

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**  
**Committee of the Whole**

Wednesday, March 22, 2023, 3:00 pm

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **ACCEPT THE AGENDA(Additions/Deletions)**
4. **DELEGATIONS**
5. **STAFF REPORTS**
  - a. Administration Department
    1. Draft Strategic Plan and Priorities 2023-2026
  - b. Treasury Department
    1. Variance Report March 2023
  - c. Building/Planning & By-law Department
    1. Update on Clear Cutting By-law No. 43-2021
    2. Update on Shipping Container By-law Amendment
    3. Administrative Monetary Penalties
  - d. Public Work's Department
    1. Annual Drinking Water System Summary Reports for Alexandria/Maxville and Glen Robertson
    2. Annual Waste Water Systems Reports for Alexandria and Maxville
    3. Blue Box Transition and Regional Waste Management Group Update
  - e. Fire Department



1. Training Facility - Rental

**6. CONSENT AGENDA**

- a. TR 2023-09 Workplan Update March 2023
- b. CS 2023-06 Community Services Workplan Q1 2023
- c. PW 2023-14 Public Works Work Plan
- d. FD 2023-02 Departmental Workplan Update – March 2023

**7. UNFINISHED BUSINESS**

**8. OTHER BUSINESS**

**9. MATTERS ARISING FROM STANDING COMMITTEES**

- a. Raisin Region Conservation Authority update by Councillor Jacques Massie
- b. Maxville Manor update by Councillor Gary Martin
- c. Glengarry Pioneer Museum update by Councillor Gary Martin
- d. Glengarry Archives update by Mayor Jamie MacDonald
- e. Arts, Culture & Heritage update by Councillor Jeff Manley
- f. County Council update by Deputy Mayor Carma Williams
- g. Friends of the Trails update by Councillor Jeff Manley
- h. Community Development Committee by update by Deputy Mayor Carma Williams
- i. Rural Affairs update by Councillor Brian Caddell

**10. NOTICE OF MOTION**

Next Committee of the Whole Meeting

Wednesday June 21 2023 at 3:00 p.m. at the Council Chambers Ontario.

Note: Meeting are subject to change or cancellation.

**11. ADJOURNMENT**





## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: AD 2023-03**

**March 22, 2023**

From: Sarah Huskinson, Chief Administrative Officer

RE: Draft Strategic Plan and Priorities 2023-2026

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### **Recommended Motion:**

THAT the Committee of the Whole recommends to Council that the draft Strategic Plan and Priorities for 2023-2026 be approved as presented.

### **Background / Analysis:**

Every four years, Council sets their priorities for the term, in the form of a Strategic Plan. The former Council approved the Strategic Plan in 2019, with three goals and objectives: infrastructure, assets and services. Most of the plan was achieved, and those not achieved were due to external factors such as funding, other levels of government, or the pandemic.

On March 2<sup>nd</sup> and 3<sup>rd</sup>, Council met off site to engage in the strategic planning exercise for the new term of Council. The basis for the discussions was the previous strategic plan and the public consultation data from that plan. Council and Senior Staff went through a SWOT analysis and reflected on the past 4 years. They also participated in a visioning session and a brainstorming exercise for those initiatives each of them wanted to achieve over the next four years.

The information from this session was compiled, organized and the attached document was drafted. The document was circulated to Senior Staff and is being presented to the Committee of the whole for consideration.

The main priorities identified for North Glengarry was development. From this, three strategic pillars were identified: to GROW, FOSTER and CHAMPION the Township. This will be achieved through development, sustainability and advocacy strategies. Under each of these strategies are detailed action plans, which will encompass public consultation.



The Strategic Plan being presented is achievable, measurable and realistic. Staff are pleased to present it to the Committee of the Whole for consideration and discussion.

**Alternatives:**

Option 1: That the Committee of the Whole recommends to Council that the draft Strategic Plan and Priorities for 2023-2026 be approved as presented.

Option 2 (not recommended): That the Committee of the Whole does not recommend to Council that the draft Strategic Plan and Priorities for 2023-2036 be approved as presented.

**Financial Implications:**

None at this time. For the most part, the Action Plans contained in the Draft Strategic Plan will be done in-house, with the possibility of hiring a facilitator for public consultations for a few of the plans.

**Attachments & Relevant Legislation:**

Draft Strategic Plan 2023-2026

**Others Consulted:**

Senior Management Team

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



# STRATEGIC PLAN

2023 - 2027

NORTH  
GLENGARRY

*Ontario's Celtic Heartland*



March 2023



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## Mayor/ CAO Message





# TOWNSHIP OF NORTH GLENGARRY

## STRATEGIC PLAN 2023 - 2027

### Mission Statement

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The Township of North Glengarry is a unique and vibrant community in a strategic location, with an unsurpassed quality of life reflected in the rural and small town character and enhanced by a commitment to preserving agricultural and natural resources, historical and cultural heritage and quality municipal services.

### Vision Statement

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To cultivate intentional development in a collaborative, strategic and efficient manner.

**“WE ARE READY!!”**



# STRATEGIC INITIATIVES

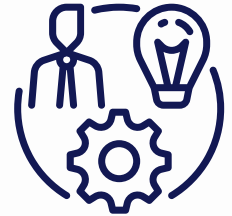




# STRATEGIC DIRECTION

We will GROW, FOSTER and CHAMPION the Township of North Glengarry through Development, Sustainability, and Advocacy strategies built on a Foundation, of Human Resources, Information Technology, Financial Stability, and Corporate Values.

## GROW DEVELOPMENT STRATEGIES



### Transportation & Infrastructure Action Plan

Development of transportation plan including bridges, sidewalks and comprehensive road plan

Linear infrastructure plan including water, sewer, storm sewer

### Economic Development Action Plan

Evaluate and review the current Economic Development Strategy together with the Commercial Gap Analysis and Development and Marketing Strategy with the Community Development Committee

## FOSTER SUSTAINABILITY STRATEGIES



### Parks and Recreation Action Plan

Community consultations and external stakeholder meetings on recreation requirements  
Inventory of current recreation and park assets with revitalization and renovation plans.  
Review of recreation programming with possibilities for partnerships.

### Communications Action Plan

Update the current Communications Plan originally drafted in May of 2020

## CHAMPION ADVOCACY STRATEGIES



### Regional Collaboration Action Plan

Working together within the SDG region and beyond on joint purchasing, capital project coordination, and resource sharing.

### Provincial Lobbying Action Plan

Topics to include: Infrastructure funding, retention of schools, housing, assessment base management, job creation, and business support.



# FOUNDATION



## Human Resources

Employee retention and recruitment plan, policy review, and succession planning



## Information Technology

Business continuity plan with cyber security, network, hardware and software.



## Financial Stability

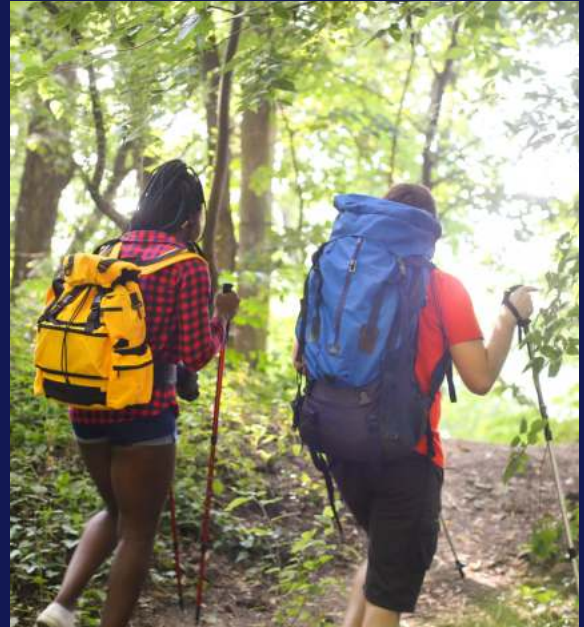
Continuing to update the Asset Management Plan, debt and reserve policies.



## Corporate Values

R.E.S.P.E.C.T.









## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: TR2023-10**

**March 14, 2023**

From: Kimberley Goyette – Director of Finance/Treasurer

RE: Variance Report March 2023

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### **Recommended Motion:**

THAT the Committee of the Whole receives report TR2023-10 Variance Report for March for information purposes only.

### **Background / Analysis:**

It's very early in the year to really comment as everything is on track at this point.

There are some variances in regard to insurance as in the past these numbers were simply an estimate with a yearly increase attached. The budget was based on this, however, actual numbers vary and have been accurately input. A reallocation will be made in 2024 to correct this.

Most capital items have not even started so there is little to report here.

Overall, there are no concerns at this time but I have committed to inform Council quarterly.

### **Alternatives:**

N/A

### **Financial Implications:**

N/A

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

N/A



**Others Consulted:**

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk



**VARIANCE REPORT AS OF MARCH 14, 2023**

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-3-1000-1310	MUN WRITE-OFFS		-	429	(429)	
1-3-1012-1310	COUNTY WRITE/OFFS		-	476	(476)	
1-3-1013-1310	ENG PUB WRITE/OFFS		-	125	(125)	
1-3-1200-8001	ADM - TRANSFER FROM RESERVES		(100,000)	-	(100,000)	Done at year end
1-3-1250-4040	P.I.L. - POST OFFICE		(4,000)	-	(4,000)	
1-3-1250-4060	PIL - MUNICIPAL TAX ASSISTANCE ACT		(54,350)	-	(54,350)	
1-3-1250-4061	PIL - GLENGARRY MEMORIAL HOSPITAL		(2,000)	-	(2,000)	
1-3-1250-4063	PIL ONTARIO HYDRO - HYDRO ONE		(4,100)	-	(4,100)	
1-3-1250-4064	PIL - MUNICIPAL, MNR, TRANSPORTATION		(48,100)	-	(48,100)	
1-3-1250-4065	RAILWAYS - RIGHT OF WAY		(30,000)	-	(30,000)	
1-3-1300-7130	PENALTIES & INTEREST ON TAXES		(280,000)	(48,582)	(231,418)	
1-3-1500-5009	ONTARIO MUNICIPAL PARTNERSHIP FUND		(2,242,900)	(560,725)	(1,682,175)	Received in installments
1-3-1700-7100	LOTTERY LICENCES		(10,000)	(2,874)	(7,126)	
1-3-1700-7102	TAX CERTIFICATES		(22,000)	(2,170)	(19,830)	
1-3-1700-7103	MARRIAGE LICENCES		(4,000)	(125)	(3,875)	
1-3-1700-7106	LAND RENTAL - CHIP STAND - OTHER		(27,452)	(5,690)	(21,762)	
1-3-1700-7120	GENERAL GOVERNMENT INCOME		-	(181)	181	
1-3-1700-7141	INTEREST ON BANK ACCOUNT		(93,000)	(21,076)	(71,924)	
1-3-1700-7160	RENTAL OF BUILDINGS		-	(1,327)	1,327	
1-3-1700-7161	OVER/SHORT		-	(1)	1	
1-3-1900-4962	COMM. DEV. - USER FEES INSURANCE		-	(128)	128	
1-3-1900-7754	COMM. DEV. - OTHER FUNDING		(7,500)	-	(7,500)	
1-3-1900-8004	COMM. DEV. - SPECIAL EVENTS		(11,000)	-	(11,000)	
1-3-1950-3000	ECON DEV - WAGE SUBSIDY		(50,000)	-	(50,000)	
1-3-2000-7122	FIRE DEPT DONATIONS		-	(1,500)	1,500	Unbudgeted but good!
1-3-2000-7200	FIRE - BURN PERMITS		(3,000)	(750)	(2,250)	
1-3-2000-7206	FIRE - MANDATORY INSPECTIONS		(6,000)	(300)	(5,700)	
1-3-2000-7230	FIRE - FEES FROM RESIDENTS		(30,000)	(510)	(29,490)	
1-3-2000-7231	FIRE - FEES OTHER MUNICIPALITIES		(10,000)	(1,015)	(8,985)	
1-3-2000-7233	FIRE - REVENUES MTO CLAIMS		(27,000)	(7,476)	(19,524)	
1-3-2000-7850	FIRE - SALE OF EQUIPMENT		(20,000)	-	(20,000)	
1-3-2000-8001	FIRE - TRANSFER FROM RESERVES		(70,000)	-	(70,000)	
1-3-2100-6000	CBO - PROPERTY STANDARDS		(2,500)	-	(2,500)	
1-3-2100-7200	CBO - BUILDING PERMITS		(225,000)	(8,555)	(216,445)	
1-3-2100-7203	CBO - REVENUE - OTHER		(1,000)	-	(1,000)	
1-3-2100-7205	CBO - CIVIC NUMBERS REVENUE		(3,500)	(225)	(3,275)	
1-3-2125-7104	BYLAW - BUSINESS LICENSE/PERMITS		(3,500)	(3,009)	(491)	
1-3-2125-7201	BYLAW - ENFORCEMENT VIOLATIONS		(2,000)	(404)	(1,596)	
1-3-2125-7207	BYLAW - CLEAN YARDS		(1,000)	-	(1,000)	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-3-2125-7208	BYLAW - PARKING TICKETS		(2,000)	(1,099)	(901)	
1-3-2125-7753	BYLAW - PARKING PASSES		(1,000)	(530)	(470)	
1-3-2200-7200	SS - PERMITS		(22,000)	(2,550)	(19,450)	
1-3-2250-7200	ANIMAL CONTROL - KENNEL PERMIT		(3,500)	-	(3,500)	
1-3-2250-7210	ANIMAL CONTROL - DOG LICENCES		(33,000)	(1,900)	(31,100)	
1-3-2300-2300	AMBULANCE - RENT INCOME		(21,315)	(5,329)	(15,986)	
1-3-2300-2301	AMBULANCE - OPERATING REVENUES		(3,000)	-	(3,000)	
1-3-3000-3020	ROADS - AGGREGATE RESOURCES		(16,700)	-	(16,700)	
1-3-3000-5015	ROADS - OCIF FUNDING		(562,341)	-	(562,341)	
1-3-3000-5089	ROADS - CCBF formerly FEDERAL GAS TAX		(334,548)	-	(334,548)	
1-3-3000-7121	ROADS - ENTRANCE FEES		(500)	(100)	(400)	
1-3-3000-7503	ROADS - GRANTS		(152,264)	-	(152,264)	
1-3-3000-7911	ROADS - RECOVERABLE		(12,000)	-	(12,000)	
1-3-3000-8001	ROADS - TRANSFER FROM RESERVES		(656,800)	-	(656,800)	
1-3-3000-8100	ROADS - FINANCE CAPITAL PURCHASES		(1,810,000)	-	(1,810,000)	
1-3-4020-7400	LF - LANDFILL SITE REVENUES		(5,000)	-	(5,000)	
1-3-4020-7401	LF - GARBAGE & RECYCLING CHARGES ON TAX		(795,000)	-	(795,000)	
1-3-4020-7402	LF - GARBAGE BAG TAGS & BLUE BOXES		(1,000)	(1,626)	626	
1-3-4020-7403	LF - LAFLECHE - COMMERCIAL PORTION		(8,000)	-	(8,000)	
1-3-4020-7404	LF - MHSW - MUN HAZ SPECIAL WASTE		(15,000)	-	(15,000)	
1-3-4020-7405	LF - FUEL SURCHARGE REVENUE		(500)	-	(500)	
1-3-4020-7503	LF - GRANTS		(2,000)	-	(2,000)	
1-3-4020-8001	LF - TRANSFER FROM RESERVES		(100,000)	-	(100,000)	
1-3-4030-3000	RARE - WAGE SUBSIDY		(2,000)	-	(2,000)	
1-3-4030-7419	RARE - LCBO BOTTLE DEPOSIT		(22,000)	(2,657)	(19,343)	
1-3-4030-7422	RARE - TUBS & LIDS 3 TO 7		(3,760)	-	(3,760)	
1-3-4030-7423	RARE - OTHER REVENUE		(500)	(345)	(155)	
1-3-4030-7424	RARE - ALUMINUM		(25,000)	-	(25,000)	
1-3-4030-7425	RARE - METAL		(8,400)	-	(8,400)	
1-3-4030-7428	RARE - PLASTIC HDPE#2		(10,000)	-	(10,000)	
1-3-4030-7429	RARE - PET #1		(20,000)	(6,630)	(13,370)	
1-3-4030-7430	RARE - CARDBOARD		(90,000)	(3,412)	(86,588)	
1-3-4030-7431	RARE - MIXED PLASTICS 1 TO 7		(1,400)	-	(1,400)	
1-3-4030-7432	RARE - NEWSPRINT #8		(15,000)	-	(15,000)	
1-3-4030-7433	RARE - OFFICE MIX		(1,600)	-	(1,600)	
1-3-4030-7503	RARE - GRANTS		(145,000)	-	(145,000)	
1-3-4030-8001	RARE - TRANSFER FROM RESERVES		(30,000)	-	(30,000)	
1-3-4031-7753	LARGE ITEM PICKUP - OTHER REVENUE		(2,239)	-	(2,239)	
1-3-7000-8001	OTHER ORGS - TRANSFER FROM RESRVES		(50,000)	-	(50,000)	
1-3-7100-2129	MSC - VENDING MACHINES		-	(819)	819	
1-3-7100-4105	MSC - VENDING REVENUES		(6,000)	-	(6,000)	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-3-7100-7710	MSC - HALL RENTAL		(7,000)	(3,505)	(3,495)	
1-3-7100-7711	MSC - CANTEEN		(10,000)	(750)	(9,250)	
1-3-7100-7712	MSC - BAR RECEIPTS		(5,000)	(1,869)	(3,131)	
1-3-7100-7713	MSC - PRO SHOP		(1,000)	(350)	(650)	
1-3-7100-7714	MSC - PEPSI MACHINE		(1,000)	(513)	(487)	
1-3-7100-7715	MSC - BALL FIELDS RENTS		(500)	-	(500)	
1-3-7100-7716	MSC - ADVERTISING		(5,000)	242	(5,242)	
1-3-7100-7719	MSC - OTHER REVENUES		-	(61)	61	
1-3-7100-7720	MSC - ICE RENTAL		(170,000)	(54,946)	(115,054)	
1-3-7100-7721	MSC - FLOOR ICE SURFACE		-	(610)	610	
1-3-7200-4101	ISLAND PARK - FIELD LINING SPORTSFIELD R		(9,000)	-	(9,000)	
1-3-7200-7503	ISLAND PARK - GRANTS		(375,000)	-	(375,000)	
1-3-7200-7712	ISLAND PARK - BAR REVENUE		(5,000)	-	(5,000)	
1-3-7200-7748	ISLAND PARK - DUMPING STATION		(250)	-	(250)	
1-3-7200-7751	ISLAND PARK - HALL RENTAL		(10,000)	(2,316)	(7,684)	
1-3-7200-7753	ISLAND PARK - OTHER REVENUE		(850)	(1,872)	1,022	Tree Canada
1-3-7200-8001	ISLAND PARK - TRANSFER FROM RESERVES		(30,000)	-	(30,000)	
1-3-7300-4100	DOME - GLENG. WOMEN'S VOLLEYBALL		(5,000)	(49)	(4,951)	
1-3-7300-4101	DOME - ADVERTISING REVENUE		(2,500)	-	(2,500)	
1-3-7300-4102	DOME - TENNIS REVENUES		(20,000)	(7,258)	(12,742)	
1-3-7300-4103	DOME - TRACK REVENUES		(10,000)	(10,058)	58	
1-3-7300-4104	DOME - FIELD REVENUES		(40,000)	(20,471)	(19,529)	
1-3-7300-4105	DOME - VENDING REVENUES		(500)	(241)	(259)	
1-3-7300-4110	DOME - BIRTHDAY PARTIES		(1,500)	(2,262)	762	
1-3-7300-7713	DOME - PRO SHOP REVENUE		-	(19)	19	
1-3-7300-7753	DOME - OTHER REVENUE		-	(1,660)	1,660	Camp fees
1-3-7300-7754	DOME - NAMING RIGHTS - TIM HORTON		(5,000)	-	(5,000)	
1-3-7300-7755	DOME - FLAG FOOTBALL LEAGUE		(3,300)	-	(3,300)	
1-3-7400-7160	LIB - LIBRARY RENT		(37,805)	-	(37,805)	
1-3-7500-3003	GSP - AGREEMENT SOUTH GLENGARRY		(50,000)	(50,000)	-	
1-3-7500-4105	GSP - VENDING SUPPLIES		(750)	-	(750)	
1-3-7500-7710	GSP - HALL RENTAL		(2,000)	(489)	(1,511)	
1-3-7500-7712	GSP - BAR RECEIPTS		(32,000)	(7,238)	(24,762)	
1-3-7500-7713	GSP - SKATE SHARPENING		(6,000)	(1,496)	(4,504)	
1-3-7500-7714	GSP - PEPSI MACHINES		-	(525)	525	
1-3-7500-7716	GSP - BOARD ADVERTISING		(12,800)	-	(12,800)	
1-3-7500-7719	GSP - OTHER REVENUES		(4,250)	(1)	(4,249)	
1-3-7500-7720	GSP - ICE RENTAL		(197,500)	(65,786)	(131,714)	
1-3-7500-7721	GSP - OTHER ICE RENTALS		(1,300)	(595)	(705)	
1-3-7500-7722	GSP - PROGRAMMING		(20,000)	(2,832)	(17,168)	
1-3-7500-7723	GSP - CANTEEN RENTAL		(2,400)	(750)	(1,650)	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-3-8000-7109	PLN - ZONING CERTIFICATES		(10,000)	(900)	(9,100)	
1-3-8000-7800	PLN - ZONING & AMENDMENT FEES		(30,000)	(7,472)	(22,528)	
1-3-8000-7802	PLN - MINOR VARIANCES		(5,000)	(1,000)	(4,000)	
1-3-8000-7803	PLN - SITE PLANS		(32,000)	33,000	(65,000)	
1-3-8000-7805	PLN - TREE CLEAR CUTTING PERMITS		-	(350)	350	
1-3-8000-7806	PLN - CASH-IN-LIEU PARKLAND FEES		-	(2,000)	2,000	
1-3-8000-7807	PLN - PART LOT CONTROL FEES		-	(250)	250	
1-3-8020-4010	DRAINAGE - MUNICIPAL DRAIN MTCE. CHARGES		(233,608)	-	(233,608)	
1-3-8020-4012	DRAINAGE - TILE DRAINAGE INSPECTION FEES		(4,391)	(75)	(4,316)	
1-3-8020-5095	DRAINAGE SUPT/MAINTENANCE GRANT		(32,381)	-	(32,381)	
1-3-8030-5030	LIVESTOCK & POULTRY GRANT		(4,000)	(50)	(3,950)	
1-3-8040-4013	DRAINAGE - TILE DRAINAGE LOAN - TAXES		(91,250)	-	(91,250)	
1-4-1000-1010	COUNCIL - SALARIES		144,922	26,121	118,801	
1-4-1000-1110	COUNCIL - BENEFITS		11,448	1,680	9,768	
1-4-1000-5000	COUNCIL - MAYOR CONVENTIONS & EXPENSES		8,360	4,687	3,673	
1-4-1000-5001	COUNCIL -DPTY MAYOR CONVENTION EXPENSES		3,360	3,333	27	
1-4-1000-5002	COUNCILLOR AT LARGE - CONVENTION & EXPEN		5,510	755	4,755	
1-4-1000-5003	COUNCILLOR - ALEXANDRIA WARD		5,510	2,845	2,665	
1-4-1000-5004	COUNCILLOR - KENYON WARD		5,510	2,964	2,546	
1-4-1000-5005	COUNCILLOR - LOCHIEL WARD		5,510	5,095	415	
1-4-1000-5006	COUNCILLOR - MAXVILLE WARD		5,510	5,295	215	
1-4-1000-5010	COUNCIL - GENERAL EXPENSES		3,000	1,419	1,581	
1-4-1200-1010	ADM - WAGES		627,002	115,268	511,734	
1-4-1200-1035	ADM - OVERTIME		-	76	(76)	
1-4-1200-1110	ADM - EMPLOYEE BENEFITS		199,175	37,946	161,229	
1-4-1200-1225	ADM - INSURANCE		68,770	83,471	(14,701)	Reallocation based on actual fees
1-4-1200-1507	ADM - BANK CHARGES		12,000	1,567	10,433	
1-4-1200-2015	ADM - TAXES MUNICIPAL PROPERTY		25,600	3,718	21,882	
1-4-1200-2020	ADM - HEALTH & SAFETY		3,000	304	2,696	
1-4-1200-2025	ADM - MILEAGE & TRAVEL		2,000	344	1,656	
1-4-1200-2026	ADM - MEETING ATTENDANCE		300	240	60	
1-4-1200-2035	ADM - CONFERENCES/WORKSHOPS/TRAINING		16,000	7,341	8,659	
1-4-1200-2048	ADM - STAFF CELL PHONES C/B		-	1,849	(1,849)	
1-4-1200-2049	ADM - CELL PHONES		3,500	317	3,183	
1-4-1200-2050	ADM - TELEPHONE		4,500	872	3,628	
1-4-1200-2051	ADM - COURIER		500	-	500	
1-4-1200-2055	ADM - ENBRIDGE		4,500	3,224	1,276	
1-4-1200-2056	ADM - HYDRO		20,000	6,775	13,225	
1-4-1200-2057	ADM - WATER/SEWER		2,500	206	2,294	
1-4-1200-2100	ADM - POSTAGE & FOLDING LEASING		25,400	5,139	20,261	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-1200-2102	ADM - PARKING LOT RENT		3,100	1,221	1,879	
1-4-1200-2120	ADM - OFFICE SUPPLIES		15,000	1,756	13,244	
1-4-1200-2124	ADM - HOUSEKEEPING & JANITORIAL SUPPLIES		34,500	8,683	25,817	
1-4-1200-2125	ADM - SUPPLIES		4,000	1,639	2,361	
1-4-1200-2130	ADM - COMPUTER FEES AND EQUIPMENT		3,100	6,742	(3,642)	Hosting and fees charged incorrectly
1-4-1200-2131	ADM - COMPUTER WEBSITE HOSTING		70,000	33,912	36,088	
1-4-1200-2140	ADM - PHOTOCOPIER ADMINISTRATION		6,500	1,105	5,395	
1-4-1200-2200	ADM - ACCOUNTING/AUDIT		28,000	-	28,000	
1-4-1200-2210	ADM - LEGAL FEES		21,000	293	20,707	
1-4-1200-2223	ADM - CONSULTING/PROFESSIONAL FEES		28,000	12,960	15,040	
1-4-1200-2300	ADM - ADVERTISING		6,000	884	5,116	
1-4-1200-2366	ADM - BUILDING/PROP MAINT/SUPPLIES		17,000	10,360	6,640	
1-4-1200-2410	ADM - ASSOCIATION & MEMBERSHIP FEES		6,000	5,748	252	
1-4-1200-2457	ADM - PRINTING ADMINISTRATION		5,500	1,523	3,977	
1-4-1200-2500	ADM - MARRIAGE LICENCE FEES		1,000	960	40	
1-4-1200-3600	ADM - ELECTION COSTS		-	500	(500)	Return of nomination fees
1-4-1200-4267	ADM - SENIOR SUPPORT (LEGION)		5,000	4,923	77	
1-4-1200-4941	ADM - SHREDDING SERVICE		1,000	268	732	
1-4-1200-5010	ADM - GENERAL EXPENSES		5,000	(244)	5,244	
1-4-1200-6450	ADM - ACCESSIBLTY FOR ONT DISABILITIES		20,000	-	20,000	
1-4-1200-7120	ADM - TAX WRITE-OFFS		14,043	6,070	7,973	
1-4-1200-9000	ADM - TRANSFERS TO RESERVES		7,500	-	7,500	
1-4-1900-2025	COMM. DEV. - MILEAGE		200	-	200	
1-4-1900-2031	COMM. DEV. - JULY 1ST & CHRISTMAS EXP.		15,500	645	14,855	
1-4-1900-2300	COMM. DEV - ADVERTISING		1,400	-	1,400	
1-4-1900-4107	COMM. DEV - SPECIAL GRANTS DISBUR		7,500	-	7,500	
1-4-1900-8004	COMM. DEV - SPECIAL EVENTS		12,500	-	12,500	
1-4-1900-8005	COMM. DEV - COMMITTEE		5,000	127	4,873	
1-4-1900-8006	COMM DEV - ACH COMMITTEE		5,000	127	4,873	
1-4-1950-1010	ECON DEV - WAGES		89,907	15,729	74,178	
1-4-1950-1015	ECON DEV - PART-TIME WAGES		11,408	14,193	(2,785)	Budget to end of February, contract extended
1-4-1950-1110	ECON DEV - BENEFITS		28,081	7,843	20,238	
1-4-1950-2025	ECON DEV - MILEAGE		4,000	170	3,830	
1-4-1950-2026	ECON DEV - MEETING		3,000	357	2,643	
1-4-1950-2034	ECON DEV - SPONSORSHIP		5,000	250	4,750	
1-4-1950-2035	ECON DEV - TRAINING CONFERENCE		6,000	3,817	2,183	
1-4-1950-2049	ECON DEV - CELL PHONES		1,250	370	880	
1-4-1950-2050	ECON DEV - TELEPHONE		300	35	265	
1-4-1950-2125	ECON DEV - SUPPLIES		1,000	378	622	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-1950-2130	ECON DEV - COMPUTER EXPENSE		1,150	-	1,150	
1-4-1950-2140	ECON DEV - PHOTOCOPIER		2,000	140	1,860	
1-4-1950-2300	ECON DEV - ADVERTISING		22,000	458	21,542	
1-4-1950-2410	ECON DEV - MEMBERSHIP FEES		1,500	974	526	
1-4-1950-3702	ECON DEV - CIP IMPROVEMENT GRANT		60,000	-	60,000	
1-4-1950-3703	ECON DEV - CIP OPERATING EXPENSE		1,000	-	1,000	
1-4-1950-4102	ECON DEV - TREE PROGRAM		5,000	-	5,000	
1-4-1950-5010	ECON DEV - GENERAL EXP		-	2,078	(2,078)	Family day expenses, kilt day
1-4-2000-1010	FIRE - WAGES		162,251	29,507	132,744	
1-4-2000-1015	FIRE - PART-TIME WAGES		251,000	-	251,000	
1-4-2000-1035	FIRE - OVERTIME		-	259	(259)	
1-4-2000-1110	FIRE - EMPLOYEE BENEFITS		43,718	8,483	35,235	
1-4-2000-1225	FIRE - INSURANCE		134,888	55,783	79,105	
1-4-2000-1500	FIRE - LOAN PAYMENT VEHICLES		202,836	2,391	200,445	
1-4-2000-1510	FIRE - LOAN PAYMENT SCBA EQUIPMENT		31,000	-	31,000	
1-4-2000-2021	FIRE - PERSONAL PROTECTIVE EQUIP		35,000	9,065	25,935	
1-4-2000-2025	FIRE - MILEAGE & TRAVEL		1,000	-	1,000	
1-4-2000-2026	FIRE - MEETING		2,000	423	1,577	
1-4-2000-2039	FIRE - RESPONSE EXPENSES		2,500	-	2,500	
1-4-2000-2040	FIRE - TRAINING		26,000	2,335	23,665	
1-4-2000-2041	FIRE - Prevention		5,000	-	5,000	
1-4-2000-2048	FIRE - DISPATCH SERVICE		52,480	-	52,480	
1-4-2000-2049	FIRE - CELL PHONES		6,000	1,081	4,919	
1-4-2000-2050	FIRE - TELEPHONE		2,000	339	1,661	
1-4-2000-2051	FIRE - COURIER		2,500	139	2,361	
1-4-2000-2055	FIRE - ENBRIDGE		5,500	2,946	2,554	
1-4-2000-2056	FIRE - HYDRO		22,000	3,548	18,452	
1-4-2000-2057	FIRE - WATER/SEWER		2,000	482	1,518	
1-4-2000-2065	FIRE - FURNACE OIL/PROPANE		8,000	2,937	5,063	
1-4-2000-2079	FIRE - FIRST AID MATERIALS		1,500	516	984	
1-4-2000-2102	FIRE - TRAINING PROPERTY RENTAL		2,238	552	1,686	
1-4-2000-2110	FIRE - TOOLS/EQUIPMENT REPLACEMENT		9,000	-	9,000	
1-4-2000-2111	FIRE - UNIFORMS		9,000	173	8,827	
1-4-2000-2112	FIRE - NEW EQUIPMENT		15,000	4,784	10,216	
1-4-2000-2120	FIRE - OFFICE SUPPLIES		350	47	303	
1-4-2000-2124	FIRE - JANITORIAL-HOUSEKEEPING		500	-	500	
1-4-2000-2125	FIRE - MATERIAL/SUPPLIES		4,000	1,785	2,215	
1-4-2000-2130	FIRE - COMPUTER EQUIP & SUPPLIES		6,000	1,311	4,689	
1-4-2000-2131	FIRE - CLOUD HOSTING		4,200	-	4,200	
1-4-2000-2140	FIRE - PHOTOCOPIER EXPENSE		4,000	113	3,887	
1-4-2000-2150	FIRE - MAINTENANCE OF FIRE WELLS		1,000	-	1,000	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-2000-2270	FIRE - FIRE FEES		30,000	-	30,000	
1-4-2000-2300	FIRE - ADVERTISING		1,500	-	1,500	
1-4-2000-2305	FIRE - RECOGNITION		4,000	538	3,462	
1-4-2000-2366	FIRE - BUILDING MAINTENANCE/SUPPLIES		13,000	1,489	11,511	
1-4-2000-2367	FIRE - RADIO LICENCES		5,000	237	4,763	
1-4-2000-2368	FIRE - EQUIPMENT MAINTENANCE		25,000	4,091	20,909	
1-4-2000-2369	FIRE - PPE MAINTENANCE		10,000	318	9,682	
1-4-2000-2399	FIRE - VEHICLE MAINTENANCE		40,000	4,685	35,315	
1-4-2000-2400	FIRE - GAS/OIL/DIESEL		19,000	2,483	16,517	
1-4-2000-2410	FIRE - ASSOCIATION & MEMBERSHIP FEES		2,000	-	2,000	
1-4-2000-3010	FIRE - EQUIPMENT LEASING		45,000	3,350	41,650	
1-4-2000-5010	FIRE - GENERAL EXPENSES		800	103	697	
1-4-2000-7200	FIRE - BURN PERMIT EXPENSE		2,000	-	2,000	
1-4-2100-1010	CBO - WAGES		243,493	43,742	199,751	
1-4-2100-1110	CBO - BENEFITS		77,850	14,638	63,212	
1-4-2100-2021	CBO - WORK BOOTS & CLOTHING		2,000	-	2,000	
1-4-2100-2025	CBO - MILEAGE & TRAVEL		2,000	-	2,000	
1-4-2100-2035	CBO - CONFERENCE/WORKSHOP/TRAINING		3,000	-	3,000	
1-4-2100-2049	CBO - CELL PHONE		2,000	179	1,821	
1-4-2100-2100	CBO - POSTAGE		1,000	35	965	
1-4-2100-2120	CBO - OFFICE SUPPLIES		1,000	52	948	
1-4-2100-2125	CBO - MATERIALS/SUPPLIES		2,000	-	2,000	
1-4-2100-2130	CBO - COMPUTER EQUIP & SUPPLIES		7,680	-	7,680	
1-4-2100-2131	CBO - COMPUTER WEBSITE HOSTING		3,000	-	3,000	
1-4-2100-2140	CBO - PHOTOCOPIER EXPENSE		1,000	222	778	
1-4-2100-2210	CBO - LEGAL FEES		2,000	-	2,000	
1-4-2100-2223	CBO - CONSULTING FEES		1,000	-	1,000	
1-4-2100-2399	CBO - VEHICLE MAINTENANCE		2,000	313	1,687	
1-4-2100-2400	CBO - GAS/OIL/DIESEL		3,000	93	2,907	
1-4-2100-2410	CBO - ASSOCIATION & MEMBERSHIP FEES		1,000	853	147	
1-4-2100-5010	CBO - GENERAL EXPENSES		-	1,939	(1,939)	CGIS - move to hosting fees
1-4-2100-7205	CBO - CIVIC NUMBERING COSTS		3,500	-	3,500	
1-4-2125-1010	BY-LAW - WAGES		74,150	11,415	62,735	
1-4-2125-1035	BY-LAW - OVERTIME		-	1,495	(1,495)	Not budgeted
1-4-2125-1110	BY-LAW - BENEFITS		24,677	4,014	20,663	
1-4-2125-2021	BY-LAW - CLOTHING ALLOWANCE		500	-	500	
1-4-2125-2035	BY-LAW - CONFERENCES & TRAINING		1,500	-	1,500	
1-4-2125-2049	BY-LAW - CELL PHONES		1,000	153	847	
1-4-2125-2125	BYLAW - MATERIALS/SUPPLIES		500	-	500	
1-4-2125-2130	BYLAW - COMPUTER FEES		680	-	680	
1-4-2125-2210	BY-LAW - LEGAL FEES		1,000	-	1,000	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-2125-2399	BY-LAW - TRUCK EXPENSES		2,000	-	2,000	
1-4-2125-2400	BY-LAW - GAS/OIL/DIESEL		2,000	261	1,739	
1-4-2125-6000	BY-LAW - PROPERTY STANDARDS		1,500	-	1,500	
1-4-2125-7207	BY-LAW - CLEAN YARDS		1,500	-	1,500	
1-4-2200-4010	SS - CONTRACTED SERVICES		20,000	-	20,000	
1-4-2200-7206	SS - MANDATORY INSPECTIONS		2,000	-	2,000	
1-4-2250-5105	ANIMAL CONTROL - DOG POUND FEES		2,000	-	2,000	
1-4-2250-5106	ANIMAL CONTROL - LIVESTOCK POUNDKEEPER		3,000	-	3,000	
1-4-2260-1015	CROSSING GUARD - PART-TIME WAGES		6,770	1,354	5,416	
1-4-2260-1110	CROSSING GUARD BENEFITS		910	142	768	
1-4-2300-2024	AMBULANCE - OPERATING COSTS		3,000	-	3,000	
1-4-2600-2710	TRANSFER TO RRCA		113,862	-	113,862	
1-4-2600-2715	TRANSFER TO SNRCA		16,082	-	16,082	
1-4-2900-1015	CEMC -PART TIME WAGES		4,340	600	3,740	
1-4-2900-1110	CEMC - BENEFITS		977	55	922	
1-4-2900-2035	CEMC - CONFERENCES/TRAINING/WORKSHOPS		2,500	-	2,500	
1-4-2900-2049	CEMC - CELL PHONE		-	105	(105)	
1-4-2900-2120	CEMC - OFFICE SUPPLIES		500	-	500	
1-4-2900-2125	CEMC - MATERIALS/SUPPLIES		500	394	106	
1-4-2900-2223	CEMC - CONSULTANT		500	-	500	
1-4-2900-2325	CEMC - PUBLICITY/PUBLIC AWARENESS		1,000	-	1,000	
1-4-3011-2125	BRIDGES - MATERIALS/SUPPLIES		20,000	-	20,000	
1-4-3011-4010	BRIDGES - CONTRACTED SERVICES		6,000	-	6,000	
1-4-3012-1010	RD MTCE - WAGES		-	13,351	(13,351)	Wages for roads in 3101 although spent throughout
1-4-3012-1035	RD MTCE - OVERTIME		-	190	(190)	Wages for roads in 3101 although spent throughout
1-4-3012-1110	RD MTCE - BENEFITS		-	3,059	(3,059)	Wages for roads in 3101 although spent throughout
1-4-3012-2125	RD MTCE - MATERIALS/SUPPLIES		25,000	4,759	20,241	
1-4-3012-2325	RD MTCE - BEAUTIFICATION		7,000	-	7,000	
1-4-3012-4110	RD MTCE - BRUSHING & TRIMMING		5,000	834	4,166	
1-4-3012-4300	RD MTCE - CATCH BASINS AND CURBS		500	-	500	
1-4-3012-4350	RD MTCE - DEBRIS/ LITTER PICK UP		1,000	-	1,000	
1-4-3012-4351	RD MTCE - TOP SOIL		1,000	-	1,000	
1-4-3035-2125	SIDEWK - MATERIALS/SUPPLIES		7,500	-	7,500	
1-4-3035-4010	SIDEWK - CONTRACTED SERVICES		1,000	-	1,000	
1-4-3045-2125	LSTOP - MATERIALS/SUPPLIES		4,000	-	4,000	
1-4-3045-5205	LSTOP - DUST LAYER		145,000	-	145,000	
1-4-3046-1010	HRD TOP MTCE - WAGES		-	431	(431)	
1-4-3046-1110	HRD TOP MTCE - BENEFITS		-	95	(95)	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-3046-5190	HRD TOP MTCE - PATCHING AND WASHOUTS		10,000	4,145	5,855	
1-4-3046-5194	HRD TOP MTCE - SWEEPING AND CLEANING		30,000	-	30,000	
1-4-3055-1010	PLOWING/SALTING - WAGES		-	77,931	(77,931)	
1-4-3055-1015	PLOWING/SALTING - PART TIME WAGES		-	5,568	(5,568)	
1-4-3055-1035	PLOWING/SALTING - OVERTIME		-	64,672	(64,672)	
1-4-3055-1110	PLOWING/SALTING - BENEFITS		-	24,503	(24,503)	
1-4-3055-2125	PLOWING/SALTING - MATERIALS/SUPPLIES		500	-	500	
1-4-3055-4010	PLOWING/SALTING - CONTRACTED SERVICES		2,000	204	1,796	
1-4-3055-5125	PLOWING/SALTING - SALT		91,000	27,160	63,840	
1-4-3055-5126	PLOWING/SALTING - STONE DUST		70,000	-	70,000	
1-4-3056-1010	SNOW REMOVAL - WAGES		-	15,903	(15,903)	
1-4-3056-1015	SNOW REMOVAL - WAGES PART TIME		-	1,117	(1,117)	
1-4-3056-1035	SNOW REMOVAL - OVERTIME		-	7,698	(7,698)	
1-4-3056-1110	SNOW REMOVAL - BENEFITS		-	4,420	(4,420)	
1-4-3056-2125	SNOW REMOVAL - MATERIALS/SUPPLIES		1,000	-	1,000	
1-4-3056-4010	SNOW REMOVAL - CONTRACTED SERVICES		70,000	19,738	50,262	
1-4-3060-2125	S.S. - MATERIALS/SUPPLIES		2,500	-	2,500	
1-4-3060-4010	S.S. - CONTRACTED SERVICES		20,000	-	20,000	
1-4-3061-1015	S.D. - PART TIME WAGES		-	71	(71)	
1-4-3061-1110	S.D. - BENEFITS		-	11	(11)	
1-4-3061-2125	S.D. - MATERIALS/SUPPLIES		10,000	61	9,939	
1-4-3061-3010	S.D. - EQUIPMENT RENTALS		40,000	5,884	34,116	
1-4-3062-2056	ST. LIGHTS - HYDRO		73,500	11,904	61,596	
1-4-3062-2125	ST. LIGHTS - MATERIALS/SUPPLIES		1,000	-	1,000	
1-4-3062-2368	ST. LIGHTS - EQUIPMENT MAINTENANCE		4,000	-	4,000	
1-4-3062-5010	ST. LIGHTS - X-MAS DECORATION		1,500	-	1,500	
1-4-3065-2055	PWB - ENBRIDGE		-	896	(896)	
1-4-3065-2056	PWB - HYDRO		-	437	(437)	
1-4-3065-2057	PWB - WATER/SEWER		-	206	(206)	
1-4-3101-1010	ROADS - WAGES - FULL TIME		1,007,340	61,961	945,379	
1-4-3101-1015	ROADS - PART TIME WAGES		88,421	722	87,699	
1-4-3101-1035	ROADS - OVERTIME		85,000	1,426	83,574	
1-4-3101-1110	ROADS - BENEFITS		357,234	34,430	322,804	
1-4-3101-1210	ROADS - WSIB CLAIMS		-	174	(174)	
1-4-3101-1225	ROADS - INSURANCE		95,323	100,424	(5,101)	Reallocation based on actual fees
1-4-3101-1502	ROADS - LTD FINANCE CHARGES		81,944	1,445	80,499	
1-4-3101-2020	ROADS - HEALTH & SAFETY		2,000	140	1,860	
1-4-3101-2021	ROADS - WORK BOOTS & CLOTHING		9,600	560	9,040	
1-4-3101-2025	ROADS - MILEAGE & TRAVEL		500	355	145	
1-4-3101-2026	ROADS - MEETING ATTENDANCE		120	-	120	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-3101-2027	ROAD - INSURANCE CLAIMS		10,000	-	10,000	
1-4-3101-2035	ROADS - CONFERENCES/WORKSHOPS/TRAINING		20,000	4,336	15,664	
1-4-3101-2049	ROADS - CELL PHONES		11,000	2,008	8,992	
1-4-3101-2050	ROADS - TELEPHONE		3,000	644	2,356	
1-4-3101-2051	ROADS - COURIER		2,500	131	2,369	
1-4-3101-2055	ROADS - ENBRIDGE		13,000	7,714	5,286	
1-4-3101-2056	ROADS - HYDRO		20,000	3,747	16,253	
1-4-3101-2057	ROADS - WATER/SEWER		1,300	206	1,094	
1-4-3101-2065	ROADS - OIL FURNACE		8,000	4,101	3,899	
1-4-3101-2110	ROADS - TOOLS		10,000	2,040	7,960	
1-4-3101-2120	ROADS - OFFICE SUPPLIES		2,000	-	2,000	
1-4-3101-2124	ROADS - JANITORIAL/HOUSEKEEPING SUPPLIES		500	359	141	
1-4-3101-2125	ROADS - MATERIAL/SUPPLIES		23,000	1,277	21,723	
1-4-3101-2130	ROADS - COMPUTER FEES & EQUIPMENT		44,831	5,369	39,462	
1-4-3101-2140	ROADS - PHOTOCOPIER EXPENSES		-	369	(369)	
1-4-3101-2210	ROADS - LEGAL FEES		3,500	-	3,500	
1-4-3101-2223	ROADS - CONSULTING FEES		5,000	-	5,000	
1-4-3101-2300	ROADS - ADVERTISING		2,000	1,097	903	
1-4-3101-2366	ROADS - BUILDING MAINTENANCE/SUPPLIES		10,000	1,940	8,060	
1-4-3101-2368	ROADS - EQUIPMENT MAINTENANCE		170,000	39,273	130,727	
1-4-3101-2370	ROADS - TRUCK LICENCING		18,000	-	18,000	
1-4-3101-2400	ROADS - GAS/OIL/DIESEL		221,658	46,510	175,148	
1-4-3101-2410	ROADS - ASSOC & MEMBERSHIP FEES		2,000	1,487	513	
1-4-3101-4010	ROADS - CONTRACT/CONTRACTED SERVICES		25,600	522	25,078	
1-4-3101-4105	ROADS - WEED CONTROL		10,000	-	10,000	
1-4-3101-5010	ROADS - GENERAL EXPENSES		-	42	(42)	
1-4-4010-4010	WASTE - CONTRACT/CONTRACTED SERVICES		260,000	45,917	214,083	
1-4-4010-4011	WASTE - RECYLING CONTRACTED SERVICES		173,500	29,842	143,658	
1-4-4020-1015	LF - PART-TIME WAGES		16,204	2,930	13,274	
1-4-4020-1110	LF - BENEFITS		2,190	361	1,829	
1-4-4020-1225	LF - INSURANCE		-	11,831	(11,831)	Based on actual fees
1-4-4020-2013	LF - COVER MATERIAL		25,000	-	25,000	
1-4-4020-2015	LF - PROPERTY TAXES		16,000	-	16,000	
1-4-4020-2021	LF - CLOTHING ALLOWANCE		300	-	300	
1-4-4020-2024	LF - OPERATING MTCE. EXPENSE		20,000	254	19,746	
1-4-4020-2049	LF - CELL PHONE		600	58	542	
1-4-4020-2056	LF - HYDRO		2,500	486	2,014	
1-4-4020-2161	LF - COMPACTOR EXPENSE		5,000	-	5,000	
1-4-4020-2187	LF - WASTE ACCEPTANCE FEES - LAFLECHE		166,451	23,326	143,125	
1-4-4020-2210	LF - LEGAL COSTS		5,000	-	5,000	
1-4-4020-2223	LF - CONSULTING FEES		35,000	692	34,308	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-4020-2300	LF - ADVERTISING/EDUCATION		1,000	-	1,000	
1-4-4020-2368	LF - EQUIPMENT MAINTENANCE		1,500	-	1,500	
1-4-4020-2400	LF - GAS/OIL/DIESEL		700	213	487	
1-4-4020-2410	LF - ASSOCIATION FEES		800	-	800	
1-4-4020-2540	LF - SAMPLING AND MONITORING		75,675	-	75,675	
1-4-4020-4023	LF - HOUSEHOLD HAZARDOUS WASTE DAY		60,000	-	60,000	
1-4-4020-4028	LF - LEACHATE HAULING		30,000	-	30,000	
1-4-4020-4029	LF - NG COMMUNITY CLEAN-UP DAY		3,500	-	3,500	
1-4-4020-9000	LF - TRANSFER TO RESERVES		50,000	-	50,000	
1-4-4030-1010	RARE - WAGES		226,926	41,340	185,586	
1-4-4030-1015	RARE- PART TIME WAGES		151,183	25,098	126,085	
1-4-4030-1110	RARE - BENEFITS		98,812	18,680	80,132	
1-4-4030-1225	RARE - INSURANCE		17,878	9,435	8,443	
1-4-4030-2015	RARE - PROPERTY TAXES		12,750	-	12,750	
1-4-4030-2020	RARE - HEALTH & SAFETY		1,500	-	1,500	
1-4-4030-2021	RARE - WORK BOOTS & CLOTHING		2,000	100	1,900	
1-4-4030-2024	RARE - GARBAGE & SNOW REMOVAL		16,000	1,920	14,080	
1-4-4030-2025	RARE - MILEAGE & TRAVEL		300	-	300	
1-4-4030-2026	RARE - MEETING ATTENDANCE		250	-	250	
1-4-4030-2035	RARE - CONFERENCES/WORKSHOPS/TRAINING		2,000	-	2,000	
1-4-4030-2049	RARE - CELL PHONE		1,800	241	1,559	
1-4-4030-2050	RARE - TELEPHONE		850	138	712	
1-4-4030-2055	RARE - ENBRIDGE		5,000	2,279	2,721	
1-4-4030-2056	RARE - HYDRO		18,000	1,734	16,266	
1-4-4030-2057	RARE - WATER/SEWER		1,200	206	994	
1-4-4030-2100	RARE - POSTAGE		100	-	100	
1-4-4030-2110	RARE - TOOLS		1,000	-	1,000	
1-4-4030-2120	RARE - OFFICE SUPPLIES		500	-	500	
1-4-4030-2124	RARE - HOUSEKEEPING & JANITORIAL SUPPLIE		600	35	565	
1-4-4030-2125	RARE - WIRE MATERIAL		7,500	35	7,465	
1-4-4030-2130	RARE - COMPUTER EXPENSE		780	206	574	
1-4-4030-2140	RARE - PHOTOCOPIER EXPENSE		1,200	17	1,183	
1-4-4030-2155	RARE - REPAIRS - MAGNETIC SEPARATOR		1,000	-	1,000	
1-4-4030-2156	RARE - REPAIRS - CONVEYOR		3,000	85	2,915	
1-4-4030-2157	RARE - REPAIRS - BOBCAT		1,500	-	1,500	
1-4-4030-2159	RARE - REPAIRS - VANS		500	113	387	
1-4-4030-2160	RARE - REPAIRS - BALER		2,000	-	2,000	
1-4-4030-2165	RARE - BALLISTIC/OCC HT STORAGE		500	-	500	
1-4-4030-2210	RARE - LEGAL FEES		1,000	-	1,000	
1-4-4030-2223	RARE - CONSULTING FEES		2,000	-	2,000	
1-4-4030-2300	RARE - ADVERTISING		1,200	-	1,200	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-4030-2325	RARE - PUBLICITY & PROMOTION		3,000	-	3,000	
1-4-4030-2366	RARE - BUILDING/ MAINTENANCE/SUPPLIES		6,000	-	6,000	
1-4-4030-2367	RARE - SHOP EQUIPMENT INVENTORY		4,500	-	4,500	
1-4-4030-2370	RARE - TRUCK LICENCING		150	-	150	
1-4-4030-2399	RARE - VEHICLE MAINTENANCE		1,000	-	1,000	
1-4-4030-2400	RARE - GAS/OIL/DIESEL		4,500	-	4,500	
1-4-4030-2410	RARE - ASSOC. & MEMBERSHIP FEES		1,000	582	418	
1-4-4030-2511	RARE - TRANSPORTATION		1,000	-	1,000	
1-4-4030-2520	RARE - WEIGHING CHARGES		500	-	500	
1-4-4030-3010	RARE - EQUIPMENT RENTAL/LEASING		32,000	5,307	26,693	
1-4-4030-3021	RARE - EQUIPMENT PURCHASES - OFFICE		500	-	500	
1-4-4030-5010	RARE - GENERAL EXPENSES		750	41	709	
1-4-4030-7430	RARE - PURCHASE - CARDBOARD		8,000	80	7,920	
1-4-4031-1015	LARGE ITEM PICKUP - PART TIME WAGES		1,573	-	1,573	
1-4-4031-2020	LARGE ITEM PICKUP - HEALTH & SAFETY		150	-	150	
1-4-4031-2024	LARGE ITEM PICKUP - GARBAGE DISPOSAL		1,673	-	1,673	
1-4-4031-2125	LARGE ITEM PICKUP - MATERIALS/SUPPLIES		480	40	440	
1-4-4031-2400	LARGE ITEM PICKUP - GAS/DIESEL/OIL		442	-	442	
1-4-7000-5236	CONTRIBUTIONS - COMMUNITY GRANTS		25,000	13,710	11,290	
1-4-7000-5237	CONTRIBTIONS TO N.G. RECREATION ASSOCIAT		82,980	83,335	(355)	
1-4-7000-5247	CONT GLENGARRY PIONEER MUSEUM TAX & INS.		14,000	2,844	11,156	
1-4-7000-5248	CONT GLENGARRY PIONEER MUSEUM OPERATING		20,000	20,000	-	
1-4-7000-5249	CONTRIBUTION TO HIGHLAND GAMES COMMITTEE		3,000	3,000	-	
1-4-7000-5258	CONTRIBUTION TO ARCHIVE INITIATIVE		46,000	1,910	44,090	
1-4-7000-5260	CONTRIBUION - GLENGARRY SPORTS HALL		4,001	4,001	-	
1-4-7020-4260	APPLE HILL COMMUNITY CENTRE		1,428	89	1,339	
1-4-7020-4261	GLEN ROBERTSON COMMUNITY CENTRE		1,429	46	1,383	
1-4-7020-4262	DUNVEGAN RECREATION CENTRE		1,428	56	1,372	
1-4-7020-4263	DALKEITH RECREATION CENTRE		1,429	46	1,383	
1-4-7020-4264	MAXVILLE RECREATION CENTRE		1,428	-	1,428	
1-4-7020-4265	MAXVILLE LIBRARY		1,429	-	1,429	
1-4-7020-4266	DALKEITH LIBRARY		1,429	231	1,198	
1-4-7100-1010	MSC - WAGES		103,748	18,199	85,549	
1-4-7100-1015	MSC - PART TIME WAGES		77,337	23,379	53,958	
1-4-7100-1035	MSC - OVERTIME		5,000	3,990	1,010	
1-4-7100-1110	MSC - BENEFITS		59,090	13,934	45,156	
1-4-7100-1225	MSC - INSURANCE		20,038	25,201	(5,163)	
1-4-7100-2020	MSC - HEALTH & SAFETY		750	-	750	
1-4-7100-2021	MSC - WORK BOOTS & CLOTHING		1,500	-	1,500	
1-4-7100-2025	MSC - MILEAGE & TRAVEL		700	410	290	
1-4-7100-2028	MSC - BOOK KING SOFTWARE		1,500	-	1,500	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-7100-2030	MSC - SPORTSFIELDS EXPENSES		1,750	2,360	(610)	
1-4-7100-2035	MSC - CONFERENCES/ WORKSHOPS/TRAINING		4,000	-	4,000	
1-4-7100-2049	MSC - CELL PHONE		700	347	353	
1-4-7100-2050	MSC - TELEPHONE		750	207	543	
1-4-7100-2056	MSC - HYDRO		60,000	9,650	50,350	
1-4-7100-2057	MSC - WATER/SEWER		6,000	1,390	4,610	
1-4-7100-2110	MSC - TOOLS		300	-	300	
1-4-7100-2120	MSC - OFFICE SUPPLIES		500	21	479	
1-4-7100-2124	MSC - HOUSEKEEPING & JANITORIAL SUPP		6,000	835	5,165	
1-4-7100-2125	MSC - MATERIALS/SUPPLIES		2,000	145	1,855	
1-4-7100-2126	MSC - HALL SUPPLIES		4,000	1,419	2,581	
1-4-7100-2127	MSC - PEPSI SUPPLIES		1,250	-	1,250	
1-4-7100-2129	MSC - VENDING MACHINE		4,000	179	3,821	
1-4-7100-2130	MSC - COMPUTER FEES & EQUIP.		1,500	-	1,500	
1-4-7100-2140	MSC - PHOTOCOPIER EXPENSE		-	57	(57)	
1-4-7100-2300	MSC - ADVERTISING		500	186	314	
1-4-7100-2366	MSC - BUILDING MAINTENANCE/GROUND MTCE		70,000	6,449	63,551	
1-4-7100-2367	MSC - PROPANE		35,000	7,590	27,410	
1-4-7100-2368	MSC - EQUIPMENT MTCE		15,000	1,284	13,716	
1-4-7100-2369	MSC - MAINTENANCE COSTS		-	43	(43)	
1-4-7100-2410	MSC - ASOCIATION & MEMBERSHIP FEES		1,000	366	634	
1-4-7100-2564	MSC - PRO SHOP		1,000	-	1,000	
1-4-7100-4010	MSC - CONTRACTS/CONTRACTED SERVICES		9,000	758	8,242	
1-4-7100-5010	MSC - GENERAL EXPENSES		-	66	(66)	
1-4-7100-5120	MSC - SNOW REMOVAL		7,000	6,933	67	
1-4-7100-7722	MSC - PROGRAMMING		500	-	500	
1-4-7200-1010	ISLAND PARK - WAGES		120,423	23,282	97,141	
1-4-7200-1015	ISLAND PARK - PART TIME WAGES		11,445	2,227	9,218	
1-4-7200-1035	ISLAND PARK - OVERTIME		5,000	2,375	2,625	
1-4-7200-1110	ISLAND PARK - BENEFITS		40,598	8,497	32,101	
1-4-7200-1225	ISLAND PARK - INSURANCE		14,573	38,876	(24,303)	
1-4-7200-2020	ISLAND PARK - HEALTH & SAFETY		500	-	500	
1-4-7200-2021	ISLAND PARK - CLOTHING ALLOWANCE		1,500	-	1,500	
1-4-7200-2025	ISLAND PARK - MILEAGE & TRAVEL		500	78	422	
1-4-7200-2026	ISLAND PARK - MEETING ATTENDANCE		-	60	(60)	
1-4-7200-2028	ISLAND PARK - BOOK KING SOFTWARE		1,500	-	1,500	
1-4-7200-2030	ISLAND PARK - SPORTSFIELDS EXPENSE		8,000	2,401	5,599	
1-4-7200-2035	ISLAND PARK - CONF/WORKSHOP/TRAINING		3,500	-	3,500	
1-4-7200-2049	ISLAND PARK - CELL PHONE		1,200	394	806	
1-4-7200-2050	ISLAND PARK - TELEPHONE		500	106	394	
1-4-7200-2055	ISLAND PARK - ENBRIDGE		3,000	1,572	1,428	



