

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
Regular Meeting of Council
Agenda

Monday, April 24, 2023, 6:00 p.m.

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

- 1. CALL TO ORDER**
- 2. DECLARATIONS OF PECUNIARY INTEREST**
- 3. ACCEPT THE AGENDA (Additions/Deletions)**
- 4. ADOPTION OF PREVIOUS MINUTES**
 - a. Regular Meeting of Council Minutes - April 11, 2023
- 5. DELEGATION(S)**
 - a. Community Living Glengarry - Danielle Duranceau, Executive Director - Daniel Giroux, President - David Forrest, Director and Angela MacDonald, Manager
- 6. STAFF REPORTS**
 - a. Community Services Department
 1. Alexandria Skate Park projected construction costs
 - b. Public Works Department
 1. Sole Sourcing Report – Alexandria Water Main Relining
 2. Award of Tender PW 2023-10 – Water Treatment Intake Dike & PW2023-15 Water Audit
 3. Sole Sourcing Report – Sampling and Monitoring, Maxville Lagoon
- 7. UNFINISHED BUSINESS**
- 8. CONSENT AGENDA**
- 9. NEW BUSINESS**
- 10. NOTICE OF MOTION**

Next Regular Public Meeting of Council

Monday May 8, 2023 at 6:00 p.m. in the Council Chamber 3720 County Road 34,
Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

11. QUESTION PERIOD

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

12. CLOSED SESSION BUSINESS

Proceed "In Closed Session",

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

Legal (as this matter deals with litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board they may be discussed in closed session under sections 239 (2)(e) of the Ontario Municipal Act);

And adopt the minutes of the Municipal Council Closed Session meeting of February 27, 2023.

13. CONFIRMING BY-LAW

- a. By-law 15-2023

14. ADJOURN

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

Tuesday, April 11, 2023, 6:00 p.m.

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

PRESENT: Mayor: Jamie MacDonald
Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Brian Caddell
Councillor: Jeff Manley
Councillor: Michael Madden
Councillor: Gary Martin

ALSO PRESENT: CAO/Clerk: Sarah Huskinson
Deputy Clerk: Jena Doonan
Director of Community Services: Anne Leduc
Treasurer & Director of Finance: Kimberley Goyette
Director of the Building/By-law & Planning Services: Jacob Rhéaume
Director of Public Works: Timothy Wright

Others Present Economic Development & Communication Officer: Natalie Charette

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

Resolution No. 1

Moved by: Carma Williams

Seconded by: Jacques Massie

THAT the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday April 11th, 2023.

Carried

- 4. ADOPTION OF PREVIOUS MINUTES**

Resolution No. 2

Moved by: Jacques Massie

Seconded by: Brian Caddell

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

Regular Meeting of Council - March 27, 2023

Carried

5. DELEGATION(S)

- a. Joyce Gravelle , Account Manager from MPAC
Joyce Gravelle, Account Manager from Municipal Property Assessment Corporation gave an update on Property Assessment in Ontario.

6. STAFF REPORTS

- a. Administrative Department

1. Emergency Management By-law 13-2023

Resolution No. 3

Moved by: Brian Caddell

Seconded by: Jeff Manley

THAT Council of the Township of North Glengarry accepts report No. AD-2023-04 and

THAT Council adopts by-law No.13-2023 being a by-law to provide for the establishment and adoption of an Emergency Management Program for the Township of North Glengarry; and

THAT by-law No. 13-2023 be read a first, second and third time and adopted in open Council this 11th day of April 2023.

Carried

- b. Community Services Department

1. Award of contract for Island Park Sandfield Centre Siding Replacement

Resolution No. 4

Moved by: Jeff Manley

Seconded by: Michael Madden

THAT Council of the Township of North Glengarry receives staff report CS-2023-07; and

THAT Council of the Township of North Glengarry approves the award of the contract for the Sandfield Centre Siding Replacement to David R Coleman General Contractor Ltd., in the amount of \$55,901.10 (plus HST); and

THAT Council of the Township of North Glengarry approves the disbursement of funds in the amount of \$50,000.00 from the approved Island Park Siding Capital Budget and that the remainder of funds, \$5,901.10 be sourced from the surplus identified in the Recreation Capital budgets – Island Park Bathroom Partitions and Glengarry Sports Palace Field Lighting; and

THAT the Mayor and Chief Administrative Officer are hereby authorized to execute the documentation relevant to this project.

Carried

2. Second Intake results for 2023 Community Grants

Resolution No. 5

Moved by: Michael Madden

Seconded by: Gary Martin

THAT Council of the Township of North Glengarry receives the Staff Report No. CS-2023-08; and

THAT Council approves the following grants under the second intake of the 2023 Community Grants Program:

Name of Organization	Amount Approved	In Kind Approved	TOTAL
Alexandria Lions Club		1,978.00	\$1,978.00
Glengarry Curling Club	1,445.00	-	\$1,445.00
Maxville & District Horticultural Society	2,400.00	582.00	\$2,982.00
Save the Grotto	1,445.00	-	\$1,445.00
TOTAL	\$5,290.00	\$2,560.00	\$7,850.00

Carried

3. Outline for Parks & Recreation Action Plan

Resolution No. 6

Moved by: Gary Martin

Seconded by: Carma Williams

THAT Council of the Township of North Glengarry receives Staff Report No. CS-2023-09; and

THAT Council of the Township of North Glengarry approves the proposed outline for the Parks and Recreation Action Plan; and

THAT Council of the Township of North Glengarry approves moderator fees to a maximum of \$5,000 to be funded through the administration consulting/professional fees budget.

Carried

c. Treasury Department

1. Reinstatement of Legislation to Retain Surplus Proceeds from a Tax Sale

Resolution No. 7

Moved by: Carma Williams

Seconded by: Jacques Massie

THAT Council of the Township of North Glengarry directs Administration to send a letter to all taxation bodies including the Ministry of Municipal Affairs, the Ministry of Finance, the United Counties of Stormont, Dundas and Glengarry Council, MPP Stephane Sarrazin and all other municipalities in Ontario requesting them to re-instate previous legislation that permitted a Municipality to apply for and retain surplus funds from a tax sale in their jurisdiction.

Carried

d. Planning/Building & By-law Enforcement Department

1. Zoning Amendment By-law No. Z-03-2023

Resolution No. 8

Moved by: Jacques Massie

Seconded by: Brian Caddell

THAT the Council of the Township of North Glengarry adopts Zoning By-Law No. Z-03-2023; and

THAT By-law Z-03-2023 be read a first, second, third time and enacted in Open Council this 11th day of April 2023.

Carried

2. Zoning Amendment By-law No. Z-04-2023

Resolution No. 9

Moved by: Brian Caddell

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry adopts Zoning By-Law No. Z-04-2023; and

THAT By-law Z-04-2023 be read a first, second, third time and enacted in Open Council this 11th day of April 2023.

Carried

3. Zoning Amendment By-law No. Z-05-2023

Resolution No. 10

Moved by: Jeff Manley

Seconded by: Michael Madden

THAT the Council of the Township of North Glengarry adopt Zoning By-Law No. Z-05-2023; and

THAT By-law Z-05-2023 be read a first, second, third time and enacted in Open Council this 11th day of April 2023.

Carried

4. Zoning Amendment By-law No. Z-06-2023

Resolution No. 11

Moved by: Michael Madden

Seconded by: Gary Martin

THAT the Council of the Township of North Glengarry adopts Zoning By-Law No. Z-06-2023; and

THAT By-law Z-06-2023 be read a first, second, third time and enacted in Open Council this 11th day of April 2023.

Carried

e. Public Works Department

1. Award of Multiyear Tender PW 2023-13 – Sampling and Monitoring

Resolution No. 12

Moved by: Gary Martin

Seconded by: Carma Williams

THAT Council of the Township of North Glengarry receives Staff Report No. PW 2023-17, Award of Multiyear Tender PW 2023-13 – Sampling and Monitoring; and

THAT Council of the Township of North Glengarry authorizes the Mayor and CAO/Clerk to enter into an agreement with J2PG Consultants to provide Engineering Services for the Township’s five landfill sites including sampling and monitoring for a period of five years for \$324,100.00 + HST.

Carried

2. Award of Tender PW 2023-09 – Engineering Services Bridges and Culverts

Resolution No. 13

Moved by: Carma Williams

Seconded by: Jacques Massie

THAT Council of the Township of North Glengarry receives Staff Report No. PW 2023-18; and

THAT Council of the Township of North Glengarry authorizes the Mayor and CAO/Clerk to enter into an agreement with HP Engineering to provide Engineering and Construction Management Services for the Townships various bridges and culverts marked for studies or physical work for \$48,908.00 + HST being funded through the approved 2023 capital budget.

Carried

7. UNFINISHED BUSINESS

8. CONSENT AGENDA

Resolution No. 14

Moved by: Jacques Massie

Seconded by: Brian Caddell

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

Carried

a. Committee of Adjustment Hearing Minutes - Nov 28, 2022

- b. Public Meeting of Planning Minutes - Jan 30, 2023
- c. Public Meeting of Planning Minutes - Feb 27, 2023

9. NEW BUSINESS

10. NOTICE OF MOTION

11. QUESTION PERIOD

12. CLOSED SESSION BUSINESS

13. CONFIRMING BY-LAW

Resolution No. 15

Moved by: Brian Caddell

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry receives By-law 14 -2023; and

THAT the Council of the Township of North Glengarry adopts by-law 14 -2023 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 14-2023 be read a first, second, third time and enacted in Open Council this 11th day of April 2023.

Carried

14. ADJOURN

Resolution No. 16

Moved by: Jeff Manley

Seconded by: Michael Madden

THERE being no further business to discuss, the meeting was adjourned at 7:08 p.m.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor

April 17, 2023

Sarah Huskinson, Chief Administrative Officer/Clerk
Township of North Glengarry
3720 County Road 34, R.R.2
Alexandria On. K0C 1A0

Dear Ms. Sarah Huskinson

May is Community Living Month, a province-wide annual awareness campaign created to promote true inclusion for people who have an intellectual disability and their families. As many municipalities throughout Ontario have proclaimed the month of May "Community Living Month", we are asking the North Glengarry Township to have their Council bring forward a motion to proclaim May as Community Living Month. In hopes that Council is supportive, we have attached a sample proclamation for your convenience.

This year, Toronto's CN Tower will be helping to promote Community Living Month by lighting up in **blue** and **green** (the official colours of the Community Living movement) on **May 1st** as part of Community Living Ontario's **Shine a Light on Community Living** initiative.

Community Living Ontario is encouraging other communities to invite their local landmarks to participate by designating a LOCAL BUILDING/LANDMARK to shine a light (blue/green), raise awareness and celebrate with us.

As a proud member of Glengarry County who believes strongly in the Community Living movement, our organization "Community Living Glengarry" is inviting North Glengarry Township to:

- Display the green lights at Alexandria Island Park
- Use blue and/or green flood lights to illuminate the North Glengarry Township Building
- To raise our "Community Living" flag (we will provide you with one)

Together, we can create a powerful example of inclusion that will shine not only in our community, but throughout many others around the province.

Will you join us this year? If so, please let me know so we can promote your participation.

We thank you in advance for your time and consideration. If you have any questions about this special month, visit CommunityLivingOntario.ca or contact me via the information shown below.

Sincerely,



Danielle Duranceau, Executive Director
Community Living Glengarry
613-525-4357 ext. 351
danielle@clglen.on.ca

More information: Founded in 1953, Community Living Ontario is a nonprofit leader providing a provincial voice for people who have an intellectual disability, their families, friends, and support providers across Ontario. Today, they proudly advocate on behalf of more than 100,000 people while championing the inclusion efforts of over 100 member organizations.

Proclamation

Community Living Month "May"

Whereas Community Living Glengarry strives to ensure that all people live in a state of dignity, share in all elements of living in the community and have the opportunity to participate effectively; and

Whereas for fifty five years, Community Living Ontario has worked to bring people and the communities together by supporting individuals as they develop their capacity to live, learn, work and participate in all aspects of living in the community as well as develop its capacity to welcome and support people who have not always had the same opportunities to participate in community life in meaningful productive ways; and

Whereas Community Living Glengarry provides support and services to people with developmental challenges in our area; and

Whereas during the month of May, Community Living Glengarry is promoting public awareness of the physical and social barriers that keep individuals with developmental challenges from participating in the social, recreational and economic world around them;

Now, Therefore, we the Township of North Glengarry do hereby proclaim the month of May as "**Community Living Month**" and encourage all citizens to become more knowledgeable about people with developmental challenges and to welcome them as equal members of our community.

Mayor and Council of Township of North Glengarry



STAFF REPORT TO COUNCIL

Report No: CS-2023-11

April 24, 2023

From: Anne Leduc – Director of Community Services

RE: Alexandria Skate Park projected construction costs

Recommended Motion:

THAT Council of the Township of North Glengarry receives staff report CS-2023-11; and

THAT Council of the Township of North Glengarry receives the projected construction costs for the Alexandria Skate Park expansion; and

THAT Council of the Township of North Glengarry approves an exception to the Procurement Policy allowing for sole sourcing the construction to Papillon Skate Parc Inc. in the amount of \$319,044.00 (excluding taxes); and

THAT the Mayor and Chief Administrative Officer are hereby authorized to execute the documentation relevant to this project.

Background / Analysis:

On June 28, 2021 Council authorized staff to apply to the Canada Community Revitalization Fund for the expansion of the Alexandria Skate Park. The Contribution Agreement was signed by the Mayor and the Chief Administrative Officer following approval by Council on March 28, 2022 and was sent for signature endorsement by the Federal Economic Development Agency for Southern Ontario.

In April 2022, a Request for Tender (RFT) was issued for which no bids were received. Council approved that staff manage the project internally by segmenting the project (excavation, gravel, concrete, etc.) and proceed with requests for quotes.

Staff strived to obtain quotes from excavation and skate park contractors over the last several months.

An onsite meeting was held regarding the excavation portion of the project where representatives from three companies attended. Two companies have advised that they would

be unable to fit the project in their schedule due to prior commitments. The third company, Gilles Levac Excavation, is a well established contractor in North Glengarry.

Three reputable skate park companies were contacted for quotes. Papillon Skate Park Inc. responded with a quote that was aligned with the budget for this project.

Papillon Skate Park designed and built the skate park in Akwesasne in October 2022. Staff visited the park and spoke with Akwesasne staff about their extremely positive experience with the contractor.

Below are pictures of skate parks that have been built by the contractor.





Parc Gilles-Villeneuve, Chambly



Parc Gilles-Villeneuve, Chambly





Figure 1 - Akwesasne Skate Park



Figure 2 - Akwesasne Skate Park

A breakdown of the projected construction costs is outlined in the table below:

Alexandria Skate Park (April 2023 Pricing)

Pre-Construction Work

Engineering		
Slight modifications to design for construction efficiencies	5,000.00	
Excavation Pre-Construction - Gilles Levac Excavation		
Excavation for site preparation, sand/gravel flat, excavator, labour and compaction equipment	20,000.00	
Excavation Granulars - A.L. Blair Construction		
825 Tonnes gravel for forming of concrete structures	13,282.50	38,282.50

Construction Work - Papillon Skate Parc Inc.

*4% Contingency included in price

* Excavation Construction - Papillon Skate Park Inc.		
Mounding and pre-concrete preparation	39,270.00	
* Mobilization - Papillon Skate Park Inc.		
Mobilization costs for construction personnel	12,495.00	
* Materials - Papillon Skate Park Inc		
Concrete, wood, rebar, rails - fabrication included, concrete pumps	47,600.00	
* Labour - concrete work - Papillon Skate Park Inc.		
Carpentry – formwork, rebar installation, concrete finishers – obstacles, concrete finishing – floors, unforming, project management, remoteness bonus	205,399.00	
* Administration Fees - Papillon Skate Park Inc.		
Surveying, insurance, toilets, containers, worksite omega fencing, cleaning and admin mobilization costs	14,280.00	319,044.00
Sub total		\$357,326.50
1.76% Municipal Tax		\$6,288.95
Projected construction costs		\$363,615.44
\$375,000.00 Budget - remaining		\$11,384.56

The table below includes the funds raised to date:

Alexandria Skate Park Fundraising Update	
FedDev	275,000.00
LEAF Fund	25,000.00
Tim Hortons (Alexandria)	10,000.00
Dillon Ojo Foundation	10,000.00
Alexandria Chamber	3,500.00
GoFundMe	2,240.00
Anonymous	2,000.00
Lions Club	1,000.00
Fishing Derby	500.00
TOTAL	329,240.00
 TARGET	 375,000.00
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Remaining amount to fundraise	45,760.00

The contractor estimates that the project will be completed in October 2023 which will give time for the Alexandria Skate Park Committee to conclude the fundraising for the skate park. Members of the Committee will be approaching the businesses and the community to secure the remaining funds.

Upon Council's approval to proceed with the project the:

- Construction contract will be signed in order to secure the fall construction schedule;
- Ribbon-cutting event will be scheduled with MP Francis Drouin's office for the launch of the skate park project;
- Already finalized a FedDev-approved press release announcing the \$275,000.00 contribution towards the skate park will be released at that time; and
- The announcement will be used as an opportunity to generate renewed interest in the community and jump start the fundraising campaign to secure the remaining funds for the skate park.

Staff will bring regular updates to Council on the progress of the project at the Committee of the Whole or Council Meetings.

Alternatives:

Option 1: Recommended – THAT Council approves the project as noted in the recommended resolution.

Option 2: Not Recommended – That Council not approve the recommendation.

Financial Implications:

The grant obtained through FedDev in the amount of \$275,000.00 is in place as well as nearly \$55,000.00 in funds/sponsorships.

Fundraising is ongoing to reach the target of \$100,000.00 by October 2023 for a budget total of \$375,000.00. The proposed construction cost outline is within the scope of the budget.

Attachments & Relevant Legislation:

N/A

Others Consulted:

Kimberley Goyette – Director of Finance

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: PW-2023-19

April 24, 2023

From: Timothy Wright, Director of Public Works

RE: Sole Sourcing Report – Alexandria Water Main Relining

Recommended Motion:

THAT Council of the Township of North Glengarry receives Staff Report No.PW-2023-19 Sole Sourcing Report – Alexandria Water Main Relining; and

THAT Council of the Township of North Glengarry authorizes the Director of Public Works to engage EVB Engineering for Watermain Relining Engineering Services for this year's watermain relining project in Alexandria for the unit rates quoted with funding approved in the 2023 capital budget.

Background / Analysis:

For 2023 we are planning to reline a section of watermain that effects Jean, Victoria, Clement and Main St as well as a section (provisionally) across from Glengarry District High School. Due to the unusual nature of these water lines, the small value of the consulting work and their proximity to properties and potential for damage if the lines where to break, it is recommended to utilize a design firm that has recent intimate knowledge of our water system rather than go out to tender.

EVB Engineering, due to their recent projects with us, have a recent knowledge of the Township's water system that brings a high level of certainty and a low level of risk.

Project Team Member & Role Hourly Rate	
Project Director	\$ 215.00
Contract Administrator	\$ 215.00
Inspector	\$ 93.00
Municipal Engineer	\$ 132.00
Sr. CAD Technician	\$ 123.00
CAD Technician	\$ 85.00
Mileage	0.60 / km

EVB's budget estimate for the delivery of this project is estimated at \$25,000. Only time and material spent on the project will be billed to the Township. For comparison, our budget for

Tobin Street Watermain Relining was \$25,000, and EVBs total billing to the Township was \$20,000.

Alternatives:

N/A

Financial Implications:

Alexandria Water Relining Program	1-5-9200-8000 WRLINE	\$208,109.00
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This work is intended to be funded from the capital line item above, the remainder is intended to be the contractor's portion.

Attachments & Relevant Legislation:

N/A

Others Consulted:

Dean McDonald

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk



Single Source Purchasing or Purchasing by Negotiation

Item Name: Water Reline Engineering

Item GL: 1-5-9400-8000

Supplier: EVB Engineering

Budget: \$20,000

Sole Source Reasoning: 21.1 b) Extension of an existing contract would prove more cost-efficient or beneficial.

Explanation: This year, as part of the long term watermain rehabilitation program, sections of an 250mm pipe running alongside buildings are planned to be relined. Due to the limited timeframe to get this project operational and the sensitivity of the section lined it would be most beneficial to negotiate the extension of the previous lining design work EVB has performed for the Township rather than spend the time and resources finding a firm that could do the work. EVB has an intimate knowledge of our Townships water systems due to the recent work done on Tobin St, the water treatment plant upgrades, the hydraulic water model in progress and the Maxville water project.

Possible Adverse Conditions: Trying to procure another consultant at this stage of the process would likely result in a late delivery of the project and much greater risk of unknown conditions creating expensive extras



Township of North Glengarry
3720 County Road 34
Alexandria, ON

March 7, 2023

Attn. Timothy Wright, B.Eng., Director of Public Works

Re: Jean St. and Main St. Alexandria Watermain Lining

Dear Mr. Wright,

The Township of North Glengarry (Township) has budgeted to complete the lining of watermain on Jean Street and Main Street as part of their 2023 capital works. EVB would like to offer our assistance for the preparation of the tender documents, contract administration and inspection on an as-needed basis.

The hourly rates for our project team members are as follows:

Project Team Member & Role	Hourly Rate
Marco Vincelli, Project Director	\$215
Ian McLeod, Contract Administrator	\$215
Inspector	\$93
Kevin MacCulloch, Municipal Engineer	\$132
Ken White, Sr. CAD Technician	\$123
Maximum Kuate, CAD Technician	\$85
Mileage	\$0.60 / km

Our budget estimate for the delivery of this project is estimated at \$25,000. Only time and material spent on the project will be billed to the Township. For comparison, our budget for Tobin Street Watermain Relining was \$25,000, and our total billing to the Township for this project was \$20,000.

If you have any questions, please contact the undersigned,

A handwritten signature in blue ink, appearing to read 'Marco Vincelli', is written over a light blue horizontal line.

Marco Vincelli, P.Eng.
Vice-President



STAFF REPORT TO COUNCIL

Report No: PW-2023-20

April 24, 2023

From: Timothy Wright, Director of Public Works

RE: Award of Tender PW 2023-10 – Water Treatment Intake Dike & PW-2023-15 Water Audit

Recommended Motion:

THAT Council of the Township of North Glengarry receives Staff Report No. PW-2023-20, Award of Tender PW 2023-10 – Water Treatment Intake Dike & PW-2023-15 Water Audit; and

THAT Council of the Township of North Glengarry authorizes the Public Works Director to engage Dundee Marine to construct a water intake dike for \$34,500.00 + HST and Kingsley Blease Consulting to conduct a water Audit for \$8,800.00 +HST funded through the approved 2023 capital budget.

Background / Analysis:

In 2021 the Township had divers complete testing, inspections and cleanouts of the water treatment plant's intake in Millpond. The results of that inspection recommended that if no extra work was done then the intake would require yearly clean outs. The solution that we found was to construct and intake dike that would protect the intake from the surrounding sediment and greatly reduce the need for cleaning.

The Township is also seeing data in the annual drinking water reports that we have an over 50% water loss in the drinking water system. The budget line item "Flow Meters" was meant to try and break the system down into smaller components so we could reconcile and find the loss. However before we make that purchase of flow meter monitoring equipment the Environmental Services Manager thought it prudent to eliminate any "apparent loss" and confirm the losses are actual physical leaks. Therefore the Township issued a RFP for a water loss audit and training that will allow waterworks staff to follow the American Water Works Association standards. We received only one bid.

Alternatives:

N/A

Financial Implications:

We conducted a tender early this year and only received one bidder Dundee Marine.

This tender came in at \$34,500.00 + HST with a budget of \$30,000.00.

Alexandria Intake Dyke	1-5-9200-8000 ADYKE	\$30,000.00
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However, the water audit results came in at \$8,800.00 +HST so the overage can be taken from that line item.

Meter Stations (Flow Meters)	1-5-9200-8000 FLOWM	\$25,000.00
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Attachments & Relevant Legislation:

Water Intake report 2021

Form of Tender Dundee Marine

Kingsley Blease Proposal

Others Consulted:

Dean McDonald

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk

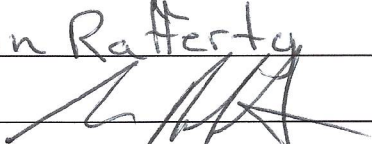
Schedule "B"

FORM OF TENDER

The Township reserves the right to accept or reject any or all tenders and to waive irregularities at its discretion. The Township reserves the right to accept a proposal other than the lowest price without stating the reasons. By the act of submitting its proposal, the bidder waives any right to contest, in any legal proceeding or action, the right of the Township to award the tender to whomever it chooses, and for whatever reasons the Township deems appropriate.

CONSTRUCTION AND INSTALLATION OF A DIKE STRUCTURE	
Item	Price
Construction and installation of a dike.	
	Subtotal <u>34,500⁰⁰</u>
	HST (13%) <u>4,485⁰⁰</u>
	Total Tendered Price <u>38,985⁰⁰</u>

COMPANY INFORMATION

Company Name:	<u>Dundee Marine</u>		
Address:	<u>1114 Bawder Dr Hartington Ont K0H-1W0</u>		
Telephone:	<u>613-539-5337</u>	Fax:	<u>613-539-5337</u>
Email Address:	<u>shaun@dundeemarine.ca</u>		
Date:	<u>March 13, 2023</u>		
Name:	<u>Shaun Raftery</u>	Position:	<u>President</u>
Signature:	<u></u>		



August 4, 2021

North Glengarry Township
90 Main Street
PO. Box 700
Alexandria, Ontario
K0C 1A0

Attn: Dean McDonald

Alexandria Raw Water Intake Cleaning & Sediment Probing

On July 22, 2021, an underwater video inspection was carried out on the Raw Water Intake Structure at Alexandria, Ontario.

At the time of inspection, the following conditions were found:

- The sediment was found to be level with the top of the intake structure.
- Numerous loose boards were found on the intake structure top screen section.
- Weeds and soft sediment 10cm deep were found inside the intake structure, no Zebra Mussels were found.
- All sediment and weeds were removed from inside the intake structure as well as 6m up the intake pipe.
- An area 1m wide by 1m deep was cleared of soft sediment down to hard packed clay around the intake structure.
- Various areas were probed around the Mill Pond for water and sediment depth. (See attached drawing)
- G.P.S. coordinates for the intake: N 45 18' 18.5" W 074 38' 17.4" NAD 83

Recommendations:

- A sediment barrier wall can be installed 1m from the intake structure to prevent sediment from entering intake pipe. We would recommend gabion baskets to complete this work if pursued.
- There is a viable option of extending the intake pipe to a deeper area in the Mill Pond.
- Intake top boards will need to be replaced in the future.
- If left in the present condition a yearly cleaning is recommended to stop the intake pipe from filling with sediment.

Trusting this is satisfactory. If further information is required please do not hesitate to contact the undersigned.

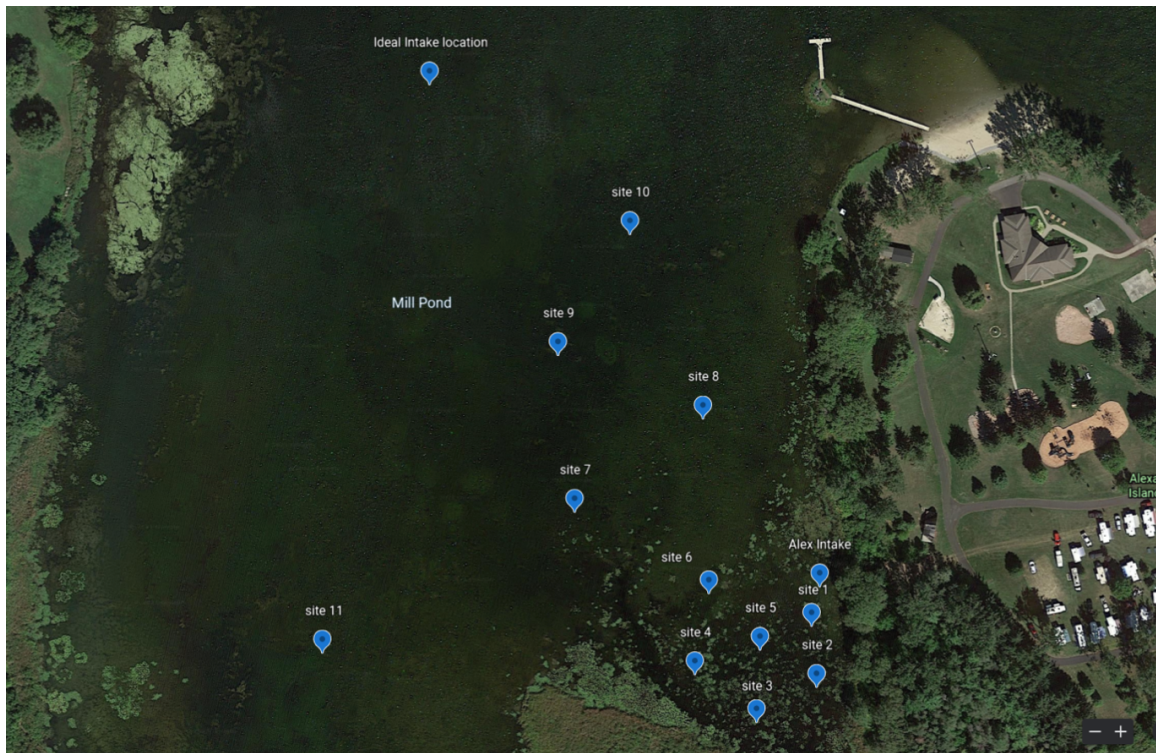
Yours truly,

A handwritten signature in black ink, appearing to read 'Shaun M. Rafferty', with a stylized, cursive script.

Shaun M. Rafferty
President

Sediment Probing Results

Site	Water Depth	Silt Depth	Material After Silt
1	2.5'	7'	Hard Clay
2	3'	5'	Hard Clay
3	3'	3.5'	Hard Clay
4	2'	6'	Hard Clay
5	1'	8'	Hard Clay
6	4'	5'	Hard Clay
7	10'	6'	Hard Clay
8	7'	3'	Hard Clay
9	7'	3'	Clay/Mud
10	8'	2'	Clay/Mud
11	8'	1.5'	Clay Mud
Ideal Location	12'	1'	Clay



Township of North Glengarry

Proposal for an American Water Works Association Water Audit

**Prepared by
Kingsley Blease Consulting**

October 17, 2022

1.0 Introduction

Following discussions and meetings with Roch Seguin and Angela Cullen at the Township of North Glengarry, Kingsley Blease has gained an initial understanding of the operation of the water treatment and distribution systems. Kingsley is pleased to provide this proposal to complete an American Water Works Association (AWWA) water audit for the Township. Kingsley has completed over 60 water audits since 2006, and is looking forward to the opportunity of working on this important project for the Township

The Township has three water systems, which supply Alexandria, Maxville and Glen Robertson. Water is treated at the Town of Alexandria water treatment plant, which supplies the water distribution system for the Town and the water tower. A new 20 km, 300 mm diameter transmission main delivers water to Maxville water tower, with the assistance of a booster pumping station situated approximately two thirds of the way to Maxville. The third water system, is at Glen Robertson, where a single well supplies a small water system of 50 services.

The Alexandria water distribution system dates back to the 1950's, when the watermains laid were cast iron. With the development in subsequent years, of first Ductile Iron in the late 1960's, early 1970's, and then PVC in later years, there is a mix of all these three pipe materials. There are 28 km of watermain, ranging in diameter upto 250 mm (10 inch), and approximately 1,500 customer services, which are mainly copper, with the majority being residential properties. All properties have customer water meters, which vary in age from 15 years and younger. The method of reading these meters is either by a touch pad on the outside of the property, or a newer system of radio reading, which is achieved by a vehicle driving by. Residential customer meters are read every two months, with the reading being split between half the Town one month, and half the next. Commercial meters are read monthly.

The Maxville water distribution system is new, being installed between 2018 and 2019, and consists of 10 km of PVC pipework. There is a water tower that receives the water from Alexandria, which is then supplied to the distribution system. At Glen Robertson, a single well developed in the 1980's, feeds the distribution system of 0.8 km of 150 mm (6 inch) PVC watermains. The customer water meters date back to about 2008, and are read by a touch pad on the outside of the property.

At Alexandria, the key meters that measure the flows are at the water treatment plant, and a bi-directional flowmeter on the inlet / outlet pipe feeding the water tower. For Maxville, there is a meter at the booster station on the transmission main, and on the outlet pipe of the water tower. At Glen Robertson, there is a meter at the well site.

Water audits are often referred to as a "Top Down" approach, and because there are three water systems, it is proposed to complete three audits. This will provide more insight to the Township of the levels of Non-Revenue Water (NRW), than a single water audit. In addition, with the initial knowledge gained about the water system, Kingsley proposes to also complete the first part of the

“Bottom Up” approach, where an estimate is made of potential leakage, based on review of SCADA night flows, and a theoretical estimate of Legitimate Night Flow (LNF).

Some of the terminology related to water audits is as follows:

NRW comprises of three main components, as follows:

1. Leakage from the water distribution system, referred to by the American Water Works Association (AWWA) as ***Real Losses***
2. Under-registration of customer water meters, theft, and billing system errors, referred to by the AWWA as ***Apparent Losses***
3. Water use by the utility by operations staff, for typically mains flushing, hydrant flow tests etc. This is referred to by the AWWA as ***Unbilled Authorised Consumption***

In 2015 the AWWA Water Loss Control Committee improved its messaging, that NRW should be assessed in terms of **the three V’s**:

1. ***Volume*** – of annual losses, which are Real and Apparent
2. ***Value*** – of annual losses, which are excessive production costs from real losses, and uncaptured revenue from Apparent losses
3. ***Validity*** – water audit data quality, which was referred to as *Data Validity Score* (DVS). The new version 6.0 software will feature *Data Validity Tiers* (DVT)

Kingsley is now pleased to present this proposal to complete the water audits for the three water systems, which will identify Non-Revenue Water (NRW), and make recommendations for its reduction. An important part of the project will be for Kingsley to mentor and pass on his knowledge to the Township staff, so they will be able to complete the annual water audit in future years. They will be equipped with the methodology, and spreadsheets to update and modify moving forward. Kingsley has taken this approach on many projects, and now the municipalities he has worked with complete the audits themselves.

2.0 Tasks to be Completed

Water Audit Questionnaire

Kingsley has a questionnaire that describes all the areas required to be entered into the AWWA software. This questionnaire has been developed over the last 15 years and has been updated as experience is gained from previous projects. The questionnaire will be provided to Township staff ahead of the start-up meeting, so they can familiarise themselves with the data required.

Start-up Meeting and Site Visits

At the start up meeting Kingsley will provide a review of the water audit methodology, the level of effort required, and the benefits to be gained from the audit. The questionnaire will then be used to describe the specific information required, and to confirm who will be responsible for obtaining the information, and the timescale.

Following the start up meeting, Kingsley would like take site visits with operations staff, to further improve his understanding of three water systems, and also talk to operations staff.

Data Gathering

Obtaining data will be a series of tasks – as data is received it will be noted on the questionnaire, and the updated questionnaire sent back to Township staff, with the areas where data still needed noted. Data will be collected for the three individual water systems. This process will be repeated (often two or three times), until all the data is received.

Develop Spreadsheets of Gathered Data

For all the AWWA software data entry items, spreadsheets will be developed. These spreadsheets will include all raw data gathered, and then calculations will be completed. Any assumptions made, or estimates provided, will be recorded in the spreadsheet. These Excel spreadsheets will be provided to the Township, and can then be used in future years to complete the water audit, as they can be updated with current data.

Enter Data into AWWA Software

The final aggregate values from the data gathering spreadsheets will be entered into the AWWA software. The AWWA free water audit software will be used. The first version (1.0) of the software was introduced in 2005, and the current version 6.0 was released on December 4, 2020. The new version 6.0 includes major revisions, as follows:

Data Entry (Quality of Data)

- Previous versions 4.0 (2010) and 5.0 (2014) included a Data Validity Score (DVS), where the auditor assigned a grading for the quality of data, which was between 1 and 10 for each data entry item – this was decided by the auditor

- Because the AWWA recognized there was need to improve the quality of data, there is now a Data Validity Tier (DVT). For each item of data, an *Interactive Data Grading Sheet* asks a series of questions. There are multiple answers to each question, and when complete, the software assigns a score.
- The benefit of this approach is that the questions clearly show where there is need to improve the quality of data, and this is for every item entered.

Key Performance Indicators (KPIs)

- ***Percentages of water loss are no longer used***
- Recommends use of multiple KPIs for different purposes (Assessment, benchmarking, target setting, planning, and tracking)
- Two new KPIs have been introduced
- ***Loss Cost Rate*** – marries rate of losses (real and apparent), with unit cost of losses (variable for real losses and customer rate for apparent losses)
- Expressed in *value/service connection/day*
- ***Normalized Water Losses*** – combines real and apparent losses
- Expressed in *volume/service connection/day*

Because the version 6.0 software is relatively new, and does not contain percentages, Kingsley will run both version 5.0 and 6.0 of the software. The approach of running both versions is being completed with other current water audits, and provides the percentage of NRW.

“Bottom Up” Night Flow Analysis

In order to home in on areas within the water distribution system where there is water loss, a well established method is to measure the flow into the distribution system at night, typically between 1.00 am and 4.00 am. During this period, water use is at a minimum for residential customers, and any commercial facilities using water at night, can be accounted for.

The measured night flow, can then be compared to what flow would be expected at night, or the “Legitimate Night Flow” (LNF). The LNF can be estimated using the distribution system characteristics, with commercial customer use added. If the measured night flow is significantly greater than LNF, then there is potential leakage to be found. This is the first stage of the “Bottom Up” approach, and if significant potential leakage is estimated in any water system, then the next stage would be to complete site testing. Site testing is not part of this proposal, but if found necessary, the methodology will be provided in the recommendations of the report.

The tasks for this first stage Night Flow Analysis, are:

- Analyse SCADA data for key flowmeters
- Calculate the LNF
- Estimate potential leakage in each of the three water systems

Develop Recommendations to Identify and Reduce NRW

Based on the data gathered, audit software runs, and knowledge gained, Kingsley will review the current levels of NRW and make recommendations in the following areas:

- Methods to improve the quality of data for future audits
- Identify any operational changes to quantify and reduce water used
- Methods to identify and reduce NRW (real and apparent losses)

Draft Report, Review, Final Report

A draft report will be prepared and submitted to the Township. Following review of the draft report any items that require further clarification, or modification, will be include in the final report. The final report will include electronic copies of the report, the updated questionnaire, the data gathering spreadsheets, and the AWWA software runs.

3.0 Project Schedule and Proposed Fee

It is proposed to complete the audit in 10 weeks, and the key tasks are shown in the table below:

		Week	1	2	3	4	5	6	7	8	9	10
Task	Task Description											
1	Send AWWA data gathering questionnaire to Township											
2	Start Up Meeting and Site visits											
3	Initial data gathering											
4	Ongoing gathering of data											
5	Develop spreadsheet of gathered data											
6	Enter data into AWWA software packages											
7	"Bottom Up" analysis											
8	Develop Recommendations to Identify and Reduce NRW											
9	Prepare Draft Report											
10	Draft Report review with Township staff											
11	Prepare Final Report											

The consulting fee to complete the AWWA water audit is \$8,800, plus HST

4.0 Kingsley Blease Project Experience

Kingsley was a water operator for Severn Trent Water, in the UK, before moving to Canada in 1990. During his time in the UK, he developed and operated District Meter Areas (DMAs) for leakage identification and reduction. He also gathered data, calibrated and used water hydraulic models. Since arriving in Canada, he has completed over 60 AWWA water audits, and designed and operated over 300 DMAs. Kingsley's main areas of work are Ontario and the Atlantic Provinces. He has also worked in Rankin Inlet, Nunavut, and has an ongoing project with the City of Galveston, Texas. A summary is shown in the table on the following page.

Non-Revenue Water Projects							
Client	Year	AWWA Audit	NRW Reduction Program Design	DMA Design	DMA Implementation	No of AWWA Audits	No of DMAs
ONTARIO							
Town of Innisfil	2022	X	X			1	
Township of Springwater	2020 to 2022 ongoing	X	X	X	X	3	4
Township of Essa	2020 to 2022 ongoing	X	X	X	X	1	1
Town of East Gwillimbury	2019 to 2022 ongoing	X	X	X		4	
City of Cambridge	2017 to 2021	X	X	X	X	5	2
Town of Tecumseh	2019 to 2020	X	X			1	
Village of Moorefield	2021	X				1	
City of London	2011 to 2015	X	X	X	X	1	53
City of Hamilton	2016			X			52
City Quinte West	2013 to 2014	X	X	X		3	8
Utilities Kingston	2013	X	X	X		1	19
Province of Ontario	2009						
City of Kawartha Lakes	2009 to 2014	X	X	X	X	1	8
City of Guelph	2009 to 2014	X	X	X		4	26
Windsor Utilities Comm	2011	X	X	X	X	1	6
Town of Plympton Wy	2015	X	X			1	
Town of Georgina	2008	X	X			1	
CFB Kingston	2007			X	X		5
Region of Waterloo	2009	X	X			3	
York Region	2006	X				9	
Ontario sub totals						41	184
Client	Year	AWWA Audit	NRW Reduction Program Design	DMA Design	DMA Implementation	No of AWWA Audits	No of DMAs
ATLANTIC PROVINCES							
Town of Mahone Bay	2021 to 2022 Ongoing	X	X	X	X	1	1
City of St John's, Nfld	2012 to 2022 Ongoing	X	X	X	X	5	18
City of Moncton, NB	2008 to 2014	X	X	X		2	15
City of Charlottetown, PEI	2013	X	X	X		1	9
CBRM, NS	2008 to 2011	X	X	X	X	4	6
City of Saint John, NB	2010			X	X		44
West Hants, NS	2008	X	X	X	X	2	6
Town of Yarmouth, NS	2009 to 2012	X	X	X	X	1	3
Town of Kentville, NS	2006 to 2012	X	X	X	X	2	6
East Hants, NS	2008 to 2009	X	X	X	X	1	1
Atlantic sub totals						19	109
OTHER LOCATIONS							
City of Galveston, Texas	2019 to 2022 ongoing	X	X	X	X	4	4
Rankin Inlet, Nunavut	2009 to 2013	X	X	X	X	1	5
Other sub totals						5	9
Grand Total						65	302



STAFF REPORT TO COUNCIL

Report No: PW-2023-21

April 24, 2023

From: Timothy Wright, Director of Public Works

RE: Sole Sourcing Report – Sampling and Monitoring, Maxville Lagoon

Recommended Motion:

THAT Council of the Township of North Glengarry receives Staff Report No. PW-2023-21, Sole Sourcing Report – Sampling and Monitoring, Maxville Lagoon; and

THAT Council of the Township of North Glengarry authorizes the Director of Public Works to engage J2PG Engineering to provide Engineering Services for sampling and monitoring for the Maxville Lagoon for \$ 15,350, funded through the operating budget.

Background / Analysis:

The Maxville Lagoon currently has many groundwater monitoring wells installed that need to have monitoring and reporting completed on a yearly basis.

J2PG has been completing this work for the Township for many years and knows the site well. It is advantageous to negotiate the work using the unit rates from the landfill sampling and monitoring multiyear contract that was recently completed rather than have this tendered separately, saving on Township administrative resources.

Due to the nature of the site as a sewage lagoon and the much greater involvement and control that Township staff have with the Maxville Lagoon relative to the Landfill sites, this scope was excluded from that tender to ensure that scope remained uncomplicated, which generally relates to a lower level of risk.

Alternatives:

N/A

Financial Implications:

The Township will be charged on a time and material basis that has been estimated at \$15,350.00 from the following budget line.

NGS - CONSULTING FEES	1-4-9400-2223	\$15,000.00
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Hourly Rates for Contract Administration Services

<u>Staff Member</u>	<u>Hourly Rate</u>
Project Manager	\$ 170.00
Qualified Technical Personnel	\$ 160.00
Contract Inspector	\$ 110.00
PART B: TOTAL	

Attachments & Relevant Legislation:

N/A

Others Consulted:

Dean McDonald

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk



Single Source Purchasing or Purchasing by Negotiation

Item Name: Maxville Lagoon Proposal

Item GL: 1-4-9400-2223

Supplier: Jp2g Consultants

Budget: \$ 15,350

Sole Source 21.1 b) Extension of an existing contract would prove more cost-efficient or beneficial.

Reasoning: J2PG Consultants Inc has been working with the Township for numerous years to sample and monitor at this location. This firm has a vast knowledge on sample locations and frequency and would prove more cost efficient an beneficial as it requires less Township resources to administer and supervise than it would a new firm who is not familiar with the site. Also as J2PG has been awarded the contract for sampling and monitoring for our landfill sites we know we are getting the most competitive rate by using the same rate as is in that contract.

Explanation: J2PG Consultants Inc has been working with the Township for numerous years to sample and monitor landfill sample points. This firm has a vast knowledge on the Township's landfills, including sample locations and frequency. There have been no past issues and all reports are provided in a timely manner.

Possible Adverse Conditions: **Possible adverse condition:** Having an external consultant would require additional Township resources to monitor and supervise the firm as they get familiar with the site. Also, Township resources will be wasted on procurement when we already know the unit rate we have is cost effective based on the recent tender

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 15 - 2023
FOR THE YEAR 2023**

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

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

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

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

- 1. **THAT** the action of the Council at its regular meeting of April 24, 2023 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law and;
- 2. **THAT** the Mayor and the proper officers of the Township of North Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
- 3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
- 4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-Law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

READ a first, second and third time, passed, signed and sealed in Open Council this 24th day of April 2023.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 15-2023, duly adopted by the Council of the Township of North Glengarry on the 24th day of April 2023.

Date Certified

CAO/Clerk / Deputy Clerk