

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

Wednesday, September 20, 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**
 - a. Collectif d'artistes de Glengarry Artists' Collective - Yvonne Callaway
5. **STAFF REPORTS**
 - a. Treasury Department
 1. 2024 Borrowing for Fleet
 - b. Building/Planning & By-law Department
 1. Presentation from The United Counties of Stormont, Dundas and Glengarry - Peter Young, Director of Planning & Economic Development
 - c. Public Work's Department
 1. QMS Review Summaries and Communication
6. **CONSENT AGENDA**
 - a. Departmental Workplan Update - Community Services Dept.
 - b. 3rd Quarter Public Works Update
 - c. Departmental Workplan Update – Fire Dept.
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 Mayor Jamie MacDonald
- i. Rural Affairs update by Councillor Jacques Massie

10. NOTICE OF MOTION

Next Committee of the Whole Meeting

Wednesday, November 22, 2023 at 3:00 p.m. in the Council Chambers, 3720 County Rd 34, Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

11. ADJOURNMENT



c/o Box 864, Alexandria ON K0C 1A0
cagac.ca@gmail.com www.cagac.ca

15 September 2023

It's time for our annual fall art donation to the Township of North Glengarry.

We thought the Arts, Culture and Heritage Committee would appreciate having the maquette for the latest mural – *The Senate Too*.



This interpretation of the 1991 mural by Odile Têtu is to scale, about 18 by 48 inches. The work was painted by Collectif members Kerry Herwijnen McIntosh and Tina Whitman. We think it would be an interesting addition to the TNG collection.

If the AC&H Committee agree, we could bring it to your next meeting and/or to the Sandfield Centre to be mounted.

Please let us know how you'd like to proceed. Thank you for your support of The Collectif!

Yvonne Callaway, VP, Treasurer
Collectif d'artistes de Glengarry Artists' Collective



STAFF REPORT TO THE COMMITTEE OF THE WHOLE Report No: TR2023-16

September 12, 2023

From: Kimberley Goyette – Director of Finance/Treasurer

RE: 2024 Borrowing for Fleet

Recommended Motion:

THAT the Committee of the Whole recommends that Council borrow \$1,560,000 from the Royal Bank of Canada for an amortization term of 15 years with a financing term of 5 years.

Background / Analysis:

Council has preapproved the funding for two tandem trucks for Public Works and a Pumper for the Fire Department for the 2024 budget. The total of all these fleet vehicles equates to \$1,560,000.

With the uncertainty of interest rates there arises two options:

1. Borrow from the Royal Bank of Canada with a current interest rate of 5.8% over a 15 year amortization term with a borrowing term of 5 years. The term is shorter in hopes that interest rates would be lower upon renewal in 5 years. There are no additional fees and the funds could be provided in as little as two days. The annual cost of borrowing would be approximately \$155,954 for the first 5 years with the hopes of renewing at a lower interest rate.

OR

2. Borrow from Infrastructure Ontario with an interest rate provided at 4.92% over a 15 year amortization term, but the term of the loan would also have to be 15 years locking that interest rate in for the full 15 years. Additional legal and administrative fees would be charged at approximately \$2,000 in the first year. Funds can only be provided on the 1st and 15th of the month and it takes approximately one month to obtain funding. The annual cost of borrowing would be approximately \$147,257 annually for the full 15 years.

The pumper is expected late December or early January. Since obtaining funds takes time if Infrastructure Ontario is the chosen option, the Treasury Department is requesting direction from Council at this time.

With the tandems not arriving until October 2024, there is still hope that the bank rate will drop a little bit by then, however the interest rates provided in this report cannot be guaranteed in future months and predictions of the economy are unknown.

Alternatives:

1. Recommend obtaining funding from the Royal Bank of Canada
2. Recommend obtaining funding from Infrastructure Ontario.

Financial Implications:

The difference in funding is approximately \$8,700 annually (full impact in 2025). Approximately \$13,718 will be freed up in February as the loan for the rescue equipment will be paid in full. Furthermore, the tandem trucks are not expected until October of 2024.

The total impact for the two options for 2024 are:

Financial Impacts for 2024		
Infrastructure Ontario		
Pumper	75,516.72	
Tandems	17,935.22	(3 months)
Legal	2,000.00	
Rescue vehicle paid off	(13,718.00)	
	<u>81,733.94</u>	
Royal Bank of Canada		
Pumper	79,976.63	
Tandems	18,994.45	(3 months)
Legal	-	
Rescue vehicle paid off	(13,718.00)	
	<u>85,253.08</u>	

Attachments & Relevant Legislation:

Section 401(1) of the *Municipal Act, 2001*, c.25 provides authority for a municipal to incur debt for the purposes of the municipality, whether through borrowing or in any other manner.

Others Consulted:

Infrastructure Ontario

Royal Bank of Canada

Director of Public Works

Reviewed and approved by:

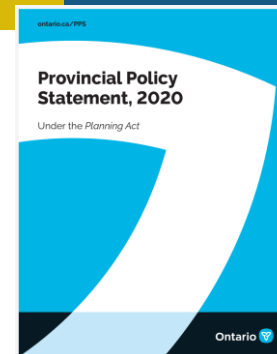
Sarah Huskinson, CAO/Clerk



Population and Growth Management Study Update

September 20, 2023

Population and Employment Projections



1.2.4 Where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with lower-tier municipalities shall:

- a) identify and allocate population, housing and employment projections for lower-tier municipalities. Allocations and projections by upper-tier municipalities shall be based on and reflect provincial plans where these exist and informed by provincial guidelines;
- b) identify areas where growth or development will be directed, including the identification of nodes and the corridors linking these nodes;
- c) identify targets for intensification and redevelopment within all or any of the lower-tier municipalities, including minimum targets that should be met before expansion of the boundaries of settlement areas is permitted in accordance with policy 1.1.3.8;
- d) where major transit corridors exist or are to be developed, identify density targets for areas adjacent or in proximity to these corridors and stations, including minimum targets that should be met before expansion of the boundaries of settlement areas is permitted in accordance with policy 1.1.3.8; and
- e) provide policy direction for the lower-tier municipalities on matters that cross municipal boundaries.

Current Projections (2016)

Table 2.4 - PROJECTED TOTAL POPULATION GROWTH, 2016-2036

Municipality	2016	2021	2026	2031	2036	Net change	Compound Annual Growth (%)
South Glengarry	13,565	13,564	13,723	13,812	13,763	197	0.1
North Glengarry	10,528	10,365	10,391	10,366	10,292	-236	-0.1
South Stormont	13,431	13,493	13,706	13,839	13,815	384	0.1
North Stormont	7,222	7,200	7,282	7,323	7,295	72	0.1
South Dundas	11,173	11,252	11,489	11,654	11,657	484	0.2
North Dundas	11,715	12,107	12,640	13,099	13,236	1,522	0.6
Total	67,634	67,981	69,231	70,093	70,058	2,423	0.2

Based on 2011 Census

Current Projections (2016)

Table 2.6 - PROJECTED EMPLOYMENT GROWTH, 2016-2036

Municipality	2016	2021	2026	2031	2036	Net Change	Compound Annual Growth (%)
South Glengarry	4,837	4,704	4,570	4,452	4,432	-405	-0.4
North Glengarry	3,567	3,488	3,438	3,496	3,475	-92	-0.1
South Stormont	2,187	2,056	1,911	1,783	1,717	-470	-1.2
North Stormont	1,333	1,284	1,243	1,215	1,240	-93	-0.3
South Dundas	4,097	3,968	3,810	3,673	3,562	-534	-0.7
North Dundas	4,356	4,230	4,027	3,878	3,577	-779	-1.0
Total	20,377	19,730	18,999	18,497	18,003	-2,373	-0.6

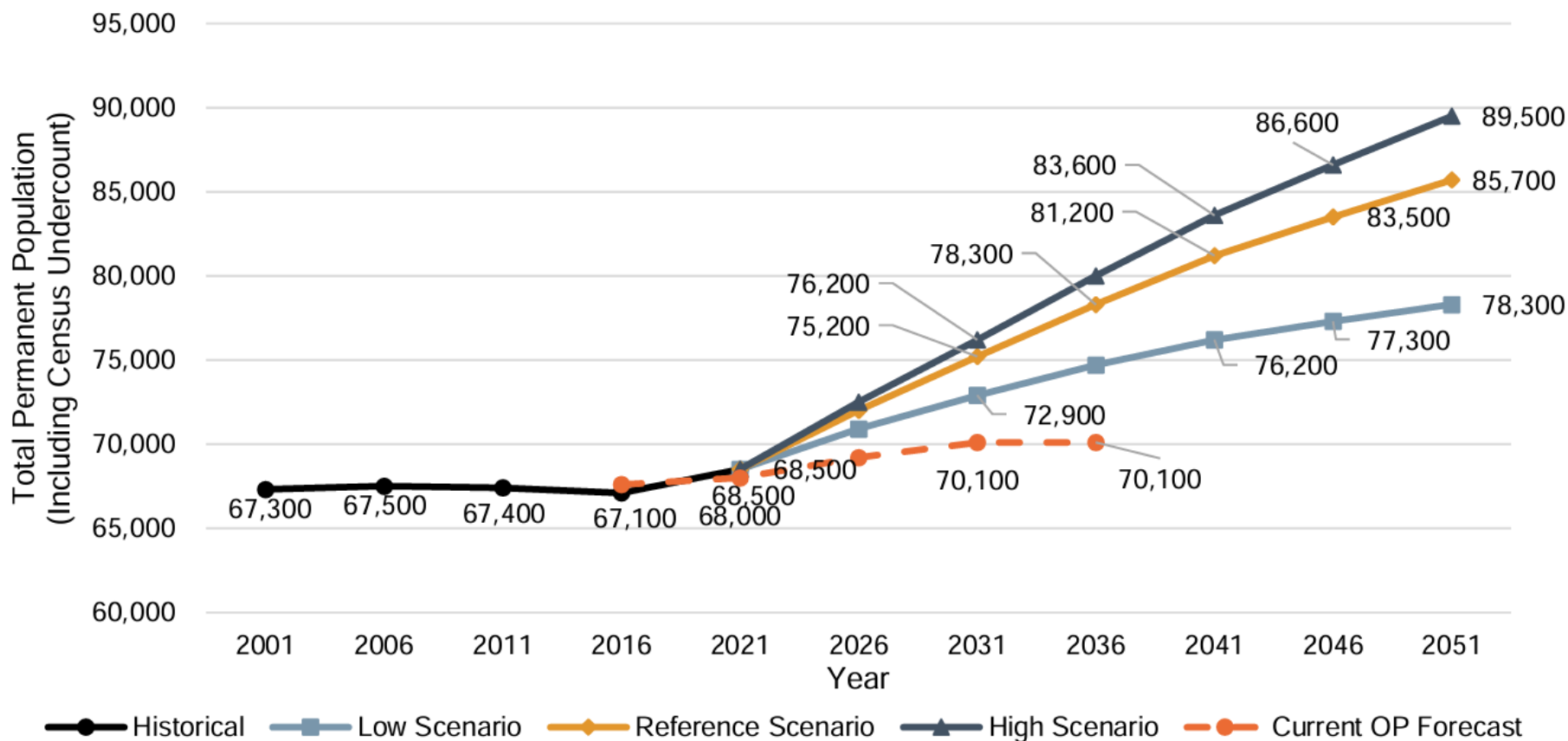
Based on 2011 Census



What's Changed?

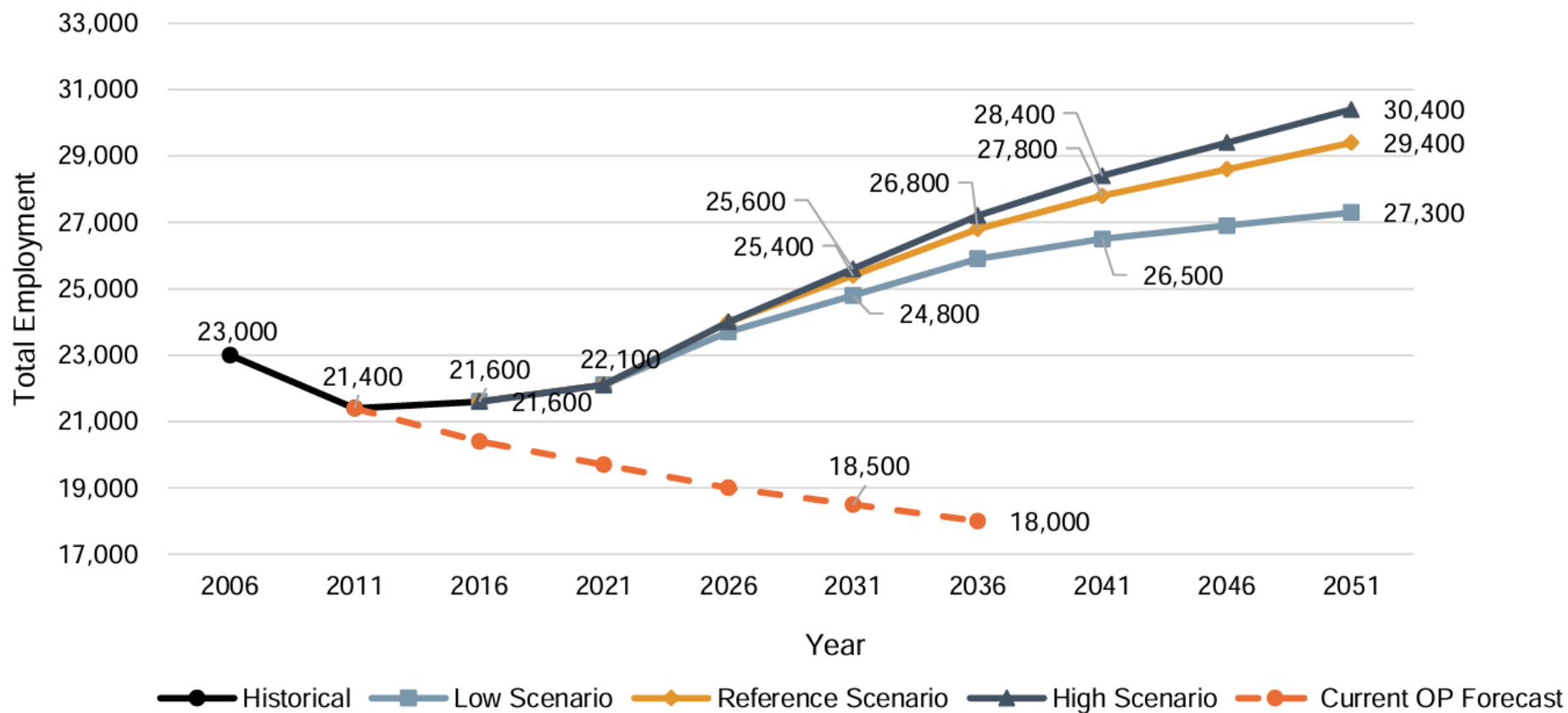
- Official Plan approved in 2022 by OLT
- Census 2021 data vs 2011
- Draft 2023 PPS requires enough land to accommodate 25+ years of growth
- Ontario and SDG growing faster than previously projected
- Higher than historical housing demand
- Growth in logistics sector and some recovery in manufacturing post 2011
- Growth in work from home

Figure 4-5
United Counties of Stormont, Dundas and Glengarry
Long-term Forecast Population Scenarios, 2021 to 2051



Source: Historical from Statistics Canada Census 2006 to 2021, Current OP Forecast from United Counties of Stormont, Dundas and Glengarry Official Plan (2018). Low, Reference, and High Scenario forecasts by Watson & Associates Economists Ltd.
Note: Population includes net Census undercount.

United Counties of Stormont, Dundas and Glengarry Long-Term Total Employment Forecast Scenarios, 2021 to 2051





United Counties of Stormont, Dundas and Glengarry

Summary of Historical and Forecast Population by Area Municipality, 2001 to 2051

Ref.	North Dundas	North Glengarry	North Stormont	South Dundas	South Glengarry	South Stormont
Population 2001	11,014	10,589	6,855	10,783	12,700	11,941
Population 2021	11,304	10,144	7,400	11,044	13,330	13,570
Population Share 2021	17%	15%	11%	17%	20%	20%
Population 2051	15,200	11,800	9,500	12,800	16,400	17,800
Population Share 2051	18%	14%	11%	15%	20%	21%
Population Growth 21-51	3,896	1,656	2,100	1,756	3,070	4,230
Population Growth Rate 21-51	1.0%	0.5%	0.8%	0.5%	0.7%	0.9%
Population Growth Rate 01-21	0.1%	-0.2%	0.4%	0.1%	0.2%	0.6%

Source: 2001 to 2021 from Statistics Canada; forecast by Watson & Associates Economists Ltd., 2022.



United Counties of Stormont, Dundas and Glengarry Share of Permanent Housing Growth by Area Municipality by Structure Type, 2021 to 2051

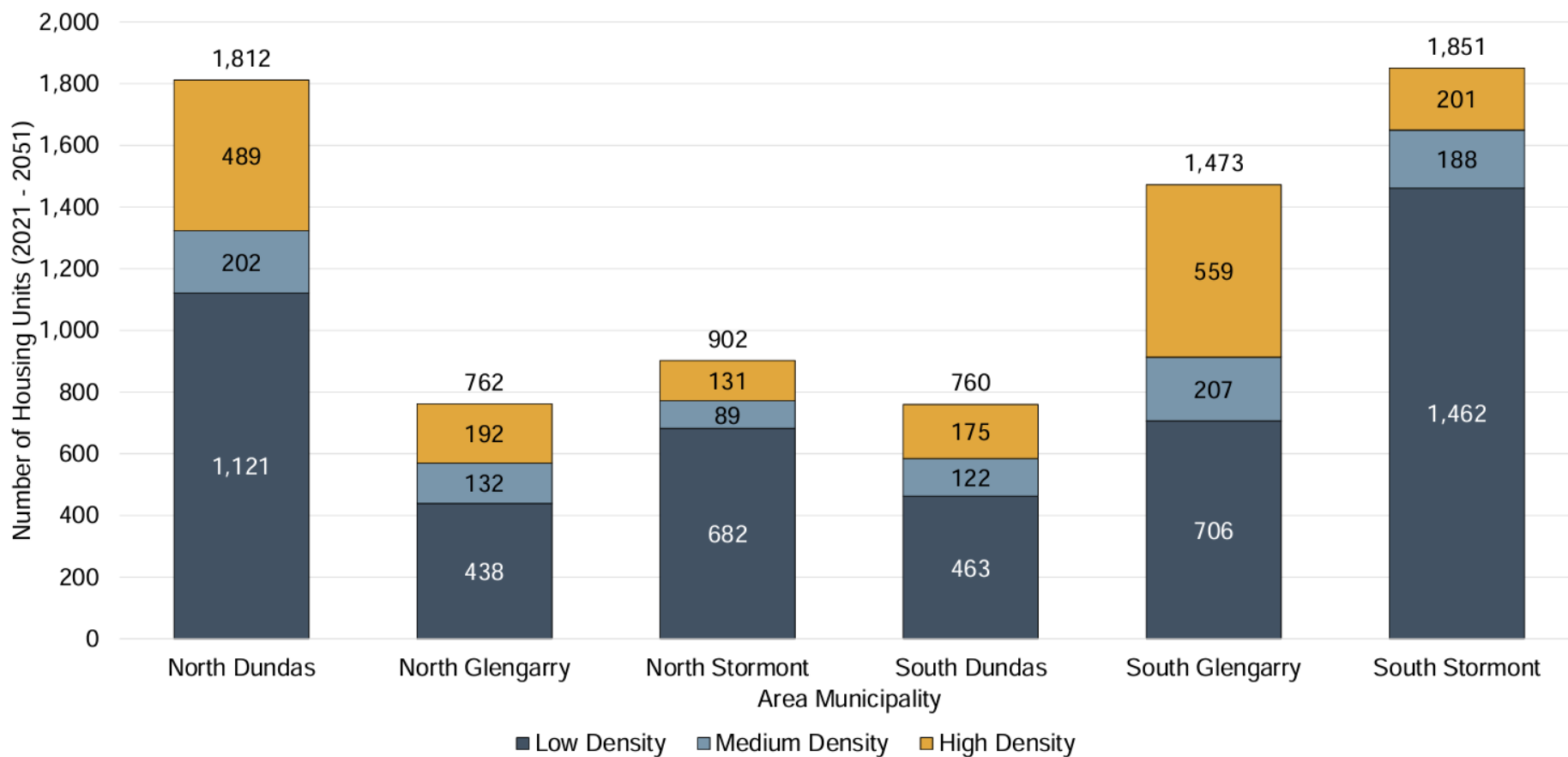
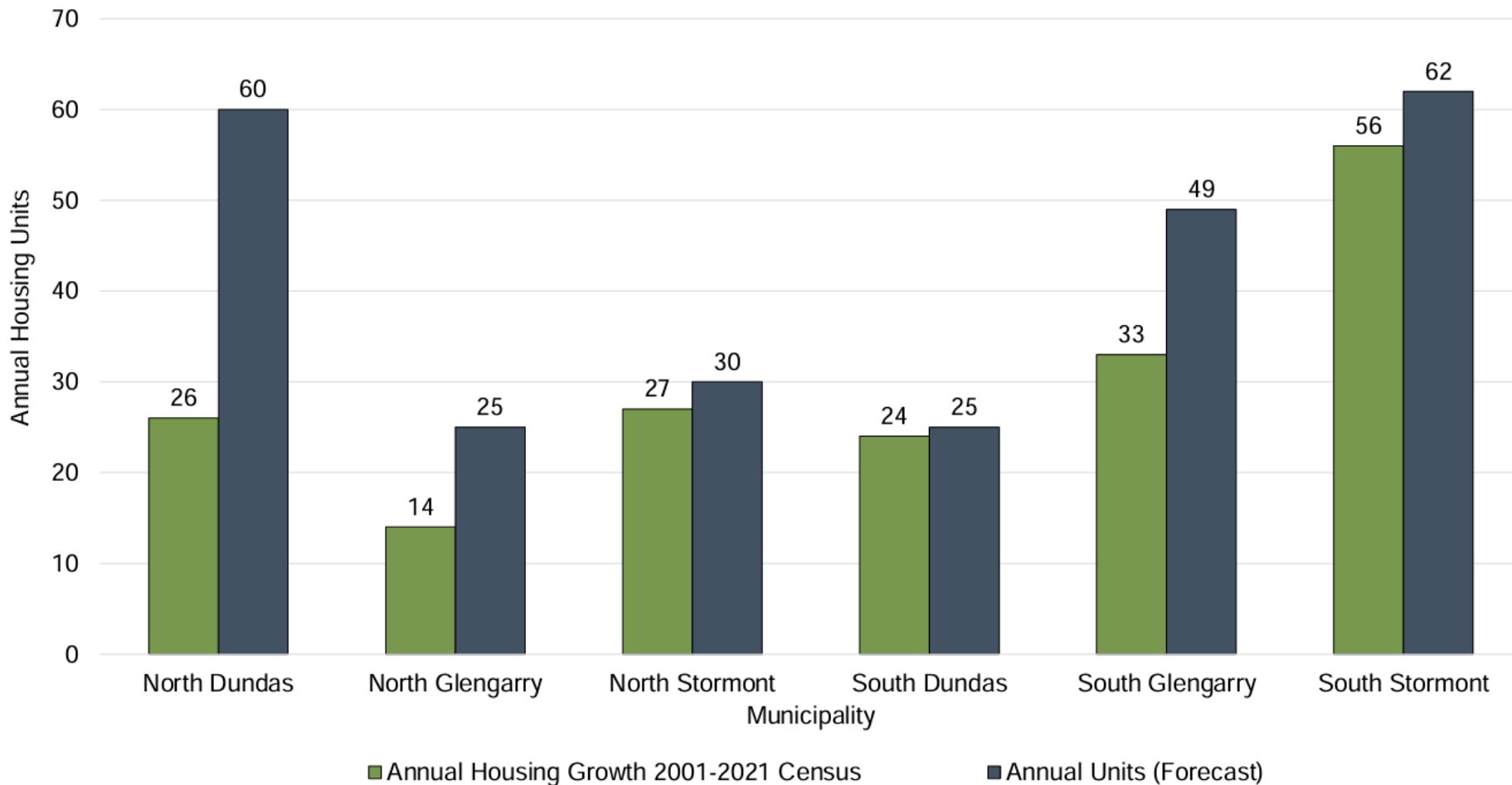




