

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## Special Meeting of Council

**Tuesday January 17, 2017 at 2:00 p.m. – Council Chambers  
102 Derby Street West, Alexandria, Ontario K0C 1A0**

### Draft Agenda

#### THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

1. ACCEPT THE AGENDA (Additions/Deletions) ® (Carma)
2. DECLARATIONS OF CONFLICTS OF INTEREST
3. ADOPTION OF PREVIOUS MINUTES
4. DELEGATION(S)
5. COMMITTEE RECOMMENDATIONS
6. CAO/CLERK'S DEPARTMENT - Daniel Gagnon, CAO/Clerk
7. RECREATION DEPARTMENT / COMMUNITY SERVICES DEPARTMENT –  
Anne Leduc, Director of Recreation/Community Services
  - a) Tractor purchase ® (Jamie)
8. FINANCE DEPARTMENT - Johanna Levac, Treasurer
9. PLANNING/BUILDING & BY-LAW ENFORCEMENT DEPARTMENT -  
Gerry Murphy, CBO/Senior By-law Enforcement Officer/Planning Manager
10. PUBLIC WORKS DEPARTMENT – Ryan Morton, Director of Public Works
11. CORRESPONDENCE
12. NEW BUSINESS
13. NOTICE OF MOTION  
Next Regular Public Meeting of Council  
Tuesday January 24, 2017 at 7:00 p.m. at the Centre Sandfield Centre, 102 Derby Street  
West, Alexandria, Ontario.  
Note: Meeting are subject to change or cancellation.
14. QUESTION PERIOD (limit of one question per person and subsequent question will be at the  
discretion of the Mayor/Chair).
15. CLOSED SESSION BUSINESS  
  
Human Resources – Community Services & Recreation Department (as this matter deal 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*);  
  
Human Resources – Senior Management Performance Management and Succession Planning  
(as this matter deal with labour relations or employee negotiations they may be discussed in  
closed session under sections 239 (2)(d) of the *Ontario Municipal Act*);
16. CONFIRMING BY-LAW
17. ADJOURN ® (Jacques)

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** January 17, 2017

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

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

That the Council of the Township of North Glengarry accepts the agenda of the Special Meeting of Council on Tuesday January 17, 2017.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

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**Section 1**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** January 17, 2017

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

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

THAT the Council of the Township of North Glengarry authorizes the Community Services and Recreation Department to execute a purchase of a 35 hp 2008 Kubota tractor, including snowblower, blade, belly mount finishing mower and loader, from Green Valley Kubota in the amount not surpassing \$26,000 plus HST;

AND FURTHER, that the authority to execute the documents I assigned to the Director of Community Services & Recreation in consultation with the CAO.

AND FURTHER, that Council pre-approves this expenditure in the 2017 capital budget and funding of the purchase will be reviewed during the 2017 budget process.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

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**Section 7 Item a**

TOWNSHIP OF NORTH GLENGARRY

STAFF REPORT

**Date:** January 17, 2017  
**To:** Council  
**From:** Anne Leduc, Director of Recreation & Community Services

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Approved:  
Daniel Gagnon, CAO/Clerk

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**Re: Tractor Purchase**

**BACKGROUND:**

As of November 2016, contractors performing work such as snow removal and landscaping for the Recreation Department have been asked for copies of their Certificates of Liability for the Township's insurance files.

The contractor that usually performs snow clearance around the Dome was unable to provide this certificate due to a change in coverage which excludes work done for municipalities from commercial coverage. The contractor asked for the cost to add municipal coverage and was quoted over \$3,000 for the snow removal season. This work usually amounts to \$2,400 to \$3,000 per snow-removal season. Staff called other contractors that are or have been under contract with the Township. Several have coverage but do not have the smaller snow removal equipment required to perform the delicate work around the Dome. One contractor who did have the properly-sized equipment found out that they also were no longer covered for municipal work under the current commercial umbrella and were unwilling to incur the additional costs for municipal coverage for such a small contract. This information was presented to the Recreation Advisory Committee on December 19<sup>th</sup>, 2016. At that same meeting, a quote for a new 38 hp lesser known brand tractor with a snowblower, loader and belly-mount finishing mower came in at \$42,000 plus HST. Phone enquiries had been made for a better known brand tractor with similar horsepower and the verbal quote came in anywhere between \$60,000 and \$72,000, depending on the equipment options.

Staff was directed by the Recreation Advisory Committee to look at pricing for a second hand tractor and to use the services of Public Works and our present contractor until a solution is found. After

speaking with local businesses, and evaluating different tractor models and options, staff was alerted to a suitable second-hand 35 hp Kubota tractor manufactured in 2008 that would be coming in on trade on December 22nd. The tractor owner was upgrading to a larger model of the same brand. This unit had a little over 700 hours on it (low hours - approximately 100 hours per year of use), a hydrostatic transmission, and was already equipped with a front-end snow blower. Add on equipment included a blade for the back and a belly-mount finishing lawn mower. Staff evaluated the tractor and agreed that it would meet our needs with respect to the Dome in the winter and support the maintenance of the soccer fields (and sundries) instead of Recreation renting or contracting out tractor work. The quote received was \$26,000 + HST. The intention was to bring this quote, conditional to the tractor still being available, to the January 2017 Recreation Advisory Committee as part of the Capital Budget Pre-Approval exercise.

On December 23rd, staff noticed a two foot tear in the bottom section of the Dome (north facing right section). We are uncertain as to when the tear occurred as the Dome was cleared on two consecutive days (Wednesday, December 21st and Thursday, December 22nd), once by our Township crew and once by our snow removal contractor. The tear was repaired on January 3<sup>rd</sup> and the invoice from Farley Group was \$2,908.50 plus HST. Given this situation, the Recreation Department negotiated a short-term lease on December 23<sup>rd</sup> with Green Valley Kubota for \$45 per hour of tractor use to help mitigate against similar incidents and to give us time to start our Capital Budget process. We are already into our fourth week of working with the tractor and have been advised by the owner that he would not want to miss his window of opportunity to sell the tractor as several individuals are interested in purchasing the unit.

#### DISCUSSION:

Staff has budgeted \$26,000 for a tractor in its Capital Budget ask. Finding small, well maintained and equipped tractors with low hours is challenging as these are in highly sellable items. This is the biggest reason that this pricing scenario is in place.

#### Advantages:

- More flexibility & timeliness in snow removal around Dome, cleaning of paths around Island Park, maintenance of the beach and soccer fields, etc.
- Reduces costs
- Equipment will pay for itself over a short time (\$3,000 snow removal, \$2,000 field maintenance plus repairs to the Dome)
- Expands the Township's ability to control its Recreation projects
- Makes better use of staff time
- Used across multiple Recreation facilities in Alexandria area

#### Disadvantages:

- Adds an item to the existing fleet inventory
- Increase in maintenance costs overtime

**FINANCIAL:**

As of January 13, 2017, the 2016 Dome Operating Budget shows a surplus of \$48,407.99. Taking a conservative approach and estimating outstanding amounts due totalling \$10,000, the remaining surplus would be near the \$38,000 mark. It is recommended that funds from the surplus be used to finance the outright purchase of \$26,000 for the tractor.

**CONSULTATIONS:**

Township of North Glengarry Recreation Advisory Committee  
Dan Gagnon, CAO  
Jeremy Dubeau, Recreation Operator

**RECOMMENDATIONS:**

THAT the Council of the Township of North Glengarry, passes a resolution authorizing the Community Services & Recreation Department to execute a purchase of a 35 hp 2008 Kubota tractor, including snowblower, blade, belly mount finishing mower and loader, from Green Valley Kubota in the amount not surpassing \$26,000 plus HST;

AND FURTHER, that the authority to execute the documents is assigned to the Director of Community Services & Recreation in consultation with the CAO;

AND FURTHER, that Council pre-approves this expenditure in the 2017 capital budget and funding of the purchase will be reviewed during the 2017 budget process.

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** January 17, 2017

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

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

**Proceed "In Camera" Session,**

That the Council of the Township of North Glengarry proceeds in Camera under Section 239 (2) of the *Ontario Municipal Act* at \_\_\_\_\_ p.m., in order to address,

Human Resources – Community Services & Recreation Department (as this matter deal 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*);

Human Resources – Senior Management Performance Management and Succession Planning (as this matter deal with labour relations or employee negotiations they may be discussed in closed session under sections 239 (2)(d) of the *Ontario Municipal Act*); and

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Jamie MacDonald

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**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Carma Williams

**Mayor:** Chris McDonell

**YEA**

**NEA**

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**Section 15 Item a**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** January 17, 2017

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

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

That we return to the Special Meeting of Council at \_\_\_\_\_ p.m.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Jamie MacDonald

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**Section 15 Item g**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

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

**DATE:** January 17, 2017

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

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

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

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

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**Section 17**