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1-4-7200-2056	ISLAND PARK - HYDRO		10,000	1,960	8,040	
1-4-7200-2057	ISLAND PARK - WATER/SEWER		4,000	207	3,793	
1-4-7200-2120	ISLAND PARK - OFFICE SUPPLIES		1,000	342	658	
1-4-7200-2124	ISLAND PARK - HOUSEKEEPING & JAN. SUPP		7,000	599	6,401	
1-4-7200-2125	ISLAND PARK - MATERIALS/SUPPLIES		1,550	65	1,485	
1-4-7200-2126	ISLAND PARK - BAR SUPPLIES		1,000	-	1,000	
1-4-7200-2130	ISLAND PARK - COMPUTER EQUIPT & SUPPLIES		1,500	-	1,500	
1-4-7200-2140	ISLAND PARK - PHOTOCOPIER EXPENSE		1,000	273	727	
1-4-7200-2300	ISLAND PARK - ADVERTISING		750	125	625	
1-4-7200-2366	ISLAND PARK - BUILDING MAINT/SUPPLIES		11,000	2,194	8,806	
1-4-7200-2368	ISLAND PARK - EQUIPMENT MAINT/SUPLIES		7,000	-	7,000	
1-4-7200-2370	ISLAND PARK - OUTDOOR FURN & ATTRIBUTES		3,000	-	3,000	
1-4-7200-2399	ISLAND PARK - VEHICLE MAINTENANCE		2,500	174	2,326	
1-4-7200-2400	ISLAND PARK - GAS/OIL/DIESEL		8,000	880	7,120	
1-4-7200-2410	ISLAND PARK - MEMBERSHIP FEES		1,000	366	634	
1-4-7200-3704	ISLAND PARK - MILL SQUARE OPERATING		1,000	-	1,000	
1-4-7200-4005	ISLAND PARK - LANDSCAPING/FLOWERS		10,000	-	10,000	
1-4-7200-4010	ISLAND PARK - CONTRACTS/CONTRACTED SERV		5,000	-	5,000	
1-4-7200-4102	ISLAND PARK - TREE REMOVAL		1,500	-	1,500	
1-4-7200-4104	ISLAND PARK - KING GEORGE PARK		500	-	500	
1-4-7200-4108	ISLAND PARK - GOOSE MANAGEMENT STRATEGY		250	-	250	
1-4-7200-5010	ISLAND PARK - GENERAL EXPENSES		-	30	(30)	
1-4-7200-8003	ISLAND PARK - SPECIAL PROJECTS		2,000	-	2,000	
1-4-7200-8004	ISLAND PARK - SPECIAL EVENTS/FESTIVALS		1,500	1,000	500	
1-4-7300-1010	DOME - WAGES		99,434	16,488	82,946	
1-4-7300-1015	DOME - PART TIME WAGES		34,620	10,124	24,496	
1-4-7300-1035	DOME - OVERTIME		-	1,458	(1,458)	
1-4-7300-1110	DOME - BENEFITS		27,413	6,306	21,107	
1-4-7300-1225	DOME - INSURANCE		2,004	12,375	(10,371)	
1-4-7300-2021	DOME - CLOTHING ALLOWANCE		500	-	500	
1-4-7300-2025	DOME - MILEAGE		500	230	270	
1-4-7300-2028	DOME - BOOK KING SOFTWARE		1,500	-	1,500	
1-4-7300-2030	DOME - SPORTS EQUIP & SUPPLIES		1,500	-	1,500	
1-4-7300-2035	DOME - TRAINING/CONFERENCE		1,000	392	608	
1-4-7300-2049	DOME- CELL PHONE		1,000	272	728	
1-4-7300-2050	DOME - TELEPHONE		300	35	265	
1-4-7300-2055	DOME - ENBRIDGE		45,000	13,476	31,524	
1-4-7300-2056	DOME - HYDRO		20,000	3,619	16,381	
1-4-7300-2057	DOME - WATER/SEWER		1,300	207	1,093	
1-4-7300-2120	DOME - OFFICE SUPPLIES		1,000	89	911	
1-4-7300-2124	DOME - JANITORIAL SUPP & HOUSEKEEPING		2,000	184	1,816	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-7300-2125	DOME - SUPPLIES		500	70	430	
1-4-7300-2127	DOME - VENDING SUPPLIES (PEPSI ..)		250	49	201	
1-4-7300-2130	DOME - COMPUTER EQUIPT & SUPPLIES		500	-	500	
1-4-7300-2140	DOME - PHOTOCOPIER EXPENSE		100	58	42	
1-4-7300-2300	DOME - ADVERTISING		500	185	315	
1-4-7300-2366	DOME - BLDG/PROP MAINT/SUPPLIES		12,000	213	11,787	
1-4-7300-2368	DOME - EQUIPMENT MTCE		1,500	-	1,500	
1-4-7300-2371	DOME - REFEREE		-	160	(160)	
1-4-7300-2399	DOME - VEHICLE REPAIRS		500	-	500	
1-4-7300-2410	DOME - MEMBERSHIP FEES		-	267	(267)	
1-4-7300-4000	DOME - VOLLEYBALL EXPENSE		500	-	500	
1-4-7300-4001	DOME - RUNNING PROGRAM		1,000	-	1,000	
1-4-7300-4005	DOME - LANDSCAPING		500	-	500	
1-4-7300-4110	DOME - BIRTHDAY SUPPLIES		750	725	25	
1-4-7300-4112	DOME - OUTDOOR FURNITURE		500	-	500	
1-4-7300-4113	DOME - FIELD MAINTENANCE		1,750	-	1,750	
1-4-7300-5010	DOME - GENERAL EXPENSES		-	251	(251)	
1-4-7300-7755	DOME-FLAG FOOTBALL		500	-	500	
1-4-7400-2056	LIB - HYDRO - DALKEITH & MAXVILLE & ALEX		8,000	3,957	4,043	
1-4-7400-2366	LIB - BUILDING MAINTENANCE/SUPPLIES		8,000	2,242	5,758	
1-4-7400-4268	LIB - ALEXANDRIA LIBRARY		4,000	3,206	794	
1-4-7400-5012	LIB - MAXVILLE LIBRARY		100	-	100	
1-4-7400-5014	LIB - DALKEITH LIBRARY		100	-	100	
1-4-7500-1010	GSP - WAGES		166,410	27,746	138,664	
1-4-7500-1015	GSP - PART-TIME WAGES		54,865	18,241	36,624	
1-4-7500-1035	GSP - OVERTIME		-	5,397	(5,397)	
1-4-7500-1110	GSP - BENEFITS		68,150	14,062	54,088	
1-4-7500-1225	GSP - INSURANCE		25,040	37,652	(12,612)	
1-4-7500-2020	GSP - HEALTH & SAFETY		500	-	500	
1-4-7500-2021	GSP - CLOTHING ALLOWANCE		1,000	-	1,000	
1-4-7500-2025	GSP - MILEAGE		500	23	477	
1-4-7500-2028	GSP - BOOKING SOFTWARE		1,500	-	1,500	
1-4-7500-2030	GSP - SPORTSFIELD EXPENSES		1,000	2,360	(1,360)	
1-4-7500-2035	GSP - TRAINING/WORKSHOP		4,500	-	4,500	
1-4-7500-2049	GSP - CELL PHONES		1,000	360	640	
1-4-7500-2050	GSP - TELEPHONE		500	69	431	
1-4-7500-2055	GSP - ENBRIDGE		18,000	15,263	2,737	
1-4-7500-2056	GSP - HYDRO		80,000	8,906	71,094	
1-4-7500-2057	GSP - WATER SEWER		9,000	1,934	7,066	
1-4-7500-2100	GSP - POSTAGE		200	-	200	
1-4-7500-2120	GSP - OFFICE SUPPLIES		1,000	79	921	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-7500-2124	GSP - HOUSEKEEPING/JANITORIAL SUPPLIES		5,000	1,276	3,724	
1-4-7500-2125	GSP - MATERIAL/SUPPLIES		200	62	138	
1-4-7500-2126	GSP - BAR/HALL EXPENSE		5,000	440	4,560	
1-4-7500-2127	GSP - VENDING/PEPSI MACHINE		500	40	460	
1-4-7500-2130	GSP - COMPUTER SUPPLIES		1,000	1,568	(568)	
1-4-7500-2140	GSP - PHOTOCOPIER EXPENSE		-	211	(211)	
1-4-7500-2300	GSP - ADVERTISING		500	275	225	
1-4-7500-2366	GSP - BUILDING EXPENSES		50,000	13,414	36,586	
1-4-7500-2368	GSP - EQUIPMENT MTCE		5,000	7	4,993	
1-4-7500-2399	GSP - VEHICLE MTCE		1,200	-	1,200	
1-4-7500-2400	GSP - GAS/OIL/DIESEL		600	-	600	
1-4-7500-2410	GSP - MEMBERSHIP FEES		600	452	148	
1-4-7500-2564	GSP - SKATE SHARPENING		500	-	500	
1-4-7500-4010	GSP - CONTRACTED SERVICES		1,000	-	1,000	
1-4-7500-5010	GSP - GENERAL EXPENSES		-	265	(265)	
1-4-7500-5120	GSP - SNOW REMOVAL		5,500	-	5,500	
1-4-7500-7722	GSP - PROGRAMMING		5,000	-	5,000	
1-4-8000-1010	PLN - WAGES		52,748	12,498	40,250	
1-4-8000-1035	PLN - OVERTIME		-	54	(54)	
1-4-8000-1110	PLN - BENEFITS		19,752	4,407	15,345	
1-4-8000-2025	PLN - MILEAGE & TRAVEL		1,000	-	1,000	
1-4-8000-2026	PLN - MEETING ATTENDANCE		1,500	60	1,440	
1-4-8000-2035	PLN - CONFERENCES/WORKSHOPS/TRAINING		2,000	-	2,000	
1-4-8000-2049	PLN - CELL PHONES		500	-	500	
1-4-8000-2100	PLN-POSTAGE		200	29	171	
1-4-8000-2120	PLN - OFFICE SUPPLIES		200	-	200	
1-4-8000-2125	PLN - MATERIALS/SUPPLIES		300	-	300	
1-4-8000-2210	PLN - LEGAL FEES		1,000	-	1,000	
1-4-8000-2223	PLN - CONSULTING FEES		10,000	1,380	8,620	
1-4-8000-2300	PLN - ADVERTISING		6,000	1,144	4,856	
1-4-8000-9000	PLN - TRF TO RESERVE		5,000	-	5,000	
1-4-8020-1010	MUN. DRAIN - WAGES		41,653	6,426	35,227	
1-4-8020-1035	MUN. DRAIN - OVERTIME		-	17	(17)	
1-4-8020-1110	MUN. DRAIN - BENEFITS		13,753	1,909	11,844	
1-4-8020-2021	DRAIN - WORK BOOTS & CLOTHING		500	-	500	
1-4-8020-2024	DRAIN SUPT - OPERATING EXPENSES		800	-	800	
1-4-8020-2025	DRAIN SUPT - MILEAGE & TRAVEL		200	-	200	
1-4-8020-2026	DRAIN - MEETING ATTENDANCE		120	-	120	
1-4-8020-2035	DRAIN - CONFERENCE & WORKSHOP		3,000	370	2,630	
1-4-8020-2049	DRAIN SUPT - CELL PHONE		500	59	441	
1-4-8020-2399	DRAIN - VEHICLE MAINTENANCE		1,500	-	1,500	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-8020-6150	MUNICIPAL DRAIN MAINTENANCE		200,000	33,761	166,239	
1-4-8020-6151	MUNICIPAL DRAIN - BEAVER MANAGEMENT		10,000	-	10,000	
1-4-8020-6180	FENCEVIEWERS		-	98	(98)	
1-4-8030-6170	LIVESTOCK EVALUATOR		1,000	280	720	
1-4-8030-6171	LIVESTOCK DAMAGES		5,000	-	5,000	
1-4-8040-6300	TILE DRAINAGE - DEBENTURE PRINCIPAL		91,250	9,208	82,042	
1-4-8040-6301	TILE DRAINAGE - DEBENTURE INTEREST		-	4,909	(4,909)	
1-5-1200-8000	CAPITAL - ADMINISTRATION	ASSET	-	3,663	(3,663)	
1-5-1200-8000	CAPITAL - ADMINISTRATION	BUDGET	120,000	-	120,000	
1-5-1200-8000	CAPITAL - ADMINISTRATION	RECORD	-	19,843	(19,843)	
1-5-2000-8000	CAPITAL - FIRE DEPARTMENT	BUDGET	145,000	-	145,000	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	BUDGET	1,972,800	-	1,972,800	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	PICKUP	-	54,065	(54,065)	
1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	BUDGET	187,000	-	187,000	
1-5-3011-8000	CAPITAL - BRIDGES	BUDGET	423,500	-	423,500	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	BUDGET	2,225,708	-	2,225,708	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	ENGINR	-	1,837	(1,837)	
1-5-4020-8000	CAPITAL - LANDFILL SITES	BUDGET	100,000	-	100,000	
1-5-4030-8000	CAPITAL - RARE PLANT	BUDGET	30,000	-	30,000	
1-5-4030-8000	CAPITAL - RARE PLANT	HVAC	-	581	(581)	
1-5-7000-8000	CAPITAL - MRA GROUPS		113,500	-	113,500	
1-5-7100-8000	CAPITAL - MSC	BUDGET	25,000	-	25,000	
1-5-7200-8000	CAPITAL - ISLAND PARK	BUDGET	466,000	-	466,000	
1-5-7500-8000	CAPITAL - GSP	BUDGET	45,000	-	45,000	
1-5-7500-8000	CAPITAL - GSP	GSPBLG	-	6,652	(6,652)	
			6,523,845	1,364,643	5,159,202	



# **VARIANCE REPORT AS OF MARCH 14, 2023**

<b>Account No.</b>	<b>Account Name</b>	<b>CENTRE</b>	<b>23 FINAL BUDGET</b>	<b>23 ACTUAL VALUES</b>	<b>VARIANCE</b>	<b>COMMENTS</b>
1-3-9300-4900	WATER - DOMESTIC - ALEXANDRIA		(1,141,845)	(212,741)	(929,104)	
1-3-9300-4902	WATER-COMMERCIAL-ALEXANDRIA		(631,351)	(65,301)	(566,050)	
1-3-9300-4903	WATER-GLEN ROBERTSON		(42,216)	(7,373)	(34,843)	
1-3-9300-4905	WATER - PENALTY & INTEREST		(20,000)	(3,157)	(16,843)	
1-3-9300-4906	WATER-OTHER INCOME		(10,000)	(2,259)	(7,741)	
1-3-9300-4907	WATER - NSF CHEQUE CHARGE		-	(100)	100	
1-3-9300-4908	WATER - DOMESTIC - MAXVILLE		(240,000)	(42,344)	(197,656)	
1-3-9300-4909	WATER - COMMERCIAL- MAXVILLE		(75,000)	(13,199)	(61,801)	
1-3-9300-4961	USER FEES - WETLANDS CAPITAL RECOVERY		(15,000)	(1,731)	(13,269)	
1-3-9300-4971	WATER -HYDRANT RENTAL		(20,000)	-	(20,000)	
1-4-9200-1210	NGWD-WSIB CLAIMS PAID		500	-	500	
1-4-9200-1225	NGWD-INSURANCE		39,304	17,626	21,678	
1-4-9200-1500	NGWD - LTD MAXVILLE WATER PROJECT		454,110	-	454,110	
1-4-9200-1505	NGWD-LTD PAYMENTS		45,240	-	45,240	
1-4-9200-2015	NGWD-MUNICIPAL TAXES		1,200	-	1,200	
1-4-9200-2020	NGWD-HEALTH & SAFETY		1,200	-	1,200	
1-4-9200-2021	NGWD-WORK BOOTS & CLOTHING ALLOWANCE		1,800	-	1,800	
1-4-9200-2022	NGWD - PRESCRIPTION SAFETY GLASSES		750	-	750	
1-4-9200-2023	NGWD-BILLING OPERATING COSTS		1,500	180	1,320	
1-4-9200-2035	NGWD-CONFERENCE & WORKSHOPS		9,000	501	8,499	
1-4-9200-2037	NGWD-CERTIFICATE RENEWAL		1,200	-	1,200	
1-4-9200-2049	NGWD-CELL PHONES		2,500	854	1,646	
1-4-9200-2050	NGWD-TELEPHONE		3,200	1,050	2,150	
1-4-9200-2051	NGWD-COURIER		1,000	110	890	
1-4-9200-2056	NGWD-HYDRO		8,100	1,383	6,717	
1-4-9200-2057	NGWD-WATER/SEWER		200	-	200	
1-4-9200-2110	NGWD-TOOLS		2,500	(93)	2,593	
1-4-9200-2114	NGWD-CHEMICALS		22,000	-	22,000	
1-4-9200-2116	NGWD-CHLORINE		2,500	-	2,500	
1-4-9200-2120	NGWD-OFFICE SUPPLIES		1,500	717	783	
1-4-9200-2125	NGWD-MATERIALS & SUPPLIES		5,000	76	4,924	
1-4-9200-2130	NGWD - COMPUTER SUPPLIES		5,500	866	4,634	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-9200-2140	NGWD - PHOTOCOPIER EXPENSES		1,000	63	937	
1-4-9200-2162	NGWD-NEW WATER METER /REPAIRS		2,000	3,325	(1,325)	
1-4-9200-2164	NGWD-WATER MAIN REPAIRS		120,000	16,120	103,880	
1-4-9200-2166	NGWD-FROZEN LINES SERVICES		500	-	500	
1-4-9200-2201	NGWD-QMS AUDITING		3,500	2,162	1,338	
1-4-9200-2210	NGWD-LEGAL FEES		5,000	-	5,000	
1-4-9200-2223	NGWD-CONSULTING FEES		5,000	-	5,000	
1-4-9200-2300	NGWD-ADVERTISING		1,000	110	890	
1-4-9200-2366	NGWD-BUILDING MTCE/SUPPLIES		2,000	539	1,461	
1-4-9200-2368	NGWD-EQUIPMENT MTCE		5,000	-	5,000	
1-4-9200-2370	NGWD-TRUCK LICENCING		1,000	-	1,000	
1-4-9200-2399	NGWD-VEHICLE MTCE		2,500	165	2,335	
1-4-9200-2400	NGWD-GAS/OIL/DIESEL		10,000	927	9,073	
1-4-9200-2410	NGWD-ASSOC. & MEMBERSHIP FEES		500	-	500	
1-4-9200-2540	NGWD-SAMPLING		500	350	150	
1-4-9200-3010	NGWD-EQUIPMENT RENTAL		250	-	250	
1-4-9200-3753	NGWD-METER READING		15,000	2,571	12,429	
1-4-9200-4010	NGWD-CONTRACTS/CONTRACTED SERVICES		8,000	-	8,000	
1-4-9200-4100	NGWD-GRASS CUTTING		500	-	500	
1-4-9200-4114	NGWD - LOCATES		12,000	444	11,556	
1-4-9200-5020	NGWD-BAD DEBT EXPENSE		-	(11)	11	
1-4-9200-5120	NGWD - SNOW REMOVAL		5,000	5,506	(506)	
1-4-9200-7997	NGWD-EMERGENCY PHONE SERVICE		1,500	-	1,500	
1-4-9200-7999	NGWD-BOIL WATER ADVISORY		500	-	500	
1-4-9300-1010	NGWT-WAGES		277,780	57,943	219,837	
1-4-9300-1015	NGWT - PART TIME WAGES		6,164	-	6,164	
1-4-9300-1035	NGWT - OVERTIME		36,000	3,415	32,585	
1-4-9300-1110	NGWT-BENEFITS		98,246	18,638	79,608	
1-4-9300-1225	NGWT-INSURANCE		39,300	17,626	21,674	
1-4-9300-1505	NGWT-LTD PAYMENTS		19,388	-	19,388	
1-4-9300-2015	NGWT-MUNICIPAL TAXES		8,800	-	8,800	
1-4-9300-2020	NGWT-HEALTH & SAFETY		1,200	-	1,200	
1-4-9300-2021	NGWT-WORK BOOTS & CLOTHING		700	-	700	
1-4-9300-2023	NGWT-BILLING OPERATING COSTS		-	180	(180)	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-9300-2035	NGWT-CONFERENCES & WORKSHOPS		9,000	2,099	6,901	
1-4-9300-2037	NGWT-CERTIFICATE RENEWAL		1,000	-	1,000	
1-4-9300-2049	NGWT-CELL PHONES		2,500	1,588	912	
1-4-9300-2050	NGWT-TELEPHONE		1,000	187	813	
1-4-9300-2051	NGWT-COURIER		1,000	85	915	
1-4-9300-2055	NGWT-ENBRIDGE		9,000	4,871	4,129	
1-4-9300-2056	NGWT-HYDRO		65,000	6,891	58,109	
1-4-9300-2100	NGWT-POSTAGE		4,100	-	4,100	
1-4-9300-2110	NGWT-TOOLS		500	-	500	
1-4-9300-2114	NGWT-CHEMICALS		30,000	6,631	23,369	
1-4-9300-2115	NGWT-COAGULENT		60,000	18,396	41,604	
1-4-9300-2116	NGWT-CHLORINE		25,000	3,484	21,516	
1-4-9300-2120	NGWT-OFFICE SUPPLIES		1,500	517	983	
1-4-9300-2125	NGWT-MATERIALS & SUPPLIES		8,000	25	7,975	
1-4-9300-2130	NGWT-COMPUTER SUPPLIES		1,400	138	1,262	
1-4-9300-2140	NGWT - PHOTOCOPIER EXPENSE		1,000	63	937	
1-4-9300-2201	NGWT-QMS AUDITING		2,400	2,162	238	
1-4-9300-2210	NGWT-LEGAL FEES		5,000	-	5,000	
1-4-9300-2223	NGWT-CONSULTING FEES		5,000	-	5,000	
1-4-9300-2300	NGWT-ADVERTISING		500	110	390	
1-4-9300-2366	NGWT-BUILDING MTCE/SUPPLIES		5,000	-	5,000	
1-4-9300-2368	NGWT-EQUIPMENT MTCE		40,000	8,491	31,509	
1-4-9300-2400	NGWT-GAS/OIL/DIESEL		2,000	-	2,000	
1-4-9300-2410	NGWT-ASSOC. & MEMBERSHIP FEES		1,000	-	1,000	
1-4-9300-2540	NGWT-SAMPLING		23,000	4,308	18,692	
1-4-9300-3010	NGWT-EQUIPMENT RENTAL		250	-	250	
1-4-9300-4010	NGWT-CONTRACTS/CONTRACTED SERVICES		3,500	244	3,256	
1-4-9300-4013	NGWT-OPERATING MONITORING/ANALYSIS COSTS		1,000	-	1,000	
1-4-9300-4100	NGWT-GRASS CUTTING		500	-	500	
1-4-9300-5020	NGWT-BAD DEBT EXPENSE		-	193	(193)	
1-4-9300-9000	NGWT-TRANSFER TO RESERVES		89,730	-	89,730	
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	BUDGET	496,900	-	496,900	
			-	(134,379)	134,379	



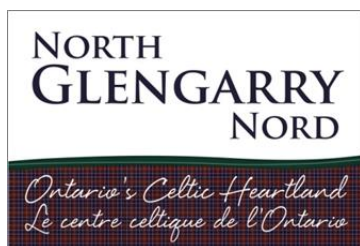
# **VARIANCE REPORT AS OF MARCH 14, 2023**

<b>Account No.</b>	<b>Account Name</b>	<b>CENTRE</b>	<b>23 FINAL BUDGET</b>	<b>23 ACTUAL VALUES</b>	<b>VARIANCE</b>	<b>COMMENTS</b>
1-3-9300-4940	SEWER FEES - ALEXANDRIA		(960,550)	(142,659)	(817,891)	
1-3-9300-4941	SEWER FEES - MAXVILLE		(172,236)	(27,893)	(144,343)	
1-3-9300-4951	WATER/SEWER CONNECTION FEES		(20,000)	-	(20,000)	
1-3-9400-8001	NGS - TRANSFER FROM RESERVES		(5,803)		(5,803)	
1-4-9400-1010	NGS - WAGES		185,186	27,219	157,967	
1-4-9400-1035	NGS - OVERTIME		24,000	4,096	19,904	
1-4-9400-1110	NGS - BENEFITS		65,498	10,222	55,276	
1-4-9400-1225	NGS - INSURANCE		47,640	18,592	29,048	
1-4-9400-1515	NGS - LTD WETLANDS		26,640	2,135	24,505	
1-4-9400-2015	NGS - MUNICIPAL TAXES		8,000	-	8,000	
1-4-9400-2020	NGS - HEALTH & SAFETY		2,000	-	2,000	
1-4-9400-2021	NGS - WORK BOOTS & CLOTHING		425	420	5	
1-4-9400-2023	NGS - BILLING OPERATING COSTS		2,000	240	1,760	
1-4-9400-2027	NGS - INSURANCE CLAIMS		10,000	-	10,000	
1-4-9400-2035	NGS - CONFERENCE & WORKSHOPS		9,000	2,005	6,995	
1-4-9400-2037	NGS - LICENSE RENEWAL		1,000	-	1,000	
1-4-9400-2049	NGS - CELL PHONES		2,500	618	1,882	
1-4-9400-2050	NGS - TELEPHONE		4,000	913	3,087	
1-4-9400-2051	NGS - COURIER		700	259	441	
1-4-9400-2056	NGS - HYDRO		75,000	14,906	60,094	
1-4-9400-2100	NGS-POSTAGE		4,100	-	4,100	
1-4-9400-2110	NGS - TOOLS		1,000	182	818	
1-4-9400-2114	NGS - CHEMICALS		5,000	-	5,000	
1-4-9400-2115	NGS - COAGULENT		47,000	16,650	30,350	
1-4-9400-2116	NGS - CHLORINE		30,000	10,451	19,549	
1-4-9400-2120	NGS - OFFICE SUPPLIES		400	-	400	
1-4-9400-2125	NGS - MATERIALS/SUPPLIES		7,500	1,166	6,334	
1-4-9400-2130	NGS - COMPUTER SUPPLIES		1,000	609	391	
1-4-9400-2140	NGS - PHOTOCOPIER EXPENSE		1,000	84	916	
1-4-9400-2163	NGS - SEWER LINE REPAIRS		50,000	36,681	13,319	
1-4-9400-2200	NGS - ACCOUNTING/AUDIT FEES		1,000	-	1,000	
1-4-9400-2210	NGS - LEGAL FEES		5,000	-	5,000	
1-4-9400-2223	NGS - CONSULTING FEES		15,000	-	15,000	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-9400-2300	NGS-ADVERTISING		500	110	390	
1-4-9400-2366	NGS-BUILDING MTCE/SUPPLIES		10,000	-	10,000	
1-4-9400-2368	NGS-EQUIPMENT MTCE		40,000	275	39,725	
1-4-9400-2369	NGS-LAGOON MTCE		5,000	112	4,888	
1-4-9400-2370	NGS-TRUCK LICENCING		250	-	250	
1-4-9400-2399	NGS-VEHICLE MTCE		3,000	871	2,129	
1-4-9400-2400	NGS-GAS/OIL/DIESEL		12,000	1,367	10,633	
1-4-9400-2410	NGS-ASSOC. & MEMBERSHIP FEES		500	-	500	
1-4-9400-2540	NGS-SAMPLING		23,000	2,353	20,647	
1-4-9400-3010	NGS-EQUIPMENT RENTAL- EOS RENTAL		250	-	250	
1-4-9400-4010	NGS-CONTRACTS/CONTRACTED SERVICES		7,000	2,536	4,464	
1-4-9400-4100	NGS-GRASS CUTTING		1,000	-	1,000	
1-4-9400-4114	NGS - LOCATES		10,000	444	9,556	
1-4-9400-5010	NGS-GENERAL EXPENSES		1,000	-	1,000	
1-4-9400-5020	NGS-BAD DEBT EXPENSE		-	101	(101)	
1-4-9400-5120	NGS - SNOW REMOVAL		4,500	2,061	2,439	
1-5-9400-8000	CAPITAL - NGS - SEWAGE	BUDGET	409,000	-	409,000	
			-	(12,874)	12,874	





## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: BP-2023-04**

**March 22, 2023**

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

RE: **Update on Clear Cutting By-law No. 43-2021**

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### **Recommended Motion:**

**THAT** the Council of the Township of North Glengarry receives Staff Report No. BP-2023-04 for information purposes only as an update on the Clear Cutting By-law No. 43-2021.

### **Background / Analysis:**

The By-law was created mostly to regulate clear cutting and control its associated nuisance. It is also important to note that it complies with Best Management Practices for farming from the Ministry of Agriculture, Food and Rural Affairs and does not impede with any other applicable laws.

It was also made to implement best practices related to the management of the tree canopy and natural vegetation and to complying with Bill 68 “Modernizing Ontario’s Municipal Legislation Act, 2016,” requiring all municipalities to adopt and maintain policies to protect and enhance the tree canopy and natural vegetation within their jurisdiction.

The intent of the By-law applies only to woodlands over 1.0 hectares (2.47 acres) or more in one calendar year in an individual Roll Number within the area of the Township of North Glengarry, located on a property within the Township of North Glengarry.

The By-law came into force after being passed by Council in October 2021. Any work that has started on a prior date was allowed to continue without having to comply with the By-law. Any subsequent clear-cutting work would require a permit issued under By-law No. 43-2021.



## **Summary of the Draft Clear Cutting By-law**

- The By-law does not prohibit tree cutting. It regulates the clear cutting of trees in areas 1 ha (2.5 ac) or larger. (Section 1)
- All regulations in this by-law apply only to areas of 1 ha (2.5ac) or greater that will be clear cut.
- Applications (Schedule B) must be submitted complete along with the fee of \$50 per acre, up to a maximum of \$500.
- Applications will be processed within 30 days. (Sections 3 and 5)
- The Township will collect comments from the required departments to fully evaluate the application. (Section 6)
- A decision will be made, and a Tree Clear Cutting Permit will be posted on the subject lands. (Schedule C)
- A Stop Work Order or a Work Order may be issued to stop clear cutting, rehabilitate or replant trees where the Township believes a contravention of this By-law has occurred. (Sections 7 and 8)
- Penalties may be applied to anyone who contravenes this By-law. (Sections 12 and 13)
- The by-law does not impede normal farm practices as defined in the Farming and Food Production Protection Act, 1998.

## **How the By-law Works**

The first page of the by-law introduces the legal references to the Municipal Act and the Police Services Act that act as a legal basis for the future adoption and enforcement of the by-law.

The intent of the by-law, regulating the nuisance associated with clear cutting within woodlands over 1.0 ha (2.45 ac) is also stated on the first page.

Section 2.0 lists a set of definitions applicable to the by-law in alphabetical order.

Section 3.0 describes the application of the by-law which aligns precisely with the intent.



Section 4.0 lists the types of nuisances that the by-law is aiming to regulate including the manner and time of wood pile removal.

Section 5.0 details the information required as part of “Schedule B” which is the application form. It lists the requirements for the detailed sketch that must be submitted along with the application form to be considered a complete application.

Section 6.0 describes the permit application process including the timelines, renewal of the permit and the different conditions that apply to a permit.

Section 7.0 describes circumstances in which a Township officer may issue a Stop Work Order (Order to discontinue activity) or a Work Order (Rehabilitation or replanting).

Section 8.0 describes remedial action that a landowner may be required to undertake if trees are clear cut prior to the granting of a permit.

Section 9.0 describes the standard conditions where a peace officer or any other person appointed for the purpose of enforcing the By-law can enter land to conduct inspections.

Sections 10.0 and 11 detail the enforcement provisions of the by-law as well as the Provincial Offences Act which outline the penalties that may be issued for contravention of the by-law.

As of March 2023, we have issued 2 permits for clear cutting at the following addresses:

- Brigitte GAUTHIER - 20195 Kenyon Concession Road 6, Alexandria, ON
- Benjamin LAVIGNE - 22285 Ste Anne Road, Dalkeith, ON

Both permits were issued for the maximum amount \$500 and no complaints or concerns were brought by any of the neighbours.

We have received 5 complaints regarding Clear Cutting, most in 2022 and all were dealt with, and the neighbours were notified of our actions. All complaints were regarding clear cutting activities that had started prior to the By-law’s passing date.

We are currently investigating one complaint regarding trespassing/property lines in the Dalkeith area, but the area of treed land that was cut appears to be under the minimum based on our GIS.



**Financial Implications:**

No financial implications to the Township

**Attachments & Relevant Legislation:**

- By-Law 43-2021

**Others Consulted:**

n/a

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk



**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**  
**BY-LAW NO. 43-2021**  
**CLEAR CUTTING BY-LAW**

**WHEREAS** Section 135(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, permits the enactment of a By-Law by the Council of a local municipality to prohibit or regulate the destruction or injuring of trees;

**AND WHEREAS** Section 135(7) of the Municipal Act, S.O. 2001, c. 25, as amended, permits Council to require that a permit be obtained to injure or destroy trees in woodlands specified in the By-law and impose conditions on a permit, including conditions relating to the manner in which destruction occurs and the qualification of persons authorized to injure or destroy trees;

**AND WHEREAS** Section 15 of the Police Services Act, R.S.O.1990, c.P.15 as amended, permits the Council of the municipality to appoint Municipal Law Enforcement Officers who shall be Peace Officers for the purpose of enforcing by-laws of the municipality;

**AND WHEREAS** Section 445 and 446 of the Municipal Act authorizes a municipality, where it has directed that a matter or thing be done under a by-law to be done at the person's expense should the person fail to do so, and to recover the costs of doing the thing or matter by action or by adding the costs to the tax roll and collecting them in the same manner as taxes;

**AND WHEREAS**, Council has determined that it is desirable to enact this By- Law for the purposes of:

1. Regulating clear cutting and controlling the associated nuisance.
2. Enhancing and implementing processes and decisions made with respect to applications made under the Planning Act, R.S.O. 1990, c. P.13, as amended.
3. Complying with Bill 68 "Modernizing Ontario's Municipal Legislation Act, 2016," requiring all municipalities to adopt and maintain policies to protect and enhance the tree canopy and natural vegetation within their jurisdiction.
4. Complying with United Counties of Stormont, Dundas and Glengarry By-law 5190 to implement best practices related to the management of the tree canopy and natural vegetation.
5. Complying with Best Management Practices for farming from the Ministry of Agriculture, Food and Rural Affairs.

**1. INTENT**

This By-Law applies only to woodlands over 1.0 hectares (2.47 acres) or more in one calendar year in an individual Roll Number within the area of the Township of North Glengarry, located on a property within the Township of North Glengarry. The intent of this by-law is to regulate the nuisance associated with clear cutting.

This by-law does not supersede any provincial legislation and regulations, including normal farm practices as defined in the Farming and Food Production Protection Act, 1998.

**2. DEFINITIONS**

In this By-Law:

- 2.1 "Clerk"** means the Clerk of The Corporation of the Township of North Glengarry or his/her designate;
- 2.2 "Clear Cutting"** means any action which causes or results in the irreversible injury or death of the majority of trees in an area of 1.0 ha (2.47 acres) or more, including harvesting of Woodlands. Selective tree cutting and Good Forestry Practices are exempt;
- 2.3 "Council"** means the Council of the Corporation of the Township of North Glengarry;
- 2.4 "Good Forestry Practices"** means the proper implementation of harvest, renewal and maintenance activities (i.e. selective tree cutting practices), known to be appropriate for the forest and environmental conditions under which they are being applied and that minimize detriments to forest values, including significant ecosystems, important fish and wildlife habitat, soil and



water quality and quantity, forest productivity and health; Good Forestry Practices will be informed by and defined with reference to the most up-to-date "Provincial Silvicultural Guide" from the Ministry of Natural Resources and Forestry;

- 2.5 **"Harvest"** means the injury or destruction of a tree through cutting or other mechanized means to produce a forest product; including all harvesting practices such as harvesting for forestry products or otherwise;
- 2.6 **"Injure"** means any action that causes physical, biological or chemical damage to a tree and does not include pruning or removing branches for maintenance purposes;
- 2.7 **"Normal Farm Practice"** means an agricultural practice which is conducted in a manner consistent with proper and acceptable customs and standards, as established and followed by similar agricultural operations under similar circumstances, or makes use of innovative technology in a manner consistent with proper advanced farm management practices regarding Normal Farm Practice; as defined within the Farming and Food Production Protection Act (FFPPA);
- 2.8 **"Officer"** means a Police Officer, a Municipal By-Law Enforcement Officer or their designate, or other person appointed by Council for the administration and enforcement of this By-Law;
- 2.9 **"Order"** means a Stop Work Order or a Work Order (Rehabilitation or Replanting);
- 2.10 **"Owner"** means a person having any right, title, interest or equity in land or any such person's authorized representative and includes the person for the time being managing or receiving the rent of the land and includes a lessee or occupant of the land;
- 2.11 **"Own Use"** means harvesting trees to produce forest products for the personal use of the forest owner;
- 2.12 **"Permit"** means a Permit issued under this By-law;
- 2.13 **"Person"** includes an individual, a corporation, and their respective heirs, executors, administrators, or other duly appointed representative;
- 2.14 **"Registered Professional Forester"** as defined in the Professional Foresters Act, 2000, S.O. 2000, c. 18 as amended;
- 2.15 **"Tree"** a woody perennial plant having a single usually elongate main stem generally with few or no branches on its lower part;
- 2.16 **"Watercourse or waterbody"** means a stream, river, creek or lake. This does not include a private drain or a municipal drain, as referenced within the United Counties of Stormont, Dundas and GlengarryMap, and the Drainage Act, 1990;
- 2.17 **"Woodland"** means land with the majority of the area covered with trees regardless of the species, size or density.

### 3. **APPLICATION**

- 3.1 This By-Law applies to the clear cutting of woodlands with an area of 1.0 hectare (2.47 acres) or more in one calendar year in an individual Roll Number within the area of the Township of North Glengarry.

### 4. **GENERAL PROHIBITION**

- 4.1 Except as provided in this By-law, no person through their own actions or through any other person, may conduct operations to harvest woodlands larger than 1.0 hectare (2.47 acres) or more in one calendar year in an individual Roll Number unless a permit has been obtained in accordance with this By-law. Harvesting includes practices such as harvesting for forestry products or otherwise.
- 4.2 No person through their own actions or through any other person shall:
  - a) fail to comply with an Order issued under this By-Law;
  - b) remove or deface any Order that has been posted pursuant to this By-Law;
  - c) contravene the terms or conditions of a Permit issued under this By-Law.



- 4.3** A person through their own actions or through any other person shall not harvest trees within 15 meters of a watercourse or a Provincially Significant Wetland (PSW) unless approval to do so is granted.
- 4.4** A person shall not:
- a) harvest any tree that is to remain standing after the completion of tree harvesting as authorized through the permit;
  - b) operate a vehicle, machinery or equipment or conduct operations in a manner or at a time, that results in the leaving of any part of a tree in a watercourse, including any trees that have not been harvested, but have been pushed, knocked over or otherwise ended up in a watercourse.
  - c) Dispose of wood piles, stones, or any other harvested material into a watercourse, water body, county road, municipal road, including unopened and unmaintained road allowances.
- 4.5** Storage of stone/rocks/wood piles or debris will not be permitted unless authorized by the permit/application.
- a) The location of stone/rocks/wood piles or debris will be regulated through the application sketch.
  - b) The permitted storage of stone/rocks/wood piles or debris must be placed/located responsibly to prevent nuisance to any neighboring property, including any county road, municipal road, or any unopened and unmaintained road allowances.
  - c) The permitted storage of stone/rocks/wood piles or debris must be placed/located in a manner to that would not create a health and safety hazard to the public.
- 4.6** Piles of stone/rocks/wood piles and debris must be removed from the property, or relocated to the location as indicated on the application sketch, prior to the expiration of the permit.

## **5. APPLICATION OF BY-LAW**

- 5.1** Every owner of woodlands, or person acting on behalf of the owner, who intends to harvest an area of 1.0 ha (2.47 acres) or more of woodlands, personally or through another person, under Section 4.1 of this By-Law shall complete and submit to the Officer or their designate prior to the start of harvesting, all the application information, along with technical agency comments (if required) as prescribed by the Township in Schedule "B", along with the applicable fee(s) as set out in Schedule "D". The information shall be submitted to the Planning Department (defined in Section 2.8) or their designate no less than 30 business days prior to the start of harvesting. The complete application must include:
- i) neighboring properties and buildings
  - ii) entrance and access
  - iii) the locations of all trees presently on the property to be harvested
  - iv) the location of all abutting streets and lanes;
  - v) dimensions of the property;
  - vi) location of all existing trees;
  - vii) disposal method: location of burning piles, shredding, and describe how it will be removed.
  - viii) location of all burning piles, rubble piles, and any other material left after harvesting
  - ix) location of watercourses and drains, setbacks from watercourses and drains
  - x) location of any known Provincially Significant Wetlands (PSW), or Areas of Natural and Scientific Interest (ANSI);
  - xi) directional markings showing north.

## **6. PERMIT APPLICATION PROCESS**

- 6.1** The Township Planning Department will contact the following Departments at the Township for application comments a minimum of two weeks before issuing the clear-cutting permit:
- a) the Township By-law Department



- b) the Township Fire Department
- c) the Township Public Works Department
- d) Transportation Department at the County of Stormont, Dundas and Glengarry for technical written comments if the lands are located adjacent to a County Road as per Schedule "A."
- e) the appropriate local Conservation Authority having jurisdiction; Raising Region Conservation Authority or South Nation Conservation Authority; (Written screening and/or technical advisory comments), as required.
- f) The Township Planning Department will notify adjacent neighbours by regular mail a minimum of two weeks before issuing the clear-cutting permit for information purposes only.

**6.2 Applications for permits will not be processed if:**

- a) applications have not been completed in full; or
- b) the substantive requirements that must be submitted with an application have not been included; or
- c) the prescribed application fee, as set forth in Schedule "B" has not been paid in full.

**6.3 A Permit in the form of Schedule "C" may be:**

- a) issued to the applicant for a maximum term of 3 years;
- b) renewed by the officer for a term of 1 (one) year provided an additional prescribed application fee as set forth in Schedule "D" is paid.

**6.4 An officer may impose conditions to the Permit that relate to:**

- a) the manner and timeline in which harvesting is to occur; and
- b) As part of the application, a survey done by a member of The Association of Ontario Land Surveyors to determine the exact location of a property line may be required when/if;
  - The property line is located between a property used for residential purposes and the lands being clear cut;
  - The property line is located between a property with a more sensitive use and the lands being clear cut;
  - There is water course on the lands being clear cut, to determine the exact location of the water course or the protected area and the lands being clear cut; or
  - It is determined/deemed necessary by the Township as part of the application to confirm property lines location.