Figure 5-2

United Counties of Stormont, Dundas and Glengarry Annual Housing Growth by ARea Municipality, 2001 to 2021 and 2021 to 2051



North Glengarry Population

North Glengarry

Year	Population (Excluding Census Undercount)	Population (Including Census Undercount) ¹	Households				Persons Per Unit (PPU)
			Low Density ²	Medium Density ³	High Density ⁴	Total	
2016	10,109	10,410	3,735	240	345	4,320	2.34
2021	10,144	10,446	3,635	325	465	4,425	2.29
2026	10,388	10,697	3,697	334	494	4,526	2.30
2031	10,796	11,118	3,812	368	529	4,709	2.29
2036	11,106	11,437	3,886	390	561	4,837	2.30
2041	11,406	11,745	3,955	412	595	4,962	2.30
2046	11,617	11,964	4,018	435	627	5,080	2.29
2051	11,836	12,189	4,073	457	657	5,187	2.28
2021-2051	1,692	1,743	438	132	192	762	

Municipality	Settlement Area	Low Density	Medium Density	High Density	Total	Population
North Glengarry	Alexandria	290	80	120	480	1,060
	Maxville	110	50	70	240	520
	Rural	40	0	0	40	110
	Total	440	130	190	760	1,690

North Glengarry Employment

Timing	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	N.F.P.O.W. ¹	Total
2021 Base	150	670	1,010	1,070	930	900	4,730
2021 - 2026	10	10	30	70	20	20	170
2021 - 2031	10	30	70	90	40	40	290
2021 - 2036	20	60	80	120	60	70	410
2021 - 2041	30	80	100	140	70	90	510
2021 - 2046	30	100	110	160	90	100	580
2021 - 2051	40	110	120	180	100	120	660

Commercial Demand

Figure 7-1
United Counties of Stormont, Dundas and Glengarry
Retail and Commercial Service Space by Urban Area, G.L.A., as of 2022

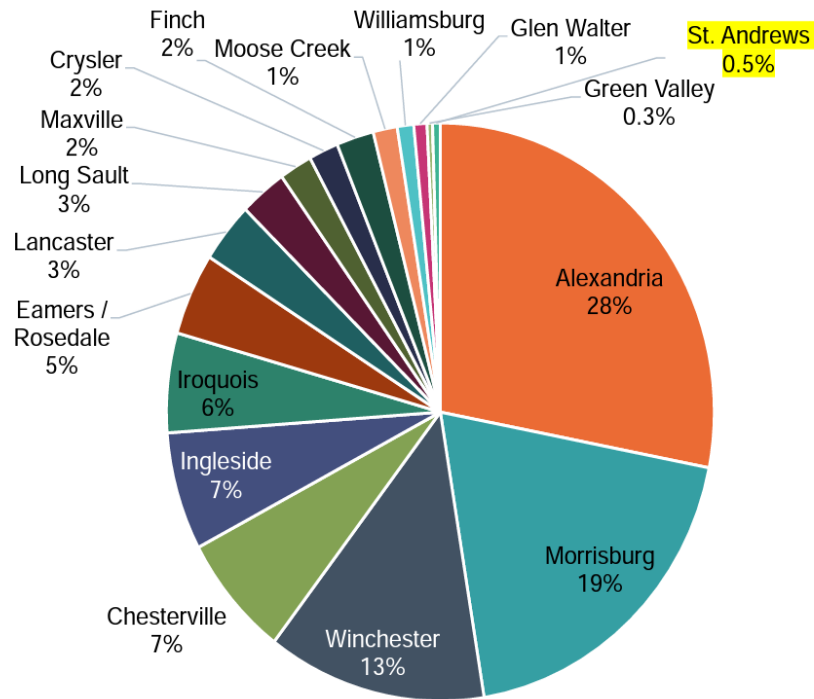
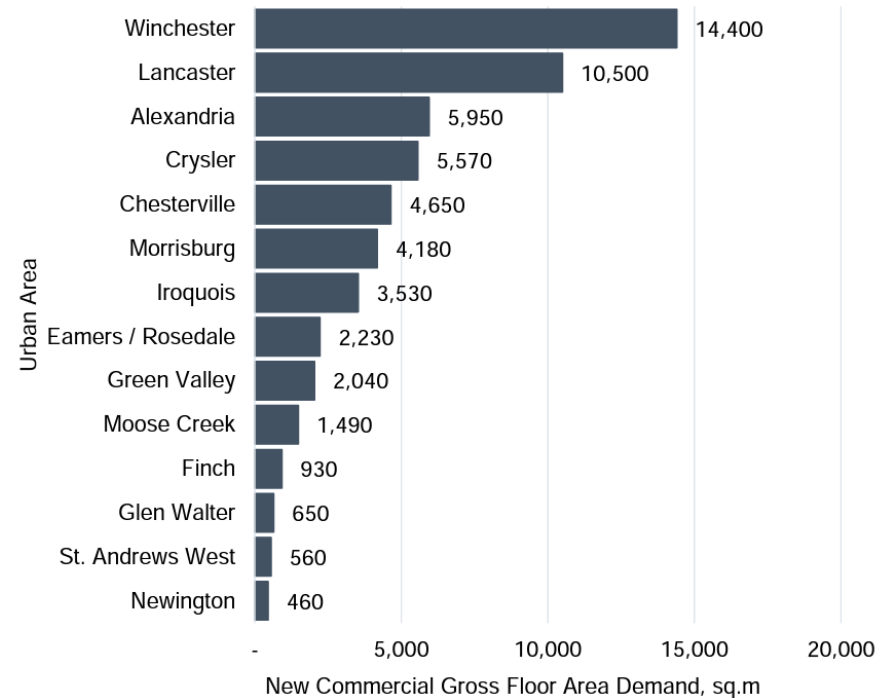


Figure 7-6
United Counties of Stormont, Dundas and Glengarry
Urban Areas
25-Year Commercial Floor Area Space Demand, Sq.m



Source: Watson & Associates Economists Ltd. based on a desktop review and third-party data source, Data Axle, 2022.

Source: Watson & Associates Economists Ltd., 2023.



Land Supply

Figure 6-2
United Counties of Stormont, Dundas and Glengarry
15-Year Urban Housing Supply

Area Municipality	Settlement Area	Total Supply of Draft Approved and Registered Units	Total Supply on Vacant Lands	Total Supply of Housing Units	Long-Term Average Demand	Intensification Demand	Annual Average Demand Excluding Intensification	Years of Supply
North Dundas	Chesterville	130	471	601	16	2	14	42
	Winchester	1,227	581	1,808	52	5	47	39
North Glengarry	Alexandria	312	578	890	18	2	16	55
	Maxville	36	501	537	11	1	10	54
North Stormont	Crysler	-	373	373	19	2	17	22
	Finch	-	1,039	1,039	5	1	5	231
	Moose Creek	-	429	429	9	1	8	53
South Dundas	Iroquois	108	1,016	1,124	11	1	10	114
	Morrisburg	264	655	919	14	1	13	73
	Williamsburg	10	121	131	3	0	3	49
South Glengarry	Glen Walter	459	-	459	14	1	13	36
	Green Valley	8	28	36	2	0	2	20
	Lancaster	246	12	258	39	4	35	7
South Stormont	Eamers / Rosedale	71	1,183	1,254	104	10	94	13
	Ingleside	237	626	863	16	2	14	60
	Long Sault	824	1,215	2,039	49	5	44	46
	Newington	-	268	268	97	10	87	3
	St. Andrews	15	167	182	3	0	3	67
Total SDG		3,947	9,200	13,147	482	48	145	91



Past trends vs new forecast

- While current development proposals and projects are considered, historical growth patterns, employment base, and building permit rates are key factors to growth forecasting models
- New projections forecast stronger housing, employment and population growth than previous projections
- As development projects move forward towards completion, the population projections can be updated and revised
- Aging population in SDG overall, and North Glengarry has the oldest average age (47) in the region with the share over 65% increasing from 24.3% in 2016 to 27.2% in 2021.
- Some older housing may also be demolished

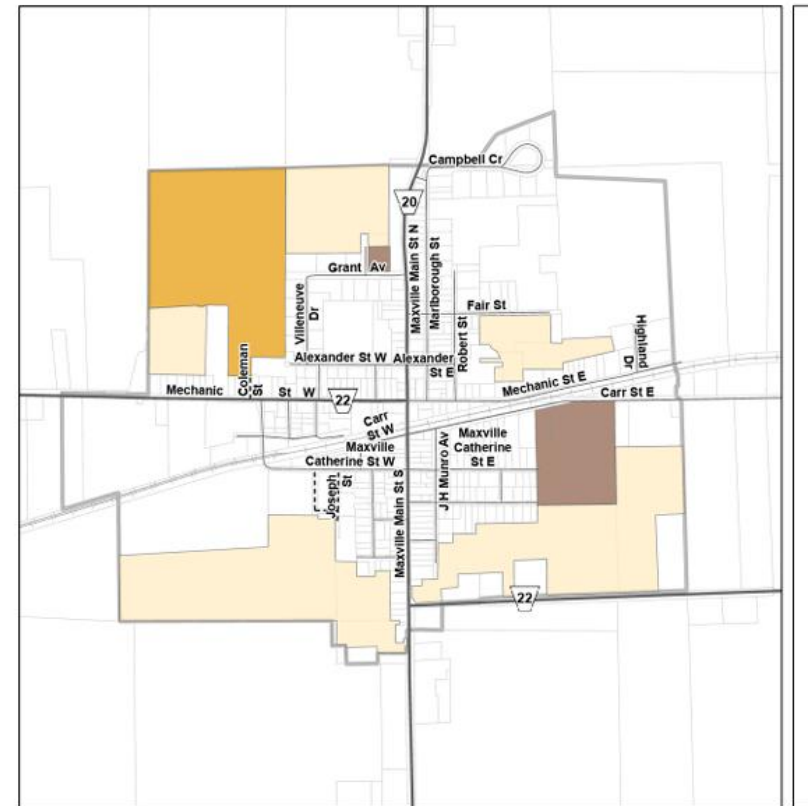
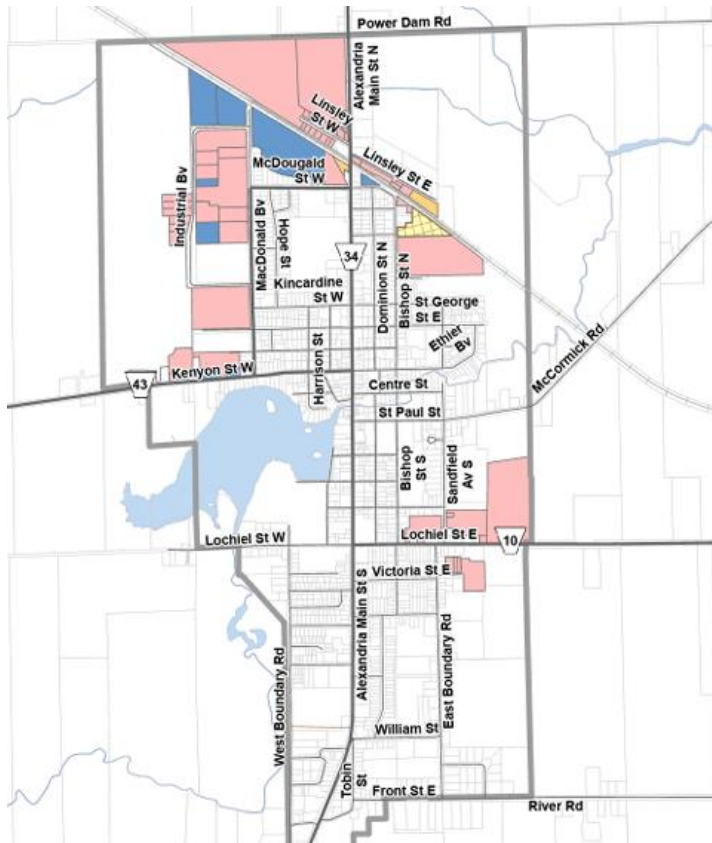


Next Steps

- Provincial Planning Statement anticipated to be finalized Fall 2023 by Ministry of Municipal Affairs and Housing
- New flexibility to allow for land to be planned and designated beyond 25 years provided the following matters are considered:
 - a) sufficient capacity in existing or planned infrastructure/facilities
 - b) the applicable lands do not comprise specialty crop areas;
 - c) the new or expanded settlement area complies with the minimum distance separation formulae;
 - d) impacts on agricultural lands and operations which are adjacent or close to the settlement area are avoided, or where avoidance is not possible, minimized and mitigated to the extent feasible
 - e) the new or expanded settlement area provides for the phased progression of urban development.

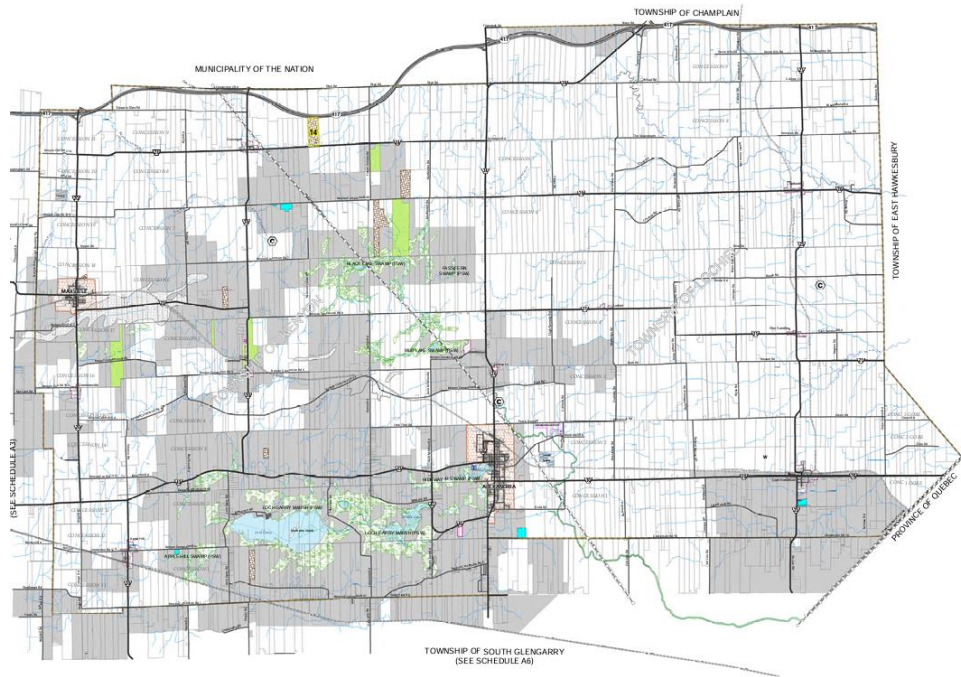
Next Steps

- Official Plan Amendments for new growth areas anticipated Fall 2023/Winter 2024



Next Steps

- Rural hamlet boundaries and severance limits per property also being reviewed



Thank you

United Counties of Stormont,
Dundas and Glengarry



Official Plan

Adopted July 17, 2017

Approved Feb 4, 2018



June 2021 Consolidation

Where Ontario Began
Page 25 of 95



STAFF REPORT TO THE COMMITTEE OF THE WHOLE Report No: PW202329

September 20, 2023

From: Timothy Wright – Director of Public Works

RE: QMS Review Summaries and Communication

Recommended Motion:

THAT the Committee of the Whole receives report 202329 Water QMS 3rd Quarter update for information purposes only

Background / Analysis:

As per the Drinking Water Quality Management System requirements, system reviews are completed annually to effectively communicate the current conditions, operational status, maintenance needs, system risks and system capacity of the drinking water systems that are owned and operated by the Water Works Department. These results are to be communicated to the owner through the Director of Public Works.

- **Infrastructure, Maintenance Rehabilitation and Renewal Review:** This occurred on June 26, 2023, and the results indicated that maintenance programs are in place. There were concerns discussed in regard to staff change over, time for new operators to gain skills and equipment deficiency follow-up. Improvements were discussed in regard to equipment indexing, finding elevated water loss (Alexandria), ensuring the completion of documentation, and mitigating equipment failures. These resulted in investigations to be discussed in the final quarter review.
- **Annual Risk Assessment:** This was completed for both system in July 2023, with no new or increased risk was identified.
- **Provision of Infrastructure Review:** This occurred August 28, 2023 and the results indicated that the maintenance programs are in place and on-going and operations are being maintained despite staff change over. There were no source shortfalls, capacity issues or changes to system risks identified and future growth projection was minor and limited due to factors outside of the Drinking Water Systems. The Water Works

Department has planned infrastructure renewal/replacement programs for equipment and piping, as well as on-going work to reduce water loss across all systems.

Alternatives:

N/A

Financial Implications:

N/A. This is covered through the water works operational budget.

Attachments & Relevant Legislation:

- Infrastructure, Maintenance Rehabilitation and Renewal Review
- Provision of Infrastructure Review


Others Consulted:

Angela Cullen – Waterworks Compliance Coordinator

Dean McDonald – Environmental Manager



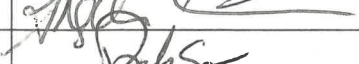


Roch Seguin – Waterworks Foreperson


Reviewed and approved by:
Sarah Huskinson, CAO/Clerk

		The Township of North Glengarry Drinking Water Quality Management System
Document Title: QMS Review and Provision of Infrastructure Report		QMS Form Number: QMS SYS-F3
		Revision Number: v4
Authorized By: Angela Cullen	Issued Date: August 10, 2010	Revision Date: August 14, 2023

QMS Review and Provision of Infrastructure Report


A copy of this report, once completed, is to be forwarded to the Owner.

Date of Review	Tuesday August 29, 2023
Review Cycle	Sep 2022-Aug 2023
Drinking Water Systems Included	<input checked="" type="checkbox"/> Alexandria DWS <input checked="" type="checkbox"/> Glen Robertson DWS
Infrastructure Review Participants	
Name	Signature
Tim Wright	
Dean McDonald	
Angela Cullen	
Roch Seguin	
Jacob Rheume	
Conclusions and Recommendations <i>(attach any supporting documents and records)</i>	
<ul style="list-style-type: none"> ➤ No source shortfalls or capacity issues at this point for both Glen Robertson and Alexandria ➤ No major changes to risk or processes for both systems ➤ System growth <ul style="list-style-type: none"> • No major expansion to system planned in the next year • Processes and standards being created at County Level, to add additional TWP requirements • Other limiting factors such as wastewater system capacities and servicing areas shortfall ➤ Infrastructure refurbish/replacement in WTP/Distribution <ul style="list-style-type: none"> • Planned equipment repair/refurbishment • Planned watermain replacement program in Alexandria • Planned future work towards Alexandria on-going water loss • Maxville Water Project follow-up requirements (to be determined) 	

	<i>The Township of North Glengarry</i> Drinking Water Quality Management System
Document Title: QMS Review and Provision of Infrastructure Report	QMS Form Number: QMS SYS-F3

Discussion Item	Notes, Comments
1. Purpose Review	<ul style="list-style-type: none"> • discuss rational and reasons for review
2. Agenda	<ul style="list-style-type: none"> • review topics to be discussed
3. Growth	<ul style="list-style-type: none"> • Limited to no growth in DWS to date <ul style="list-style-type: none"> – EVB mapping for future development, Alx done/Max being developed. <ul style="list-style-type: none"> ▪ but no service agreements to date – Alx limiting factors: pump stns needs, force main limitations, lagoon capacity, treatment decline under ice cover; lack of industry/opportunities, – Max limiting factors: pump stn needs, lagoon capacity; lack of industry/opportunities – Gln limiting factors: well capacity; lack of industry/opportunities • Maxville Water <ul style="list-style-type: none"> – 34 residents still on flat rate and not inspected to date <ul style="list-style-type: none"> ▪ to determine next steps on connections <ul style="list-style-type: none"> • as unconfirmed connections are paying flat rate, proposed to submit listing of residences to Building Department to monitor for sale of residence • a TWP condition of residence sale is meter connection through lawyers report/inquiry which can be tracked through Building/Planning • Growth Tools/Mechanisms/Processes <ul style="list-style-type: none"> – To be formalized on management side, currently large developer submits engineering plans with hydraulic calculations which is reviewed through third-party consulting hydraulic model <ul style="list-style-type: none"> ▪ results of modelling and comments from environmental service manager are discussed with contractor and all issues must be addressed before service agreements are approved – Counties are working on standardized construction specs for all municipalities for large scale project or multi-residential <ul style="list-style-type: none"> ▪ to ensure ECA requirements are added as an appendix or as a condition to any applicable projects
4. Input from Public Planning Departments	<ul style="list-style-type: none"> • Population Growth: <ul style="list-style-type: none"> – SDG Study Draft complete (growth forecasting) <ul style="list-style-type: none"> ▪ projected 0.5% increase annually (includes pre-planned development) ▪ expect steady employment and population growth ▪ North Glengarry does not have any deficient land needs to support or promote growth – No specific area targeted for expansion at this time <ul style="list-style-type: none"> ▪ limiting factors include current sewage infrastructure/lagoon capacity ▪ not all areas within village boundaries are serviceable • Projects in Planning Stages <ul style="list-style-type: none"> – IHA development: no movement due to sanitary connection, but they have submitted plans for which are currently under review.

Discussion Item	Notes, Comments
	<ul style="list-style-type: none"> – Maxville Subdivision: no movement all preliminary discussions layout development – McDougald St Muti-Residential: site development only, no service agreement to date (drawings are being peer reviewed) – Other multi-phase projects or large residential: no movement <ul style="list-style-type: none"> ▪ East Boundary/St James Multi-unit: no service agreement to date ▪ Cnty 22/Carr St East: inquiry for sub-division development, land sales required so no imminent project expected ▪ Elgin St West: inquiry for low-income apartment/multi-story ▪ Bishop/Maple: inquiry for development ▪ West Boundary/Front: inquiry for multi-storey building
5. Previous Outcomes from last Review and Provision of Infrastructure Report	<ul style="list-style-type: none"> • No source shortfalls or capacity issues to not in Alexandria and Glen Roberston <ul style="list-style-type: none"> – reviewed various studies from 2003-2011 • No major changes to risk levels in Alexandria and Glen Robertson • System Growth <ul style="list-style-type: none"> – No major expansion to system planned in the next year – Other limiting factors such as wastewater system capacities • Plans are in place to maintain or refurbish areas in WTP/Distribution <ul style="list-style-type: none"> – Equipment in need of repair/refurbishment – Watermain relining program – Water meter replacement (Glen Robertson) – Capital or Major Projects • Concerns <ul style="list-style-type: none"> – questions if Management Meeting can incorporate items from various reviews to ensure more communication – to work at delegating tasks to ensure task completion – previous budgeting forecasting model to be evaluating for usefulness • Outstanding Issues <ul style="list-style-type: none"> – To create processes for large expansion where Waterworks Dept not installing water mains (eg: subdivision) but as per chief building inspector counties are working on county wide plan – questions about adjusting the management meeting structure to include QMS elements
6. Maintenance records (and outcomes of QMS SYS-P4)	<ul style="list-style-type: none"> • Maintenance programs are intact as per design <ul style="list-style-type: none"> – schedules and tracking forms are in good shape – Determined Roch is now in control of updates and version codes • To ensure work is completed as per schedule <ul style="list-style-type: none"> – issues with staff change over, new operators are gaining experience which should alleviate some of issues (time/knowledge) – to ensure deficiency follow-up (Roch) – external contracted maintenance work drifting from original dates, this may be a concern for achieving annual requirements • Documentation <ul style="list-style-type: none"> – some duplication of work form eRIS and Access E11 <ul style="list-style-type: none"> ✓ Roch determined proper work flow, to ensure operational continue to follow processes

	<i>The Township of North Glengarry</i> Drinking Water Quality Management System
Document Title: QMS Review and Provision of Infrastructure Report	QMS Form Number: QMS SYS-F3

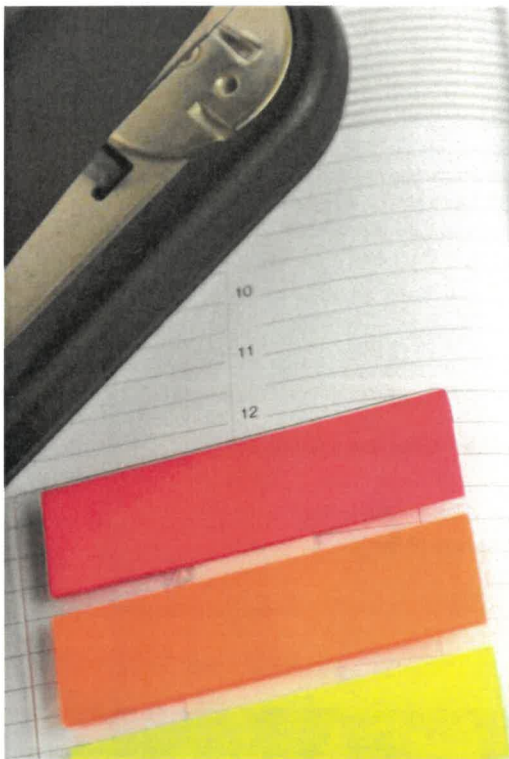
Discussion Item	Notes, Comments
	<ul style="list-style-type: none"> Concerns <ul style="list-style-type: none"> Alx: to start equipment indexing; pro-active equipment replacement; elevated water loss; concern about completed construction documentation; unresolved equipment deficiencies Gln: coupling leak on piping; mineral deposits in well and potential impact on well pump; intermittent chlorine pump operating issues (P2); intermittent system flows
7. New regulatory requirements	No regulatory changes to note
8. Compliance inspection reports	<ul style="list-style-type: none"> MECP Inspections (September 8, 2022) <ul style="list-style-type: none"> Alx DWS: 100%, no issues identified Gln DWS: 100%, no issues identified QMS Audits & Conformance Status <ul style="list-style-type: none"> Internal: Oct 28, 2022 <ul style="list-style-type: none"> 1 Non-Conformance (internal audit) 10 OFI (transferred to Action Item Tracking QMS SYS-T3) Next scheduled Sep 21/Oct 10 External: Oct 6, 2022 / Dec 1, 2022 <ul style="list-style-type: none"> Surveillance: Mj Non-Conformance (Multiple Issues-Resolved Dec 1) Re-Accreditation: Mn Non-Conformance (Construction Reports-Resolved Jan 31) Next scheduled Nov 28, 2023
9. Staff input	<ul style="list-style-type: none"> 2023 Capital Program Update (Tim/Dean/Roch to summarize) <ul style="list-style-type: none"> Alx Intake Dyke: Completed August, <ul style="list-style-type: none"> waiting for final report and CCTV footage Alx WTP VFD Replacement: <ul style="list-style-type: none"> ETA for receipt was cahgned from Sept 2023 to Feb 2024 Other option would be to source new equipment from different manufacturer Alx WTP Cl2 Gas Switch Replacement <ul style="list-style-type: none"> moved to 2024, complete system refurbishment no planned versus minor equipment replacement Valve and Hydrant Replacement: <ul style="list-style-type: none"> Dominion St S/Peel St E completed for future main replacement (4) construction planned for Thursday Aug 31 for remaining valves Glen Meter Replacement: 21 changed, 17 outstanding Glen WTP Building Expansion: engineering/design to be completed (2023); to add well casing cleaning to project specs North Glengarry Master Plan (10yr Capital Plan) <ul style="list-style-type: none"> EVB project, progressing, report due Oct 31, 2023 Cancelled Project: funds re-allocated (Flow metering and Watermain relining)

Discussion Item	Notes, Comments
	<ul style="list-style-type: none"> 2024 Proposed Capital Projects (Tim/Dean/Roch to summarize) <ul style="list-style-type: none"> – Dominion St Watermain Replacement 4" to 6" – Chlorine Switch Over Replacement (from 2023) – Infrastructure Locating Equipment <ul style="list-style-type: none"> ▪ to replace older equipment with more advanced, easier to use – Leak Survey in regard to water audit <ul style="list-style-type: none"> ▪ to discuss need in Water Trending ▪ triggered from elevated water loss through internal tracking, External Contractor report identified need for next step – Bulk Water Fill for contractors 2024 Proposed Budget Requests (Operations Water Related Only) <ul style="list-style-type: none"> Water Treatment <ul style="list-style-type: none"> – chlorine analyzer replacement – electronic logbook expansion to performance logbooks (Alx WTP/Booster/Gln WTP/Water Towers) – DR3900 replacement (lab equipment day to day ops) – system certificate replacement (Gln DWS) Water Distribution <ul style="list-style-type: none"> – line post locating and indexing (Alx/Max) – electric submersible pump for construction sites – electronic hydrant meter – hydrant meter calibration program (to send in current meter) – signage/numbering for all hydrants and chambers (transmission main/Max) Other Items/Multi-System <ul style="list-style-type: none"> – vac trailer drum relining/refurbishment – vac trailer water pump – portable snow blower and trailer for remote station cleaning <ul style="list-style-type: none"> ▪ Max hydrant cleaning possibly working with Rds dept, Dean to reach out to Robbie (Tim to determine feasibility)
10. Flow data and trends	<p>Flow Data and Trends</p> <ul style="list-style-type: none"> Alx/Max <ul style="list-style-type: none"> – Raw Water: <ul style="list-style-type: none"> ▪ slight drop in overall flows ▪ noted drop in daily flow after main break ▪ algae still visible in source water, microcystin sample on-going increases noted in raw water after Jun 27 but levels have started to drop ▪ dkye installation to help with sedimentation issues ▪ no significant changes in raw water noted <ul style="list-style-type: none"> → quality findings from various reports, → no major changes noted from operational monitoring – Treated Water: <ul style="list-style-type: none"> ▪ decrease in flows from previous years ▪ observed drop after main break repair ▪ process water slightly increased from previous year <ul style="list-style-type: none"> → no major changes noted from operational monitoring

Discussion Item	Notes, Comments
	<ul style="list-style-type: none"> – Distribution: <ul style="list-style-type: none"> ▪ water loss/water audit results and next steps ▪ quality discussion and trends <ul style="list-style-type: none"> → similar to previous years, degradation not as severe due to proactive flushing and monitoring techniques → noted minor increase in distribution turbidity May/Jun but levels leaving the WTP have decreased; no significant impact to date levels are still well below limits • Gln <ul style="list-style-type: none"> – Raw Water: <ul style="list-style-type: none"> ▪ flows are consistent with previous years and seasonal variations, minor increase observed ▪ improved trending and monitoring due to SCADA ▪ minor fluctuations in TDS/UVT – Treated Water: <ul style="list-style-type: none"> ▪ improved trending and monitoring due to SCADA ▪ minor fluctuations in CT/pH – Distribution: <ul style="list-style-type: none"> ▪ Water loss/water audit results ▪ quality discussion and trends <ul style="list-style-type: none"> → similar to previous year trending, degradation not as severe → consumption minor increase from year to year
11. Other items (describe)	<p>Risk Assessments:</p> <ul style="list-style-type: none"> • 36mth: completed 2022; next review 2025 • Annual: completed July 2023, no issues identified <p>Action Items:</p> <ul style="list-style-type: none"> • Open Items: highlights to open items <ul style="list-style-type: none"> ▪ Bst Stn generator, new contractor looking into repair of possible leak ▪ Easten Welding looking at Gln WTP leak and singer valve replacement options ▪ noted that basin 1 effluent valve defective not drain valve ▪ hydrant maintenance 25 hydrants completed to date (19 Max/6 Alx)
<p>Other Notes</p> <ul style="list-style-type: none"> • Comments/Questions/Concerns <ul style="list-style-type: none"> – Request to look into water loss for Alx and Maxville <ul style="list-style-type: none"> ▪ Angela to compare dist flow vs sewage flows ▪ to report showed non-revenu loss to determine if that included flushing values ▪ request to send Tim graphs for 2023 WTP Flows and Water Loss tracking – Angela to send draft Council Report for council update • Additional Source Information <ul style="list-style-type: none"> – Raisin Region Conservation Authority: 2022 Annual Report – Garry River Watershed Report: 2007 	



1



2

Purpose

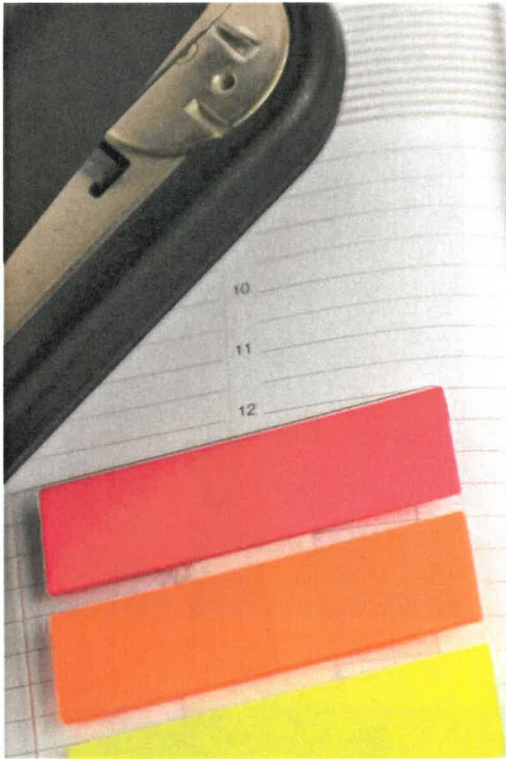
Ensure effective communication in regard to operations and maintenance of drinking water system

Ensures a consistent and regular review of the drinking water systems conditions and capacities

To be used as a tool for budgeting and planning

- Report should be communicated to council through staff report by Director of Public Works
- to give council understanding and advanced warning of potential budget requests

Results should be discussed during annual budget reviews



Agenda



3



Growth

- No planned system expansion for 2024 for Alexandria/Maxville and Glen Robertson
 - EVB [mapping](#) for future development for Alx but no service agreement in place
 - EVB mapping for future development for Maxville is being developed
 - Limiting Growth Factors
 - Pump station issues/needs (SE Alx/NE Max)
 - Forcemain limitations (Bishop PS)
 - Lagoon capacity issues (Alx/Max)
 - Poor treatment under ice cover (Alx)
 - No connections on Transmission Main due to residual degradation
 - Lack of system redundancy/storage (Gln)
 - Lack of industry and opportunity, area more targeted for retirement vs working class
- Maxville Water
 - 34 residents on flat rate and not confirmed on water meter to date
 - 332 connection completed and inspected to date; 16 Exemptions
 - To determine next step to enforce connection
- Growth Tools/Mechanisms/Processes

4

Input from Public Planning Department

Population Growth

- SDG Growth Forecasting Study (draft)
 - Projected annual 0.5% increase
 - Expected steady employment and population growth
 - North Glengarry does not show any deficiencies in land needs to support/promote growth

Future Project Update

- IHA Development
- Maxville Subdivision
- McDougald St West Multi-Residential
- East Boundary Rd Multi-Residential

5

Review and Provision of Infrastructure Previous Outcomes

PREVIOUS REVIEW DATE: SEPTEMBER 2022

- No raw water shortfalls or capacity issues identified in Alexandria and Glen Robertson
 - Review various studies RRCA/South Nation
- No major changes to system risk identified
 - 36mth & Annual Review
- No DWS system expansion planned or targeted areas
- No significant growth/development identified
 - Some potential future projects IHA/Maxville Subdivision
 - Limiting factors include wastewater system capacities
- Infrastructure maintenance is covered through various planning methods
 - Operational Budget/Capital Planning/Replacement Programs
- Concern about task delegation to ensure system coverage and task completion, minor changes to roles/responsibilities

OUTSTANDING ISSUES IDENTIFIED

- To create process/contractor package for large scale expansion where WW not installing works but will be handed back to WW for management.
 - As per Chief Building Inspector: Counties are creating set of county wide construction standards
- Suggested that management meeting structure change to incorporate other elements to ensure communication
 - No changes to date, can review structure to determine what can be included

6

Maintenance and Infrastructure Review Previous Outcomes

REVIEW DATE: JUNE 2023

- Maintenance Programs are intact and operating as per design
 - Schedules and tracking forms are up to date
 - Rock to head changes and document control processes
- To ensure work is being completed as scheduled
 - Staff changeover not as frequent as previous cycles
 - Ensure equipment deficiencies followed-up is completed
 - External contractors annual targets are starting to drift, may cause issues with maintaining "annual" requirements
- Documentation
 - Some noted duplication of work, Operational staff prefer to record work in eRIS and Access E11 (flushing) as completed

OUTSTANDING ISSUES

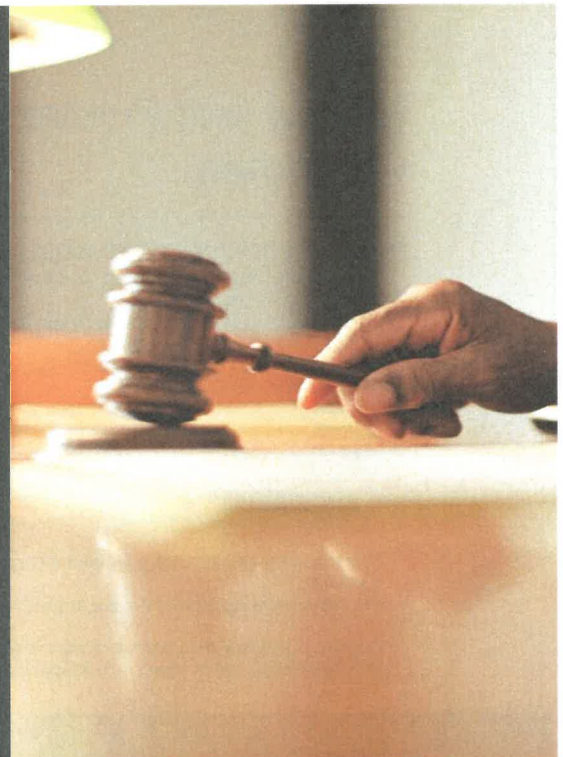
- Alx DWS
 - Proactive equipment indexing and replacement scheduling
 - Elevated water loss/water audit
 - Construction documentation
 - Open defective equipment
- Gln DWS
 - Coupling leak on main discharge line
 - Mineral deposits in well casing and potential impacts on well pump operation
 - SHP2 intermittent dosing issues
 - Intermittent high flow issues

7

New Regulatory Requirements

Drinking
Water

No regulatory changes that impact the system during this time frame



8

Inspection/Audit Reports

MECP COMPLIANCE INSPECTION

- Alexandria DWS
 - September 8, 2022
 - 0 Non-Compliance or Best management Practices
 - 100% Risk Ranking
 - 2023: to be scheduled by Ministry Staff (assume Sep/Oct)
- Glen Robertson DWS
 - September 8, 2022
 - 0 Non-Compliance or Best management Practices
 - 100% Risk Ranking
 - 2023: to be scheduled by Ministry Staff (assume Sep/Oct)

DWQMS CONFORMANCE AUDITS

Internal Auditor: Ewen McDonald

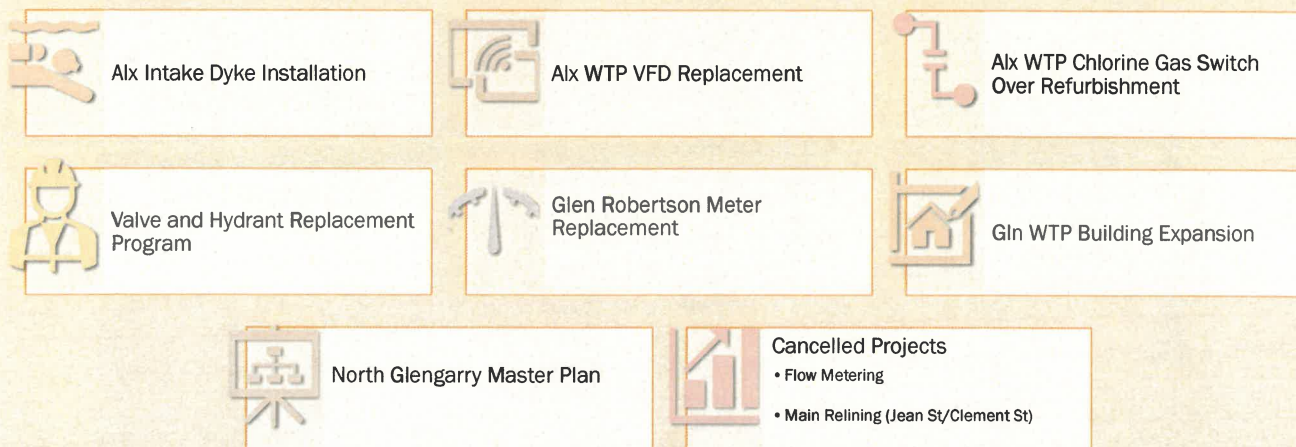
- Oct 28, 2022: Internal Audit
 - 10 OFI (added to Best management Practices Listing) &
 - Non-Conformance (Internal Audit)
- 2023: Scheduled Oct 10

External Auditor: SAI Global

- Oct 6, 2022: Surveillance Audit
 - Mj Non-Conformance (Multiple Elements/Management Review/Internal Audits-Resolved Dec 1, 2022)
- Dec 1, 2022: Re-Accreditation Audit
 - Mn Non-Conformance (Construction Reports-Resolved Jan 31, 2023)
 - Re-Accreditation Jan 2023/Certificate June 2023
- 2023: Scheduled Nov 28, 2023

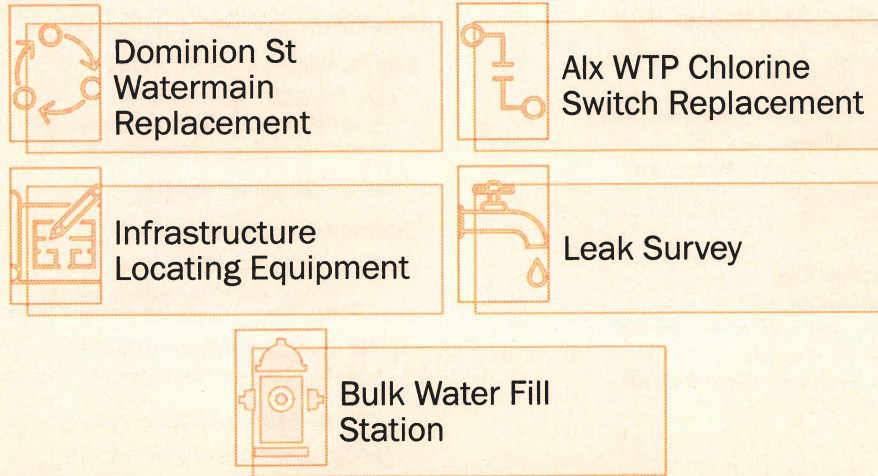
9

Staff Input: 2023 Budget Summary



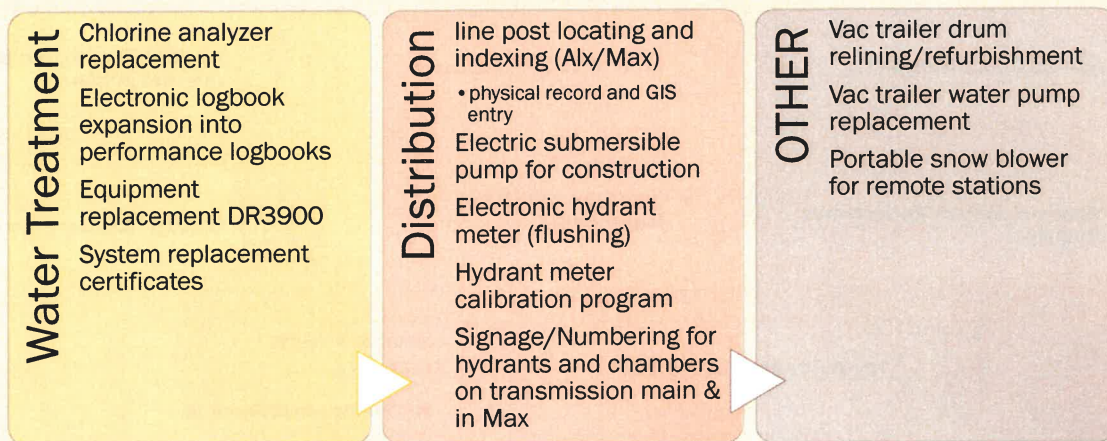
10

Staff Input: 2024 Proposed Capital Projects



11

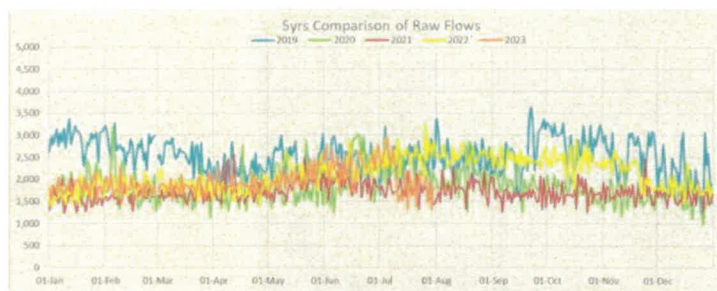
Staff Input: 2024 Proposed Budget (Operations)



12

Alexandria WTP Raw Flows and Trending

- Flows slightly decreased from previous year
 - 2019 increased due to commissioning
 - 2022 increased due to increased flushing for quality
 - 2023: noted flow reduction after main break repair (Jul)
- Rated Capacity 5,616m³/day
 - 2021: 30.4% (Jan-Dec)
 - 2022: 38.1% (Jan-Dec)
 - 2023: 34.7% (Jan-Jul)
- Algal growth still occurring in raw water
- Dyke was installed around intake (Jul) to prevent mounding and sediment issues
- No additional treatment measures or process changes required at this time



Total Monthly Flows					
Total	2019	2020	2021	2022	2023
Jan	90,594	57,549	48,388	53,925	56,126
Feb	76,382	53,566	45,142	52,876	51,074
Mar	77,822	51,813	50,688	57,829	56,729
Apr	66,505	50,254	52,432	53,171	55,816
May	76,524	57,317	57,300	66,755	63,258
Jun	73,216	63,082	57,374	67,773	69,882
Jul	75,240	64,099	53,799	79,067	61,672
Aug	76,929	62,926	55,819	78,665	
Sep	76,589	56,567	49,419	73,567	
Oct	88,817	53,996	51,727	75,471	
Nov	78,249	48,009	50,964	66,218	
Dec	64,644	48,899	49,889	56,456	
Annual	921,510	668,079	622,942	781,773	414,557

Average Monthly Flows					
Avg	2019	2020	2021	2022	2023
Jan	2,922	1,856	1,561	1,740	1,811
Feb	2,728	1,847	1,612	1,888	1,824
Mar	2,551	1,693	1,637	1,874	1,815
Apr	2,217	1,675	1,748	1,772	1,861
May	2,469	1,849	1,848	2,153	2,041
Jun	2,441	2,103	1,912	2,259	2,329
Jul	2,427	2,068	1,735	2,551	1,989
Aug	2,482	2,030	1,801	2,538	
Sep	2,553	1,886	1,647	2,452	
Oct	2,865	1,741	1,669	2,435	
Nov	2,608	1,600	1,699	2,207	
Dec	2,085	1,577	1,609	1,821	
Annual	2,529	1,827	1,707	2,141	1,953

13

Alexandria Raw Water Quality/Quantity

Source Protection: 2022 Annual Progress Report

- 99.5% of activities identified as a significant drinking water threat in the assessment have been mitigated or removed through risk management measures
- All policies and risk management plans that address significant threats have been implemented
- No issues identified in the local assessment reports regarding quality of the source water

RRCA: 2022 Annual Report (Watershed Management)

- 9 groundwater monitoring wells/9 surface water quality monitoring sites
- no low water level warnings issued
- Detailed structural inspection of Mill Pond Dam & annual inspection of upstream dams

2019 Canada Changing Climate Report

- Seasonal timings of spring peak streamflow has shifted earlier due to warming temperatures
- Reduced summer flows in some area, but projected increase in extreme precipitation events/impacts
- No indication of long-term changes to lake and wetland levels, but potential for increased evaporation which may exceed precipitation levels

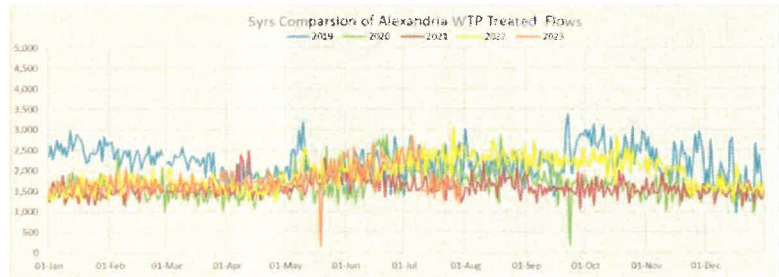


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Alexandria WTP Treated Flows and Trending

Alexandria Water Treatment

- Flows decreased from previous year
 - 2019 increased due to commissioning
 - 2022 increased due to increased flushing for quality
 - 2023: noted flow reduction after main break repair (Jul)
- Rated Capacity 8,014m³/day
 - 2021: 19.8% (Jan-Dec)
 - 2022: 24.3% (Jan-Dec)
 - 2023: 22.0% (Jan-Jul)
- Process Water Used
 - 2021: 7.2% of raw water
 - 2022: 9.1% of raw water
 - 2023: 9.8% of raw water
- No treatment shortfalls or capacity issues observed during this period



	2019	2020	2021	2022	2023
Total	79,124	49,650	44,216	48,391	49,304
Jan	65,997	44,786	42,250	48,714	45,908
Feb	67,307	45,665	47,417	52,259	51,234
Mar	56,326	44,538	48,912	47,442	50,583
Apr	65,851	51,059	53,742	60,837	55,643
May	63,195	57,287	53,513	61,894	64,375
Jun	66,901	59,623	49,424	73,015	57,023
Jul	66,157	59,324	52,581	72,921	
Sep	66,611	51,464	46,280	67,411	
Oct	80,110	50,259	48,227	69,521	
Nov	68,470	44,840	46,136	58,328	
Dec	56,636	46,343	45,357	49,839	
Annual	802,684	604,837	578,057	710,571	374,071

	2019	2020	2021	2022	2023
Total	11,470	7,899	4,172	5,534	6,823
Jan	10,385	8,780	2,892	4,162	5,166
Feb	10,516	6,148	3,271	5,570	5,495
Mar	10,180	5,717	3,519	5,729	5,232
Apr	10,674	6,259	3,558	5,918	7,615
May	10,021	5,795	3,861	5,879	5,507
Jun	8,339	4,476	4,174	6,052	4,648
Jul	10,772	3,602	3,238	5,744	
Sep	9,978	5,103	3,138	6,156	
Oct	8,707	3,738	3,500	5,950	
Nov	9,778	3,170	4,829	7,890	
Dec	8,007	7,556	4,532	6,617	
Annual	118,826	63,241	44,885	71,202	40,486

	2019	2020	2021	2022	2023
Avg	2,552	1,602	1,426	1,561	1,590
Jan	2,357	1,544	1,509	1,740	1,640
Feb	2,171	1,473	1,530	1,686	1,637
Mar	1,878	1,485	1,630	1,581	1,686
Apr	2,124	1,647	1,734	1,962	1,795
May	2,107	1,910	1,784	2,063	2,146
Jun	2,158	1,923	1,594	2,355	1,839
Jul	2,134	1,914	1,696	2,352	
Sep	2,220	1,715	1,543	2,247	
Oct	2,584	1,621	1,556	2,243	
Nov	2,282	1,495	1,538	1,944	
Dec	1,877	1,495	1,463	1,608	
Annual	2,200	1,652	1,584	1,945	1,592

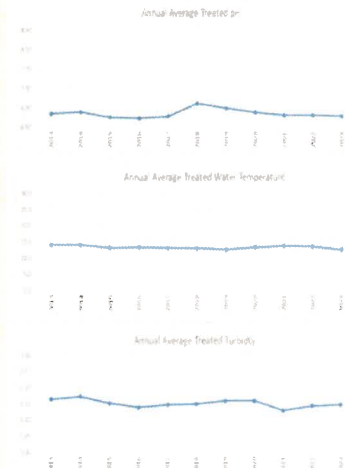
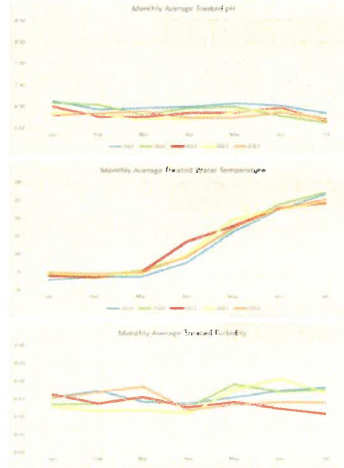
	2019	2020	2021	2022	2023
Avg	370	255	135	179	220
Jan	371	303	103	149	184
Feb	352	202	107	180	178
Mar	339	191	117	191	174
Apr	344	202	115	191	246
May	334	193	129	196	184
Jun	269	144	141	195	150
Jul	347	116	104	185	
Sep	333	170	105	205	
Oct	281	121	113	192	
Nov	326	106	161	263	
Dec	258	87	146	213	
Annual	327	174	123	195	151

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Alexandria Treated Water Quality/Quantity



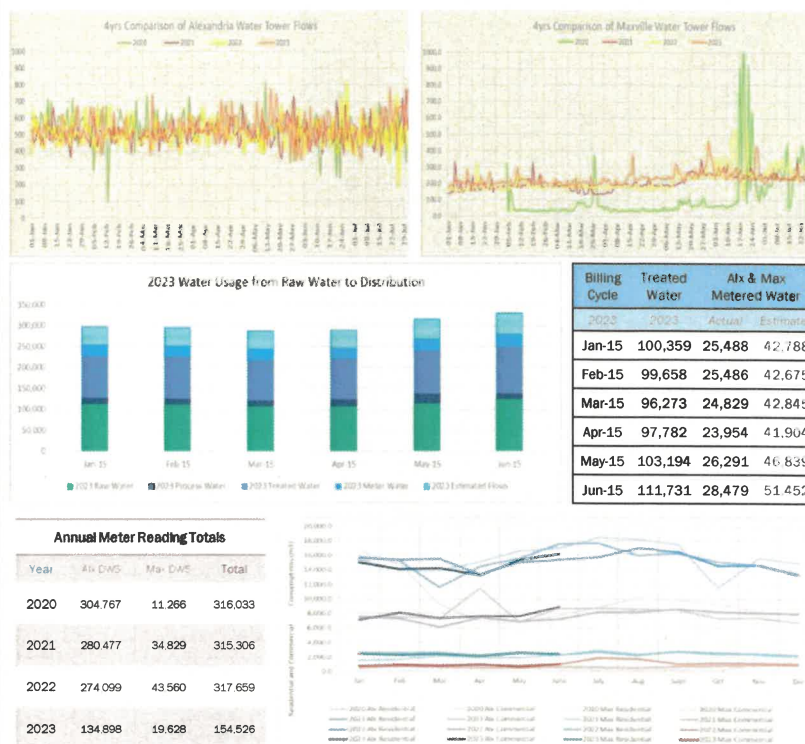
- No significant changes in the average pH, temperature, alkalinity, or turbidity
 - average filter effluent turbidity below 0.05ntu
 - chlorine consumption consistent with previous years
 - no changes to phosphate dosing program, contractor on site quarterly to check system
- Monochloramine increased since 2019 avg 1.8mg/L
 - Average from 1.5mg/L to 1.8mg/L



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Alexandria/Maxville Distribution Flows Trending

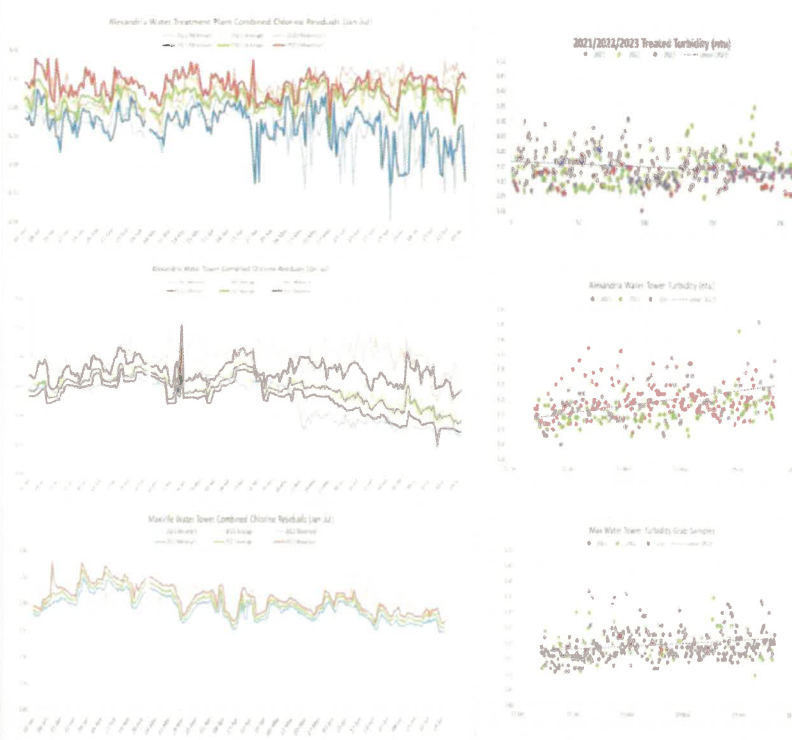
- Flows in distribution up slightly but metered values appear to be slightly decreasing from year to year
 - Overall Water Consumption (2023)
 - Alexandria 87%
 - Maxville 13%
- Water Audit was undertaken due to increasing water loss observations
 - Draft report received
 - Alx Non-Revenue Water (NRW): 55%
 - Non-Revenue Water Max: 49%
 - Flushing values are included in NRW, please note this is not considered water loss
 - Next steps
 - Discovered multiple contractors taking water without approval or notification
 - Budget for Bulk Fill Station (2024)
 - Hydrant Use By-Law Creation
 - Bottom-Up night flow analysis to try to find system leaks
 - Improve various water data inputs from review of data



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Alexandria/Maxville Distribution Trending

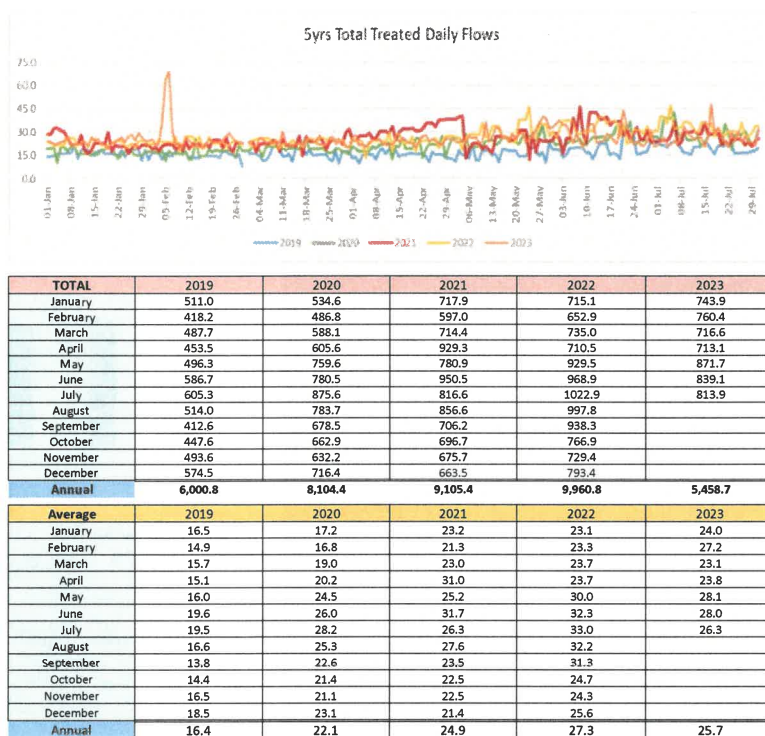
- Chlorine Residual
 - Distribution residual monitoring has improved due to closer tracking on WTP residuals, inputting operational objectives
 - Observing typical drops, adjusting processes to help turn over water
- Turbidity
 - overall from WTP levels are decreased as treatment improves
 - minor increases noted in distribution monitoring
- Dead End Check
 - Being completed (as scheduled or intermittently?)
 - Auto flushers installed ensure residuals
 - Maxville: 4 units (May)
 - Alexandria: 3 units (July)
 - Residuals around 1mg/L as per most recent testing



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Glen Robertson Flows and Trending

- Flows are slightly elevated from previous year,
 - consistent with seasonal fluctuation
 - Gradual increase in annual total flows
- Rated Capacity 224m³/day
 - 2021: 11.1% (Jan-Dec)
 - 2022: 12.2% (Jan-Dec)
 - 2023: 11.5% (Jan-Jul)
- SCADA system was installed and commissioned in Sep 2022
 - Improved trending and data collection
 - UV trending is now compliant with Permit conditions
- No treatment shortfalls or capacity issues at this point



19

Raw Water Quality/Quantity



- Minor increase in average TDS
- Minor decrease in average UVT readings and average turbidity
- All readings well below objectives



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Treated Water Quality/Quantity



- Minor increase in average turbidities
- Minor decrease in average pH, average CT and free chlorine residuals at end of treatment process

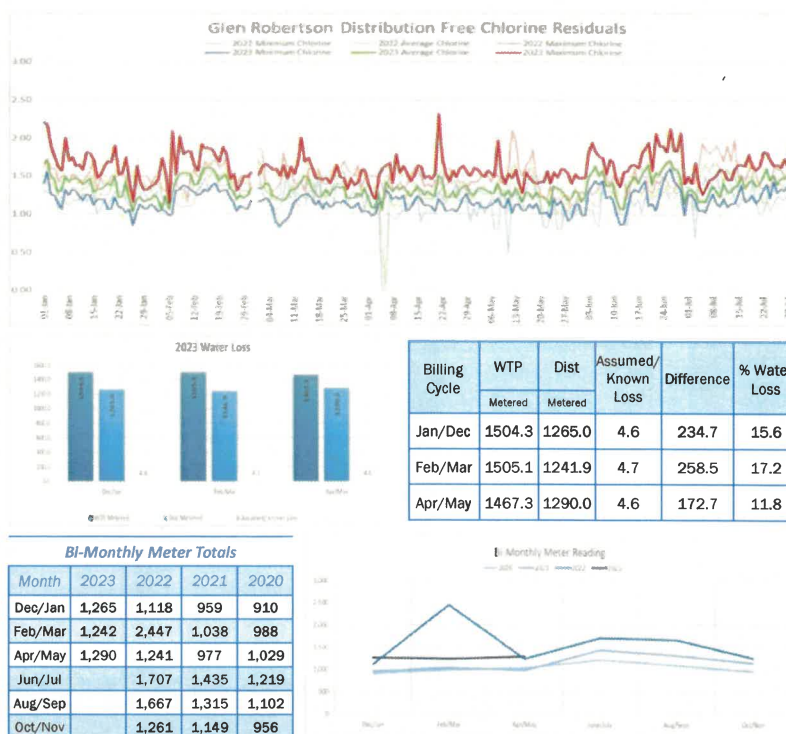


21

Glen Robertson Distribution Trending

Glen Robertson

- Residual Degradation
 - Distribution residual has improved, lowest point is well above previous observations
- Water Loss
 - 2021 Annual Average: 19.6%
 - 2022 Annual Average: 16.7%
 - 2023 Annual Average: 14.8%
 - External Water Audit showed system was too small to get accurate data
 - Small amount of loss, water breaks easily detectible
 - No potential for water taking from other departments



22

DWS Risk Assessment

3yr System Re-Evaluation

- Alx DWS
 - Last version: November 2022
 - No change to risk level or major system changes
 - Next review: due November 2025
- Glen DWS
 - Last version: March 2022
 - No change to risk level or major system changes
 - Next review: due September 2025

Annual Tabletop Exercise

- Alx DWS
 - Last version: Jul 2023
 - No change to risk, system/process, or documentation
- Glen DWS
 - Last version: Jul 2023
 - No change to risk, system/process, or documentation

23

Action Items

Equipment Deficiencies

- Capital Project
 - Alx WTP: HLP1630 VFD Replacement
 - Bst Stn Generator
 - Gln WTP: Singer Valve/Man Pipe Coupling
- Operational Projects
 - Alx WTP: F3 Surface Wash Repair
 - Clearwell Level Transmitter
 - Defective Valves (floc tank drain, coagulant tank, basin 1&4 drain)
 - Bleeder lines (water loss)

Asset Management Plan

- Indexing Equipment
 - No action to date
- Hydrant Maintenance Program
 - Target is 50 per year
 - Work on-going, staffing change limited ability to reach target

Documentation: OM/SOP/CAP

- Various Documents Required
 - no action to date, once OM manuals are updates work on SOP development can begin

By-Laws

- Hydrant Usage
 - no action to date
- Backflow Devices
 - draft bylaw

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Conclusions

- No source shortfalls or capacity issues at this point for both Glen Robertson and Alexandria
- No major changes to risk or processes for both systems
- System growth
 - No major expansion to system planned in the next year
 - Processes and standards being created at County Level, to add additional TWP requirements
 - Other limiting factors such as wastewater system capacities and servicing areas shortfall
- Infrastructure refurbish/replacement in WTP/Distribution
 - Planned equipment repair/refurbishment
 - Planned watermain replacement program in Alexandria
 - Planned future work towards Alexandria on-going water loss
 - Maxville Water Project follow-up requirements (to be determined)

Document Title: QMS Infrastructure Maintenance, Rehabilitation & Renewal Review Form		QMS Form Number: QMS SYS-F11
Authorized By: Angela Cullen		Revision Number: v4
Issued Date: August 30, 2010		Revision Date: June 7, 2023

QMS Infrastructure Maintenance, Rehabilitation & Renewal Review Form

A copy of this report is to be completed annually, and any time that maintenance programs change.

Date of Review	Wednesday June 26, 2023	
Review Cycle	August 2022-June 2023	
Drinking Water Systems Included	<input checked="" type="checkbox"/> Alexandria DWS	<input checked="" type="checkbox"/> Glen Robertson DWS
Review Participants Record		
Name	Signature	
Tim Wright		
Dean McDonald		
Angela Cullen		
Roch Seguin		
Eric Massia		
Chris Raymond		
Cameron Besner		

Conclusions and Recommendations (attach any supporting documents and records)

-Maintenance Programs are intact and operating as per design,

- schedules and tracking forms are in good shape,
 - to determine who is in control or ensure staff understand document control and how to update version codes
- to ensure work is being completed as scheduled
 - staff changeover has been a recent concern, but as new operators gain experience should alleviate some time constraints
 - to ensure follow-up in internal equipment deficiencies for repair or replacement asap, to prevent further potential issues
 - external contractors dates are starting to drift from annual targets, to ensure booking is completed earlier or alternate source is used to ensure work is completed in timely fashion
- Documentation
 - duplication of recording work in eRIS and E11 to determine a better work flow so no duplication of work (Flushing)

-Areas of concern

- Alx DWS: pro-active equipment indexing and replacement program, elevated water loss / water audit, construction documentation, open equipment deficiencies and preventative maintenance vs reactive maintenance
- Gln DWS: coupling leak on main discharge piping, mineral deposits in well casing, and potential impacts on well pump, intermittent chlorine pump operation and dosing issues and intermittent high system flows

	The Township of North Glengarry Drinking Water Quality Management System
Document Title: QMS Infrastructure Maintenance, Rehabilitation & Renewal Review Form	QMS Form Number: QMS SYS-F11

Discussion Item	Notes, Comments												
a. Outcomes of previous maintenance reviews	<p>-Systems operating as per design and maintenance appears to be scheduled and completed as per operational expectations.</p> <ul style="list-style-type: none">Programs in good shape, to ensure work is on-going among all staff.To ensure all equipment calibrated as per requirements (external contractors) <p>-Discuss different budget ideas with operational staff</p> <ul style="list-style-type: none">Issues with generator annual maintenance (Dean Follow-Up) <p>-Areas of concern</p> <ul style="list-style-type: none">Alx DWS: Intake sediment build-up, pro-active equipment replacement; older equipment and potential for breakdown; distribution degradation and operational requirements to maintain adequate levels; hydrant maintenance program to be recreated.Gln DWS: mineral deposits in well casing; intermittent dosing issues with P2; SCADA integrations; on-going well pump/pressure issues												
b. Currency and accuracy of maintenance summaries in QMS Operational Plan	Alexandria <ul style="list-style-type: none">All equipment incorporated into scheduling<ul style="list-style-type: none">No new or missing equipment identifiedNo new programs identifiedAreas of Concern:<ul style="list-style-type: none">noted issues with some versions of specific maintenance forms, to check current versions in maintenance binders to ensure currency. Let Angela know, if more forms are found so they can be updated to reflect current version. Original update used incorrect forms.Roch assigned to upkeep the forms going forward												
	Glen Robertson <ul style="list-style-type: none">All equipment incorporated into scheduling<ul style="list-style-type: none">No new or missing equipment identifiedNO new programs identifiedAreas of concern:<ul style="list-style-type: none">noted issues with some versions of specific maintenance forms, to check current versions in maintenance binders to ensure currency. Let Angela know, if more forms are found so they can be updated to reflect current version. Original update used incorrect forms.Roch assigned to upkeep the forms going forward												
c. Frequency and duration of service interruptions	<p>Alexandria</p> <ul style="list-style-type: none">Alarms: 90<table><tr><th>Location</th><th>Total</th><th>Aug 2022-Dec 2022</th><th>Jan 2023-Jun 2023</th></tr><tr><td>WTP</td><td>51</td><td>14</td><td>37</td></tr><tr><td>Dist</td><td>39</td><td>24</td><td>15</td></tr></table><p>reduced number of call out on average from previous review 13.5/mth to 9/mth</p>Mill Pond fuels spill (Oct)<ul style="list-style-type: none">no affect to intake, precautionary shut down for 12 hrs3 Extended Outage<ul style="list-style-type: none">BST: Jan-Hydro Issue (4.05hrs)	Location	Total	Aug 2022-Dec 2022	Jan 2023-Jun 2023	WTP	51	14	37	Dist	39	24	15
Location	Total	Aug 2022-Dec 2022	Jan 2023-Jun 2023										
WTP	51	14	37										
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	<ul style="list-style-type: none">WTP: Mar-Hydro Issue (0.65hrs)WTP/Bst/WTs: Apr-Freezing Rain (15.46hrs)Alarm Call Out Issues (on-going)<ul style="list-style-type: none">panel replaced (Aug)panel communicator failure, replaced (Apr)issues with delayed calls and non-reported alarms (central). Roch has reached out multiple times to try to correct issues.Access E11 cases: 144 (slightly increased from previous years, avg 91 cases per year)<ul style="list-style-type: none">88(Aug-Dec) 56(Jan-Jun)18 Open Cases (3 Aug-Dec/15 Jan-Jun)Construction<ul style="list-style-type: none">2022: 20 sites recorded<ul style="list-style-type: none">6 Watermain Break; 1 FH Replacement; 1 Valve Repair, 5 Service Line Repairs7 Planned (4 Tobin St, 1 Kincardine, 1 Bishop, 1 Derby)2023: 1 site<ul style="list-style-type: none">Planned (service install) <div>Glen Robertson</div> <ul style="list-style-type: none">Alarms: 80<table><tr><th>Location</th><th>Total</th><th>Aug 2022-Dec 2022</th><th>Jan 2023-Jun 2023</th></tr><tr><td>WTP</td><td>70</td><td>36</td><td>34</td></tr><tr><td>Dist</td><td>10</td><td>4</td><td>6</td></tr></table><div>increased number of call out on average from previous review 3.75/mth to 8/mth</div>4 Extended Outages<ul style="list-style-type: none">WTP: Dec (17:11-##)WTP/Chr: Jan-freezing rain (0.5hrs)WTP/Chr: Feb (11:04-##)WTP/Chr: Apr-freezing rain (15.5hrs)Alarm Call Out Issues (on-going)<ul style="list-style-type: none">issues with delayed calls and non-reported alarms (central). Roch has reached out multiple times to try to correct issuesAccess E11 cases: 11 (increased form previous years, avg 7 cases per year)<ul style="list-style-type: none">5(Aug-Dec) 6(Jan-Jun)0 Open CasesConstruction: 0	Location	Total	Aug 2022-Dec 2022	Jan 2023-Jun 2023	WTP	70	36	34	Dist	10	4	6
Location	Total	Aug 2022-Dec 2022	Jan 2023-Jun 2023										
WTP	70	36	34										
Dist	10	4	6										
d. Maintenance costs and trends	<div>Water Treatment & Distribution</div> <ul style="list-style-type: none">has base budgets have slightly increased each year since 2021significant overage in 2022<ul style="list-style-type: none">significant overages noted in administrative cost, chemical costs, building maintenance and equipment maintenance,currently trending for all GLs are at 55% for forecasted values <div>Noted Trends</div> <ul style="list-style-type: none">Due to economy significant cost increases in many areas, but significant impacts to chemical costs and deliveryLead time on products are slow on certain												

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Discussion Item	Notes, Comments
<p>e. Occurrences of and trends relating to unplanned maintenance</p>	<p>Alexandria</p> <p>Outstanding Equipment Breakdowns</p> <ul style="list-style-type: none"> ▪ F3 surface wash (Dec/Feb) <ul style="list-style-type: none"> – repaired Feb; issue reoccurred (Feb/Mar) – priced out new components as per recommendations, but only need mechanism to be repaired. – Roch assigned to following up on issue and to recommend repair or replacement option, as replacement cost was quoted over \$10,000 (to add to T3 to ensure tracking) ▪ SCADA failure (Aug/Sep/Oct/Dec/Jan/Feb) <ul style="list-style-type: none"> – computer unresponsive; reboot to restart – faulty card; remove/reset to reboot <ul style="list-style-type: none"> → recommended to have spare unit (possibly 1 on-site, unknown location). → To find refurbished cards that were previously purchased to determine in above mention replacement card is required. Roch assigned to find cards. Were in grey cabinet before office was moved. (to add to T3 to ensure tracking) ▪ (CCP) Increased Turbidity <ul style="list-style-type: none"> – transition to warmer waters, unable to drop dosing; increased spiking after start-up (Aug/May) – Kemira on-site to test different coagulants/jar testing (Nov) – attempt to shut down polymer, to determine if chemical overdosing is causing issues (Jun) – to monitor and keep trying different dosing options to optimize treatment and reduce spiking. – Coagulant Tank isolation valve seized; to be repaired or replaced, unable to separate tanks currently. Operational staff to schedule work. (to add to T3 to ensure tracking) ▪ HLP1610 fault (Aug/Sep/Jan) <ul style="list-style-type: none"> – able to run manual but in auto, communication issues with SCADA – keypad replaced Aug; cables replaced Sep; T-COM board replaced (Dec) – replacement ordered, lead time not provided, but Capital Control confirmed no word yet on delivery (to add to T3 to ensure tracking) ▪ Basin 1 Effluent Valve V-941 (Aug) <ul style="list-style-type: none"> – not operational, threaded stem is stripped – balloon in place (Aug) action was not completed as found in eRIS, possibly confused with another repair. – lead time dependant on repair by Mike Lalond, once valve is removed and dropped off <ul style="list-style-type: none"> → Also mentioned that floc tank drain valve was also in need of repair. Delegated to Eric to set up schedule for repair (to add to T3 to ensure tracking) ▪ Monochloramine Analyzer <ul style="list-style-type: none"> – unable to get parts in normal lead time – no longer operating properly after large repair, value in operation? – Determined to decommission analyzer, as repairs are not possible based on repair history with HACH/ClearTech ▪ Bst Stn Generator Oil Loss Issues <ul style="list-style-type: none"> – Operator monitoring and top up after run time (possibly burning oil) <ul style="list-style-type: none"> → Feb 1, Apr 8, Apr 9, Apr 13

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	<ul style="list-style-type: none"> – Dean in process of contacting JC Cayer for repair options (to add to T3 to ensure tracking) <ul style="list-style-type: none"> → Discussion about contracted maintenance, but due to cost plan was not purchased at time of commissioning ▪ BST SHP1 & SHP2 pump issues <ul style="list-style-type: none"> – air lock/primed unit and restarted transfer (Aug/Sep/Oct/Nov/Feb) – fitting/connection issues (Apr), repaired – issues do not seem to be occurring at the moment, to monitor operations. ▪ Filter Backwash Issues (Aug/Sep/Oct/Feb/Apr/May) <ul style="list-style-type: none"> – F4 valve torque limits reset (Sep) – issues with multiple filters valve failures during program steps <ul style="list-style-type: none"> → Cause of issues determined to be caused by faulty clearwell level monitor → Until equipment repair/replacement occurs, clearwell 4 (1602) now operating program to prevent future issues ▪ Clearwell 1 Level Transmitter (Jun) <ul style="list-style-type: none"> – Issues occurring 25-Jun-2023, contacted Capital Controls and able to determine that false low readings causing issues with filter backwashes and HLP operations – Levels fluctuations impact HLP operations, filter operations, CT calculations – Equipment only 3yrs old, to monitor operation, as unit must be in fault mode to diagnose cause of issue (controller vs probe). To have KMAC look into on-going issues, if needed can reach out to Greyline. (to add to T3 to ensure tracking) <p>Completed Equipment Repairs</p> <ul style="list-style-type: none"> ▪ Loss trending/communication <ul style="list-style-type: none"> – WTP/Bst/WT (Aug/Oct/Jan) <ul style="list-style-type: none"> → repair in Aug, eliminated the majority of previous issues → minor issues (weather related) – caused by internet transfer by IT Tech (2x Jan) ▪ Structural Repair in Filter Influent Channel <ul style="list-style-type: none"> – caused multiple issues prior to Aug, repaired (Aug) ▪ Generator failure due to low temperatures <ul style="list-style-type: none"> – caused by louvre failure; replaced (Feb) <ul style="list-style-type: none"> → motor connection; repaired (Mar) – issues with testing caused by program settings; resolved by KMAC (Feb) ▪ LLP210 (Jan) <ul style="list-style-type: none"> – pump fault, no cause determined ▪ (CCP) P610 failure, no switch over (Aug/Jan) <ul style="list-style-type: none"> – no alarm notification, caused by control box on panel – partial basin drain; to remove untreated water – noted F1 turbidity increase/AT1606 residual drop ▪ (CCP) Chlorine Gas Dosage (May) <ul style="list-style-type: none"> – noted drop in residual, found crack in dosing lines; replaced defective section ▪ BWP reinstallation <ul style="list-style-type: none"> – from previous breakdown, re-installed (Aug) ▪ V1410 motor replacement <ul style="list-style-type: none"> – multiple issues and unable to set torque limits (Oct)

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Discussion Item	Notes, Comments
	<ul style="list-style-type: none"> — valve motor replaced Nov ▪ V697 Campbell Cres <ul style="list-style-type: none"> — rock jamming operation, repaired (Jan) ▪ H635 found frozen, repaired back in service within 24hrs ▪ Cl2 Gas Detector <ul style="list-style-type: none"> — Cl2 sensor failure, unit was calibrated 8 days later <p>Noted Trends (one-time occurrence vs on-going issues)</p> <ul style="list-style-type: none"> ▪ most issues are one time occurrence, or noted deficiency that takes time to repair due to time or part availability ▪ SCADA computer appears to need a reboot roughly once per month, unit was upgraded in 2022 <ul style="list-style-type: none"> — operator office computer slow to but lab computer good (difference between nodes) ▪ Gas Monitors appear to fail consistently about 1 month before servicing <ul style="list-style-type: none"> — Noted during discussion that alarm was disabled in SCADA, when enabled alarm is active but sensor not in alarm mode — Eric to reach out to Capital Controls look into signal/communication (to add to T3 to ensure tracking) ▪ Booster Stn SHP pump air lock appear to happen intermittently, no further action at this time ▪ Booster Station generator appear to be losing oil during operation, Dean working on issues ▪ Duplication of recording work in eRIS and E11 to determine a better work flow so no duplication of work (Flushing). <ul style="list-style-type: none"> — To continue work flow as per discussion. Ensure all staff on same page <p>Glen Robertson</p> <p>Outstanding Equipment Breakdowns</p> <ul style="list-style-type: none"> ▪ (CCP) Sodium Hypo Pump Issues <ul style="list-style-type: none"> — SHP1 failure, possible air lock (Sep/Dec/Jan/Mar) — SHP1 flow sensor adjustment (May) — SHP2 cracked fitting causing air/leakage (Aug/Sep/Oct/Jan), repaired — SHP2 replaced due to on-going dosing issues (Nov) <ul style="list-style-type: none"> → Discuss possible repair or replacement options for SHP2. Communications with Prominent lead to pumps not sized properly, causing issues, but Prominent sized dosing system for installation. → To look into different type of pump, possibly peristaltic pump. (to add to T3 to ensure tracking) ▪ (CCP) Header Cl2 residual <ul style="list-style-type: none"> — cleaned/change injection point/prime SHP (Aug/Oct/Nov/Dec/Jan/Mar) — reset SurFeed/low flows (01:00-05:00) (Aug/Feb/Mar/May) ▪ Singer Valve Malfunction <ul style="list-style-type: none"> — temporarily by-pass (pre-Aug) <ul style="list-style-type: none"> → released pressure on singer valve, and dist pressure have not reoccurred to date → Removal of singer valve suggested by technician as it is no longer needed due to pressure tanks.

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Discussion Item	Notes, Comments
	<ul style="list-style-type: none"> → Removal requires a full system shut down and isolation of WTP. Future Project (to add to T3 to ensure tracking) → Discussion noted that since UV#3 solenoid replacement, pressure on well side is noticeably more stable and bypass on well pump before UV (PRV) always running since last well pump replacement. → To monitor system operation when UV# taken out of service to determine if solenoid replacement on UV1 & UV2 should be completed to help potential flow/pressure issues. Rough cost estimate per unit is \$530/unit based on most recent invoice. <ul style="list-style-type: none"> ▪ Coupling Leak on Main Piping (Apr) <ul style="list-style-type: none"> – temporary sealant tape installed – Replacement requires full system shut down and WTP isolation and current replacement options will only lead to same issue, due to available coupling and pipe offset. – Roch looked into different options, as coupling is only current option, possibly using exterior lining to seal leak (to add to T3 to ensure tracking) ▪ Eric noted the spare well pump was dropped off by Adrien on 27-Jun-2023 (located in Shop, beside grey cabinet). <p>Completed Equipment Repairs</p> <ul style="list-style-type: none"> ▪ SCADA system placed on-line (Sep/Oct) ▪ Well Pump Pitless Adaptor O-Ring Replacement (Sep) ▪ UV3 solenoid failure (Feb/May) <ul style="list-style-type: none"> – causing decreased flows, possible Cl2 dosing issues (changed Jun) – unit back in service and no issues noted to date ▪ Filter Bank Leak (Aug/Sep) <ul style="list-style-type: none"> – UV3 5micron bank replaced (Sep) – UV1 & UV2 bank replaced (Sep) ▪ Hydro Meter exchange by Hydro One (Mar) <ul style="list-style-type: none"> – no impact, power out less than 5 mins ▪ High distribution Flows (May) <ul style="list-style-type: none"> – area canvas, letters distributed, <p>Noted Trends (one-time occurrence vs on-going issues)</p> <ul style="list-style-type: none"> ▪ On-going intermittent issues with chlorine residuals during low flow period <ul style="list-style-type: none"> – multiple issues with injection point blockage, pump operations, reduced flows due to UV operations – no smoking gun or clear indication of cause ▪ On-going issues with SHP2 operating issues <ul style="list-style-type: none"> – attempted multiple repairs, replacement pumps – pumps only work for short periods of time but cannot sustain continuous operation ▪ On-going operating issues with solenoid valve malfunction reducing flows <ul style="list-style-type: none"> – multiple equipment repairs, may be a partial cause to low residual issues – replacing unit to see if operation improves (Jun) was replaced ▪ Distribution pressure issues determined to be caused by singer valve malfunction

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	<ul style="list-style-type: none"> — unit by-passed, to remove from system as it is no longer required as per technical advisement
f. Adequacy of maintenance scheduling and recording systems	<p>Operational Input</p> <ul style="list-style-type: none"> ▪ internal schedule <ul style="list-style-type: none"> — Monthly Schedule (facilities) — Spring Flushing (Hydrant Only) <ul style="list-style-type: none"> → 2022: 32 days (17 Alx/3 TM/13 Max /1 Gln) → 2023: started a month later, 38 days (21 Alx/3 TM/13 Max/1 Gln) <ul style="list-style-type: none"> • Confirmed that all system flushing was completed today. • Although flushing appears to have taken slightly longer, it was interrupted by training and time off. No concern about timelines • All defects were to be inputted into E11 for follow-up and tracking of issues — Distribution Valve Exercising <ul style="list-style-type: none"> → 671(Alx/Max/TM) + 3(Gln) valves in total → 2022: 56 days (42 Alx/14 Max; TM/Gln not completed) <ul style="list-style-type: none"> • 51 defects notes in program <ul style="list-style-type: none"> ○ 17 repaired/tested; 4 outstanding; 32 not input into Access ○ 26 other repairs completed ○ List was given to Roch with potential defects not reported in E11. Follow up to be completed as required • F-26 to be updated → 2023: all work to start after flushing completed. To ensure areas not operated last year are completed this year. — Fall Flushing <ul style="list-style-type: none"> → 18% hydrants in Alx only → 8 days (6 days north/5 days south) → need to include Maxville? — Hydrant Winterizing <ul style="list-style-type: none"> → 2022: 56 days (42 Alx/ 14 Max) → 4 rechecks; 1 not completed (H-165) — Hydrant Maintenance <ul style="list-style-type: none"> → target 50/year → starting with reported deficiencies → spot repair working towards preventative replacement program. <ul style="list-style-type: none"> • To come up with how operators are going to document repairs (electronic form/paper form). Need to know what information is required. (to add to T3 to ensure tracking)

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Discussion Item	Notes, Comments
	<ul style="list-style-type: none"> – Auto-Flushers <ul style="list-style-type: none"> → Max 3 units installed, Alx not yet installed (after flushing program and school closures) → ensure to input install and any flow adjustments in F38 – Bleeder Lines <ul style="list-style-type: none"> → 2022 12 of 38 locations turned on → 2023 0 of 38 locations → to verify if bleeder lines are turned off (to assign responsibility to operator) <i>(to add to T3 to ensure tracking)</i> – Water Audit <ul style="list-style-type: none"> → new program 2023, due to high water loss → currently on-going – Operations Manuals <ul style="list-style-type: none"> → Alx: revised Oct-2021; no major updates required to date → Glen: revised Sep-2020; update required to include SCADA commissioning – Asset Management <ul style="list-style-type: none"> → TWP Plan approved by Council Jun-2022 → WW Plan 181-301A completed Aug 2020 (tied to QMS renewal cycle; 6yr coverage); next required 2025 before Sep-16 → need for system equipment identification and classification to help with future proactive replacement (plan?); to look at old list <i>(to add to T3 to ensure tracking)</i> ▪ external contracted <ul style="list-style-type: none"> – Monthly Pest Control – Bi-Annual Gas Monitor (Apr/Oct) – Annual Backflow Device (Jul) <ul style="list-style-type: none"> → Claude Bourk (WTP and Construction) – Annual Analyzer/ Flowmeter Calibration (Aug/Nov/Dec) <ul style="list-style-type: none"> → ClearTech (Hach and various Instruments) → St Laurent (Prominent and Flow Meters) – Annual Generator (Aug/Oct) <ul style="list-style-type: none"> → JC Cayer (Generac Units) → Micheal Blais (Other Units); change from GenRep <ul style="list-style-type: none"> • need emergency contact/contractor to change emergency listing and need emergency number Dean to provide information <i>(to add to T3 to ensure tracking)</i> – Annual Pump Vibration Testing (Nov) <ul style="list-style-type: none"> → Discussion determined to continue Hewitt but to only assess every 2yr cycle. To update Maintenance Summary <i>(to add to T3 to ensure tracking)</i>

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Discussion Item	Notes, Comments
<p>g. Compliance inspection reports</p>	<p>QMS</p> <ul style="list-style-type: none"> ▪ Internal Audit: Sole Source Contractor: Ewen MacDonald <ul style="list-style-type: none"> – completed Oct 2022 – 0 non-conformances – 9 opportunities for improvement <ul style="list-style-type: none"> → 8 implemented /1 to be implemented / 0 no action ▪ External Audit: Sole Source Contractor: SAI Global <ul style="list-style-type: none"> – surveillance audit completed Oct 2022 – 1 major non-conformance <ul style="list-style-type: none"> → closed 6-Dec-2022 – reaccreditation audit completed Dec 2022 – 1 minor non-conformance <ul style="list-style-type: none"> → closed 31-Jan-2023 – 2 opportunities for improvement <ul style="list-style-type: none"> → 1 implemented / 1 to be implemented / 0 no action ▪ Best Management Tracking Form Reviewed some open items but most issues already discussed <p>MECP</p> <ul style="list-style-type: none"> ▪ Alexandria <ul style="list-style-type: none"> – Completed 19-Oct-2022 – 100% risk ranking – no identified compliance or best practices ▪ Glen Robertson: Sep 8 <ul style="list-style-type: none"> – Completed 19-Oct-2022 – 100% risk ranking – no identified compliance or best practices
<p>h. Staffing and training issues as they pertain to maintenance goals</p>	<ul style="list-style-type: none"> ▪ Annual Requirement are being met by most operational staff, <ul style="list-style-type: none"> – staff to self-monitor/request training (on-line or in-class) – training to ensure renewal cycle every 3 years (42hrs CEU + 78hrs OTJ) ▪ Training Data Base Status <ul style="list-style-type: none"> – currently using compliance 365, Dean unhappy with performance/manual input – discussions about using Microsoft Form (created by Zoe) but has not been put into place, (minor form issues/time to complete) – Angela and Dean to discuss options going forward, Roch requested operator access. ▪ Outstanding Required Training <ul style="list-style-type: none"> – Standard of Care for Council and Director – OIT training (Roch to discuss what outstanding) – Lock Out Tag Out – Logbook ▪ Scheduled Training <ul style="list-style-type: none"> – hydrant maintenance (Jul 13)

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Discussion Item	Notes, Comments
	<ul style="list-style-type: none"> ▪ Suggested Training <ul style="list-style-type: none"> – live water main tap – maintenancefest (Kingston) – Prominent Training
i. Staff input	2024 Budget Ideas/Potential future Projects <ul style="list-style-type: none"> ▪ To post form in office area for operational staff to add ideas & suggestions for 2024 expense or capital budget <ul style="list-style-type: none"> – Line post inventory in Alexandria for all locations to have better records and locations going forward. Also help to improve mapping in system. – Vac trailer relining/coating inside drum. Concern due to internal abrasion from sediment. To see if repair is possible – Water pump on Vac Trailer, noted operational issues, may need replacing – Snowblower for Booster station, portable unit to help clean around walkways and generator area prior to delivery. With trailer so can be used at multiple sites – New electric submersible for construction, hydraulic pump is good, but required HydroVac trailer to be used. – Alx Wall mount chlorine analyzers (find out oldest and start changing older units) – Glen Prominent Distribution to make units similar and better for SCADA inputs – Magmeter for Hydrants, to look into possibly electronic unit for distribution flushing. – Calibrate meter annually (current hydrant) to ensure accuracy, as value used as input for water usage tracking
j. Other items (describe)	<ul style="list-style-type: none"> ▪ Item removed as not water related, but to be added to potential budget request listing <ul style="list-style-type: none"> → Generator for Leroux at VFD → Sewage pump at sandfield ▪ Twinrix vaccination for new operators <ul style="list-style-type: none"> – Cameron and Chris require for working with sewage – Issues in past due to change in EOHU policies – Dean to look into process
Other Notes	

2023 Alexandria DWS & Glen Robertson DWS Infrastructure Maintenance, Rehabilitation & Renewal Review

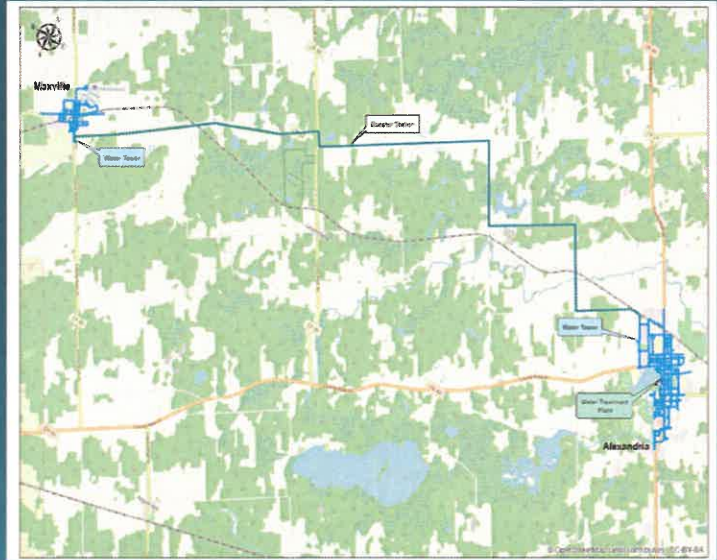


Agenda

- System Summary
 - Alexandria DWS
 - Glen Robertson DWS
- Previous Outcomes
- Maintenance Summaries
 - Internal Maintenance Summaries
 - External Contracted Maintenance
- Trends Related to Frequency and Duration of Service Interruptions
- Maintenance Cost and Trends
 - Water Treatment/Distribution Expense Budget Review
 - Full Operating Expense Budget Review
 - Capital Maintenance Programs
- Occurrence and Trends Related to Unplanned Maintenance
 - Internal Maintenance Programs
- Adequacies of Maintenance Programs
- Compliance and Conformance Inspections
 - QMS Multi System
 - MECP Annual Inspection
- Operator Training
- Staff Input / Other Items

Alexandria System Summary

- Alexandria DWS
 - Alx Water Treatment Plant
 - Alx Water Tower
 - Alx Distribution System
 - 28.1kms mixed piping
 - 1616 services connections
 - 145 fire hydrants
 - 454 valves
 - Max Booster Station
 - Alx-Max Transmission Main
 - 20.4kms 30mm piping
 - 17 fire hydrants
 - 12 valves
 - 32 air relief valves
 - Max Water Tower
 - Max Distribution System
 - 10.2kms of pvc piping
 - 320 services connections
 - 85 fire hydrants
 - 188 valves
 - 2 pressure relief valves



Glen Robertson System Summary

- Glen Robertson DWS
 - Gln Water Treatment Plant
 - No Distribution Water Storage
 - Gln Distribution System
 - 0.8kms of 150mm pvc piping
 - 48 services
 - 3 valves
 - 2 air relief valves
- No Fire Protection
 - fire wells utilized for fire protection
 - no connection to municipal system



Previous Outcomes

- DWS Review Outcomes
 - Systems operating as per design and maintenance appears to be scheduled and completed as per operational expectations.
 - Programs in good shape, to ensure work is on-going among all staff.
 - To ensure all equipment calibrated as per requirements (external contractors)
 - Discuss different budget ideas with operational staff
 - Issues with generator annual maintenance (Dean Follow-Up Required)
- Areas of Concern
 - Alx DWS:
 - Intake sediment build-up
 - pro-active equipment replacement
 - older equipment and potential for breakdown
 - distribution degradation and operational requirements to maintain adequate levels
 - hydrant maintenance program to be recreated
 - Gln DWS:
 - Increased mineral deposits in well casing
 - intermittent dosing issues with P2
 - SCADA integrations
 - on-going well pump/pressure issues

Internal Maintenance Summaries

- QMS Summary
 - QMS SYS OP-Plan Appendix F1_T10A QMS Alexandria Maintenance Summary Table- Alexandria v3 (in QMS Operational Plan)
 - Review by foreman to ensure currency
 - QMS SYS OP-Plan Appendix F2_T10G QMS Glen Robertson Maintenance Summary Table v3 (in QMS Operational Plan)
 - Review by foreman to ensure currency
- Facility Maintenance Schedules
 - Alexandria Scheduled Maintenance, prepared and maintained by (who?)
 - M1 Alx WT Maintenance Schedule_v2
 - M7 Alx WTP Maintenance Schedule_v3
 - M63 Max BST Maintenance Schedule_v4
 - M73 Max WT Maintenance Schedule_v4
 - Glen Robertson Scheduled Maintenance, prepared and maintained by (who?)
 - M45 Gln WTP Maintenance Schedule_v4

External Contracted Maintenance

- External Contracted Maintenance
 - External Analyzer, Sensors and Transmitters Calibration Tracking
 - Updated External Calibrations Tracking Record Jun 19, 2023
 - Completed:
 - Meters, Sensors, Transmitters completed by St Laurent Instrumentation (recalibrating required Nov/Dec 2023)
 - Gas Monitors completed by Hetek (Apr 2023, recalibration required Oct 2023)
 - Maxville Tower Generac generators completed by JC Cayer(Apr)
 - Outstanding:
 - Hach Analyzers and Prominent Analyzers completed by ClearTech
 - Last completed Jun 2023 / scheduled July 17-19
 - outside of the annual completion dates by 1.5 months, due to contractor availability
 - Generators
 - Generac generators: Max Booster Station, Alx Water Tower, Glen Robertson
 - Generator: Alx WTP
 - Hoist & Lifting Devices completed by Corbit & Corbit
 - Last completed Apr 2022
 - currently outside the annual completion by 2 months, waiting for a date from contractor

Trends Related to Frequency and Duration of Service Interruptions

Alexandria

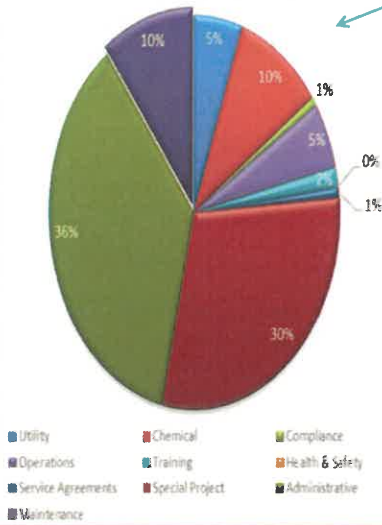
- Alarms
 - 90 Alarms (as per E-logs)
 - 3 Extended Power Outages
 - Mill Pond Minor Fuel Spill
 - Issues with delayed or no alarm notification
 - minor issues with on-site equipment repairs
 - Issues with alarm central protocols or operator capacities
- Access E11
 - 144 cases
 - 18 still open (print outs)
- Construction
 - 2022: 20 jobs completed
 - 7 planned
 - 13 emergency repairs/un-planned
 - 2023: 1 job completed
 - 1 planned

Glen Robertson

- Alarms
 - 80 Alarms (as per E-logs)
 - 4 Extended Power Outages
 - Issues with delayed or no alarm notification
 - minor issues with on-site equipment repairs
 - Issues with alarm central protocols or operator capacities
- Access E11
 - 11 cases
 - 0 open cases
- Construction
 - 0 sites

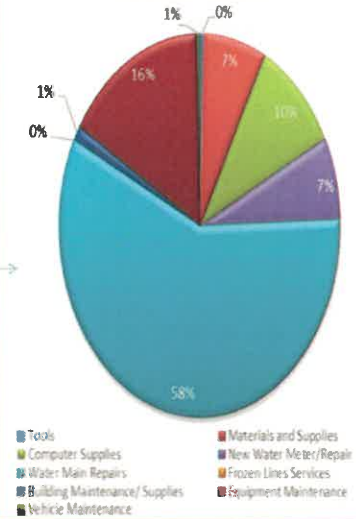
Water Treatment/Distribution Budget Review

2023 Actual Expense Budget



	Water		
	Base Budget	Actual Value	%
Utility	\$ 82,300	\$ 40,349	5.5
Chemical	\$ 139,500	\$ 71,486	9.7
Compliance	\$ 26,400	\$ 5,748	0.8
Operations	\$ 67,700	\$ 40,299	5.4
Training	\$ 21,700	\$ 11,652	1.6
Health & Safety	\$ 5,650	\$ -	0.0
Service Agreements	\$ 15,000	\$ 6,475	0.9
Special Project	\$ 455,110	\$ 220,062	29.8
Administrative	\$ 677,872	\$ 267,798	36.2
Maintenance	\$ 199,900	\$ 75,739	10.2
Tools		\$ 310	0.4
Materials and Supplies		\$ 5,591	7.5
Computer Supplies		\$ 7,463	9.9
New Water Meter/Repair		\$ 5,217	6.9
Water Main Repairs		\$ 43,871	57.9
Frozen Lines Services		\$ -	0.0
Building Maintenance/Supplies		\$ 945	1.2
Equipment Maintenance		\$ 12,066	15.9
Vehicle Maintenance		\$ 335	0.4
		\$ 219,606	

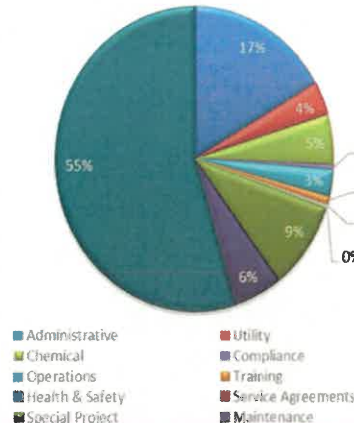
2023 Actual Expense Budget
Maintenance Breakdown



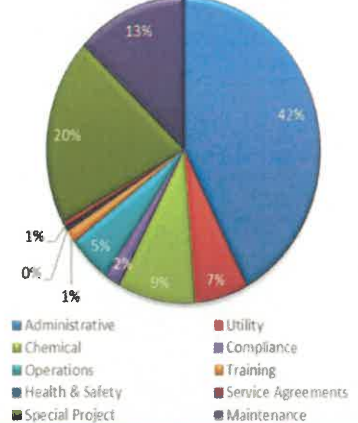
Full Expense Budget (9200-9300-9400)

	Actual Value	%	Base Budget	%
Administrative	\$ 409,147	16.8%	\$ 1,030,746	41.3%
Utility	\$ 86,699	3.6%	\$ 157,300	6.5%
Chemical	\$ 129,177	5.3%	\$ 221,500	9.1%
Compliance	\$ 12,462	0.5%	\$ 46,400	1.3%
Operations	\$ 68,750	2.8%	\$ 123,350	5.1%
Training	\$ 21,731	0.9%	\$ 32,200	1.3%
Health & Safety	\$ 2,802	0.1%	\$ 8,075	0.3%
Service Agreements	\$ 5,711	0.2%	\$ 18,500	0.8%
Special Project	\$ 230,735	9.5%	\$ 481,750	19.8%
Maintenance	\$ 137,396	5.6%	\$ 17,400	13.0%
Actual Total	\$ 1,104,610		\$ 2,437,221	
Remaining Actual	\$ 1,332,611			

2023 Actual Water Works
Expense Budget



2023 Base Water Works Expense
Budget



Capital Maintenance Programs

2022	2023
Water Meter Replacement Program <ul style="list-style-type: none"> Not completed moved to 2023 	Alexandria Intake Upgrades (Dyke Installation) <ul style="list-style-type: none"> Drivers to be on-site within the next few weeks to complete work (July)
Hydraulic Modeling <ul style="list-style-type: none"> EVB contracted to complete work, continued into 2023 	Alexandria WTP VFD Replacement <ul style="list-style-type: none"> Unit ordered, lead time or expected delivery (?)
Meter Stations (Flow Meters) <ul style="list-style-type: none"> Not completed, moved 2023 	Chlorine Gas Cylinder Switch Over Refurbishment <ul style="list-style-type: none"> Roch looking into equipment needs and pricing confirmation
Wall Mounted Analyzer Replacement <ul style="list-style-type: none"> Not completed, units never purchased 	Valve & Hydrant Replacement Program <ul style="list-style-type: none"> Dominion St (north of Lochiel St) in preparation for future projects Park Ave/Lochiel St in preparation for 10" water main relining project
Glen Robertson Well Casing Cleaning <ul style="list-style-type: none"> Moved to 2023 to combine with building expansion 	10" Feeder Water Main Relining (Jean St to Clement St) <ul style="list-style-type: none"> Currently completing flow testing to ensure system integrity prior to isolation
Valve & Hydrant Replacement Program <ul style="list-style-type: none"> Completed (valves on Tobin in preparation for relining project) 	Residential Water Meter Replacement Program <ul style="list-style-type: none"> Maynard plumbing contracted for work Glen Robertson started in June, Alexandria locations to follow
Glen Robertson UV Replacement Program <ul style="list-style-type: none"> Completed February 2022 	Glen Robertson Building Expansion <ul style="list-style-type: none"> Design and engineering possibly to be completed in 2023 To add well casing cleaning to project to scope of work
Electronic Logbook Transition <ul style="list-style-type: none"> Completed, operators/systems transitioned to eRIS April 2022 	North Glengarry Master Plan <ul style="list-style-type: none"> EVB contracted to complete, status?
Tobin St Water Main Relining Program <ul style="list-style-type: none"> completed August 2022 	Meter Stations (Flow Meters) <ul style="list-style-type: none"> Funds being reallocated
Glen Robertson SCADA Installation <ul style="list-style-type: none"> Completed in October 2022 	
Lochiel St Water Main Relining <ul style="list-style-type: none"> Cancelled due to cost increase for project 	

Occurrences and Trends Related to Unplanned Maintenance

Alexandria

Outstanding Equipment Breakdowns

- F3 Surface Wash
- SCADA Hardware Failure
- (CCP) Increased Turbidity in Warmer Weather
- HLP1610 VFD Communication Issues/Replacement
- Alx WTP Basin 1 Drain Valve
- Filter Backwash Issues
- Booster Station Monochloramine Analyzer
- Booster Station Generator Oil Loss Issues
- (CCP) SHP1 & SHP2 Air Lock Issues

Completed Equipment Repairs

- SCADA Trending and Communication Issues
- Structural Issues in Filter Influent Channel
- Alx WTP Generator Louvres Motor
- LLP210 Fault
- (CCP) P610 Pump Failure with No Alarm Call Out
- (CCP) Chlorine Gas Injection Line Crack
- (CCP) AT1606 pH Probe Issues
- Cl2 Gas Room Monitor Sensor Failure
- Alx WTP BWP Refurbishment
- V1410 Motor Replacement
- V697 (Campbell Cres) Seized Valve
- H-635 frozen hydrant

Glen Robertson

Outstanding Equipment Breakdowns

- (CCP) Sodium Hypochlorite Pump Issues
- (CCP) Header Chlorine Residual
- Singer Valve Failure
- Coupling Leak on Main Discharge Piping

Completed Equipment Repairs

- SCADA installed and commissioned
- Well Pump Pitless Adaptor Replacement
- UV3 Solenoid Failure
- Filter Bank Replacements
- Hydro Meter Replacement (Hydro One)
- High Distribution Flows

Internal Maintenance Programs

Spring Flushing <ul style="list-style-type: none"> Alexandria / Maxville / Transmission <ul style="list-style-type: none"> started 23-May-2023; still on-going minor issues noted, captured in Access E11 no issues note in water quality Glen Robertson not yet completed 	Summer Auto-Flushers <ul style="list-style-type: none"> Maxville 3 units installed 13-Apr-2023 Alexandria not yet installed
Distribution Valve Exercising <ul style="list-style-type: none"> Alexandria <ul style="list-style-type: none"> 2022 completed (TM not completed or recorded); 2023 not started to date 51 defective valve, 17 repaired Glen Robertson <ul style="list-style-type: none"> not completed in 2022, to ensure it is completed 2023 	Bleeder Lines <ul style="list-style-type: none"> Turned on as needed (extended cold snaps; or if frost is suspected below 5ft) <ul style="list-style-type: none"> Alexandria were not opened by operational staff in 2023 To verify if lines were shut down from 2022 winter period
Fall Flushing <ul style="list-style-type: none"> Alexandria completed in 8 days (Oct-2022) No issues noted 	Water Auditing <ul style="list-style-type: none"> Due to noted increased water loss Contracted to Kingsley Blease
Hydrant Winterizing <ul style="list-style-type: none"> Alexandria/Maxville completed in 56 days <ul style="list-style-type: none"> Recheck required on 4 hydrants, 1 unit not rechecked (H-165) 	Operations Manuals <ul style="list-style-type: none"> Alexandria OM- Oct 2021 Glen Robertson OM- Sep 2020 <ul style="list-style-type: none"> To be updated to include SCADA system upgrades
Hydrant Maintenance (target 50 units/year) <ul style="list-style-type: none"> Alexandria <ul style="list-style-type: none"> # hydrants issues from Spring Flushing Maxville <ul style="list-style-type: none"> # hydrants issues from Spring Flushing 	Asset Management <ul style="list-style-type: none"> Twp Plan approved by Council Jun 2022 Water Works Plan 181-301A completed by Treasurer Aug 2020 Need to categorize and rank internal equipment in order to determine future equipment refurbishment and to track equipment work life

Adequacy of Maintenance Programs

- Operator Input about Adequacy of Scheduling
- Areas of Concern
 - Alexandria
 - Higher risk of equipment breakdown due to age (Alx only)
 - Elevated Water Loss/Water Audit
 - Construction Documentation (all work sites including contracted work)
 - 10 open equipment deficiencies, to ensure follow-up/repair
 - Transition from reactive maintenance to proactive maintenance (eg Hydrants)
 - Glen Robertson
 - Coupling leak on main effluent pipe, requires system shut down to replace
 - Well Mineral Deposit Build-up, potential for impact on well pump
 - Sodium Hypo Intermittent Dosing Issues (pump and dosing system)
 - Intermittent high flows in Glen (possible usage by residents) and impact on treatment system

Compliance and Conformance Inspections

QMS Multi System

- Internal Audit: Sole Source Contractor: Ewen MacDonald
 - completed Oct 2022
 - 0 non-conformances
 - 9 opportunities for improvement
 - 8 implemented / 1 to be implemented / 0 no action
- External Audit: Sole Source Contractor: SAI Global
 - surveillance audit completed Oct 2022
 - 2 major non-conformance (closed)
 - reaccreditation audit completed Dec 2022
 - 1 minor non-conformance (closed)
 - 2 opportunities for improvement
 - 1 implemented / 1 to be implemented

Compliance and Conformance Inspections

Alexandria

- MECP Inspections
 - Rated at 100%
 - 19-Oct-2022
 - No non-compliance or best practices identified

Glen Robertson

- MECP Inspections
 - Rated at 100%
 - 19-Oct-2022
 - No non-compliance or best practices identified

Operator Training

- Meeting Annual Requirements to maintain licensing
 - Operators can request/are encouraged to request specific training topics
 - Training now available in-class or on-line
 - Training hour are to ensure license/certificate renewal 3 years
 - Hour requirements based on facility license level

	Class 1	Class 2	Class 3	Class 4	Limited	WGA
Director Approved CEUs	21	36	42	48	23	61
On-the-Job Hours	64	66	75	108	70	39
Total	95	102	117	156	93	100

- Operators should be self-monitoring to ensure sufficient training is completed before renewal period
 - Compliance 365 vs internal data base (Zoe created MS Form)
- Upcoming/Required Training
- Suggested Training

Staff Input

- Budget Requests/Potential Projects

Conclusions

- Maintenance Programs
 - Schedules and Tracking forms
 - overall are in good shape
 - to determine who is in control or ensure staff understand document control and how to update version codes
 - Work Completion (as scheduled)
 - staff changeover has been a recent concern, but as new operators gain experience this should alleviate itself
 - to ensure follow-up in internal equipment deficiencies for repair or replacement asap, to prevent further potential issues
 - external contractors dates are starting to drift from annual targets, to ensure booking is completed earlier or alternate source is used to ensure work is completed in timely fashion
 - Documentation
 - duplication of recording work in eRIS and E11 to determine a better work flow so no duplication of work (Flushing)
 - streamline expectations

Areas of Concern

- Alexandria DWS
 - Pro-active equipment indexing and replacement program
 - Elevated water loss/water audit results
 - Construction documentation
 - Open equipment deficiencies
 - Maintenance Programs (reactive to preventative)
- Glen Robertson DWS
 - Coupling leak on main discharge pipe
 - Mineral deposits in well casing, and potential impacts on well pump
 - Intermittent on-going issues with sodium hypochlorite pump and dosing system
 - Intermittent high flows and impact on treatment system



Thank You For Your Time & Input



STAFF REPORT TO THE COMMITTEE OF THE WHOLE Report No: CS 2023-17

September 20, 2023

From: Anne Leduc – Director of Community Services

RE: Community Services Workplan Q3 2023

Recommended Motion:

THAT the Committee of the Whole receives Staff Report CS-2023-17 for information purposes.

Background / Analysis:

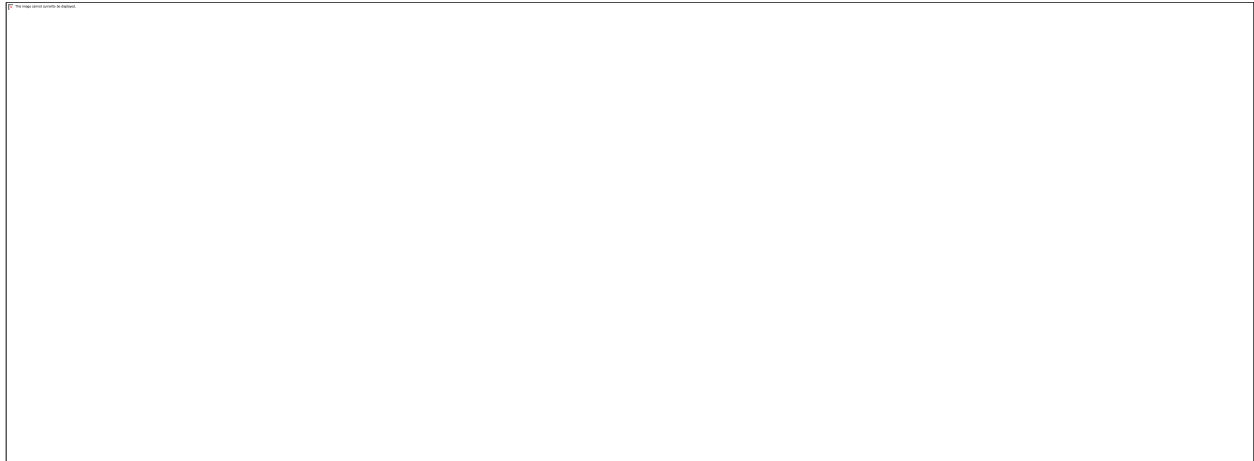
The table enclosed at the end of this report shows the progress on the various projects undertaken by the Community Services Department.

ADMINISTRATION

2024 Budget – Staff met with the Director of Finance on September 16th on the Capital portion of the 2024 Budget. Prior to this, Recreation staff met to discuss each facility's needs and work on the best approach to meet these needs. Recognizing that there are several important projects to be undertaken over the next 5 years, staff have worked diligently to prioritize them accordingly.

2024 Community Grants

- The intake was launched on September 13th and is open until October 31, 2023. The information was posted on the Township's website and to its Facebook page. An email with this information was sent to past recipients, and our community partners and organizations. In the event there are funds remaining, applications can be accepted during a second intake that will close on February 29, 2024.
- An example of a successful grant application and partnership is the newly installed "Senate" mural on the "Christine's Restaurant" building on the south wall on Mill Square. This project was piloted by the Glengarry Artist's Collective. The trees in the square will be trimmed in the Fall at the same time as we continue to do the branch/tree clean up from the spring ice storm at Island Park.



Accessibility Plan – The Township of North Glengarry’s Accessibility Plan was reviewed by the SDG Accessibility Committee and approved by the Township’s Council. The Compliance Report for 2023 was filled with AODA on September 14, 2023.

Economic Development Action Plan – The survey was launched at the end of August and we have received a steady stream of responses. Residents are encouraged to access the survey through the Hot Button on the website’s Homepage or contact the municipality to receive a paper copy.

Grants:

- Reporting has been filed for the following grants:
 - Final Report Summer Experience Program (Tourism Coordinator)
 - Final Report Celebrate Canada funding for Canada Day activities
 - Interim Report with FedDev for Alexandria Skatepark
 - Final Report Ontario Trillium Foundation for HVAC in Maxville
 - Final Report Community, Culture and Recreation ICIP for Glengarry Sports Palace

Health and Safety Meetings – The Recreation Staff met in early August 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 has also joined with the Public Works department to host quarterly staff meetings.

Ice season start-up

- First Ice rental date for the 2023/2024 season in Maxville was Friday, September 15, 2023 (ice installation started September 5, 2023)
- First Ice rental date for the 2023/2024 season in Alexandria was Friday, August 25, 2023 (ice installation started on August 15, 2023)

Overall, the ice installation went smoothly considering that the department is short staffed.

Parks and Recreation Action Plan – The process is well underway with the launch of the survey which was available until June 30, 2023. We have received 143 responses. Comments regarding improvements that the community would like to see include (in alphabetical order):

- A street festival! With live music, vendors, and food
- Activités d'intégration des immigrants
- ATV/horse trails
- Baseball Tournaments
- BBQ, family gatherings
- Bike days
- Community Fair
- Community Swimming Pool
- Crafts and quilting
- Curling Tournaments
- Dances
- Family fun days, crafting/arts workshops, STEM activities etc.
- Family oriented activities for younger children
- Fitness Training
- Gardening/Hobby Farm
- Group outdoor activities (similar to Cornwall outdoor club)
- Hockey Tournaments
- Karate Classes
- Kayak meet ups
- Learn to skate program
- Live music events, shows & festivals
- May Main Street event (as done in Vankleek Hill)
- Museums activities, art exhibition
- Outdoor Fairs (similar to Williamstown)
- Races
- Retreats - wellness, yoga, painting, meditation
- Senior Hockey (more)
- Senior outdoor activities
- Senior trips
- Small halls music
- Soccer Training Clinics Fitness Training
- Sports fundraiser or tournaments
- Themed events
- Volleyball Tournaments

Staff expects to finalize the report in early October and bring it to Council for review and to the Community for final comments.

Refrigerated water fountains and bottle fillers – The Alexandria Lions Club and Community Living Glengarry/CommUNITY RUN have sponsored the purchase of two refrigerated water fountain and bottle filler units. The units will be fixed to the outside wall of the Sandfield Centre (south wall of building) and on the outside wall of the Glengarry Sports Palace (southwest corner). The units can be used from Springtime till the Fall. The Township is extremely grateful for these contributions that greatly benefit our community.



Staffing

- There have been changes to the Recreation Department's structure. Mr. Nicholas Hansen has been named to the position of Facilities Lead Hand. Our expectation is that this position will help coordinate efficiencies.
- The department is short one Seasonal Full-time Equipment Operator (October – March). We were unsuccessful in recruiting internally therefore the position was posted externally. One individual applied and staff will be training them on the different facets of the position including driving the ice resurfacer. This position is based out of Maxville.

EVENTS AND ACTIVITIES

4 x 4 Hockey – The Township offered a 4 x 4 session for U9/U11 and U13/U15 youth. The session ran from August 25th to September 22nd with 34 youth participating in this program.

Ball Hockey for Youth – Held in Maxville & District Sports Complex and at the Glengarry Sports Palace in June and July. As usual, registration was higher in Maxville for this activity.

Boys & Girls Club – Activities have started. B&GC follows the UCDSB 2023/2024 school year calendar and the program, using the Garry Shepherd and the Tim Hortons Dome facilities will run until the end of the school year.

Broadsword Tournament – This event was held in Island Park between July 31st until August 3rd. A tent was installed at the west end of the Park at the top of the hill with 150 individuals participating in the training and tournament itself with additional spectators. The organization has already met with Recreation staff to confirm next summer's event which will be held between July 22nd and 28th, 2024.

Business and Community Awards Event – This event is scheduled for September 21st at the Michel Depratto Community Hall at the Glengarry Sports Palace. The event format will be a wine and cheese format with music accompanying the remittal of the awards.

This year's recipients are:

Sophie Ranger	Citizen of the Year
Maxville & District Lions Club	Community Service Group
Alexandria & District Lions Club	Community Service Group
Fauxmagerie Zengarry	Business of the Year
Sunwheel Farm	Excellence in Agriculture
Zacharie Quesnel	Youth of the Year
Rosemary Chatterson	Senior of the Year
Mary McPherson	Dedication & Leadership
Maxville Fair Committee	Lifetime Achievement
Scotia Bank (Alexandria)	Legacy Award

Canada Day – Township staff have received confirmation that the Alexandria & District Lions Club will once again be hosting Canada Day in Alexandria on Monday, July 1, 2024. This event will include a parade and fireworks will be booked for 10 pm. Apple Hill and Maxville usually host their events on June 30th. We don't have a date as yet for Glen Robertson.

CO-ED & Womens' Volleyball – This activity was held at the beach volleyball court in Island Park during July and August. This program will run again next year.

Festival of Lights – Planning is underway for the Festival of Lights. The Township will be partnering again this year with the Alexandria Lions Club. The Santa Claus parade will take place on Sunday, December 3rd and fireworks will be launched at 8 pm that same evening in Island Park.

Geese Mitigation –The final report was forwarded to the Ministry at the end of May.

Glengarry Soccer League – Registration for the indoor season is now open.

Meet me on Main Street – Two events were held this summer - the first in King George Park in Maxville and the second in Mill Square / Ottawa Street in Alexandria. Considering that this was the first iteration of this activity, staff considers it to be a success. With Council's approval, plans will move forward to repeat the events in Maxville and Alexandria and in at least one hamlet. More to come!

Running Program –Registration is open for the Fall session which will start on October 18 and end on December 10th.

Summer Camp – The Boys and Girls Club once again offered a Summer Camp in Alexandria at the Sandfield Centre. The camp was fully subscribed. The Youth Unlimited group used the Maxville & District Sports Complex for a period of one week in July.

Yoga Programming – The Fall Yoga session started on September 12th. So far, 42 individuals have registered for the class.

FACILITIES

Glengarry Sports Palace

- Health and Safety inspections were performed for August 2023.
- Hosted the Glengarry Sports Hall of Fame in August.
- Staff performed regular summer activities such as:
 - Grass cutting and trimming
 - Field lining
 - Set-up for activities in the Michel Depratto Community Hall
 - Maintenance on the HVAC systems
 - Staff backfilled vacant shifts at the Maxville & District Sports Complex during the Maxville Fair, Agility Nationals and the Glengarry Highland Games.
- The ice was installed between August 18th and 25th.



- The lobby doors leading to the ice surface now sport a new wrap featuring Lions Club logo as well as the Genuine logo.



Island Park

- Health and Safety inspections were done for August 2023.
- The last details regarding the installation of the partitions were completed in August.
- The siding was replaced on the Sandfield Centre and will be completed prior to July 1st.
- One of the splash pad's water features was not functional at start-up and pipe located in the cement pad is going to require attention in the spring. The splash pad was still operational without this feature but a funding request will be included in the 2024 Capital Budget to break a portion of the cement pad, replace the pipe that is leaking, cement and reinstall the water feature. New brass caps (direction water features) will be ordered as these have deteriorated over time. The splash pad is over 15 years old.
- The removal of noxious weeds at Mill Pond was done prior to Canada Day as allowed under the permit from the Department of Fisheries and Oceans.
- Excavation has started for the Alexandria Skatepark project. Gilles Levac Excavation will be layering and compacting gravel in preparation for the forms that will arrive on Wednesday, September 20th. The cement pour is planned over the following weeks. The Alexandria Skatepark Committee asked for a modification to be made to the plan to ensure better access to the park. The change is made within the \$11,000 buffer. Fundraising has started to pick up with \$2,000 received from the Alexandria Legion and donations through the GoFundMe site.



Maxville & District Sports Complex

- Health and Safety inspections were done for August 2023.
- Grass maintenance is ongoing.
- The chairs arrived for the Community Hall.
- The asphalt pad was done in August after the Highland Games. Staff and Councillor Gary Martin met on location with Glengarry Excavation for the installation of the Basketball Goals. Weather permitting, the lining of the Basketball Court and Pickleball Courts will have been done on Wednesday, September 20th.



Tim Hortons Dome

- Health and Safety inspections were done for August 2023.
- Staff is monitoring a crack in the tennis court. Funds will be requested in the 2024 Capital Budget to investigate the area where the asphalt is damaged, perform the repair and repaint the surface.
- The annual inspection for the fire suppression system was performed. We received a non-conforming report regarding the flow rate for the system. We have requested a quote from Viking to correct this issue.

- The new accessible sliding door was installed at the Dome. We are waiting on some trim work but the door is functional.



Other facilities / assets

- HGMH Pool
 - The Township has hired two lifeguards for evenings and weekends. This will at least allow the Township to offer public swimming.
 - We were able to connect with an aquafit instructor who is available to teach during weekdays only. At this time, we have not been successful in hiring a lifeguard that is available during the weekdays. The search for candidates extended to the National Lifesaving Society and sharing the job posting with other municipalities that hire summer staff. We also shared the information with lifeguards that work at year-round facilities in the event that one of their members might be interested in moving to our area. Ads were posted on Facebook and in the newspaper. We will continue our search for a lifeguard to be able to extend our offering to weekdays.

OTHER

Community Improvement Plan / Regional Incentives Program

- Staff is continuing to promote the CIP and RIP 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:

- Emergency Management 200 Course
- Habitat for Humanity groundbreaking
- Date My County Grand Reveal
- ACC Futures AGM
- Ontario East Municipal Conference
- And several other activities

Other Economic Development Activities

- The Business Connections Breakfast will be co-hosted by the Township of North Glengarry and the Cornwall Business Enterprise Centre on September 27th starting at 7:30 am.

Communications through website, Social Media and traditional media

Press Releases / Videos / Ads

- Several videos / pictures have been released on Facebook regarding local activities and businesses
- Launch of Alexandria Skate Park excavation.
- Communications regarding road closures or repairs have been posted to Facebook.

COMMITTEE AND WORKING GROUP ACTIVITIES

Arts, Culture and Heritage Committee

- Reviewed a potential CIP application
- Discussed a potential location for a Blue Plaque
- Minutes from previous meetings are shared with Council as part of the Consent Agenda.

Community Development Committee

- Partnerships with HGMH for pool and potential daycare
- Delegations to AMO
- Members for Alexandria and Maxville Development Groups
- Redistribution of electoral boundaries

Municipal Recreation Association Meeting

- The next meeting will be held in October to discuss 2023 capital projects, redistributions of funds or allocations to reserves, 2024 Budgets, and 2023/2024 activities.

Maxville Advisory Committee Meeting

- The group will meet at the end of September / beginning of October.

Alternatives:

None

Financial Implications:

None

Attachments & Relevant Legislation:

- Community Services Q3 Workplan

Others Consulted:

Kimberley Goyette – Director of Community Services

Natalie Charette – Economic Development and Communications Officer

Reviewed and approved by:

Sarah Huskinson, CAO/Clerk

	Community Services Tasks	Deliverable	Involvement	2023				2024	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Review of Economic Development Strategy	Ongoing	AL, NC, SH						
	Review of Communication Plan	Completed	SH, NC, AL						
	Update of Vacant Lands Inventory	Completed	DC, AL						Reached out to land owners for update - Completed and remitted to CAO
	Development and Marketing Strategy	Ongoing	AL + CDevCtee						Strategy initiated in February 2021. Updates provided monthly to the Community Development Committee
	Recreation Master Plan	Ongoing	Rec Dept						Survey launched
	Provide training to all departments on excellence in customer service.	Ongoing	All Departments						Course planned for July 18, 2023
Capital	EcDev - SDG 2022 Panels	Completed	NC + Todd Lihou SDG						Installed at Island Park in June 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 December 2023
	GSP - Field repairs - Lighting	Completed	NH						Completed May 2023
	GSP - Paint Exterior of Building	Completed	NH						Completed June 2, 2023
	IP - Partitions in Bathrooms	Completed	JD, AL						Partial installation late May. To be completed prior to Canada Day
	IP - Skatepark	Ongoing	AL, JD						Excavation started on September 12, 2024
	IP - Siding replacement	Completed	AL						Completed in August 2023
	MSC - Chairs for Community Hall	Ongoing	AL						Chairs ordered and scheduled for delivery in July 14, 2023
	MSC - Asphalt Pad Pickleball	Ongoing	JA, AI						Lining should occur third week in September
	MSC - Compressor refurbishment	Completed	JA, AL						Done week of June 12, 2023
	Millsq - Architectural Design - Next Steps	Ongoing	SDG Counties, AL						Tied to Alexandria Main Street Project
	Admin - Accessibility Plan	Completed	Township						Reviewed by the SDG Accessibility Committee, approved by Council, and compliance report submitted on September 14, 2023
	Admin - Business & Community Awards Event	Ongoing	AL, MD						Planned for September 21, 2023
	Admin - Grants - Celebrate Canada Application 2023	Completed	AL						\$8,000 in funding received from Celebrate Canada

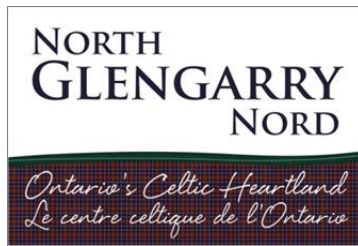
	Community Services Tasks	Deliverable	Involvement	2023				2024	Progress
				Q1	Q2	Q3	Q4		
	Admin - Grants - Ontario Trillium Application 2021 - HVAC System in Maxville arena	Completed	AL						Final report submitted in March 2023
	Admin - Grants - Resilient Community Fund	Completed	AL						Grant not successful
	Admin - Insurance cost for facility renters	Updated / Ongoing	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
	Admin - Smart Serve recertification for staff	Completed	All staff						Required prior to July 1, 2023
	Dome - Fire Suppression System Inspection	Ongoing	AL, JD						Quote to be submitted for flow rates
	Dome - March Break Camp	Completed	SD						Two days of camp with full attendance
	Dome - Programming - 2022/2023 Women's Volleyball	Completed	AL, MD, SD						Program started in November 2022 until end of April 2022
	Dome - Programming - 2022/2024 Women's Volleyball	Ongoing	AL, MD, SD						Launched September 2023
	Dome - Programming - 2023 Drop In Football	Completed	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	Completed	SD, JD						Started in February 2023 on Monday evenings until 1st week in May
	Dome - Programming - Running Program Winter 2023	Completed	SD						Ended March 2023
	Dome - Programming - Running Program Spring 2023	Completed	SD						Ended June 2023
	Dome - Programming - Running Program Fall 2023	Ongoing	SD						Registration open for new session
	Dome - Programming - Sportball Winter 2023	Completed	SD						Session ends April 2023
	Dome - Programming - Youth Volleyball Winter 2023	Completed	SD						Session ends May 2023
	Dome - Programming - Youth Volleyball Fall 2023	Ongoing							Registration open for new session
	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 Breakfast with Business Enterprise Centre	Ongoing	NC						27-Sep-23
	EcDev - Business Support	Ongoing	AL, NC						Working with Maxville & Alexandria Chambers to support local businesses
	EcDev - Chamber of Commerce project	Completed	NC						Revitalization of Chamber
	EcDev - Community Development Committee Support	Ongoing	AL, DC, NC						Ongoing
	EcDev - 2023 Community Grants Applications/Approvals	Completed	AL, NC						LOA signed with participants

	Community Services Tasks	Deliverable	Involvement	2023				2024	Progress
				Q1	Q2	Q3	Q4		
Other	EcDev - 2024 Community Grants Program Review	Completed	ACHC, AL, NC						Reviewed by ACHC at March 6 meeting & approved by Council
	EcDev - 2024 Community Grants Program Launch	Ongoing	AL, NC						Intake open until October 31, 2023
	EcDev - Community Improvement Program Review	Completed	ACHC, AL, NC						Reviewed by ACHC and only minor changes.
	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
	EcDev - Meet me on Main Street	Completed	NC + Kelly-Anne						Two events - Maxville & Alexandria
	EcDev - My Main Street Program	Completed	DC, AL						Grants received and reporting finalized
	EcDev - Summer Experience Grant - Summer Hired	Completed	AL						Grant obtained and student hired
	EcDev - Summer Experience Grant - Reporting completed	Completed	AL						Report submitted to the Ministry of Tourism, Culture and Sport
	EcDev - Regional Incentives Program	Completed	NC						2023 Round is closed
	GSP - Alexandria Library ceramic flooring	Completed	NH						Flooring installed June 2023
	GSP - Glengarry Sports Hall of Fame 2023	Completed	NH						Event held in August 2023
	GSP - Refrigeration Plant Certification TSSA	Completed	AL, NH						Completed and certificates issued
	GSP - TSSA Inspection Elevator	Ongoing	NH						Quarterly
	GSP - Programming - 2023 Spring Youth Floor Hockey	Completed	MD, SD						Program ran until end of July
	GSP - Programming - 2024 Fall 4x4 Hockey	Ongoing	MD, SD						Until September 22, 2023
	GSP - 2023 / 2024 Ice season Start-up	Completed							Ice rentals as of August 25, 2023
	HGMH Pool - 2023 Fall Public Swimming	Ongoing	AL, SD						Lifeguards available on week nights & weekends
	HGMH Pool - 2023 Fall Aquafit	Ongoing	AL, SD						Still require lifeguard
	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	Completed	JD						Completed and certificates issued
	IP - EOHU Mill Pond Water Monitoring	Ongoing	AL						Started Victoria Day Weekend

	Community Services Tasks	Deliverable	Involvement	2023				2024	Progress
				Q1	Q2	Q3	Q4		
	IP - EOHU Splash Pad Inspection	Completed	JD						Completed and certificate issued
	IP - Festival of Lights 2024	Ongoing	JD + Lions Club						Working with Alexandria Lions Club on business displays
	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	Completed	NH, GB, AL						Report for 2023 forwarded to Ministry of Natural Resources
	IP - Geese Mitigation Program - Permit application	Completed	AL						Permit obtained until 2027
	IP - Installation of Bottle Filling Station	Completed	JD, AL						Purchased by Community Living Glengarry and Lions Club. Installed by the Township
	IP - Playground Inspections	Ongoing	JD, GB						Spring inspections scheduled for end of April, mid-summer and Fall 2023
	IP - Programming - Summer Camp Boys & Girls Club	Ongoing	AL, SD, MD						8 week program Summer 2023
	IP - Programming - Winter 2023/Spring 2023 Boys & Girls Club	Completed	AL, SD, MD						Program completed at end of 2022/2023 school year.
	IP - Programming - Fall 2023/Winter 2024 Boys & Girls Club	Ongoing	AL, SD, MD						Program started at beginning of 2023/2024 school year.
	IP - Volleyball Court	Completed	JD, AL						New sand volleyball court installed at west end of Island Park
	IP - Volleybal Summer Program - Women	Completed	SD						July & August 2023
	MSC - 2023 / 2024 Ice season Start-up	Completed							Ice rentals as of September 15, 2023
	MSC - Playground Inspections	Ongoing	JA, GB						Spring inspections scheduled for end of April, mid-summer and Fall 2023
	MSC - Programming - 2023 Spring Youth Floor Hockey	Ongoing	MD, SD						Program running until end of July
	MSC - Programming - Kilt Skate 2023	Completed	NC, SD, AL						Held on February 19, 2023 at MSC
	MSC - Programming - tennis, pickleball, basketball, walking track	Completed	AL, JA, SD						Available until ice start-up in September 2023
	MSC - Refrigeration Plant Certification TSSA	Completed	AL, JA						Completed and certificates issued
	MSC - Repairs to tin roof	Completed	JA						Work completed in May
	MSC - Summer Camp	Completed	AL, JA						Youth Unlimited program
	Recreation Associations - Liquor Licence Apple Hill	Completed	AL						Licence issued
	Recreation Associations - Liquor Licence Dalkeith	Completed	AL						Licence issued
	Recreation Associations - Liquor Licence Glen Robertson	Completed	AL						Licence issued

	Community Services Tasks	Deliverable	Involvement	2023				2024	Progress
				Q1	Q2	Q3	Q4		
	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: PW2023-30

September 20, 2023

From: Timothy Wright Director of Public Works

RE: 3rd Quarter Public Works Update

Recommended Motion:

THAT the Committee of the Whole receives report PW2023-30 for informational purposes only.

Background / Analysis:

Roads

Staff – The roads department has lost three operators early in the year due to, illness and retirement. Luckily, we were able to hire two new operators who have been performing very well for the Township - Terry Sloan and Theodore St Pierre. Gary Van DeLigt was promoted to Grader operator and has been doing very well on the most difficult to learn pieces of equipment. The absence of the operators in the time it took to hire new operators would have had a huge effect on operations if it were not for the students who were hired for the summer. They performed extremely well and were able to allow the operators to concentrate on higher skilled tasks.

Recycled Asphalt material (RAP) - Public works was able to broker a deal with the Highway Resurfacing Project on the 417 this year and was able to place a new base on the failed LCB section of Kenyon Concession 8. This has resulted in a superior road surface and when given a coat of asphalt next year, will be a far superior product to what was previously present. In total this has saved the Township \$390,000. This was the cost to rebuild the base without using RAP material.

Crack sealing - The crack sealing machine was received in the spring but unfortunately due to new and untrained staff, we have only just started to crack seal. We intend to complete our priority roads. Those, that if sealed before the frost has penetrated the ground, will benefit the most. This would be for Concession 6, Sandfield Avenue, Power Dam and River Road.

Hot Mix - The hot mix work was completed successfully in Glen Robertson this year with excellent results. We did receive complaints that the road was made narrower. This claim is false as in fact the road was widened slightly. We believe the reason for the complaint is that the asphalt surface ended slightly higher than the previous surface due to the alignment for drainage. The shouldering work

completed since then should have alleviated this concern. Tobin street was also paved and the Alexandria garage adjacent to the street was given a lift. This work wraps up the completion of the water main relining project completed in 2022.

Shouldering – Public Works completed shouldering operations as shown on the plan attached.

Brushing and ditching - Public Works completed brushing and ditching as shown on the plan attached. We were not able to subcontract out any hard top road brushing and ditching this year as was previously planned, as we had to use that budget on storm clean up operations in the spring.

Roadside mowing - The new roadside ditch mowers purchased jointly with the County have been an incredible boon to operations with mowing operations that previously took half a season to complete only taking a week. There is a higher operational cost to replacing parts, but the repairs require no special skills or equipment, and we are able to do it in house. The time saving is well worth the time saved on manpower and tractor runtime.

SUVs - The small SUVs purchased in 2022 have finally arrived and have been deployed to the managers for roads and water. This small vehicle change is predicted to provide huge savings on fuel and vehicle replacement costs.

Permit system - Public works has implemented the Transnomis permit central system. This system has reduced administration costs and the system has paid for itself through permit fees. Rogers have contacted the Township about putting broadband infrastructure in to be active for 2025. This permit system will be critical to deal with the high demand expected from their submissions.

Bridges - HP Engineering has been conducting specific bridge studies and design of Bishop St and Dominion St bridges for 2024. In a joint tender with the County, the annual inspections are being completed with Jacobs Engineering.

Signage - Roughly 40% of the Township's signage have been found to have failed the retro reflectivity inspections are so we are preparing a tender for replacement. It seems that previously the Township has been using sheeting material with a deficient reflective coefficient. We expect the replacements to take place before the end of the year.

Speed radar sign installs - Speed radar signs have arrived and have been installed.

Stormwater System ECA - New provincial requirements have the Township completing a environmental compliance approval for stormwater. In a joint tender with the County, the Township engaged a contractor to do investigative works of our system that could then be provided to a consultant to help us develop a hydraulic model and 10 year capital and operations plan. We are still awaiting the results of the investigation.

Water and sewer

Staff - Unfortunately we have had two staff members leave but have also picked up two more. The new hires are showing talent and enthusiasm but still need to be trained up.

SUV - Waterworks will also now be saving on fuel by utilizing a small SUV instead of a large pick up truck for management staff.

Pump failure in Maxville - A pump in Maxville experienced a malfunction in August. Staff responded and ensured no interruption in service, but the pump needed to be replaced and was not in the budget.

Master Plans - Public Works has been continuously meeting with EVB who have successfully created a water and sewer hydraulic model. They are working on a 10-year capital plan that will include for upgrades that will pre-empt failures such as the Maxville pump failure.

Valve and Hydrant replacements - Water Works completed several valve replacements along Dominion and Derby St. During the work it became apparent that we should replace the main along Dominion between St Paul and Lochiel in the near future. We are waiting to confirm what the consultant's 10 year capital plan says to ensure we mesh with an overall strategy.

Landfill

RWM update - Public Works participated in the regional waste management group meeting. The coordination between the groups is helping and we have started making arrangements for a group negotiation for landfill services. The key information report is attached to this report.

Landfill Sampling monitoring, capacity and closures- Landfill sampling and monitoring continues with the newly awarded contract to J2PG services. Their recommendations will be presented in the 4th quarter update.

RARE

Normal Operations - The plant continues to operate with no major issues.

Winch Maintenance - Several winches were required to be refurbished. This was done through the capital repair reserve (misabeled HVAC).

Multidisciplinary Cooperation - The RARE plant is now being heavily utilized by other departments (Recreation, Roads, Water) to receive deliveries, stage and safely store equipment utilizing its loading dock and fenced in yard area.

Single Steam Equipment - RARE staff have been working with Recreation and Public Works staff to clear the single stream sorting equipment to utilize space to store Parks and Public Works equipment over the winter to avoid storage charges.

Alternatives:

N/A

Financial Implications:

N/A

Attachments & Relevant Legislation:

02 Brushing plan 2023

KIR_August 2023 RWMWG Update

Others Consulted:

Public Works Staff

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk

[illegible]

- (a) **Con Rd 19** COMPLETED
- (b) **Maxville Lagoon** COMPLETED
- (c) **Blythe Road** COMPLETED
- (c) **Kenyon Concession 8** - COMPLETED
- (e) **MacPhee Road** - Urgent to ensure compliance with railway crossing regulations - COMPLETED
- (f) **Cuthbert -> Hugh Kennedy** - Next as it is close to MacPhee - est 4-5 weeks
- (g) **Creek Road** - est 4-5 weeks

- (h) **Concession 7 -> MacDonell Side Rd** - Culverts need replacing - est 4-5 weeks
- (i) **Wylie Rd -> Menard Rd** - Need to clean up clear zone from last years work - est 4-

Glenn Sandfield Rd.
168
Glenn
Sandfield

[illegible][illegible]

SUBJECT: August update from the SDG Regional Waste Management Working Group

BACKGROUND:

Staff participated in the Regional Waste Management Working Group (RWMWG) meeting on May 1st, 2023, at the County Administration Building. The City of Cornwall and all local municipalities were in attendance. The meeting covered several important topics related to waste management in the SDG region. The key points discussed during the meeting are outlined below:

Discussion on Communications Strategy for the Blue Box Transition:

A large portion of the meeting focused on the strategies that the RWMWG wanted to employ as our region approaches the transition to producer responsibility at the end of 2024. The United Counties Communications Coordinator (Todd Lihou) was in attendance to provide some insight and suggestions, with the intention to return at our next meeting in order to present a draft communications plan, with the anticipated roll-out of in summer 2024. SDG will be leading the communications strategy, with support from local municipalities.

Utilizing Datacall Information for Blue box Service Cost

SDG completed a summary of annual costs for blue box services based on information submitted through datacall and providing the group with a detailed spreadsheet and overall costs per household. A summary of costs submitted through datacall are as follows:

2022 Blue Box Costs (by Municipality)

Summary of Costs	South Glengarry	North Glengarry	South Stormont	North Stormont	South Dundas	North Dundas
No. of Households	\$ 5,848	\$ 4,836	\$ 5,856	\$ 2,735	\$ 6,016	\$ 6,295
Gross Costs	\$ 864,460	\$ 798,422	\$ 524,790	\$ 299,263	\$ 564,343	\$ 457,534
Revenue	\$ 266,846	\$ 213,948	\$ 151,330	\$ 67,923	\$ 87,520	\$ -
Net Cost	\$ 597,613	\$ 584,474	\$ 373,460	\$ 231,340	\$ 476,823	\$ 457,534
Net Cost/ Household	\$ 102	\$ 121	\$ 64	\$ 85	\$ 79	\$ 73

Household Hazardous Waste (HHW)

North Glengarry is leading an initiative for a more regional approach to household hazardous waste, with the intention to ensure that HHW reimbursement is both fair and consistent. All local municipalities and City of Cornwall are being asked to provide their current costs associated with their respective HHW programs, with the intention to begin discussions with the *Resource Productivity and Recovery Authority* (RPRA) in November.

Local Updates on Waste Management Activities:

Each municipality provided updates on their respective waste management activities, including ongoing projects and initiatives.

The City of Cornwall reported on several major initiatives currently underway, including their *Waste Management Master Plan*, a small business exemption for HHW and a report on the feasibility of waste incineration.

North Dundas noted that they are working with neighbouring municipalities to assist them through the use of 'loaner' trucks due to some mechanical challenges issues that have recently occurred. Some discussion occurred on the relatively short life-span of waste management vehicles due to the type of use they are subject to, current lead times for the delivery of new vehicles and the need to ensure that these units are replaced within a reasonable timeframe.

South Dundas indicated that they are waiting for confirmation from their consultant on the remaining capacity / life of their existing landfill; however it appeared that they will soon need to look for alternative waste disposal solutions.

Regional Waste Disposal Contract

Following the meeting, there were some discussions between several RMMWG members of exploring the possibility of entering into a regional waste disposal contract with the Moose Creek Waste Disposal Facility. This potential contract would be open to any municipal partners who are currently utilizing this resource or exploring the possibility of this facility in the short to medium term. SDG has created a draft scope of work and, with the support of South Stormont, will be working with Ross Gellately (retired, on contract with South Stormont) to further research the feasibility of a joint contract with willing municipal partners. SDG has committed to pay 50% of Ross' costs with the participating municipalities splitting the remaining 50%. There will be further discussions on this project at the next meeting.

COMMENTS / OBSERVATIONS:

As experienced during previous meetings, The Regional Waste Management Group is a great opportunity for local waste management staff to work together for the benefit of their residents and the region. Members also greatly appreciate the participation of the City of Cornwall within this group.



STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report No: FD 2023-07

September 20, 2023

From: Matthew Roy – Fire Chief

RE: Departmental Workplan Update – September 2023

Recommended Motion:

THAT the Committee of the Whole of the Township of North Glengarry receives Staff Report No. FD 2023-07, the Departmental Workplan Update – September 2023 from the Fire Department for information purposes.

Background / Analysis:

FIRE PERMITS – OPEN AIR BURN PERMITS

We have the following number of permits:

Agricultural – Active – 5 – Issued - 65
Brush – 414
Recreational – 772

TRAINING

Ontario Fire College Courses – Members currently enrolled:

- NFPA 1001 FFII - Learning Contract
- NFPA 1001 FFI – Learning Contract
- NFPA 1072 – Hazmat Awareness
- NFPA 1035 – Fire Life Safety Educator
- Fire Code Part 2&6
- Fire Code Part 9

AS&E Certification Testing

- NFPA 1001 FF I & II – Testing – September 30 at Station 1.

HEALTH AND SAFETY

- All members completed their FIT testing as part of respiratory protection program requirements.
- Policy and Procedure manual under review, for updating.
- Monthly station inspections are being completed and reviewed as part of our H7S requirements.

FIRE PREVENTION/INSPECTION

The fire prevention division continues to conduct inspections as per our fire prevention policy.

Provincial Initiative - Test your smoke alarm day – September 28. There will be on-going social media blitz including, including proactive community approach, targeted door-to-door.

FLEET/FACILITIES

- New pumper for station 1 is currently in fabrication. The current pumper is now posted for sale on Fenton Fire.
- Our fleet underwent its annual MTO safety inspections.
- Pumper testing on our pumpers was completed by Battlesield, minor issues we found and repaired.
- Annual maintenance on small engines and equipment was completed, normal repairs were conducted.
- Annual Hose testing was completed by Firefixx over a 2-day period, all fire hose past testing.

Alternatives:

N/A

Financial Implications:

N/A

Attachments & Relevant Legislation:

N/A

Others Consulted:

N/A

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk