booster
Station



-Addition of Maxville Water Tower
and Distribution System

Currently 28 services connected and
inspected



-Alexandria Water Treatment
Plant Upgrades

No significant changes were
completed within 2019

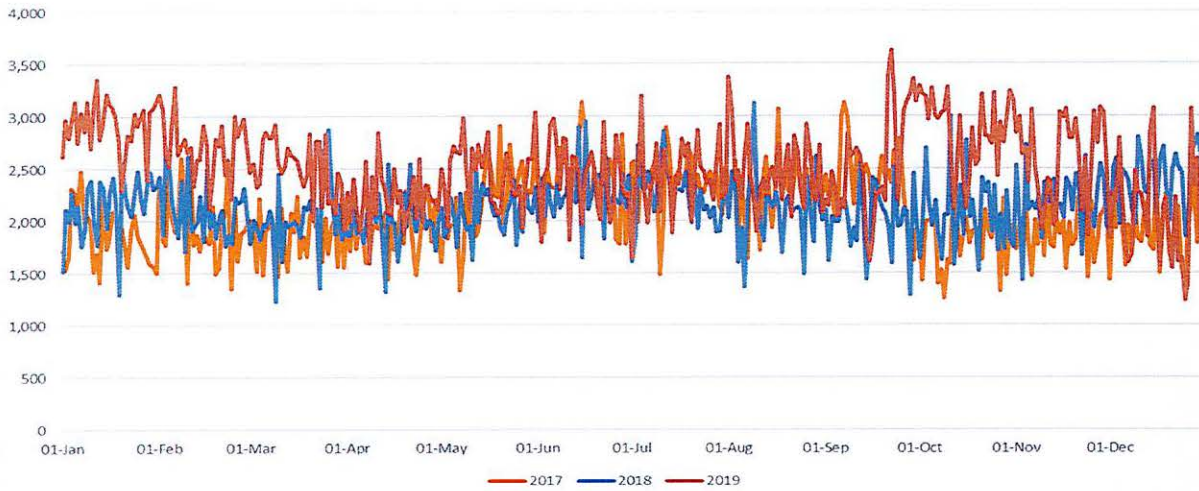


-Addition of Maxville system
SCADA

Remote monitoring and operational
control with Booster Station and
Water Tower

Alexandria System Changes

Raw Flows



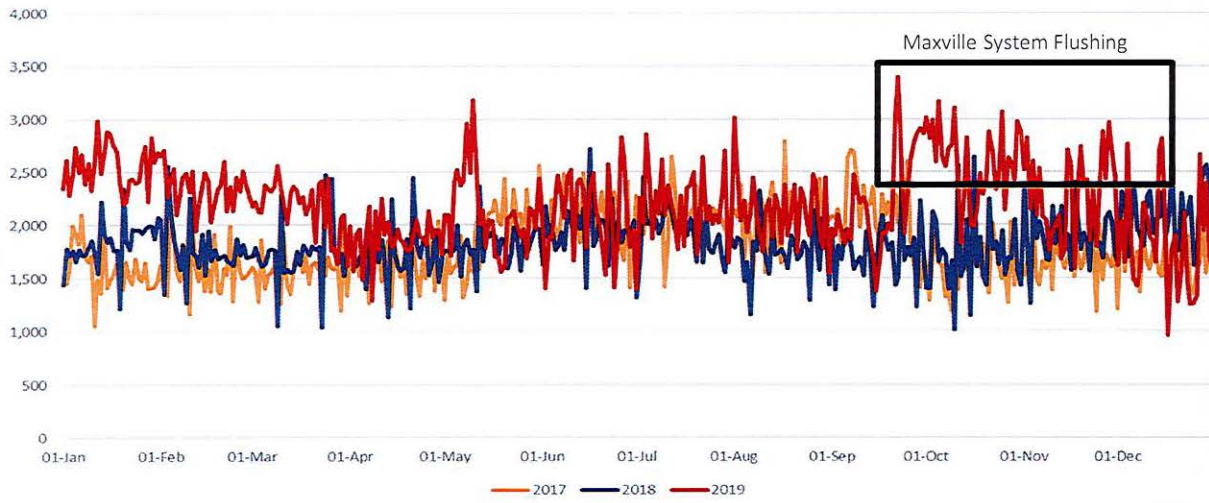
Total Raw Flows				Average Daily Raw Flows			2019 Raw Parameters						
	2017	2018	2019		2017	2018	2019		pH	°C	Turbidity	Colour	Ammonia
Jan	57,664	66,524	90,594	Jan	1,860	2,146	2,922	Jan	7.01	2.5	1.36	101	0.16
Feb	54,741	58,980	76,382	Feb	1,955	2,106	2,728	Feb	6.84	2.6	1.81	95	0.70
Mar	57,856	62,470	77,822	Mar	1,866	2,015	2,510	Mar	7.21	2.6	1.64	74	0.62
Apr	57,665	60,075	66,505	Apr	1,922	2,003	2,217	Apr	7.17	5.8	5.08	111	0.14
May	68,111	64,506	76,524	May	2,197	2,081	2,469	May	7.42	14.6	2.03	70	0.03
Jun	71,186	68,068	73,216	Jun	2,373	2,269	2,441	Jun	7.42	20.6	2.13	76	0.13
Jul	74,084	69,492	75,240	Jul	2,390	2,242	2,427	Jul	7.28	25.0	1.30	78	-0.04
Aug	72,725	65,555	76,929	Aug	2,346	2,115	2,482	Aug	7.28	23.1	1.26	79	-0.04
Sep	71,511	60,721	76,589	Sep	2,384	2,024	2,553	Sep	7.19	18.0	1.19	75	0.04
Oct	56,493	63,998	88,817	Oct	1,822	2,064	2,865	Oct	7.31	11.8	1.11	73	0.07
Nov	56,948	65,901	78,249	Nov	1,898	2,197	2,608	Nov	7.40	4.4	1.11	86	0.03
Dec	59,618	74,462	64,644	Dec	1,923	2,402	2,085	Dec	7.33	3.1	1.11	76	0.06
Annual Total	758,602	780,753	921,510	Annual Average	2,092	2,115	2,526	Annual Average	7.24	11.2	1.76	83	0.16

Flow Summary

Rated Capacity:

- Raw Water: 5,616m³
 - Daily Average Flows 2,526m³ (46%)
 - Maximum Daily Flow 3,637m³
 - Maximum Instantaneous Flow 78L/s
- Observed issues
 - Loss of Intake due to damage May 2
 - Temporary service installed 4 hrs after damage
 - Intake line repaired and back in service 36.5 hrs after damage
 - Raw Ammonia spikes increases under ice cover
 - Quality changes observed over last 3 years
 - pH/Temperature fairly consistent
 - Turbidity/Colour/Alkalinity minor increases over time
 - Manganese/Ammonia sporadic residual increases for short periods
- Process Water Loss
 - 2019 Total: 118,826m³
 - Increase of 7,381m³ from 2018
 - 2019 Average: 325m³
 - Increase of 22m³ form 2018
 - Gradually increases observed each year

Treated Flows



Flow Summary

Rated Capacity:

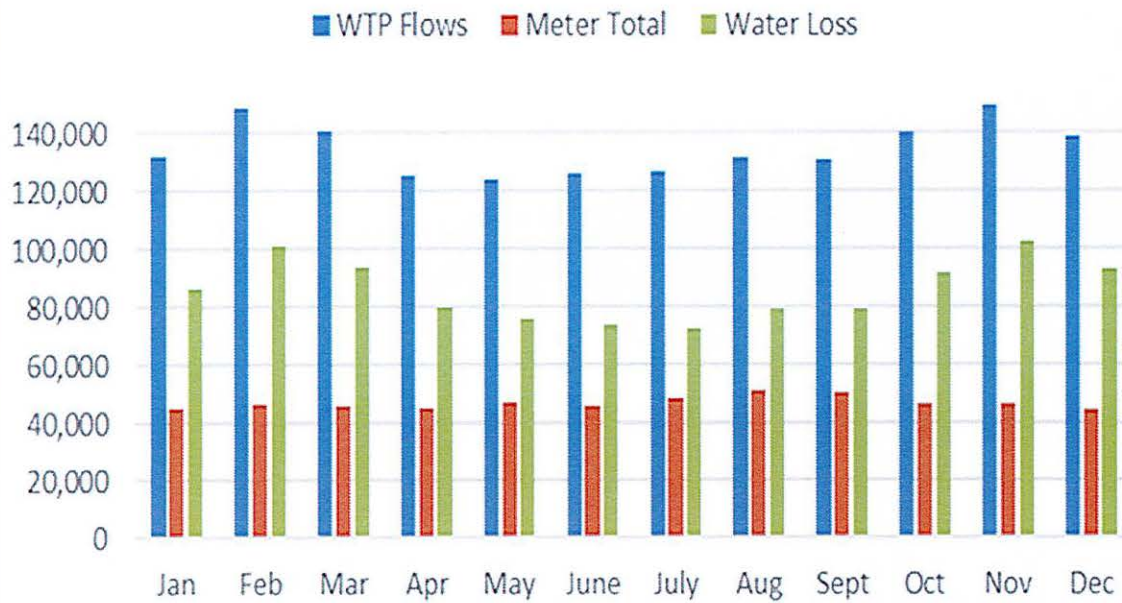
- Treated Water: 8014m³
 - Daily Average Flows 2,199m³ (28%)
 - Daily Maximum Flow 3,399m³
 - Maximum Instantaneous Flow 78L/s
- Observed Issues
 - Chlorine residual degradation in distribution noted in tower
 - Quality changes over last 3 years
 - pH/Colour/Turbidity/Phosphate fairly consistent
 - Temperature/Manganese minor decreases
 - Alkalinity minor increase, similar to observed raw values
- *Water Loss*
 - 63.8%
 - 20% increase from previous years
 - based on
 - treated flows(two month period),
 - metered (two month period)
 - reported water usage
 - Loss is higher than normal due to Maxville Water Project

Total Treated Flows			
	2017	2018	2019
Jan	49,118	56,763	79,124
Feb	44,863	49,614	65,997
Mar	48,717	54,012	67,307
Apr	48,922	51,815	56,326
May	58,936	56,153	65,851
Jun	61,899	58,427	63,195
Jul	65,688	59,822	66,901
Aug	64,711	54,470	66,157
Sep	63,579	52,488	66,611
Oct	49,611	53,541	80,110
Nov	49,807	57,591	68,470
Dec	51,171	64,613	56,636
Total	657,023	669,308	802,684

Average Daily Treated Flows			
	2017	2018	2019
Jan	1,584	1,831	2,552
Feb	1,602	1,772	2,357
Mar	1,564	1,747	2,199
Apr	1,631	1,727	1,878
May	1,901	1,811	2,124
Jun	2,063	1,948	2,107
Jul	2,119	1,930	2,158
Aug	2,087	1,757	2,134
Sep	2,119	1,750	2,220
Oct	1,600	1,727	2,584
Nov	1,660	1,920	2,282
Dec	1,651	2,084	1,827
Total	1,812	1,811	2,236

2019 Treated Parameters					
	pH	°C	Turbidity	Colour	Alkalinity
Jan	7.01	2.8	0.15	0	140
Feb	6.84	3.7	0.17	0	120
Mar	6.87	3.6	0.14	0	120
Apr	6.89	7.6	0.14	0	104
May	6.96	16.2	0.15	0	110
Jun	6.91	22.3	0.17	0	97
Jul	6.77	26.6	0.18	0	90
Aug	6.73	25.0	0.17	0	86
Sep	6.79	20.2	0.15	0	94
Oct	6.85	13.5	0.15	0	113
Nov	7.06	6.2	0.17	0	146
Dec	7.06	4.2	0.17	0	143
Average	6.89	12.7	0.16	0	113

2019 Water Loss



Month	WTP Flows	Meter Total	Know Usage	Water Loss	%
Jan	131,896	45,142		86,754	66
Feb	148,666	47,036		101,630	68
Mar	140,707	46,355		94,352	67
Apr	125,547	45,396	41	80,110	64
May	124,207	47,328	733	76,146	61
June	125,927	45,935	6019	73,973	59
July	126,875	48,534	5389	72,952	57
Aug	131,072	51,474	20	79,577	61
Sept	130,393	50,883	326	79,184	61
Oct	139,771	47,002	523	92,247	66
Nov	149,577	46,826	248	102,503	69
Dec	138,443	44,689	559	93,195	67

Sampling and Analysis

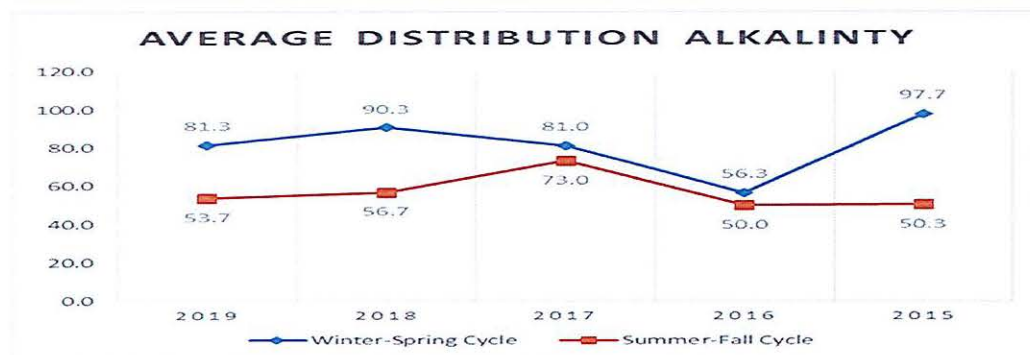
- Regulatory Sampling completed without incident
- Annual Organic and Inorganic samples were completed without incident
- Lead Requirements
 - Distribution sampling 3yrs
 - Next scheduled for 2020
 - pH/Alkalinity annually
 - Fairly consistent over last few year, no major changes.

Changes

- Sampling based on population size
 - Sampling requirement has not changed but increased sampling to include transmission main and Maxville Distribution.

2019 Microbiological Testing Completed as per Schedule 10, 11 and/or 12 of O. Reg 170/03					
Location	Number of Samples	Range of E. Coli or Fecal Results (#-#)	Range of Total Coliform Results (#-#)	Number of HPC Samples	Range of HPC Results (#-#)
Raw	53	0 - 68	2 - 144	0	
Treated	53	0 - 0	0 - 0	53	< 2 - 46
Distribution	175	0 - 0	0 - 0	161	< 2 - 18

2019 Operational Testing as per Schedule 7, 8 and or 9 of O. Reg 170/03		
Parameter	Number of Grab Samples	Range of Results unit of measure is mg/L unless otherwise indicated (#-#)
Raw Turbidity	255	0.70 ntu – 21.30 ntu
Treated Turbidity	Continuous	0.02 ntu - 2.00 ntu
Free Chlorine	Continuous	0.88 – 3.33
Fluoride (If the DWS provides fluoridation)		n/a



Significant Expenses

- ✓ Install required equipment
- ✓ Repair required equipment
- ✓ Replace required equipment

No.	Project Name	Description	Cost
1	Distribution Residential Meter Replacement	<ul style="list-style-type: none"> • Distribution meters to be replaced over 10-year period commencing in 2016, with estimated 150 meters to be changed per year. • 111 meters were installed in 2019. 	\$ 3,500
2	Watermain Replacement and Installation	<ul style="list-style-type: none"> • Remove existing 100mm water main from Mill Square and Ottawa St between Main St South and Kenyon St West. Install new 150mm watermain, isolation valves, fire hydrants and tie in at Main St South. • Remove existing 19mm water service line from Catherine Frasier St between Harrison St and Ottawa St and install 150mm watermain on Catherine Frasier St with tie in on Harrison and Ottawa St. 	\$ 180,213
3	Watermain Relining	<ul style="list-style-type: none"> • Contracted work to re-line watermain located on Main St North under the railway due to multiple water main breaks in the area over last few years. • Main was isolated, lined, cured, disinfected tested and placed back in service. 	\$ 65,000
4	Maxville Water Project	<ul style="list-style-type: none"> • Construction of remaining distribution system in Maxville village. Flush, pressure test, disinfect and perform biological testing. 	\$ 2.8 Million
		<ul style="list-style-type: none"> • Construction of remaining transmission line between Alexandria and Maxville. Flush, pressure test, disinfect and perform biological testing. 	\$ 5 Million
		<ul style="list-style-type: none"> • Construction of booster station and installation of all process equipment and chemicals. Commissioning of all equipment. 	\$ 1.7 Million
		<ul style="list-style-type: none"> • Construction of the Water Tower in Maxville and all piping. 	\$ 939,231
		<ul style="list-style-type: none"> • Commencement of the construction upgrades within the Alexandria Water Treatment Plant to increase raw water treatment processes due to the increased water demanded. 	\$ 631, 132
5	Water Tower Mixing System	<ul style="list-style-type: none"> • Water tower in Alexandria was taken out of service to install new mixing system due to observed residual degradation in late summer early fall. • Tower was isolated, drained, equipment was installed, work area was disinfected, tested and placed back in service. 	\$ 72,750
6	Water Treatment Plant Intake Repair	<ul style="list-style-type: none"> • Contracted repair of intake line damaged by Hydro One Sub-contractor • Temporary pumping equipment brought in to supply water plant with water until damage was repaired • Drain All and diving team brought in to help locate and isolate piping during repair • CCTV inspection was completed before and after repair 	\$ 34,000



Maintained System Accreditation

- Internal Quality Management System
- Maintenance of Operational Plan and Procedures
- Standard Operational Procedures and Contingency Action Plans
- Internal Auditing of QMS
- Third-Party Auditing Cycles of QMS
- System Accreditation



Compliance with Provincial Water Quality Legislation, Guideline, Practices

- Annual Inspection
- Reporting of Adverse Conditions or Non-Compliant Results
- Operational Training, O. Reg 128
- SDWA, O. Reg 170, O. Reg 169, AWWA, ANSI, NSF, Procedure for Drinking Water Disinfection, Watermain Disinfection Procedure
- No Provincial Orders or Additional Requirements



Drinking Water System Certifications

- Class 3 Water Treatment
- Class 2 Distribution System
- Permit to Take Water
 - Expires: July 8, 2022
- DWS Licence #181-101
 - Expires: March 2021
- DWS Permit #181-201
 - Expires: March 2021



Multi-Barrier Approach to Water Treatment and Distribution

- 36month Risk Assessment
- Annual Risk Review
- Critical Control Point Identification
- Quality Monitoring, Sampling and Testing
- Operational Response to Issues
- Open Communication
- Annual Equipment Calibrations
- System and Equipment Maintenance

Compliance-Licenses-Permit-Approval-Orders

Glen Robertson DWS

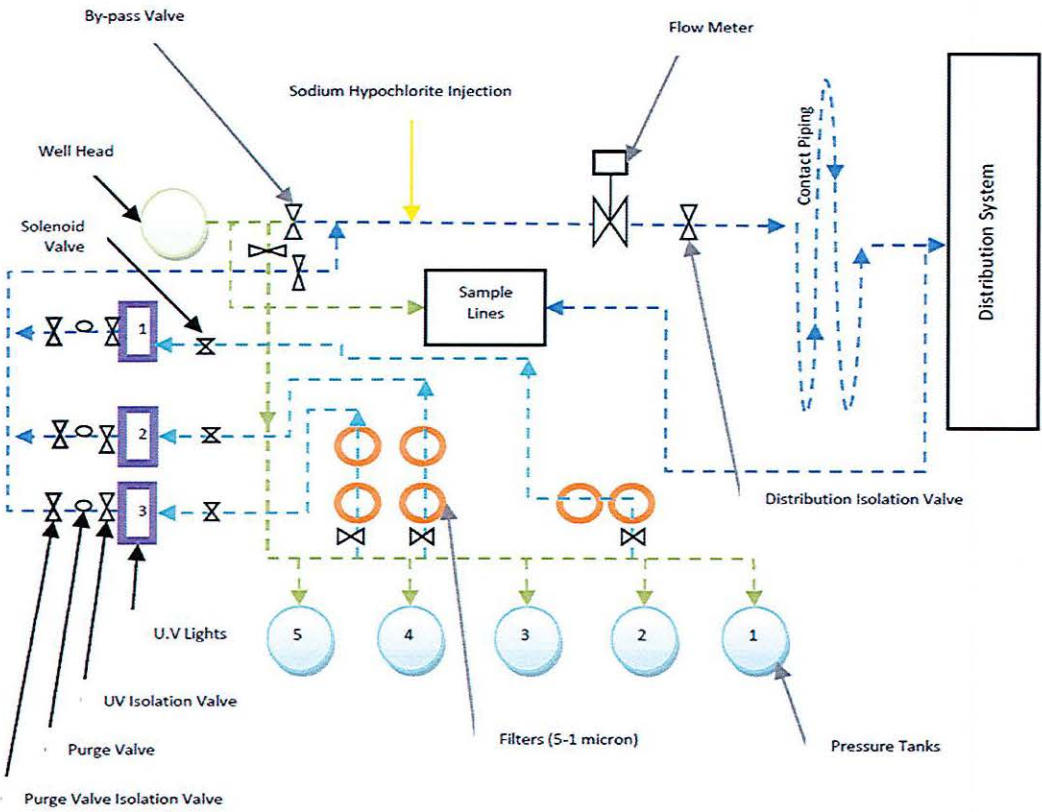
Source: Well

Treatment:

- Small Municipal Residential
- Treatment
 - 5micron filtration
 - 1micron filtration
 - UV Light Disinfection
 - Chlorination for Disinfection Residual

Distribution:

- 150 population serviced
 - Hamlet of Glen Robertson (46)
- No secondary storage
- Back Up Power
 - Alexandria WTP
 - 17kW Natural Gas Generator

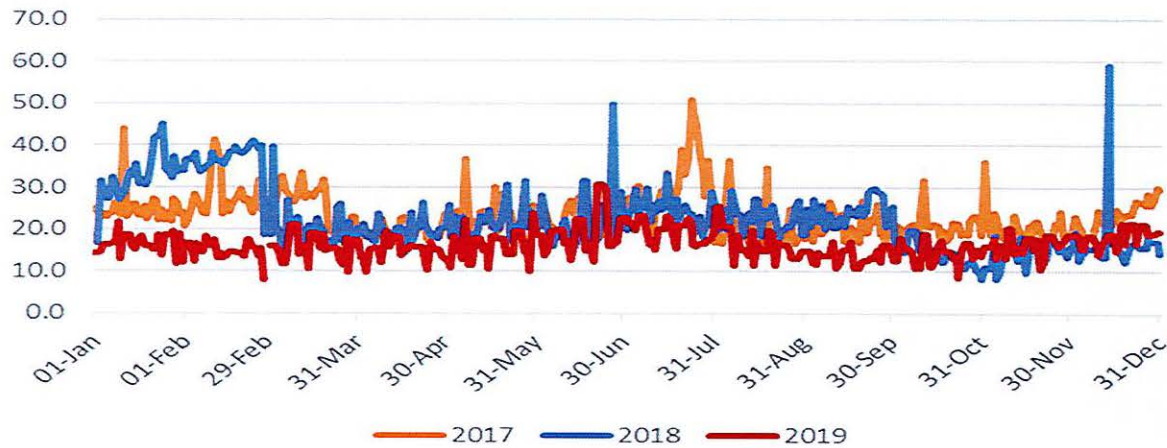




-Replacement of the Sodium Hypochlorite
Dosing Panel

Glen Robertson System Changes

Treated Flows



Total Raw Flows				Average Daily Raw Flows				Average Raw			Average Treated		
	2017	2018	2019		2017	2018	2019		UVT	TDS	Turbidity	Turbidity	pH
Jan	773.3	999.1	511.0	Jan	24.9	32.2	16.5	Jan	100	778	0.43	0.16	7.11
Feb	778.1	1031.5	418.2	Feb	27.8	36.8	14.9	Feb	100	761	0.39	0.11	7.17
Mar	793.6	622.0	487.7	Mar	25.6	20.1	15.7	Mar	100	746	0.36	0.12	7.13
Apr	594.9	586.0	453.5	Apr	19.8	19.5	15.1	Apr	99	720	0.35	0.14	7.14
May	703.7	669.0	496.3	May	22.7	21.6	16.0	May	100	739	0.34	0.13	7.12
Jun	665.9	659.7	586.7	Jun	22.2	22.0	19.6	Jun	99	822	0.31	0.13	7.11
Jul	951.5	756.5	605.3	Jul	30.7	24.4	19.5	Jul	100	929	0.37	0.12	7.09
Aug	631.8	696.1	514.0	Aug	20.4	22.5	16.6	Aug	100	898	0.33	0.13	7.04
Sep	621.6	729.7	412.6	Sep	20.7	24.3	13.8	Sep	99	833	0.36	0.11	7.07
Oct	644.1	439.0	447.6	Oct	20.8	14.2	14.4	Oct	99	858	0.33	0.12	6.98
Nov	607.0	424.0	493.6	Nov	20.2	14.1	16.5	Nov	100	747	0.36	0.12	6.70
Dec	726.6	527.7	574.5	Dec	23.4	17.0	18.5	Dec	100	723	0.31	0.12	6.97
Annual Total	8492	8140	6001	Annual Average	24.9	32.2	16.5	Annual Average	100	796	0.35	0.13	7.05

Flow Summary

Rated Capacity:

- Raw Water: 224m³
 - Daily Average Flows 16.8m³ (7.5%)
 - Maximum Daily Flow 59.2m³
 - Maximum Instantaneous Flow 1.52L/s
- Observed issues
 - Loss of Sodium Hypochlorite dosing
 - Believed to be an issue with pumps and piping on doing system due to age & wear tear. Dosing system was replaced in Sept 2019.
 - Issues with water metering.
 - Inconsistencies noted with lower than normal treated flows and residential metering.
 - Quality changes observed over last 3 years
 - UVT fairly consistent
 - TDS/Raw & Treated Turbidity minor decreases over time
- Water Loss
 - -11.3%
 - Decrease from previous year
 - Issues noted with WTP metering, creating false low readings.
 - To determine on-going issues and course of action
 - Based on
 - treated flows(two month period),
 - metered (two month period)
 - reported water usage

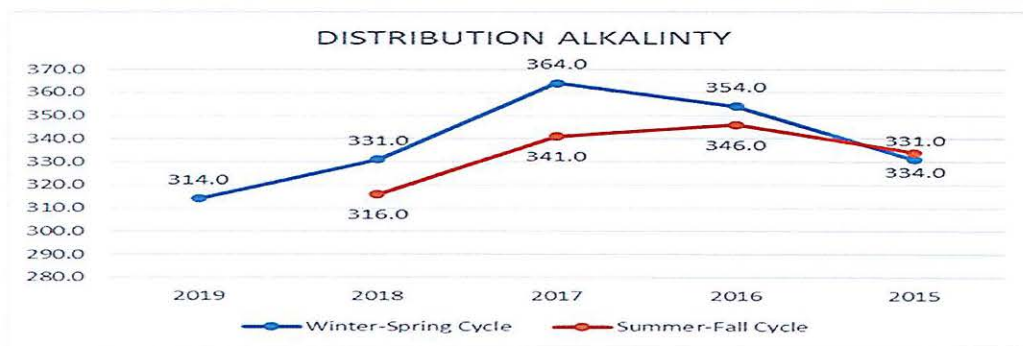
2019 Water Loss



Month	WTP Flows	Meter Total	Know Usage	Water Loss	%
Jan/Dec	1000.3	1023.0	98.0	-120.7	-12.1
Feb/Mar	919.4	1000.0	93.3	-173.9	-18.9
Apr/May	928.1	984.0	96.4	-152.4	-16.4
Jun/Jul	1165.1	1027.0	96.4	41.7	3.6
Aug/Sep	1022.4	1016.0	96.5	-90.1	-8.8
Oct/Nov	868.2	942.0	96.4	-170.2	-19.6
Annual Totals	5903.6	5992.0	577.1	-665.5	-11.3

2019 Microbiological Testing Completed as per Schedule 10, 11 and/or 12 of O. Reg 170/03					
Location	Number of Samples	Range of E. Coli or Fecal Results (#-#)	Range of Total Coliform Results (#-#)	Number of HPC Samples	Range of HPC Results (#-#)
Raw	53	0 - 3	0 - 24	0	
Treated	53	0 - 0	0 - 0	53	< 2 - 4
Distribution	106	0 - 0	0 - 0	106	< 2 - 48

2019 Operational Testing as per Schedule 7, 8 and or 9 of O. Reg 170/03		
Parameter	Number of Grab Samples	Range of Results unit of measure is mg/L unless otherwise indicated (#-#)
Raw Turbidity	248	0.10 ntu - 1.10 ntu
Treated Turbidity	Continuous	0.27 - 2.92
Free Chlorine	Continuous	0.27 - 2.92
Fluoride (If the DWS provides fluoridation)		n/a



Sampling and Analysis

- Regulatory Sampling completed without incident
- Annual Organic and Inorganic samples were completed without incident
- Lead Requirements
 - Distribution sampling 3yrs
 - Next scheduled for 2020
 - pH/Alkalinity annually
 - Fairly consistent over last few year, slight decrease trend since 2015
- Changes
 - No changes to note in this system

Significant Expenses

- ✓ Install required equipment
- ✓ Repair required equipment
- ✓ Replace required equipment

No.	Project Name	Description	Cost
1	Chlorine Dosing Panel Replacement	Due to on-going sodium hypochlorite dosing issues and due to the age of the equipment the panel was replaced.	\$ 10,252



Maintained System Accreditation

- Internal Quality Management System
- Maintenance of Operational Plan and Procedures
- Standard Operational Procedures and Contingency Action Plans
- Internal Auditing of QMS
- Third-Party Auditing Cycles of QMS
- System Accreditation



Compliance with Provincial Water Quality Legislation, Guideline, Practices

- Annual Inspection
- Reporting of Adverse Conditions or Non-Compliant Results
- Operational Training, O. Reg 128
- SDWA, O. Reg 170, O. Reg 169, AWWA, ANSI, NSF, Procedure for Drinking Water Disinfection, Watermain Disinfection Procedure
- No Provincial Orders or Additional Requirements



Drinking Water System Certifications

- Class 1 Water Treatment
- Class 1 Distribution System
- Permit to Take Water
 - Expires: March 16, 2025
- DWS Licence #181-101
 - Expires: March 2021
- DWS Permit #181-201
 - Expires: March 2021



Multi-Barrier Approach to Water Treatment and Distribution

- 36month Risk Assessment
- Annual Risk Review
- Critical Control Point Identification
- Quality Monitoring, Sampling and Testing
- Operational Response to Issues
- Open Communication
- Annual Equipment Calibrations
- System and Equipment Maintenance

Compliance-Licenses-Permit-Approval-Orders

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: February 19, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. COW TR2020-04 – the Director of Finance/Treasurer 2020 Workplan updated as of January 31, 2020.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

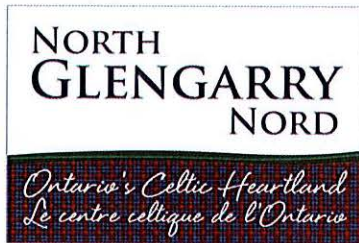
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (h)



STAFF REPORT TO COUNCIL

Report No: COW TR2020-04

February 13, 2020

From: Kim Goyette – Director of Finance/Treasurer

RE: 2020 Workplan – Updated for January

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. COW TR2020-04 – the Director of Finance/Treasurer 2020 Workplan updated as of January 31, 2020.

Background / Analysis:

The Treasury Department is presenting to the Committee of the Whole their workplan updated as of January 31, 2020. There remains policy work to be done to ensure transparency and consistency. Policies planned included: water/wastewater billing and collections; accounts receivable; cash handling; tax information disclosure; water relief; and current policies that need updating. These are scheduled for Q2.

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. We are past the deadline for completing the deliverables for the FCM (Federal of Canadian Municipalities) grant as there are little resources to meet this. There is still data that needs to be collected and input. I am in conversations with FCM (Federation of Canadian Municipalities) to see if we can get an extension to possibly November 30, 2020. I have not heard back from them to date. A Request for Proposal will be going out in the early spring for facility assessments as Council has now approved this as part of the capital budget.

The tax department continues to be diligent in collecting arrears. There are two registered properties currently out for tender with a closing date of February 19th, 2020. The department is moving forward with proceedings to sell three more properties in April.

The final CWWF federal portion of the Maxville water project claim will be submitted for March 31, 2020.

The year-end audit is later this year (May 2020) due to staffing changes with the Auditor. The hope is that the year will be closed by the end of May with a presentation to Council in June.

There has been a successful merge of Glengarry Sports Palace financial information to the Township's financial software including accounts payable, receivable and payroll.

The budget has now been passed and cost centers have been set up for financial reporting. A list has been sent to all Directors to ensure correct coding of invoices.

Variance reports will be provided to Directors on a monthly basis. Council will receive variance reporting on a quarterly basis.

Alternatives:

None.

Financial Implications:

None.




Attachments & Relevant Legislation:

None.

Others Consulted:

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						
	Utility Billing Policy	Policy approved by Council	SM,KG						
	Review Records Retention Policy	Policy approved by Council	KG, SH						
	Review Old Policies and Update	Updated Policies	KG						
	Cash Handling Policy	Council	KG						
	Water Relief Policy	Council	KG						
	Tax Information Disclosure Policy	Council	KG						
Other	Asset Management Software - Balance to Financials	Financial match software balances	KG						
	RFP for Facility Assessments for Asset Management	Award of RFP	KG, DC						
	Merge of GSP to North Glengarry financials	Successful transfer	KG, RK, AL						
	2020 Budget	Approved budget	Council, KG						
	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						
	Register 2020 properties for tax sale		KG, VT						
	Variance reports - Monthly to Directors	Variance reports delivered to Directors	KG						
	Temporary Borrowing Bylaw	Bylaw passed and sent to RBC	Council, KG						
	RBC Form 349	Form submitted to RBC	KG						
	Long Term Debt loan for fleet	Financing confirmed	KG						
	Municipal Audit	Audit Complete	KG, RK, SM, VT						
	Year End Financial Processing	Audited financial statements	SM, RK, KG						
	CWWF Claim Jan 1, 2020 to Mar 31, 2020	Claim submitted	KG						Last Claim
	OCIF Annual Reporting	Claim submitted	KG						
	Main Street Revitalization Grant reporting	Claim submitted	KG						
	Creation of cost centres for capital	Cost centres complete	KG, SMT						
	Creation of Tax Bill Inserts	inserts	KG, TK, SH						
	Variance reports - Quarterly to council	Variance reports delivered to Council	KG						
	Accounts Payable Procedures	Documented Procedures	RK, KG						
	Get rid of Vacancy rebates for taxes	Rebates eliminated	County						
	Tax Arrears Collection reports - Quarterly to Council	Variance reports delivered to Council	KG						
	Tile Drainage grant for Superintendent	Grant submitted	KG						
Emergency Management ICS250 training	Certificate obtained	KG							
GL Account Descriptions and what to charge where	Finalized list	KG							

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: February 19, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. COW TR2020-05 – the Adjustment to Funding for Dunvegan Museum Operating Grant; and

THAT Council of the Township of North Glengarry approves the funding at the next Council Meeting.

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 5 (i)



STAFF REPORT TO COUNCIL

Report No: TR2020-05

February 13, 2020

From: Kim Goyette – Director of Finance/Treasurer

RE: Adjustment to Funding – Dunvegan Museum Operating Grant

Recommended Motion:

THAT the Committee of the Whole receives the Adjustment to Funding for Dunvegan Museum Operating Grant; and

THAT Council approve the funding at the next Council Meeting.

Background / Analysis:

In January of 2019 a delegation was made to Council requesting an increase in the Dunvegan Museum's Operating Grant to \$20,000 for the years 2019-2022. During discussion, Council agreed to a \$1,000 incremental increase for the four-year period, meaning \$17,000 for 2019; \$18,000 for 2020; \$19,000 for 2021; and \$20,000 for 2022.

During the 2019 budget deliberations, \$17,000 was approved for 2019. However, since there had been no formal resolution reflecting this adjustment in future years, it was missed during the 2020 budget meeting.

This report is to formalize future funding for the Dunvegan Museum Operating Grant.

Alternatives:

None.

Financial Implications:

Since the 2020 budget has been passed, the Mayor has decided to fund the 2020 portion from his contingency fund. Future years will include the increase as a budget item.

Attachments & Relevant Legislation:

None.

Others Consulted

Signed by: Sarah Huskinson, CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: February 19, 2020

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. COW TR2020-06 on the transfer payment agreement with Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs with respect to an application under investing in Canada Infrastructure Program (ICIP) Rural Northern Stream Project Transfer Payment Agreement for the Creek Road Bridge Replacement Project.

Carried

Defeated

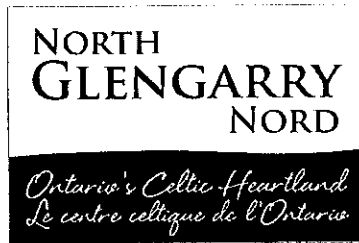
Deferred

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 5 (j)



STAFF REPORT TO COUNCIL

Report No: COW TR2020-06

February 13, 2020

From: Kim Goyette – Director of Finance/Treasurer

RE: Investing in Canada Infrastructure Program (ICIP) Transfer Payment Agreement

Recommended Motion:

THAT the Committee of the Whole receives staff report TR2020-06 on the transfer payment agreement with Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs with respect to an application under Investing in Canada Infrastructure Program (ICIP) Rural Northern Stream Project Transfer Payment Agreement for the Creek Road Bridge Replacement Project.

Background / Analysis:

The Township applied for a grant under the Investing in Canada Infrastructure Program (ICIP) Rural and Northern Stream for the Creek Road Bridge Replacement in April of 2019.

The application was successful for a grant in the amount of \$1,898,799.05. This transfer payment agreement formalizes the transfer of funds to the Township.

Alternatives:

None.

Financial Implications:

The grant funding will cover 83% of the total cost of the bridge with the Township's portion being \$379,850. This has been included in the 2020 budget.

Attachments & Relevant Legislation:

None.

Others Consulted:

Signed by Sarah Huskinson, CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: February 19, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. COW FD – 2020-01
– Fire Dept. Workplan Update.

Carried

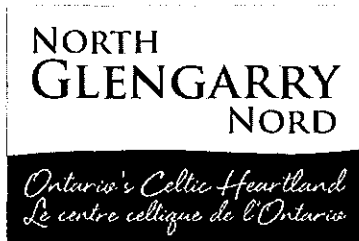
Defeated

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 5 (k)



STAFF REPORT TO COUNCIL Report No: COW FD 2020-01

February 20th, 2020

From: Matthew Roy - Fire Chief

RE: 2020 Work Plan

Recommended Motion:

That the Committee of the Whole receives Staff Report No. COW FD 2020-01 the Fire Chief's 2020 Work Plan update.

Background / Analysis:

Last Work Plan update: November 2019

BUNKER GEAR

The bunker gear was ordered through our vendor PPE Solutions. We received the 10 Starfield custom flame fighter suits and were delivered to our new firefighters.

COMMUNICATION

The communication project is currently in the final phase, the Maxville site was added in at the water tower. All equipment is currently being tested and merged the Cornwall Police dispatched centre.

TRAINING FACILITY

The training facility project is currently is ongoing with Lascelle engineering finalizing the plans. The project is delayed due to weather conditions, completion is anticipated in the 2nd quarter.

STATION RENOVATIONS

Preparations and planning for the station renovations are underway. Multiple projects at each station are being evaluated which include:

Station 1 – Alexandria – Training/meeting room renovation and new heating system to replace old base board heating and A/C units.

Station 2 – Electrical outlets for the lockers, roof repaired, eavestroughs, inside paint.

Station 3 – New LED lighting throughout garage and training room, new water connection.

FLEET

We are currently preparing a Request for Bids for a Pumper/Tanker and Command SUV, with anticipated posting by end of February.

RECORDS MANAGEMENT SYSTEM (BeeOn)

We have addressed the issues in delivering the record management system, working with the county IT. Training has started on the new system, and go live with the production system is anticipated March 2020. On-going communication and support will be in place with other users in SD&G.

PERSONAL PROTECTIVE EQUIPMENT MAINTENANCE

We have moved to a new vendor Sani-Gear in Gatineau, QC. Utilizing this vendor will reduce the shipping cost associated with this item. As new NFPA standard have increased requiring each bunker gear to be cleaned and inspected twice a year, we will continue to monitor and access this item.

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.

Alternatives:

None.




Financial Implications:

Attachments & Relevant Legislation:

Others Consulted:

Signed by Sarah Huskinson, CAO/Clerk

Fire Department Tasks		Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Capital Projects	Bunker Gear	Project approved by Council	MR	Complete					Completed
	Training Facility	Project approved by Council	MR	Preparation	Complete				
	Firewells	Project approved by Council	MR	Preparation	Execution	Execution	Complete		
	Station Renovations	Project approved by Council	MR	Preparation	Execution	Execution	Complete		
	Fleet - Pumper/Tanker	Project approved by Council	MR	Preparation	Complete				
	Fleet - SUV/Pick up	Project approved by Council	MR	Preparation	Execution	Complete			
Other	Policies and Procedures	Requires updating	MR	Execution	Execution	Execution	Complete		New SOP created, ongoing
	Record Management System	2018 Capital project	MR	Complete					
	Review By-laws establishing fire department		MR	Execution	Execution	Complete			
	Communication Project	2019 Capital Project	MR	Complete					

Preparation 
Execution 
Complete 

Section 6

UNFINISHED

BUSINESS

Section 7

OTHER BUSINESS

SECTION 8

MATTERS ARISING

FROM STANDING

COMMITTEES

Good afternoon,

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

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

Below are the highlights from our January 23, 2020 meeting.

Do not hesitate to contact me if you have any questions.

Lisa

January 23, 2020: Meeting Highlights

- Board approved minutes from November 21, 2019 meeting (<http://www.rrca.on.ca/page.php?id=15>)
- RRCA Board of Directors Annual Meeting was held
- Board received a verbal update on recent amendments to *the Conservation Authorities Act*
- Bryan McGillis was elected Chair and Martin Lang was elected Vice Chair for the 2020 RRCA Board of Directors
- Board received a preliminary 2020 RRCA Budget
- Board appointed RRCA 2020 auditors and signing officers

Date of next RRCA Board meeting: February 20, 2020

Lisa Van De Ligt
Communications Specialist
Raisin Region Conservation Authority
613-938-3611 ext. 223 | www.rrca.on.ca



Arts, Culture and Heritage Committee

MINUTES

Monday, December 2, 2019 at 4:30 pm
Sandfield Centre, 102 Derby St West, Alexandria

PRESENT: Jeff Manley, Chair
Carma Williams, Deputy Mayor
Karen Davison Wood, Member at Large
Deirdre Hill, Member at Large
Michael Madden, Member at Large
Sharon McRae, Member at Large
Nicole Nadeau, Member at Large
Dane Lanken, Member at Large
Tara Kirkpatrick, Ec. Dev & Communications Officer
Anne Leduc, Director – Community Services / Recording Secretary

REGRETS: Sarah Huskinson, CAO / Recording Secretary
Kasia Olszewska, Municipal Planner

1. CALL TO ORDER

The meeting was called to order at 4:30 p.m.

2. DECLARATIONS OF PECUNIARY INTEREST

None

3. ADDITIONS, DELETIONS OR AMENDMENTS

8 e – Heritage Plaques proposed by Robin Flockton
8 f – Visit of property located at 16 Kenyon Street East, Alexandria ON
10 – CHOnews

4. ADOPTION OF THE AGENDA

Moved by: Michael Madden **Seconded by:** Nicole Nadeau

THAT the agenda for the Arts, Culture and Heritage Meeting of December 2, 2019 be adopted as amended.

Carried.

5. ADOPTION OF PREVIOUS MINUTES

Moved by: Deirdre Hall **Seconded by:** Karen Davison Wood

THAT the minutes for the Arts, Culture and Heritage Meeting of November 4, 2019 be adopted as presented.

Carried.

6. BUSINESS ARISING FROM THE MINUTES

None

7. DELEGATIONS

None

8. AGENDA ITEMS

a. Community Improvement Plan Projects – Update

Staff updated the committee on the status of various CIP projects in North Glengarry.

b. Blue Plaque Guidelines

The members will review the Blue Plaque Guidelines and forward comments to Anne in time for the February meeting.

c. 2020 Meeting Dates for ACHC

Moved by: Sharon McRae

Seconded by: Michael Madden

THAT the Arts, Culture and Heritage Committee approves the calendar dates for 2020.

Carried

d. Timing for the 5-year review of the Community Improvement Plan

Staff will verify with MMA to determine if the plan could have a lifespan of three years instead of 5 years and report back to the Committee.

e. Heritage Plaques proposed by Robin Flockton

Mr. Dane Lanken advised that he had edited the text for the three plaques and returned it to Mr. Flockton. Staff has passed on the coordinates for the translator that is used for the Township's francophone projects and will work with Mr. Flockton to ensure that the French text is aligned with the English text.

f. Visit of property located at 16 Kenyon Street E, Alexandria ON K0C 1A0

Mr. Michael Madden kindly conducted a tour of the property that has undergone extensive restorations on each floor. Even though the restorations include very modern amenities such as heated floors, the work was done with a respect to the heritage and spirit of the property. The committee members were very pleased to have the possibility to view the final results.

9. PENDING BUSINESS

None

10. CORRESPONDENCE/INFORMATION ITEMS

The CHOnews was distributed by the Chair who remarked that the article on the Gordon and Congregational Churches was on the front page.

11. NEXT MEETING

The next meeting will be held on February 3, 2020 at 4:30 pm at the Sandfield Centre at Island Park (102 Derby Street West, Alexandria ON).

12. ADJOURNMENT

The meeting was adjourned at 6:57 pm by Michael Madden.

Jeff Manley
Chair

MINUTES

A meeting of the Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry was held in Council Chambers at 9:00 a.m., December 16, 2019 with Warden Prevost in the Chair.

Present: Warden: Prevost

Councillors: Armstrong, Byvelds, Fraser, Gardner, Landry,
MacDonald, McGillis, Smith, Warden, Wert, Williams

CAO: Simpson

Clerk: Thomson

1. Call Meeting to Order by Resolution

Resolution No. 2019-200

Moved by Councillor Armstrong

Seconded by Councillor Smith

THAT the meeting of the Council of the United Counties of Stormont, Dundas and Glengarry be hereby called to order.

CARRIED

2. Adoption of Agenda

Resolution No. 2019-201

Moved by Councillor Wert

Seconded by Councillor Smith

THAT Council approve the agenda as amended.

CARRIED

The Agenda was amended by removing the In Camera Session, adding Corporate Services Action Request – Union Contract, and changing the number on the ratification by-law to By-law No. 5222 (due to the addition of By-law for Union Contract).

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

Resolution No. 2019-202

Moved by Councillor Byvelds

Seconded by Councillor Wert

THAT the minutes of the meeting, including the In Camera minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held November 18, 2019, be adopted as circulated.

CARRIED

5. Delegations

Bonnie Ruddock, Executive Director of RTO9, provided information on the organization and marketing initiatives.

The Stormont, Dundas, Glengarry, Cornwall and Akwesasne, Vibrant Communities - Our Safety and Well-Being Plan, Version 1, was presented by Carmen Cousineau, Project Coordinator and Carilyne Hebert, Social Development Council.

Resolution No. 2019-203

Moved by Councillor Smith

Seconded by Councillor Gardner

THAT the Council of the United Counties of Stormont, Dundas and Glengarry adopt the Stormont, Dundas, Glengarry, Cornwall and Akwesasne, Vibrant Communities – Our Safety and Well-Being Plan Version 1, dated December, 2019.

CARRIED

6. Action Requests

a) Corporate Services

Resolution No. 2019-204

Moved by Councillor Wert

Seconded by Councillor Armstrong

THAT the United Counties of Stormont, Dundas and Glengarry appoint Nicholas Seguin as the primary Emergency Information Officer;

AND THAT Karina Belanger be appointed as the alternate Emergency Information Officer (EIO);

AND THAT these appointments will be effective immediately.

CARRIED

Resolution No. 2019-205

Moved by Councillor Fraser

Seconded by Councillor Landry

THAT Council appoint Councillor Tony Fraser to the Stay, Discover, Grow Regional Incentives Review Committee for a one-year term commencing January 1st, 2020.

CARRIED

b) Financial Services

Resolution No. 2019-206

Moved by Councillor Armstrong

Seconded by Councillor Byvelds

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the proposal from Chubb Insurance Company of Canada for the January 1, 2020 renewal of the Occupational Accident Insurance Policy at a premium of \$33,681 plus tax; and the Excess Workers' Compensation Indemnity Policy at a premium of \$6,294 plus tax,

AND THAT the Director of Financial Services/Treasurer be authorized to sign all necessary documents to give effect to the contracts.

CARRIED

c) Transportation and Planning

d) Planning

e) Court Services

f) County Library

g) IT Services

7. Tenders and Quotations

Resolution No. 2019-207

Moved by Councillor Wert

Seconded by Councillor Fraser

THAT Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Gin-Cor Industries for one plow and spreader at their submitted price of \$138,795.00 plus H.S.T., which consists of one plow with liquid system, and authorize the Director of Transportation and Planning Services to sign all necessary documents to give effect to the contract.

CARRIED

Resolution No. 2019-208

Moved by Councillor Fraser

Seconded by Councillor Smith

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Francis Canada Truck Centre Inc. for one Diesel Cab and Chassis at the total price of \$133,800.00 plus H.S.T. and that the Director of Transportation and Planning be authorized to sign all necessary documents to give effect to the contract.

CARRIED

8. By-laws

Resolution No. 2019-209

Moved by Councillor Williams

Seconded by Councillor MacDonald

That By-law No. 5217, being a By-law to authorize a Shared Services Agreement - Planning Services, be read and passed in Open Council, signed and sealed.

CARRIED

Resolution No. 2019-210

Moved by Councillor Byvelds

Seconded by Councillor Gardner

That By-law No. 5218 being a by-law to adopt the Joint Health and Safety Guidelines and the Health and Safety Policy and Procedures Manual for 2020, be read and passed in Open Council, signed and sealed.

CARRIED

Resolution No. 2019-211

Moved by Councillor Landry

Seconded by Councillor Fraser

That By-law No. 5219 being a by-law to adopt the Emergency Response Plan for 2019, be read and passed in Open Council, signed and sealed.

CARRIED

Resolution No. 2019-212

Moved by Councillor Fraser

Seconded by Councillor Smith

THAT By-law No. 5220, being a By-law for the purpose of establishing land as part of the highway, be read and passed in Open Council, signed and sealed.

CARRIED

Resolution No. 2019-213

Moved by Councillor Wert

Seconded by Councillor Byvelds

THAT By-law No. 5221, being a By-law to approve a Collective Agreement between the United Counties of Stormont, Dundas and Glengarry and the Canadian Union of Public Employees Local 1715, be read and passed in Open Council, signed and sealed.

CARRIED

9. Consent Agenda

Resolution No. 2019-214

Moved by Councillor Landry

Seconded by Councillor Armstrong

THAT all items listed under the Consent Agenda section of the Agenda be approved as recommended.

CARRIED

10. Boards and Committees

Various members provided an update on Committee activities.

11. Key Information

Public notice was given for Council meetings in 2020. The Warden provided information on Warden's appointments to Committees.

Director of Transportation and Planning deHaan provided information on the Gray's Creek Bridge closure.

Director of Library Services Franklin updated Council on the "Food for Fines" Campaign that finished on November 30th, 2019.

12. Motions and Notices of Motions

13. Petitions

14. Miscellaneous Business

15. Unfinished Business Summary

16. Closed Session

17. Ratification By-law

Resolution No. 2019-215

Moved by Councillor Williams

Seconded by Councillor Wert

THAT By-law No. 5222, being a by-law to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed.

CARRIED

18. Adjournment by Resolution

Resolution No. 2019-216

Moved by Councillor Armstrong

Seconded by Councillor Landry

THAT Council adjourn to the call of the chair.

CARRIED

Warden

Clerk

Friends of the Glengarry Trails Association L'association des amis des sentiers de Glengarry

Board of Directors Meeting

Minutes

Wednesday, January 15, 2020 7:30PM

Location - The Georgian House - Alexandria, Ontario

1. In attendance: Karen Paavila, Heinz Kaswurm, Johanne Wensink, Robert Gale, Larissa Douglass, Helena McCuaig
Regrets: Mathew Levac, Richard and Pat Kerr
2. Approval of Agenda moved by Heinz, seconded by Karen
3. Minutes of the December meeting approved with the following correction: #4 a) North Glengarry grant was \$3,300 moved Robert, seconded Heinz
4. Business arising from minutes: Unfortunately, Karen feels that she will not be able to participate on the events committee.
5. Committee Reports
 - **Boardwalk replacement Committee:** this report will be addressed in the financial report
 - **Story walk committee:** A meeting was held on Monday, Jan 13. Report attached. Resulting discussion resulted in the FGTA board accepting the date of Friday, May 15 for ribbon cutting of the upgraded boardwalk and Story Boards. There was in depth discussion with regard to increasing FGTA on line presence. It was decided that Pat Kerr, head of Public Communications, should also be asked for her input
 - **Outreach:** Family Day Feb 17: FGTA will participate in an introduction to snowshoeing at Island Park from 10:30 to noon. snowshoes have been reserved from RRCA. Volunteers needed.
 - **Membership :** Karen listed 3 new memberships and 6 renewals
 - **Trail Maintenance:** Heinz used a bush hog to cut back some of the brush on the trails. Karen reported that skiing was good on the north/south winter trail. Many thanks to NG township for repairing the gate at cty rd 45
Snowmobile club repaired the post at the easternmost gate

Acceptance of reports moved by Larissa, seconded by Robert

6. **Treasurer's Report:** (available on request)) Included was a special statement outlining the money spent to date on the boardwalk upgrade as well as the regular financial statement.

Acceptance of the report moved by Robert, seconded by Karen

7. **Next Meeting:** Wednesday, February 5, 7:30PM at the Georgian House

8. **Adjournment:** moved by Robert at 8:55PM

Submitted, January 17, 2020 by Helena McCuaig

Boardwalk Meeting Minutes

Thursday January 9, 2020

10:00 AM

In Attendance: Richard, Heinz, Jeff, Helena

Regrets: Matthew

Agenda

1. Call to Order 10:10
2. Adoption of Agenda Moved by Heinz Second by Richard
3. Review of Budget
Outstanding Bills, upcoming expenses etc.
We have just over 32K left in the budget.
4. Other projects that are tied to the Boardwalk replacement for consideration
Discussion on the posts for the Story Walk project
Outstanding amount needed for the Story Walk is about \$5200
Removal of original boardwalk material..... budget \$500 although we may be able to find someone to take it.
Planting trees/shrubs along the edge of the new area.....RRCA is covering the cost for these??
Can you please confirm Matthew?
Discussion on a look out type structure. Heinz is going to discuss with Perry V and come up with a ballpark figure.
Smoothly planned board for the top of the railing. Richard thought approx. \$1200 for material and labor to install.
Promotion of the boardwalk to maybe coincide with the opening event in May. No budget amount set.
Documentation of the project including a video. Richard thought this might be in the range of \$300
Possible need for a stone dust finish on the east side of the boardwalk. We will evaluate this in the spring and decide on whether this is needed or not.

5. Trillium Reporting (Due by the end of May 2020)

The final report is fairly simple to complete. Jeff will start to work on this in the coming months.

6. Set possible date for recognition ceremony (late April/early May??)

Tentative Date for the Recognition Ceremony is Friday, May 8, 2020

7. Transfer of all documentation/minutes to FGTA by project completion

Jeff will ensure that all documentation/minutes are given to the FGTA by project completion so the organization has this for their records.

8. Next Meeting Date

Jeff will call a meeting near the end of January.

Following that, a meeting will be called once Richard returns from his vacation.

9. Adjournment

Meeting was adjourned at 11:10 am

Friends of the Glengarry Trails Association L'association des amis des sentiers de Glengarry

Board of Directors Meeting Minutes

February 5, 2020 7:30 p.m. at the Georgian House – Alexandria, On

Attendance:

Karen Paavila
Robert Gale

Heinz Kaswurm
Larissa Douglass

Helena McCuaig
Matthew Levac

Regrets:

Richard Kerr

Pat Kerr

Johanne Wensink

1. CALL TO ORDER

Chair Helena, welcomed all in attendance and called the meeting to order at 7:35pm.

2. APPROVAL OF AGENDA

Reviewed and approved.

Moved: Robert Second: Larissa

3. APPROVAL OF MINUTES

Approval of the January Minutes.

Moved: Karen Second: Robert

4. COMMITTEE REPORTS

- a) **Board walk Replacement Committee:** Matt provided a verbal report on the boardwalk replacement. Committee is reviewing price and the possibility of constructing a lookout at the west side of the marsh. Next committee meeting February 27 at the Georgian House.
- b) **Story Walk Committee:** Helena Provided a verbal report on the story walk. Committee developed a waiver for use of creative materials.
- c) **Boardwalk Opening Event:** Helena provided a Ribbon Cutting Event handout (available upon request).
- d) **Outreach:** The FGTA will participate in North Glengarry's Family Day event by introducing snow showing. Snowshoes are reserved from the RRCA.
- e) **Membership:** Karen informed that there are no new members or renewals.
- f) **Trail and Maintenance:** Heinz provided an overview of trail conditions. Trails appear to have higher traffic. Ski tracks were set last week.

Moved: Robert
Second: Karen
CARRIED

5. TREASURERS REPORT

- a. Treasurer Heinz, presented the treasurers report and provided copies of the statements (Balance Sheet and Profit and Loss)

Moved: Robert
Second: Matthew
CARRIED

Friends of the Glengarry Trails Association L'association des amis des sentiers de Glengarry

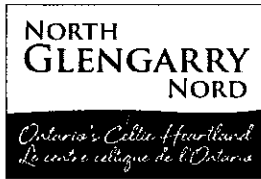
6. NEW BUISNESS

- a. **Grant application:** Helena, presented two grant applications SDG Tourism grant and the Regional Incentives Program. Helena is organizing to apply to the SDG Tourism grant. The grant request will be used to funding for the boardwalk opening event.
- b. **Grant application:** Larissa to investigate the Summer Experience Program grant for a student to work with her on promotional material.
- c. **Annual General meeting:** March 26, 7:00 p.m. at the Georgian House the FGTA will host the AGM. Matt to look into finding a presenter for the event. Helena will post an add in the news paper and Pat will invite the trail members.

7. Meeting Adjourned 9:00 pm

8. Next Meeting: March 4, 2020

Submitted February 10,2020
By Matthew Levac



Community Development Committee

MINUTES

Wednesday, November 27, 2019 at 3:00 pm
Sandfield Centre, 102 Derby St West, Alexandria

PRESENT: Carma Williams, Chair
Jeff Manley, Councillor
Brenda Noble, Councillor
Gina Dragone, Community Representative
David Fillion, Community Representative
Dean MacGillivray, Community Representative
Rory Levert, Community Representative
Michael Madden, Community Representative
Anne Leduc, Director – Community Services / Recording Secretary

REGRETS: Sarah Huskinson, CAO

1) CALL TO ORDER

The meeting was called to order at 3:00 pm by Carma Williams.

2) DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest by the members present.

3) ADDITIONS, DELETIONS OR AMENDMENTS

Agenda Items

- 8 f Update on IHA meeting by Michael Madden

4) ADOPTION OF THE AGENDA AS MODIFIED

Moved by: Rory Levert

Seconded by: Jeff Manley

THAT the agenda for the Community Development Committee for November 27, 2019 be adopted as modified.

Carried.

5) ADOPTION OF THE PREVIOUS MINUTES

Moved by: Brenda Noble

Seconded by: Dean MacGillivray

THAT the minutes of the October 30, 2019 Community Development Committee meeting be accepted as presented.

Carried.

6) BUSINESS ARISING FROM THE MINUTES

There was no new business arising from the minutes.

7) DELEGATIONS

None

8) AGENDA ITEMS

a. Chamber of Commerce – Verbal Update

This item was requested by Mr. David Filion who had concerns regarding the continuity of the Chamber given its importance in supporting the businesses in North Glengarry. It was noted that there is volunteer fatigue in the organization. It is viewed as important to maintain the Chamber and that the members be aware that the Chamber is necessary as a commercial and political vehicle for our community.

Mr. Michael Madden indicated that there is an effort to revitalize the Chamber but that it is challenging to get individuals to volunteer. There different issues to deal with including communication and support to the leadership.

It was noted that GIAG was involved in the past and are willing to participate again. GIAG and the Chamber are important voices at the table for move the Township's Economic Development agenda. The Chamber of Commerce will be added as a Community Asset to the Population and Maintenance of Community Assets Listing

b. Marketing Plan Working Group

The committee has reviewed the email received from Paul Hicks and the outline that was provided by staff for the parameters for the Request for Proposal that will be issued in 2020 once Council has approved the budget.

Staff will circulate a report that was prepared by MDB Insight titled "Resident Attraction and Retention Strategy for the Columbia Valley" which is similar to the exercise that the Community Development Committee wants to undertake.

As a secondary update, there have been contacts with external groups such as the Maxville Curling Club to let them know that the Committee will support organizations that are considered community assets. David contacted the Glengarry Golf Club to let them know of this mandate. Ms. Tara Kirkpatrick advised that she had also been in touch with the Glengarry Golf Club and the Alexandria Curling Club.

c. Educational Reform / School Boundary Working Group – Verbal Update

This group is organizing the Support our Students Town Hall in Maxville on November 28th.

Mr. Jeff Manley has advised that Mr. John Danaher and Ms. Corina Parisien will be attending the meeting as well as MPP Jim McDonell. There seems to be good interest from the community in attending.

Mayor Jamie MacDonald will be speaking about other communities that have passed the resolution regarding the Pupil Accommodation Review Guidelines passed by the Township's Council on September 23rd.

Mrs. Gina Dragone has been speaking with several parents in Maxville to educate them on the impact of the busing and boundary issues. Gina advised that students that are not on the GD buses received invitations to attend and handouts and notices were distributed at large. The information was also promoted through social media.

The wording that will be used at the Town Hall will ensure sensitivity towards Tagwi students.

d. 2020 Meetings.

Moved by: David Filion

Seconded by: Rory Levert

THAT the meeting dates for the Community Development Committee be accepted as presented.

- January 29th
- February 27th
- March 25th
- April 29th
- May 27th
- June 24th
- July 29th
- August 26th
- September 30th
- October 28th
- November 25th
- December – no meeting

Carried.

e. Population and Maintenance of Community Assets Listing (Document attached)

The information is presented as a placeholder.

f. IHA Group Update

Mr. Michael Madden met with the IHA Group to discuss future development plans. The group is looking at creating 120 beds at the Hospital in three buildings with a projected start after the Phase 2 of the Seniors' residence. There have been no discussion between IHA and the LHINs or the Ministry of Health. The hospital beds formula is based on private rooms and there is no formal commitment to external organizations on timing for the availability of beds.

In respect to financing, the group is expecting angel financing at first and then tier one/tier two banks and traditional construction financing. The plan for the Seniors' resident is for semi-detached and apartment units. IHA is planning on including a seniors' education aspect to the property and the group was advised that most likely anything that they would want to include already exists in the community.

The rotation of the population into the residence would free up some housing stock for new residents.

Lagoons will remain a priority for this project.

9) PENDING BUSINESS

None

10) CORRESPONDENCE/INFORMATION ITEMS

a. Key Information Report – Economic Development Update

Staff gave a verbal update on the activities in the Economic Development Department, speaking to the CIP applications in the last month, the interest in the SDG Regional Incentive Program, specifically two large commercial installations in Alexandria. Other subjects touched upon were Youth Retention, Business Retention and Expansion, Workforce Development including discussions that were held during the Eastern Ontario Food Conference on the lack of available workforce, branding initiatives and other activities around the Township.

Ms. Carma Williams spoke to the importance of the Community Kitchen Program. Staff indicated that there is a photo shoot planned for December 10th at the Maxville Sports Complex. The EOHU was invited to the shoot along with the media.

An update should be done in the spring to other SDG Councils on the Community Kitchen.

11) NEXT MEETING

The next Community Development Committee will take place on January 29, 2020 at 3 pm at the Sandfield Centre (102 Derby Street W., Alexandria).

12) ADJOURNMENT

The meeting was adjourned at 4:28 pm by Michael Madden.

Carma Williams
Chair



COMMUNITY DEVELOPMENT COMMITTEE

KEY INFORMATION REPORT

Report No: CD-2019-9

November 27, 2019

From: Tara Kirkpatrick, Economic Development & Communications Officer and
Anne Leduc – Director of Community Services

RE: Economic Development Update

The following is a summary of activities from October 30, 2019 onwards.

Community Improvement Plan (CIP) and SDG Regional Incentives Plan

The Economic Development Officer is working with multiple clients interested in the CIP Program and the Stay, Discover Grow, Regional Incentives Program.

The EDO is working with a number of property owners on potential CIP applications. Recent successful applications include an application from 1 Main Street, Alexandria (the Quirky Carrot); 124-126 Main Street, in Alexandria (historic building on the corner of Main Street and Derby Street). The White Rock Motel and St. Margaret's Apartments. Of the \$60,000 that was invested in the CIP Program in 2019, approximately \$53,300 has been allocated so far.

Numerous clients are working on their applications for the United Counties of SDG's Regional Incentives Program which is expected to return next January with an anticipated budget of \$250,000 for 2020. Every application requires a pre-application meeting and a vetting of the completed application by the Economic Development and Communications Officer prior to submission to the Program.

Business Retention & Expansion

- Assisted the owners of Double Creation Dance Studio in finding a new business location. They were formerly renting space at 28 Kenyon Street East, in Alexandria. That building is now owned by North and South Glengarry Township's and is being converted into the new, permanent home of the Glengarry County Archives. Over the summer the business owners were shown numerous spaces. They settled on a location on Main Street, Alexandria, near County Road 43.

- Assisted a medical business in potentially securing a new business location in Alexandria. They may be applying to the CIP and Regional Incentives Programs in early 2020.
- Worked with a new business interested in relocating to the area to set up a multi-functional commercial space. This client is expected to close on a location in January 2020.
- Worked with two large commercial clients looking for development opportunities in North Glengarry. One of the two clients was from Toronto and speculating on locations across Eastern Ontario. The second came to visit a number of properties and had short-listed North Glengarry as one of two top potential areas.

Youth Retention

- Consultations with partners (Eastern Ontario Training Board (EOTB), St-Lawrence College, Glengarry Inter-Agency Group (GIAG) on strategies to retain youth.

Workforce Development

- Met with representatives from T.R. Leger and the Glengarry Inter-Agency Group to assist a family of Haitian refugees who are moving to Alexandria. The family of four includes a medical doctor with more than ten years of clinical experience. He is interested in having his credentials recognized as part of the medical re-certification process. The two children have already been enrolled in school and the wife is also looking for training and employment. The family said they specifically chose Alexandria because they liked the beauty and safety of the region, after living in a large city undergoing intense conflict.
- Attended the Eastern Ontario Local Food Conference and met with local government representatives and not-for-profits to discuss ways to fill identified labour shortages. Some of these initiatives included ways to attract new Canadians to rural Ontario.
- Officially opened the new North Glengarry Commercial Kitchen after having completed all of the initial requirements of the Eastern Ontario Health Unit. Applicants who had been asked to be put on a waiting list are now being contacted. A press release will be launched shortly, once a few candidates have begun to successfully use the kitchen.

Branding Initiatives

- Coordinated a variety of regional tourism ads that promote the Ontario Celtic Heartland banner. These ads represent a joint branding campaign shared between the Township of North Glengarry and the Township of South Glengarry. The traditional branding was updated this year to be more focused. SDG Tourism will also be participating in these shared campaigns.

Conferences, Training and Networking

- Participated in various Economic Development workshops and forums such as the Stormont, Dundas & Glengarry Economic Development Working Group, and the North Glengarry Emergency Preparedness Group.
- Participated in the Eastern Ontario Local Food Conference by helping to lead the "Highlands Tour" which included stops in North Glengarry, South Glengarry, North Stormont and Cornwall.
- Participated in Cyber Security Training.

Communications

- Postings on Facebook – has reached over 3,440 Likes. This is up from about 900 followers in 2017.
- Prepared numerous press releases related to the Alexandria Bright Nights Festival, the new North Glengarry Remembrance Day Banners and more.
- Designed a variety of posters for Township events. In most instances, ads were created and shared with local newspapers on this topic.
- Responded to various requests for information by media outlets by guiding them to the proper individual.
- Posted a variety of Township jobs to the website and social media.
- Prepared the monthly ad "What's New in North Glengarry," which appeared in the Glengarry News.
- Attended and photographed numerous events.

Varia

- Worked on the Remembrance Day banners for Alexandria, Maxville and 8 hamlets. This project was initially to be coordinated with the Legion which postponed its participation until next year. Worked with "Maple Leaf" magazine, a communications division of the Department of National Defence to acquire an authorized image to appear on the Remembrance Day banners, featuring a Canadian Forces Member piping at sunset. Coordinated with the Public Works Department to acquire flag pole brackets, to hold the flags. As part of this project the Alexandria Legion and the SD&G Highlanders Army Reserve Unit were consulted to see if they will participate in a second phase of the project, which is slated for 2020. It is anticipated that Phase II will be paired to Phase I. The second set of banners will feature Glengarry soldiers who died in battle. The final banner for 2019 designed was approved by the Arts, Culture and Heritage Committee as well as Councillor Brenda Noble who was instrumental in bringing this project forward.
- Took photos of the Alexandria Remembrance Day Service and created a video of the event to be posted on the Township Facebook Page.
- Created a Township YouTube account channel "North Glengarry Township" to better store and share video content.
- Coordinated the production, installation and inauguration of the King George Park Mural.

COMMENTS

This report is presented for information purposes only.

SECTION 9

NOTICE OF MOTION

SECTION 10

ADJOURNMENT

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: February 19, 2020

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 10