**6.5 When denying a Permit, the Officer must notify the applicant with any reasons for denial in writing.**

**6.6 The applicant must apply for an Agricultural Burn Permit before burning begins, as per the Open-Air Burning By-law.**

**6.7 A copy of the permit shall be posted on the property by the owner or the applicant once the permit is issued and shall remain posted until the work is completed.**

**7. STOP WORK ORDER (ORDER TO DISCONTINUE ACTIVITY) AND WORK ORDER (REHABILITATION OR REPLANTING)**

**7.1 Where an Officer believes that a contravention of this By-Law has occurred, the Officer may issue an Order requiring the Person who contravened the By-Law or who caused or permitted the harvesting of trees in contravention of the By-Law to:**

- a) stop and discontinue the harvesting, and/or;



- b) revoke a permit for the harvesting of trees, and/or;
- c) rehabilitate the land or Woodlands and/or;
- d) plant or replant trees according to Best Forestry Practices

**7.2** The Order to shall set out:

- e) the name and the Owner and the municipal address or the legal description of the land;
- f) reasonable particulars of the contravention;
- g) the work to be done and the date by which the work must be done;
- h) a statement that if the work is not done in compliance with the Order, within a specified time period, the Municipality may have the work done at the expense of the Owner; and
- i) contact information of the Officer.

**8. REMEDIAL ACTION**

**8.1** Where an Owner fails to comply with an Order issued under this By- Law, the Township may do the work directed or required to be done at the Owner's or Applicant's expense.

**8.2** The Township may recover the costs of doing a matter under this section of the By-Law from the Person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

**8.3** An Order issued under this By-Law may be served personally by posting on subject lands and served by sending it by registered mail to the last known address of:

- a) the person to whom the Order or Notice is directed;
- b) the Owner of the Woodlands; and
- c) any person injuring or harvesting a tree or trees.

**9. ENTRY ON LAND & INSPECTIONS**

**9.1** An officer, peace officer or any other person appointed for the purpose of enforcing this By-law,

- a) has the power to enter upon and examine any lands, yards, vacant lots, grounds at any reasonable time or times, and
- b) may be accompanied by such other person or persons as they deem necessary to properly carry out their duties under this By-law.

**9.2** Notwithstanding Section 9.1, no person, including an officer, shall exercise a power of entry under this By-law to enter a place or part of a place that is actually being used as a dwelling unless:

- a) the occupier of the dwelling, having been informed that the right of entry may be refused, consents to the entry; or
- b) if the occupier refuses to consent, an order is issued pursuant to the Municipal Act, 2001 or a warrant is obtained from the court.

**9.3** A person exercising a power of entry on behalf of the Township, under this By-law must on request, display or produce proper identification.

**9.4** No person shall hinder, interfere with or otherwise obstruct, either directly or indirectly, any officer, peace officer or any person appointed for the purpose of enforcing this By-law, including any person who may be accompanying such persons, in the lawful exercise of any powers or duties under this By-law.

**9.5** Any person who provides false information to an Officer shall be deemed to have hindered or obstructed the Officer in the execution of their duties.



**10. ENFORCEMENT**

- 10.1** This By-law shall be enforced by an officer or peace officer or any other person or officer appointed by the Township for the purposes of enforcing this By-law.
- 10.2** If compliance herewith would be impractical, the provisions of this By-law shall not apply to ambulance, police and fire department vehicles and any vehicles while actually engaged in works undertaken for on behalf of the Township, the United Counties, federal or provincial government or any utility.
- 10.3** The Township may recover its costs of remedying a violation of this By-law by invoicing the owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll in the same manner as municipal taxes in accordance with section 446 of the Municipal Act, 2001 and the exercise of any one remedy shall not preclude the exercise of any other available remedy.

**11. OFFENCES & PENALTIES**

- 11.1** Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act R.S.O. 1990, c. P. 33.
- 11.2** Every person who contravenes any provision of this By-law, including an order issued under this by-law, is guilty of an offence.
- 11.3** Every person who is convicted of an offence under this By-law shall be subject to a fine not exceeding \$10,000.00 for each offence and such fine shall be recoverable under the Provincial Offences Act.
- 11.4** A director or officer of a corporation who knowingly concurs in a contravention of this By-law by the corporation is guilty of an offence and is liable upon conviction to a fine not exceeding \$100,000.00 for each offence and such fines shall be recoverable under the Provincial Offences Act.
- 11.5** An offence under this By-law constitutes a continuing offence and for each day or part of a day that the offence continues, the fine shall not exceed \$10,000.00.
- 11.6** The conviction of a person under this By-law shall not operate as a bar to a prosecution against the same person upon any continued or subsequent breach of any provision or order under this By-law and the court may convict such person repeatedly for continued or subsequent breaches of this By-law and the provisions of section 431 of the Municipal Act, 2001 shall further apply to any continued or repeated breach of this By-law.
- 11.7** Upon a conviction being entered, the court in which the conviction was entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty imposed in this By-law, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 11.8** Every person who is guilty of an offence under this By-law may, if permitted under the Provincial Offences Act, pay a set fine, and the Chief Judge of the Ontario Court, Provincial Division, shall be requested to establish set fines as set out in Schedule 'I' to this By-law.

This By-Law will come into effect on the day of its passing.

**READ** a first, second and third time, passed, signed and sealed in Open Council this 12<sup>th</sup> day of October 2021.

  
\_\_\_\_\_  
CAO/Clerk / Deputy Clerk

  
\_\_\_\_\_  
Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 43-2021, duly adopted by the Council of the Township of North Glengarry on the 12<sup>h</sup> day of October, 2021.

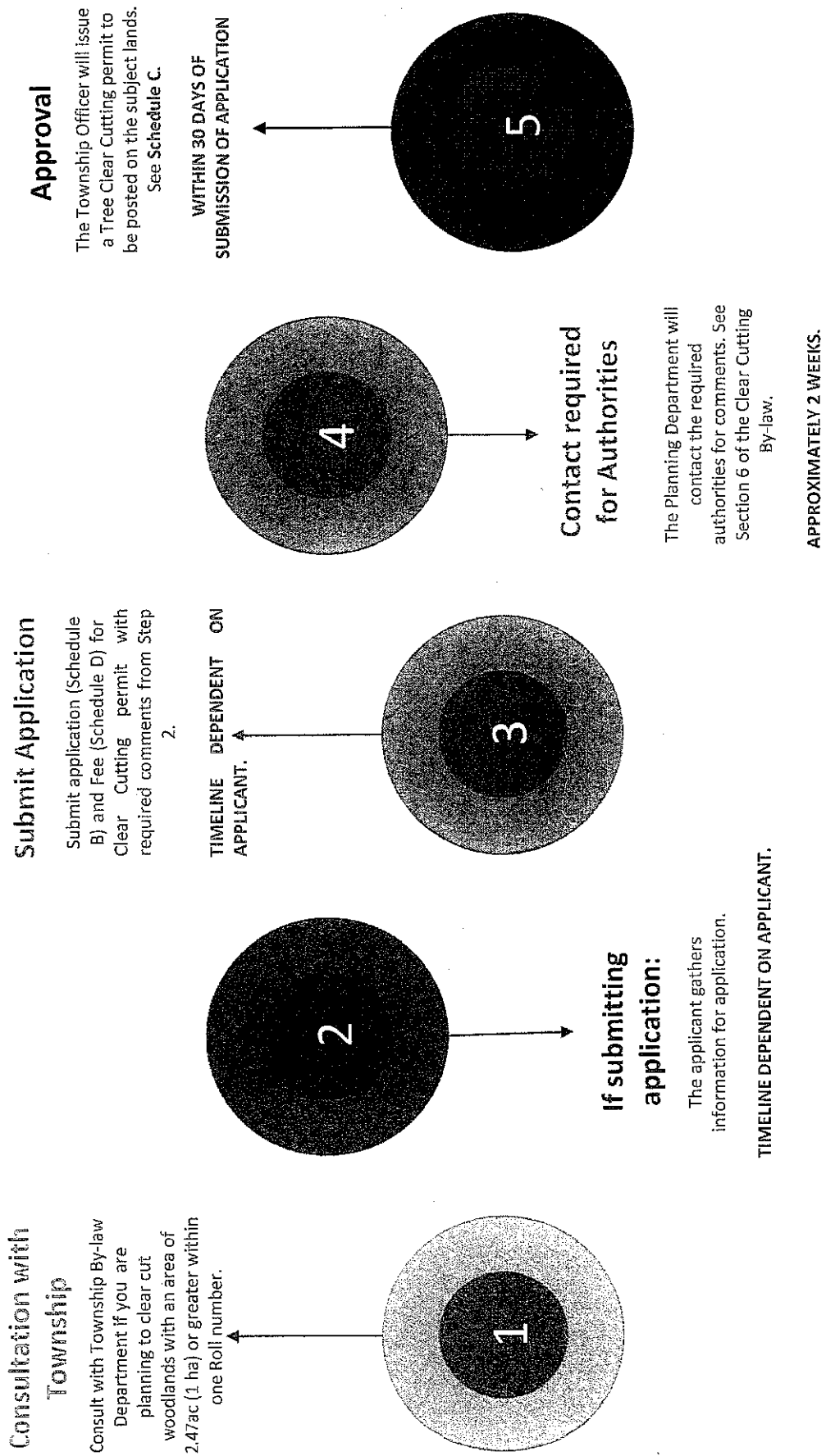
\_\_\_\_\_  
Date Certified

\_\_\_\_\_  
CAO/Clerk / Deputy Clerk



## Schedule "A"

### Clear Cutting By-law - Applicant Guide





SCHEDULE "B"

APPLICATION FOR PERMIT TO HARVEST TREES

TOWNSHIP OF NORTH GLENGARRY  
90 Main Street South, PO BOX 700  
Alexandria, K0C 1A0

Telephone: (613) 525-1116

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

Owner of Property \_\_\_\_\_ Phone \_\_\_\_\_

Civic Address of Property Under Application \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Part Lot: \_\_\_\_\_ Zoning \_\_\_\_\_ Parcel Size: \_\_\_\_\_ (ac)

Size of area proposed to be harvest: \_\_\_\_\_ (ac)

Name Contractor/person responsible for cutting: \_\_\_\_\_ Phone number: \_\_\_\_\_

1. Attached to and forming part of this Application is an accurate site plan of the property drawn correctly showing:
- i) neighboring properties and buildings
  - ii) entrance and access
  - iii) the locations of all trees presently on the property to be harvested
  - iv) the location of all abutting streets and lanes;
  - v) dimensions of the property;
  - vi) location of all existing trees;
  - vii) disposal method: location of burning piles, shredding, and describe how it will be removed.
  - viii) location of all burning piles, rubble piles, and any other material left after harvesting
  - ix) location of watercourses and drains, setbacks from watercourses and drains
  - x) location of any known Provincially Significant Wetlands (PSW), or Areas of Natural and Scientific Interest (ANSI);
  - xi) directional markings showing north.
2. Trees marked in red on the attached sketch are proposed to be harvested or removed and trees marked in green are proposed to be retained.

Please ensure the following items are included with the completed Application:

- a) \$50/0.4ha (1 ac), up to a maximum of \$500                      b) Sketch Plan

Harvesting start date: \_\_\_\_\_

Harvesting end date: \_\_\_\_\_



NOTE: Site plan for this application or see attached.



3. I agree that the tree cutting operations will be conducted in accordance with the Clear Cutting By-law 43-2021 or any order issued under it and that I am familiar with the contents and requirements of that by-law. I am aware that the wood or debris piles shall be removed within the two (3) year permit period.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Applicant

\_\_\_\_\_

Where the Applicant is not the registered owner of the property, this Application will not be considered complete or processed until the registered owner signs below.

I, \_\_\_\_\_, of [print owner's name]

\_\_\_\_\_ [owner's mailing address] [postal code]

\_\_\_\_\_

[telephone #]

\_\_\_\_\_

[email address]

Being the registered owner of the property described in this Application, I hereby consent to this Application being made and to the issuance of a Permit to the Applicant. I certify that the information in this Application is correct and true and acknowledge that I am the person responsible for compliance with all provisions Clear Cutting By-law \_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Owner

\_\_\_\_\_

*The applicant must apply for a Burn Permit and contact the Fire Department before burning trees, as per the Open-Air Burning By-law.*

4. APPROVAL

\_\_\_\_\_

Signature of Township Officer



**OFFICE USE ONLY:**

**AUTHORITIES TO BE CONTACTED BY TOWNSHIP OFFICER PRIOR TO ISSUING PERMIT TOHARVEST**

**WOODLANDS**

**The following authorities have been contacted by the Township Officer:**

- (a) \_\_\_\_\_ the By-law Department
- (b) \_\_\_\_\_ the Fire Department
- (c) \_\_\_\_\_ the Public Works Department at The Township of North Glengarry
- (d) the Transportation Department at the County of Stormont, Dundas and Glengarry if the lands are located along a County Road.
- (e) \_\_\_\_\_ Raisin Region Conservation Authority OR South Nation Conservation Authority (if deemed necessary)
- (f) \_\_\_\_\_ The Township Planning Department notified adjacent neighbours by regular mail a minimum of two weeks before issuing the clear-cutting permit for information purposes only.



**SCHEDULE "C" PERMIT TO HARVEST TREES**

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A permit is hereby issued by the Township of North Glengarry to harvest trees,as per  
Clear Cutting By-law            as outlined below:

File No. T-

Owner/Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

LOT: \_\_\_\_\_ CON: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

\_\_\_\_\_

**Description of area and trees to be harvested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: A Township Officer or their designate may enter the property to inspect the lands andthe tree  
harvesting practices.

**Conditions:**

DATE OF EXPIRY (3 YEARS MAXIMUM): \_\_\_\_\_

DATE OF ISSUE: \_\_\_\_\_



## **SCHEDULE "D"**

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### **FEE SCHEDULE**

**Permit to harvest Woodlands** **\$50/0.4ha (1 ac)(1**  
**Permit per property)** **To a maximum of \$500**  
**Harvesting must be completed within 3 year of permit issuance.**

**Extension of Approved Permit** **\$50/0.4ha (1 ac)**  
**One year extension.** **To a maximum of \$500**

**Additional Fees may apply from the  
appropriate Conservation Authority(i.e.  
Watershed Jurisdiction).**

**\* 10% of the fees will directly fund the Township's tree  
replanting efforts.**



**SCHEDULE "E"**

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**WORK ORDER (REHABILITATION OR REPLANTING)**

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Municipal Address / Legal Description

LOT: \_\_\_\_\_ CONCESSION: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

**BE ADVISED** that on \_\_\_\_\_, an inspection to your property, as noted above, revealed a violation of the Township's Clear Cutting By-law No. 43-2021.

**YOU ARE HEREBY DIRECTED AND ORDERED TO** forthwith stop, halt, cease, and desist from any and all works associated with the destruction of trees or removal thereof, and, to rehabilitate and replant the trees that have been injured and or harvested from your property.

**IT IS HEREBY CHARGED THAT THE VIOLATION ABOVE NOTED BE REMEDIED, THROUGH REHABILITATION OR REPLANTING ON OR BEFORE:**

\_\_\_\_\_  
(Date)

**THE FOLLOWING WORK REHABILITATION OR REPLANTING WORK IS TO BE DONE ON THE LANDS:**

\_\_\_\_\_  
\_\_\_\_\_

**TAKE NOTICE** that if such violation is not remedied within the time specified in this order, **the Township may undertake the rehabilitation or replanting of the trees at the expense of the owner.** Failure to comply with this order may also leave the Township of North Glengarry with no alternative but to **initiate legal proceedings** without further notice.

**FURTHER BE ADVISED** that Schedule "G" of the Clear Cutting By-law No. 43-2021, allows the Township to fine any person who violates any of the provisions of the By-law.

Thank you in advance for your anticipated cooperation. Should you have any questions, please contact the undersigned between the hours of 8:00am to 4:00pm., Monday through Friday at 613-525-1116.

\_\_\_\_\_  
Signature of Township Officer



**SCHEDULE "F" STOP**

**WORK ORDER**

**YOU ARE HEREBY DIRECTED AND ORDERED to forthwith stop, halt, cease, and desist from any and all works associated with the destruction of trees or removal thereof from those lands comprising:**

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Municipal Address / Legal Description

LOT: \_\_\_\_\_ CONCESSION: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

**BE ADVISED that on \_\_\_\_\_, an inspection to your property, as noted above, revealed a violation of the Township's Clear Cutting By-law No. 43-2021.**

**IT IS HEREBY ORDERED THAT ALL DESTRUCTION OR REMOVAL OF TREES BE STOPPED ON OR BEFORE:**

\_\_\_\_\_  
(Date)

**DESCRIPTION OF INFRACTION:**

\_\_\_\_\_  
\_\_\_\_\_

Effective Order Date: \_\_\_\_\_ To: \_\_\_\_\_

**TAKE NOTICE** that if such violation is not remedied within the time specified in this order, **the Township may undertake the rehabilitation or replanting of the trees at the expense of the owner.** Failure to comply with this order may also leave the Township of North Glengarry with no alternative but to **initiate legal proceedings** without further notice.

**FURTHER BE ADVISED** that Schedule "G" of the Clear Cutting By-law No. 43-2021, allows the Township to fine any person who violates any of the provisions of the By-law.

Thank you in advance for your anticipated cooperation. Should you have any questions, please contact the undersigned between the hours of 8:00am to 4:00pm., Monday through Friday at 613-525-1116.

\_\_\_\_\_  
Signature of Township Officer



Set fines, to be approved later by the Province.





## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: BP-2023-05**

**March 22, 2023**

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

RE: **Update on Shipping Container By-law Amendment**

---

### **Recommended Motion:**

**THAT** the Council of the Township of North Glengarry receives Staff Report No. BP-2023-05 for information purposes only as an update on the Shipping Container By-law Amendment.

### **Background / Analysis:**

The By-law amendment, which amends the Township of North Glengarry Zoning By-Law # 39-2000, was created mostly to regulate the use and storage of shipping containers and commercial vehicles, including truck trailers in the Township.

The By-law Amendment came into force after being passed by Council in March 2015. Any shipping container or commercial trailer that was on a property prior to that date was deemed legal non-compliant. Any subsequent storage of installation of shipping container or commercial trailer would be required to comply with the By-law amendment.

The intent of the By-law amendment was to control where the shipping containers and commercial trailers were stored or installed in the Township after some complaints came in of residents that started to use them within urban settlement areas in the Township of North Glengarry.

Shipping containers and commercial vehicles are something that is dealt with differently in every Township. Some have no level of enforcement whatsoever, and others, like us, have a very strict By-law regulating them. As of now, we are not receiving many complaints on them and doesn't feel there is a need to change the amendment. We have even requested that this



be part of our new comprehensive Zoning By-law as it's getting currently updated along with all SDG Townships.

### **Shipping containers**

The definition was amended by adding the term of "Shipping Container" to read: shipping containers shall mean a container with suitable strength to withstand shipment, storage and handling. Shipping containers range from large reusable steel boxes used for intermodal shipping to corrugated boxes.

The definition does not include construction or garbage receptacles, refuse bins, moving units or other similar items where utilized for construction or moving related activities where a construction or demolition permit is in force or where the occupant or owners of such lot utilizes the unit for the purpose of moving, relocation or temporary storage for a period of not more than 30 days. We have let some use shipping containers for temporary storage. These are normally one a "case-by-case" evaluation.

The General Provisions section was amended by adding the heading of "Shipping Containers", to read as follows: Shipping containers shall not be permitted in any zone except in Industrial zones, Agricultural and Rural zones for Agricultural purposes only and must be located in the rear yard with a limit of one (1) container per lot.

This is what we normally need to enforce as the location of the containers is normally not compliant with the By-law. Most of the involved residents are not aware they are not permitted to have them as some Townships around don't even regulate the use of shipping containers.

Our "standard procedure" for those if whenever we get a complaint or if we notice some new containers in the Township is we stop, discuss with the owners, explain the situation, and the by-law and then we work the residents to find a solution. Some have bought the container especially for storage, unaware it wasn't permitted so it's not always a black and white issue. Most of our request to remove the containers are dealt with within a few months.

There are three options given to them:

- The owner removes the container from the property.
- The owner applies for a Minor Variance to allow them in a zone where they are not currently permitted or in a location they are not permitted to be or to have more than what the By-law states (1).
- The owner applies for a building permit, with engineered designs, completely removing the "looks" of a container by covering it entirely, making it a regular accessory storage building for residential use, where it can be permitted.



## **Commercial Vehicles and Trailers**

The definition was amended by adding the term of "Commercial Vehicles and Trailers" to read: any commercial registered vehicle or trailer of greater than 7 meters (23 feet) and shall also include construction equipment, a delivery truck, and a school delivery vehicle (bus).

The General Provisions sections was amended by adding a new sentence to read as follows: Commercial vehicles, including truck trailers, stored on lots are only permitted on the following designation: Agricultural, Highway Commercial, Industrial or Salvage yard. Commercial vehicles stored in excess of 14 days shall be duly licensed and screened from public view. Such vehicles, on any lot, shall not be stored in any required front or side yard setbacks. Notwithstanding the latter, no Commercial vehicles, truck trailer or parts thereof shall be stored on a residential lot.

We rarely get complaints for Commercial Vehicles and Trailers. When we do, again, our "standard procedure" is to stop, discuss with the owner, explain the situation and the by-law and then we work the resident to find a solution. Most of the complaints come from vehicles that are used daily such as school buses or delivery vehicles. A lot of those are dealt with by parking the vehicle on a different property or renting a space near-by. We will not "patrol" these, we will act on a complaint basis only.

### **Financial Implications:**

No financial implications to the Township

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

- By-Law 13-2015

### **Others Consulted:**

n/a

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk



**TOWNSHIP OF NORTH GLENGARRY  
ZONING BY-LAW**

**BY-LAW #13-2015**

**BEING** a By-Law to amend the Township of North Glengarry Zoning By-Law # 39-2000, as amended, pursuant to section 34 of the Planning Act, R.S.O. 1990, C. P.13, as amended to incorporate an amendment that affects all lands within the Township of North Glengarry;

**WHEREAS** the Council of the Corporation of the Township of North Glengarry passed By-Law # 39-2000 on August 14, 2000;

**AND WHEREAS** the Council of the Corporation of the Township of North Glengarry deems it appropriate to amend Zoning By-Law # 39-2000, as amended;

**AND WHEREAS** the Township of North Glengarry's Official Plan provides for the adoption of zoning regulations as set forth in the By-Law;

**NOW THEREFORE** the Corporation of the Township of North Glengarry enacts as follows:

**1.0 THAT** the Township of North Glengarry Zoning By-Law # 39-2000, as amended is hereby further amended as follows:

a) Section 2 "Definitions" be amended by adding the definition of "*Shipping Container*" to read: shipping containers shall mean a container with suitable strength to withstand shipment, storage and handling. Shipping containers range from large reusable steel boxes used for intermodal shipping to corrugated boxes. The definition shall not include construction or garbage receptacles, refuse bins, moving units or other similar items where utilized for construction or moving related activities where a construction or demolition permit is in force or where the occupant or owners of such lot utilizes the unit for the purpose of moving, relocation or temporary storage for a period of not more than 30 days.

b) Section 3 "General Provisions", be amended by adding a new article (j) in subsection 3.21 with the heading of "Shipping Containers", to read as follows:

Shipping containers shall not be permitted in any zone except in Industrial zones, Agricultural and Rural zones for Agricultural purposes only and must be located in the rear yard with a limit of 1 container per lot.

c) Section 2 "Definitions" be amended by adding the definition of "*Commercial Vehicles and Trailers*" to read: shall mean any commercial registered vehicle or trailer of greater than 7 meters (23 feet) and shall also include construction equipment, a delivery truck and a school delivery vehicle.

d) Section 3 "General Provisions", be amended by adding a new sentence (i) in subsection 3.21 article (f), to read as follows:

Commercial vehicles, including truck trailers, stored on lots are only permitted on the following designation; Agricultural, Highway Commercial, Industrial or Salvage yard. Commercial vehicles stored in excess of 14 days shall be duly licensed and screened from public view. Such vehicles, on any lot, shall not be stored in any required front or side yard setbacks. Notwithstanding the latter no Commercial vehicles, truck trailer or parts thereof shall be stored on a residential lot.



**Effective Date**

This By-Law shall come effective on the date of final passing thereof.

READ a first, second, third time and enacted in Open Council, this 23<sup>rd</sup> day of March, 2015.

\_\_\_\_\_  
CAO/Clerk

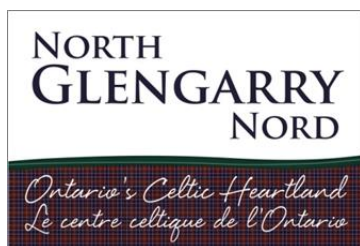
\_\_\_\_\_  
Mayor

I hereby certify this to be a true copy of By-law No.13-2015, and that such by-law is in full force and effect.

\_\_\_\_\_  
Date Certified

\_\_\_\_\_  
Clerk / Deputy Clerk





## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: BP-2023-06**

**March 22, 2023**

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

RE: Administrative Monetary Penalties

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### **Recommended Motion:**

**THAT** the Committee of the Whole receives Staff Report No. BP-2023-06, And **THAT** the Committee of the Whole recommends to Council that staff implement the Administrative Monetary Penalties (AMPS) program.

### **Background / Analysis:**

The use of Administrative Monetary Penalties (AMPs) in the province of Ontario is an emerging municipal approach to dealing with parking and by-law infractions in a manner that is fair, effective, and efficient. This compliance tool has been adopted by numerous Ontario municipalities and is being used by many municipal law enforcement officers and police services, such as OPP.

Authorized under section 434.1 of the Municipal Act, the AMP process means that fines that under the Township's Bylaws can now be issued and resolved directly at the municipal level (Township). The purpose of the change is to provide an expedited resolution for bylaw violations and reduce the number of minor violations processed through the Provincial Offences Court system.

Municipal Enforcement Officers and the OPP will still be able to issue fines through the standard process (POA), meaning that a fine under a Township bylaw may still result in a Part I or III Court Summons (Part II are parking tickets).



Administrative monetary penalties (**AMPs**) are a civil (rather than quasi-criminal) mechanism for enforcing compliance with regulatory requirements. They are an effective, quick, clear and tangible way for regulators to respond to infractions of the law. In practice, a monetary penalty is assessed and imposed in the form of a notice with a prescribed date and time for payment. While monetary penalties do not lead to convictions or pose a risk of imprisonment, administrative decisions may still be made ( i.e.. demerit points, driver license suspensions) further down the process with MTO.

A Penalty Notice is the same as a "ticket" except that it requires payment of a penalty instead of a fine. The Penalty Notice is issued by a Municipal By-Law Enforcement Officer to an individual or corporation when they have committed a by-law infraction.

Because AMPs are imposed without a court hearing, other protections are put in place (i.e. unbiased decision maker, right to be heard) to ensure that the process for imposing a penalty is fair and in accordance with the principles of natural justice. AMP systems have been upheld by the courts as appropriate for matters under provincial control. Many municipalities and cities have already or are in the process (some in SDG) to implement the AMP program.

This would differ from the standard process because normally, fines issued under Township Bylaws are permitted by Provincial Offences Act and are processed by the Provincial Offences Court system. Those who receive a ticket under the Provincial Offences Act may request a trial in the Provincial Offences Court. Operations at the provincial level have had a significant backlog.

AMPs have been found to be an effective alternative to the court system for processing minor by-law violations and in cases where delayed adjudication may encourage continued non-compliance.

The AMP process is similar to the current process for municipal parking infractions:

- Those who are alleged to have contravened the bylaw receive a penalty notice, instead of a Provincial Offences Act ticket.
- They may appeal to a Screening Officer (someone in the Township staff such as the Clerk or Deputy Clerk) that would evaluate the merits of the penalty notice and make their decision to modify, cancel, or affirm penalties.
- If not satisfied by the decision, they may take the matter to an external Hearing Officer (someone not in the Township staff, unbiased, but with knowledge in the “by-law enforcement”, such as a by-law enforcement officer from another Township). The decision of the Hearing Officer is final, and there is no further level of appeal.
- The Township also retains the ability to lower the fine or to pull it completely if it is compelled by either the Screening Officer or the Hearing Officer to do so.
- There is also no need for the township to retain council for this process as it is all handled internally for a true cost and time savings.



- The township also retains all the monetary fines as opposed to splitting it up with the court system.
- Time and cost savings to either the bylaw officer, building inspector and/or the Police officers not having to attend court. Once the ticket/penalty is given it is then out of the hands of the Officers.
- Set fines are now granted through council as opposed to sending it out to a judge to grant permission which saves time because this process may take several months.
- We can also, through the AMP program, tier our tickets. i.e. 1<sup>st</sup> infraction \$40.00, 2<sup>nd</sup> \$100.00, 3<sup>rd</sup> \$250.00, which can be a greater deterrent to repeat offenders.

Penalty Notice can be issued through the following methods:

- In person
- Through regular mail to the individual's last known address
- By facsimile (fax) to the individual's last known facsimile transmission number
- By email to the individual's last known email address
- On vehicle

#### **Financial Implications:**

No financial implications to the Township

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

No attachments

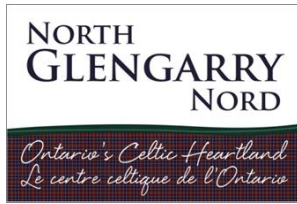
#### **Others Consulted:**

n/a

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk





## STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report No: PW 2023-12

March 15, 2023

**From:** Angela Cullen – Water Wastewater Compliance Coordinator

**RE:** Annual Drinking Water System Summary Reports for Alexandria/Maxville and Glen Robertson

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### Recommended Motion:

**THAT** the Committee of the Whole receives Staff Report No. PW 2023-12 for information purposes.

### Background / Analysis:

Staff have prepared the annual reports for the Alexandria Drinking Water System and the Glen Robertson Drinking System, as per the requirements under Ontario Regulation 170/03 for each system.

The attached annual reports will be sent to the Ministry of the Environment and posted to the North Glengarry Township's website for public access, as part of the Township's obligation.

### Financial Implications:

N/A

### Others Consulted:

Dean McDonald, Environmental Services Manager  
Tim Wright, Director of Public Works

### Attachments:

- Alexandria Drinking Water System 2022 Annual and Summary Report
- Glen Robertson Drinking Water System 2022 Annual and Summary Report
- Annual Drinking Water Systems Annual Report to Council

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Reviewed and approved by: Sarah Huskinson, CAO/Clerk



# **The Township of North Glengarry**

## **Alexandria Drinking Water System**

### **2022 Annual and Summary Report**

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

#### **Contents**

##### **Section 1: Introduction**

##### **Section 2: System Description**

##### **Section 3: Process and Equipment Description**

##### **Section 4: Flow Summary**

##### **Section 5: Sampling and Laboratory Analysis Summary**

##### **Section 6: Significant Expenses Incurred**

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

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

##### **Section 9: Township of North Glengarry Endorsement of Summary**

##### **Section 10: Contacts**

##### **Appendix A: 2022 Alexandria Treated Daily Flows**

##### **Appendix B: 2022 Alexandria Maximum Instantaneous Treated Flows**

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

##### **Appendix D: Public Works Committee Motion**



## Section 1: Introduction

This report is an annual summary of water quantity, quality system information, system operations and major expenditures for the Alexandria Water Treatment plant and distribution system during the reporting period of January 1, 2022 to December 31, 2022. It was prepared in accordance with section 11 and schedule 22 of the of Ontario's Drinking Water Systems Regulation O. Regulation 170/03.

## Section 2: System Description

The Alexandria Drinking Water System is categorized as a large municipal residential system and is rated as a class 3 for water treatment. The system is made up of the following components, the Alexandria Water Treatment plant, 2 elevated storage towers, and 2 separate distribution systems connected via a transmission main and booster station.

The water treatment plant is located on Gernish St West within the town of Alexandria and the source water surface supply is obtained from the Mill Pond. It has a rated capacity to produce 8,014m<sup>3</sup>/day for treated water, but a raw water intake limitation of 5,616m<sup>3</sup>/day. The treatment processes are discussed in section 3.

The distribution system is comprised of 58.8kms of water pipes of varying sizes, isolation valves, pressure reducing valves, service connections and fire hydrants. The current system is located within the town boundaries of Alexandria and the village limits of Maxville, with a transmission main that runs 20.4kms between the two system. This system will be further discussed in section 3.

## Section 3: Process and Equipment Description

### *Raw Water Intake*

Located in Mill Pond, approximately 425m southwest of the water treatment plant, the intake is comprised of a precast concrete pipe, placed on top of a concrete slab housed in timber crib with screening.

A 350mm concrete pipe runs from the intake, east through the Island Park, then heads north on Park Avenue, before turning east again to enter the water plant in the low lift chamber.

The water flow from Mill Pond to the water plant is gravity based, and therefore is heavily influenced by water depth in the Mill Pond. The Mill Pond is part of a dam system controlled by the Raisin Region Conservation Authority, and as such the levels are monitored to ensure levels will be sufficient to supply the raw water demands.

### *Low Lift Chamber/Raw Water Well*

The chamber/well is located in the southwest corner of the water treatment plant. There are two coarse screens, located between the raw well entry and the low lift chamber to provide a coarse screening prior to pumping.

The low lift pumps consist of two vertical turbine pumps, rated at 6,200m<sup>3</sup>/day at 14.6m total dynamic head (TDH). Each pump is equipped with auto, manual and stop capability through the SCADA control system and at the electrical panel. A flow meter and electric valve are used to control flows from the low lift pumps, as the valve will modulate based on flocculation tank levels. At any time if the flows are near the Permit to Take Water (PTTW) restrictions, alarms will notify operational staff, the valve can be manually operated to ensure the limits are not exceeded.



Potassium permanganate is typically added to the raw well only during cold water temperatures in order to oxidize manganese, which generally only increase under ice cover. The chemical addition is only applied when the water is below 10°C as required, based on treated and raw water monitoring. The application is not utilized above 10°C due to potential oxidation of harmful algae blooms which can occur in warmer water.

#### *Coagulation/Flocculation/Sedimentation*

Coagulant and polymer feed systems are in place at the water treatment plant to aid in the sediment removal from the raw water. The coagulant feed enters the process just after the low lift pumps prior to an in-line static mixer and the polymer feed is located after mixer. The water then flows through a flow meter and past control valves before entering the first flocculation tank.

Flows are directed to flocculation tank 4 and continue to flow by gravity through all tanks in series finishing in tank 2 before heading to the next process. Each tank is equipped with an agitator for slow and gentle mixing and level monitoring equipment is located at the outlet of tanks 2 and 4, which are used to control flow from the low lift pumps and monitor settling basin levels.

Process water from the flocculation tanks is directed into a common header and then into settling basins, these basins are utilized to reduce the flow and allow the sediment and or floc to fall out of suspension. The settling basins are comprised of 4 concrete tanks operated in parallel, which contain a baffle wall, tube settlers and a carriage mounted sludge collection system for sludge removal. The sludge removal program is run through the SCADA system and is based on amount of water treated through the filters, which can be adjusted to optimize the process.

#### *Filtration*

The filtration system consists of four filters operating in parallel, each having a surface area of 11.3m<sup>2</sup> and the capability of filtering a maximum flow of 2003m<sup>3</sup>/day. The filters contain a surface wash system mounted above the filter media, which is composed of GAC and silicate sand. All filters are so equipped with loss or head monitoring, turbidity monitoring and water level monitoring. Below the media a stainless-steel underdrain system collects all filtrate effluent water and directs it towards the process piping. Effluent flow from filters is directed to the clearwell for disinfection through a main header pipe.

The backwash system is comprised of 2 pumps, duty and standby, controlled by variable frequency drives, a SCADA program for process control, valves, surface wash systems and all associated piping. The SCADA program monitors for various trigger points which would initiate an automatic backwash process, including time in operation, turbidity, and filter loss of head. Although the system is mainly run automatically, manual operations can be completed, or process points can be adjusted if required. All backwash effluent water is directed to the sludge holding tank, and then directed to the sanitary sewer system, of which flows are controlled by a manual gate valve.

#### *Disinfection*

Chlorine gas is used as the only disinfectant in the water treatment process and is injected into the header pipe from the filters prior to entering the clearwell. The actual chlorination system consists of two vacuum regulated chlorinators, chemical lines, water piping, isolation valves, weight scales, cylinder selection switch, and four 68lbs chlorine cylinders, with two in service at a time. Chlorine cylinders are manually switched over by operational staff using all PPE and safety processes required.



The clearwell is divided into 2 wells (east and west) and each well is divided into smaller sections, which are labelled 1-4. The wells are interconnected through piping or sluice gate opening, controlled through manual valve operations. Influent water enters clearwell 4 and travels towards clearwell 1 before, which allows for the appropriate contact time for disinfection requirements.

After disinfection as the water is headed to the distribution ammonia sulfate is added to the chlorinated water to create a combined chlorine residual, which is a more stable and longer lasting disinfectant with reduced potential for disinfection by-product. The treated water is then metered, and chlorine residual are verified as it enters the distribution.

### *High Lift Pumps*

Three vertical turbine pumps are used to move the water from the clearwell to the distribution. The pumps are operated in duty and standby, with No. 1 and No. 3 located in clearwell 1; and No. 2 located in clearwell 4. Pump No. 2 is not to be run unless under an emergency scenario or if all the disinfection requirements are met, as per the Procedure for Disinfection of Drinking Water in Ontario as released by the Ministry of Environment.

### *Distribution*

The Alexandria distribution system is categorized as a class 2 distribution system. It is comprised of distribution piping in within Alexandria and Maxville.

The section within Alexandria contains 28.2kms of water mains of varying sizes, a 3,000m<sup>3</sup> capacity elevated storage tank, located in the northwest section of Alexandria, 145 fire hydrants and approximately 1,500 service connections. The Maxville distribution system is made up of 10.2kms of water mains, a 1,500m<sup>3</sup> capacity elevated storage tank, located on the southern boundary of Maxville, 82 fire hydrants and approximately 450 service connections. The two elevated storage are utilized for pressure monitoring, water storage, water supply and are both equipped with flow metering and residual monitoring equipment.

A 20.4 kms transmission main ties the 2 distribution systems together. The transmission main contains 17 fire hydrants, 32 air relief valves and a booster station, which is used to supply water to the Maxville Water Tower and to boost chloramine residuals.

### *Automated Monitoring and Control*

A fully automated SCADA system was installed in 2011 and in 2020 the system was upgraded and expanded to include the Maxville Booster Station and Maxville Water Tower. This system is capable of monitoring, controlling, and recording all the plant processes and data, such as flows, filter backwash, chemical dosing and parameter monitoring. The system is also fully alarmed with multiple alarm set points, so that if any parameter is exceeded an alarm will be triggered on the SCADA desktop and through the auto dialer system. The on-call operator is then notified by the monitoring centre, which operates 24 hours a day, 365 days a year.

### *Emergency Power*

Multiple generators are in place at key locations throughout the drinking water system to ensure operations are always sustained and treatment is provided. An 175kW diesel powered generator is located at the water treatment plant and is equipped with automatic transfer switch, for transition during the event of utility power fail. This generator is also utilized to power the North Glengarry main office, through manual transfer procedures. An 85kW propane generator is in place at the Maxville Booster Station and is equipped with automatic transfer switch to ensure water delivery and secondary disinfection is provided to Maxville Water Distribution. An 18kW propane generator is in



place at each water tower and both are equipped with automatic transfer switch to ensure key water monitoring points and storage are always available.

#### *Additional Equipment.*

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

### Section 4: Flow Summary

In order to assess the rated capacity of the WTP in terms of meeting existing and planned uses of the system, a summary of the treated flow rates of water supplied during this period covered by this report was prepared and is presented below. In accordance with License #181-101, the Alexandria Drinking Water System was not operated to exceed the rated capacities of the treatment system. The permit to take water allows for a maximum daily raw flow of 5,616 m<sup>3</sup>/day and the water works license allows for a maximum treated water flow of 8,014m<sup>3</sup>.

The average treated daily flow for 2022 is calculated to be 1,945m<sup>3</sup> and the maximum treated daily flow for the year was reported to be 3,056m<sup>3</sup>. This represents 24.3% of the total plant rated capacity. Refer to the appendices for full 2022 data summary

2022 Treated Flow Summary	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Maximum Daily Flow (m <sup>3</sup> )	1,927	2,014	2,062	1,974	2,550	2,554	3,056	2,713	2,692	2,821	2,361	2,140
Monthly Average Flow (m <sup>3</sup> )	1,561	1,740	1,686	1,581	1,962	2,063	2,355	2,352	2,247	2,243	1,944	1,608
Monthly Average Daily Maximum Instantaneous Flow (m <sup>3</sup> /sec)	0.037	0.037	0.037	0.037	0.039	0.040	0.041	0.042	0.042	0.042	0.037	0.059
Rated Maximum Daily Flow for the approved system										8014 m <sup>3</sup> /day		
Rated Maximum Instantaneous Flow										0.093 L/s		

### Section 5: Sampling and Laboratory Analysis Summary

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

2022 Microbiological Testing Completed as per Schedule 10, 11 and/or 12 of O. Reg 170/03					
Location	Number of Samples	Range of E. Coli or Fecal Results (#-#)	Range of Total Coliform Results (#-#)	Number of HPC Samples	Range of HPC Results (#-#)
Raw Water	52	0 - 28	6 - 360	0	
Treated Water	52	0 - 0	0 - 0	52	< 2 - 2
Distribution Water	219	0 - 0	0 - 0	206	< 2 - 84

2022 Operational Testing as per Schedule 7, 8 and or 9 of O. Reg 170/03		
Parameter	Number of Samples	Range of Results (#-#)
Raw Turbidity	247	0.43 NTU - 3.46 NTU
Free Chlorine	Continuous	0.86 mg/L - 3.07 mg/L
Distribution Free Chlorine	Continuous	1.23 mg/L - 2.56 mg/L
Fluoride (if DWS provides fluoridation)	n/a	



Additional Sampling or Testing in Accordance with System Approval Requirement or Order				
Date of Order or Approval Amendment	Parameter	Date Sampled	Result	Unit of Measure
March 16, 2021	NDMA	January 18, 2022	0.0051	µg/L
		April 19, 2022	< 0.0008	µg/L
		July 18, 2022	0.0054	µg/L
		October 17, 2022	0.0054	µg/L

Summary of 2022 Inorganic Sampling Results (1ppm = 1mg/L)					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
<i>Antimony</i>	October 24, 2022	0.006 mg/L	< 0.0001	mg/L	No
<i>Arsenic</i>	October 24, 2022	0.01 mg/L	0.0003	mg/L	No
<i>Barium</i>	October 24, 2022	1.0 mg/L	0.011	mg/L	No
<i>Boron</i>	October 24, 2022	5.0 mg/L	.007	mg/L	No
<i>Cadmium</i>	October 24, 2022	0.005 mg/L	< 0.000010	mg/L	No
<i>Chromium</i>	October 24, 2022	0.05 mg/L	< 0.002	mg/L	No
<i>Lead</i>	September 14, 2020	0.01mg/L	0.00006	mg/L	No
<i>Mercury</i>	October 24, 2022	0.001mg/L	< 0.00002	mg/L	No
<i>Selenium</i>	October 24, 2022	0.01 mg/L	< 0.001	mg/L	No
<i>Sodium</i>	January 12, 2022	20 mg/L	12.9	mg/L	No
<i>Uranium</i>	October 24, 2022	0.02 mg/L	< 0.00005	mg/L	No
<i>Fluoride</i>	September 26, 2022	1.5 mg/L	< 0.1	mg/L	No
<i>Nitrite</i>	January 16, 2023	1.0 mg/L	< 0.1	mg/L	No
<i>Nitrate</i>	January 6, 2023	10.0 mg/L	< 0.1	mg/L	No

Summary of 2022 Lead Sampling results (1ppm = 1mg/L)							
Location & Type	Number of Samples	Lead Range (#-#)	Unit of Measure	Alkalinity Range (#-#)	Unit of Measure	Average pH	Exceedance
Residential Plumbing	0						
Non-Residential Plumbing	0						
Distribution	14	n/r		43 - 96	mg/L	6.80	N



Summary of 2022 Organic Sampling Results (1µg/L = 0.001mg/L)					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
<i>Alachlor</i>	October 24, 2022	0.005 mg/L	< 0.3	µg/L	No
<i>Atrazine + N-dealkylated metabolites</i>	October 24, 2022	0.005 mg/L	< 0.5	µg/L	No
<i>Azinphos-methyl</i>	October 24, 2022	0.02 mg/L	< 1	µg/L	No
<i>Benzene</i>	October 24, 2022	0.001 mg/L	< 0.5	µg/L	No
<i>Benzo(a)pyrene</i>	October 24, 2022	0.00001 mg/L	< 0.006	µg/L	No
<i>Bromoxynil</i>	October 24, 2022	0.005 mg/L	< 0.5	µg/L	No
<i>Carbaryl</i>	October 24, 2022	0.09 mg/L	< 3	µg/L	No
<i>Carbofuran</i>	October 24, 2022	0.09 mg/L	< 1	µg/L	No
<i>Carbon Tetrachloride</i>	October 24, 2022	0.002 mg/L	< 0.2	µg/L	No
<i>Chlorpyrifos</i>	October 24, 2022	0.09 mg/L	< 0.5	µg/L	No
<i>Diazinon</i>	October 24, 2022	0.02 mg/L	< 1	µg/L	No
<i>Dicamba</i>	October 24, 2022	0.12 mg/L	< 1	µg/L	No
<i>1,2-Dichlorobenzene</i>	October 24, 2022	0.2 mg/L	< 0.5	µg/L	No
<i>1,4-Dichlorobenzene</i>	October 24, 2022	0.005 mg/L	< 0.5	µg/L	No
<i>1,2-Dichloroethane</i>	October 24, 2022	0.005 mg/L	< 0.5	µg/L	No
<i>1,1-Dichloroethylene (vinylidene chloride)</i>	October 24, 2022	0.014 mg/L	< 0.5	µg/L	No
<i>Dichloromethane</i>	October 24, 2022	0.05 mg/L	< 5	µg/L	No
<i>2-4 Dichlorophenol</i>	October 24, 2022	0.9 mg/L	< 0.2	µg/L	No
<i>2,4-Dichlorophenoxy acetic acid (2,4-D)</i>	October 24, 2022	0.1 mg/L	< 1	µg/L	No
<i>Diclofop-methyl</i>	October 24, 2022	0.009 mg/L	< 0.9	µg/L	No
<i>Dimethoate</i>	October 24, 2022	0.02 mg/L	< 1	µg/L	No
<i>Diquat</i>	October 24, 2022	0.07 mg/L	< 5	µg/L	No
<i>Diuron</i>	October 24, 2022	0.15 mg/L	< 5	µg/L	No
<i>Glyphosate</i>	October 24, 2022	0.28 mg/L	< 25	ug/L	No
<i>Haloacetic Acid (Rolling Average)</i>	January 16, 2023	0.08 mg/L	45.4	ug/L	No
<i>Malathion</i>	October 24, 2022	0.19 mg/L	< 5	ug/L	No
<i>2 Methyl-4 Chlorophenoxyacetic (MCPA)</i>	October 24, 2022	0.1 mg/L	< 10	ug/L	No
<i>Metolachlor</i>	October 24, 2022	0.05 mg/L	< 3	ug/L	No
<i>Metribuzin</i>	October 24, 2022	0.08 mg/L	< 3	ug/L	No
<i>Monochlorobenzene</i>	October 24, 2022	0.08 mg/L	< 0.5	ug/L	No
<i>Paraquat</i>	October 24, 2022	0.01 mg/L	< 1	ug/L	No
<i>Pentachlorophenol</i>	October 24, 2022	0.06mg/L	< 0.2	ug/L	No
<i>Phorate</i>	October 24, 2022	0.002 mg/L	< 0.3	ug/L	No
<i>Picloram</i>	October 24, 2022	0.19 mg/L	< 5	ug/L	No



Summary of 2022 Organic Sampling Results (1µg/L = 0.001mg/L)					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
<i>Polychlorinated Biphenyls (PCB)</i>	October 24, 2022	0.003 mg/L	< 0.05	ug/L	No
<i>Prometryne</i>	October 24, 2022	0.001 mg/L	< 0.1	ug/L	No
<i>Simazine</i>	October 24, 2022	0.01 mg/L	< 0.5	ug/L	No
<i>THM (Rolling Average)</i>	January 16, 2023	0.100 mg/L	49.8	ug/L	No
<i>Terbufos</i>	October 24, 2022	0.001 mg/L	< 0.5	ug/L	No
<i>Tetrachloroethylene</i>	October 24, 2022	0.03 mg/L	< 0.5	ug/L	No
<i>2,3,4,6-Tetrachlorophenol</i>	October 24, 2022	0.1 mg/L	< 0.2	ug/L	No
<i>Triallate</i>	October 24, 2022	0.23 mg/L	< 10	ug/L	No
<i>Trichloroethylene</i>	October 24, 2022	0.005 mg/L	< 0.5	ug/L	No
<i>2,4,6-Trichlorophenol</i>	October 24, 2022	0.005 mg/L	< 0.2	ug/L	No
<i>Trifluralin</i>	October 24, 2022	0.045 mg/L	< 0.5	ug/L	No
<i>Vinyl Chloride</i>	October 24, 2022	0.002 mg/L	< 0.2	ug/L	No

Inorganic or Organic Parameters that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards			
Parameter	Result Value	Unit of Measure	Date of Sample
n/a			

### Section 6: Significant Expenses Incurred

Significant expenses included,

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

Briefly Describe Incident and/or Expenses Incurred:

No.	Project Name	Description	Cost
1	Tobin St Relining Project	<ul style="list-style-type: none"> <li>refurbish water main on Tobin St between William St and Main St, including installation of 2 valves</li> <li>liner installed in 2-phases</li> </ul>	\$226,435.44
2	Proactive Valve Replacement Program	<ul style="list-style-type: none"> <li>valves located on Bishop St, Kincardine St West, and Anik St</li> </ul>	\$30,338.56
3	Repair to WTP Filter Influent Channel	<ul style="list-style-type: none"> <li>intermittent leaking occurred between May-August</li> <li>caused by deterioration in filter influent channel at building expansion joint</li> <li>repaired to prevent reoccurrence</li> </ul>	\$3,900



No.	Project Name	Description	Cost
4	P1660 refurbishment	<ul style="list-style-type: none"> <li>backwash pump failure caused by motor windings short,</li> <li>pump refurbished and reinstalled</li> </ul>	\$3,700
5	Rotork Valve 1410 Replacement	<ul style="list-style-type: none"> <li>multiple alarms caused by motor issues</li> <li>replaced motor</li> </ul>	\$2,100
6	SCADA Communications Issues	<ul style="list-style-type: none"> <li>multiple issues. equipment failures and alarms due to loss of communication within SCADA system.</li> <li>PLC communications issues caused by defective gateway card, <ul style="list-style-type: none"> <li>replace and reprogram to static IP</li> <li>perform all required updates at Booster Station.</li> </ul> </li> <li>equipment communications issues caused by internal communication card failure at Alexandria WTP <ul style="list-style-type: none"> <li>replaced all defective equipment.</li> </ul> </li> </ul>	\$6,500
7	HLP1610 Variable Frequency Drive Failure	<ul style="list-style-type: none"> <li>intermittent communication issues between SCADA and VFD, noted from Aug-Dec</li> <li>replaced multiple parts including control panel, internal communication wiring, T-comm board and magnetic cable attachments to reestablish communications</li> </ul>	\$1,400

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

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

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

Description	Number	Version	Issue Date	Expiry Date
Water Works License	181-101	3	March 16, 2021	March 16, 2026
Water Works Permit	181-201	4	March 16, 2021	March 16, 2026
Permit to Take Water	0512-8VVPRD		July 6, 2012	July 8, 2022
Permit to Take Water	2285-CEDRDN		May 26, 2022.	May 14, 2032

The Township has been actively engaged in the process of internal and external auditing, as per the Drinking Water Management Standard. All outstanding issues from previous years have been brought back into conformance.

During this period, all raw water flows were compliant with all permits to take water and are currently at 38.1% of the allowable limit. It has been noted that since the water plant upgrades have completed, less raw water taking has been noted due to process optimization of sludge removal process. All treated flows were well within the rated capacity for the system and as previously stated the system is currently only at 24.3% of the rated capacity.



All disinfection equipment was operated in such a manner that all license requirements were always met. The treatment system was always operated to ensure compliance with the Procedure for Disinfection of Drinking Water in Ontario. All equipment was maintained as per operations manuals and/or calibrated annually by a certified technician.

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

There was 1 instance of non-compliance in association to regulatory requirements, municipal license requirements and sampling during this period. There were also 2 self-imposed boil water advisories issued due to water main relining project completed on Tobin St.

2022 Reported Incident in accordance to subsection 18(1) of the Safe Drinking Water Act or Schedule 16 of O. Reg 170/03					
Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
July 14, 2022	Combined Chlorine	0.13	mg/L	• flushing to increase residual	July 14, 2022
June 29, 2022	Self-Imposed BWA			• water main relining & commissioning	July 19, 2022
August 11, 2022	Self-Imposed BWA			• water main relining & commissioning	August 30, 2022

### Section 9: Township of North Glengarry Endorsement of Summary Report

A copy of the report was presented to all members of the municipal council through the Public Works Committee meeting held on March 22, 2022, see appendix D for motion. The report was also made available to the public through the Township of North Glengarry website or upon individual request at the Main office, located at 3720 County Rd 34 in Alexandria.

This report has been endorsed by Tim Wright, Director of Public Works on behalf of Township of North Glengarry Council.

### Section 8: Contact

All efforts have been made to provide accurate and up to date information in a relevant format. In the event that additional information is required please submit all verbal requests by phone at 613-525-3087; in writing by mail 3720 County Rd in Alexandria, Ontario, K0C 1A0; or in writing by email to [enviro@northglengarry.ca](mailto:enviro@northglengarry.ca)



## Appendix A: Alexandria 2022 Daily Treated Flows (m³/day)

	January	February	March	April	May	June	July	August	September	October	November	December
1	1,582	1,764	1,800	1,517	1,652	2,058	2,358	2,448	1,931	2,195	2,324	1,539
2	1,266	1,777	2,029	1,635	1,637	1,978	2,287	2,263	2,366	2,225	1,922	1,612
3	1,436	1,666	2,062	1,703	1,737	2,259	2,046	2,356	2,205	2,108	2,304	1,675
4	1,359	1,729	1,506	1,514	1,651	1,733	2,623	2,333	2,052	2,274	2,206	1,620
5	1,384	1,895	1,644	1,642	1,848	2,120	2,097	2,538	2,692	2,511	2,181	1,473
6	1,452	1,933	1,734	1,676	1,894	2,252	2,383	2,431	2,306	2,234	1,971	1,602
7	1,597	1,421	1,596	1,411	1,842	1,844	2,351	2,106	2,040	2,325	2,361	1,562
8	1,623	1,803	1,710	1,373	1,680	1,737	2,022	2,169	2,086	2,198	2,214	1,846
9	1,353	1,876	1,811	1,682	2,089	2,024	2,494	2,276	2,472	2,403	2,212	1,387
10	1,356	1,926	1,791	1,694	2,229	1,943	2,245	2,383	2,326	2,184	2,102	1,890
11	1,573	1,647	1,524	1,572	2,550	2,068	2,599	2,264	2,270	2,380	1,848	1,568
12	1,487	1,856	1,685	1,327	2,354	1,778	1,887	2,383	2,463	1,798	2,078	1,463
13	1,556	1,942	1,626	1,483	2,194	2,233	2,428	2,329	2,198	2,241	2,031	1,657
14	1,335	1,561	1,494	1,569	1,953	2,383	2,463	2,254	2,217	2,537	2,064	1,676
15	1,666	1,650	1,833	1,639	1,925	2,554	2,234	2,713	2,171	2,270	2,036	1,597
16	1,667	1,793	1,728	1,530	2,174	2,155	2,555	2,667	2,487	1,650	2,013	1,223
17	1,264	1,746	1,635	1,423	2,026	1,752	2,446	2,322	2,123	2,821	2,159	2,140
18	1,914	1,586	1,684	1,495	1,763	2,048	2,132	2,052	2,257	2,390	1,920	1,921
19	1,633	1,865	1,774	1,393	1,712	1,776	2,368	2,307	2,069	1,966	2,104	1,554
20	1,732	1,736	1,786	1,661	2,224	2,132	2,356	2,489	2,409	2,053	2,093	1,704
21	1,436	1,755	1,471	1,414	1,569	2,012	2,644	2,488	2,158	2,551	1,957	1,475
22	1,674	1,578	1,686	1,677	1,895	2,355	2,100	2,145	2,235	2,241	1,599	1,613
23	1,777	2,014	1,635	1,620	1,921	1,986	2,454	2,239	2,206	2,553	1,406	1,677
24	1,308	1,579	1,704	1,921	2,260	1,898	2,236	2,278	2,148	1,977	1,785	1,477
25	1,668	1,763	1,915	1,693	1,838	1,949	1,763	2,500	2,330	2,519	1,356	1,453
26	1,802	1,717	1,758	1,236	2,254	2,369	3,056	2,216	2,214	2,266	1,736	1,514
27	1,599	1,529	1,501	1,579	2,045	1,907	2,272	2,480	2,028	2,187	1,590	1,596
28	1,927	1,606	1,443	1,706	1,568	2,534	2,567	2,373	2,277	2,165	1,512	1,548
29	1,805		1,636	1,681	1,981	2,136	2,288	2,158	2,119	2,110	1,624	1,732
30	1,841		1,651	1,974	2,424	1,923	2,631	2,350	2,556	2,098	1,621	1,384
31	1,319		1,405		1,947		2,631	2,609		2,090		1,658
Minimum	1,264	1,421	1,405	1,236	1,568	1,733	1,763	2,052	1,931	1,650	1,356	1,223
Average	1,561	1,740	1,686	1,581	1,962	2,063	2,355	2,352	2,247	2,243	1,944	1,608
Maximum	1,927	2,014	2,062	1,974	2,550	2,554	3,056	2,713	2,692	2,821	2,361	2,140
Total	48,391	48,714	52,259	47,442	60,837	61,894	73,015	72,921	67,411	69,521	58,328	49,839

Annual Flows Summary
1,223
1,947
3,056
710,571



## Appendix B: Alexandria 2022 Maximum Instantaneous Treated Flows (m<sup>3</sup>/sec)

	January	February	March	April	May	June	July	August	September	October	November	December
1	0.037	0.038	0.037	0.037	0.037	0.040	0.041	0.041	0.042	0.042	0.041	0.058
2	0.037	0.037	0.037	0.037	0.037	0.040	0.041	0.040	0.042	0.042	0.041	0.060
3	0.037	0.037	0.038	0.039	0.042	0.040	0.041	0.043	0.042	0.041	0.042	0.059
4	0.037	0.037	0.037	0.037	0.039	0.040	0.041	0.042	0.042	0.042	0.042	0.058
5	0.037	0.037	0.037	0.039	0.037	0.040	0.041	0.042	0.042	0.041	0.041	0.059
6	0.037	0.037	0.037	0.038	0.037	0.041	0.041	0.042	0.042	0.041	0.041	0.059
7	0.037	0.037	0.037	0.037	0.037	0.041	0.041	0.042	0.043	0.041	0.027	0.059
8	0.037	0.038	0.037	0.037	0.037	0.041	0.041	0.042	0.043	0.042	0.026	0.059
9	0.037	0.037	0.037	0.037	0.038	0.040	0.041	0.042	0.042	0.043	0.042	0.059
10	0.037	0.036	0.037	0.038	0.038	0.040	0.041	0.041	0.044	0.041	0.041	0.059
11	0.037	0.037	0.037	0.037	0.038	0.040	0.041	0.041	0.042	0.041	0.041	0.057
12	0.038	0.037	0.037	0.037	0.037	0.041	0.041	0.041	0.041	0.042	0.042	0.059
13	0.037	0.038	0.037	0.037	0.038	0.040	0.041	0.041	0.041	0.041	0.042	0.059
14	0.037	0.038	0.037	0.037	0.037	0.040	0.041	0.041	0.042	0.042	0.042	0.058
15	0.037	0.037	0.037	0.037	0.037	0.041	0.043	0.042	0.042	0.042	0.042	0.059
16	0.037	0.037	0.038	0.037	0.038	0.040	0.040	0.046	0.042	0.042	0.043	0.059
17	0.037	0.037	0.037	0.037	0.037	0.040	0.041	0.041	0.042	0.042	0.042	0.059
18	0.037	0.038	0.037	0.036	0.037	0.040	0.042	0.042	0.041	0.042	0.022	0.059
19	0.037	0.037	0.037	0.037	0.038	0.040	0.041	0.042	0.042	0.043	0.024	0.058
20	0.038	0.037	0.037	0.038	0.039	0.041	0.042	0.041	0.042	0.042	0.024	0.060
21	0.037	0.036	0.037	0.037	0.039	0.040	0.041	0.042	0.041	0.041	0.023	0.060
22	0.037	0.037	0.037	0.037	0.039	0.040	0.042	0.042	0.042	0.044	0.019	0.058
23	0.037	0.038	0.043	0.037	0.039	0.040	0.041	0.042	0.042	0.043	0.041	0.059
24	0.037	0.038	0.037	0.038	0.040	0.040	0.041	0.041	0.042	0.041	0.041	0.059
25	0.037	0.037	0.037	0.037	0.040	0.040	0.041	0.041	0.041	0.042	0.042	0.058
26	0.038	0.037	0.037	0.037	0.041	0.040	0.046	0.041	0.041	0.041	0.040	0.057
27	0.037	0.037	0.037	0.037	0.040	0.040	0.041	0.042	0.041	0.041	0.041	0.058
28	0.038	0.036	0.037	0.037	0.041	0.041	0.041	0.041	0.041	0.041	0.041	0.058
29	0.037		0.038	0.037	0.040	0.041	0.042	0.041	0.041	0.041	0.041	0.058
30	0.036		0.038	0.038	0.040	0.041	0.041	0.042	0.041	0.041	0.047	0.058
31	0.037		0.038		0.042		0.041	0.042		0.041		0.058
Minimum	0.036	0.036	0.037	0.036	0.037	0.040	0.040	0.040	0.041	0.041	0.019	0.057
Average	0.037	0.037	0.037	0.037	0.039	0.040	0.041	0.042	0.042	0.042	0.037	0.059
Maximum	0.038	0.038	0.043	0.039	0.042	0.041	0.046	0.046	0.044	0.044	0.047	0.060

Annual  
Flows  
Summary

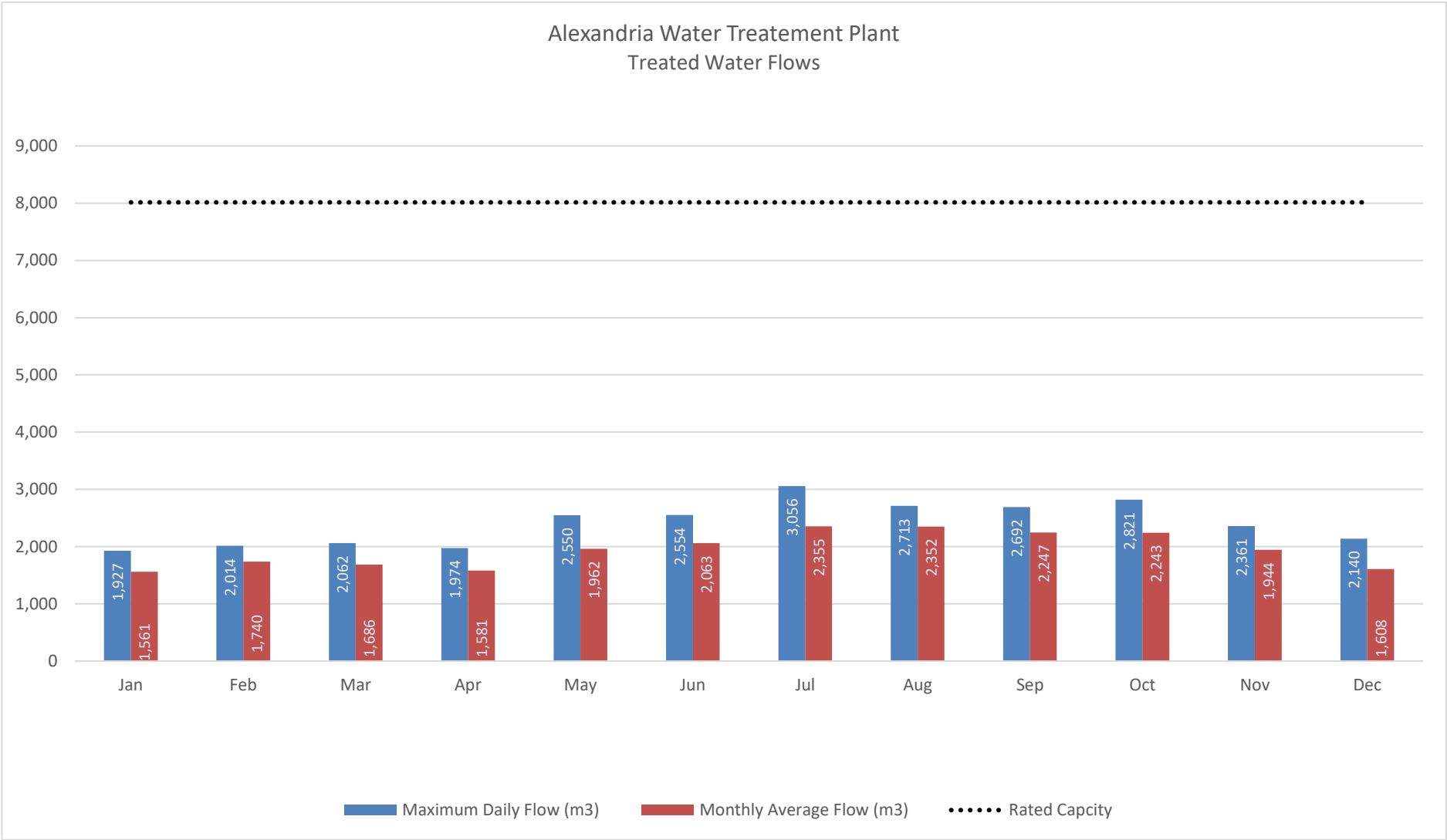
0.02

0.04

0.06



Appendix C: Comparison of Average and Maximum Monthly Treated Flow Rates





## Appendix D: Council Meeting Staff Report

Township of North Glengarry

Public Works Committee

MOTION

Moved by:

Mike Scarpato

Seconded by:

Janet MacDonald

Date:

Feb 20/18

Subject: 2017 Annual and Summary Reports

**Be it resolved;**

THAT the Public Works Committee of the Township of North Glengarry, hereby receives the Water Works Alexandria and Glen Robertson 2017 Annual and Summary Reports presented by Angela Cullen.

Unanimous ☐

Carried ☒

Defeated ☐

Ayes ☐

Nays ☐

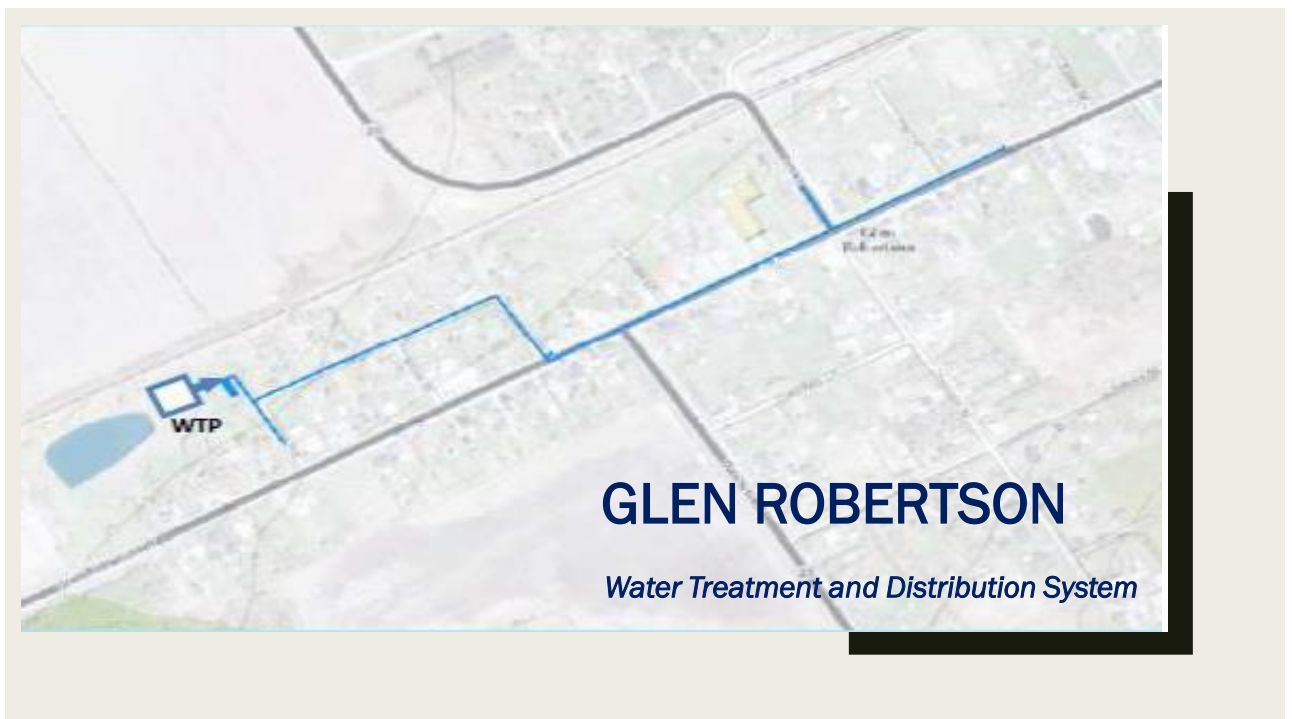
Motion number: 2018 – 08

Brian Caddell, Committee Chair

Brian Caddell

Corporation of the Township of North Glengarry

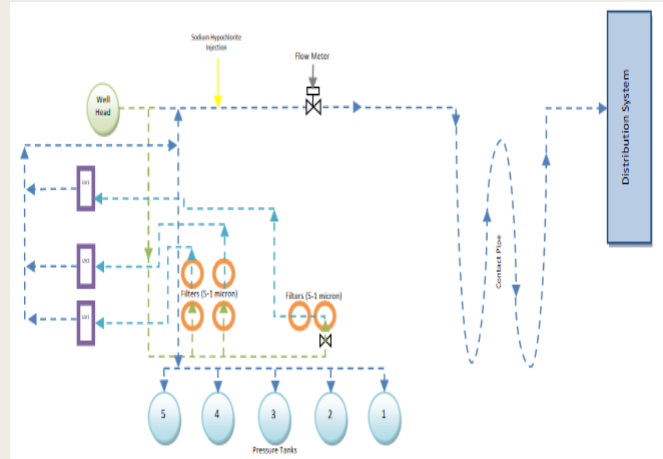






# Glen Robertson Drinking Water System

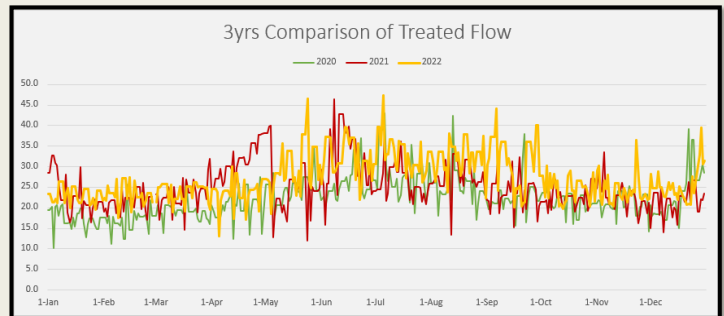
- Small Municipal Residential Drinking Water System
- Permits/Licenses
  - Municipal Drinking Water License and Drinking Water Works Permit (valid until March 2026)
  - Permit to Take Water (valid until March 2025)
- Treatment Includes
  - Groundwater (Under Direct Influence of Surface Water)
  - In-line Particle filters
  - UV Disinfection
  - Chlorine Disinfection and Monitoring
  - Back-Up Natural Gas Generator
  - No Secondary Storage
- Service Area
  - 45-50 service connection



## Flow Summary

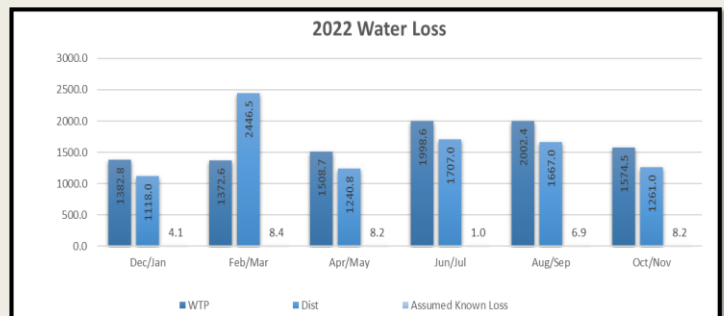
### Water Usage Summary

- Daily Allowable (PTTW) 224m<sup>3</sup>/day
- WTP Maximum Daily Flow: 47.3m<sup>3</sup>
- WTP Average Daily Flow: 27.3m<sup>3</sup>
- Current System Capacity: 12.1% (increase of 1% from previous year)
- No major flow or water quality deviations



### Water Loss

- Water loss attributed to water leaks in distribution before customer meters or faulty meters (caused by age, damage or tampering)
- Calculated loss is about 15%
- Metering discrepancy Feb/Mar from 1 account, unclear as to cause





# Sampling and Analysis



OPERATIONAL MONITORING	ROUTINE SAMPLING		QUARTERLY SAMPLING	ANNUAL/ADDITIONAL SAMPLING
<b>Raw &amp; Treated Quality</b>	<b>No Adverse Samples</b>		<b>No Adverse Samples</b>	<b>Organic/Inorganic (3yrs)</b>
<b>Raw Water</b>	<b>Raw Water</b>		<b>4 Treated Nitrate/Nitrite</b>	• Next Sample 2023
<ul style="list-style-type: none"> <li>Values are fairly stable</li> <li>Minor increased turbidity after pump fail, but back to normal by July</li> </ul>	<ul style="list-style-type: none"> <li>e. coli range</li> <li>total coliform</li> </ul>	0 - 1 0 - 10	<ul style="list-style-type: none"> <li>within normal ranges</li> <li>results well below limits</li> </ul>	<b>Lead Program (3yrs)</b>
<b>Treated Water</b>	<b>Treated Water</b>		<b>4 Distribution THM</b>	<ul style="list-style-type: none"> <li>Reduced Sampling 2023</li> <li>Bi-annual monitoring</li> </ul>
<ul style="list-style-type: none"> <li>Values are fairly stable</li> <li>Minor increases noted in pH and chlorine residuals</li> </ul>	<ul style="list-style-type: none"> <li>e. coli range</li> <li>total coliform</li> <li>HPC</li> </ul>	0 - 0 0 - 0 <2 - 4	<ul style="list-style-type: none"> <li>All samples well below limits</li> <li>Rolling Average 17.8 (Jan)</li> </ul>	<b>Fluoride/Sodium (5yrs)</b>
<b>Distribution</b>	<b>Distribution</b>		<b>4 Distribution HAA</b>	• Next Sample 2022
<ul style="list-style-type: none"> <li>Alkalinity fairly consistent</li> <li>Minor increase in chlorine residual</li> </ul>	<ul style="list-style-type: none"> <li>e. coli range</li> <li>total coliform</li> <li>HPC</li> </ul>	0 - 0 0 - 0 <2 - 6	<ul style="list-style-type: none"> <li>All samples non-detect</li> <li>Rolling Average &lt; 5.3 (Jan)</li> </ul>	<b>No upcoming changes</b>

## Significant Expenses

### SCADA System Installation

- Triggered by trending requirements within system license
- Final commissioning September 2022
  - delayed installation due to COVID prompted MECP quarterly status reports until commissioning
- Noted communications issues which have since been resolved

### UV Installation

- all units upgraded to newer model for SCADA compatibility and due to age (between 2021-2022)

## Operational Issues

### Well Pump Failure

- system wide pressure loss/no water to residents for 14.5hrs; well pump replaced and running within 17.2hrs
- BWA in place for 2 days (Apr 5-7)
- Concern for well casing sediment, looking into including work under future upgrades

### Sodium AWQI

- resulted during routine sampling (5yrs)
- greater than 20mg/L limit (104mg/L)
- Historical raw water issue, we are not able to remove or treat this issue

### Treatment Failures

- UV unit failure, switch over to standby until repair, no issues caused
- Multiple issues with chlorine dosing pumps, still troubleshooting issues
  - SCADA has greatly aided in identifying issues early, so no supply or quality issues noted

### Equipment Replacement

- well piping connection intermittent leak, causing minor to major issues, replaced (month)
- singer valve (pressure control valve) intermittent issues causing distribution pressure drops,
  - unit bypassed to prevent reoccurrence of issues, removal to be scheduled





#### Internal Audit

- Completed by Ewen MacDonald (Oct)
- Minor issues identified but all work completed to bring system into conformance
- No no-conformances identified
- Sole source auditor to ensure annual completion
  - Scheduled for Aug/Sep 2023



#### Maintained System Accreditation

- Third-Party Auditing completed of QMS system (Oct/Dec)
- All non-conformance closed with reasonable time frame
- New version of QMS released and endorsed by council
- System Accreditation was maintained, awaiting certificates from SAI Global



#### Compliance with Provincial Water Quality Legislation, Guideline, Practices

- Annual Inspection (Oct)
  - 100% risk ranking
  - No non-compliances
- 2 AWQI reports
  - System Wide Pressure Loss
  - High Sodium



#### Multi-Barrier Approach to Water Treatment and Distribution

- 36month Risk Assessment (Mar)
  - Scheduled 2025
  - To use new QMS Risk Assessment
- Annual Risk Review (Sep)
  - minor changes required to Ops Manual
  - staff coverage concerns due to turn over
- Annual Equipment Calibrations
- Better integration of QMS into Management and new timelines delineated

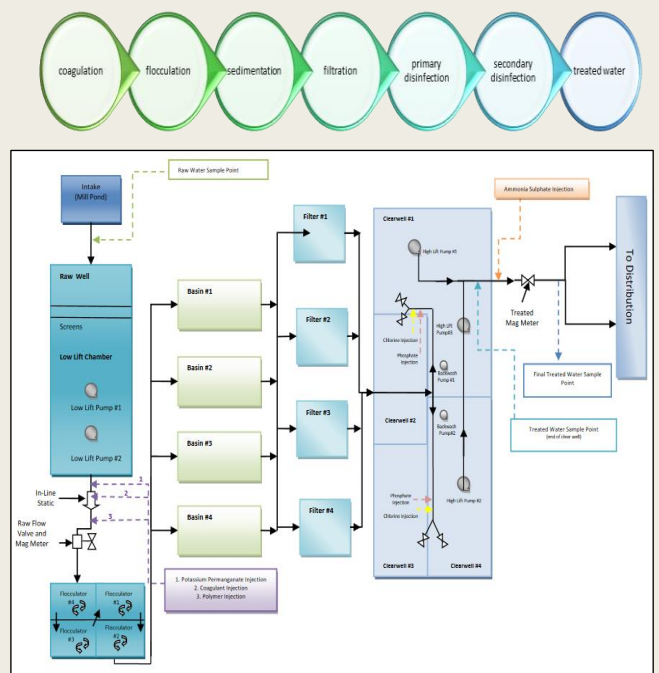
## Compliance-Licenses-Permit-Approval-Orders





# Alexandria Drinking Water System

- Large Municipal Residential Drinking Water System
- Permits/Licenses
  - Municipal Drinking Water License and Drinking Water Works Permit (valid until March 2026)
  - Permit to Take Water (valid until May 2032)
- Treatment Includes
  - Surface water (Mill Pond)
  - Coagulation/Flocculation/Sedimentation
  - Chlorine Disinfection, Corrosion Control and Monitoring
  - Chloramination
  - Transmission Main with Chloramine Boosting
  - 2 Water Towers (Alexandria & Maxville)
  - Back Up Generators at all facilities (WTP & Water Towers)
- Service Area
  - Alexandria Town Limits and Maxville Village Limits
  - 1800 service connection



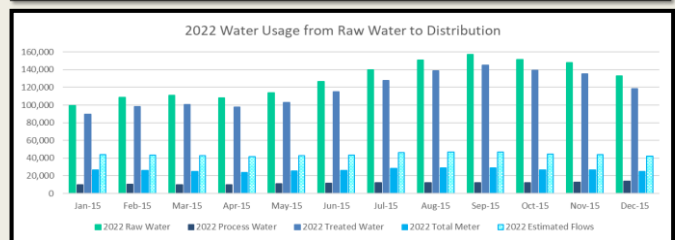
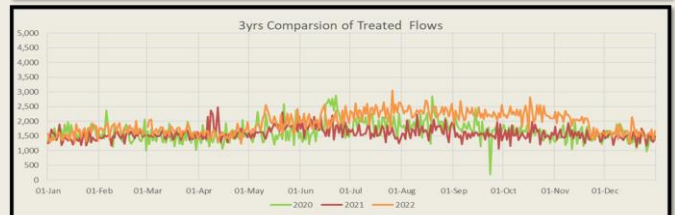
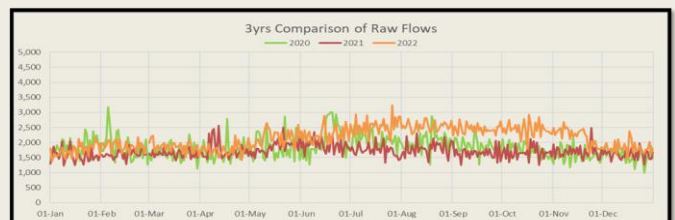
## Flow Summary

### Water Usage Summary

- Daily Allowable Raw Water (PTTW) 5,616 m<sup>3</sup>/day
  - WTP Maximum Daily Raw Flow: 3,238m<sup>3</sup>
  - WTP Average Daily Raw Flow: 2,136m<sup>3</sup>
  - Current System Capacity: 38.0% (increase of 8% from previous year)
- Daily Allowable Treated Water (8,014 m<sup>3</sup>/day)
  - WTP Maximum Daily Treated Flow: 3,056m<sup>3</sup>
  - WTP Average Daily Raw Flow: 1,945m<sup>3</sup>
  - Current System Capacity: 24.3% (increase of 5% from previous year)
  - Noted flow increase with Distribution flushing Program (May-Nov)

### Water Loss

- Water loss attributed to water leaks in distribution before customer meters, hydrant usage with/without permission (no reported total) or faulty meters (caused by age, damage or tampering)
- Calculated loss is about 62%
  - Believed to be a significant amount of water used for flushing or taken by others that was not quantified as well as small distribution leaks
  - Looking into possible water audits and better tracking methods





# Sampling and Analysis



OPERATIONAL MONITORING	ROUTINE SAMPLING		QUARTERLY SAMPLING	ANNUAL/ADDITIONAL SAMPLING
<b>Raw &amp; Treated Quality</b>	<b>No Adverse Samples</b>		<b>No Adverse Samples</b>	<b>Organic/Inorganic (3yrs)</b>
<b>Raw Water</b>	52 Raw Water		4 Treated Nitrate/Nitrite	<ul style="list-style-type: none"> <li>• Sampled in October</li> <li>• No adverse or increased levels</li> </ul>
<ul style="list-style-type: none"> <li>• Values are fairly stable</li> <li>• Minor decrease in and minor increase in temperature</li> </ul>	<ul style="list-style-type: none"> <li>• e. coli range</li> <li>• total coliform</li> </ul>	0 - 28 6 - 360	<ul style="list-style-type: none"> <li>• within normal ranges</li> <li>• results well below limits</li> </ul>	<b>Lead Program (3yrs)</b>
<b>Treated Water</b>	52 Treated Water		4 Distribution THM & HAA	<ul style="list-style-type: none"> <li>• Bi-annual reduced monitoring</li> <li>• Sampling 2023</li> </ul>
<ul style="list-style-type: none"> <li>• Values are fairly stable</li> <li>• Minor increases noted in temperature and chlorine residual for primary treatment</li> </ul>	<ul style="list-style-type: none"> <li>• e. coli range</li> <li>• total coliform</li> <li>• HPC</li> </ul>	0 - 0 0 - 0 <2 - 2	<ul style="list-style-type: none"> <li>• All samples well below limits</li> <li>• THM Rolling Average 49.8 (Jan)</li> <li>• HAA Rolling Average 45.4 (Jan)</li> </ul>	<b>Fluoride/Sodium (5yrs)</b>
<b>Distribution</b>	219 Distribution		1 Distribution NDMA	<ul style="list-style-type: none"> <li>• Sampled 2022</li> <li>• Next sample 2027</li> </ul>
<ul style="list-style-type: none"> <li>• Alkalinity consistent through cycles</li> <li>• Minor increase in chlorine residual</li> </ul>	<ul style="list-style-type: none"> <li>• e. coli range</li> <li>• total coliform</li> <li>• HPC</li> </ul>	0 - 0 0 - 0 <2 - 84	<ul style="list-style-type: none"> <li>• All samples well below limits (0.09)</li> <li>• Average 0.004µg/L</li> </ul>	<b>No upcoming changes</b>

## Significant Expenses

### Tobin St Relining

- Relining of water main on Tobin St between William St and Main St South
- Project completed in 2 phases (Jun 29-July 20 & Aug 11-Aug 29)
- New valve were also installed to allow for the phasing work to be completed
- All residents place on temporary water line and issues a boil water as a precaution

### Proactive Infrastructure Replacement

- Annual budget item to perform proactive replacement on distribution valves and hydrants to ensure continual improvements
- Valve replaced on Bishop St, Kincardine St and Anik St
- 1 hydrants were replaced this year (Max) due to defect



## Significant Expenses/Operational Issues

### WTP Filter Channel Repair

- Intermittent leak occurring between May & August
- Caused by deterioration of expansion joint in the influent channel due to age
- EVB and Concrete Connection brought in to trouble shoot and repair once leak location was discovered
- No further issues after repair was completed

### BWP1660 Refurbishment

- Pump failure during operation in July
- Eastern Welding brought in to remove and refurbish pump
- Pump placed back in service within 36 day of failure

### HLP1610 VFD Failure

- Communication failure caused loss of operations
- Multiple repairs completed through Capital Controls, but issues still on-going
- Pump is operational in manual but not through SCADA, currently waiting for replacement VFD

### SCADA Communications Issues

- Multiple alarm calls for communication failure (between SCADA panels)
- Process adjustment and equipment repairs completed by Capital Control
- Issues no longer occurring

### Equipment Failure

- SCADA switch, parts replaced but long lead time on availability
- Minor issues with automated valves, repaired as required
- Filter Surface Wash (F3) intermittent operational issues, repaired but issues still on-going

### Treatment Failures

- Minor chemical dosing issues, caused by equipment failure
- All instances were discovered and repaired without impact to treatment
- Minor issues with re-chloramination equipment priming issues
- Process changes to help prevent occurrence

### Water Breaks

- Unplanned Work:
  - 5 water main breaks
  - 6 service line repairs
- All unplanned work contracted out with 1 operator on-site

### Chemical Spill on Mill Pond

- Caused by recreational boat user
- Contacted by Fire Department to advise of incident
- Incident happened down stream of intake, operations were shut down as a precaution
- All intake areas were inspected prior to start-up, no issues were noted

### Sodium Levels

- Intermittent fluctuation noted in Mill Pond sodium levels (Fall through Mid-Winter)
- Reached out to RRCA and although trending had been noted no root cause was identified
- No actions to determine cause



#### Internal Audit

- Completed by Ewen MacDonald (Oct)
- Minor issues identified but all work completed to bring system into conformance
- No no-conformances identified
- Sole source auditor to ensure annual completion
  - Scheduled for Aug/Sep 2023



#### Maintained System Accreditation

- Third-Party Auditing completed of QMS system (Oct/Dec)
- All non-conformance closed with reasonable time frame
- New version of QMS released and endorsed by council
- System Accreditation was maintained, awaiting certificates from SAI Global



#### Compliance with Provincial Water Quality Legislation, Guideline, Practices

- Annual Inspection (Oct)
  - 100% risk ranking
  - No non-compliances
- 3 AWQI reports
  - Watermain Re-lining project related
  - Low Distribution Residual
    - area was flushed and all residuals were restored within 10 mins
    - All down stream residuals were within normal ranges



#### Multi-Barrier Approach to Water Treatment and Distribution

- 36month Risk Assessment (Nov)
  - Scheduled 2025
- Annual Risk Review (Sep)
  - minor changes required to Ops Manual
  - staff coverage concerns due to turn over
- Annual Equipment Calibrations
- Better integration of QMS into Management and new timelines delineated

## Compliance-Licenses-Permit-Approval-Orders



# **The Township of North Glengarry**

## **Glen Robertson Well Supply System**

### **2022 Annual and Summary Report**

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

#### **Contents**

##### **Section 1: Introduction**

##### **Section 2: System Description**

##### **Section 3: Process and Equipment Description**

##### **Section 4: Flow Summary**

##### **Section 5: Sampling and Laboratory Analysis Summary**

##### **Section 6: Significant Expenses Incurred**

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

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

##### **Section 9: Township of North Glengarry Endorsement of Summary**

##### **Section 10: Contacts**

##### **Appendix A: Glen Robertson 2022 Daily Treated Flows**

##### **Appendix B: Glen Robertson 2022 Maximum Instantaneous Flows**

##### **Appendix C: 2022 Comparison Monthly Treated Flow Rates**

##### **Appendix D: Council Resolution of Receipt**



## Section 1: Introduction

This report is an annual summary of water quantity, quality system information, system operations and major expenditures for the Glen Robertson Well Supply during the reporting period of January 1, 2022 to December 31, 2022. It was prepared in accordance with section 11 and schedule 22 of the of Ontario's Drinking Water Systems Regulation O. Regulation 170/03.

## Section 2: System Description

The Glen Robertson Well Supply System is located on Irwin St within the hamlet of Glen Robertson, which is approximately 11 kms northeast of the Town of Alexandria. This system uses groundwater as its source to supply the residents with treated water and has a rated capacity of 224 m<sup>3</sup>/day. It is categorized as a small municipal residential drinking water system. In 2010 the source was deemed to be groundwater under the direct influence of surface water (GUDI), and upgrades were implemented to strengthen the treatment processes.

## Section 3: Process and Equipment Description

### Supply Well

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

### Pumping Station

All equipment is stored within a single-story brick building, approximately 17.4m<sup>2</sup>, (4.7m x 3.7m), located at the Irwin St address.

### Treatment Equipment

The raw water is pumped from the well into 50 mm piping. The water is directed towards 3 ultraviolet light systems (UV), 2 in service 1 in stand-by mode. The water passed through a 5-micron filter followed by a 1-micron filter prior to going through the UV system. The water is then directed past the sodium hypochlorite injection point.

The chlorination system utilizes two diaphragm sodium hypochlorite metering pumps, which discharges into the well discharge piping. The pumps have automatic switchover capabilities and will switch over if a problem develops with the lead pump during operation. There is 1 sodium hypochlorite storage tank, with 30L capacity that feeds both pumps and is contained within a secondary containment vessel.

Located outside the building but on the property, is an underground chlorine contact chamber consisting of 52m of 300mm piping. It is complete with a flushing port and a treated water sample line which feeds the on-line analyzers located in the water treatment plant.

### Monitoring Equipment

There are two free chlorine analyzers are used for regulatory monitoring, one measures the residual at the end of the contact chamber as the treated water enters the distribution system and one analyzer is in place in the distribution. An additional unit measures free chlorine directly after sodium hypochlorite injection point to ensure dosing is always maintained.

There is only one regulatory flow meter is installed directly after the sodium hypochlorite injection on the piping leading to the contact chamber. This unit will record all flows leaving the treatment process and entering the distribution. There is no raw flow meter in this system due to limited access and minimal water taking prior to treatment.



The treated water turbidity is monitored by one on-line analyzer, which draws from the treated water as it leaves the contact chamber and enters the distribution system.

All treatment equipment and monitoring analyzers are connected into the SCADA system, which was put into service in September 2022. The SCADA allows for real time monitoring, alarm setpoint enabling and historical trending, however it does not have the ability to control or adjust the process or equipment. Prior to September 2022 all monitoring equipment was connected to 7-day chart recorders, and a plc with real time and 7-day data retention capabilities. The system is also fully alarmed with multiple alarm set points, so that if any parameter is exceeded an alarm will be triggered on the SCADA desktop and through the auto dialer system. The on-call operator is then notified by the monitoring centre, which operates 24 hours a day, 365 days a year.

#### System Pressure Equipment

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

#### Emergency Power

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

#### Additional Equipment.

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

#### Monitoring Wells

Two drilled monitoring wells are located on the property where the treatment plant is located. One being located northeast of the building, and one located southwest of the building. These wells were utilized in the past for groundwater level monitoring, but no monitoring is being currently conducted. In December 2022 the well covers were replaced to ensure well integrity is maintained, in accord with the most recent compliance inspection.

### Section 4: Flow Summary

In order to assess the rated capacity of the WTP in terms of meeting existing and planned uses of the system, a summary of the treated flow rates during this period covered by this report was prepared and is presented below. In accordance with License #181-102 the Glen Robertson Well Supply shall not be operated to exceed the rated of the treatment system. Both the Permit to Take Water (PTTW) and the License requirements allow for a maximum of 224 m<sup>3</sup> total daily for raw and treated water.

The average treated daily flow for 2022 is calculated to be 27.3m<sup>3</sup> and the maximum daily flow for the year was reported to be 47.3m<sup>3</sup>. This represents 12.1% of the total plant rated capacity. Refer to the appendices for full 2022 data summary.

<u>2022 Treated Flow Summary</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Maximum Daily Flow (m <sup>3</sup> )	26.3	27.4	26.2	30.0	46.5	39.6	47.3	38.2	44.0	30.3	36.4	39.4
Monthly Average Flow (m <sup>3</sup> )	23.1	23.3	23.7	23.7	30.0	32.3	33.0	32.2	31.3	24.7	24.3	25.6
Monthly Average Daily Maximum Instantaneous Flow (L/s)	1.15	1.10	1.20	1.30	1.10	1.20	1.86	1.76	1.86	1.99	1.64	1.98
Rated Maximum Daily Treated Flow for the approved system										224 m <sup>3</sup> /day		
Rated Maximum Instantaneous Treated Flow										2.6 L/s		



## Section 5: Sampling and Laboratory Analysis Summary

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

2022 Microbiological Testing Completed as per Schedule 10, 11 and/or 12 of O. Reg 170/03					
Location	Number of Samples	Range of E. Coli or Fecal Results (#-#)	Range of Total Coliform Results (#-#)	Number of HPC Samples	Range of HPC Results (#-#)
Raw	52	0 - 1	0 - 10	0	
Treated	53	0 - 0	0 - 0	52	< 2 - 4
Distribution	107	0 - 0	0 - 0	104	<2 - 6

2022 Operational Testing as per Schedule 7, 8 and or 9 of O. Reg 170/03		
Parameter	Number of Grab Samples	Range of Results unit of measure is mg/L unless otherwise indicated (#-#)
Raw Turbidity	244	0.10ntu - 2.28ntu
Treated Free Chlorine	Continuous	0.44 - 2.20
Distribution Free Chlorine	Continuous	0.49 - 2.38
Fluoride (If the DWS provides fluoridation)	n/a	

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

2022 Summary of Inorganic Parameters Tested (1ug/L = 0.001mg/L; RAA=Rolling Annual Average)					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
Antimony	November 1, 2021	0.006 mg/L	< 0.0001	mg/L	No
Arsenic	November 1, 2021	0.01 mg/L	0.0002	mg/L	No
Barium	November 1, 2021	1.0 mg/L	0.176	mg/L	No
Boron	November 1, 2021	5.0 mg/L	0.033	mg/L	No
Cadmium	November 1, 2021	0.005 mg/L	< 0.000015	mg/L	No
Chromium	November 1, 2021	0.05 mg/L	< 0.002	mg/L	No
Lead	September 8, 2021	0.01mg/L	0.00161	mg/L	No
Mercury	November 1, 2021	0.001mg/L	< 0.00002	mg/L	No
Selenium	November 1, 2021	0.05 mg/L	< 0.001	mg/L	No
Sodium	September 12, 2022	20 mg/L	104	mg/L	No
Uranium	November 1, 2021	0.02 mg/L	0.00042	mg/L	No
Fluoride	September 12, 2022	1.5 mg/L	< 0.1	mg/L	No
Nitrite	January 16, 2023	1.0 mg/L	< 0.1	mg/L	No
Nitrate	January 16, 2023	10.0 mg/L	6	mg/L	No



2022 Summary of Lead Testing (1ppm = 1mg/L)							
Location/ Type	Number of Samples	Range of Lead Results (#-#)	Unit of Measure	Range of Alkalinity Results (#-#)	Unit of Measure	Average pH	Exceedance
Residential Plumbing	0						
Non-Residential Plumbing	0						
Distribution	2			338 - 338	mg/L	7.2	No

2022 Summary of Organic Parameters Tested (1ug/L = 0.001mg/L; RAA=Rolling Annual Average)					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
Alachlor	November 1, 2021	0.005 mg/L	< 0.3	ug/L	No
Atrazine + N-dealkylated metabolites	November 1, 2021	0.005 mg/L	< 0.5	ug/L	No
Azinphos-methyl	November 1, 2021	0.02 mg/L	< 1	ug/L	No
Benzene	November 1, 2021	0.001 mg/L	< 0.5	ug/L	No
Benzo(a)pyrene	November 1, 2021	0.00001 mg/L	< 0.006	ug/L	No
Bromoxynil	November 1, 2021	0.005 mg/L	< 0.5	ug/L	No
Carbaryl	November 1, 2021	0.09 mg/L	< 3	ug/L	No
Carbofuran	November 1, 2021	0.09 mg/L	< 1	ug/L	No
Carbon Tetrachloride	November 1, 2021	0.002 mg/L	< 0.2	ug/L	No
Chlorpyrifos	November 1, 2021	0.09 mg/L	< 0.5	ug/L	No
Diazinon	November 1, 2021	0.02 mg/L	< 1	ug/L	No
Dicamba	November 1, 2021	0.12 mg/L	< 10	ug/L	No
1,2-Dichlorobenzene	November 1, 2021	0.2 mg/L	< 0.5	ug/L	No
1,4-Dichlorobenzene	November 1, 2021	0.005 mg/L	< 0.5	ug/L	No
1,2-Dichloroethane	November 1, 2021	0.005 mg/L	< 0.5	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	November 1, 2021	0.014 mg/L	< 0.5	ug/L	No
Dichloromethane	November 1, 2021	0.05 mg/L	< 5	ug/L	No
2-4 Dichlorophenol	November 1, 2021	0.9 mg/L	< 0.2	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	November 1, 2021	0.1 mg/L	< 10	ug/L	No
Diclofop-methyl	November 1, 2021	0.009 mg/L	< 0.9	ug/L	No
Dimethoate	November 1, 2021	0.02 mg/L	< 1	ug/L	No
Diquat	November 1, 2021	0.07 mg/L	< 5	ug/L	No
Diuron	November 1, 2021	0.15 mg/L	< 5	ug/L	No
Glyphosate	November 1, 2021	0.28 mg/L	< 25	ug/L	No
Haloacetic Acid (RAA)	January 16, 2023	0.08mg/L	< 5.3	ug/L	No
Malathion	November 1, 2021	0.19 mg/L	< 5	ug/L	No
2 Methyl-4 Chlorophenoxyacetic (MCPA)	November 1, 2021	0.1 mg/L	< 10	ug/L	No
Metolachlor	November 1, 2021	0.05 mg/L	< 3	ug/L	No



2022 Summary of Organic Parameters Tested (1ug/L = 0.001mg/L; RAA=Rolling Annual Average)					
Parameter	Sample Date	Standard (maximum concentration)	Result Value	Unit of Measure	Exceedance
Metribuzin	November 1, 2021	0.08 mg/L	< 3	ug/L	No
Monochlorobenzene	November 1, 2021	0.08 mg/L	< 0.5	ug/L	No
Paraquat	November 1, 2021	0.01 mg/L	< 1	ug/L	No
Pentachlorophenol	November 1, 2021	0.06mg/L	< 0.2	ug/L	No
Phorate	November 1, 2021	0.002 mg/L	< 0.3	ug/L	No
Picloram	November 1, 2021	0.19 mg/L	< 15	ug/L	No
Polychlorinated Biphenyls (PCB)	November 1, 2021	0.003 mg/L	< 0.05	ug/L	No
Prometryne	November 1, 2021	0.001 mg/L	< 0.1	ug/L	No
Simazine	November 1, 2021	0.01 mg/L	< 0.5	ug/L	No
THM (RAA)	January 16, 2023	0.100 mg/L	17.8	ug/L	No
Terbufos	November 1, 2021	0.001 mg/L	< 0.5	ug/L	No
Tetrachloroethylene	November 1, 2021	0.01 mg/L	< 0.5	ug/L	No
2,3,4,6-Tetrachlorophenol	November 1, 2021	0.1 mg/L	< 0.2	ug/L	No
Triallate	November 1, 2021	0.23 mg/L	< 10	ug/L	No
Trichloroethylene	November 1, 2021	0.005 mg/L	< 0.5	ug/L	No
2,4,6-Trichlorophenol	November 1, 2021	0.005 mg/L	< 0.2	ug/L	No
Trifluralin	November 1, 2021	0.045 mg/L	< 0.5	ug/L	No
Vinyl Chloride	November 1, 2021	0.001 mg/L	< 0.2	ug/L	No

**Inorganic or Organic Parameters that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards**

Parameter	Result Value	Unit of Measure	Date of Sample
n/a			

### Section 6: Significant Expenses Incurred

There were two capital works projects and one major equipment failure during the 2022 budgetary period. All significant expenses were regarding to maintenance or equipment replacement, as described below.

- ☒ Install required equipment.
- ☐ Repair required equipment.
- ☒ Replace required equipment.
- ☐ None during this period

Briefly Describe Incident and/or Expenses Incurred:

No.	Project Name	Description	Cost
1	SCADA System Installation	<ul style="list-style-type: none"> <li>installation of SCADA system for monitoring and historical trending of required elements</li> </ul>	\$82,686.45
2	Well Pump Replacement	<ul style="list-style-type: none"> <li>pump failure caused need for replacement</li> </ul>	\$4,200
3	UV Installation	<ul style="list-style-type: none"> <li>upgrade units to ensure compatibility with SCADA system</li> </ul>	\$12,000



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

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

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

<i>Description</i>	<i>Number</i>	<i>Version</i>	<i>Issue Date</i>	<i>Expiry Date</i>
Water Works License	181-102	2	March 16, 2021	March 16, 2026
Water Works Permit	181-202	2	March 16, 2021	March 16, 2026
Permit to Take Water	3330-9UNQ2Q		March 20, 2015	March 16, 2025

The Township has been actively engaged in the process of internal and external auditing, as per the Drinking Water Management Standard. All outstanding issues from previous years have been brought back into conformance.

During this period, all raw water flows were compliant with the permit to take water and all flows were well within the rated capacity for the system, currently at 12.1% of the allowable limits.

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

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

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

There was one instance of non-compliance in regard to sampling limit exceedance and one report for system wide pressure loss.

During the inspection period, there were no non-compliance and non-conformance issues identified and all license, permit and or approval requirements were met during this reporting period. Furthermore, there were no orders or additional requirements issued to the system at the completion of the inspection period.

The quarterly reporting requirement from previous inspection was completed in October 2022, and all reports were submitted as per request and no further action was required after the last report was submitted.

<b>2022 Reported Incident in accordance to subsection 18(1) of the Safe Drinking Water Act or Schedule 16 of O. Reg 170/03</b>					
<i>Incident Date</i>	<i>Parameter</i>	<i>Result</i>	<i>Unit of Measure</i>	<i>Corrective Action</i>	<i>Corrective Action Date</i>
April 5, 2022	System Wide Pressure Loss	0	psi	<ul style="list-style-type: none"> <li>remove and replace defective well pump</li> <li>system wide flushing and sampling</li> </ul>	April 7, 2022
September 9, 2022	Sodium Exceedence	104	mg/L	<ul style="list-style-type: none"> <li>resample and user notification</li> </ul>	October 10, 2022



### Section 9: Township of North Glengarry Endorsement of Summary Report

A copy of the report was presented to all members of the municipal Council through the Public Works Committee meeting held on March 22, 2022, see appendix D for motion. The report was also made available to the public through the Township of North Glengarry website or upon request at the Main office, located at 3720 County Rd in Alexandria.

This report has been endorsed by Tim Wright, Director of Public Works on behalf of Township of North Glengarry Council.

### Section 10: Contact

All efforts have been made to provide accurate and up to date information in a relevant format. In the event that additional information is required please submit all verbal requests by phone at 613-525-3087; in writing by mail to 3720 County Rd in Alexandria, Alexandria Ontario, K0C 1A0; or in writing by email to [enviro@northglengarry.ca](mailto:enviro@northglengarry.ca)



## Appendix A: Glen Robertson 2022 Daily Treated Flows (m<sup>3</sup>)

	January	February	March	April	May	June	July	August	September	October	November	December
1	23.4	22.5	21.3	24.5	27.0	25.7	30.7	33.7	30.4	27.9	29.0	28.2
2	23.4	21.7	24.9	24.5	26.7	31.3	39.7	31.3	32.1	27.9	30.2	24.8
3	21.4	25.4	24.9	24.5	26.2	37.2	39.7	26.3	37.2	22.6	22.6	24.8
4	21.4	23.6	25.7	23.8	18.5	37.2	35.3	29.2	37.2	30.3	20.8	24.8
5	22.2	23.6	25.7	13.0	25.6	37.2	47.3	33.7	37.2	22.4	26.5	28.7
6	21.2	23.6	25.7	21.8	28.3	37.0	31.7	33.7	44.0	28.5	24.6	25.0
7	26.3	22.6	25.7	24.1	28.3	28.6	33.0	33.7	24.1	24.8	28.0	24.9
8	26.3	26.9	21.1	24.1	28.3	28.6	33.0	29.1	33.6	28.2	20.9	22.7
9	26.3	17.5	25.5	24.1	27.9	29.4	36.7	29.9	36.0	24.7	21.1	22.5
10	21.1	21.4	18.9	24.1	35.7	30.8	36.7	23.8	36.0	26.5	20.4	24.1
11	23.4	27.2	22.1	22.7	26.5	30.8	34.7	38.2	36.0	20.4	26.1	26.2
12	24.7	27.2	22.1	30.0	27.2	30.8	30.6	34.8	30.4	21.0	26.1	24.3
13	19.9	27.2	22.1	17.4	33.8	35.9	29.0	34.8	32.1	19.7	26.1	26.0
14	25.3	22.1	25.2	28.4	33.8	39.6	36.2	34.8	29.4	21.2	22.9	23.1
15	25.3	27.4	22.2	28.4	33.8	39.5	35.4	31.4	27.5	21.7	21.9	23.5
16	25.3	18.9	22.2	22.3	26.4	35.4	35.4	33.4	20.1	27.7	24.7	22.0
17	21.9	21.7	19.1	22.3	27.4	37.1	35.4	27.8	24.8	28.9	23.5	25.2
18	21.2	26.6	25.2	22.3	22.9	37.1	27.2	29.3	24.6	24.2	21.3	23.5
19	21.2	22.6	25.2	26.8	29.0	37.1	33.1	37.8	25.4	24.2	24.3	22.6
20	22.1	22.6	25.2	17.1	22.7	26.7	29.4	37.8	20.3	21.3	22.9	21.9
21	24.6	22.6	22.4	23.0	37.9	35.7	27.5	37.8	21.2	26.6	24.3	20.7
22	24.6	23.6	26.2	24.3	37.9	22.0	30.3	28.3	21.3	26.6	23.7	21.0
23	24.6	20.4	26.2	24.3	37.9	24.7	30.3	33.5	36.0	26.6	36.4	20.8
24	20.6	21.8	24.9	24.3	46.5	31.3	30.3	33.5	36.0	24.9	26.9	27.6
25	21.0	23.6	25.1	24.7	26.5	31.3	28.7	28.8	36.0	25.2	22.4	23.6
26	22.4	23.6	25.1	25.7	24.9	31.3	36.1	33.6	32.8	25.2	22.0	26.2
27	19.4	23.6	25.1	19.2	34.9	28.2	26.2	33.6	28.7	23.0	22.5	30.2
28	24.3	21.3	24.7	24.7	34.9	34.0	26.9	33.6	40.0	20.4	23.4	32.9
29	24.3		25.0	27.0	34.9	26.7	29.1	30.4	40.0	24.1	22.0	39.4
30	24.3		20.9	27.0	26.9	30.7	33.7	37.5	27.9	28.6	22.1	30.6
31	21.8		19.6		30.5		33.7	22.4		21.6		31.5
Minimum	19.4	17.5	18.9	13.0	18.5	22.0	26.2	22.4	20.1	19.7	20.4	20.7
Maximum	26.3	27.4	26.2	30.0	46.5	39.6	47.3	38.2	44.0	30.3	36.4	39.4
Average	23.1	23.3	23.7	23.7	30.0	32.3	33.0	32.2	31.3	24.7	24.3	25.6
Total	715.1	652.9	735.0	710.5	929.5	968.9	1022.9	997.8	938.3	766.9	729.4	793.4

Annual  
Treated  
Flows  
Summary

13.0
47.3
27.3
9,961



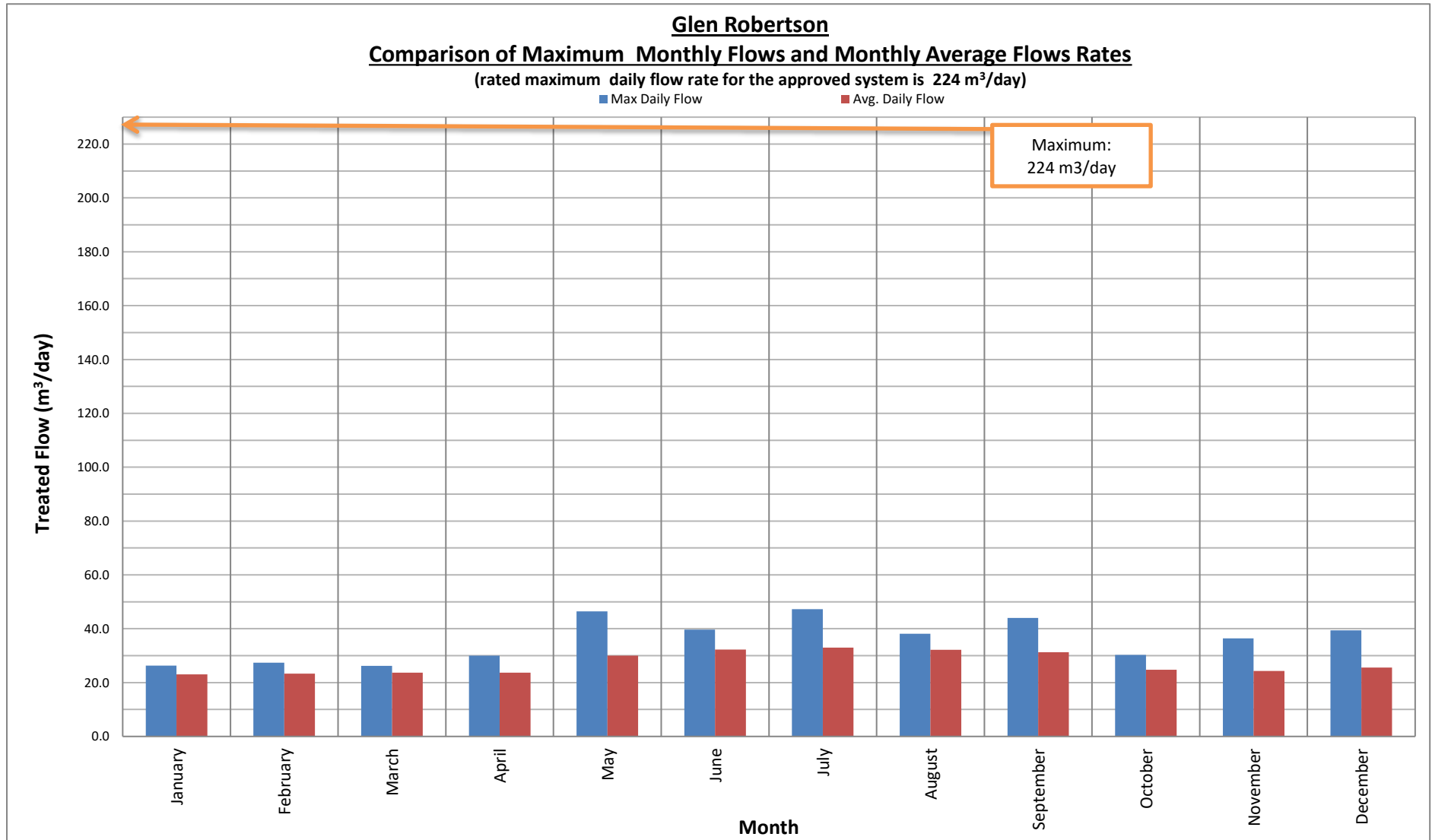
## Appendix B: Glen Robertson 2022 Treated Maximum Instantaneous Flows (L/s)

	January	February	March	April	May	June	July	August	September	October	November	December
1	1.09	0.84	0.89	0.88	1.00	0.85	0.76	1.58	1.30	1.54	1.40	1.78
2	1.15	0.84	0.90	0.89	1.02	0.82	0.73	1.44	1.28	1.44	1.49	1.51
3	0.98	0.94	0.86	0.89	0.96	0.93	0.88	1.30	1.27	1.38	1.20	1.57
4	1.08	0.88	0.96	0.78	0.87	1.04	0.82	1.45	1.44	1.40	1.24	1.62
5	0.96	0.96	0.91	1.30	0.84	1.20	1.56	1.34	1.44	1.99	1.59	1.39
6	0.94	1.10	1.20	0.90	0.92	1.17	1.86	1.48	1.60	1.62	1.42	1.30
7	0.92	0.86	0.84	0.94	0.98	0.80	1.61	1.30	1.50	1.23	1.56	1.35
8	1.13	0.86	0.84	0.70	0.94	0.86	1.68	1.13	1.62	1.39	1.33	1.36
9	0.90	0.88	0.96	1.12	0.90	0.80	1.44	1.24	1.36	1.37	1.36	1.36
10	0.86	0.84	0.88	0.92	0.76	0.78	1.75	1.22	1.86	1.76	1.30	1.41
11	0.96	0.86	0.97	0.76	1.10	0.72	1.72	1.30	1.50	1.21	1.39	1.50
12	0.90	0.94	0.86	0.98	0.92	0.94	1.28	1.22	1.20	1.44	1.60	1.34
13	0.88	0.90	1.01	0.90	0.98	0.96	1.58	1.28	1.59	1.41	1.52	1.41
14	0.82	0.80	0.97	1.01	1.00	0.90	1.45	1.76	1.36	1.30	1.29	1.26
15	0.95	1.00	0.94	0.94	1.04	0.84	1.52	1.60	1.26	1.28	1.38	1.19
16	1.00	0.92	0.86	1.16	0.82	0.90	1.50	1.36	1.29	1.60	1.50	1.15
17	0.84	0.90	0.78	0.94	0.90	0.86	1.64	1.30	1.43	1.61	1.28	1.25
18	0.91	0.98	1.06	0.88	0.98	0.88	1.26	1.36	1.37	1.47	1.50	1.54
19	0.95	0.88	1.00	1.04	0.79	0.90	1.58	1.32	1.36	1.43	1.50	1.37
20	0.96	0.94	0.90	0.82	0.88	0.76	1.63	1.44	1.16	1.25	1.31	1.62
21	0.90	1.00	0.98	0.80	0.94	0.87	1.66	1.62	1.67	1.18	1.64	1.32
22	1.03	0.86	0.78	0.80	1.06	0.78	1.12	1.14	1.57	1.55	1.20	1.26
23	0.93	0.80	0.88	0.98	0.92	0.72	1.64	1.54	1.53	1.44	1.55	1.34
24	0.89	0.96	1.10	1.11	0.94	0.72	1.64	1.58	1.63	1.56	1.25	1.60
25	0.80	0.80	1.00	0.82	0.98	0.88	1.38	1.28	1.63	1.44	1.51	1.73
26	0.84	1.02	1.03	0.85	0.80	0.80	1.38	1.20	1.34	1.51	1.40	1.98
27	0.98	0.90	0.98	0.92	0.92	0.70	1.46	1.18	1.41	1.62	1.48	1.55
28	0.84	0.92	0.97	0.86	0.90	0.86	1.24	1.40	1.62	1.23	1.56	1.31
29	0.90		0.84	0.82	1.00	0.72	1.69	1.22	1.62	1.31	1.29	1.32
30	1.02		0.92	1.00	0.86	0.80	1.48	1.32	1.76	1.54	1.44	1.76
31	0.91		1.00		0.86		1.52	1.36		1.68		1.40
Maximum	1.15	1.10	1.20	1.30	1.10	1.20	1.86	1.76	1.86	1.99	1.64	1.98
Average	0.94	0.91	0.94	0.92	0.93	0.86	1.43	1.36	1.47	1.46	1.42	1.45

Annual Treated Flows Summary
1.99
1.17



## Appendix C: 2022 Comparative Monthly Treated Flows Rates





## Appendix D: Council Resolution of Receipt

**NORTH  
GLENGARRY  
NORD**  
*Ontario's Celtic Heartland*  
*Le cœur celtique de l'Ontario*

**STAFF REPORT TO THE COMMITTEE OF THE WHOLE** Report No: PW 2021-05

February 17, 2021

From: Angela Cullen – Water Wastewater Compliance Coordinator

RE: 2020 Waterworks Annual Reports

**Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. PW 2021-05, 2020 Waterworks Annual Reports for information purposes only.

**Background / Analysis:**

Staff have prepared the 2020 Drinking Water System Annual Reports for the Glen Robertson Drinking Water Systems and the Maxville Wastewater Systems.

The attached drinking water annual summary reports will be sent to the Ministry of Environment as part of the Township's obligation under Ontario Regulation 170/03., and posted to the Township website for public access.

The attached wastewater annual report will be sent to the Ministry of Environment as part of the Township's obligation within the Environmental Compliance Approval, under the Environmental Protection Act, and posted to the Township website for public access.

**Alternatives:**

N/A

**Financial implications:**

N/A

**Attachments & Relevant Legislation:**

- Glen Robertson Well Supply Annual and Summary Report
- Glen Robertson Drinking Water System Council Presentation
- Maxville Wastewater System Annual Report
- Maxville Waste Water System Council Presentation

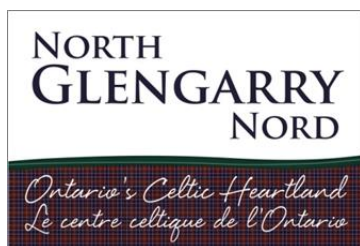
**Others Consulted:**

Dean McDonald, Acting Director of Public Works



Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk





## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: PW 2023-13**

**March 15, 2023**

From: Angela Cullen – Water Wastewater Compliance Coordinator

RE: Annual Waste Water Systems Reports for Alexandria and Maxville

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### **Recommended Motion:**

**THAT** the Committee of the Whole receives Staff Report No. PW 2023-13 for information purposes.

### **Background / Analysis:**

Staff have prepared the annual reports for the Alexandria Wastewater System and the Maxville Wastewater System, as per the requirements within the Environmental Compliance Approvals (ECA) for each system.

The attached annual reports will be sent to the Ministry of the Environment and posted to the North Glengarry Township's website for public access, as part of the Township's obligation.

### **Financial Implications:**

N/A

### **Others Consulted:**

Dean McDonald, Environmental Services Manager

Tim Wright, Director of Public Works

### **Attachments:**

- Alexandria Wastewater System 2022 Annual Report
- Maxville Wastewater System 2022 Annual Report
- Annual Drinking Water Systems Annual Report to Council

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Reviewed and approved by: Sarah Huskinson, CAO/Clerk



# **Township of North Glengarry Alexandria Wastewater System 2022 Annual Report**

## **Contents**

- A. Performance Assessment**
- B. Groundwater Monitoring**
- C. Operational Problems Summary**
- D. Maintenance Summary**
- E. Effluent Quality Control and Assurances**
- F. Flow Measurements and Equipment Calibration**
- G. Effluent Objectives**
- H. Sludge Accumulation**
- I. Complaints**
- J. By-Pass, Overflow, Spill or Abnormal Discharge Event**
- K. Other**

### **ESO 2000 Summary**

- i. Equipment Summary**

### **Appendix A: Wastewater Treatment Works Performance Results**

### **Appendix B: Sludge Monitoring**

### **Appendix C: Annual By-Pass Report**

### **Appendix D: Groundwater Well Monitoring**



## A. Performance Assessment

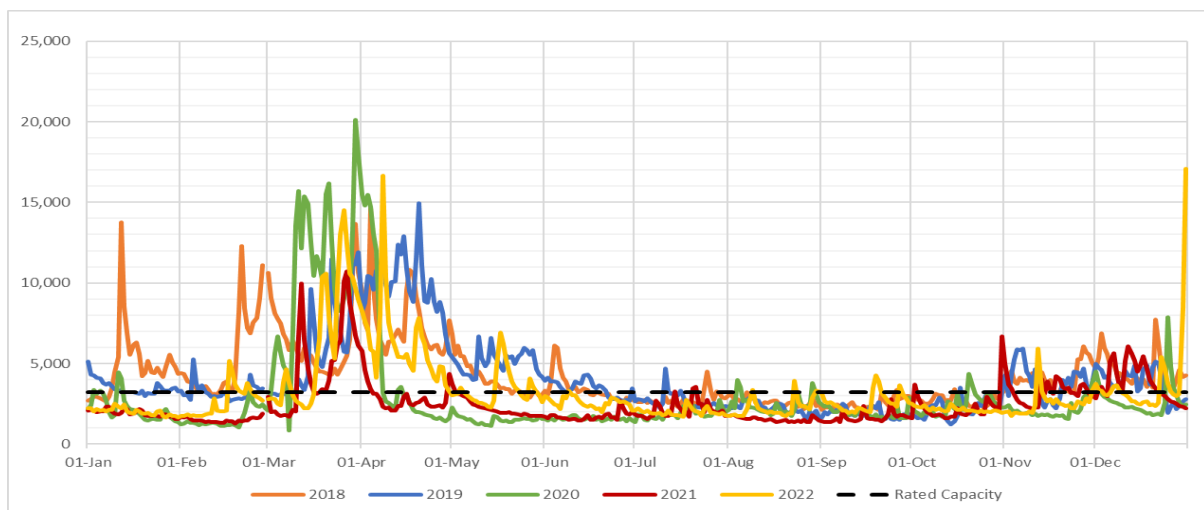
*Summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in condition 7, including an overview of success and adequacy of works*

The Alexandria sewage works system is categorized as a continuous discharge class 2 facility, which includes a sanitary sewage collection system and a wastewater lagoon treatment facility. The collection system is comprised of 25.0kms of sanitary sewage collection pipes and force mains of various sizes, with approximately 1585 service connections, 3 sanitary lift stations and 1 main pumping station. The lagoon treatment system is comprised of an aeration cell, with coagulant addition for phosphorous removal, 3 facultative cells that run-in series and a disinfection and dechlorination chamber, which discharges to an unnamed drain prior to entering the Delisle river. Sodium Hypochlorite is used to disinfect the treated wastewater, while sodium bisulfate is used to dechlorinate the effluent wastewater prior to discharge into the receiver.

During the 2022 calendar year 1,162,810m<sup>3</sup> of raw untreated raw sewage was directed towards the Alexandria Lagoon Treatment Facility, based on the metered total from the main pumping station effluent flows. Included the total main station flows are 3,584.9m<sup>3</sup> of leachate from the Alexandria Waste Disposal Site, hauled between May 2<sup>nd</sup> and May 20<sup>th</sup>.

Flow trending throughout 2022 was observed to be slightly increased from 2021 values, but similar to previous observed values, this may be attributed to infiltration and work completed in system over the last few years and work completed to prevent water entry into the Main Pumping Station, see Figure 1 below for a 5-year annual flow comparison.

Figure 1: 5-yr Main Station Flow Comparison



The system was operated well throughout 2022 and produced effluent meeting all Federal Effluent Limits and all Provincial Environmental Compliance Approval Limits, all sampling results will be discussed in **section G**. All calculated annual averages were found to be well below limit



concentrations, please refer to Table 1 below for annual average concentration and to Appendix A for system summaries.

*Table 1: Schedule C of the ECA states effluent limits are as follows:*

Effluent Parameter	Average Concentration Limit	2022 Average Concentration
CBOD <sub>5</sub>	30 mg/L	3.7 mg/L
TSS	40 mg/L	6.5 mg/L
TP	0.5 mg/L	0.19 mg/L
E. Coli ( <i>geometric mean density</i> )	<200 organisms/100 mL	2.0 /100mL
pH ( <i>maintained inclusive at all time</i> )	6.0-9.5	7.64
Total Chlorine Residual	0.02 mg/L	0.00 mg/L

## B. Groundwater Monitoring

*Summary and interpretation of all ground water monitoring data*

A groundwater monitoring plan was prepared in 2012 by McIntosh Perry and submitted to the MOE, as per requirements. As part of these requirements the Township had the 2 monitoring wells installed on March 5, 2013. Samples to be used as background counts were taken on March 6, 2013 and sampling continues in March each subsequent year. All sampling results were found to indicate that no major impacts downstream were observed, but possible minor increases were noted in total ammonia, TKN and total organic carbon. Please refer to Table 2 below for summary and Appendix D for full summary of results.

*Table 2: Groundwater Monitoring Well Sampling Program:*

Parameter	Monitoring Well #1		Monitoring Well #2	
	Background results (March 6, 2013)	2022 Sampling Results (March 16, 2022)	Background results (March 6, 2013)	2022 Sampling Results (March 16, 2022)
TOC	8 mg/L	8.7 mg/L	15.2 mg/L	7.8 mg/L
TP	3.8 mg/L	1.98 mg/L	0.47 mg/L	0.40 mg/L
TKN	0.83 mg/L	0.80 mg/L	1.12 mg/L	1.0 mg/L
Nitrogen	< 0.01 mg/L	0.07 mg /L	0.22 mg/L	0.42 mg/L
Nitrite	< 0.1 mg/L	< 0.1 mg/L	0.5 mg/L	< 1 mg/L
Nitrate	< 0.1 mg/L	< 0.1 mg/L	<0.1 mg/L	< 1 mg/L
E. coli	<2 cfu/100 mL	0 /100 mL	<2 cfu/100 mL	0 /100 mL

## C. Operational Problems

*Description of any operating problems encountered, and corrective actions taken*

### Collection System:

- Issue
  - Pump operational issues caused by equipment failure (contactor, relay, level sensor probe)
    - replacement of defective parts



- Pump failure due to debris from collection system
  - remove debris from impeller or check valve as required
- Grease build-up in wet well
  - clean equipment and well periodically to maintain operations
- Intermittent SCADA communication issues
  - Capital Control repaired communication issues between PLCs
- Phone line failure, causing loss of alarm notification
  - Bell Canada repair defective lines

#### Treatment System:

- Issue
  - Sump pump failure, causing major damage to coagulant dosing system
    - pump water from building, and reset coagulant tank
    - repair or replace all equipment damaged by flooding
    - equipment also install battery back-up on sump pump
  - Aerator safety plate loss due to fastening device failure after removing debris from impeller
    - Eastern Welding replaced and secured safety plate and unit placed back in service
  - Chemical dosing loss due to equipment malfunction
    - repair and replace defective parts or prime lines
  - Faulty Alarm sensors and panel
    - Replaced defective equipment
  - Auto-sampler frozen influent lines
    - thaw and install heat tracing to prevent reoccurrences
  - Utility Power failure caused by line strike from birds
    - Contact Hydro to repair blown breakers at transformers and install alarm relay

#### D. Maintenance

*Summary of all maintenance carried out on any structure, equipment, apparatus, mechanism or thing forming part of the works.*

#### Collection System:

- Preventative Maintenance Program
  - schedule and forms at all stations, as required
- Monthly pest control
- Bi-annual calibration of all gas monitoring equipment
- Annual level monitoring and flow measurement calibrations
- Annual lifting and hoisting device inspection
- System Wide Flow Monitoring for Pump Needs Study by consultants

#### Treatment System:

- Preventative Maintenance program
  - schedule and forms at all stations, as required
- Continuation of desludging program in Cell B
- Monthly pest control
- Annual level monitoring and flow measurement calibrations



## E. Effluent Quality Control and Assurance

*Summary of any effluent quality assurance or control measures undertaken in the reporting period*

All sampling was performed within provincial guidelines by licensed operators, as per internal SOP's. Sampling schedules with sign off are also used to ensure that operational staff are aware of sampling requirements and timelines as per ECA and Federal requirements.

Effluent quality control and assurance measures were undertaken by a MOE certified laboratory, Caduceon Environmental laboratories and AGAT Laboratories, which conduct analysis for the Township.

## F. Flow Measurement Calibration

*Summary of the calibration and maintenance carried out on all effluent monitoring equipment*

Annual calibrations on the detection units (pumping station level indicators and chemical tank level indicators), and flow sensing devices (magmeter, miltronics, etc) were completed by St-Laurent Instrumentation in December 2022.

All handheld and benchtop testing analyzers were calibrated by ClearTech in June 2022.

No issues were noted in regard to the operation of the equipment.

## G. Effluent Objectives

*Description of effort made, and results achieved in meeting the effluent objectives of condition 6*

A new Environmental Compliance Approval, hereafter referred to as ECA, was issued to the Township in February 2022 by the Ministry of the Environment. The ECA is conditional on proposed system upgrades and contains descriptions and provisions for existing and post-construction works. At this time, no construction has been completed, so the requirements effluent limits have not changed to date.

Monthly discharge effluent monitoring showed that the effluent design objectives and limits were met at all times, as per Schedule B and Schedule C of ECA. The maximum pH exceeded the objectives, but all values were well below the compliance limits. Table 3 shows a summary of these results, please refer to **Appendix A** full summary of flows, raw and treated effluent quality analysis for the Alexandria Sewage Treatment Works. All municipal utility monitoring program reports were sent into the environmental monitoring and reporting branch of the Ministry of the Environment electronically for each month.

*Table 3: Monthly Average Final Effluent Sampling Summary*

	CBOD <sub>5</sub>	TSS	TP	Total Chlorine Residual	pH		E. Coli (geometric mean density)
	(mg/L)	(mg/L)	(mg/L)	(mg/L)	Min	Max	(organisms/100 mL)
<b>Concentration Limits</b>	<b>30</b>	<b>40</b>	<b>0.5 mg/L</b>	<b>0.2 mg/L</b>	<b>6.0</b>	<b>9.5</b>	<b>&lt; 200</b>
<b>Concentration Objective</b>	<b>25</b>	<b>25</b>	<b>0.4 mg/L</b>	<b>non-detect</b>	<b>6.5</b>	<b>8.5</b>	<b>&lt; 150</b>
January	6.8	4.8	0.23	0.00	7.20	8.94	5.3
February	5.0	10.0	0.32	0.00	7.02	7.67	2.1
March	3.7	6.7	0.25	0.00	7.08	7.70	5.6
April	3.3	12.3	0.26	0.00	7.29	8.57	6.6



	CBOD <sub>5</sub> (mg/L)	TSS (mg/L)	TP (mg/L)	Total Chlorine Residual (mg/L)	pH <i>Min</i>   <i>Max</i>		E. Coli (geometric mean density) (organisms/100 mL)
<b>Concentration Limits</b>	<b>30</b>	<b>40</b>	<b>0.5 mg/L</b>	<b>0.2 mg/L</b>	<b>6.0</b>	<b>9.5</b>	<b>&lt; 200</b>
<b>Concentration Objective</b>	<b>25</b>	<b>25</b>	<b>0.4 mg/L</b>	<b>non-detect</b>	<b>6.5</b>	<b>8.5</b>	<b>&lt; 150</b>
May	4.0	7.5	0.17	0.00	7.39	8.72	3.6
June	3.0	4.4	0.10	0.00	7.43	8.40	1.3
July	3.0	4.0	0.12	0.00	7.35	8.24	1.0
August	3.0	6.2	0.21	0.00	7.35	7.55	1.0
September	3.0	4.5	0.12	0.00	7.24	7.84	1.8
October	3.0	5.0	0.11	0.00	7.20	8.16	1.0
November	3.2	5.2	0.12	0.00	7.49	8.25	1.0
December	3.3	5.0	0.11	0.00	7.33	7.90	1.0
<b>Annual Average</b>	<b>3.7</b>	<b>6.5</b>	<b>0.19</b>	<b>0.00</b>	<b>7.64</b>		<b>2.0</b>

Quarterly monitoring included acute lethality, under Federal Wastewater Systems Effluent Regulations and under Schedule D of the ECA. All quarterly samples for rainbow trout and daphnia were not found to be acutely lethal.

Table 4: Acute Lethality Testing Summary

Date	Rainbow Trout Lethality Result (%)	Comment	Daphnia Lethality Result (%)	Comment
19-Jan-2022	0	Pass	0	Pass
20-Apr-2022	0	Pass	0	Pass
20-Jul-2022	0	Pass	0	Pass
19-Oct-2022	0	Pass	0	Pass

As part of the quarterly monitoring, due to on-going adverse results under ice cover a technical memo was prepared for Environment Canada in 2019 by McIntosh Perry in consultations with Wood Environment & Infrastructure Solutions. Recommended future actions included metals, inorganic and VOC sampling are to be completed quarterly until the upgrades are commissioned. The summary in Table 5 shows all results over the Provincial Water Quality Objectives. As per previous testing results, intermittent issues with un-ionized ammonia, total silver, total zinc and toluene were observed. As per the report, the parameters listed do not appear to cause lethality, as most results were lower than 2019 observed values and no lethality was observed during the all-testing periods.

Table 5: Additional Metal, Inorganic and VOC Elevated Results

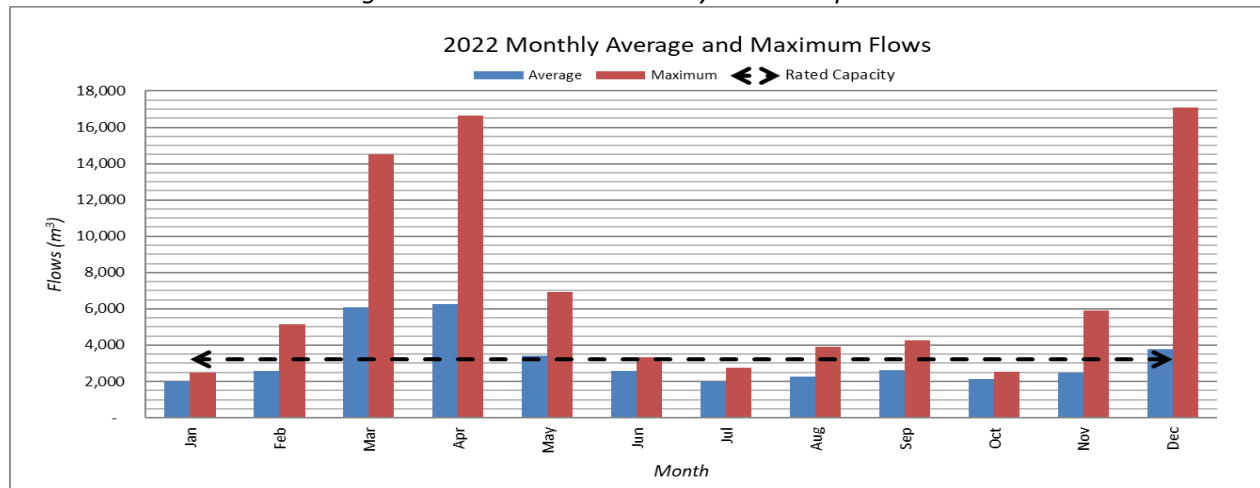
Date	Parameter	Result (mg/L)
19-Jan-2022	Un-ionized Ammonia	0.272
	Total Silver	0.0002
	Total Zinc	0.050
20-Apr-2022	Un-ionized Ammonia	0.168
19-Oct-2022	Toluene	2.01



There were no reports made in regard to floating or settleable solids or that the wastewater contained oil or any other substance that created a visible film, sheen, foam, or discolouration to the receiving waters.

Annual flow summaries indicate a calculated average daily flow of 3,184m<sup>3</sup>/day, which represents an average of 98% of the total rated capacity for this facility. The work continued in the wastewater collection system to eliminate inflow and infiltration into the works, demonstrates the commitment by the Township to prevent system bypasses and treatment surges created by severe weather events. The observed maximum daily flow for the year was reported to be 17,077m<sup>3</sup>/day, which was reported towards the end of December. Significant influent flows were observed in March, April and December coinciding with a snow melt event coupled with a significant rainfall event. Please refer to figure 2 below and to **Appendix A** for a full summary of flows, for the Alexandria Sewage Treatment Works.

Figure 2: Main Station Monthly Flow Comparison



## H. Sludge Accumulation

*Tabulation of the volume of sludge generated in the reporting period, an outline of anticipated volumes to be generated in the next reporting period and summary of the locations to where the sludge was disposed*

A Sludge Management Plan was created by McIntosh Perry and put into place in 2008. As part of monitoring methods, it is recommended sludge levels are to be collected annually by staff. The levels were measured between November 4<sup>th</sup> - November 11<sup>th</sup>. Sludge levels in Cell A and Cell C were found to be increased from observed values, when last measured in 2020. Whereas Cell B levels were decreased, which can be attributed to the work described below.

Bishop Water was contracted for a multi-phased Geotube project to remove an excessive sludge build-up starting in 2021. During 2022, Bishop Water was on-site between May 2 and May 12, and removed a total volume of 3763.69m<sup>3</sup> from cell B. Based on the final report issued to the Township on May 31, 2022, the total solids removed from cell B was 88.48 BDMT. A summary table of desludging operation, as per the report, is listed below in table 7. The water dispersed from the Geotubes was recycled back into the lagoon at Cell B via small pump which



operated on floats with a timer to prevent overuse. The effluent quality was not analyzed nor were the volumes tracked.

*Table 7: Desludging Operation Summary*

Week	BDT	Volume Pumped	Total Polymer Usage	Average Polymer Dosage
		m3	L	kg/BDT
Week 1	57.07	2,211.75	334.98	5.87
Week 2	31.41	1,551.94	160.80	5.12
<b>Total</b>	<b>88.48</b>	<b>3,763.69</b>	<b>495.78</b>	<b>5.60</b>

## I. Complaints

*Summary of any complaints received during the reporting period and any steps taken to address the complaints*

There were only about a dozen received complaints from homeowners, the majority of these complaints being backing up sewer laterals. In the most cases, the issues were on the homeowner's side resulting in private contracted services. In a few cases the laterals were cameraed, and services were repaired, or arrangements were made to repair by township if the problem was found to be on township side.

## J. Bypass, Overflow, Spill, Abnormal Discharge Events

*Summary of all bypass, spill or abnormal discharge event*

There was only one primary overflows event reported during 2022, no spills or by-passes were noted during this period. This overflow was caused by partially blocked sanitary sewer and degraded manhole structure located along Garry River. Temporary actions were taken to attempt to limit the overflow, and all repairs to manhole were completed in June 2022. Quarterly reports for bypasses and overflows were submitted to Ministry of the Environment inspector as per the ECA.

*Table 6: Quarterly Bypass and Overflow Report Submission Summary*

Quarter	Month	Year	By-Pass Occur	Overflow Occur	Submitted to MECP	Report Name
1	January-March	2022	N	Y	13-Apr-2022	ALX WWS_2022 Q1
2	April-June	2022	N	N	17-Jul-2022	ALX WWS_2022 Q2
3	July- September	2022	N	N	18-Oct-2022	ALX WWS_2022 Q3
4	October- December	2022	N	N	23-Jan-2023	ALX WWS_2022 Q4

## K. Other

*Any other information the District Manager requires from time to time*

### EOS 2000

#### i. Equipment Summary

*The date of installation and removal of the EOS-2000 unit within each unit*

The EOS unit was not installed or operated during this reporting period, so as such there was no additional monitoring completed.



**NORTH GLENGARRY WATER WORKS  
WASTEWATER TREATMENT WORKS PERFORMANCE RESULTS**

**Municipality:** North Glengarry

**Year:** 2022

**Project:** Alexandria STP

**Receiving Stream:** Delisle River

**Description:** 1 Pumping Station, 1 Aerated Cell, 3 Facultative Cells

**Design Capacity:** 3237 m<sup>3</sup>/day

*Continuous Discharge with Phosphorous Removal*

MONTH	Flows			Biochemical O <sub>2</sub> Demand			Suspended Solids			Phosphorus		
	Total Flows	Average Daily Flow	Maximum Daily Flow	Average Raw CBOD <sub>5</sub>	Average Effluent CBOD <sub>5</sub>	Percent Removal	Average Raw SS	Average Effluent SS	Percent Removal	Average Raw TP	Average Effluent TP	Percent Removal
	(m <sup>3</sup> )	(m <sup>3</sup> )	(m <sup>3</sup> )	(mg/L)	(mg/L)	(%)	(mg/L)	(mg/L)	(%)	(mg/L)	(mg/L)	(%)
Jan	62,453	2,015	2,495	127.0	6.8	94.7	160.0	4.8	97.0	1.74	0.23	86.9
Feb	72,709	2,597	5,169	165.0	5.0	97.0	560.0	10.0	98.2	4.91	0.32	93.5
Mar	187,946	6,063	14,509	101.0	3.7	96.4	335.0	6.7	98.0	0.48	0.25	48.6
Apr	187,526	6,251	16,656	56.0	3.3	94.2	96.0	12.3	87.2	1.31	0.26	80.3
May	105,742	3,411	6,904	44.0	4.0	90.9	85.0	7.5	91.2	1.50	0.17	88.8
Jun	77,861	2,595	3,334	141.0	3.0	97.9	390.0	4.4	98.9	4.23	0.10	97.5
Jul	61,580	1,986	2,761	163.0	3.0	98.2	465.0	4.0	99.1	4.38	0.12	97.3
Aug	70,245	2,266	3,926	188.0	3.0	98.4	560.0	6.2	98.9	5.83	0.21	96.4
Sep	78,388	2,613	4,251	37.0	3.0	91.9	48.0	4.5	90.6	1.20	0.12	90.0
Oct	66,719	2,152	2,521	139.0	3.0	97.8	325.0	5.0	98.5	3.63	0.11	97.0
Nov	75,197	2,507	5,904	3.0	3.2	-6.7	400.0	5.2	98.7	4.53	0.12	97.3
Dec	116,444	3,756	17,077	129.0	3.3	97.5	250.0	5.0	98.0	3.56	0.11	96.9
Total	1,162,810											
Average		3,184		107.8	3.7	87	306.2	6.3	96	3.11	0.18	89
Minimum												
Maximum			17,077	188	6.8	98	560.0	12.3	99	5.83	0.32	98
Criteria		3,237			30			40			0.50	



**NORTH GLENGARRY WATER WORKS  
WASTEWATER TREATMENT PERFORMANCE RESULTS  
2022**

MONTH	Ammonia			TKN			Nitrite			Nitrate		
	Average Raw Ammonia (mg/L)	Average Effluent Ammonia (mg/L)	Percent Removal (%)	Average Raw TKN (mg/L)	Average Effluent TKN (mg/L)	Percent Removal (%)	Average Raw Nitrite (mg/L)	Average Effluent Nitrite (mg/L)	Percent Removal (%)	Average Raw Nitrate (mg/L)	Average Effluent Nitrate (mg/L)	Percent Removal (%)
Jan	n/a	9.31		17.30	17.18	0.7	n/a	0.10		n/a	0.3	
Feb	n/a	12.23		27.80	15.46	44.4	n/a	0.10		n/a	0.1	
Mar	n/a	10.39		13.70	13.82	-0.9	n/a	0.10		n/a	0.1	
Apr	n/a	4.25		9.90	7.53	24.0	n/a	0.10		n/a	0.8	
May	n/a	2.21		14.40	3.88	73.1	n/a	0.90		n/a	0.4	
Jun	n/a	0.60		22.30	1.74	92.2	n/a	0.10		n/a	0.3	
Jul	n/a	0.18		24.60	1.58	93.6	n/a	0.10		n/a	0.1	
Aug	n/a	0.41		30.90	2.40	92.2	n/a	0.10		n/a	0.1	
Sep	n/a	1.73		21.00	2.30	89.0	n/a	0.10		n/a	0.2	
Oct	n/a	1.09		21.30	2.28	89.3	n/a	0.10		n/a	0.3	
Nov	n/a	1.58		26.70	3.22	87.9	n/a	0.10		n/a	0.4	
Dec	n/a	3.94		19.20	6.15	68.0	n/a	0.08		n/a	0.7	
Total												
Average		3.99		20.76	6.46	62.8		0.16			0.32	
Minimum												
Maximum		12.23		30.90	17.18	93.6		0.90			0.80	
Criteria												

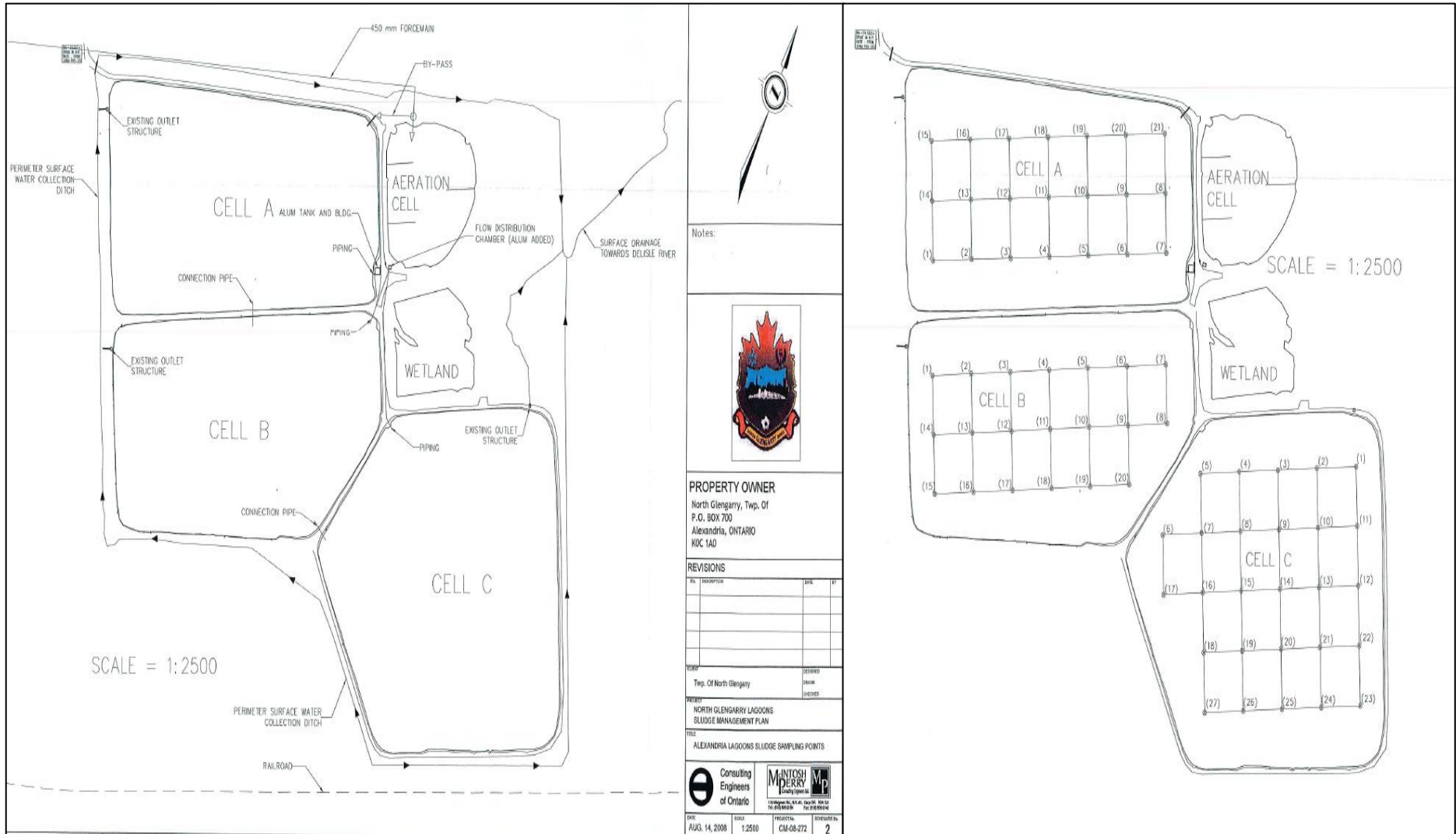


**NORTH GLENGARRY WATER WORKS  
WASTEWATER TREATMENT PERFORMANCE RESULTS  
2022**

MONTH	Hydrogen Sulphide			E. coli			pH			Temp	Cl <sub>2</sub>
	Average Raw H <sub>2</sub> S (mg/L)	Average Effluent H <sub>2</sub> S (mg/L)	Percent Removal (%)	Average Raw E.coli (cts/100ml)	Average Effluent E.coli (cts/100ml)	Percent Removal (%)	Minimum Effluent pH	Average Effluent pH	Maximum Effluent pH	Average Effluent Temp (°C)	Average Effluent Cl <sub>2</sub> (mg/L)
Jan	n/a	0.05		n/a	5.28		7.20	7.87	8.94	7.33	0.00
Feb	n/a	n/a		n/a	2.14		7.02	7.36	7.67	3.80	0.00
Mar	n/a	n/a		n/a	5.57		7.08	7.40	7.70	4.69	0.00
Apr	n/a	n/a		n/a	6.62		7.29	8.01	8.57	7.60	0.00
May	n/a	n/a		n/a	3.56		7.39	7.98	8.72	16.05	0.00
Jun	n/a	n/a		n/a	1.32		7.43	7.68	8.40	20.36	0.00
Jul	n/a	n/a		n/a	1.00		7.35	7.63	8.24	23.18	0.00
Aug	n/a	n/a		n/a	1.00		7.35	7.43	7.55	22.92	0.00
Sep	n/a	n/a		n/a	1.78		7.24	7.63	7.84	17.88	0.00
Oct	n/a	n/a		n/a	1.00		7.20	7.68	8.16	11.63	0.00
Nov	n/a	n/a		n/a	1.00		7.49	7.76	8.25	7.42	0.00
Dec	n/a	n/a		n/a	1.00		7.33	7.66	7.90	3.08	0.00
Total											
Average		0.05			2.0			7.62		13.06	0.00
Minimum							7.02				
Maximum		0.05			6.6				8.68	26.80	0.00
Criteria					200		6.0		9.5		0.02



Sludge Monitoring Points Identification



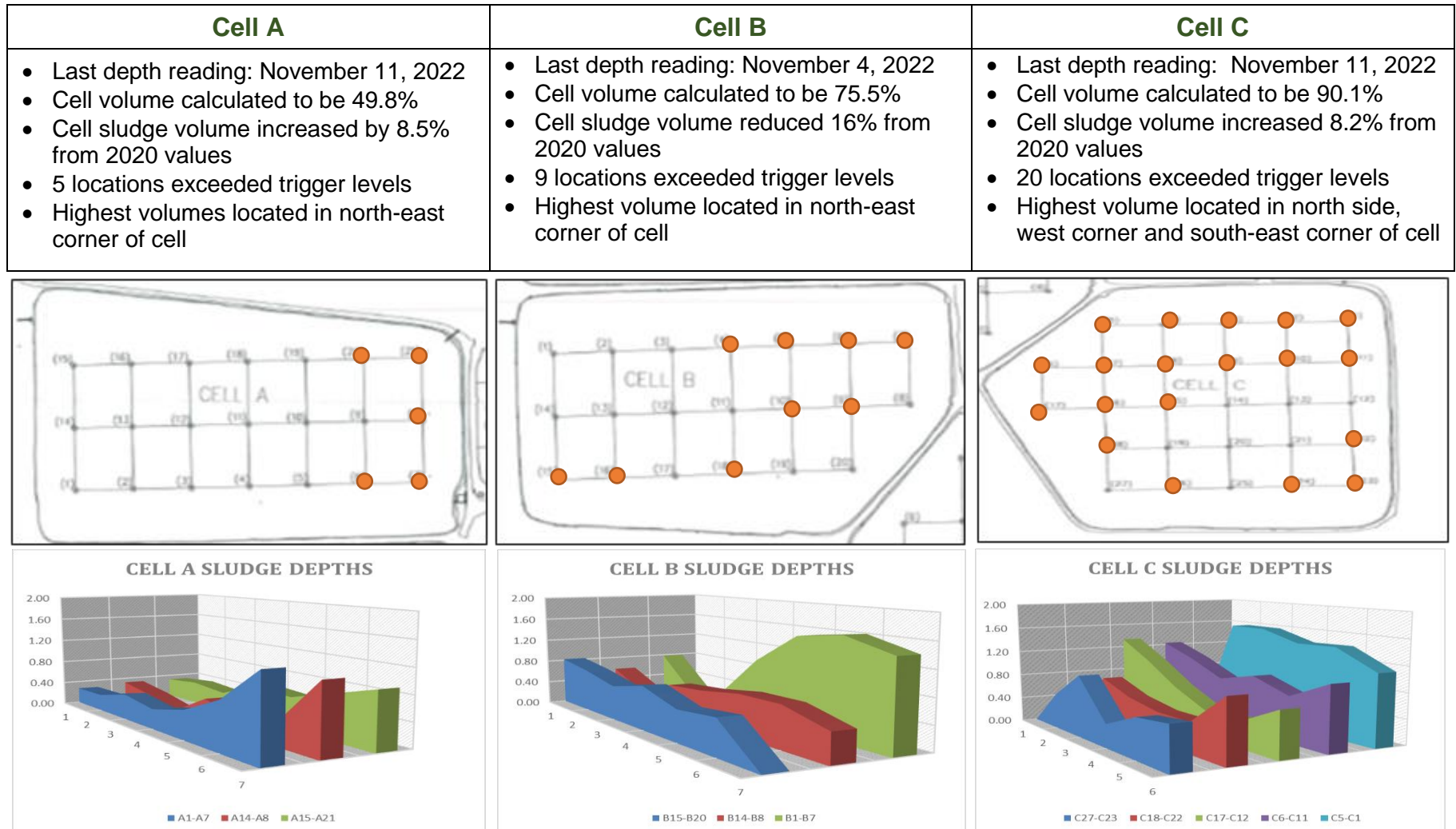


## Sludge Sampling Point Volume Index

Cell A- Sample Point Sludge Volume m <sup>3</sup>																				
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17-Sep-09	1224	318	584	524	1106	656	1116	902	911	608	608	405	608	565	1413	1235	576	1049	593	214
11-May-10	291	185	266	131	316	394	921	564	405	142	405	203	203	113	558	309	144	131	119	150
11-Nov-10	204	265	398	1180	395	918	418	857	911	304	142	344	243	271	744	370	288	577	356	321
12-Dec-11	437	450	266	1311	395	1312	921	857	770	547	547	405	405	339	632	1080	778	446	522	428
24-Oct-12	379	344	266	262	658	787	1423	1037	608	567	506	770	263	1153	558	556	1037	393	309	321
06-Oct-14	525	397	717	550	1000	1758	2399	2187	871	466	365	446	567	543	558	926	922	1101	997	684
04-Nov-15	437	397	398	393	395	787	837	1375	608	608	304	304	608	678	558	926	864	1599	1448	321
18-May-16	787	847	1274	1127	1922	2440	4017	1871	830	770	365	608	547	452	1190	525	490	1651	1021	919
17-Nov-16	641	609	611	603	605	1653	3850	744	668	668	466	770	243	611	818	1173	346	708	902	599
01-Jun-17	379	477	743	865	869	1679	2762	2232	891	668	466	263	263	633	1227	864	230	79	309	492
15-Nov-17	350	344	611	734	605	1784	2288	744	972	567	-243	162	142	520	260	556	518	996	309	1347
07-Jun-18	816	79	823	682	1527	2047	3013	1420	1175	365	668	668	263	633	669	1729	720	734	831	1026
29-Oct-19	933	609	797	996	605	1391	4436	3810	1276	668	567	466	506	1018	1413	864	1008	708	878	919
05-Jun-20	1236	927	876	1520	1132	2309	3013	3404	709	972	668	466	770	837	1599	1173	1238	1049	1021	1240
28-Oct-20	670	1271	743	1127	1395	1784	3794	631	466	628	466	304	405	972	1487	864	634	655	902	1667
11-Nov-22	787	742	1142	865	1264	2047	3710	2548	770	466	871	162	446	724	1190	1173	922	1520	1258	1560
Cell B- Sample Point Sludge Volume m <sup>3</sup>																				
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17-Sep-09	753	995	844	1123	1264	1663	4850	2717	1438	1742	608	810	608	933	368	720	780	1067	846	1850
11-May-10	452	1081	844	1067	3398	3354	3861	3413	1843	1215	770	770	608	542	490	480	1170	1404	1693	1388
11-Nov-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12-Dec-11	2891	853	1069	1853	2836	5045	64	112	1013	2045	911	668	1337	651	49	959	1118	927	1778	3917
24-Oct-12	1235	1308	1434	1488	1207	1968	2202	2740	1337	668	567	608	567	651	809	480	780	1629	2003	1264
06-Oct-14	2168	2190	2391	2724	3229	4103	3446	1639	2592	1762	1053	1053	911	1345	1642	1247	1561	2303	2173	2991
04-Nov-15	2771	910	1744	899	3033	3687	3765	2201	2491	1883	1458	1154	749	911	1275	1127	1613	2303	2314	2097
18-May-16	2048	1934	2897	3678	4437	2994	5871	3211	2795	1985	2390	1580	911	1019	1593	1871	1743	2246	2173	3547
14-Nov-16	2048	1650	3319	2892	3594	4241	4244	1639	2187	1985	1377	1053	851	1995	1520	1367	1613	2190	2314	2991
01-Jun-17	2048	1650	1350	2050	3033	2744	4276	2987	1883	2693	1883	1175	1175	1041	1544	1271	1248	1769	2342	2560
16-Nov-17	1144	1081	2194	2050	3454	3964	2968	2201	1883	2187	1782	1175	972	1019	4094	1751	1899	2050	2624	2683
07-Jun-18	1897	2076	2616	3313	3454	1746	2617	2201	1458	1681	1580	1175	972	1019	1593	2351	1769	1881	2596	3176
29-Oct-19	2349	1934	2334	2892	3173	3964	5042	3458	2693	2187	1377	1013	1276	1345	1152	1631	1769	2246	2173	3176
04-Jun-20	2048	1792	2109	2892	4296	3271	4244	2987	1883	2491	2045	1053	749	1627	1348	1007	1691	2162	2370	2220
28-Oct-20	1897	2076	2419	2274	3959	4047	4244	2717	2288	1316	1114	1175	810	1236	1152	1367	2549	2303	2963	4718
04-Nov-22	2349	512	928	2892	4296	4518	4563	1078	1377	1377	1175	1073	567	1236	2010	1727	1509	2050	1467	1789
Cell C- Sample Point Sludge Volume m <sup>3</sup>																				
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17-Sep-09	311	837	615	913	1425	679	770	567	668	608	615	432	709	344	405	446	402	594	446	506
11-May-10	467	419	196	554	1344	113	608	203	506	1013	329	324	304	203	101	304	709	350	203	405
11-Nov-10	373	419	475	830	1909	340	608	405	405	1438	549	367	203	344	405	446	591	699	446	344
12-Dec-11	840	921	1397	1107	1479	747	1681	1114	446	506	373	540	405	446	344	405	1181	594	506	506
24-Oct-12	933	837	1146	1135	1102	815	729	1033	567	506	439	324	466	365	365	567	709	874	365	304
06-Oct-14	1960	1395	1537	2574	2285	1924	1114	1296	1053	851	1405	1382	608	891	851	668	1772	1224	628	851
04-Nov-15	2085	2037	1761	3266	4517	2309	2187	1073	668	668	703	1123	446	146	142	648	1347	944	668	668
18-May-16	2894	2316	2878	3404	3441	1064	851	871	567	770	1823	929	668	446	608	567	1229	1993	749	648
14-Nov-16	2116	781	1202	1744	3119	1200	871	567	446	871	922	1361	567	770	567	466	756	1469	668	648
01-Jun-17	1494	1399	1649	1218	2258	1879	972	1296	871	567	1713	1577	972	770	466	871	898	1503	365	567
17-Nov-17	2427	2762	3465	3958	3038	1766	1377	1073	871	567	1493	713	567	668	567	446	1016	1503	668	466
07-Jun-18	1805	1702	1062	2435	2097	1652	770	628	790	506	1208	1361	871	1215	770	1175	1229	1329	567	365
28-Oct-19	3516	3292	3717	3542	4517	3237	2795	2086	1701	1175	2921	1469	770	668	871	1073	2433	2378	1175	1175
04-Jun-20	3578	3097	4276	5424	4920	2558	1883	1235	1377	1114	1867	3910	1073	1013	1175	2592	2174	2902	972	1073
28-Oct-20	3361	3041	3046	3819	4248	2105	1887	1377	1276	871	1603	713	1377	466	830	1681	1181	1573	1215	972
11-Nov-22	3516	3990	3940	4373	4248	2784	2086	1580	1883	1478	2262	1577	851	851	1377	2086	3142	2727	1175	972
Note: if a Sample Point Volume or the Total Sludge Volume is underlined, this signifies that the volume of sludge in that section is high and action might be required to obtain a uniform distribution.																				



Sludge Volume Profile





1.0- Provide the following information for each bypass that occurred at each sewage pumping station or treatment plant bypass location for the reporting year. Start with a new line for each event.

Facility Name: Alexandria WWTP						Report Year: 2022					
Date	Location	Type <sup>(1)</sup>	Start Time	Duration	Volume	Disinfect <sup>(2)</sup>	Reason Code <sup>(3)</sup>	Sample Results			
dd-mmm-yyyy				Hrs	m <sup>3</sup>			BOD <sub>5</sub> (mg/L)	SS (mg/L)	TP (mg/L)	E. Coli (mg/L)
20-Mar-2022	MH160 & MH170	P	13:45	119.5	4.95	N	5	11.1	27.3	0.4	n/r
		Type <sup>(1)</sup>		Disinfect <sup>(2)</sup>		Reason Code <sup>(3)</sup>					
		P: Primary	the discharge of raw sewage subject to no treatment	Y: Yes		1: Heavy Precipitation					
			excludes grit removal and/or chlorination	N: No		2: Snow Melt					
		S: Secondary	the discharge of sewage that has undergone solids removal at the primary clarifiers but bypassed the secondary treatment process	U: Unknown		3: Equipment Failure					
						4: Equipment Maintenance					
						5: Sewer Problems					
						6: Power Failure					
						7: Exceed Design					
						8: Other					

**Comments Area for Pumping Stations and Plant Bypasses:**

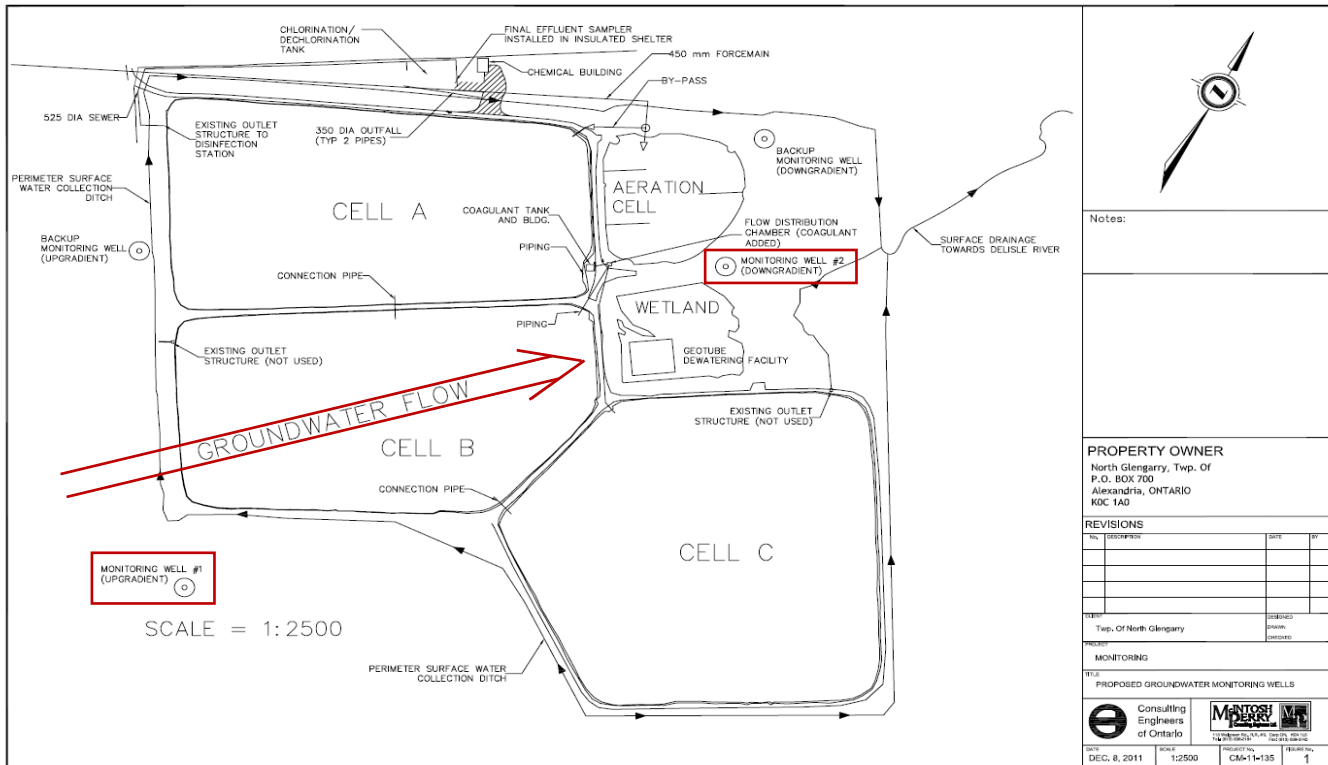
-Overflow way initially thought to be caused by degraded manhole structure but was later found to be caused by partially blocked sewer main. Once obstruction was removed, the overflow stopped. Manhole structure was repaired in June 2022.

2.0- Pumping Station and Plant Bypass Monthly Summary

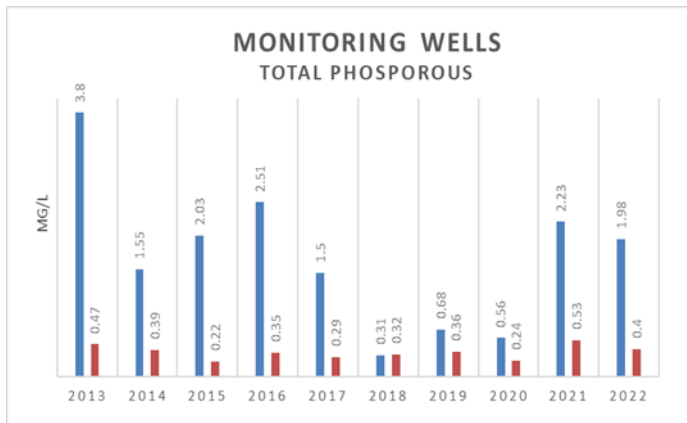
Facility Name: Alexandria WWTP						
Month	Primary Bypass			Secondary Bypass		
	No. of Days (days)	Duration (hours)	Volume (m <sup>3</sup> )	No. of Days (days)	Duration (hours)	Volume (1000m <sup>3</sup> )
January	0			0		
February	0			0		
March	5	119.5	4.95	0		
April	0			0		
May	0			0		
June	0			0		
July	0			0		
August	0			0		
September	0			0		
October	0			0		
November	0			0		
December	0			0		
Total	5	119.5	4.95	0	0	0
AADF: Annual Average Daily Flow				% of AADF= ((Volume of Bypass/AADF)/365)*100		
*AADF(m <sup>3</sup> /d) = 3,184						
Volume of Bypass as % of AADF*				= 0.00043		
Daily Flow						



## Alexandria Monitoring Well Location

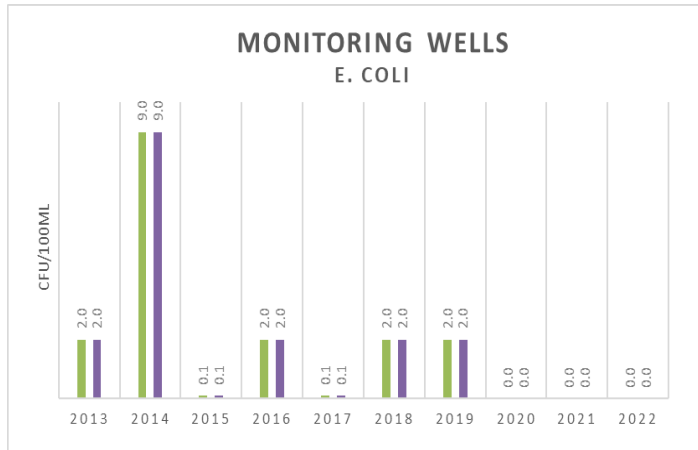


## Alexandria Monitoring Sampling Results

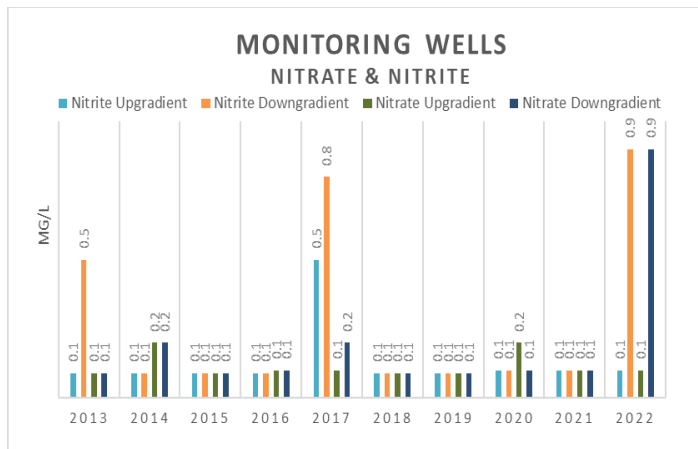


Total Phosphorous down gradient was found to be less than a quarter of the result than the upgradient results, which is in-line with historical results, indicating little to no impact from the lagoon system. It is worth noting that although the upstream values appear to fluctuate greatly over the last 9 years, the downstream values are consistent.



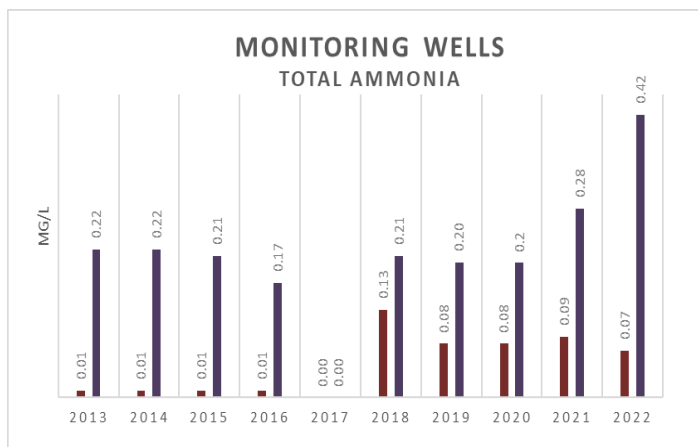


E. coli results downgradient and upgradient appear to be negligible, apart from an elevated sample in 2014. All results have been less than 2, (input as 2.0), non-detectable (input as 0.1) or zero.



Nitrite & Nitrate samples have remained minimal in nature in most samples results. Increased nitrites levels were observed in 2013, 2017, and 2022 while increased nitrate levels were observed in 2014, 2017, 2020, and 2022. Please note all 2022 results were less than 1 (input at 0.9 mg/L).

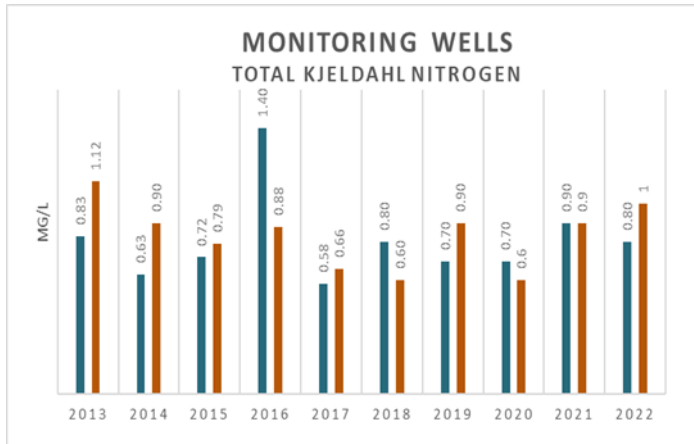
Based on sample history there appears to be little to no impact from the lagoon system.



Nitrogen (Total Ammonia) upgradient samples have been observed lower than the downgradient samples, with all results gradually increasing over time.

The sampling results indicate possible influence, but impact would be minimal based on results. It is also worth noting surrounding area is agricultural, which may also be a source of nitrogen.

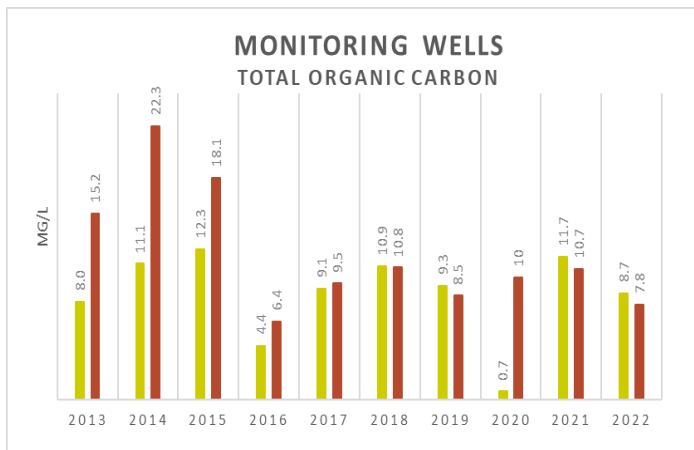




As historical trending has displayed intermittent increases in both upstream and downstream samples, with all sample results below 1.5mg/L.

The TKN downstream values from 2022 are slightly elevated from the upstream results and slightly increased from the previous year, which may indicate some influence from the sewage lagoon.

Once again it is also worth noting the surrounding area are agricultural, which may also be a source of nitrogen.



TOC sampling results since 2016 have been found to be consistently lower than the initial sampling results. The current results downstream value is no different. It was also found to be lower than the upstream sample.

The annual reading appears to fluctuate over the last few years, but based on results since 2016, it would not appear to have an impact from the lagoon system.

It should be noted that all results are based on observed testing results, and not from a hydrogeological standpoint.



# Township of North Glengarry

## Maxville Wastewater System

### 2022 Annual Report

#### Contents

#### 1. Performance Assessment

##### i. Raw Sewage Monitoring

##### ii. Pre-Discharge Monitoring

##### iii. Spring Discharge Monitoring

#### 2. Groundwater Monitoring

#### 3. Operational Problem Summary

#### 4. Maintenance Summary

#### 5. Effluent Quality Control and Assurance

#### 6. Flow Measurement and Equipment Calibration

#### 7. Effluent Objectives

#### 8. Sludge Accumulation

#### 9. Complaints

#### 10. By-pass, Overflow, Spill or Abnormal Discharge Event

#### 11. Other

#### Appendix A: Wastewater Treatment Works Performance Report

#### Appendix B: Sludge Monitoring Report

#### Appendix C: Annual Discharge Report

#### Appendix D: Maxville System Magmeter Flow Comparison



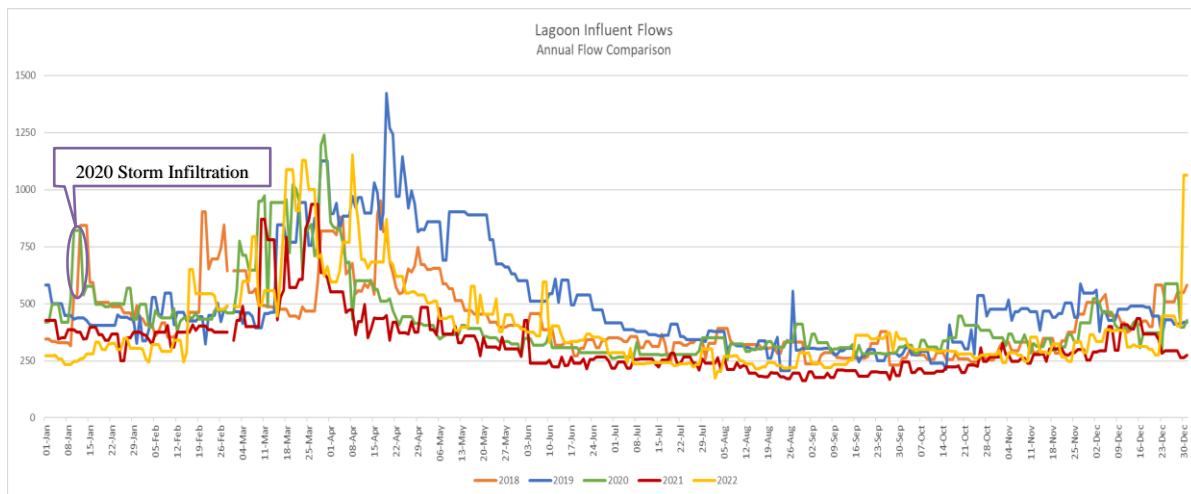
## 1. Performance Assessment

*Summary and interpretation of all monitoring data collected in accordance with condition 10 and a comparison to the effluent limits outlined in condition 7, including an overview of the success and adequacy of the works*

The Maxville wastewater system is a class 1 facility, which is comprised of a collection system and a lagoon treatment system servicing the village of Maxville, Ontario. The collection system is comprised of an interconnected network of sanitary service laterals, sanitary sewage mains, sanitary manholes, sewage force mains and pumping stations used to collect and transport wastewater to the treatment lagoon system. The lagoon system is comprised of a coagulant dosing system, 2 facultative lagoon cells, and influent and effluent chambers. The influent wastewater is dosed with coagulant year-round to aid in reducing phosphorus levels and flow is rotated between the lagoons annually. The wastewater is treated through natural biological means and only discharged annually, coinciding with the Spring thaw and peak flows conditions of the West branch of the Scotch River.

During the 2022 calendar year, 143,615m<sup>3</sup> of untreated raw sewage was directed to the Maxville Lagoon system for treatment, which has increased from the previous years observed flows. The total flows are based on the metered influent flow just prior to the Lagoon Splitter Chamber. There were no additional effluent sewage sources into the system throughout this calendar year. No system wide CCTV inspections and only minimal system growth was observed during this year.

Figure 1: 5yrs Lagoon Influent Flow Comparison



The system operated well throughout 2022, with the raw sewage strength remaining similar to previous years, as per Table 1. The wastewater effluent pre-discharge samples were taken on 2 occasions prior to starting the annual discharge and all sampling results indicated effective treatment was achieved. The wastewater effluent quality was well below the provincial and federal annual average limits, although one sample results did surpass the limit. Please see subsections below for a full summary of results and refer to Appendix A for a full summary of all flows, raw influent and treated effluent results.

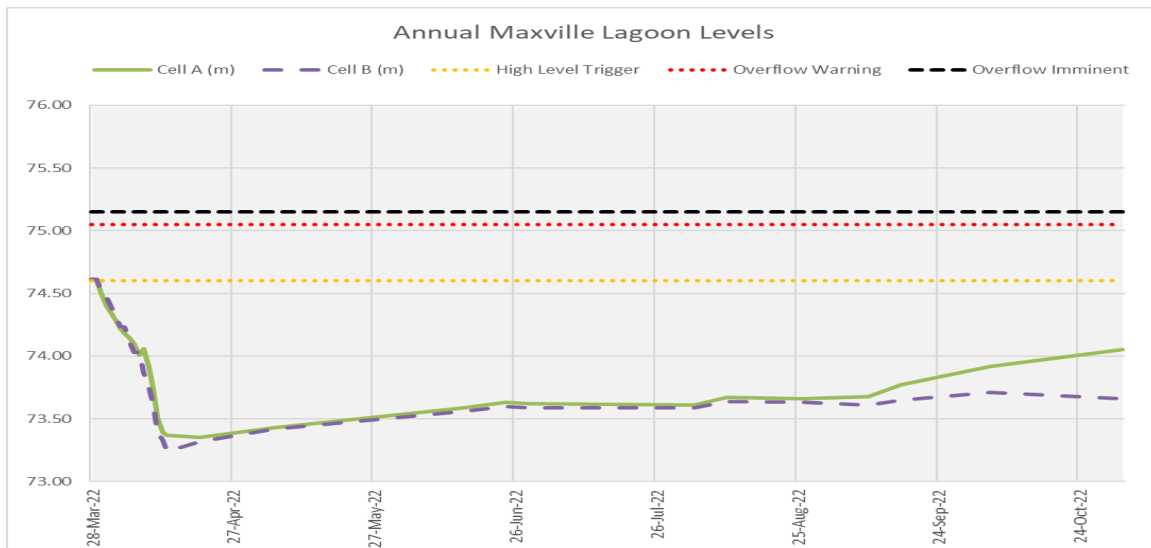
The figure below displays the lagoon cell levels as measured throughout 2022. The top of the berm is represented by 76.00m and the bottom of the lagoon cell is represented by 73.00m. The levels were taken from each cell daily during the seasonal discharge and at least monthly outside of the discharge period when the cells were not covered by ice.

A high-water level trigger has been set at 76% capacity or 74.60m, at which point the township will implement a contingency plan to prevent overflow. No issues or concerns were noted during this period, although it was



noted that Cell A levels were found to increasing above Cell B starting in August 2022. The operators are continuing to monitor and determine if a blockage is present at the interconnecting piping.

Figure 2: Annual Lagoon Levels



## i. Raw Sewage Monitoring

Condition 10 (3) of the ECA requires monthly raw sewage sampling at the Main Station for CBOD<sub>5</sub>, Total Suspended Solids (TSS) and Total Phosphorus (TP). All sampling was completed as per conditions listed above; no additional samples were taken during 2022. Although results are slightly increased from previous years for most parameters, with exception to BOD<sub>5</sub>, the sewage strength appears to be consistent with previous finding indicating not much variation in the inflowing sewage strength. Please refer to Appendix A for a full summary of the raw quality analysis.

Table 1: Annual Average Raw Sewage Monitoring Comparison

Year	Annual Average Result		
	BOD <sub>5</sub> (mg/L)	TSS (mg/L)	TP (mg/L)
2022	104.6	201.4	4.22
2021	183.1	170.5	4.12
2020	83.9	127	3.92
2019	112.3	222.2	3.32
2018	157.4	212.1	3.97

## ii. Pre-Discharge Monitoring

Condition 10(3) of the ECA requires the sampling and analysis of BOD<sub>5</sub>, TSS and TP in each lagoon cell 14 days prior to discharge commencement, which is performed to ensure that the effluent limits of each parameter are met prior to discharge. The table below summarizes the dates samples were taken and sample results within the 14-day period. In 2022 a total of 2 sets of samples were taken prior to the commencement of the discharge, all results indicated effluent sewage did not require additional treatment prior to discharge.



Table 2: Pre-Discharge Sampling Summary

Sampling Locations	Cell A			Cell B		
Effluent Parameters (mg/L)	BOD <sub>5</sub>	TSS	TP	BOD <sub>5</sub>	TSS	TP
ECA Effluent Limit (mg/L)	30	30	1	30	30	1
15-Mar-2022	7	12	0.58	9	12	0.29
16-Mar-2022	8	12	0.55	8	9	0.22

### iii. Spring Discharge Monitoring

The 2022 annual spring discharge was a non-stop flow over 17-day period, within a calculated 380.7hrs. The discharge was started on Monday March 28, 2022 and was shut down on Wednesday April 13, 2022, with a total effluent volume of 181,615m<sup>3</sup> discharged into the West Branch of the Scotch River. Throughout the discharge, daily flow monitoring was completed to ensure the flows remained within the allowable 3:1 mixing ratio.

Table 3: Discharge Flow Summary

Date	Start Time	Total hours	River Flow (m <sup>3</sup> /s)	Discharge Rate (m <sup>3</sup> /s)	Mixing Ratio (3:1)	Discharge Amount (m <sup>3</sup> )
	(from Sting Ray)	(calculated)	(calculated)	(calculated)	(calculated)	(from Sting Ray)
28-Mar-22	11:07		1.046	0.083	12.60 : 1	
29-Mar-22	10:28	23.27	0.507	0.155	3.27 : 1	6,120.6
30-Mar-22	10:07	23.42	0.320	0.099	3.23 : 1	12,767.8
31-Mar-22	10:23	24.22	0.448	0.131	3.42 : 1	8,016.1
01-Apr-22	10:00	23.55	0.536	0.150	3.57 : 1	8,980.9
02-Apr-22	10:36	24.62	0.408	0.096	4.25 : 1	13,362.9
03-Apr-22	10:35	23.88	0.243	0.075	3.24 : 1	8,230.4
04-Apr-22	10:43	24.05	0.383	0.125	3.06 : 1	5,329.1
05-Apr-22	9:08	22.37	0.324	0.105	3.09 : 1	10,479.7
06-Apr-22	9:39	24.45	0.385	0.122	3.16 : 1	8,706.6
07-Apr-22	9:54	24.23	0.392	0.111	3.53 : 1	10,695.6
08-Apr-22	9:30	23.53	4.634	0.207	22.39 : 1	9,428.6
09-Apr-22	9:55	24.48	1.920	0.230	8.35 : 1	15,802.6
10-Apr-22	9:57	23.97	0.991	0.225	4.40 : 1	18,185.8
11-Apr-22	10:07	24.18	0.619	0.202	3.07 : 1	17,416.3
12-Apr-22	10:03	22.88	0.514	0.164	3.13 : 1	15,027.9
13-Apr-22	8:07	23.68				13,063.8

Condition 10(2) of the ECA requires that during the discharge the lagoon effluent is to be sampled at a minimum of 4 times per cell based on the % draw down. Samples are to be collected at the start of the discharge, at 33%, at 67% and on the final day. During the 2022 discharge, samples were collected 6 times from a single point at the discharge outfall, as the cell discharges are blended before being released. The effluent discharge was also tested for acute lethality, as per federal requirements. There were no exceedances to note. Please refer to section 7 and Appendix A for further information.

## 2. Groundwater and Surface Water Monitoring

Summary and Interpretation of all groundwater monitoring data

Condition 10(3) of the current ECA addresses the requirements of the monitoring program. Sampling is to be performed annually, semi-annually or three times per year depending on the parameter, as per Table 6-



Groundwater Monitoring and Table 7-Surface Water Monitoring. JP2G Consultants in association with the Greer Galloway Group was retained by the Township to complete the annual monitoring program for the Maxville lagoon system. An annual report is submitted to the Ministry of Environment and to the Township upon completion each calendar year.

*As per the report, the groundwater flow direction is east-northeast, consistent with historical findings and results indicate that the lagoons are having some impacts on the groundwater in the area. However, the results were well within the compliance requirements of the MOECC B-7 guideline and no potable groundwater users are within the area immediately downgradient of the site. The surface water results indicated the lagoons do not appear to have significantly impacted the water quality in the West Branch of the Scotch River and the results observed in river were significantly outside the concentrations measured in the eastern cell of the lagoons (2021 results).*

### 3. Operational Problems

*A description of any operating problems encountered and corrected*

#### Collection System:

- sewage pump failure due to debris in wet well
  - pulled pump and removed debris from pump impeller as required.
- manor station guide rails damage and pump chain damage
  - replaced damaged chains, to schedule guide rail replacement
- manor station generator non-start caused by condensation in in fuse
  - faulty fuse was replaced by JC Cayer

#### Treatment System:

- pilot light failure on gas heater in coagulant dosing building
  - reignite pilot light as required
- entry security gate damaged
  - repaired gate as needed
- cell levels offset indicating possible blockage in interconnected piping
  - monitoring to determine if action is required
- noted hydrogen smell at effluent chamber but not at discharge outfall
  - no action taken
- noted minor foaming at discharge outfall, caused by outfall configuration and flow velocity
  - no action taken

### 4. Maintenance

*Summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the Works*

#### Collection System:

- Annual generator maintenance in April
- Annual lifting device inspection in April
- Annual inspection of force main signage and repair/replacement as required
- Annual level monitoring equipment calibration in December
- Monthly emergency generator testing, no issues noted
- Monthly alarm signal testing
- Monthly pest control monitoring, no issues noted



Treatment System:

- Annual flow meter calibration in April 2022
- Removed vegetation growth inside berms
- Propane tank replaced by supplier

## 5. Effluent Quality Control and Assurance

*Summary of any effluent quality assurance or control measures undertaken in the reporting period*

All sampling was performed within provincial guidelines by licensed operators, as per internal SOP's. Sampling schedules with sign off are also used to ensure that operational staff are aware of sampling requirements and timeline as per the ECA and Federal requirements.

Effluent quality control and assurances measures were undertaken by the MOE certified laboratory, Caduceon Environmental Laboratories and AGAT Laboratories, which conducts analysis for the Township.

## 6. Flow Measurement and Calibration

*Summary of the calibration and maintenance carried out on all effluent monitoring equipment*

Annual calibration was completed by St- Laurent Instrumentation in December 2022. Calibrations were performed on all level detection units (pumping station levels and chemical tank levels), and flow sensing devices (magmeters, miltronics, etc).

## 7. Effluent Objectives

*A description of efforts made, and results achieved in meeting the effluent objectives of condition 6*

Sampling was completed six times throughout the discharge period and the annual average concentrations were well below the provincial ECA design objectives, the provincial ECA effluent limits, and the Federal Wastewater System Effluent Regulations limits. One of the six samples taken for TSS was above the allowable concentration limits, but it did not cause an exceedance of the annual average, so no report was made. This sample was the last sample taken prior to discharge shut down, there was no notation of abnormal observances during sampling or an indication the sample had an increased suspended solid appearance. An acute lethality sample was taken at the midpoint of the discharge, and the results indicated the sample was not acutely lethal. Please refer to the tables below for the summary results. A full discharge summary can be found in Appendix C.

*Table 4: Provincial and Federal Effluent Sampling Results*

Effluent Parameter	CBOD <sub>5</sub>	TSS	TP	pH	Acute Lethality
Provincial Effluent Limits (mg/L)	30	30	1	6.0 - 9.5	
Federal Effluent Limits (mg/L)	25	25			50 %
20-Mar-2022	6	14	0.48	6.77	
30-Mar-2022	8	13	0.52	7.00	
04-Apr-2022	6	18	0.31	6.58	
05-Apr-2022					0
06-Apr-2022	9	8	0.29	6.77	
11-Apr-2022	4	11	0.23	7.03	
13-Apr-2022	5	32	0.51	7.10	
2022 Maxville Average Concentration	6.3	16	0.39	7.03	

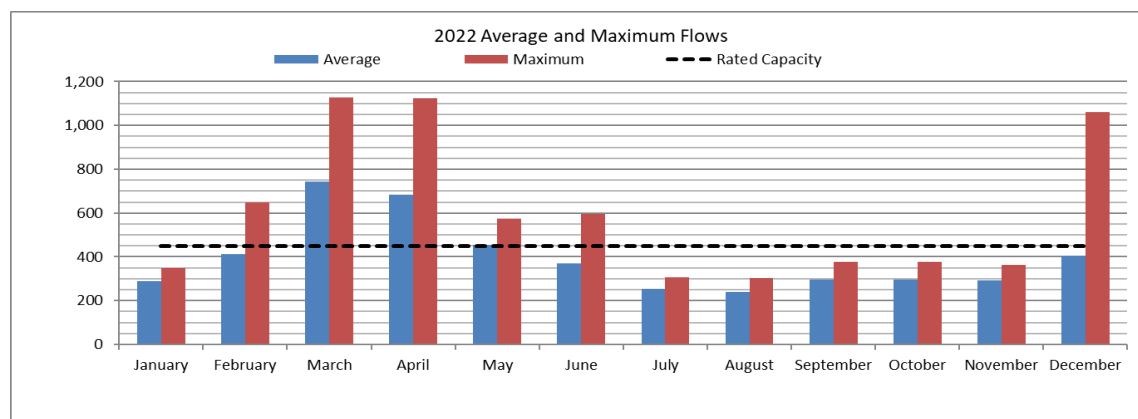


Table 5: Provincial Calculated Waste Loading Results

Effluent Parameter	CBOD <sub>5</sub>	TSS	TP	pH
Provincial Average Waste Loading Limits (kgs)	4932	4932	164	
2022 Maxville Average Waste Loading (kgs)	1150	2906	71	

The annual average daily flow for 2022 was calculated to be 394m<sup>3</sup>/day, and the maximum daily flow for the year was reported to be 1,129m<sup>3</sup>/day. This represents 87.5% of the total rated capacity, which is within the rated capacity of this facility. Please refer to the chart below and to Appendix A for a full summary of flows, for the Maxville Sewage Treatment Works. The flow values displayed below are based on the lagoon influent flows, due to flow discrepancies noted in previous years.

Figure 3: Monthly Average and Maximum Flow Comparison



There were no reports made in regard to floating or settleable solids within the wastewater effluent. There were also no reports made that the effluent wastewater contained oil or any other substance that created a visible film, sheen, foam or discolouration to the receiving waters.

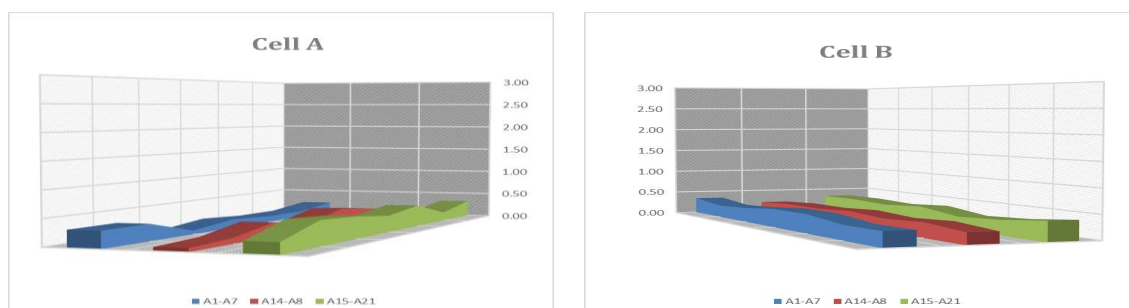
## 8. Sludge Accumulation

*A tabulation of the volume of sludge generated in the reporting period, an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations to where the sludge was disposed*

A Sludge Management Plan created by McIntosh Pert and put into place in 2008. As part of the monitoring methods, it is recommended that sludge level should be taken annually.

Sludge levels in Cell A were collected on November 11, 2022 and levels in Cell B were collected on November 14, 2022. As per the report, no points exceeded the volume/depth elevation as per setpoints developed through the plan but the total sludge volume in Cell B exceeded the trigger warning. It was also noted that warning triggers were also exceeded at Cell A and Cell B outfall and as such the sludge should be removed or dispersed as per recommendations. The Township is to determine if any action is required.

Figure 4: Lagoon Cell Sludge Levels





## 9. Complaints

*Summary of any complaints received during the reporting period and any steps taken to address the complaints.*

There were no complaints within this reporting period from the wastewater system.

## 10. Bypass, Overflow, Spill or Abnormal Discharge Event

*A summary of all bypass, overflow, spill, abnormal discharge events*

There were no bypasses, overflows, spills or abnormal discharge events in 2022.

## 11. Other

*Any other information the District Manager requires from time to time*

There are no additional monitoring or reporting requirements at this time.



## NORTH GLENGARRY WATER WORKS

### WASTEWATER TREATMENT WORKS PERFORMANCE RESULTS

**Municipality:** North Glengarry

**Year:** 2022

**Project:** Maxville WWTP

**Receiving Stream:** West Branch Scotch River

**Description:** 1 Pumping Station, 2 Facultative Cells  
Seasonal Discharge with Phosphorous Removal

**Design Capacity:** 450 m<sup>3</sup>/day

MONTH	Flows						Biochemical Oxygen Demand				Suspended Solids			
	Total Influent Flow (m <sup>3</sup> )	Average Daily Influent Flow (m <sup>3</sup> )	Maximum Daily Influent Flow (m <sup>3</sup> )	Total Effluent Flow (m <sup>3</sup> )	Average Daily Effluent Flow (m <sup>3</sup> )	Maximum Daily Effluent Flow (m <sup>3</sup> )	Average Raw BOD <sub>5</sub> (mg/L)	Average Effluent CBOD <sub>5</sub> (mg/L)	Percent Removal (%)	Average CBOD <sub>5</sub> Loading (kgs)	Average Raw TSS (mg/L)	Average Effluent TSS (mg/L)	Percent Removal (%)	Average TSS Loading (kgs)
January	8,918	288	348				86				640			
February	11,502	411	650				68				295			
March	23,010	742	1,129	35,885	8,971	12,768	88	7	203.0	92	195	14	355.9	93
April	20,501	683	1,123	145,729	11,210	18,186	27	6	1,099.9	78	75	17	1,959.5	77
May	14,075	454	576				33				44			
June	11,090	370	596				220				56			
July	7,812	252	305				108				155			
August	7,453	240	302				55				280			
September	8,872	296	376				74				410			
October	9,019	291	345				258				310			
November	8,811	294	364				138				240			
December	12,552	405	1,062				82				155			
Total	143,615			181,615			1,237		1,150.2				2,905.8	
Average	11,968	394		11,351	10,091		103	6.3		85	238	16		85
Maximum	23,010		1,129			18,186	258			92	640			93
Criteria		450						30		4932		30		4932



**NORTH GLENGARRY WATER WORKS**  
**WASTEWATER TREATMENT WORKS PERFORMANCE RESULTS**  
**2022**

MONTH	Phosphorus				Total Kjeldahl Nitrogen			Nitrite			Nitrate		
	Average Raw TP (mg/L)	Average Effluent TP (mg/L)	Percent Removal (%)	Average TP Loading (kgs)	Average Raw TKN (mg/L)	Average Effluent TKN (mg/L)	Percent Removal (%)	Average Raw Nitrite (mg/L)	Average Effluent Nitrite (mg/L)	Percent Removal (%)	Average Raw Nitrate (mg/L)	Average Effluent Nitrate (mg/L)	Percent Removal (%)
January	2.63												
February	5.28												
March	2.81	0.50	13.7	82									
April	1.53	0.34	53.1	78									
May	1.46												
June	3.17												
July	5.79												
August	7.48												
September	7.01												
October	4.98												
November	4.09												
December	2.80												
Total			70.8										
Average	4.09	0.40		80				0.3			0.8		
Maximum	7.48			82				0.4			1.5		
Criteria	9.70	0.38											



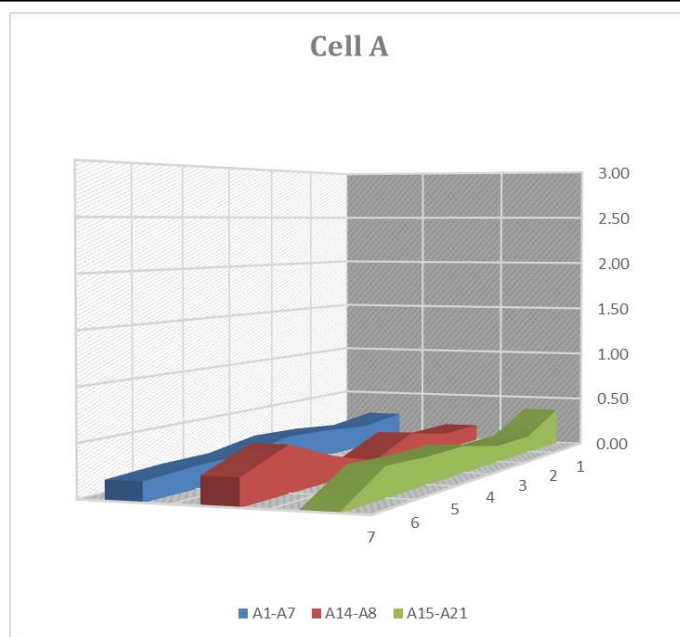
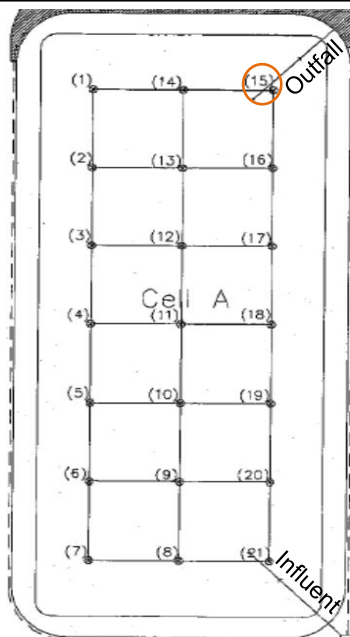
**NORTH GLENGARRY WATER WORKS  
WASTEWATER TREATMENT WORKS PERFORMANCE RESULTS  
2022**

MONTH	Total Dissolved Solids			O-Phosphate			Ammonia			E-Coli		
	Average Raw TDS (mg/L)	Average Effluent TDS (mg/L)	Percent Removal (%)	Average Raw O-Phosphate (mg/L)	Average Effluent O-Phosphate (mg/L)	Percent Removal (%)	Average Raw Ammonia (mg/L)	Average Effluent Ammonia (mg/L)	Percent Removal (%)	Average Raw E.Coli (mg/L)	Average Effluent E.Coli (mg/L)	Percent Removal (%)
January												
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
Total												
Average												
Maximum												
Criteria												



## 2022 Annual Cell A Sludge Reports

Maxville	Cell A-Sample Point Sludge Volume (m <sup>3</sup> )																					Total Sludge Volume (m <sup>3</sup> )	Total Sludge Volume (%)	Warning Trigger <sup>2</sup>
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21			
12-Nov-08	1754	271	624	458	937	791	545	715	608	608	608	608	608	1038	356	624	624	937	937	624	1446	15,717	62	Total Sludge Volume is Elevated
22-Apr-09	356	312	312	562	312	146	711	392	203	608	1215	871	810	254	284	728	312	312	937	416	1067	11,119	44	
27-Apr-10	711	416	583	520	416	271	237	0	101	263	263	304	101	415	237	271	167	416	520	416	711	7,340	29	
07-Oct-10	237	354	312	208	250	312	284	277	405	243	1337	243	142	2076	356	458	354	312	312	208	284	8,963	36	
08-Dec-11	0	0	0	0	0	312	237	277	203	142	0	0	0	0	119	146	42	312	354	1186	1114	4,442	18	
24-Oct-12	119	104	146	0	146	42	166	115	101	41	0	101	203	231	47	42	104	42	42	104	356	2,249	9	
06-Oct-14	521	395	291	271	291	395	427	438	81	446	162	344	284	438	616	437	479	458	333	500	403	8,010	32	
06-Nov-15	379	437	1478	229	541	437	498	369	324	324	527	628	628	600	379	541	749	645	1082	749	379	11,923	47	
07-Nov-16	403	125	458	333	229	562	142	369	324	446	446	446	446	507	24	562	354	458	458	250	261	7,600	30	
29-Oct-19	687	458	458	500	229	500	332	323	527	425	648	547	344	738	569	604	604	604	562	770	853	11,279	45	
28-Oct-20	450	437	437	604	541	437	616	600	911	486	182	527	324	369	24	604	541	541	333	333	877	10,174	40	
11-Nov-22	521	250	250	354	146	666	759	161	223	547	243	648	446	161	759	354	874	666	874	978	521	10,400	41	



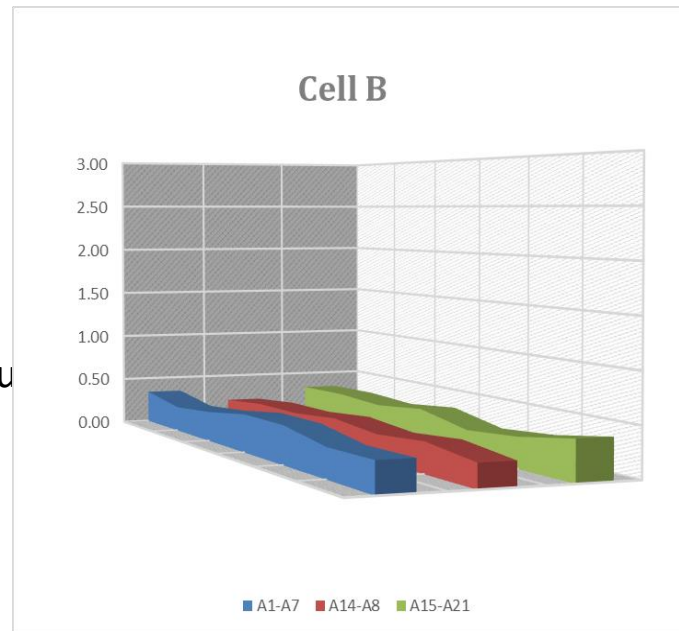
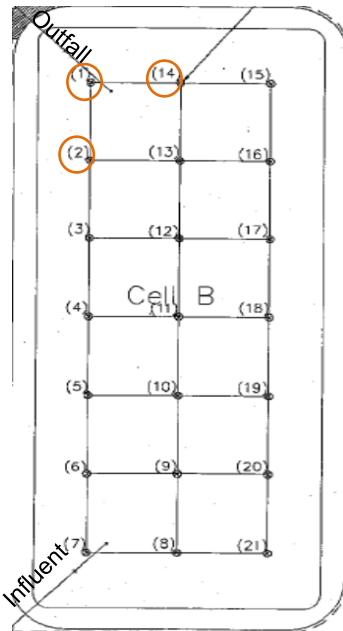
### Triggers and Suggested Actions

- Sludge depth completed on November 11, 2022
- Currently Cell A is at 41% of allowable volume, which is a 1% decrease from 2020
- No single point location exceeded sludge depth triggers, but the level at the outfall exceeded the warning trigger



## 2022 Annual Cell B Sludge Reports

Maxville	Cell B-Sample Point Sludge Volume (m <sup>3</sup> )																					Total Sludge Volume (m <sup>3</sup> )	Total Sludge Volume (%)	Warning Trigger <sup>2</sup>
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21			
12-Nov-08	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
22-Apr-09	1422	312	354	624	624	791	1185	507	405	304	203	770	446	1268	1304	624	937	1249	687	1145	1730	16,890	67	Total Sludge Volume is Elevated
27-Apr-10	474	312	583	479	312	167	308	346	101	0	304	0	405	185	853	479	104	312	208	208	237	6,376	25	
07-Oct-10	356	104	250	250	104	208	284	231	304	304	203	243	243	0	119	146	458	312	354	146	356	4,972	20	
08-Dec-11	0	0	354	312	354	312	1967	231	446	142	142	101	668	0	166	208	146	520	562	312	521	7,464	30	
24-Oct-12	237	208	250	208	146	208	166	346	243	142	304	142	203	161	166	146	104	146	104	146	237	4,011	16	
06-Oct-14	640	333	666	479	541	395	593	254	263	263	81	101	284	392	403	520	458	187	479	208	593	8,133	32	
06-Nov-15	640	458	333	333	229	229	735	369	225	20	243	344	344	623	640	354	125	354	770	229	261	7,857	31	
07-Nov-16	284	354	354	562	354	562	521	277	243	344	344	547	446	623	166	21	562	562	354	354	877	8,710	35	
29-Oct-19	924	125	333	562	291	395	379	969	648	425	324	446	385	969	616	333	500	562	500	708	379	10,772	43	
28-Oct-20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14-Nov-22	806	541	645	812	812	624	735	554	628	527	628	527	527	484	782	708	645	770	541	645	972	13,911	55	Total Sludge Volume is Elevated



### Triggers and Suggested Actions

- Sludge depth completed on November 14, 2022
- Currently Cell A is at 55% of allowable volume, which is a 12% increase from 2019
- No single point location exceeded sludge depth triggers, but the total cell volume and 3 locations at the outfall exceeded the warning trigger



## 2022 Annual Outfall Summary

Triggers	Monitoring Point	Warning <sup>1</sup> - Sludge Depth Exceeds Trigger on	Monitoring Point	Warning <sup>1</sup> - Sludge Depth Exceeds Trigger on	Monitoring Point	Warning <sup>1</sup> - Sludge Depth Exceeds Trigger on	Monitoring Point	at the Cell A outfall, Cell B
Cell A	13	12-Nov-08	14	12-Nov-08	15		16	12-Nov-08
	13	22-Apr-09	14		15		16	22-Apr-09
	13		14		15		16	
	13		14	07-Oct-10	15		16	
	13		14		15		16	
	13		14		15		16	
	13		14		15	06-Oct-14	16	
	13	06-Nov-15	14	06-Nov-15	15		16	06-Nov-15
	13		14		15		16	07-Nov-16
	13		14	29-Oct-19	15		16	29-Oct-19
	13		14		15		16	28-Oct-20
	13		14		15	11-Nov-22	16	
	1		2		13		14	
Cell B	1	22-Apr-09	2		13		14	22-Apr-09
	1		2		13		14	
	1		2		13		14	
	1		2		13	08-Dec-11	14	
	1		2		13		14	
	1	06-Oct-14	2		13		14	
	1	06-Nov-15	2		13		14	06-Nov-15
	1		2		13		14	07-Nov-16
	1	29-Oct-19	2		13		14	29-Oct-19
	1		2		13		14	
	1	14-Nov-22	2	14-Nov-22	13	14-Nov-22	14	

### Triggers and Suggested Actions

	Note <sup>2</sup> : If a sample point is underlined, this signifies that the volume/depth of a sludge in that section of the cell is elevated and action might be required to obtain a uniform sludge distribution
1	Trigger depth of 0.25 m near outlet is exceeded Removal or Dispersal of sludge may be required
2	More than half the <i>Total Sludge Volume</i> (25,170 m <sup>3</sup> ) noted on the ECA is estimated in each cell Depending on location of elevated sludge depths, removal or dispersal of sludge may be required
3	The trigger sludge depths (see <i>Sample Points Area</i> sheet) is exceeded in this cell At an individual locations, the sludge depth in more than 1/3 of the working depth in the cell (1.8 m); sludge removal or dispersal may be required





## ***Maxville Spring Discharge 2022***

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**April 2022**

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**Township of North Glengarry  
Water Works Department**  
Prepared by Angela Cullen



## Maxville Spring Discharge 2022 Annual Report

### Discharge Summary

The annual discharge was continuously run over 17 days from Monday March 28, 2022, until Wednesday, April 13, 2022. The total discharge time frame meets the minimum requirements of set out in ECA#5368-8PPQA2 and it also coincided with the spring peak flows.

The total lagoon effluent volume released to the west branch of the Scotch River was calculated to be 181,615m<sup>3</sup>, with an average daily flow of 11,351m<sup>3</sup>. The flows were maintained to ensure greater than 3:1 mixing ratio, for a 4-part downstream flow.

Parameter	Total
Total Days Discharged	17
Total Hours Discharged	380.77
Total Amount Discharge to Creek (m <sup>3</sup> )	181,615
Average Daily Flow to Discharge (m <sup>3</sup> )	11,351

Date	Start Time	Total hours	River Flow	Discharge Rate	Mixing Ratio		Discharge Amount
	(from Sting Ray)	(calculated)	m <sup>3</sup> /s (calculated)	m <sup>3</sup> /s (calculated)	(3:1)		m <sup>3</sup> (from Sting Ray)
28-Mar-22	11:07		1.046	0.083	12.60	:1	
29-Mar-22	10:28	23.27	0.507	0.155	3.27	:1	6,120.57
30-Mar-22	10:07	23.42	0.320	0.099	3.23	:1	12,767.81
31-Mar-22	10:23	24.22	0.448	0.131	3.42	:1	8,016.08
01-Apr-22	10:00	23.55	0.536	0.150	3.57	:1	8,980.99
02-Apr-22	10:36	24.62	0.408	0.096	4.25	:1	13,362.90
03-Apr-22	10:35	23.88	0.243	0.075	3.24	:1	8,230.44
04-Apr-22	10:43	24.05	0.383	0.125	3.06	:1	5,329.09
05-Apr-22	9:08	22.37	0.324	0.105	3.09	:1	10,479.67
06-Apr-22	9:39	24.45	0.385	0.122	3.16	:1	8,706.59
07-Apr-22	9:54	24.23	0.392	0.111	3.53	:1	10,695.61
08-Apr-22	9:30	23.53	4.634	0.207	22.39	:1	9,428.56
09-Apr-22	9:55	24.48	1.920	0.230	8.35	:1	15,802.59
10-Apr-22	9:57	23.97	0.991	0.225	4.40	:1	18,185.79
11-Apr-22	10:07	24.18	0.619	0.202	3.07	:1	17,416.29
12-Apr-22	10:03	22.88	0.514	0.164	3.13	:1	15,027.89
13-Apr-22	8:07	23.68				:1	13,063.82

*\*Note on April 1 and April 8 data estimates were used to generate daily flow values due to discrepancies from battery issues.*



## Sampling Summary

During this discharge period, samples were taken on 6 occasions from the discharge and on 3 occasions from upstream and downstream locations. Although 1 sample point exceeded the ECA limits, the monthly and annual averages for all parameters were still well below the limits and objectives set out in the ECA, which indicates good quality treatment. Sampling was also completed for acute lethality to meet the requirements for the Federal Wastewater Systems Effluent Regulation. The sample result indicated 0% mortality, meaning the effluent was not acutely lethal to rainbow trout.

Parameter	# Samples Taken	ECA Parameter Limits (mg/L)	Average Reading (mg/L)	ECA Average Waste Loading Limits (Kgs)	Average Waste Loading (kgs)	Adverse Samples	Mortality %
Discharge							
CBOD <sub>5</sub>	6	30	6.3	4932	1150.23	0	
T.S.S	6	30	16.0	4932	2905.83	0	
T.P.	6	1	0.4	164	70.83	0	
pH	17		7.03				
Acute Lethality	1						0
Upstream							
CBOD <sub>5</sub>	3		3.0				
T.S.S	3		17.0				
T.P.	3		0.1				
pH	3		6.69				
Downstream							
CBOD <sub>5</sub>	3		3.0				
T.S.S	3		18.3				
T.P.	3		0.1				
pH	3		7.02				

Date	Discharge pH	Discharge Dissolved Oxygen mg/L	Discharge Temperature °C	Discharge TSS Sample mg/L	Discharge TSS Loading kg	Discharge CBOD <sub>5</sub> Sample mg/L	Discharge CBOD <sub>5</sub> Loading kg	Discharge TP Sample mg/L	Discharge TP Loading kg	Discharge Acute Lethality %
	(grab sample)	(grab sample)	(grab sample)	(grab sample)	(calculated)	(grab sample)	(calculated)	(grab sample)	(calculated)	(grab sample)
28-Mar-22	6.77	7.42	3.2	14		6		0.48		
29-Mar-22	6.93	5.3	3.5		85.69		36.72		2.94	
30-Mar-22	7.00	3.78	3.8	13	165.98	8	102.14	0.52	6.64	
31-Mar-22	6.90	4.48	3.8		104.21		64.13		4.17	
1-Apr-22	8.29	3.81	4.3		116.75		71.85		4.67	
2-Apr-22	6.77	3.50	5.0		173.72		106.90		6.95	
3-Apr-22	7.00	4.81	6.5		107.00		65.84		4.28	
4-Apr-22	6.58	7.48	10.2	18	95.92	6	31.97	0.31	1.65	
5-Apr-22	6.83	5.25	8.7		188.63		62.88		3.25	0
6-Apr-22	6.77	5.91	10.0	8	69.65	9	78.36	0.29	2.52	
7-Apr-22	7.16	6.10	8.0		85.56		96.26		3.10	
8-Apr-22	7.32	7.67	5.3		75.43		84.86		2.73	
9-Apr-22	7.18	10.59	5.7		126.42		142.22		4.58	
10-Apr-22	6.73	10.79	7.9		145.49		163.67		5.27	
11-Apr-22	7.03	10.34	7.5	11	191.58	4	69.67	0.23	4.01	
12-Apr-22	7.16	6.18	12.1		165.31		60.11		3.46	
13-Apr-22	7.10	3.30	10.5	32	418.04	5	65.32	0.51	6.66	
<b>ECA Limit</b>	<b>6.0-9.5</b>			<b>30</b>	<b>4932</b>	<b>30</b>	<b>4932</b>	<b>1</b>	<b>164</b>	<b>50</b>
<b># Samples</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>6</b>	<b>16</b>	<b>6</b>	<b>16</b>	<b>6</b>	<b>16</b>	<b>1</b>
<b>Minimum</b>	6.58	3.30	3.20	8	69.65	4	31.97	0.23	1.65	0
<b>Average</b>	7.03	6.27	6.82	16	144.71	6	81.43	0.39	4.18	0
<b>Maximum</b>	8.29	10.79	12.10	32	418.04	9	163.67	0.52	6.95	0

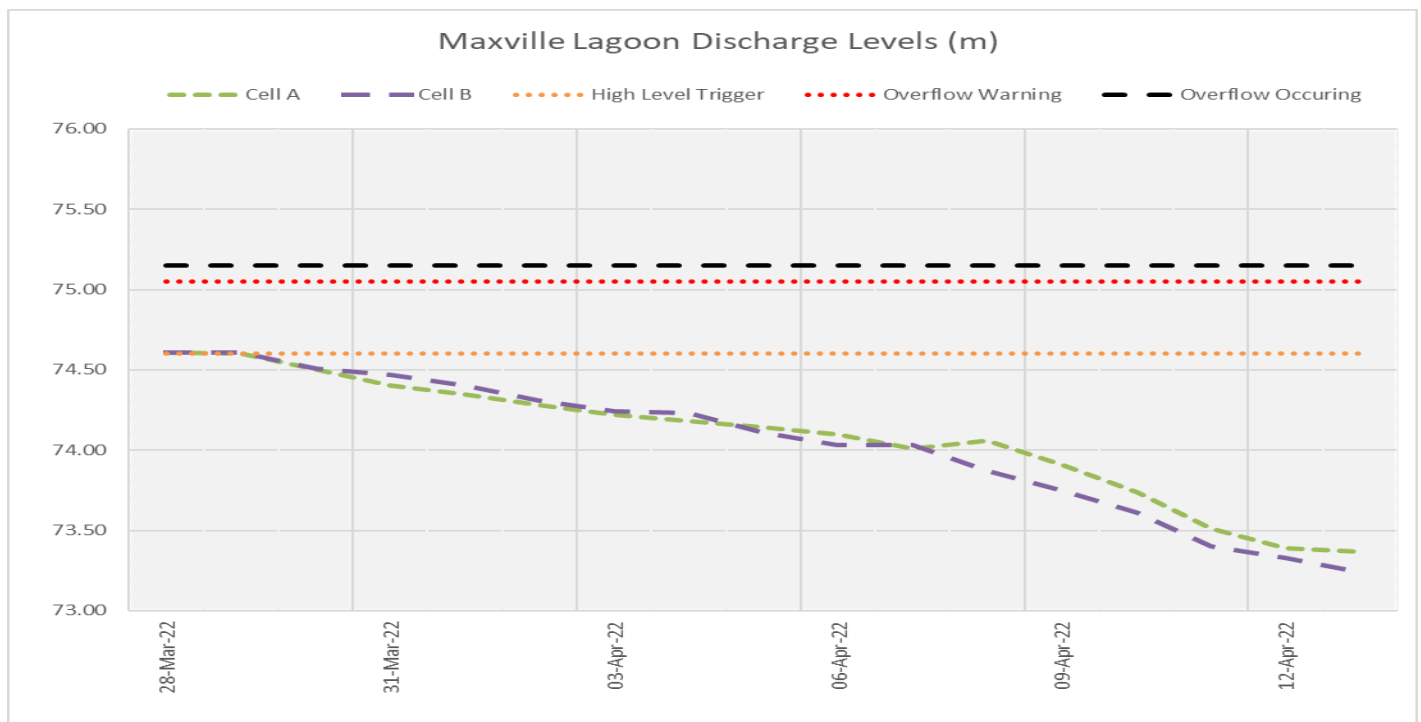


## Lagoon Levels

Lagoon cell level in Cell A was discharge over 17 days and decreased 1.24m in total, starting at a measured level of 74.61m to a final measured level of 73.37m.

Lagoon cell level in Cell B was discharge over 17 days and decreased 1.37m in total, starting at a measured level of 74.61m to a final measured level of 73.24m.

Discharge Period				
Parameter	Cell A		Cell B	
Minimum	73.37	-0.23	73.24	-0.21
Maximum	74.61	0.05	74.61	0.00
Average		-0.08		-0.09
Total		-1.24		-1.37



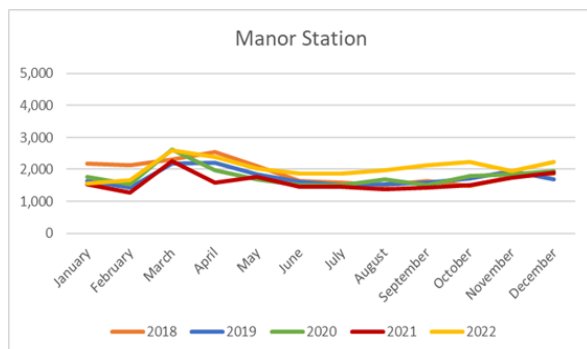
## Issues

Observed issues noted during this discharge period were minor in nature and include the following:

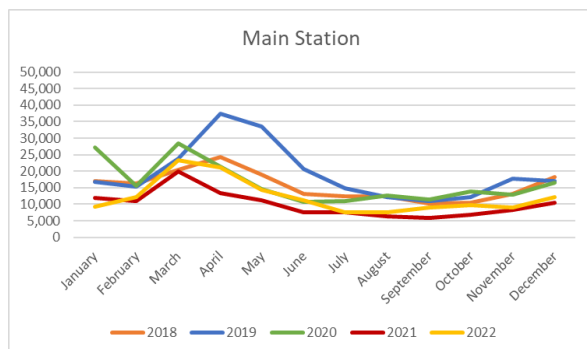
- operational staff noted sulfur smell on 1 day.
- operational staff noted foam intermittently at discharge outfall, caused by water flows, foam noted within 3m from discharge outfall.
  - no foam noted near mixing zone for discharge and river water.
- battery issues on 2 occasions
  - estimated flows during battery issues, which was over a cumulative 9 min period.



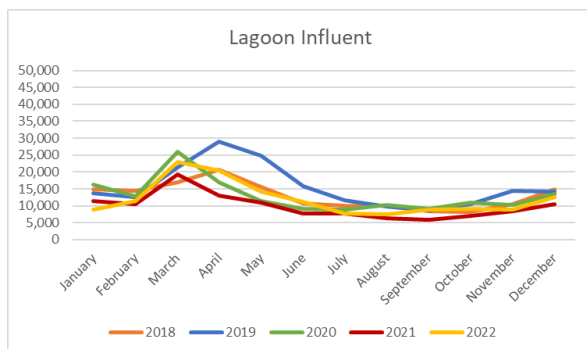
## System Station Flow Comparisons



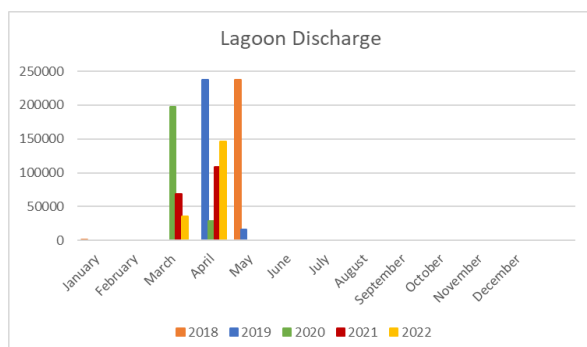
Manor Station					
Month	2018	2019	2020	2021	2022
January	2,173	1,636	1,755	1,531	1,562
February	2,131	1,417	1,530	1,272	1,654
March	2,310	2,181	2,633	2,259	2,605
April	2,553	2,201	1,966	1,588	2,401
May	2,092	1,843	1,695	1,766	2,017
June	1,633	1,617	1,501	1,466	1,859
July	1,575	1,507	1,497	1,465	1,863
August	1,498	1,535	1,693	1,375	1,963
September	1,628	1,590	1,500	1,417	2,127
October	1,484	1,712	1,786	1,507	2,233
November	1,778	1,937	1,857	1,733	1,943
December	1,858	1,690	1,955	1,903	2,244
Annual	22,714	20,866	21,367	19,284	24,471



Main Station					
Month	2018	2019	2020	2021	2022
January	17,144	16,875	27,201	12,056	9,161
February	16,219	15,266	15,535	11,010	12,113
March	20,367	23,932	28,496	19,874	23,348
April	24,362	37,403	21,512	13,432	21,067
May	18,873	33,625	14,503	11,144	14,431
June	13,098	20,617	10,729	7,483	11,150
July	12,346	14,803	10,843	7,525	7,560
August	12,355	12,063	12,729	6,291	7,504
September	10,317	10,919	11,457	5,773	8,924
October	10,483	12,079	13,929	6,924	9,673
November	13,076	17,706	12,937	8,289	8,993
December	18,359	16,922	16,586	10,500	12,276
Annual	186,999	232,210	196,457	120,301	146,199



Lagoon Influent					
Month	2018	2019	2020	2021	2022
January	14,951	13,737	16,293	11,389	8,918
February	14,417	12,586	12,904	10,444	11,502
March	16,909	21,265	26,004	19,383	23,010
April	20,543	28,994	17,037	13,113	20,501
May	15,519	24,903	11,349	10,914	14,075
June	10,677	15,693	9,161	7,697	11,090
July	10,091	11,550	8,784	7,663	7,812
August	10,092	9,772	10,186	6,305	7,453
September	8,295	8,600	9,085	5,788	8,872
October	8,207	10,483	10,909	6,987	9,019
November	10,506	14,329	10,252	8,288	8,811
December	14,844	14,069	13,577	10,442	12,552
Annual	140,207	171,911	141,964	107,971	131,063

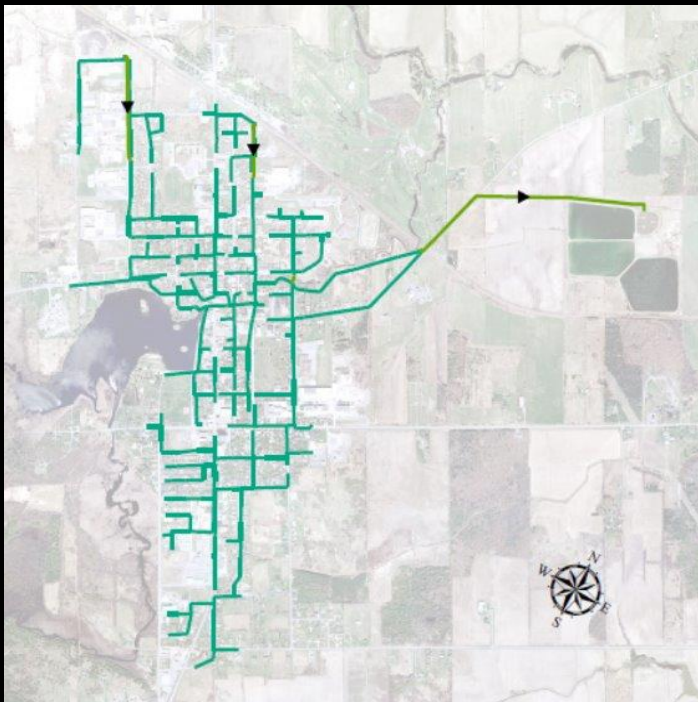


Lagoon Effluent					
Month	2018	2019	2020	2021	2022
January					
February					
March			197,008	68,556	35,885
April	237,321	237,322	28,306	109,050	145,729
May		15,872			
June					
July					
August					
September					
October					
November					
December					
Annual	237,321	253,194	225,314	177,606	181,614



# ANNUAL WASTEWATER SYSTEMS REPORT TO COUNCIL

- Alexandria WWS
- Maxville WWS



## ALEXANDRIA

- Wastewater Collection
- Wastewater Treatment System



# ALEXANDRIA WASTEWATER SYSTEM

- Class 2 Continuous Discharge Wastewater System
- Separate Sewer System
  - Receiving Leachate hauled from closed Alexandria Landfill Leachate System
- ECA 9873-BQ6LTR (valid until 2026)
  - Condition all works constructed within 5 years of issuance
- Under Fisheries Act Directive (2019)
  - Action to be taken to prevent reoccurrence of adverse conditions
- Currently undergoing Pump Needs study through EVB

## System Rating



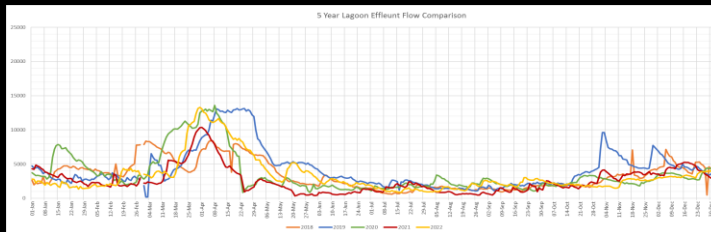
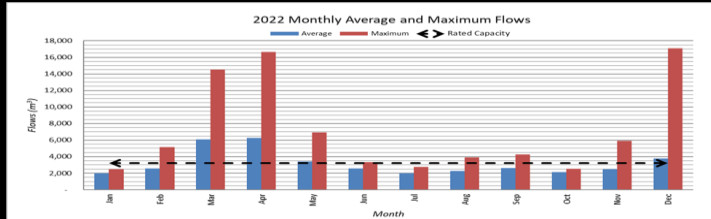
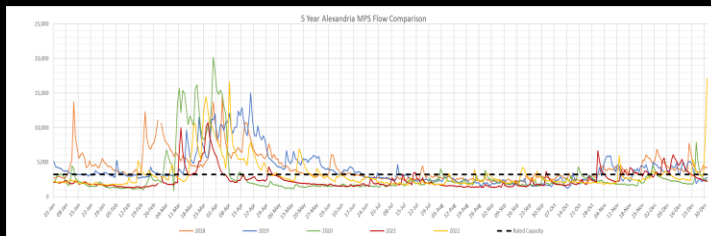
- 25kms of collection piping and force mains
- 1585 service connections
- 3 sanitary lift stations
- 1 Pumping Station (MPS)

## Collection System



- Aeration followed by 3 Facultative Treatment Cells
  - run in series
- Chemical treatment for phosphorus
- Disinfection and Dichlorination Chamber
  - Sodium Hypochlorite is disinfectant
  - Sodium Bisulphite is dechlor agent

## Treatment Lagoons



## FLOW SUMMARY

### Raw Influent Sewage

- Metered Volume: 1,162,810m<sup>3</sup>
  - Includes 3,585m<sup>3</sup> of leachate (hauled between May 2-May 20)
- Capacity Rating: 3237 m<sup>3</sup>/day
  - Currently at 98% of the rated system capacity

Maximum Daily Flow	17,077m <sup>3</sup> /day
Average Daily Flow	3,184m <sup>3</sup> /day

- Flow are slightly increased from 2021 values
  - Significant increased flows were observed in March, April and December, which coincided with significant rainfall and snow melt events
- 1 Overflow Event in collection system prior to MPS.
  - Caused by partially blocked sewer and degraded manhole structure
  - Unblocked 5 days after initial report and estimated 4.95m<sup>3</sup> discharged
  - Manhole structure repaired by June

### Treated Wastewater Effluent

- Metered Volume: 1,091,907m<sup>3</sup>
- No issues noted with flow during this time, no treatment bypasses or overflows from the lagoon system



## SAMPLING AND ANALYSIS

	CBOD <sub>5</sub> (mg/L)	Total Suspended Solids (mg/L)	Total Phosphorous (mg/L)	Total Chlorine Residual (mg/L)	pH		E. Coli (geometric mean density) (organisms/100 mL)	Acute Lethality % mortality	
Concentration Limits	30	40	0.5 mg/L	0.2 mg/L	6.0	9.5	< 200	50 % mortality	
Concentration Objective	25	25	0.4 mg/L	non-detect	6.5	8.5	< 150	T	D
January	6.8	4.8	0.23	0.00	7.20	8.94	5.3	0	0
February	5.0	10.0	0.32	0.00	7.02	7.67	2.1		
March	3.7	6.7	0.25	0.00	7.08	7.70	5.6		
April	3.3	12.3	0.26	0.00	7.29	8.57	6.6	0	0
May	4.0	7.5	0.17	0.00	7.39	8.72	3.6		
June	3.0	4.4	0.10	0.00	7.43	8.40	1.3		
July	3.0	4.0	0.12	0.00	7.35	8.24	1.0	0	0
August	3.0	6.2	0.21	0.00	7.35	7.55	1.0		
September	3.0	4.5	0.12	0.00	7.24	7.84	1.8		
October	3.0	5.0	0.11	0.00	7.20	8.16	1.0	0	0
November	3.2	5.2	0.12	0.00	7.49	8.25	1.0		
December	3.3	5.0	0.11	0.00	7.33	7.90	1.0		
Annual Average	3.7	6.5	0.19	0.00	7.64		2.0	n/r	

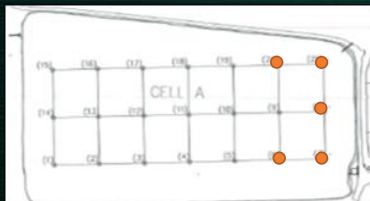
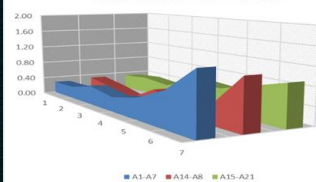
- All results were within provincial and federal annual compliance limits
- All quarterly sampling was completed as required and no adverse results were observed
- Annual monitoring well sampling was completed in March
  - All results are comparable to previous findings
  - Minor influence potential from total ammonia, TKN (organic nitrogen), but further investigation would be needed to confirm, if ever required.

## TREATMENT CELL SLUDGE VOLUME MONITORING

### Cell A

- Last depth reading: November 11, 2022
- Cell volume calculated to be 49.8%
- Cell sludge volume increased by 8.5% from 2020 values
- 5 locations exceeded trigger levels
- Highest volumes located in north-east end of cell

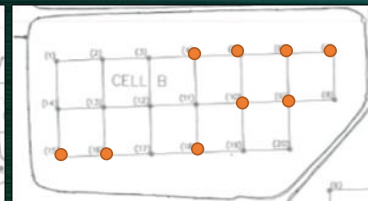
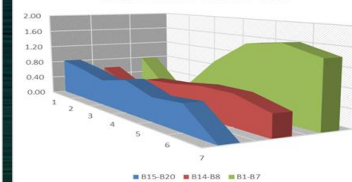
CELL A SLUDGE DEPTHS



### Cell B

- Last depth reading: November 4, 2022
- Cell volume calculated to be 75.5%
- Cell sludge volume reduced 16% from 2020 values
- 9 locations exceeded trigger levels
- Highest volume located in north-east corner of cell

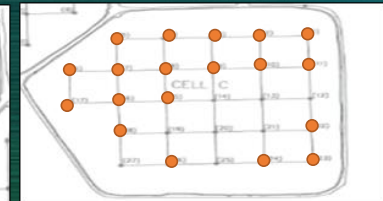
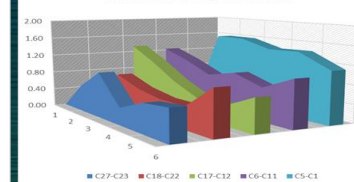
CELL B SLUDGE DEPTHS



### Cell C

- Last depth reading: November 11, 2022
- Cell volume calculated to be 90.1%
- Cell sludge volume increased 8.2% from 2020 values
- 20 locations exceeded trigger levels
- Highest volume located in north side, west side and south-east-west corner of cell

CELL C SLUDGE DEPTHS





## Operational Issues

Collection System	Pump Operations Issues	caused by equipment failure, all defective parts replaced
	Pump Operation Issues	caused by debris in system, all items removed and pump components repaired
		grease build-up in wet wells, cleaned periodically to ensure operation of level sensing equipment
	SCADA Communication	Repaired by Capital Controls on-going basis as needed
Treatment System	Utility Failure (Bell)	Phone line failure causing loss of alarm transmittance, repairs once discovered
	Sump Pump Failure	Flooding in Alum building and significant damage to coagulant dosing system
		All systems repaired and back-up system installed to prevent reoccurrence
	Aerator Safety Plate Loss	Unfastened and fell into aeration pond
		New unit installed and secured properly
	Utility Failure	(Hydro) Caused by bird strikes; temporary measures put in place until hydro repaired
		(Alarm) panel found to be defective and was replaced

## SLUDGE REMOVAL PROJECT

- Bishop Water contracted through a multiple-phase contract to remove and process sludge into Geotubes for treatment and dewatering.
- Geotubes installed in 2021, after being relocated to new area on the Lagoon property after decommissioning the pre-existing tubes.
- Bishop Water Technicians were on-site from May 2 until May 12 and removed a total volume of 3,763.7m<sup>3</sup> from Cell B
- All water from geotubes was returned into the lagoons for treatment

Bishop Water 2022 Work Summary Report

Week	BDT	Volume Pumped	Total Polymer Usage	Average Polymer Dosage
		m <sup>3</sup>	L	kg/BDT
Week 1	57.07	2,211.75	334.98	5.87
Week 2	31.41	1,551.94	160.80	5.12
Total	88.48	3,763.69	495.78	5.60

BDT: bone dry ton





## MAXVILLE

- Wastewater Collection
- Wastewater Treatment System

## MAXVILLE WASTEWATER SYSTEM

- Class 1 Seasonal Discharge Wastewater System
- Separate Sewer System
- ECA 5368-8PPQA2 (valid until amended or revoked)

### System Rating



- **13kms of collection piping and force mains**
- **450 service connections**
- 1 sanitary lift station
- 1 Pumping Station

### Collection System

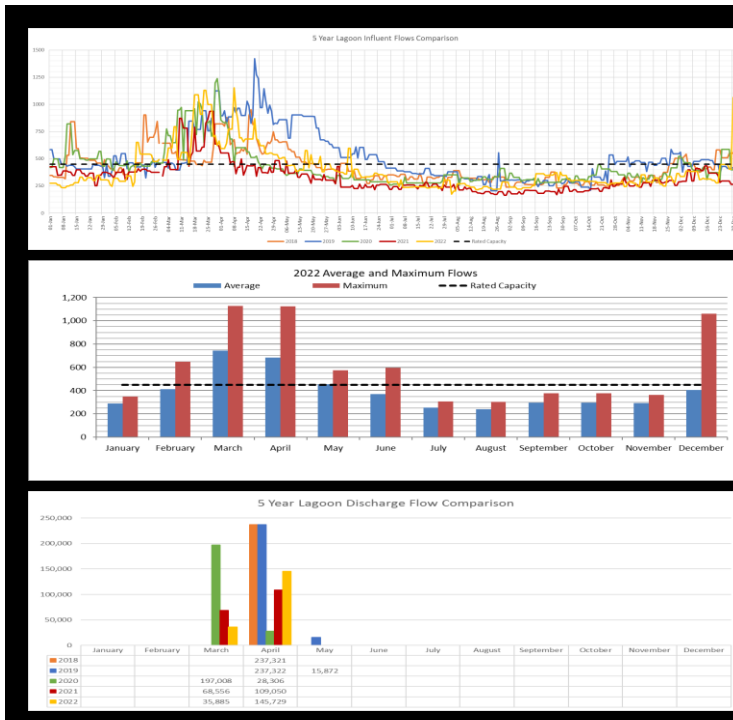


- 2 Facultative Treatment Cells
  - run in parallel
- Chemical treatment for phosphorus
- Seasonal Discharge to coincide with Scotch River Peak Flows

### Treatment Lagoons







## FLOW SUMMARY

### Raw Influent Sewage

- Metered Volume: 143,615m³
  - Capacity Rating: 450 m³/day
  - Currently at 88% of the rated system capacity

Maximum Daily Flow	1,129m³/day
Average Daily Flow	394m³/day

- Flow are slightly increased from 2021 values
  - Significant increased flows were observed in March, April and December, which coincided with significant rainfall and snow melt events
- No bypass event noted during this reporting season

### Treated Wastewater Effluent

- Metered Volume: 181,614m³
- Spring Discharge completed over 17-day period from March 28 until April 13
- No issues noted with flow during this time, no treatment bypasses or overflows from the lagoon system

## SAMPLING AND ANALYSIS

Parameters	CBOD <sub>5</sub>	Total Suspended Solids	Total Phosphorous	pH	Acute Lethality
	(mg/L)	(mg/L)	(mg/L)		% mortality
Concentration Limits	30	30	1	6.0 - 9.5	50 % mortality
Concentration Objective	25	25			T
20-Mar-2022	6	14	0.48	6.77	
30-Mar-2022	8	13	0.52	7.00	
04-Apr-2022	6	18	0.31	6.58	
05-Apr-2022					0
06-Apr-2022	9	8	0.29	6.77	
11-Apr-2022	4	11	0.23	7.03	
Annual Average	6.3	16	0.39	7.03	n/r

Effluent Parameter	CBOD <sub>5</sub>	TSS	TP
Provincial Average Waste Loading Limits (kgs)	4932	4932	164
2022 Maxville Average Waste Loading (kgs)	1150	2906	71

- Annual Spring Discharge Monitoring
  - Both cells were discharged and water was blended before final discharge outfall
  - Samples were taken 6 times from discharge outfall to ensure we met sampling requirements in ECA
  - All results were within provincial and federal annual compliance limits
- Groundwater Monitoring
  - Completed by JP2G Consultants in association with Greer Galloway Group
    - includes groundwater sampling: May and October
    - includes surface water sampling: May, August and October
  - Results indicate there is minor impact on groundwater, however results are well below limits and no potable wells within immediate area downstream.
  - Results also indicated there was no observed impact on surface water.



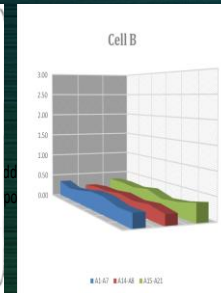
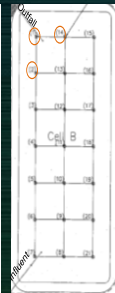
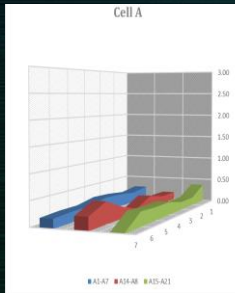
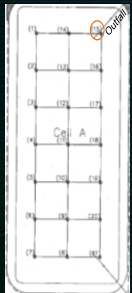
## TREATMENT CELL SLUDGE VOLUME MONITORING

### Cell A

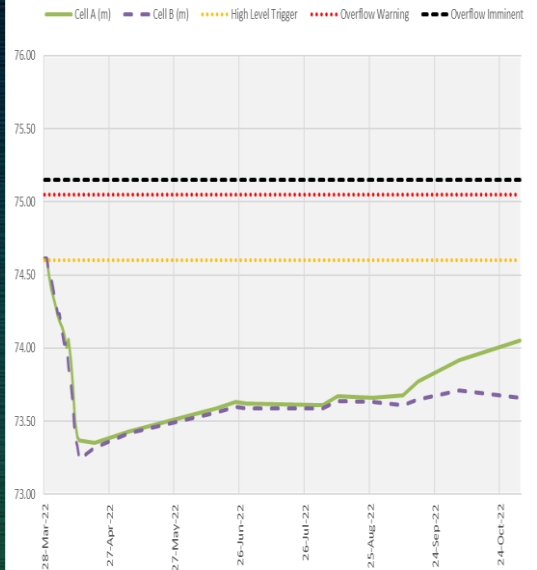
- Sludge depth completed on November 11, 2022
- Currently Cell A is at 41% of allowable volume, which is a 1% decrease from 2020
- No single point location exceeded sludge depth triggers
- the level at the outfall exceeded the warning trigger

### Cell B

- Sludge depth completed on November 14, 2022
- Currently Cell A is at 55% of allowable volume, which is a 12% increase from 2019
- No single point location exceeded sludge depth triggers
- the total cell volume and 3 locations at the outfall exceeded the warning trigger



### Annual Maxville Lagoon Levels



## Operational Issues

### Collection System

#### Pump Operation Issues

caused by debris in system, all items removed and pump components repaired

#### Generator Operations Issues

caused by equipment failure, all defective parts replaced

#### Station Guide Rails

Repaired by operations staff to ensure operations.

Currently looking into replacement options due to age and overall condition

### Treatment System

#### Cell Level Monitoring

Suspected blockage in interconnecting pipe, began in September

Currently monitoring and developing plan to remove blockage

#### Entry Gate Damage

Damaged by public on multiple occasions, and fence post in need of replacement (due to age/wear & tear)

Repaired all defective parts

#### Discharge Observances

Minor hydrogen sulphide odour noted on discharge start up in chamber, but no odours at discharge; no action required.

On-going foaming issue at discharge outfall due to configuration. All foam dissipated before entering natural water course; no action required





## STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report No: PW 2023-07

March 22, 2023

From: Timothy Wright - Director of Public Works

RE: Blue Box Transition and Regional Waste Management Group Update

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### Recommended Motion:

THAT Committee of the Whole receives report PW-202307 and recommends to Council to opt out of providing administration services to Circular Materials Ontario during the transition period of January 1<sup>st</sup> 2025 to December 31<sup>st</sup> 2025 and report this to the Regional Waste Management Group.

### Background / Analysis:

#### Blue Box Program Update

Currently, Ontario municipalities with a population of at least 5,000 are required to provide a blue box management system and producers of blue box materials are required to compensate municipalities for approximately 50 per cent of the costs to operate the program on an annual basis. In 2021 (and amended in 2022), the provincial government introduced a new recycling regulation that changes how the blue box program is funded and operated.

The recycling program will transition from a model of shared industry funding (split between municipalities and producers) to one of full producer responsibility. This new approach to waste management makes producers (companies that make and import packaging/products) fully responsible for the waste generated from their products and packaging.

As the provincial Blue Box collection system administrator, Circular Materials Ontario (CMO) is managing procurement for the front end of the Blue Box system including curbside collection, depot collection, public space collection, promotion, and education, and receiving and consolidating material.

Individual producers or producer responsibility organizations (PROs) are also responsible for post-collection processing and marketing of blue box materials. CMO is responsible for the majority of blue box material in the province and has initiated a number of procurement processes.



In May 2022, all municipalities were presented with a Master Services Agreement (MSA) to temporarily provide residence and facility (curbside) collection of blue box materials during the transition period, typically by utilizing existing municipal curbside contracts. Several revisions to the MSA have occurred based on municipal and other stakeholder feedback and for The Township of North Glengarry, the transition period is from January 1, 2025 to December 31, 2025. To-date, CMO has been focusing negotiations with municipalities transitioning in July 2023 and have not yet formally reached out to North Glengarry staff regarding a Transition Collection Offer. Staff are expecting communications to begin in early 2023.

If the Township does not contract with CMO “Opt-Out” during transition, this will transfer the responsibility of the blue box program (and all costs associated) to the producers. This is the most likely course to result in significant budget savings and to distance ourselves from the provincial initiative and the producer run program.

#### Update from the SDG Regional Waste Management Working Group (RWMWG)

Staff are pleased to report that the Regional Waste Management Working Group (RWMWG) held its first meeting on January 18<sup>th</sup>, 2023, at the County Administration Building. All local municipalities were represented, and a wide variety of topics were discussed. Some highlights of the meeting were as follows:

- Sarah McDonald, General Manager of Infrastructure Services (South Glengarry) was selected as the chair for 2023
- The RWMWG Terms of Reference (ToR) were approved by the members. A copy of the ToR is attached to this report
- Several joint tender opportunities were discussed by the group, including but not limited to:
  - o Blue boxes
  - o Composters
  - o Waste Collection and Disposal

There will be further follow up at the next meeting on these and other joint tenders.

- The group discussed existing ‘blue box’ inventories and the possibility of selling excess units between municipalities within SDG.
- There was robust discussion surrounding the reimbursements associated with Household Hazardous Waste (HHW) products. The group has committed to compare costs and collectively work on a regional strategy to improve the current process. There was also some discussion about working more collaboratively on HHW collection.
- Within SDG most local municipalities have either “opted out” or are receiving a staff recommendation to “opt out” of the blue box program once our region transitions to Extended Producer Responsibility in 2025. South Glengarry Council had deferred the decision to opt out and North Stormont has not made a commitment either way.

#### **COMMENTS / OBSERVATIONS:**

The RWMWG also met in early March. City of Cornwall staff attended and were interested in attending the RWMWG meetings/ activities on a go-forward basis and participating in initiatives such as the Hazardous Waste negotiations with PCA.



**Alternatives:**

Provide administration services during the transition period exposing the Township to the risk of financial loss.

**Financial Implications:**

None at this time.

**Attachments & Relevant Legislation:**

Environmental Protection Act (EPA)  
Ontario Regulation 101/94  
Waste Diversion Act (WDA)  
Blue Box Program Plan (BBPP)  
Waste Free Ontario Act (WFOA)  
Waste Diversion Transition Act (WDTA)  
Resource Recovery and Circular Economy Act (RRCEA)  
Ontario Regulation 391/21

**Others Consulted:**

Regional Waste Management Group  
Jessica MacDonald RARE Manager

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk



## Terms of Reference

### Regional Waste Management Working Group

Approved by Members on Jan. 18, 2023

#### Mandate/Authority

The mandate of the Regional Waste Management Working Group (RWMWG) is to:

- Review and discuss matters of common interest related to waste management
- Identify, investigate and participate in collaborative waste management activities
- Seek input and work with external waste management partners when and where possible
- Provide up to date financial information about local cost of delivery of local waste management services
- Retain, support and regularly review a regional “benchmark” level of service

#### Composition/ Term

The Committee will be composed as follows:

- One staff person from each local municipality, as appointed by local Councils (6 total members).
- A Committee Chair shall be appointed by the members of the Committee, serving a one-year term. The Chair shall be selected at the beginning of each calendar year. If the Chair leaves the committee, a temporary chair shall be appointed for the remainder of the year.
- The committee will remain active until a majority vote of committee members decides to end the committee.

#### Administrative Support

The County’s Director of Transportation and/or designate shall be a non-voting participant in the committee. The Transportation Director will be responsible for coordinating the activities of the Committee and providing administrative support as required.

#### Accountability

Members of the Regional Waste Management Committee are responsible to regularly report the committee activities to their Councils. The committee will endeavour to use common templates, reports, forms in their reporting to Council.



**Meetings/ Procedure**

The Committee will meet 4-6 times per year, meeting dates to be determined by the Committee at the beginning of each calendar year. Dates, times, and format (e.g., in-person, virtual or hybrid) of Committee meetings shall be as determined by the Committee.

Quorum shall require 4 committee members. No action items can be approved without quorum.

Committee members must vote affirmatively to be included in collaborative waste management activities.

**Budget**

The County will be responsible for minor meeting expenses (e.g. refreshments) and the costs associated with the administrative support to be provided to the committee. Committee members are responsible to ensure that their respective budgets have sufficient funding to facilitate the collaborative work/ activities agreed to by participating committee members (e.g. engaging external expertise, joint tenders and contracts, participation in conferences, etc.)

The County may fund regional waste management initiatives if this approach is agreed to by all committee members and the budget is approved by County Council.





## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE      Report No: FD 2023-03**

**March 22, 2023**

From: Matthew Roy – Fire Chief

RE: Training Facility - Rental

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### **Recommended Motion:**

THAT the Committee of the Whole of the Township of North Glengarry receives Staff Report No. FD 2023-03, recommending the rental of our facility to external stakeholders and outside fire departments, through a cost recovery model.

### **Background / Analysis:**

The North Glengarry Fire Department Training Facility operates in a centralized location in our Township under a lease agreement. Located at 18611 Diversion Rd, Apple Hill, the Training Facility is a unique fire training facility designed to give realistic training to firefighters.

The Training Facility officially opened in 2021 with the ability to incorporate multiple phases of expansion. As it continues to grow and develop to meet the demands and opportunities of North Glengarry Fire Department, our next phase is to provide the opportunities for growth to external stakeholders and County Mutual Aid partners through the rental of our facility.

The recent closure of the Ontario Fire College, coupled with the introduction of legislation O.Reg 343/22 under the Fire Protection and Prevention Act (FPPA) requiring firefighter skillset certification outlining specific job performance requirements for firefighters, mandating training including live fire training, which can only be completed at training facilities.

This confirms that our training facility can provide the tools to prepare first responders, and external organizations for emergency response, specialized job skills and incident management techniques.



Our facility currently has a number of scenario-based training props ability to train on skills including:

Live fire burn unit:

- Class A fires
- Ventilation

Multi-storey complex and tower

- Fire Attack with simulated smoke
- Forcible Entry
- Roof Ladder
- Firefighter Survival Techniques
- Rapid Intervention Team

Roof Prop

- Roof ventilation techniques
- Roof Ladder deployment

Draeger Propane live car fire & LPG Cylinder prop

- Used to training on Passenger vehicle fires.
- Used to train on controlling a flammable gas cylinder fire.

Ground Fire:

- Large area to conduct ground fires.

Auto extrication area:

- Training on auto extrication, in realistic conditions.
- Allow vehicles to be in a ditch, on their side or in a variety of other positions that are common occurrences when responding to collisions.

Water Site

- Pumper operations.
- Fire well drafting and water supply.

The live fire props within the training centre are designed to simulate several key types of fires. The propane live fire training props include a vehicle, assorted gas containment failures, a residential room and content fires all of which provide for skills development. The training ranges from pump operations to incident command, forcible entry, search and rescue, ventilation and fire attack to be practiced in a practical and safe environment. Combining all of the skills in a sequential, comprehensive manner is the key to be able to function efficiently and skillfully on a fire scene.

Through the development and modernization of our training facility, through modernization funds, our facility has the ability to provide a cost reduction to our Township. Through this



opportunity staff is recommending the rental of our facility to external stakeholders and outside fire departments, through a cost recovery model. Staff have outlined a fee structure based on the requirements of outside fire department or agencies. Our requirements will consist of on-site facilitators, additional administrative requirements in order to process requests and invoicing. Upon approval of established rates for rental our fee and charges by-law will be updated to reflect changes.

**Alternatives:**

Option 1 – Department will develop a plan to collaborate with external fire departments and agencies to provide the Township a cost recovery framework model.

Option 2 - Department will continue to utilize the training facility for internal use only.

**Financial Implications:**

Based on the proposed model, there will be additional administrative requirements and facility monitoring. Based on the rental fees all cost would be cost recovered and permit our facility to continue to modernize.

**Attachments & Relevant Legislation:**

2023 – NGFD Training Facility Rental Agreement  
2023 – NGFD Training Grounds Waiver and Acknowledgement  
2023 – NGFD Training Facility – Rates and Fees

**Others Consulted:**

Sarah Huskinson - CAO

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk





# North Glengarry Fire Training Facility Rental Agreement

**Licensor:**

The Corporation of the Township of North Glengarry  
Fire Department  
Training Facility  
18611 Diversion Rd, Apple Hill, ON

**North Glengarry Fire Department**  
3720 County Road 34, Alexandria, ON, K0C 1A0  
Phone: 613-525-1110 ext 200  
Email: [fireadmin@northglengarry.ca](mailto:fireadmin@northglengarry.ca)

**Licensor's Contact:** Matthew Roy

**Contact Phone:** 613-525-1110 ext 201

**Contact Email:** [firechief@northglengarry.ca](mailto:firechief@northglengarry.ca)

**Licensee's:** \_\_\_\_\_

**Licensee's Contact:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**License Area:** Training Facility – 18611 Diversion Rd, Apple Hill

**Purpose:** \_\_\_\_\_

**Rental Period:** \_\_\_\_\_

**Fees and Payment Dates:** \_\_\_\_\_

**Security Deposit:** \_\_\_\_\_

**Special Conditions:** \_\_\_\_\_

The Licensor and Licensee, by signing this Agreement, agree to be bound by all the terms and conditions contained in it. This Agreement, including the Terms and Conditions on page 2 and attached schedules, constitutes the entire agreement and understanding between the parties and no changes or modifications are permitted unless agreed to by the parties in writing.

**Signed by the Licensor:**

The Corporation of the Township of North Glengarry, by its authorized signatory(ies) on this \_\_\_\_ day of \_\_\_\_, 20\_\_ :

Matthew Roy – Fire Chief  
Print Name and Title

\_\_\_\_\_  
Sign Name

**Signed by the Licensee:**

\_\_\_\_\_, by its authorized signatory(ies) on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ :

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Sign Name



## Terms and Conditions

1. **Grant of License** - The Licenser hereby grants the Licensee the non-exclusive right to use the License Area during the Rental Period for the approved Purpose and for no other purpose, subject to compliance by the Licensee with all the terms of this Agreement. Despite any other provision in this Agreement or any rule of law to the contrary, this Agreement does not create any interest in land.
2. **Termination** - The Licenser may terminate this Agreement at any time upon 24 hours written notice to the Licensee, except in the case of an emergency (as determined by the Licenser in its sole discretion) in which case lesser or no notice may be given.
3. **Payment of Fees** - Fees shall be paid without deduction or set-off.
4. **Security Deposit** - The Licensee will, upon execution of this Agreement, provide the Security Deposit in the form of certified cheque or money order as security for the performance by the Licensee of its obligations under this Agreement. Upon default, the Licenser may, in addition to any other rights it may have, retain the Security Deposit.
5. **No Obstruction, Interference or Nuisance** - The Licensee shall ensure that its use of the License Area does not obstruct or interfere with the Licenser's operations or create any nuisance. The Licensee shall promptly rectify any such obstruction, interference or nuisance at its sole cost and expense.
6. **Equipment and Improvements** - The Licensee may, with the Licenser's prior written consent, place equipment or improvements on the License Area. The Licensee shall be solely responsible for the cost of placement, removal and operation of its equipment and improvements. Placement and removal shall be done at such times and in such manner as approved by the Licenser. The Licensee shall keep its equipment and improvements in a first-class state of repair and shall be responsible for the safety and security of its equipment and improvements. The Licensee shall promptly remove or repair any improvements and equipment that has been defaced, vandalized, damaged or poses any risk to the safety of the Licenser's staff or operations.
7. **Condition of the License Area** – The Licensee shall keep the License Area in a clean, sanitary and safe condition and shall, at the end of the Rental Period, return the License Area to its original condition. The Licenser has the right, at any time, to enter the License Area for any purpose, including inspection.
8. **Repair** - The Licensee shall, at its sole cost and expense, repair any damage to the License Area or the Licenser's facilities or equipment caused by the Licensee's use of the License Area.
9. **Licenses and Permits** - The Licensee warrants it holds, or shall obtain prior to its use of the License Area, all municipal, provincial and federal licenses or permits required for the conduct of its operations in the License Area.
10. **Signage** - Any and all signage or other written material placed in the License Area shall be of high quality, visually appealing and professional. The Licensee will immediately remove any signage or written material deemed unacceptable for any reason by the Licenser.
11. **Conduct of Business** - The Licensee shall conduct itself in a professional manner and will not do or omit to be done anything that will in any way (a) impair or invalidate any policy of insurance that the Licensee maintains or (b) increase the risk of loss at the License Area or increase the premiums payable by the Licenser for any policy of insurance that the Licenser maintains.
12. **Insurance** - The Licensee shall maintain comprehensive general liability insurance, including without limitation, contractual liability insurance, against claims for bodily injury, death or property damage or loss howsoever arising out of the operations of the Licensee, which insurance policy shall include the Licenser as an additional insured and otherwise be on the terms specified in Schedule "A" to this Agreement. The Licensee shall provide the Licenser a certificate of insurance evidencing the required coverage prior to commencement of the Rental Period.
13. **Liability and Release** - The Licenser shall not be liable for any damage or injury caused to the Licensee or any person claiming through or under the Licensee or its or their property while in or about the License Area. The Licensee hereby releases the Licenser and its officers, employees, agents, consultants, and contractors (the "Licenser's Representatives") and waives any rights, including rights of subrogation, it may have against them for compensation for any injury, loss or damage occasioned by the Licensee or any person claiming through or under the Licensee.
14. **Indemnity** - The Licensee hereby irrevocably undertakes to indemnify, defend and save harmless the Licenser and the Licenser's Representatives from and against all losses, claims, suits, costs, actions, damages, liabilities and expenses arising out of any act or omission of the Licensee, whether occurring in and about the License Area or arising out of any breach by the Licensee of any provision of this Agreement.
15. **Participant Waiver** – The Licensee shall not cause, permit or allow any person under its control (whether employee, contractor, volunteer, student, participant or otherwise) to use the License Area until that person has first signed and delivered to the Licenser a Waiver and Acknowledgement in the form attached as Schedule "B" to this Agreement.
16. **Compliance** - The Licensee will comply with all statutes, bylaws, regulations, guidelines, ordinances or other laws in force during the Rental Period pertaining to the Licensee's operations or use of the License Area. The Licensee must be registered and in good standing with WSIB if required or permitted under the Workers Compensation Act, must maintain such good standing during the term of this Agreement and must provide its W S I B registration numbers. The Licensee will abide by the Special Conditions on page 1 and all rules, regulations, guidelines and directives made by the Licenser from time to time pertaining to the use, operation, safety, care or cleanliness of the Licenser's facilities or the License Area, including the Training Facility Operational Guidelines, NFPA 1403, NGFD Live Fire Emergency Plan, Pre-Burn Building Safety Briefing Checklist. The Licenser will not be responsible for the non-observance or violation of any rules, regulations, guidelines or directives by any other person.
17. **General**
  - a. Any notices shall be personally delivered, sent by facsimile or forwarded by registered or certified mail to the addresses on page 1. Any such notices delivered, faxed or mailed, shall be considered legally served and shall be sufficient notice effective from the day of delivery or facsimile transmission or from the 5th calendar day after mailing.
  - b. The Licensee shall not assign this Agreement or sublicense any part of the License Area in whole or in part.
  - c. This is a licence agreement and nothing contained in it shall be considered to constitute a landlord/tenant relationship.
  - d. Time is of the essence.
  - e. The Licensee acknowledges the Licenser has made no representations or warranties whatsoever concerning the License Area.
18. **Schedules**
  - Schedule "A"—Certificate of Insurance
  - Schedule "B"—Participant Waiver and Acknowledgment





# North Glengarry Fire Department Training Facility

## Rental Rates and Fees

The following schedule contains the rates and fees for use of the department's facilities, equipment and grounds. A full day of training is 8 hours and includes a one hour lunch break. Half-day training periods are 4 hours. Starting time for full day or half day will be pre-determined.

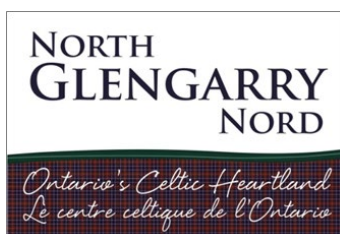
Prior to the use of facilities, equipment and grounds, applicants will be required to complete the Training Facility Rental Agreement, participant Waiver and Acknowledgement and provide a certificate of insurance. North Glengarry Fire Department reserves the right to rent to qualified applicants only. Applications should be submitted at least two weeks in advance.

All rentals require a facility monitor provided by North Glengarry Fire Department. The Draeger live props will be operated by NGFD.

Discounts to multi-day rentals may be applied as the discretion of the Fire Chief, contact for specific quote.

Rental inquiries shall be directed to the fire administration at 613-525-1110 ext 200 or [fire\\_admin@northglengarry.ca](mailto:fire_admin@northglengarry.ca)

Rental Schedule	Fee
Fire Building – Multi-Storey	\$1500 / day
Non-live fire – Theatrical Smoke Use only	\$975 half day
-Search and Rescue, Fire attack simulations, Forcible Entry, Wall Breach, Firefighter Survival, RIT, Stand-pipe, ground ladder	
Draeger live fire Car and LPG training prop	\$650 / day plus consumable propane at current rate
	\$ 325 / day plus consumable propane at current rate
Live Fire Class A container and ground fire	\$1250 / Day
-Compartment area, Sprinkler system, Search and Rescue maze	\$850 / Half Day
Roof Prop	\$250 / day
	\$125 / Half Day
Firehall training room (includes AV equipment)	\$300 / day
	\$150 half day
Facility Monitor	\$60 / Person per hour







# North Glengarry Fire Training Facility – Participant Waiver and Acknowledgement

**North Glengarry Fire Department**  
3720 County Road 34, Alexandria, ON, K0C 1A0  
Phone: 613-525-1110 ext 200  
Email: [fireadmin@northglengarry.ca](mailto:fireadmin@northglengarry.ca)

\_\_\_\_\_ (the "Participant") hereby acknowledges that they are being permitted to use the training grounds and train at the Corporation of the Township North Glengarry (the "Township") Fire Department Training facility (the "Facility"). Safety training conducted at the Facility (the "Training") is for the Participant's benefit and is not being administered nor taught by Township staff. The Participant agrees the Township will not be liable for any damage or injury caused to the Participant or the Participant's property, while at the Facility or participating in the Training.

In consideration for being permitted to use the Facility and attend the Training, the Participant hereby releases and discharges the Township and its elected officials, officers, employees and agents (the "Township Representatives") from and against all manner of actions, suits, costs, demands, claims or judgments whatsoever at law or in equity, including for negligence by the Township and the Township Representatives or any of them, which they may have for injury (including death), damage to property, or otherwise, at any time relating to the Training or the Participant's access to or use of the Facility. The Participant also agrees to indemnify and save harmless the Township and the Township Representatives from and against all manner of actions, suits, costs, demands, claims, judgments, damages, liabilities or expenses that relate to the Participant's attendance at the Training or access to or use of the Facility.

The Participant acknowledges that there is some risk involved in the Training, voluntarily accepts that risk, and acknowledges that it is the Participant's responsibility to take appropriate safety precautions with respect to their attendance at the Training and use of the Facility. The Participant agrees to abide by all Township rules, regulations, guidelines and directives pertaining to the use, operation or safety of, or attendance at, the Facility. Finally, the Participant acknowledges that although the purpose of the Training is to familiarize participants with safety procedures, the Township makes no representation or warranty with respect to the Participant's level of competence in the area of safety after completing the Training.

**Date:** \_\_\_\_\_

**Signed by:**

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Witness

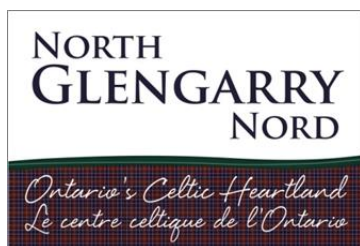
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Name

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Name

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Address





## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: TR2023-09**

**March 14, 2023**

From: Kimberley Goyette – Director of Finance/Treasurer

RE: 2023 Workplan Update March 2023

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### **Recommended Motion:**

THAT the Committee of the Whole accepts report TR2023-09 Treasury Workplan update as of March 2023 for information purposes.

### **Background / Analysis:**

The budget passed on January 27, 2023 and it has now been entered into our financial system and all cost centres have been set up. The cost centres are used for tracking capital projects.

The submission for Canada Community Building Fund (CCBF – formerly Federal Gas Tax) has been completed with the road work in Glen Robertson to receive this funding for 2023. Public Works are getting ready with the signage needed for this project.

A tax sale scheduled for March 15, 2023 has been cancelled with the arrears paid in full on March 10, 2023. This brought in approximately \$22,000. We still have another 14 properties that will have their final notices sent out in July of 2023 with tax sales as soon as possible after that time (hopefully the fall). We also have 10 properties that just started the registration process in February of 2023.

The third and final claims were submitted for the Glengarry Sports Palace in early January. To date we are still awaiting funding. Claims for this amount to just over \$1.4M. Turn around time seems to be in the 3-6 month range which doesn't help cash flow.

The Treasury Department is currently quite busy with the annual municipal audit taking place March 13 to 24, 2023 and further year end processing. Based on auditor's deadlines, we are hopeful financial statements will be presented in May of 2023.



**Alternatives:**

N/A

**Financial Implications:**

N/A

**Attachments & Relevant Legislation:**

Work plan as of March 14, 2023

**Others Consulted:**

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk







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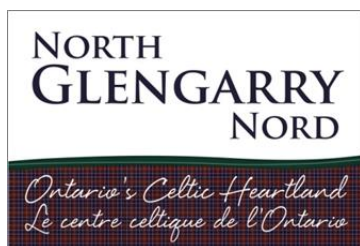


	Treasury Department Tasks	Deliverable	Involvement	2023				2024
				Q1	Q2	Q3	Q4	
Strat Plan	Assist Department with financial information as needed							
	Succession Planning for 2024							
Policies	Revised IT and cell phone policy	Council Approved Policy	KG					
	2023 Budget	Approved Budget	Council, KG, SMT					
	2023 Set up Cost Centres and distribute budget	Documents to SMT	KG					
	Tile Drainage Loan Application	Council approved debenture documents and receipt of loan amount from OMAFRA	KG, ZB					
	Council Remuneration Report	Council approved report	KG, Council					
	Review Tax Arrears, more letters, and tax collection	Increased Collections, reduced arrears and increased cash flow	KG, VT					
	Start registration of 9 more properties	Tax Sale or Arrears Paid in full	KG, VT					
	Sale of 2021 registered tax sale properties	Cash for sale of property	KG, VT					
	Variance reports - Monthly to Directors	Variance reports delivered to Directors	KG					
	Variance reports - Quarterly to Council	Variance reports presented to Council	KG					
	Temporary Borrowing Bylaw	Bylaw passed and sent to RBC	Council, KG					
	RBC Form 349	Form submitted to RBC	KG					
	CCBF and OCIF reporting	Reports submitted	KG					
	CCBF funding submission for 2023	Approved projects	KG, TW					
	Final Tax Rates for 2023	Bylaw passed	KG					
	Municipal Audit	Audit Complete	KG, RK, SM, VT					
	Year End Financial Processing	All information to Auditor	SM, RK, KG					
	2022 Audited Financial Statements	Council approved statements	KG, Auditor, Council					
	2022 Financial Information Return (FIR)	Submitted FIR						
	Claims for ICIP - GSP Upgrades	Submitted claim forms	AL, KG					
	Update fees and charges bylaw for 2022	Approved Bylaw	SMT, LL					
	GL Account Descriptions and what to charge where	Finalized list	KG					
	Reconcile School Board Remittances	Balanced reports	KG					



Treasury Department Tasks		Deliverable	Involvement	2017				2018
				Q1	Q2	Q3	Q4	
Strat Plan	Electronic ticketing system	System	All Departments					
	Internal Website	Implementation to Staff	SH, LL					
	Septic System re-inspection program	Report to Council	SH					
	Tax review and communications	Document	SH					
Policies	Corporate Asset Usage and Replacement Policy	Report to Council	SH					
	Donations and Gifts Policy	Report to Council	SH					
	Fees By-Law	Report to Council	SH					
	Financial Policy	Report to Council	SH					
	Kennel By-law	Report to Council	VL, NS					
	Records Management Procedure	Internal Document	VL, KA					
	Short Form Wording	Report to Council	VL					
	Social Media Policy	Report to Council	SH, VL					
	Tax Rate By-Law	Report to Council	SH					
	Transient Licence By-Law	Report to Council	VL, NS					
	Winter Parking By-Law	Report to Council	VL					
Other	Accounts Receivable Billing	Ongoing	ML					
	Annual Report	External Document	SH					
	Asset Inventory	Internal Document	All Departments					
	Attend Council Meetings	Monthly	SH, VL, KA					
	Budget - Operating	Report to Council	SMT					
	Budget - Resubmission of Capital	Report to Council	SMT					
	Cemetery reporting	External Document	VL					
	Commissioner of Oaths	Ongoing	VL, KA, SH, JJ					
	Community Grant Application Review	Report to Council	SH					
	Customer Service Training	Training	All Departments					
	Election	Ongoing	VL, KA					
	Electronic Payments to Vendors	Process	SH, ML					
	Emergency Management	Ongoing	VL, KA, SH, ML					
	Final Audit	Process	Treasury					
	Financial Software RFP	System	SH					
	Financial Statements and FIR	External Document	SH					
	Information Technology Replacement Plan	Internal Document	LF, SH					
	Interim Audit	Process	Treasury					
	Investigation	Ongoing	SH					
	Legal Matters	Ongoing	SH, VL					
	Lottery Licences	Ongoing	VL, KA					
	Mayor's Breakfast	Event	KA, KG, SH					
	MFFIPA	Ongoing	VL, KA					
	Payroll Reporting (OMERS, T4's, etc)	External Document	JJ					
	Phase 2 of Asset Management Policy	Report to Council	SH, MT					
	Poundkeeper contracted services review	Report to Council	VL, NS					
	Poundkeeper statutory duties	Ongoing	VL, NS					
	Prepare agendas and minutes	Ongoing	VL, KA					
	Records Management	Electronic Filing	All, VL, KA					
	Tax Bills	External Document	JJ					
	Vital Statistics	External Document	VL, KA					
	Water and Sewer Billing	Ongoing	LF					





## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: CS-2023-06**

**March 22, 2023**

From: Anne Leduc – Director of Community Services

RE: Community Services Workplan Q1 2023

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### **Recommended Motion:**

THAT the Committee of the Whole receives report CS-2023-06 for information purposes.

### **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**

### **Grant Applications**

- A grant application was submitted to the Ontario Trillium Foundation's Resilient Community Fund for Lawn Bowling Equipment for the Tim Hortons Dome;
- A grant application was submitted to Celebrate Canada for funds for Canada Day;
- The final report with Investing in Canada Infrastructure Program was filed for the Glengarry Sports Palace refurbishment;
- The final report with the Ontario Trillium Foundation was filed for the HVAC installation at the Maxville & District Sports Complex;
- The final reports with the Federal Economic Development Agency for Southern Ontario have been filed for the My Main Street Program.

**Health and Safety Meetings** – The Recreation Staff met in February to go over each facility's Health and Safety Inspection Reports and to discuss any issue that may arise in the workplace. Minutes are taken and posted to the Health and Safety board in each facility. Recreation Staff is joining with the Public Works department on quarterly staff meetings.



### **Ice Schedule for end of season**

- The Maxville & District Sports Complex is hosting the Pirates AAA tournament from April 1<sup>st</sup> to April 16<sup>th</sup>. They have booked 110 hours of ice (\$20247.70 plus HST). The refrigeration plant will be turned off on Sunday, April 16<sup>th</sup> and the ice will be set to be removed on Tuesday, April 18<sup>th</sup>;
- The Glengarry Sports Palace's refrigeration plant will be turned off on Sunday, April 2<sup>nd</sup> and the ice will be set to be removed on Tuesday, April 4<sup>th</sup>.

### **EVENTS AND ACTIVITIES**

**Adult Flag Football** – The Flag Football league had low registration with only 2 teams that registered. It turned into a drop-in flag football time for a couple of weeks and will be relaunched again at the beginning of April.

**Alexandria Junior B Glens** – They played their final game on February 18, 2023, and unfortunately, did not qualify for the finals.

**Alexandria Skatepark** – On-site meeting scheduled for March 27<sup>th</sup> with excavation companies. A proposed budget will be brought back to Council prior to any work being executed.

**Ball Hockey for Youth** – Activities at the Maxville & District Sports Complex will once again be offered this year and launched in Alexandria at the Glengarry Sports Palace due to popular demand. MSC on Tuesdays and GSP on Thursdays.

**Boys & Girls Club** – Activities are ongoing until the end of the school year.

**Business and Community Awards Event** – Scheduled for September 21<sup>st</sup> at the Michel Depratto Community Hall at the Glengarry Sports Palace. Staff proposes a wine and cheese format with the remittal of the awards.

**Canada Day** – The Lions Club will be hosting Canada Day on Saturday, July 1, 2023 which will once again include a parade. Fireworks are booked for that evening at Island Park. So far, the Recreation Associations have confirmed that celebrations will be held in Apple Hill and in Maxville on June 30<sup>th</sup>.

**CO-ED Soccer** – Was held on Monday nights from 8:30 pm until 10 pm and was well attended. Starting March 13<sup>th</sup>, the program runs from 7 pm-8:30 pm. This program runs until May 8<sup>th</sup>, 2023.

**Eastern Ontario Broomball Regional Tournament** – The tournament was held from February 24 – 26, 2023.



**Family Day Weekend** – Extremely successful in all facilities

- Public Skating and Shinny was offered at the Glengarry Sports Palace and the Maxville & District Sports Complex on Saturday, Sunday and Monday;
- The Tim Hortons Dome offered free playtime on Monday;
- In addition, the Wilcox Law firm sponsored 1 public skate session at the GSP and over 200 individuals attended;
- Alexandria Fishing Derby was held on the Saturday and had over 700 participants;
- The Kilt Skate was held on Sunday morning at the Maxville & District Sports Complex
- The McCulloch Dancers and the Quigley Pipe & Drum Band entertained the guests; Horse drawn carriage rides were available in the arena parking lot;
- The Polar Bear Dip was held on Sunday afternoon at Mill Pond and raised over \$9,000 for the Glengarry Sports Hall of Fame;
- Horse drawn carriage rides were offered in Island Park on Monday.

**Geese Mitigation** – Permit received from the Ministry of Natural Resources. Nests will be identified by staff and eggs will be oiled.

**Glengarry Pipers** – Their season wrapped up Family Day weekend. Their games were very well attended during the 2022 / 2023 season.

**Glengarry Soccer League**

- The indoor soccer league is currently in playoffs and will be done their season at the end of March;
- Online registration is open for the 2023 summer outdoor season at <https://glengarrysoccerleague.ca/>

**Goalie Clinics (Soccer)** – This program, run by Lalo Flores, was very successful during the Christmas holidays. We are offering it again on April 15<sup>th</sup>, 16<sup>th</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> and registration is quickly filling up.

**Karate** – The session is wrapping up at the end of the school year at Island Park.

**Learn to Play Pickleball** – There are two sessions of learn to play pickleball. The first is on Wednesday's from 9 am-11am and the second is on Sunday's from 2 pm-4 pm. This program allows newcomers to get initiated to the sport and learn the rules of the game. Both sessions are full.

**March Break**

- See attached poster for activities offered during March Break
- Day camps were offered at the Tim Hortons Dome on Tuesday and Thursday for youth aged 5 to 10



**Running Program** – The 8-week winter Session had 14 registrants and will be ending March 15<sup>th</sup>. A spring session will start April 12<sup>th</sup> and run until June 11<sup>th</sup>.

**Sportball** – The Winter Sportball Session will end on March 25<sup>th</sup>. This program was well attended and will return in the Fall.

**Track Memberships** – There are currently 241 active memberships for the track at the Tim Hortons Dome.

### **Volleyball**

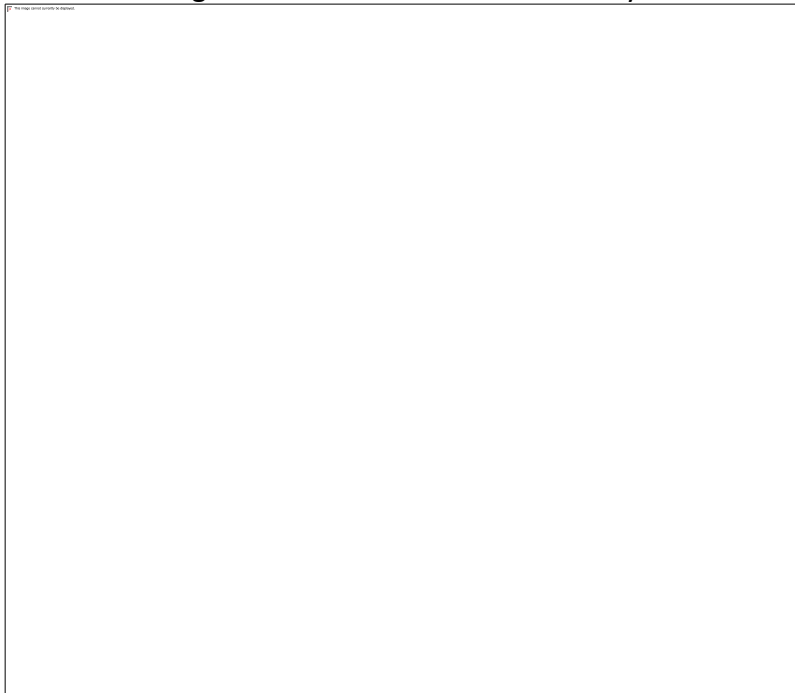
- Women's volleyball is almost done regular season with a total of 8 teams registered. Playoffs start March 29<sup>th</sup>. Program will end April 5<sup>th</sup>, 2023;
- Youth volleyball ended March 7<sup>th</sup> and a total of 17 youth were registered for this program. As an incentive, youth who registered for volleyball received a free walking membership to the Dome. Staff consider this a very successful program and plan on offering it again in the Fall.

**Yoga Programming** – A Spring Yoga session is being offered at the Glengarry Sports Palace on Tuesdays, Thursdays and Saturdays.

## **FACILITIES**

### **Glengarry Sports Palace**

- Health and Safety inspections were performed for February 2023.
- New branded Facility sign installed at the entrance
- The two murals were digitized and reinstalled in the lobby







- The sound system replacement was completed in the Community Hall
- Inner double doors were replaced at the Alexandria Library

#### **Island Park**

- Health and Safety inspections were done for February 2023.
- Partitions have been ordered for the bathrooms.
- New sun-filtering blinds were installed in the Gary Shepherd Hall in the North and East facing windows.
- Met on site with contractors for RFT on siding replacement for the Sandfield Centre

#### **Maxville & District Sports Complex**

- Health and Safety inspections were done for February 2023.
- LED pot lights were installed in the Community Hall to ensure uniformity of lighting.
- Staff noted an ammonia leak on Friday, February 3<sup>rd</sup> which resulted in the evacuation of the building. The North Glengarry Fire Department responded to the call and ensured that the building was totally evacuated. Even though the leak was isolated and repaired over the weekend, we were fortunate in only losing one hour of rentals on the Friday evening. We are pleased to report that the detection systems and the procedures that we have in place for exactly this type of incident have proven to be robust.



- After the repair work done to the sewer line last summer, staff is now using slow times in the facility to repaint the Pro Shop.

#### **Tim Hortons Dome**

- Health and Safety inspections were done for February 2023.
- Staff is monitoring a crack in the tennis court.
- Met on site with the contractor for the new accessible door. They expected to receive the door in January but it is still on back-order.

#### **Other facilities / assets**

- Insurance inspections have been performed at the Dalkeith and Glen Robertson Community Halls, and Maxville & District Sports Complex. Issues such as non-conforming electrical receptacles (plugs) and proper storage for containers containing flammables were addressed. Reports confirming conformity were filed with the insurance provider.

#### **OTHER**

#### **Community Improvement Plan / Regional Incentives Program**

- Staff is continuing to promote the CIP with qualifying North Glengarry property owners and process any applications/closing requests that are received.

#### **Meetings / Training (virtual or otherwise) – Staff has participated in the:**

- Eastern Ontario Agri-Food Network Meeting
- Global Talent and Settlement Services Division/Ministry of Labour, Training and Skills Development and the Economic and Social Council of Ottawa Carleton (CÉSOC)
- Maxville and District Chamber of Commerce
- Regional Health Summit in Long Sault
- SDG Economic Officers Working Group
- Staff participated in the EDCO Conference in Toronto in February.

#### **Other Economic Development Activities**

- Businesses and community groups received information regarding grants and funding opportunities.
- Business Sisters' Grand Opening in Alexandria
- Community Grants Letters of Agreement were signed by the majority of the participants and funds have been disbursed.
- Darrel Cox has wrapped up the reporting for the My Main Street Program.
- Launched a Board Member Recruitment Campaign for the Alexandria Chamber
- Habitat for Humanity Open House in Maxville
- Natalie Charette and Darrell Cox were interviewed by CTV along with Lynda Turner at Fauxmagerie Glengarry



## **Communications through website, Social Media and traditional media**

### **Press Releases / Videos / Ads**

- Several videos / pictures have been released on Facebook regarding the expansion or opening of new businesses.
- Communications regarding road closures or repairs have been posted to Facebook.

## **COMMITTEE AND WORKING GROUP ACTIVITIES**

### **Arts, Culture and Heritage Committee**

- A review was performed of the Community Grants Program and the Community Improvement Plan will be reviewed at the April meeting;
- SDG is funding one (1) interpretive panel in North Glengarry. The ACHC members are giving some thought to an appropriate subject and location for the panel;
- Minutes from previous meetings are shared with Council as part of the Consent Agenda.

### **Community Development Committee**

- The Community Development Committee will be holding their first meet on March 29<sup>th</sup>;
- Minutes from previous meetings are shared with Council as part of the Consent Agenda.

## **COMMENTS**

This report is presented for information purposes only.

### **Alternatives:**

None

### **Financial Implications:**

None

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

- Community Services March 2023 Workplan
- Posters for March Break Free Public Skating, Shinny & Free Play
- Poster for March Break Day camp
- Posters for Ball Hockey

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



## FREE 2023 March Break Activities



### Glengarry Sports Palace

**March 11**

- Public Skate 12:30-2:30pm
- Shinny 2:30-4pm

**March 12**

- Parents & Tots/Senior Skate 10-11:30am
- Public Skate 12-2pm
- Shinny 2-4pm
- Public Skate 4-6pm

**March 13**

- Public Skate 3-5pm
- Shinny 5pm-6:30pm

**March 14**

- Shinny 10-11:30am
- Public Skate 11:30-1:30pm

**March 15**

- Parents & Tots/Senior Skate 10-12pm
- Public Skate 12-2pm
- Shinny 3-5pm

**March 16**

- Public Skate 3-4pm
- Shinny 5-6pm

**March 17**

- Public Skate 5:30-7pm

**March 18**

- Shinny 3:30-4:30pm
- Public Skate 4:30-5:30pm

**March 19**

- Public Skate 10-12pm
- Shinny 12-2pm

### Maxville Sports Complex

**March 11**

- Public Skate 3pm-5pm

**March 12**

- Shinny 3-5pm
- Public Skate 5-7pm

**March 13**

- Shinny 2-4pm
- Public Skate 4-6pm

**March 14**

- Public Skate 3-5pm
- Shinny 6:30-8pm

**March 15**

- Parents & Tots/Senior Skate 1-3pm
- Public Skate 3-5pm
- Shinny 5-7pm

**March 16**

- Public Skate 1-3pm
- Shinny 3-5pm

**March 17**

- Public Skate 3-5pm
- Shinny 5:30-7:30pm

**March 18**

- Public Skate 3-4:30pm
- Shinny 4:30-6pm

**March 19**

- Public Skate 6-8pm

### Tim Hortons Dome

Parents & Tots 10am-12pm

- March 13, 15 & 17

Free Turf Drop-In 1pm-4pm

- March 13, 15 & 17



## MULTI-SPORTS DAY CAMP

### CAMP DE JOUR MULTISPORTS

**MARCH 14 & 16, 2023**  
**9AM - 3PM**  
**AGES 5 TO 10**

**\$60 for both days**  
**\$40 single day**  
**Lunch Included**

**14 & 16 MARS, 2023**  
**9H00 - 15H00**  
**5 À 10 ANS**

**60\$ pour les deux jours**  
**40\$ un jour seulement**  
**Dîner inclus**

**Tim Hortons Dome - 202 St-George St W, Alexandria, ON K0C 1A0**  
 For more information please call 613-525-0614 or email [programcoordinator@northglengarry.ca](mailto:programcoordinator@northglengarry.ca)



**YOUTH BALL HOCKEY**  
**HOCKEY-BALLE POUR JEUNES**

**NORTH GLENGARRY NORD**  
*Ontario's Celtic Heartland  
Le centre celtique de l'Ontario*

**MAXVILLE SPORTS COMPLEX**  
**8 games – Starting Tuesday May 30, 2023**  
Division 1 will play at 6pm  
Division 2 will play at 7pm  
\*\*There will be no game on June 20, 2023

Division 1: ages 7 - 9 - \$50  
Division 2: ages 10 - 12 - \$50

Forms are available  
at the Dome  
Le formulaire  
d'inscription est  
disponible au Dôme

**COMPLEXE SPORTIF DE MAXVILLE**  
**8 Joutes – Débutant le mardi 30 mai 2023**  
Division 1 joueront à 18h  
Division 2 joueront à 19h  
\*\*Il n'y auront pas de joute le 20 juin 2023

Division 1: âgés de 7 à 9 ans - \$50  
Division 2: âgés de 10 à 12 ans - \$50

Maxville Sports Complex – 25 Fair St., Maxville, ON K0C 1T0  
For more information email [programcoordinator@northglengarry.ca](mailto:programcoordinator@northglengarry.ca)



**YOUTH BALL HOCKEY**  
**HOCKEY-BALLE POUR JEUNES**

**NORTH GLENGARRY NORD**  
*Ontario's Celtic Heartland  
Le centre celtique de l'Ontario*

**GLENGARRY SPORTS COMPLEX**  
**8 games – Starting Thursday June 1, 2023**  
Division 1 will play at 6pm  
Division 2 will play at 7pm


Division 1: ages 7 - 9 - \$50  
Division 2: ages 10 - 12 - \$50

Forms are available  
at the Dome  
Le formulaire  
d'inscription est  
disponible au Dôme

**PALAI DES SPORTS GLENGARRY**  
**8 Joutes – Débutant le jeudi 1er juin, 2023**  
Division 1 joueront à 18h  
Division 2 joueront à 19h

Division 1: âgés de 7 à 9 ans - \$50  
Division 2: âgés de 10 à 12 ans - \$50

Glengarry Sports Complex – 170 MacDonald Blvd, Alexandria, ON K0C 1A0  
For more information email [programcoordinator@northglengarry.ca](mailto:programcoordinator@northglengarry.ca)





	Community Services Tasks	Deliverable	Involvement	2023				2024	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Review of Economic Development Strategy		AL, NC, SH						
	Review of Communication Plan		SH, NC, AL						
	Update of Vacant Lands Inventory	Ongoing	DC, AL						Reached out to land owners for update - To be completed by March 31, 2023
	Development and Marketing Strategy	Ongoing	AL + CDevCtee						Strategy initiated in February 2021. Updates provided monthly to the Community Development Committee
	Recreation Master Plan		Rec Dept						
	Provide training to all departments on excellence in customer service.	Ongoing	All Departments						
Capital	EcDev - SDG 2022 Panels	Ongoing	NC + Todd Lihou SDG						Installation planned for spring 2023
	EcDev - SDG 2023 Panel	Ongoing	NC, ACHC + Todd Lihou						1 New panel to be developed in 2023
	GSP - Compressor refurbishment	Ongoing	NH, AL						Scheduled for Spring 2023
	GSP - Field repairs - Lighting	Ongoing	NH						Quotes obtained for LED heads
	GSP - Paint Exterior of Building	Ongoing	NH						Obtain paint colours for review by ACHC
	IP - Partitions in Bathrooms	Ongoing	JD, AL						Partitions ordered. Installation scheduled for May 2023
	IP - Skatepark	Ongoing	AL, JD						Project will be managed internally
	IP - Siding replacement	Ongoing	AL						RFT issued on March 7 and closing on March 31, 2023
	MSC - Chairs for Community Hall	Ongoing	AL						Chairs ordered and scheduled for delivery in April 2023
	GSP - Compressor refurbishment	Ongoing	JA, AL						Scheduled for Spring 2023
	Millsq - Architectural Design - Next Steps	Ongoing	SDG Counties, AL						Tied to Alexandria Main Street Project
	Admin - Accessibility Plan	Ongoing	Township						Accessibility plan to be reviewed, updated and filed by December 31, 2023
	Admin - Business & Community Awards Event	Ongoing	AL, MD						Planned for September 21, 2023
	Admin - Grants - Celebrate Canada Application 2023	Completed	AL						Waiting for response for Canada Day Funds
	Admin - Grants - Ontario Trillium Application 2021 - HVAC System in Maxville arena	Completed	AL						Final report submitted in March 2023
	Admin - Grants - Resilient Community Fund	Completed	AL						Waiting for response from OTF for Lawnbowling equipment



	Community Services Tasks	Deliverable	Involvement	2023				2024	Progress
				Q1	Q2	Q3	Q4		
er	Admin - Insurance cost for facility renters	Updated	AL, SD, MD						Revised costs integrated into Book King Software
	Admin - Recreation Policies and Procedures	Ongoing	AL, JA, JD, NH, SD, MD						Documents reviewed annually
	Admin - Staff Regulatory Training	Ongoing	AL, JA, JD, NH						Workplace Health & Safety courses continuing
	Dome - Fire Suppression System Inspection	Ongoing	AL, JD						Inspections for Hamelt Community Halls and Facilities
	Dome - March Break Camp	Completed	SD						Two days of camp with full attendance
	Dome - Programming - 2022/2023 Women's Volleyball	Ongoing	AL, MD, SD						Program started in November 2022 until end of April 2022
	Dome - Programming - 2023 Drop In Football	Ongoing	SD, JD						Drop-in program on Sundays until end of April 2023
	Dome - Programming - 2023 Winter/Spring Boys & Girls Club	Ongoing	AL, SD						Program on-going until end of school year
	Dome - Programming - Hybrid Soccer League	Ongoing	SD, JD						Started in February 2023 on Monday evenings until 1st week in May
	Dome - Programming - Running Program Spring	Ongoing	SD						Registration open for new session
	Dome - Programming - Running Program Winter	Ongoing	SD						Ends March 2023
	Dome - Programming - Sportball Fall 2023	Ongoing	SD						Session ends April 2023
	Dome - Programming - Youth Volleyball Winter 2023	Ongoing	SD						Session ends May 2023
	Dome, GSP, MSC, IP - Programming - 2023 Family Day	Completed	Rec Dept						
	Dome, GSP, MSC, IP - Programming - 2023 March Break	Completed	Rec Dept						
	EcDev - Arts, Culture & Heritage Committee Support	Ongoing	AL, NC						Ongoing
	EcDev - Business Support	Ongoing	AL, NC						Working with Maxville & Alexandria Chambers to support local businesses
	EcDev - Chamber of Commerce project	Ongoing	NC						Revitalization of Chamber
	EcDev - Community Development Committee Support	Ongoing	AL, DC, NC						Ongoing
	EcDev - Community Grants Applications/Approvals	Completed	AL, NC						LOA signed with participants
	EcDev - Community Grants Program Review	Completed	ACHC, AL, NC						Reviewed by ACHC at March 6 meeting
	EcDev - Community Improvement Program Review	Ongoing	ACHC, AL, NC						To be reviewed at April ACHC meeting
	EcDev - Employer Support	Ongoing	AL, NC						Working with various ministries & SDG EcDev to ensure that needs of business owners are heard at various government levels and shared back with owners
	EcDev - Kilt Skate 2024	Ongoing	SD, NC, AL						Will work with South Glengarry to coordinate event



	Community Services Tasks	Deliverable	Involvement	2023				2024	Progress
				Q1	Q2	Q3	Q4		
Oth	EcDev - My Main Street Program	Completed	DC, AL						Grants received and reporting finalized
	EcDev - Regional Incentives Program	Completed	NC						2022 Round is closed
	GSP - Glengarry Sports Hall of Fame 2023	Ongoing	NH						Event will be held in August 2023
	GSP - Refrigeration Plant Certification TSSA	Ongoing	AL, NH						Annually
	GSP - TSSA Inspection Elevator	Ongoing	NH						Quarterly
	GSP - Programming - 2023 Spring Youth Floor Hockey	Ongoing	MD, SD						Registration opens March 20
	IP - Aquatic Vegetation Removal Loch Garry 2023 Permit	Completed	AL, TW + PW						Application submitted to the DFO and permit received. Press Release prepared and work scheduled to start after June 15th
	IP - Aquatic Vegetation Removal Mill Pond 2023 Permit	Completed	AL, TW + PW						Application submitted to the DFO and permit received. Press Release prepared and work scheduled to start after June 15th
	IP - Canada Day Activities	Ongoing	AL, JD						Working with Lions Club on next year's event
	IP - EOHU Kitchen Inspections	Ongoing	JD						Scheduled for April
	IP - EOHU Mill Pond Water Monitoring		AL						Ended Labour Day Weekend
	IP - EOHU Splash Pad Inspection	Ongoing	JD						Scheduled for late April
	IP - Fireworks	Ongoing	AL						Fireworks booked for July 1, 2023 & December 3, 2023
	IP - Fishing Derby	Completed	AL, JD						Held on February 18, 2023
	IP - Geese Mitigation Program - oiling of eggs	Ongoing	NH, GB						Permit recieved
	IP - Geese Mitigation Program - Permit	Ongoing	AL						New permit required for 2023
	IP - Playground Inspections	Ongoing	JD, GB						Spring inspections scheduled for end of April 2023.
	IP - Programming - Summer Camp Boys & Girls Club	Ongoing	AL, SD, MD						8 week program Summer 2023
	IP - Programming - Winter/Spring Boys & Girls Club	Ongoing	AL, SD, MD						Program on-going till end of school
	MSC - Playground Inspections	Ongoing	JA, GB						Spring inspections scheduled for end of April 2023.
	MSC - Programming - 2023 Spring Youth Floor Hockey	Ongoing	MD, SD						Registration opens March 20
	MSC - Programming - Kilt Skate 2023	Completed	NC, SD, AL						Held on February 19, 2023 at MSC
	MSC - Programming - tennis, pickleball, basketball, walking track	Ongoing	AL, JA, SD						Ice coming out mid-April 2023
	MSC - Refrigeration Plant Certification TSSA	Ongoing	AL, JA						New insurance provider inspection occurred in April 2021 for boilers and vessels conformity. TSSA certificates received but 2023 inspection is due.
	MSC - Repairs to tin roof	Ongoing	JA						Quote recieved and repairs will occur in the Spring



	Community Services Tasks	Deliverable	Involvement	2023				2024	Progress
				Q1	Q2	Q3	Q4		
	MSC - Summer Camp	Ongoing	AL, JA						Youth Unlimited program completed
	Recreation Associations - Liquor Licence Apple Hill	Ongoing	AL						Requires final inspection from AGCO
	Recreation Associations - Liquor Licence Dalkeith	Completed	AL						Permit received January 25, 2023
	Recreation Associations - Liquor Licence Glen Robertson	Ongoing	AL						Permit to be issued on April 4, 2023
	Recreation Associations - Playground inspections	Ongoing	JD, GB						Weekly visual inspections by grass-cutting staff and start of season, mis-season and end of season inspections done by Parks Staff at playgrounds in Apple Hill, Dalkeith, Dunvegan and Glen Robertson

Preparation	
Execution	
Complete	





## STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report No: PW-2023 14

March 22, 2023

From: Timothy Wright, Director of Public Works

RE: Public Works Work Plan

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### Recommended Motion:

THAT the Committee of the Whole accepts report PW-2023 14 Public Works Work Plan for information purposes only

### Background / Analysis:

#### General

The general intake for an online community portal is in Beta testing to go live on May 1<sup>st</sup>. Councillors will receive a link from public works this week to participate in the testing.

#### Development Review

Public works are concentrating on efforts working with developers to ensure delegated infrastructure construction is constructed to standard with the required environmental approvals with the aim to ensure the developers can meet their desired timelines. EVB engineering has completed the Alexandria Hydraulic Model portion of the North Glengarry Sewer Master Plan and has provided a draft of the report. The capital component of that plan is forthcoming, and we will be able to reflect those findings in next year's budget. The Hydraulic model will allow us to provide developers with accurate information about our system to facilitate their plans. EVB's next tasks are to complete the Maxville hydraulic model for sewer and update the water supply model which will give us similar capabilities and capital forecasts.

#### Landfill

The request for proposal for sampling and monitoring services is currently out for tender. Our garbage and recycling contract expires in July, so we are working on that contract as well and attempting to better integrate the other Township facilities. For example, dumpsters at the Arenas and the main Township office are intended to fall under this one contract. The Recycling portion will only extend up to the transition but retain an option to extend if the transition does not go smoothly.



## Roads

The roads department has been hard at work during the busy winter season, keeping our roads to the provincially mandated minimum maintenance standards. County Road 30 has caused some issues with attempting to maintain county standards while only having Lower tier manpower. Using additional salt has somewhat alleviated this issue but it is something we are looking into further.

The snowplough drivers have performed above and beyond with this season's weather and I couldn't be prouder of the team.

Fuel	\$46,509.74	21%
Contracted snow removal services	\$19,737.73	28%
Equipment Maintenance	\$39,272.98	23%

Administratively Public works is working very hard to have all the tenders, and requests for proposals finalized before the start of the summer season. Sidewalks repairs and trip hazard mitigation, engineering services for bridges, bridge replacement detailed design, hard top road brushing and trimming rental, stormwater management plan required through the ministry of environment consolidated linear infrastructure regulations, culvert lining, weed spraying, spring gravel resurfacing, various equipment, signage inspections, bridge inspections, and minor shop H&S conformance requirements. Operational plan updates are also currently underway taking the lessons learned from last year to reorganise the roads team into work teams based on activity, one of those being the special projects group that will respond exclusively to community concerns. We have been lucky enough to receive a free trial of road monitoring software that should hopefully be able to provide management with automatic data updates on road conditions.

Once these are completed, we will be moving on to the application for road crossings with the County for GDH and Industrial Boulevard.

Roads need investigations on Geotech, engineering and surveying will be carried out concentrating on roads that have been found to have failed and require a rebuild. McCormick Road as one of those roads will be the subject of a planning exercise to redesign and rebuild this road to serve the Township's best interest if the County determines the road is not an arterial route.

Supply chain issues in the automotive sector have delayed the three SUVs for the public works department. Two for the managers to reduce fuel and one for roads intended to be used for quality assurance/quality control (QAQC).

Public works are also participating in the county's Main St upgrades design process that completed its Public Information Session last month.

## Waterworks

Waterworks has been concentrating on training the two new staff members who are working well. The Annual reports for 2022 are presented in a separate report and summarize the condition of the systems. The water meter replacement program is out to tender along with the Dike construction around the intake. We are currently working on the Tender for a water lining replacement and we have favourable results back for the sewer lining tender. We need to do some work on Bishop St station electrical work and so we are working on an RFP there as well. Valve replacements will be integrated into the work and



the VFD replacement has been awarded. We are working on the expansion of the Glen Robertson treatment building, the pontoon motor and the Chlorine Switchover unit.

We continue to work on the Alexandria Lagoon detailed design and meet bi-weekly with the consultant for project updates.

#### **RARE**

Rare continues to trade recycled commodities for the best possible prices. The administrative procedure of Datacall has been drafted by the RARE manager and we are awaiting a system glitch in the provincial system to submit it. Public works is participating in the regional waste management group and have found the collaboration to be very beneficial, please see the Bluebox update report for more details. We are also looking at organizing an area in the RARE plant that should free up several thousand square feet of space in the RARE facility that will be used for storage of equipment and materials that were formally stored at the Lochiel St facility. We pieced together temporary storage solutions for this winter that allowed us to get through this season for free however those solutions won't be able to be replicated and will start costing the Township money if we can't find another solution such as utilising the space at RARE.

#### **Drainage**

The 2022 drain maintenance work has been completed. This work was awarded to two external contractors. Township staff was also able to maintain certain drains, as time permitted. This was beneficial as it reduced the cost to residents. In the spring, culverts will be replaced, and riprap will be added as needed to the maintenance projects. All eligible work completed prior to December 31, 2022, has been assessed and will be billed on the 2023 tax bills.

#### **Alternatives:**

N/A

#### **Financial Implications:**

N/A

#### **Attachments and other relevant legislation:**

N/A

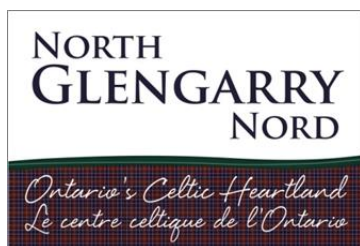
#### **Others Consulted:**

Public Works Department Staff and Consultants

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk





## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: FD 2023-02**

**March 22, 2023**

From: Matthew Roy – Fire Chief

RE: Departmental Workplan Update – March 2023

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### **Recommended Motion:**

THAT the Committee of the Whole of the Township of North Glengarry receives Staff Report No. FD 2023-02, the Departmental Workplan Update – March 2023 from the Fire Department for information purposes.

### **Background / Analysis:**

#### **FIRE PERMITS – OPEN AIR BURN PERMITS**

We have the following number of permits:

Agricultural – Valid – 3 – Issued - 19  
Brush – 113  
Recreational – 155

#### **TRAINING**

Our training facility was closed from January to March 2023. Regular training continued in Stations with our learning contracts and CPR refreshers.

Current in-house Ontario Fire College learning contracts include:

- NFPA 1001 FFI Blended
- NFPA 1001 FFII Blended



Current Ontario Fire College Courses members are enrolled:

- NFPA 1021 – Fire Officer I
- NFPA 1031 – Fire Inspector I
- NFPA 1072 - Hazmat Awareness
- NFPA 1035 – Fire Life Safety Educator
- Fire Code Part 2&6
- NFPA 1521 – Incident Safety Officer
- Courtroom Procedures
- IMS 300 – Emergency Management

Ice Water Rescue team will be conducting training in the open water over the next month. This is regular seasonal training for the team.

#### **HEALTH AND SAFETY**

Our members are being scheduled for SCBA and N95 fit testing as part of respiratory protection program requirements.

#### **FIRE PREVENTION/INSPECTION**

The fire prevention division continues to conduct inspections as per our fire prevention policy.

#### **FLEET**

Our fleet underwent it's bi-annual preventative maintenance inspections. Pump testing is scheduled for the month May.

Apparatus Committee currently reviewing the specifications for Pumper 1 replacement.

#### **Alternatives:**

N/A

#### **Financial Implications:**

N/A

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

N/A



**Others Consulted:**

N/A

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk