

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of the Whole Meeting

Wednesday June 19, 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)
5. STAFF REPORTS

CAO/Clerk's Department

- a) Archives Collaborative Agreement (Brenda)
- b) eScribe Training

Treasury Department

- c) Funding for Emergency Repairs – RARE (Jeff)

Planning/Building & By-law Enforcement Department

- d) Planning/Building & By-law Enforcement 2019 Workplan (Johanne)

Public Works Department

- e) Maxville Water Project – Status Report (Michel)
- f) RARE Budget Update (Carma)

Community Services Department

- g) Community Services 2019 Workplan (Brenda)

6. UNFINISHED BUSINESS
7. OTHER BUSINESS

8. MATTERS ARISING FROM STANDING COMMITTEES

- a) MRAC update (Bob Linney)
- b) Committees updates (Chair)

9. NOTICE OF MOTION

Next Committee of the Whole Meeting

Wednesday July 17, 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 (Jacques)

Section 1

CALL TO ORDER

Section 2

DECLARATIONS OF

PECUNIARY

INTEREST

Section 3

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 19, 2019

MOVED BY: _____

SECONDED BY: _____

That the Committee Members accepts the agenda of the Committee of the Whole on Wednesday June 19, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 3

Section 4

DELEGATIONS

Section 5

STAFF REPORTS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 19, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2019-13;

And THAT the Council of the Township of North Glengarry authorizes the Mayor and Clerk to enter into a collaborative agreement with South Glengarry and The Glengarry County Archives for the term of the Archives Building Construction.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

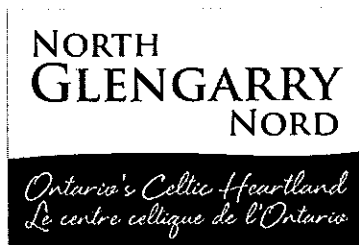
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (a)



STAFF REPORT TO COUNCIL

Report No: AD-2019-13

June 10, 2019

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Archives Collaborative Agreement

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2019-13;

And THAT the Council of the Township of North Glengarry authorizes the Mayor and Clerk to enter into a collaborative agreement with South Glengarry and The Glengarry County Archives for the term of the Archives Building Construction.

Background / Analysis:

Council approved the purchase of the property located at 28 Kenyon in Alexandria in partnership with the Township of South Glengarry for the purposes of housing the Glengarry County Archives. An application to the Ontario Trillium Fund was submitted June 11th, with North Glengarry as the primary applicant and South Glengarry and the Glengarry County Archives named as collaborators on the project. The amount requested from OTF was \$32,400 for various construction costs such as railings, ramp and renovations of the bathrooms.

As such, a collaborative agreement with North Glengarry, South Glengarry and the Glengarry County Archives is necessary. This collaborative agreement is required for the OTF application; however discussions of an agreement had begun earlier in 2019 and was being drafted by all parties as written commitments by each organization to the project (financially, personnel and reporting).

Alternatives:

Option 1: THAT Council authorizes the Mayor and Clerk to enter into a collaborative agreement with South Glengarry and The Glengarry County Archives for the term of the Archives Building Construction.

Option 2: THAT Council does not authorize the Mayor and Clerk to enter into a collaborative agreement with South Glengarry and The Glengarry County Archives for the term of the Archives Building Construction.

Financial Implications:

None.

Attachments & Relevant Legislation:

None.

Others Consulted:

Allan MacDonald – President – Glengarry County Archives

Robin Flockton – Secretary/Treasurer – Glengarry County Archives

Lachlan McDonald – Treasurer – South Glengarry

Signed by Sarah Huskinson
Chief Administrative Officer/ Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 19, 2019

MOVED BY: _____

SECONDED BY: _____

That the Committee of the Whole recommends that Council of the Township of North Glengarry approve a transfer from the RARE Reserve in the amount of \$8,000 to fund the emergency repairs needed for equipment.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

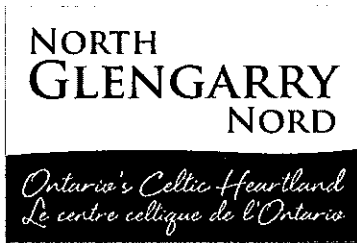
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (c)



STAFF REPORT TO COUNCIL

Report No: COW TR2019-22

June 12, 2019

From: Kim Champigny – Director of Finance/Treasurer

RE: Funding for Emergency Repairs - RARE

Recommended Motion:

THAT the Committee of the Whole recommends that Council of the Township of North Glengarry approve a transfer from the RARE Reserve in the amount of \$8,000 to fund the emergency repairs needed for equipment.

Background / Analysis:

RARE has a piece of equipment called a wheel loader WL38 that needs replacement wheels. Although these tires are only just over one year in age, they have not held up with the constant use on the asphalt and cement surfaces at RARE. This is causing the machine to be imbalanced.

This piece of specialized equipment is in constant use and the operator is now having back problems due to the imbalance of the machine.

There is only one vendor for the replacement parts on this machine and a quote has been obtained. A transfer from reserves is being requested since this expense was not in the 2019 budget and there are adequate funds in the RARE reserve.

Alternatives:

N/A

Financial Implications:

Transfer from the RARE reserve in the amount of \$8,000.

Attachments & Relevant Legislation:

None.

Others Consulted:

Linda Andrushkoff, General Manager, RARE

Signed by Sarah Huskinson, CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 19, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. BP-2019-11 Chief Building Official 2019 Workplan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (d)



STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2019-11

June 19, 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-2019-11 – 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

The Department is currently working along with Public Works and Water Works on the logistics for the connections of all properties with the Urban Settlement Area of Maxville. An information and checklist will be 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.

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 100 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 27th, 2019 meeting. It was already used for loose cows on private property.

Review of Garage Sale By-law

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

Update of Clean Yards By-law

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

Ongoing Complaints

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

PLANNING

Draft Zoning By-law Review (2017)

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

Update of current GIS

In the process of hiring a summer intern to update the GIS planning layers. Interviewed 2 candidates, 1 candidate opted for a work position closer in Montreal, 1 candidate from Ottawa has been interviewed and is interested. The job posting closes on June 23rd, 2019.

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 ideas 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 documents for the Forest Conservation By-law and application are completed; they are currently being reviewed and will be brought to Council for further review in July.

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 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 19, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Status Report of the Maxville Water Project for information purposes.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

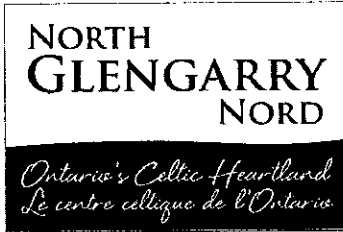
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (e)



STAFF REPORT TO COUNCIL

June 11th, 2019

From: Dave Malcolm
Director of Public Works

RE: **Maxville Water Project – Status Report**

Introduction

The purpose of this report is to provide an overview of progress on the Maxville Water Project. Among other topics, the report discusses the following:

- Project Scope
- Schedule
- Budget
- Public Relations
- Connections Logistics

Project Scope

The Project is designed to provide the residents of Maxville with a reliable source of drinking water through a 22 km transmission main from the upgraded water treatment plant in Alexandria. The Project has been divided into five (5) distinct but interrelated contracts; namely:

1. Maxville Distribution System
2. Maxville Elevated Storage Tank
3. Transmission Main
4. Booster Station
5. Water Treatment Plant Upgrades

The Project is currently on schedule.

Schedule

1. Distribution System

The Maxville Distribution System is approximately 90% complete. Project milestones for the Distribution System are as follows:

Milestone	Expected Completion	Comments
Hydrostatic Testing	June 15	Property owners may request permission to begin excavation, plumbing & landscaping on their properties, subject to Township approval.
Sidewalks	June 10	
Asphalt & Landscaping	July 31	
Substantial Completion	July 31	Property owners may obtain permission to start work on their properties subject to approval.
Potable Water	mid-October	

Within the town limits, road reinstatement work will take place throughout the summer.

2. Transmission Main

The Transmission Main is approximately 95% complete. Project milestones for the Transmission Main are as follows:

Milestone	Expected Completion	Comments
Pipe Installation	July 10	Delisle River Crossing
Hydrostatic Testing of Water Mains	July 1	
Final Cleanup along the Main	July 31	Ditches, grading, Lawn Repair & Seeding, Repairs to Driveway Entrances
Granular Road Restoration (Dornie, Auld M., 5th Conc.)	July 31	
Substantial Completion	July 31	

The transmission main piping is almost completely installed, except for two (2) remaining rail crossings and a river crossing.

Regarding the compaction of granular material around the transmission main, field compaction reports by Lascelles Engineering Group from test samples taken along the transmission main show acceptable compaction of the granular material under, beside & above the pipe. The compaction of the remaining fill was intentionally left until the frost was out of the ground and will be attended to in the coming week.

Cleanup along the transmission main has begun, with the Contractor (Malyon) currently attending to Auld McMillan Road and the crossings along County Road 22. Once that work is complete, they will begin the cleanup of ditches along the route, beginning at Maxville & working eastward, followed by repairs to lawns and driveway entrances.

3. Elevated Storage Tank

The Maxville Elevated Storage Tank is approximately 95% complete. Project milestones are as follows:

Milestone	Expected Completion	Comments
Site works	June 30	
Final Commissioning	October 15	depending on booster station
Substantial Completion	end-October	

4. Booster Station

The Booster Station is approximately 10% complete. Project milestones for the Booster Station are as follows:

Milestone	Expected Completion	Comments
Site works	July 31	
Equipment Placed	August	
Generator	September	
Substantial Completion	Sept 30	

5. Water Treatment Plant

The Upgrades to the Water Treatment Plant are in the final design phase. Project milestones for the Treatment Plant are as follows:

Milestone	Expected Completion	Comments
Final Design	End July	for tender
Substantial Completion	December 2020	1 year after water is supplied

EVB is now in the Final Design phase of the Water Treatment Plant Upgrades. The 90% design documents are expected from EVB, for Township review, by approximately mid-July. A number of provisional items will be included in the final design for this contract. Decisions on implementation of provisional items may be partially influenced by the availability of funds remaining within the project budget, as it approaches its conclusion.

Budget

The projected cost of the project is still within the overall budget of \$30M, as follows:

Contract	% Complete	Projected Cost (excl. HST) as of May 30, 2019
Maxville Distribution System	90%	\$ 11,862,065
Elevated Storage Tank	95%	\$ 2,514,220
Transmission Main	95%	\$ 8,714,073
Booster Station	10%	\$ 1,843,987
Treatment Plant Upgrades	Final Design (in Progress)	\$ 3,918,927
	Total Cost (excl. HST)	\$ 28,880,273

Public Relations

Communications

The date for the next Project Town Hall meeting in Maxville has been set for June 20. The exact time & location will be announced shortly. Monthly Updates will follow on the Township Web page and in press releases, as required.

Complaints

Complaints relating to the construction work both in the village and along the transmission line continue to be addressed and tracked by Public Works, in collaboration with EVB. A number of complaints have also been registered by property owners in the town, claiming that water infiltration in their basements, caused by the Project. Inspections carried out before & after by an independent building inspector indicate that in most cases, these claims are without merit.

Connections Logistics

Property owners are reminded that they are responsible for work done on their properties to connect to the new system. A list of qualified plumbers in the area will be provided on request, but it will be up to each owner to make their own arrangements. An information package is being prepared and will be distributed soon, to advise property owners about requirements and steps to be taken in order to properly connect to the new system. Questions should be addressed to the North Glengarry Public Works Department.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 19, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives the RARE Budget update for information purposes.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

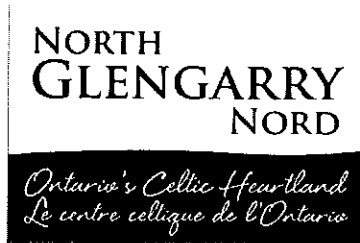
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (f)



STAFF REPORT TO COUNCIL

Date: June 14, 2019

From: Linda Andrushkoff

RE: RARE Budget update

Recommended Motion:

That the Committee of the Whole receives the RARE Budget update for information purposes.

Revenues:

As usual I have removed grants from revenue calculations because we will only get our first (of 4) remittances at late June/early July 2019. Overall, after removing grants from projected and actual revenue, total sales are at 31.2% of budget.

Old Cardboard (OCC) revenue is 34% of projected total sales for this year. Pricing for this commodity has dropped dramatically this year and continues to fall. The good news is that we have a lot of it to sell. Newspaper quantities have dropped due to lower readership and residents using paper to light fires for heat this past winter. However, the drop in newspaper is closely correlated to the increase in cardboard.

Old Newspaper (ONP) revenue is extremely poor as sales have dropped. This is mainly due to the relatively low amount of newspaper that was received in the first quarter of this year. Sales are rising from 1 load per month to almost 2 loads per month. Pricing also rose from \$50/MT to \$80 for the last few loads. This is due to the cleanliness of the RARE material, and finding another buyer.

Others MRFs in Ontario are still getting \$50 or less and many are still landfilling their news.

Plastic prices for the bottles (PET #1) are holding from 2 years ago, but HDPE has dropped to below PET #1 levels. This is unusual, and we are

waiting for a full load (possibly toward the end of July) to find the best pricing.

There are no longer any markets for gable tops or plastic bags. We are out sorting this material into the waste from recycling and disposing it into landfill. It makes no sense to bale and store it, just to landfill it later.

Expenses:

Expenses are at 34% of the base budget, which positively correlates with the number of weeks into the year (44.2).

Other comments:

Upon reviewing the G/L. as provided to me by our treasurer, it is apparent that a reconciliation of the RARE values must be conducted this month as RARE is reporting higher revenues than recorded on the G/L. I will conduct this reconciliation myself to ensure that all revenues have been billed and properly recorded.

After the introduction to dual stream, RARE found that the recycling tonnage from North Glengarry had dropped somewhat in January and into the first half of February. Recycling quantities have stabilized and, when you consider that the amount of garbage from recycling is no longer a problem for the production team, recycling tonnage is likely about the same or higher than last year at this time. I will be conducting a review of the tonnage in the 3rd quarter and providing a report to senior management in late summer.

Attachments:

RARE 2019 June PIT Report

Signed by Sarah Huskinson - CAO/Clerk

R.A.R.E. 2019 June PIT Report

Account Code	EXPENSES Account Description	Budget	YTD Budget Detail June 13	YTD RARE Detail June 13
		2019	2019	2019
1-4-4030-1010	Wages	\$473,024	\$211,509	\$211,509
1-4-4030-1110	Benefits	\$108,466	\$45,166	\$45,166
1-4-4030-1210	WSIB Claims Paid	\$500	\$0	\$0
1-4-4030-1215	Bad Debts	\$0	\$0	\$0
1-4-4030-1225	Insurance	\$10,796	\$10,818	\$10,818
1-4-4030-1505	Ltd Payments	\$54,500	\$22,674	\$22,674
1-4-4030-2015	Property Taxes	\$12,750	\$0	\$0
1-4-4030-2020	Health & Safety	\$500	\$105	\$105
1-4-4030-2021	Work Boots & Clothing	\$3,000	\$774	\$774
1-4-4030-2024	Garbage & Snow Removal	\$42,000	\$16,635	\$16,635
1-4-4030-2025	Milage & Travel	\$500	\$262	\$262
1-4-4030-2026	Meeting Attendance	\$250	\$0	\$0
1-4-4030-2035	Conferences/Workshops/Training	\$3,000	\$190	\$190
1-4-4030-2049	Cell Phone	\$1,500	\$499	\$499
1-4-4030-2050	Telephone	\$850	\$440	\$440
1-4-4030-2055	Enbridge	\$4,000	\$2,541	\$2,541
1-4-4030-2056	Hydro	\$40,000	\$10,868	\$10,868
1-4-4030-2057	Water/Sewer	\$1,200	\$472	\$472
1-4-4030-2065	Oil Furnace	\$0	\$0	\$0
1-4-4030-2100	Postage	\$100	\$0	\$0
1-4-4030-2110	Tools (new code taken from 2366)	\$2,000	\$421	\$421
1-4-4030-2120	Office Supplies	\$750	\$16	\$16
1-4-4030-2124	Housekeeping & Janitorial Supplies	\$1,500	\$319	\$319
1-4-4030-2125	Wire Material	\$15,000	\$3,866	\$3,866
1-4-4030-2130	Computer Expense	\$1,000	\$340	\$340
1-4-4030-2140	Photocopier Expense	\$0	\$366	\$366
1-4-4030-2155	Repairs - Magnetic Separator	\$1,000	\$0	\$0
1-4-4030-2156	Repairs - Conveyor	\$2,500	\$0	\$0
1-4-4030-2157	Repairs - Bobcat	\$2,500	\$2,073	\$2,073
1-4-4030-2158	Repairs - Recycling Traylor	\$0	\$0	\$0
1-4-4030-2159	Repairs - Vans	\$500	\$0	\$0
1-4-4030-2160	Repairs - Baler	\$6,000	\$0	\$0
1-4-4030-2165	Repairs - Ballistic/OCC Separator	\$6,000	\$253	\$253
1-4-4030-2210	Legal Fees	\$2,000	\$0	\$0
1-4-4030-2223	Consulting Fees	\$3,000	\$0	\$0
1-4-4030-2300	Advertising	\$1,000	\$213	\$213
1-4-4030-2325	Publicity & Promotion	\$2,500	\$866	\$866
1-4-4030-2366	Building/Maintenance/Supplies	\$6,000	\$1,970	\$1,970
1-4-4030-2367	Shop Equipment Inventory (new code tak	\$3,000	\$0	\$0
1-4-4030-2370	Truck Licencing	\$150	\$0	\$0
1-4-4030-2399	Vehicle Maintenance	\$1,000	\$35	\$35
1-4-4030-2400	Gas/Oil/Diesel	\$7,000	\$2,331	\$2,331
1-4-4030-2410	Assoc & Membership Fees	\$1,000	\$530	\$530
1-4-4030-2511	Transportation	\$2,000	\$0	\$0
1-4-4030-2520	Weighing Charges	\$1,500	\$0	\$0
1-4-4030-3010	Equipment Rental	\$20,000	\$11,300	\$11,300
1-4-4030-3020	Equipment Purchases - Plant	\$0	\$4,455	\$4,455
1-4-4030-3021	Equipment Purchases - Office	\$500	\$0	\$0
1-4-4030-4011	Recycling Contractor Fee	\$0	\$0	\$0
1-4-4030-4025	Tipping Fees	\$0	\$0	\$0
1-4-4030-4027	Single Stream Processing	\$0	\$27,563	\$27,563
1-4-4030-5010	General Expenses (Miscellaneous)	\$750	\$362	\$362
1-4-4030-7424	Purchase - Aluminum	\$20,000	\$0	\$0
1-4-4030-7429	Purchase - Single Stream	\$0	\$0	\$0
1-4-4030-7430	Purchase - Cardboard	\$75,000	\$15,043	\$15,043
1-4-4030-7431	Purchase - Mixed Plastic	\$4,500	\$790	\$790
1-4-4030-7433	Purchase - Office Mix	\$0	\$0	\$0
1-4-4030-7435	Purchase - Newsprint	\$7,000	\$815	\$815
1-4-4030-7850	Amortization Expense	\$0	\$0	\$0
1-4-4030-7900	Refund - Processing Fees	\$0	\$0	\$0
1-4-4030-9000	Contribution to Reserves	\$0	\$0	\$0
1-5-4030-8000	Capital	\$0	\$0	\$0
Total RECYCLING (RARE)		\$953,586	\$396,881	\$396,881

R.A.R.E. 2019 June PIT Report

Account Code	REVENUES Account Description	Budget	YTD Budget Detail June 13	YTD RARE Detail June 13
		2019	2019	2019
1-3-4030-3000	Wage Subsidy	\$0	\$1,000	\$1,000
1-3-4030-7410	Recycling Fees	\$0	\$0	\$0
1-3-4030-7411	Weighing Charges	\$0	\$0	\$0
1-3-4030-7419	Recycling - LCBO Bottle Deposit	\$41,000	\$13,875	\$13,875
1-3-4030-7420	Recycling - Farmer Wraps	\$0	-\$8,346	\$0
1-3-4030-7421	Recycling - Grocery Bags	\$0	\$0	\$0
1-3-4030-7422	Recycling - Tubs & Lids 3 to 7	\$9,400	\$2,143	\$2,143
1-3-4030-7423	Recycling - Other Revenue	\$500	\$0	\$0
1-3-4030-7424	Recycling - Aluminum	\$42,000	\$8,346	\$0
1-3-4030-7425	Recycling - Metal	\$21,000	\$8,346	\$8,346
1-3-4030-7426	Recycling - Clear Glass	\$0	\$0	\$0
1-3-4030-7427	Recycling - Coloured Glass	\$0	\$0	\$0
1-3-4030-7428	Recycling - Plastic HDPE #2	\$17,000	\$0	\$0
1-3-4030-7429	Recycling - Pet #1	\$25,000	\$17,155	\$17,155
1-3-4030-7430	Recycling - Cardboard	\$175,000	\$54,257	\$59,477
1-3-4030-7431	Recycling - Mixed Plastics 1 to 7	\$3,500	\$948	\$948
Memo Item:	Total plastic (#1, #2, Tubs & Lids)	\$51,400	\$19,299	\$19,299
Memo Item:	Total Newsprint (#6 + #8)	\$89,000	\$11,783	\$11,244
1-3-4030-7432	Recycling - Newsprint #8	\$89,000	\$11,783	\$11,244
1-3-4030-7433	Recycling - Office Mix	\$4,000	\$0	\$0
1-3-4030-7434	Recycling - Used Pallets	\$0	\$0	\$0
1-3-4030-7435	Recycling - Newsprint #6	\$0	\$0	\$0
1-3-4030-7436	Recycling - Gable Tops	\$0	\$0	\$0
1-3-4030-7451	Processing - Casselman	\$0	\$0	\$0
1-3-4030-7452	Processing - South Glengarry	\$0	\$0	\$0
1-3-4030-7453	Processing - North Stormont	\$0	\$0	\$0
1-3-4030-7454	Processing - North Glengarry	\$64,000	\$0	\$21,368
1-3-4030-7455	Processing - Russell/ABC	\$107,000	\$6,534	\$34,823
1-3-4030-7500	Polycoat Containers	\$0	\$0	\$0
1-3-4030-7501	Interest Earned	\$0	\$0	\$0
1-3-4030-7502	Other Income	\$0	\$0	\$0
1-3-4030-7503	Grants *	\$175,000	\$426	\$93,841
1-3-4030-7850	Sale of Equipment	\$0	\$0	\$0
1-3-4030-8000	Contribution from Reserves	\$73,000	\$0	\$0
1-3-4030-8100	Finance Capital Purchases	\$0	\$0	\$0
Total RECYCLING (RARE)		\$846,400	\$116,468	\$264,220
Estimated Profit / Loss (Revenues over expenses)		\$107,186	\$280,413	\$132,661

Baled Inventory:

	# of Bales	Est. Value	Est. Value	
ONP - Newspaper	51	\$ 2,525	\$ 673	Sold
OCC - Cardboard	84	\$ 2,470	\$ 7,174	Sold
Plastic #1 PET	12	\$ 2,700	\$ 2,376	
Plastic #2 HDPE	33	\$ 7,508	\$ 8,580	
Plastic Tubs/Lids	3	\$ 293	\$ 176	
Plastic MRP	5	\$ 155	\$ 155	
Grocery Bags	78	\$ -	\$ -	
Metal - Steel	16	\$ 3,120	\$ 3,720	
Metal - Aluminum	40	\$ 19,188	\$ 20,664	50 bales needed
Metal - Pie Plates	16	\$ 7,040	\$ 9,328	
Gable Tops	0	\$ -	\$ -	
SOP - Shredded Office Paper	8	\$ 1,128	\$ 1,128	
		\$ 46,125	\$ 53,973	

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 19, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. COTW CS-2019-08
– Director of Community Services 2019 Workplan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (g)



COMMITTEE OF THE WHOLE

KEY INFORMATION REPORT

Report No: CS-2019-08

June 19, 2019

From: Anne Leduc – Director of Community Services

RE: Community Services Department 2019 Work Plan – June Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. CS-2019-08.

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 – A meeting was held with Mr. Pierre Brunet on May 17, 2019 during which a site visit was made of the Glengarry Sports Palace Canteen. A copy of the contract was given to Mr. Brunet for his review. No comments have been received back to date.

Geese Mitigation Program – Staff has filed the Migratory Birds Damage or Danger Permit Report for its Geese Mitigation Program. This table summarizes the number of eggs and nests that have been recorded since 2016:

Year	Eggs	Nests
2016	114	18
2017	38	6
2018	56	8
2019	38	4

The present 3-year permit comes to an end as of December 2019. Staff will reapply for a 3-year permit with Environment Canada.

Removal of Aquatic Vegetation at Mill Pond –The Township notified the Department of Fisheries and Oceans that the removal of aquatic vegetation would start no later than June 15, 2019.

Seniors Community Grant Program – We are presently working with several partners on a grant application for a Falls Prevention and Exercise class for seniors that would be given in our facilities.

EVENTS AND ACTIVITIES

Ball Hockey – Activities started in late April at the Glengarry Sports Palace and continue until the time that the ice is scheduled to be reinstated in mid-August.

Canada Day – Activities are well underway for Island Park. Fireworks are booked, the Canada Day cake has been ordered and the Township will be staffing the bar for this event.

Lobsterfest – This event, which was held on May 25th, was completely sold out.

Running Program – A summer running program run by Jacob Cameron is being offered at Island Park this summer. This will provide a feed into the Fall running program that is planned with the same instructor.

Summer Camp – This program is run in partnership with the Glengarry Inter Agency Group. This year Camp will start on July 2nd and run until August 23rd and children ages 4 till 13 are welcome to participate. We are at \$18,689.00 worth in registrations at this time. Budgeted revenues are \$22,000.00.

Staff is finalizing the summer cooking classes with the Centre de Santé de l'Estrie's nutritionist. The classes would take place in the Centre de la Santé's EOHU-approved kitchen.

Swimming Lessons at Island Park – Staff is working on extending the HGMH's facility licence to Island Park and has contacted the area swimming organizations (Hawkesbury, Glengarry Park, Morrisburg Park) to contract the services of an open-water certified lifeguard which will allow us to give the Red Cross certified swim lessons. A meeting is scheduled with Linda Ramsay from HGMH to go over the details on the delivery of the lessons.

Yoga – The Spring session saw less attendance than the Fall 2018 and Winter 2019 sessions. Registrations covered the costs for the instructors and the hall rentals.

Youth Ball Hockey – Two sessions of youth ball hockey are planned for youth ages 7-9 and 10-12. The first is taking place at the Maxville & District Sports Palace. Youth will play 8 games between May 2nd and May 27th. 36 participants have registered for this activity in Maxville. Revenues are \$1,800.00 (no HST as it is a youth program managed by the Township). Floor rentals for 16 hours total \$991.20.

The Alexandria session started in June and has 16 participants. Staff will review the timing of the sessions so that they do not coincide with the start of soccer.

FACILITIES

Glengarry Sports Palace

Bleachers - The Glengarry Minor Hockey Association will be purchasing a set of bleachers at a cost of \$2,756.80 for the baseball diamonds on the west side of the GSP. The Alexandria Recreation Association is contributing \$1,500.00 in fundraised monies towards a second set of bleachers. The GSP will pay the difference.

Summer Maintenance – Regular Summer maintenance is ongoing – Brine testing for refrigeration system, painting and general clean-up.

Island Park

Beach – Sand has been added to the beach.

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

2019 Mill Pond Water Analysis Results

Geometric Mean of 5 samples E.coli (cfu/100 mL) *		
Date	Result	Comment
23-May-19	10	
31-May-19	20	
06-Jun-19	N/A	Rejected due to age of sample
* 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		

Duet Bikes – Staff has worked with the Glengarry Community Living group for the placement of signage to identify the location of the Duet at Island Park in the Sandfield Building. These bikes can be used by anyone who is authorized by and has received training certification through Glengarry Community Living.

Sidewalk Repairs – The work has been completed on the north portion of the interlocking sidewalk at Island Park (which presented trip hazards). Staff will monitor the remaining section of the sidewalk over the 2020 Winter and Spring for shifting.

Soccer Benches – The benches that were produced by the Wood-working class at the Glengarry District High School were installed the week of May 17th.

Soccer Fields – Due to the wet conditions and the heavy use of the fields at Island Park, staff has noticed wear especially around the goal and penalty box areas.

Tennis Courts – The tennis court wind screen was installed by the tennis user group the week of June 17th. The wind screen will be removed by staff in the fall.

King George Park

Trees – 1 spruce tree and 2 red maple trees have died since last summer. Staff has purchased three new trees and they will be replaced the week of June 24th. The holes will be enlarged and additional earth will be placed around the trees.

Electrical Panel – Staff will be meeting with a representative from the King George Park and the Maxville Farmers' Market to determine a more discreet and serviceable location for the electrical panel.

No Parking Signs – Signage was installed by Public Works delineating a no parking zone from the corner of Carr Street to the Muirs Building on Main Street at King George Park

Maxville & District Sports Complex

Compressor – The south compressor over-haul work has been authorized and will be completed prior to start-up. In 2017, the north compressor was over-hauled.

Water Storage Tank – Last year Council authorized the installation of two-unit instant hot water system that heats water for use in the ice resurfer. The water heated through this system is held in two storage tanks. One storage tank has rusted through. Given the significant cost of a storage tank, the decision was made to cap off the line to the storage tank for now and evaluate in the Fall if the new instant hot water system and the single storage tank can suffice to meet the water needs of a busy weekend day. A storage tank can be replaced within a matter of a few days.

Tim Hortons Dome

Reinstatement of Change Rooms and Lobby – The dry sprinkler conversion was successfully performed on May 6th and 7th.

The reinstatement of the change rooms started on May 13th and only a few punch-out items remain. The ceramic tiles have been installed in the change rooms, lobby and office. Painting of the Lobby is underway and the new lobby desks will be assembled once this work is completed

Other

Glen Robertson Community Centre – The main electrical pole holding the Hydro meter at the Centre came down. MacDougall Electric and Sproule coordinated the work and reinstalled the meter in a safer location on the building.

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

COMMENTS

This report is presented for information purposes only.

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

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

GSP, MSC - Plant Lock-out Tag-Out Procedures	Completed	AL, RW, JA						
GSP, MSC - Programming - Floor Hockey	Ongoing	AL, MD, JA, RW						
GSP, MSC - Refrigeration Plant Certification TSSA	Ongoing	AL, RW, JA						
GSP, MSC - TSSA Lock-out procedure	Completed	AL, JA, RW						
IP - Aquatic Vegetation Removal Permit	Ongoing	AL						
IP - Geese Mitigation Program	Ongoing	AL						
IP - Programming - 2019 Swimming Lessons	Ongoing	AL						
IP - Programming - Summer Camp	Ongoing	AL						
IP - Sidewalk Repair	Ongoing	JD						
MSC - Community Hall Accessible Door	Ongoing	AL, JA						
MSC - Heating renovations	Ongoing	AL, JA						
MSC - Programming - Kilt Skate	Completed	AL, TK & Others						

Preparation 
Execution 
Complete 

Section 6

UNFINISHED

BUSINESS

Section 7

OTHER BUSINESS

SECTION 8

MATTERS ARISING

FROM STANDING

COMMITTEES

SECTION 9

NOTICE OF MOTION

SECTION 10

ADJOURNMENT

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 19, 2019

MOVED BY: _____

SECONDED BY: _____

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 10