

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## Committee of the Whole Meeting

Wednesday July 17, 2019 at 3:00 p.m. – Council Chambers  
102 Derby Street West, Alexandria, 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) Boys & Girls Club of Cornwall/SDG – Ms. Jacquie Richards

5. STAFF REPORTS

**CAO/Clerk's Department**

- a) CAO/Clerk Update – Workplan (Jacques)
- b) eScribe training (Carma)

**Community Services Department**

- c) 2020 User Fees and Charges (Brenda)
- d) Community Services Department Update – Workplan (Jeff)

**Treasury Department**

- e) Treasurer update – Workplan (Michel)
- f) 2020 Water User Fees (Johanne)
- g) Federal Gas Tax Top Up (Carma)

**Planning/Building & By-law Enforcement Department**

- h) Planning/Building & By-law Enforcement update – Workplan (Jacques)
- i) Tree Canopy (Brenda)

**Public Works Department**

- j) Public Works update – Workplan (Jeff)
- k) Skye Road (Johanne)

6. UNFINISHED BUSINESS

7. OTHER BUSINESS

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

8. MATTERS ARISING FROM STANDING COMMITTEES

MRAC Update by Bob Linney

- Minutes from Municipal Recreation Advisory Committee of June 12, 2019

Raisin Region Conservation Authority Update by Councillor Michel Depratto

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

Community Improvement Plan Update by Deputy Mayor Carma Williams

County Council Update by Deputy Mayor Carma Williams

Friends of the Trails Update by Councillor Johanne Wensink

9. NOTICE OF MOTION

Next Committee of the Whole Meeting

Wednesday September 18, 2019 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 (Michel)

# **Section 1**

**CALL TO ORDER**

## **Section 2**

# **DECLARATIONS OF PECUNIARY INTEREST**

## **Section 3**

**ACCEPT THE AGENDA**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 17, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

\_\_\_\_\_

**Defeated**

\_\_\_\_\_

**Deferred**

\_\_\_\_\_

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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**Mayor:** Jamie MacDonald

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**Section 3**

## **Section 4**

# **DELEGATIONS**



Boys & Girls Club of Cornwall/SDG  
Repaire jeunesse de Cornwall/SDG





**Strong Kids** - Positively impact the lives of children and youth

**Strong Club** - Achieve operational excellence to maximize impact; secure resources to excel

**Strong Voice** - Use our strength, credibility and passion to benefit our community's children and youth

NUTRITION &  
**FOOD**  
EDUCATION

HEALTHY  
SNACKS &  
MEALS



GARDENING  
**BREAKFAST**  
PROGRAMS

**MENTORING**  
JOB READINESS  
SCHOLARSHIPS

MENTAL HEALTH & WELLNESS  
**YOUTH SHELTERS & HOUSING**  
PARENTING EDUCATION & SUPPORT

SUBSTANCE ABUSE  
PREVENTION &  
COUNSELLING

CRIME  
PREVENTION  
—  
TEEN DATING  
VIOLENCE  
PREVENTION

CIVIC ENGAGEMENT  
VOLUNTEERING  
**YOUTH LEADERSHIP**

CHILD CARE

# WHAT CLUBS DO



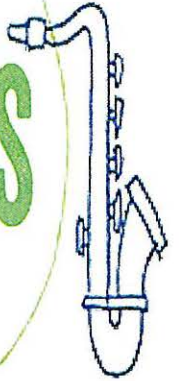
**SUMMER  
CAMPS**

INDIGENOUS  
INITIATIVES &  
PROGRAMS

PHYSICAL  
FITNESS &  
**SPORTS**



MUSIC  
**ARTS**  
THEATRE  
DANCE



**HOMEWORK  
HELP** | **AFTER  
SCHOOL  
PROGRAMS**

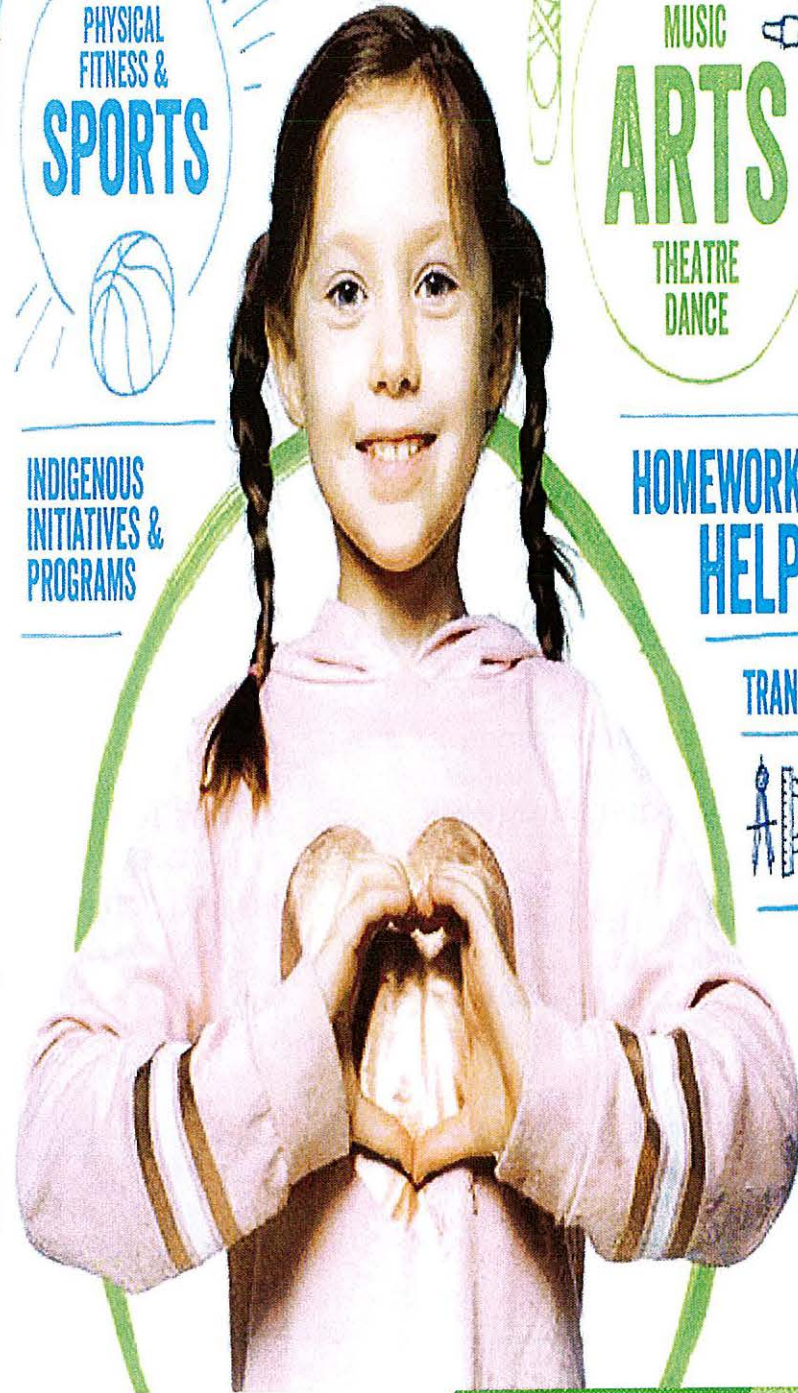
TRANSPORTATION

**STEM**  
EDUCATION

FINANCIAL  
EDUCATION

**DIGITAL  
LITERACY**

**YOUTH  
EXCHANGES**



# OUR MISSION

All children and youth discover and achieve their dreams and grow up to be healthy, successful and active participants in society.

# OUR VISION

To provide a safe, supportive place, where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.



# OUR VALUES

## **BELONGING**

We welcome everyone in a safe, accepting environment based on belonging and positive relationships

## **RESPECT**

We ensure that everyone—children, youth, families, volunteers, staff—is heard, valued, and treated fairly

## **ENCOURAGEMENT AND SUPPORT**

We encourage and support every child and youth to play, learn, and grow to achieve their dreams

## **WORKING TOGETHER**

We work together with young people, families, volunteers, our community, and government

## **SPEAKING OUT**

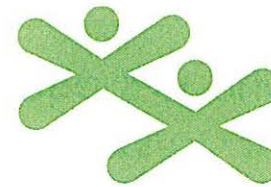
We speak out for children, youth, and families so that we can make our world better

# A Growing Partnership

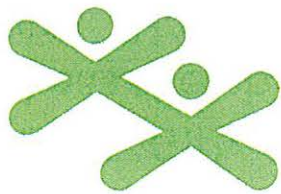


NORTH  
GLENGARRY  
NORD

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



Boys & Girls Club of Cornwall/SDG  
Repaire jeunesse de Cornwall/SDG



Boys & Girls Clubs of Canada  
Repaire jeunesse du Canada



United Way  
Centraide  
Stormont, Dundas  
& Glengarry

Partnering together because

*Great futures start here.*

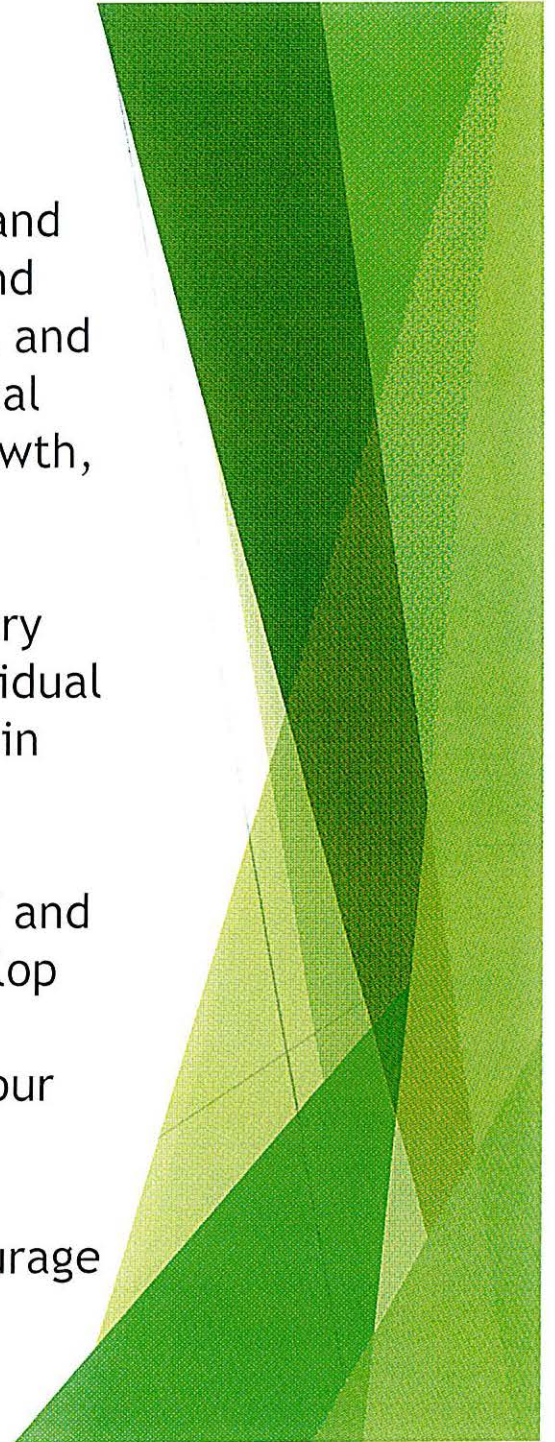
# About Us

Boys & Girls Club of Cornwall/SDG was established in 2008 and is part of Boys & Girls Club of Canada. BGC is a safe, fun and supervised place where children and youth from all cultural and economic backgrounds, can participate in social, recreational and educational programs that are designed to enhance growth, personal development and potential.

At Boys & Girls Club of Cornwall/SDG we recognize that every child has the ability, potential and skills to fulfill their individual dreams. Unfortunately, many kids do not see the potential in themselves.

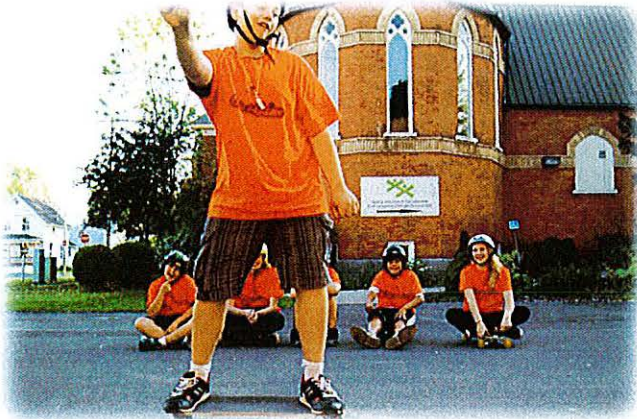
Our programs are organized and delivered by qualified staff and volunteers, and take a child-focused approach to help develop self-esteem, cultural awareness, confidence, behaviours of healthy living and a desire to become positive members of our community.

Our staff and volunteers are positive role models who encourage and motivate our members towards a more independent, gratifying, and successful life.



# Our Clubs

## 506 Clubhouse



## Henry St. Clubhouse



## After School Programs

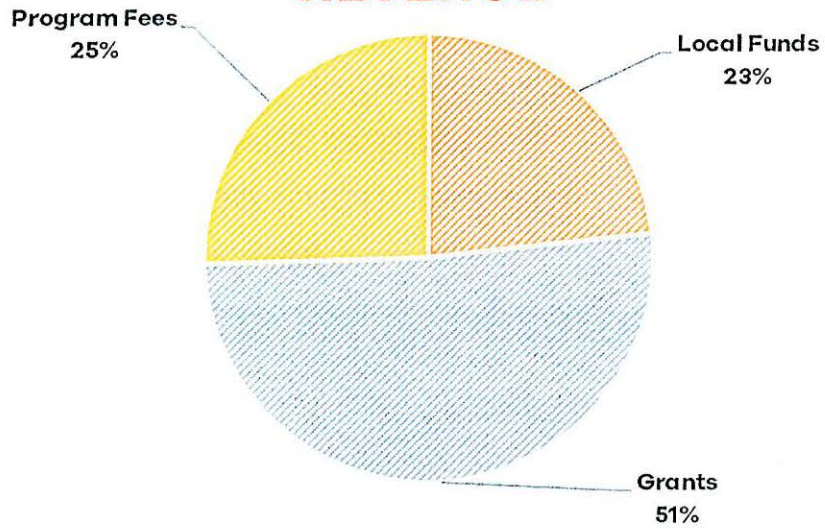
506 Clubhouse  
Bridgewood Public School  
Central Public School  
Club bilingue à Benson Centre  
Henry St. Clubhouse  
Sacred Heart Catholic School  
Viscount Alexander Public School

## Counties

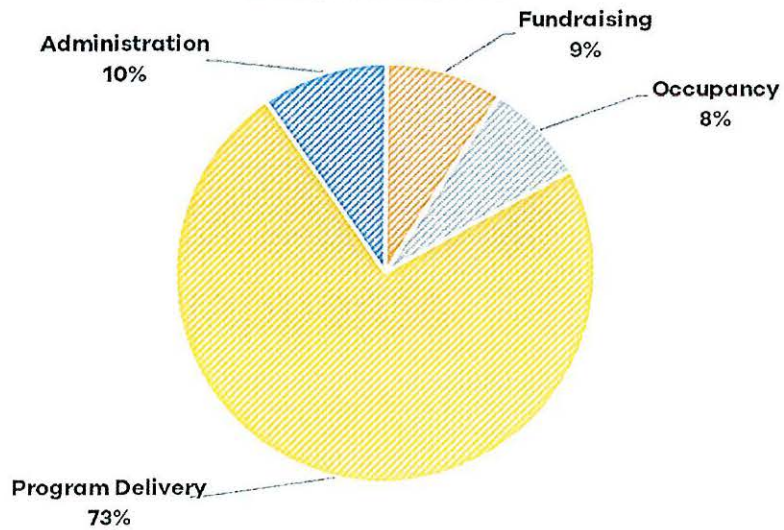
Glengarry (Alexandria)  
Dundas (Winchester)

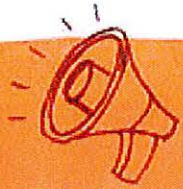
# Investment in our Future

## REVENUE



## EXPENSES





**6125**  
MEALS SERVED



**69,562** HEALTHY  
SNACKS



**1391**  
MEMBERS



**107**  
ADULT  
VOLUNTEERS

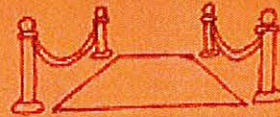
**\$603,281**  
IN GRANTS



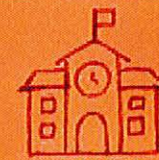
**68**  
YOUTH  
VOLUNTEERS



**6518**  
HOURS DEVOTED  
BY VOLUNTEERS



**59,507** TIMES CHILDREN  
CAME THROUGH  
OUR DOORS



**10**  
SERVICE  
LOCATIONS



# After School Program

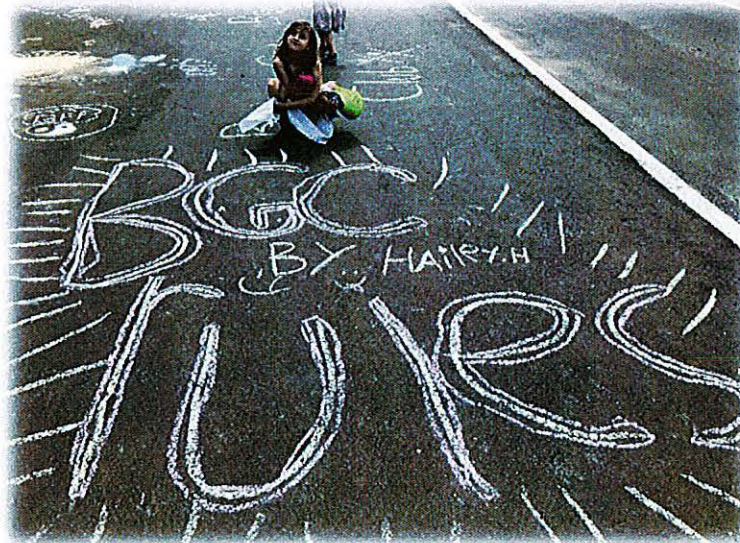


Belonging • Encouragement • Respect

# KIDFOOD NATION



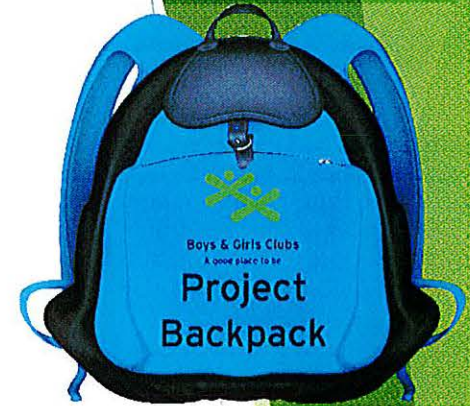
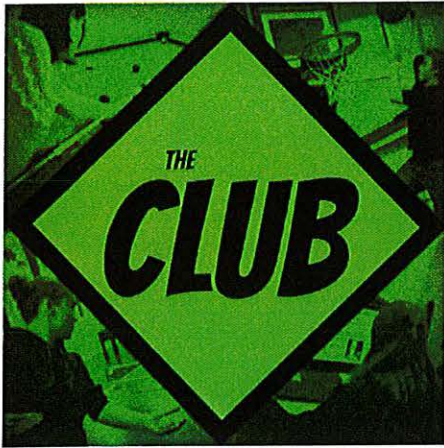
A GREAT WAY TO SPEND A DAY



# kidTECH NATION

# Camp BGC





INSIDESTRONG



School Cents

RAISE  
THE GRADE

FLEX  
YOUR  
HEAD FLEX YOUR HEAD

CAREER  
LAUNCH  
TAKE CONTROL

# Boys and Girls Clubs of Canada Model for Success

The *Model for Success* describes the common features and core programming areas offered by Boys and Girls Clubs across Canada, and the positive outcomes for children and youth that are achieved through them. Every element is based on the values and activities of Boys and Girls Clubs and it is grounded in the latest research in child and youth development.

## Common Features

Respectful, inclusive and engaging environments  
Relationship-building and mentoring  
Community and family engagement

## Core Programming

Physical activity, health and safety  
Leadership, growth and empowerment  
Learning and career development  
Families and communities

## Short-Term Outcomes

Children and youth are emotionally and physically safe.  
Children and youth feel welcomed, accepted, valued and respected.  
Children and youth enjoy exploring new opportunities.  
Programs build relevant skills for children and youth.  
Community, parents, children and youth are engaged in Clubs and feel ownership of programs.

## Mid-Term Outcomes

Children and youth are healthy, active and safe.  
Children and youth are connected to peers, parents, school and community.  
Children and youth have key academic, vocational and recreational skills.  
Children and youth have confidence in their aspirations.

## Adult Outcomes

Health and well-being  
Positive and caring relationships  
Educational attainment and ability to achieve dreams  
Self-sufficiency and independence  
Meaningful participation in community and civil society



Boys & Girls Clubs of Canada  
Clubs Garçons et Filles du Canada

*Great futures start here.*



Nolan has been an active member of Boys & Girls Club of Cornwall/SDG for 9+ years. He currently sits on our Youth Council as Vice President and attends our Raise the Grade and Longboarding programs. Nolan has always had a passion for board sports and cooking. He has decided to pursue a career path in culinary when he attends post-secondary.

Cohen has been attending our programs since 2013 and is well known in our club for having a big heart and great hair. He holds a seat on our Youth Council and uses his voice to represent our organization. He has a passion for photography and longboarding and has an interest in pursuing a career in culinary or automotive machines.



Codie started his journey with Boys & Girls Club of Cornwall/SDG when he was in grade 9. He is currently our youngest ever Senior Staff within our After-School Programs. He is a natural leader with his calm nature and eagerness to learn. He will be attending college in the fall of 2019 for Social Service Worker as he wants a rewarding job to make positive impacts in others lives.

Savannah is the current President of our Youth Council and has been a member since 2010. Her dedicated and passion towards the club and community shines through with everything she does. She is attending college next year taking Multimedia Design and Development and hopes to inspire others through creativity.



# Our Impact

“My children have enjoyed the entire program. I don’t know what we would have done without you. My children are treated with care, respect and concern. Great qualified, professional, enthusiastic staff. I am encouraged by the continued creativity that goes into ensuring our children are entertained, enriched and well supervised.”

- After School Program Parent

“When I was in grade 9 I attended the Teen Program because a friend recommended it to me. The first time I came I noticed that it was a very positive and uplifting environment because everyone was having fun and staff were outgoing and interactive. Since my first day, the Club has impacted my life a lot. My favourite BGC memory of BGC was when I volunteered for the Kindness Project and helped a local artist and my favourite staff add the puzzle pieces to the wall. It was nice to build a connection with them while giving back to the Club. I am grateful for Boys & Girls Club because I have gotten scholarships that helped me realize what career path I want to pursue. Boys & Girls Club gave me a chance to work for them and now I know that I want to give back to other communities and help people. I am grateful because without the Club I would not be on the path that I am right now.

- Teen Program Member/Staff

## **Section 5**

# **STAFF REPORTS**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 17, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

**Defeated**

**Deferred**

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**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

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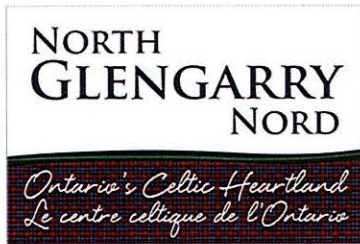
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**Section 5 (a)**



## STAFF REPORT TO COUNCIL

Report No: AD-2019-14

July 17, 2019

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: 2019 Workplan

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### **Recommended Motion:**

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

### **Background / Analysis:**

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

### **Alternatives:**

None.

### **Financial Implications:**

None.

### **Attachments & Relevant Legislation:**

None.

### **Others Consulted:**

None.

Sarah Huskinson  
Chief Administrative Officer/ Clerk

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

Preparation   
Execution   
Complete 



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 17, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**  
\_\_\_\_\_

**Defeated**  
\_\_\_\_\_

**Deferred**  
\_\_\_\_\_

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**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

<b>YEA</b>	<b>NEA</b>
_____	_____
_____	_____
_____	_____
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**Section 5 (b)**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 17, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That the Committee of the Whole receives Staff Report No. COTW CS-2019-09; and

That the Committee of the Whole recommends that the Council for the Township of North Glengarry approves the 2020 Recreation Rate increases for the User Fees and Charges By-law.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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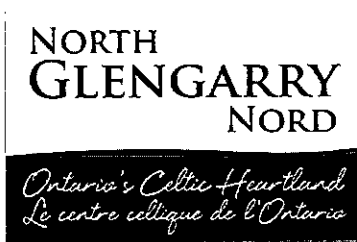
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**Mayor:** Jamie MacDonald

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**Section 5 (c)**



## COMMITTEE OF THE WHOLE

### STAFF REPORT

Report No: COTW CS-2019-09

July 19, 2019

From: Anne Leduc – Director of Community Services

RE: User Fees and Charges for 2020

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#### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. COTW CS-2019-09; and

THAT the Committee of the Whole recommends that the Council for the Township of North Glengarry approves the 2020 Recreation Rate Increases for its User Fees and Charges By-Law.

#### **Background / Analysis:**

The majority of the Township's user groups have contracts on an August to April cycle. As part of their budgetary planning, it is important for the groups to have knowledge of increases to rates (if any) for the 2020 season. Staff recommends that the presently 2019 User Fees and Charges By-Law be amended to reflect the 2020 User Fees and Charges for the Township's Recreation Facilities. A factor of 1.8% was used for the incremental increase that when once rounded up or down to the nearest dollar results in an overall rate increase of 1.62%.

Staff favours regular small annual increases which allow to better plan for the operational and capital needs of the recreational facilities, thus meeting the servicing level expectations of the community.

The most notable change in the rate structures are:

- The Old Blades rate which increased by \$1.00 from \$9.00 to \$10.00 per session. This increase will cover the cost of insurance for this activity.
- The Birthday Party rate at the Dome – the base price covers 12 children instead of 10 children.

As per Council's past directives to keep user fees for youth accessible, there have been no increases to our drop-in activities (Shinny, Turf, Track).

**Alternatives:**

Option 1 – Recommended – That the Committee of the Whole recommends that Council approves the rate increases for the 2020 User Fees and Charges.

Or

Option 2 – Not recommended – That the Committee of the Whole not recommend this motion.

**Financial Implications:**

The review of Recreation Rates is a yearly exercise. Costs to operate the facilities have increased significantly over the last few years in large part due to utilities and the minimum wage increase. Staff has aimed to increase pricing by 1.8% for the year 2020, in keeping with inflation rates and, for the sake of convenience, rounded final numbers once the HST was applied.

In 2017, on the advice of the Township's auditors, changes were made to the rate structure to reflect the addition of HST to activities that were not considered as being part of the Township's programming structure.

Since 2015, even with the incorporation of the HST on several rate categories, the overall rates have increased by a total of 6.77%, which is an average of 1.35% per year over a five year period.

**Attachments & Relevant Legislation:**

Proposed User Fees and Charges for Recreation Facilities

**Others consulted:**

Kimberley Champigny – Director of Finance / Treasurer

Signed by Sarah Huskinson – CAO / Clerk

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

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

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 17, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

**Defeated**

**Deferred**

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**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**

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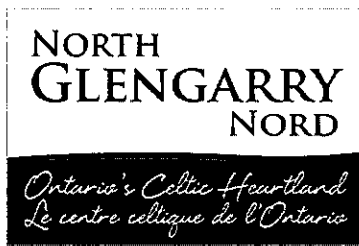
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**Section 5 (d)**



## COMMITTEE OF THE WHOLE

### KEY INFORMATION REPORT

Report No: CS-2019-10

July 17, 2019

From: Anne Leduc – Director of Community Services

RE: Community Services Department 2019 Work Plan – July Update

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#### **Recommended Motion:**

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

#### **Background / Analysis:**

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

#### **ADMINISTRATION**

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

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

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

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

## EVENTS AND ACTIVITIES

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

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

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

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



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

## FACILITIES

### Glengarry Sports Palace

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

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

### Island Park

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

#### 2019 Mill Pond Water Analysis Results

Geometric Mean of 5 samples E.coli (cfu/100 mL) *		
Date	Result	Comment
23-May-19	10	
31-May-19	20	
06-Jun-19	N/A	Rejected due to age of sample
12-Jun-19	18	
18-Jun-19	40	
21-Jun-19	0	No sample taken by EOHU
27-Jun-19	98	
03-Jul-19	38	

\* CFU stands for 'Colony Forming Units' and refers to the number of viable bacterial cells in a sample per unit of volume  
 ± E. coli guidelines for fresh water beaches between 100 and 200 cfu/100 mL varying depending on the swimming-associated risk level deemed acceptable

### King George Park

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

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

### Maxville & District Sports Complex

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

## **Tim Hortons Dome**

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

## **Other**

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

## **COMMENTS**

This report is presented for information purposes only.



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

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

Preparation   
Execution   
Complete 

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 17, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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**Mayor:** Jamie MacDonald

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**Section 5 (e)**



## STAFF REPORT TO COUNCIL

Report No: COW TR2019-22

July 10, 2019

From: Kim Champigny – Director of Finance/Treasurer

RE: 2019 Workplan – Updated for July

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### Recommended Motion:

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

### Background / Analysis:

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

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

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

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

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

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

**Alternatives:**

None.

**Financial Implications:**

None.

**Attachments & Relevant Legislation:**

None.

**Others Consulted:**

Signed by Sarah Huskinson, CAO/Clerk



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

Preparation   
Execution   
Complete 

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 17, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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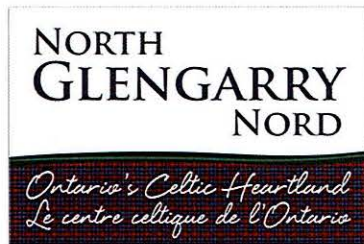
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**Mayor:** Jamie MacDonald

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**Section 5 (f)**



## **STAFF REPORT TO COUNCIL**

**Report No: COW TR2019-23**

**July 10, 2019**

From: Kim Champigny – Director of Finance/Treasurer

RE: 2020 Water User Fees

---

### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. COW TR2019-23 and recommends Council approval of the 2020 water/waste water user fees.

### **Background / Analysis:**

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

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

### **Alternatives:**

None.

### **Financial Implications:**

The rate increase reflects a blended rate for all North Glengarry residents who have water and waste water services.

### **Attachments & Relevant Legislation:**

None.

### **Others Consulted:**

Signed by Sarah Huskinson, CAO/Clerk

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

**SCHEDULE "G"**

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

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 17, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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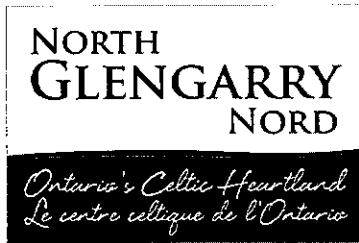
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**Mayor:** Jamie MacDonald

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**Section 5 (g)**



## STAFF REPORT TO COUNCIL

Report No: COW TR2019-24

July 10, 2019

From: Kim Champigny – Director of Finance/Treasurer

RE: Federal Gas Tax Top Up

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### Recommended Motion:

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

### Background / Analysis:

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

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

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

### Alternatives:

None.

### Financial Implications:

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

### Attachments & Relevant Legislation:

None.

### Others Consulted:

Anne Leduc, Director of Community Services  
Michel Riberdy, Director of Public Works

Signed by Sarah Huskinson, CAO/Clerk

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 17, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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**Mayor:** Jamie MacDonald

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**Section 5 (h)**

**STAFF REPORT TO COMMITTEE OF THE WHOLE**

**Report No: BP-2019-18**

**July 17, 2019**

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

**RE:** 2019 Work Plan

---

**Recommended Motion:**

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

**Background / Analysis:**

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

**BUILDING**

**Maxville Water Project**

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

**Building Permit Application & Tracking Software**

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



### **Nutrient Management Plan training/update**

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

### **Review of Sign By-law**

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

### **Outstanding Building Permits (Hospital/Schools)**

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

### **Building Permits**

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

## **BY-LAW ENFORCEMENT**

### **Creation of Animal Control By-law**

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

### **Review Dog Catcher Duties**

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

### **Creation of Livestock/Poundkeeper By-law**

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

### **Review of Garage Sale By-law**

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

### **Update of Clean Yards By-law**

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

### **Ongoing Complaints**

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

## **PLANNING**

### **Draft Zoning By-law Review (2017)**

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

### **Update of current GIS**

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

### **Cannabis use - Zoning By-law Amendment**

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

### **Creation of Site Plan Control By-law**

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

### **Main Street Renewal Project**

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

**Town Core & Rural Cycling Project**

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

**Forest Conservation By-law**

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

**LPAT Official Plan Appeal**

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

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

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

**Alternatives:**

None.

**Financial Implications:**

No financial implications to the Township

**Attachments & Relevant Legislation:**

None.

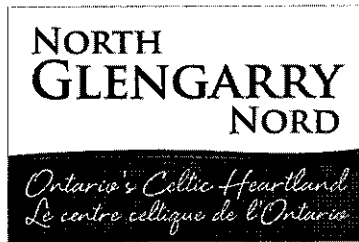
**Others consulted:**

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

Signed by Sarah Huskinson – CAO/Clerk

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

Preparation   
Execution   
Complete 



## STAFF REPORT TO COUNCIL

Report No: BP-2019-19

July 15, 2019

From: Kasia Olszewska – Planner

RE: Tree Canopy Report

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**Recommended Motion:** That the Committee of the Whole receives the Tree Canopy Report.

**Background:** Section 270(1)(7) of the Municipal Act (2001) requires municipalities to adopt and maintain policies with respect to the manner a municipality will protect and enhance the tree canopy and natural vegetation within the municipality. In addition to fulfilling its legislative requirements, the Township recognizes the benefits that a healthy tree canopy and natural vegetation can have including:

- Reducing air pollution;
- Improving water quality;
- Providing habitat for flora and fauna;
- Mitigation against of erosion and subsidence; and,
- Providing public amenity and increasing property values.

To that end, the Township of North Glengarry has developed the Tree Canopy By-law. The By-law or policy applies to clear cutting woodlands; consultation for the minimum area is still required to be reviewed. In addition to protecting the Township's tree canopy, this policy is intended to supplement and assist with the implementation of existing Official Plan policies as they relate to, but are not limited to; Significant Woodlands (OP Section 5.5.4); Environmental Approvals (OP Section 3.5.1.9); and, Open Space, the Natural Environment and Natural Heritage Features (OP Section 3.5.2.8).

**Applicability:** The By-law applies to all lands within the Township of North Glengarry. It is the intent that this By-law shall constitute the tree canopy and natural vegetation policy for the Township. Nothing in the By-law is intended to conflict with existing standards or policies of the Township, nor does it take priority over any by-laws, plans, resolutions, or agreements passed by Council pursuant to the Municipal Act or Planning Act.

Nothing in this By-law is intended to restrict normal farm practices as defined by the Normal Farm Practices Protection Act, including agroforestry.

**Goals:**

The goals of this policy are to:

1. Reduce the unwarranted loss of trees in the Township and seek opportunities to increase tree coverage and supplement natural vegetation, where possible;
2. Prevent ill-advised clear-cutting practices through a permit process; and,
3. Improve data collection of tree coverage and natural vegetation; and,
4. Encourage the conservation of trees through Planning Act approvals; and,
5. Encourage the implementation of best practices as they relate to managing, conserving, and enhancing the tree canopy and natural vegetation in the Township.
6. Reduce possible risks of public nuisance created by ill-advised clear-cutting practices on neighboring properties.

Again, note that the goal of this By-law is not intended to restrict normal farm practices but to ensure that any tree clear cutting happens in a way that is compliant with all involved agencies and organizations.

**Other Considerations:**

Prior to applying for the permit, the By-law obliges applicants aiming to clear cut to consult with the applicable Conservation Authority (Raisin River Conservation Authority or South Nation Conservation Authority), the Township's Fire Department, the Township's Public Works Department and the SDG Transportation and Planning Services Department in order to obtain their respective comments and ensure safe and controlled clear cutting and disposal of trees.

The Tree Canopy By-law and all schedules, along with the entire process for application and permit is currently at first draft and will be re-evaluated following Council comments and concerns. All documents are also being submitted to all the agencies and organization like the MMAH, MNR, SDG and SNRCA/RRCA for further review and comments/concerns. The Township's Fire Department, Public Works and By-law Departments will also be receiving the documentation for review.

Once all comments/concerns are received by the Township's Planning Department, a complete review of the By-law will be done before it is made available to the public. The Township will also have public consultation and take into consideration all comments and concerns expressed by members of the public. The Tree Canopy By-law and all schedules, along with the process for application and permit will then be presented to the Committee of the Whole at the September 18, 2019 meeting for further review before being presented to Council for approval.

**Financial Implications:** No financial implications to the Township

**Attachments & Relevant Legislation:**

- SDG County Tree Canopy and Natural Vegetation Policy

**Others consulted:**

N/A

Signed by Sarah Huskinson – CAO/Clerk

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 17, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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**Mayor:** Jamie MacDonald

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**Section 5 (j)**





## STAFF REPORT TO COUNCIL

July 12<sup>th</sup>, 2019

From: Michel Riberdy – Director of Public Works

RE: Public Works Department 2019 Work Plan – July Update

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### Recommended Motion:

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

### Background / Analysis:

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

### Roads

#### Double Surface Treatment

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

#### Gravel

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

#### Dust Control

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

### Bridges

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

### Hardtop Maintenance

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

### Culverts

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

### **Fleet Management**

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

### **Water Works**

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

### **Sewage Lagoon**

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

### **Drainage**

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

### **Maxville Water Project**

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

## **Alexandria Water Treatment Plant Upgrade**

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

### **R.A.R.E.**

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

### **Comments**

This report is presented for information purposes only



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

Other

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

Preparation   
Execution   
Complete 

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 17, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

**Defeated**

**Deferred**

\_\_\_\_\_

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\_\_\_\_\_

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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**Mayor:** Jamie MacDonald

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**Section 5 (k)**



## STAFF REPORT TO COUNCIL

July 11<sup>th</sup>, 2019

From: Michel Riberdy – Director of Public Works

RE: Skye Road

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### Recommended Motion:

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

### Background / Analysis:

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

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

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

### Gravel Maintenance Program:

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



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

**Asphalt Surface:**

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

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

**Surface Treatment Surface:**

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

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

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

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

**Alternatives:** N/A

**Financial Implications:**

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

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

**Others Consulted:**

Marc Legault, The Nation  
Roch Lajoie, Manager of Transportation

**Attachments:** N/A

Signed by Sarah Huskinson – CAO/Clerk

**Section 6**

**UNFINISHED**

**BUSINESS**

## **Section 7**

# **OTHER BUSINESS**



**Memorandum**

**To:** Mayor Jamie MacDonald, Council, CAO Sarah Huskinson  
Township of North Glengarry  
**From:** John Mesman, Team Lead, Communications and Outreach  
**Date:** July 4, 2019  
**RE:** Areas for Tree Planting Projects

South Nation Conservation (SNC) works with its 16 member municipalities to undertake tree planting projects, manage community forests, and lead environmental initiatives across its jurisdiction in Eastern Ontario.

SNC is looking for idle and empty municipally owned land in need of reforestation; SNC keeps inventory of such lands to guide future funding requests for planting projects.

SNC staff are available to meet with your municipality to create planting plans to help visualize and plan potential planting projects.

Should your municipality need additional support from SNC for specific forestry-related needs, including tree risk assessments, park or urban tree inventories or tree planting plans, please let us know.

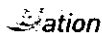
Forests provide many important ecological, economic, social and cultural benefits to communities, residents and the local environment; SNC works closely with property owners, municipalities and partner organizations to protect and increase forest cover on land of environmental, social, geographical or economic value.

Thanks to a recent contribution by the Federal Government, SNC will be able to continue to offer Forest Ontario's provincial tree planting program delivered by Conservation Authorities which provides significant funding to property owners wishing to reforest idle land.

For more information, please contact Cheyene Brunet at 1-877-984-2948, ext. 295, or [cbrunet@nation.on.ca](mailto:cbrunet@nation.on.ca).

Sincerely,

John Mesman  
Team Lead, Communications and Outreach  
South Nation Conservation



# **SECTION 8**

**MATTERS ARISING**

**FROM STANDING**

**COMMITTEES**

**MINUTES OF THE MEETING OF THE  
MUNICIPAL RECREATION ADVISORY COMMITTEE  
Wednesday June 12, 2019  
Island Park, Alexandria**

**Call to Order**

The meeting of the Municipal Recreation Association Committee was called to order at 7:00p.m. with Bob Linney chairing the meeting.

**Present:** Bob Linney (Chair) (Dunvegan Rec)  
Réjean Boulanger (Alexandria Rec.)  
Madelaine MacMillan (Apple Hill Rec.)  
Malcolm MacPherson (Glen Sandfield)  
James Joyce (Dunvegan Rec)  
Dean MacGillivray (Laggan Rec.)  
Gary Martin (Maxville Rec)  
Linda Lavigne (Glen Robertson)  
Anne Leduc (Township of North Glengarry)

**Regrets:** Patrick Menard (Dalkeith Rec)  
Birdeen Grant (Father Gauthier)  
Marc DeRepentigny (Greenfield Rec.)  
Francois Beauclair (Glen Robertson)

**1. Approval of Agenda**

**CARRIED**

**Moved by:** James Joyce

**Seconded by:** Réjean Boulanger

That the agenda for the Municipal Recreation Association Committee meeting of June 12, 2019 be adopted as circulated.

**CARRIED**

**2. Approval of Minutes of previous meeting**

**Moved by:** Rejean Boulanger

**Seconded by:** Gary Martin

That the Minutes from the meeting held March 27, 2019 be approved as circulated.

**CARRIED**

**3. Action or discussion arising from Minutes**

No action was required on any item from the Minutes

**4. Operating Expenses for 2019**

The Chair informed the group that several associations had not submitted their expense reports from 2018, and as a result did not qualify for the Council approved Operating Funds for 2019.

**NO VOTE REQUIRED**

**5. Capital Expenses for 2019**

The representatives discussed the status of the playground safety upgrade project, with a report provided by Anne Leduc. The approved Capital funds budget was also discussed, as well as outstanding work to complete the Dunvegan hall accessibility project. Maxville Recreation representative advised the group would be using \$1,000 from funds raised to install light(s) for pickleball court.

**NO VOTE REQUIRED**

**6. Soccer Registration**

Reg Boulanger reported that as of the date of the meeting, the GSL had approximately the same number of players registered for the amateur outdoor season as the 2018 season. The biggest drop was in the Mens U19 category. Proceeds from the Field Maintenance Fee were distributed (based on number of registered players).

**NO VOTE REQUIRED**

**7. Soccer field issues**

Anne Leduc advised that the soccer field behind the arena in Alexandria is closed for the season All other soccer fields were available to the GSL for the 17<sup>th</sup> of May.

**NO VOTE REQUIRED**

**8. Lights for Maxville soccer field**

The President of Maxville Recreation advised that in addition to the \$20,000 held in a Township dedicated fund for the project, the Association, through various fundraising activities, had also raised \$20,000 for this project, and asked how it can proceed. Anne Leduc and the MRAC Chair advised the next step should be a meeting with GSL executive to determine their interest/support for the project.

**NO VOTE REQUIRED**

**9. Motion to Adjourn**

**CARRIED**

**Moved by: James Joyce**

**Seconded by: Rejean Boulanger**

**Meeting adjourned at 7:55 p.m.**



## Summary of Meeting re: Lights for Maxville Soccer Field

**Date:** July 3, 2019

**Present:** MRAC Chair  
Gary Martin, President, Maxville Recreation  
Executive, Glengarry Soccer League

Meeting began with an overview of existing soccer resources in the Township of North Glengarry, their current use, and current field conditions. There was general agreement that the field in Apple Hill was not incorporated into any league schedule, and that several fields will require lighting/pole upgrades within five years.

Question was raised as to whether these would include an upgrade to LED lighting.

Current funding for a full sized lit soccer field in Maxville was reviewed: general estimate is that \$40,000 is available, with \$20,000 from dedicated fund held by the Township and \$20,000 held by the recreation association from "several years" of fundraising efforts.

President of Maxville Rec expressed his view the project should either be approved, or other uses found for the funds available.

GSL view is that a full size soccer field, equipped with lights, would be a valuable resource for the league, and would be incorporated into regular scheduling.

The group reviewed several options to be presented to the Township to determine feasibility and costing:

- 1) converting one of two fields currently located immediately to the north of the Maxville Arena, with the field running in an east/west direction. This would include determining whether an additional 10 yards (estimated) could be added to the east end of the proposed field, which is land currently owned by the KAS.
- 2) Negotiating with KAS to determine if "full size" soccer field could be installed in the infield (within existing grandstand, as there used to be a soccer field in that location. This would make it easier to light, but would require alterations to the infield to accommodate the proposed field size.

GSL representatives raised two other issues relating to maintenance of soccer fields, and their ability to withstand extreme weather conditions:

- Plan to convert retired Fire Dept tanker into water supply truck
- Possibility of activating sprinkler system installed "years ago" at Lochiel field

Next steps: discussion with Township or designated representatives.

# **SECTION 9**

# **NOTICE OF MOTION**

# **SECTION 10**

# **ADJOURNMENT**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** July 17, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**Carried**

**Defeated**

**Deferred**

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\_\_\_\_\_

\_\_\_\_\_

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**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

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**Section 10**