

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of the Whole Meeting

Wednesday March 20th, 2019 at 3:00 p.m. – Gary Shepherd Hall
102 Derby Street West, Alexandria, Ontario K0C 1A0

Draft Agenda

1. CALL TO ORDER
2. DECLARATIONS OF PECUNIARY INTEREST
3. ACCEPT THE AGENDA (Additions/Deletions (Carma))
4. DELEGATION(S)
 - a) Food and Agriculture Advisory Council – Gina Dragone
5. STAFF REPORTS

CAO/Clerk's Department

- a) CAO/Clerk's Department 2019 Workplan (Jacques)

Community Services Department

- b) Liquor Licence – Glengarry Sports Palace (Brenda)
- c) Lighting at Island Park (Jeff)
- d) Community Services Department 2019 Workplan (Michel)

Treasury Department

- e) Corporate Travel Policy & Council Remuneration (Johanne)
- f) Treasury 2019 Workplan (Carma)

Public Work's Department

- g) Hardtop Odds/Sods (Jacques)
- h) Recycling / Waste Collection (Brenda)
- i) Access E11 demonstration
- j) Public Work's 2019 Workplan (Johanne)

Fire Department

- k) Fire Department 2019 Workplan (Jacques)

Building/Planning and By-law Department

- l) Building/Planning and By-law 2019 Workplan (Jeff)

6. UNFINISHED BUSINESS

7. OTHER BUSINESS

8. MATTERS ARISING FROM STANDING COMMITTEES

9. NOTICE OF MOTION

Next Committee of the Whole Meeting

Wednesday, April 17, 2019 at 3:00 p.m. at the Centre Sandfield Centre, 102 Derby Street West, Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

10. ADJOURNMENT (Michel)

Section 1

CALL TO ORDER

Section 2

DECLARATIONS OF PECUNIARY INTEREST

Section 3

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: March 20, 2019

MOVED BY: _____

SECONDED BY: _____

That the Committee Members accepts the agenda of the Committee of the Whole on Wednesday March 20, 2019.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 3

Section 4

DELEGATIONS



all things food | bouffe 360°

Healthy, local food for all.

Gina Dragone, Food and Agriculture Development Officer

www.allthingsfoodbouffe360.ca

agrifoodsdgc@gmail.com



Stormont, Dundas, Glengarry, Cornwall, Akwesasne Food and Agriculture Advisory Council (FAAC)

18-month Report of Recommendations
December 2018

AT-A-GLANCE





**Priority #1.
Establish and Coordinate a Regional
Food and Agriculture Advisory
Council**





Priority #2.
Local Agri-Food Businesses
Development and Support





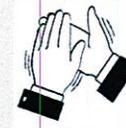
Priority #3. Optimize Regional Agri-Food Value Chain



Priority #4 Local Food Literacy, Branding, and Promotion



Highlights ✓



- Small Business Workshop Speaker Series
- Community Food Literacy/Skills and Workshop Series
- Culinary Tourism Alliance Events
- Irish Ambassador Delegation Tour
- "What's your story?" campaign
- Commercial Kitchen Pilot

Intergenerational cooking class - Pierogi night!
Friday, October 26th, 2018 6:30-8:30pm
10\$ per person

Sold out!

Where? At the Cornwall Community Center - NEW Community Center, 25 Fair Street, Maxville, On

Come and learn how to make traditional polish pierogi. All participants will get their own portion to sample.

REGISTER HERE:
agrifoodsdc@gmail.com



Telling Your Food Story

TUESDAY SEPTEMBER 11, 2018 • 6PM TO 8PM
1 MAIN ST S, ALEXANDRIA, ON K9C 1A9

Register Here



What's your story?

Are you a local producer or agri-food business? We want to hear from you!

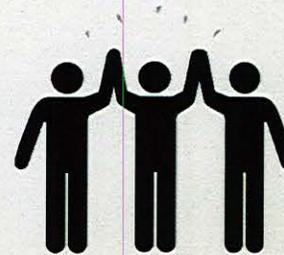
The SDG, Cornwall and Akwesasne Food and Agriculture Advisory Council is working on a project to feature our local agricultural assets.

For more information email us at
agrifoodsdc@gmail.com



Commercial Kitchen Pilot

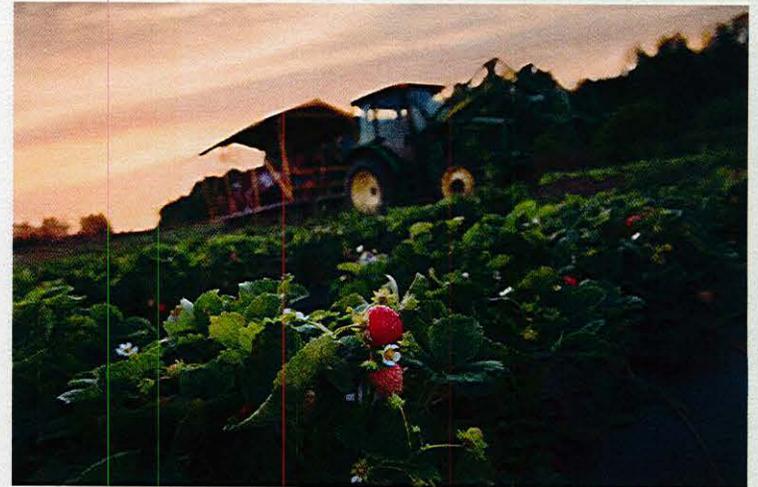
Between June and November 2018, FAAC conducted outreach to the Eastern Ontario Health Unit (EOHU) to discuss challenges businesses were experiencing due to the new Food Premises Regulations. As such, the EOHU has agreed to partner with the council to launch a Commercial Kitchen Pilot in 2019.





Next Steps

- ★ Phase 2- Implementation
- ★ Municipal and City Council delegations
- ★ Full report of recommendations





Questions?

For additional information and questions related to the council, please contact:

Gina Dragone, Food and Agriculture Development Officer

www.allthingsfoodbouffe360.ca

agrifoodsdgc@gmail.com

Section 5

STAFF REPORTS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: March 20, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. AD-2019-06 – CAO/Clerk’s Department 2019 Workplan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

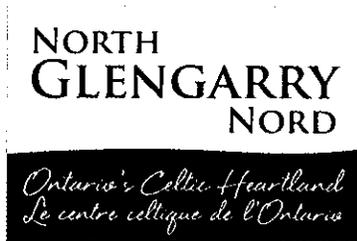
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (a)



STAFF REPORT TO COUNCIL

Report No: AD-2019-06

March 20, 2019

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: 2019 Workplan

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. AD-2019-06.

Background / Analysis:

The CAO/Clerk's Department is presenting Council's with their workplan for 2019. There is a great deal of policy work to be done, and larger projects like the strategic plan and meeting management software implementation to be completed. Details and timelines are attached for Council's review.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

None.

Others Consulted:

None.

Sarah Huskinson
Chief Administrative Officer/ Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: March 20, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. COTW CS-2019-02; and

THAT the Committee of the Whole recommends that Council approves the application for a Catering Endorsement liquor licence for the Glengarry Sports Palace and that staff be directed to proceed with the application process.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

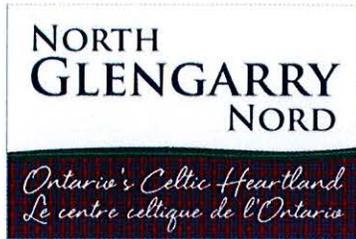
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (b)



COMMITTEE OF THE WHOLE

STAFF REPORT

Report No: COTW CS-2019-02

March 20, 2019

From: Anne Leduc – Director of Community Services

RE: Liquor Licence – Glen Sports Palace

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. COTW CS-2019-02; and

THAT the Committee of the Whole recommends that Council approves the application for a Catering Endorsement liquor licence for the Glengarry Sports Palace and that staff be directed to proceed with the application process.

Background / Analysis:

The Glengarry Sports Palace presently holds a valid liquor licence though we have been advised by an inspector that the designated areas should include the lobby. In the initial application, the lobby was designated as a pass-through area connecting the canteen and the stands. It is difficult for staff to monitor that no alcohol is consumed in the lobby and designating the lobby would ensure that the facility is compliant with the licencing requirements.

Staff proposes to use this opportunity, which requires submitting a complete application through the Alcohol and Gaming Commission of Ontario, to change the licence status from Wet Bar to a Catering Endorsement Licence. This will support the Glengarry Sports Palace during large events such as Lobsterfest and the Glengarry Sports Hall of Fame.

Costs relating to the licence will be borne by the Glengarry Sports Palace

Alternatives:

Option 1 – Recommended – That the Committee of the Whole recommends that Council approves the liquor licensing for the Glengarry Sports Palace.

Or

Option 2 – Not recommended – That the Committee of the Whole not recommend this application.

Financial Implications:

The costs relating to the application and the Public Notice advertising will be paid by the Glen Sports Palace.

Attachments & Relevant Legislation:

Liquor Sales – New Applications to the AGCO - <https://www.agco.ca/alcohol/liquor-sales-licences-new-applications>

Others consulted:



Sarah Huskinson – CAO / Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: March 20, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. COTW CS-2019-03; and

THAT the Committee of the Whole recommends that Council approves the allocation of \$7,500 in funds to the Alexandria Legion for the 2019 Holiday period to spearhead the lighting of Island Park. This will be funded from General Grants (\$7,500) with a further amount taken from the July 1st/Santa Claus Parade fund (\$3,000) to purchase fireworks.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (c)



COMMITTEE OF THE WHOLE

STAFF REPORT

Report No: COTW CS-2019-03

March 20, 2019

From: Anne Leduc – Director of Community Services

RE: Lighting at Island Park

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. COTW CS-2019-03; and

THAT the Committee of the Whole recommends that Council approves the allocation of \$7,500 in funds to the Alexandria Legion for the 2019 Holiday period to spearhead the lighting of Island Park. This will be funded from General Grants (\$7,500) with a further amount taken from the July 1st/Santa Claus Parade fund (\$3,000) to purchase fireworks.

Background / Analysis:

The Festival of Lights was a long-standing event in North Glengarry. Due to circumstances beyond the Township's control, this activity did not occur in 2018. Staff has met with Mr. Marius Bauer, the Alexandria Legion's representative as well as other individuals in the community that are interested in spearheading the lighting of Island Park for the 2019 Holiday Period.

The Township has worked successfully on projects with the Alexandria Legion in the past and staff would be available to lend support on this project.

Staff is also proposing that fireworks be scheduled either on the Santa Claus Parade evening or on December 31st. Due to the fact that the Township funds the fireworks for Canada Day, remaining monies in that budget line can only fund one fireworks display.

Alternatives:

Option 1 – Recommended – That the Committee of the Whole recommends that Council approves the allocation of \$7,500 in funding to the Alexandria Legion and \$3,000 in funding for the purchase of fireworks.

Or

Option 2 – Not recommended – That the Committee of the Whole not recommend this the allocation of funds or the purchasing of fireworks.

Financial Implications:

Council approved the 2019 Operating Budget which contains \$7,500 under Special Grants which was used to fund the Festival of Lights in the past. There is also \$15,000 in the July 1st / Santa Claus Parade account. If \$3,000 is allocated to be used to purchase fireworks for the lighting of Island Park activity and \$9,040 used for the Canada Day Fireworks (already committed) this leaves \$2,960 in this account. These funds will be used to purchase candy and sundry materials for the Township float.

Attachments & Relevant Legislation:

N/A



Kimberley Champigny – Director of Finance / Treasurer



Sarah Huskinson – CAO / Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: March 20, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. COTW CS-2019-04 – Community Services Department 2019 Workplan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (d)



COMMITTEE OF THE WHOLE

KEY INFORMATION REPORT

Report No: COTW CS-2019-04

March 20, 2019

From: Anne Leduc – Director of Community Services

RE: Community Services Department

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

ADMINISTRATION

CPJHL Glengarry Highlanders – Arrears to this account date back to 2017/2018. Staff is pleased to report that of the \$7,448.81 owing (\$5,933.48 to the Glengarry Sports Palace and \$1,515.33 to the Maxville & District Sports Complex), \$6502.00 was recovered for both facilities.

Staffing – We are pleased to announce that the new Program Coordinator, Jordan Lunny, will be starting his functions the week of April 22nd, 2019. Jordan will be graduating from Durham College with a degree in Sports Administration. Jordan is a resident of North Glengarry.

FACILITIES

Removal of Ice

Ice will be removed at the Maxville & District Sports Complex following the Casselman Pirates 2019 tournament which finishes on Sunday, April 14th.

The last day for rentals at the Glengarry Sports Palace is April 2nd. Staff will turn off the refrigeration plant that evening and the removal of ice will occur on April 4th and 5th.

Tim Hortons Dome

Mitigation is complete following the parts failure of the Viking Fire Suppression System which resulted in water leaking in the attic space above the Ladies and Men's bathroom and change areas. As a result, the gyproc false ceiling, the suspended tile ceiling and the vinyl composite tiles were removed. The blow-in insulation was removed and the rafters left to dry. The insulation will be installed once the replacement part for the

Viking System has been received (ordered January 31st with a 3 to 6 weeks delivery time for the custom part).

The final reinstatement estimate was approved by our claims agent. Given that the tile that was used at the Dome is discontinued, the insurance agent has agreed to the removal of the tile in the lobby to ensure continuity with the bathroom and change areas.

Listed below is a rough schedule for the repairs:

- April 29th – May 17th – repairs of walls, ceilings, suspended ceilings in the men's and ladies' bathrooms and change rooms. The rooms will be worked on one at a time with one unit available to users at all times.
- May 20th onwards – installation of the ceramic tiles in the men's and ladies' bathrooms and change rooms. Again, the work will be done one at a time.
- May 27th onwards – installation of the ceramic tiles in the lobby area and small office area of the Dome. Depending on how the work goes, we may have to close for a few days.

This period of time was chosen to minimize disruption to our users and scheduled activities.

COMMENTS

This report is presented for information purposes only.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: March 20, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole recommends that Council adopts Bylaw 11-2019 being a by-law to rescind Remuneration By-law No. 34-2016 as amended and to establish remuneration for Council members and employees of the Township regarding Council meetings.

THAT the Committee of the Whole recommends that Council adopts Bylaw 12-2019, being a Bylaw to adopt the Corporate Travel Policy.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (e)

STAFF REPORT TO COUNCIL

Report No: COW TR2019-11

March 15th, 2019

From: Kim Champigny - Director of Finance/Treasurer

RE: Corporate Travel Policy & Council Remuneration

Recommended Motion:

THAT Council adopts Bylaw 11-2019 being a by-law to rescind Remuneration By-law No. 34-2016 as amended and to establish remuneration for Council members and employees of the Township regarding Council meetings.

THAT Council adopts Bylaw 12-2019, being a Bylaw to adopt the Corporate Travel Policy.

Background / Analysis:

A corporate travel policy is required to ensure that expenses for travel are handled in a consistent and transparent manner for all employees and Council members. Since both Council remuneration and travel expense reimbursement, were previously identified in bylaw 34-2016, this bylaw also needs to be rescinded and revised. Council remuneration and travel expense reimbursement should be separated.

There will now be two bylaws, one addressing Council and employee remuneration related to council meetings and the other to handle all corporate travel.

Alternatives:

Option 1: Adopt Bylaw 11-2019 being a bylaw to rescind bylaw 34-2016 and establish remuneration for Council and employees for Council meetings. Adopt Bylaw 12-2019 being a bylaw to adopt the Corporate Travel Policy.

Option 2: Adopt either one of the Bylaws.

Option 3 – Adopt neither of the Bylaws.

Financial Implications:

There is no current corporate travel policy however, there is note of eligible expenses and the way they are reimbursed in the Council Remuneration Bylaw. Some information is vague or missing and needs to be clarified. This policy will provide clear direction for consistent reimbursement to employees for travel expenses and clarify eligible/ineligible expenses. It will also provide transparency to current practices.

Attachments & Relevant Legislation:

Others Consulted:

Deputy Treasurer
CAO



Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. 11-2019

BEING a by-law to rescind Remuneration By-law No. 34-2016 as amended and to establish remuneration for Council members and employees of the Township regarding Council meetings.

WHEREAS the Municipality did enact By-law No. 34-2016 on the 9th day of May 2016, a by-law to include the reference "for the term of office", to establish remuneration and expenses for members of Council, committees, officers and employees;

AND WHEREAS the Municipality wishes to rescind By-law No. 34-2016 as amended pertaining to the reference "for the term of office", to establish remuneration and expenses for members of Council, committees, officers and employees;

AND WHEREAS the Municipality wishes to establish a Corporate Policy separate to Bylaw No. 34-2016 establishing eligible expense reimbursement for members of Council and employees of the Township;

AND WHEREAS the 2017 Federal Budget eliminated the one third tax exemption for municipal officials;

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

1. Members of Council shall be paid biweekly based on the following annual remuneration (rates effective January 1, 2019 rounded to nearest dollar).

- a) Mayor: \$ 31,400
- b) Deputy Mayor: \$ 20,100
- c) Councillor at Large: \$ 17,590
- d) Ward Councillors: \$ 16,330

That the salary be adjusted every year according to the Consumer Price Index from Statistics Canada approved at the time that the annual budget is adopted.

2. The above rates include compensation for attendance at all Council, Committee and external agency meetings.

3. Lay committee members shall be paid \$60.00 per committee meeting attendance. Sub-committee members will not receive any form of remuneration.

4. The Mayor shall be afforded an expense allowance not to exceed \$5,000.00 per year for actual expenses incurred based on the understanding that any expenditure in excess of \$1,000.00 must be preauthorized via Council resolution.

5. Council members shall be afforded mileage reimbursement at a rate detailed in the Corporate Travel Policy.

6. Subject to the annual budget for conference attendance, Council members are authorized to attend conference / conventions and training sessions as per the Corporate Travel Policy.

9. That By-law No. 34-2016 is hereby rescinded.

10. That this by-law shall come into effect on the date of passing thereof.

READ a first, second, third time, and enacted in Open Council this 25th day of March , 2019.

Clerk / Deputy Clerk

Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No. 11-2019 and that such by-law is in full force and effect.

Date Certified

Clerk / Deputy Clerk

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. 12-2019

BEING a by-law to rescind Remuneration By-law No. 34-2016 as amended and to establish remuneration for Council members and employees of the Township regarding Council meetings.

WHEREAS the Municipality did enact By-law No. 34-2016 on the 9th day of May 2016, a by-law to include the reference "for the term of office", to establish remuneration and expenses for members of Council, committees, officers and employees;

AND WHEREAS the Municipality wishes to rescind By-law No. 34-2016 as amended pertaining to the reference "for the term of office", to establish remuneration and expenses for members of Council, committees, officers and employees;

AND WHEREAS the Municipality wishes to establish a Corporate Policy separate to Bylaw No. 34-2016 establishing eligible expense reimbursement for members of Council and employees of the Township;

NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY AS FOLLOWS:

1. **THAT:** The Corporate Travel Policy attached to and forming part of this bylaw be approved;
2. **THAT:** This bylaw shall come into force and effect on the date of its final passage.

READ a first, second, third time and enacted in Open council this 25th day of March, 2019.

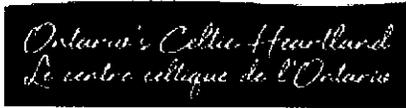
Clerk / Deputy Clerk

Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No. 12-2019 and that such by-law is in full force and effect.

Date Certified

Clerk / Deputy Clerk



CORPORATE TRAVEL POLICY

BACKGROUND

There is great value to be gained from Council and Township employees in attending events that contribute to continuous learning and development and to equip Council to deal with governance issues facing municipalities. They also provide exchange of ideas, best practices, expertise and networking opportunities related to government issues. Expenses associated with attendance at such events must be reasonable and necessarily incurred by those attending.

1. PURPOSE

The purpose of this policy is to ensure that there are established procedures in place with respect to Council and Township employee attendance at conferences, seminars, workshops, training courses and other similar events and to provide for the reimbursement of expenses incurred by those persons attending. This policy will provide consistent procedures and clarify those expenses that are eligible and ineligible for reimbursement.

2. DEFINITIONS

CAO – Chief Administrative Officer of the Township

Director – The head of specific departments such as Community Development, Administration, Fire, Finance, Building/Bylaw, and Public Works.

Eligible Expenses – Expenses that are eligible for reimbursement include:

- Transportation
- Accommodation
- Event registration fees
- Meals and incidentals
- Hospitality

Event – Includes an organized annual general meeting, conference, congress, convention, exposition, forum, program, session, summit, or workshop targeted to a municipal audience. In situations where it is not clear as to the municipal relationship to the event, it is the responsibility of the individual attending to clearly establish this relationship.

Hospitality – Includes reasonable costs which may be incurred by Councillors in an economical, consistent, and appropriate way that will facilitate Township business, or as a matter of courtesy, and consists of meals only.

Ineligible Expenses – Expenses that are not eligible for reimbursement include:

- Alcohol
- 1-900 premium rate phone calls
- Claims for loss of personal effects
- Companion registration fees and expenses
- Entertainment
- Gifts
- Medical and hospital treatments more than Township sponsored health care benefit limits
- Personal effects (i.e. luggage, clothing, magazines)
- Personal membership
- Personal messaging/download fees
- Personal services (i.e. Shoe shines, valet, spa treatments, hair styling, internet fees for access to for-fee sites)
- Personal vehicle costs (i.e. maintenance, repair costs, towing fees, car washes)
- Movie or cable/satellite fees charged by hotels or airlines
- Sporting events
- Side trips including stopover charges and additional accommodation costs for personal or other business reasons
- Sightseeing tours
- Traffic and parking fines

Municipal Association – Includes the Federation of Canadian Municipalities or the Association of Ontario Municipalities, and sub-groups of these associations, Rural Ontario Municipal Association (OSUM), Ontario East Municipal Conference (OEMC); Ontario Good Roads Association (OGRA), etc.

Municipal Government Organization – Includes such entities as the Canadian Urban Institute, Ministry of Municipal Affairs & Housing, Community Heritage Ontario

3. POLICY APPLICATION AND EXCLUSIONS

This policy shall set the guidelines that apply to Councillors and Township employees who participate in municipal government events where the costs are funded from the approved Township budget. Budgets must be available to cover the anticipated expenses. Should annual budgets for these events be insufficient to meet anticipated expenses, the Council authorization will be required before attendance is permitted.

Employees are required to consult and receive approval from the Chief Administrative Officer or Director prior to confirming their travel plans.

Expense advances for employees may be authorized by the CAO or the Director where the anticipated expenses associated with an event will be significant or cause undue hardship. Reconciliation of the advance with the associated expenses (with receipts) will be required to be submitted within 30 days of return from the function. Failure to provide receipts and reconciliation for these advances will result in no future advances being granted.

COUNCIL

4. ALLOCATION FOR ATTENDANCE AT MUNICIPAL GOVERNMENT EVENTS

Each Councillor will be allocated an equal share of the approved budget for attendance at municipal government events. Allocations are not transferrable, and if not used during the calendar year, cannot be accumulated and carried over into subsequent budget years.

5. HOSPITALITY

Councillors attending municipal government events, may offer hospitality on behalf of the Township where necessary and reasonable. Such hospitality is limited to meals, and or gifts and receipts are required for reimbursement of these expenses.

Periodically, the Township may be requested to participate in meetings, focus groups or similar events for addressing issues facing the Township or the broader community. The Mayor or any Council member directed or authorized by the Mayor to attend such an event shall be entitled to reimbursement for expenses.

Councillors may be reimbursed for expenses associated with exceptional or unique opportunities to promote the Township where prior approval for such expenses has been obtained from the Mayor or CAO.

6. OVERNIGHT ACCOMMODATION

If an overnight stay is required, the accommodation will be reimbursed at a rate in accordance with the single room rates charged for the function, or the hotel's rate for a standard single room, whichever is less. Reimbursement of accommodation expenses for additional days may be approved for things such as lower air fair, time change, etc. but must be documented on the expense claim form. In most cases, accommodation arrangements and payment will be organized by the Deputy Clerk and reimbursement will not be required.

7. TRANSPORTATION

Transportation costs include:

- Air, rail, bus or automobile at the most cost and time effective rate, i.e. mileage will not be reimbursed if train travel is less expensive
 - Parking
 - Travel cancellation insurance
 - Incidental travel by taxi, subway or bus
 - Departure taxes from transportation terminals
 - Travel to and from public transportation terminal, provided such transportation is used by the traveller
 - Toll highway charges
- Expenses incurred when using a personal vehicle for travel to functions located outside of the North Glengarry area will be reimbursed at the standard car allowance rate established for Council and employees at \$.46/km for 2019 effective on the date of approval of this policy. Rates in future years will

be determined at the beginning of the year by the Director of Finance/Treasurer and approved by Council.

Staff and Council are encouraged to travel together or car pool to reduce costs. Reimbursement for travel expenses shall be based on the most economical and practical option for travelling to the event.

8. CONFERENCE ATTENDANCE

Council members shall receive a lump sum in advance to cover all related expenses such as travel, meals and other miscellaneous expenses. The sum will be set at a flat rate and no receipt required.

For the ROMA/OGRA conference, held in Toronto, a flat rate for Council members will be advanced as follows:

- Travel Allowance: \$250.00
- Conference Allowance: \$170.00 per diem (which includes all related expenses)

Other conferences, such as AMO, OEMC, etc. shall have the following advances provided to Council members:

- Travel Allowance: Based on the current mileage rate and distance to the event
- Conference Allowance: \$170 per diem (which includes all related expenses)

9. ANNUAL ALLOWANCE

In addition, each Council member shall receive an annual allowance of \$300.00, paid at the beginning of each year, to be used at the Council member's discretion for attendance of various community events that will serve to promote the Township's best interest. No reconciling or receipts are required.

10. ATTENDANCE OR EVENT CANCELLATION

In the event of a travel cancellation prior to the start of an activity, Council members shall ensure that accommodations and course/conference bookings are cancelled as soon as possible to avoid incurring unnecessary costs to the Township.

EMPLOYEES

11. ALLOCATION FOR ATTENDANCE AT MUNICIPAL GOVERNMENT EVENTS

Township employee attendance at events will be at the discretion and approval of their respective Director, within the approved budgets of the departments.

12. MEALS AND INCIDENTALS

Meal expenses will be reimbursed at actual costs upon submission of appropriate receipts. Individuals will be reimbursed for meal expenses up to a maximum of \$75 per day, at the following rates:

\$15.00 - Breakfast
\$20.00 - Lunch
\$40.00 - Dinner
\$75.00

The above meal limits are for guidance purposes, but the \$75/day limit does apply. For travel to major centres, this limit may be increased at the discretion of the department Director or CAO.

A separate amount is available each day for incidental expenses in addition to the regular meal allowance. Such items would include parking meters, public transit, taxis, etc.

Original receipts should be obtained and submitted for reimbursement. The above limits are in Canadian dollars for expenses incurred in Canada or the equivalent foreign currency for travel outside of Canada. Tips and gratuities would be in addition to the above rates.

Receipts are to be submitted within 30 days of return from the function for reimbursement. Claims for expenses must include receipts and be submitted within 30 days of return from the event. Failure to provide receipts will result in non-reimbursement of expenses.

Any ineligible expenses that are charged to a Corporate credit card will be invoiced to the cardholder for payment. Failure to pay such invoice will result in that amount being deducted from the remuneration amount payable to the individual (i.e. payroll deduction).

13. OVERNIGHT ACCOMMODATION

If an overnight stay is required, the accommodation will be reimbursed at a rate in accordance with the single room rates charged for the function, or the hotel's rate for a standard single room, whichever is less. Reimbursement of accommodation expenses for additional days may be approved for things such as lower air fair, time change, etc. but must be documented on the expense claim form. In most cases, accommodation and payment arrangements will be made in advance and thus reimbursement will not be necessary.

14. TRANSPORTATION

Transportation costs include:

- Air, rail, bus or automobile at the most cost and time effective rate, i.e. mileage will not be reimbursed if train travel is less expensive
- Parking
- Travel cancellation insurance
- Incidental travel by taxi, subway or bus

- Departure taxes from transportation terminals
 - Travel to and from public transportation terminal, provided such transportation is used by the traveller
 - Toll highway charges
 - Expenses incurred when using a personal vehicle for travel to functions located outside of the North Glengarry area will be reimbursed at the standard car allowance rate established for Council and employees at \$.46/km for 2019 effective on the date of approval of this policy. This rate will be reviewed annually as part of the Fee and Charges Bylaw starting in 2020.
 - Employees living outside of the North Glengarry area who attend conferences/meetings and leave directly from home shall be reimbursed for travel distance in excess to their normal commute. i.e. If you normally travel from Lancaster to Alexandria for work (22km) and you have a function in Cornwall (28km from Lancaster) which you leave directly from home, you will be reimbursed for the excess mileage of 6 km (28km – 22km)
 - Expenses associated with the use of a rented automobile for travel to and from the function, provided the expense does not exceed the cost of taxi fares for the same purpose (use of the automobile for personal business is not an allowable expense).
 - Long-term parking for air travel exceeding 24 hours.
-

Staff and Council are encouraged to travel together or car pool to reduce costs. Reimbursement for travel expenses shall be based on the most economical and practical option for travelling to the event.

No travel time shall be paid to employees for their attendance at seminars/conferences in addition to their normal pay. For example, if the employee normally works 8am to 4pm on a Monday and does not get home until 6pm that day, the Township will not pay for 2 hours of overtime, but the employee will be paid for their normal working day. If travel time or the conference happens to fall on a day which the employee does not work, time in lieu may be granted by the Director of that employee's department, at their discretion.

15. ATTENDANCE OR EVENT CANCELLATION

In the event of a travel cancellation prior to the start of an activity, employees and council members shall ensure that accommodations and course/conference bookings are cancelled as soon as possible to avoid incurring unnecessary costs.

STAFF REPORT TO COUNCIL

Report No: COW TR2019-12

March 15th, 2019

From: Kim Champigny – Director of Finance/Treasurer

RE: 2019 Workplan

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. COW TR2019-12 – the Director of Finance/Treasurer 2019 Workplan.

Background / Analysis:

The Treasury Department is presenting Council with their workplan for 2019. There is a great deal of policy work to be done to ensure transparency and consistency.

The Asset Management Software implementation will be a large project with tight deadlines due to the deadline for completion to be eligible for funding.

A big focus for the Department will be continued tax collection to reduce arrears and the addition of a new Tax Collector.

Furthermore, to reduce risk, the Accounts Receivable/Utility Billing, Accounts Payable, and Payroll functions will all have alternate backup staff trained to do these functions.

Additional items are time consuming and use lots of resources (year end, audit, budget) but are part of the normal accounting cycle.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

None.

Others Consulted:

Utility Billing and AR Clerk

Deputy Treasurer



Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

	Treasury Department Tasks	Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Policies	Accounts Receivable Policy	Policy approved by Council	SM, KC		Green				
	Utility Billing Policy	Policy approved by Council	SM, KC		Green				
	Travel Policy	Policy approved by Council	KC, SH	Green					
	Review Records Retention Policy	Policy approved by Council	KC, SH		Green				
	Credit Card Policy	Council	KC, SH		Green				
Other	Asset Management Software Implementatin	Software installed and staff trained resulting in a usable product	Dept		Green	Yellow			
	Council Remuneration Bylaw	Bylaw Approved	KC, SH	Green					
	Review Tax Arrears, more letters, and tax collection	Increased Collections, reduced arrears and increased cash flow	LL, KC			Green			
	Sale of 2018 registered tax sale property	Cash for sale of property	KC, RM, SH				Yellow		
	Water rates Maxville	Confirmed water rates approved for Maxville	KC, RM, SH			Green			
	10 year capital plan template to directors	Plan sent and completed by Directors for 2020 budget	KC, Directors				Yellow		
	Rescind FGT bylaw for bridges only	Rescind Bylaw	KC			Green			
	Variance reports - Monthly to Directors	Variance reports delivered to Directors	KC	Green					
	2020 Budget	Budget complete	KC, Directors			Green			
	A/R and Utility training for backup	Trainee completes A/R	KC, SM, JD	Green	Yellow				
	A/P training for backup	Trainee completes A/P	KC, RK, JD	Green	Yellow				
	Payroll training for backup	Trainee completes payroll	KC, RK, JD		Yellow				
	RBC Form 349	Form submitted to RBC	KC		Yellow				
	Hire New Tax Collector	Tax Collector Hired	KC, LL, RK	Green	Yellow				
	Municipal Audit	Audit Complete	KC, RK, SM, LL, LL		Yellow				
	Maxville Water Project Funding	Funding from grants or LTD complete	KC, RK	Yellow					
	Checkpro Automatic Deposit	Deposits	KC, SM, LL	Yellow					
	Employee BBQ	BBQ complete	All employees		Green				
	Year End Financial Processing		SM, RK, KC	Yellow	Yellow				

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: March 20, 2019

MOVED BY: _____

SECONDED BY: _____

The Committee of the Whole received Staff Report RDS-2019-03 - Hardtop Odds and Sods for information only.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

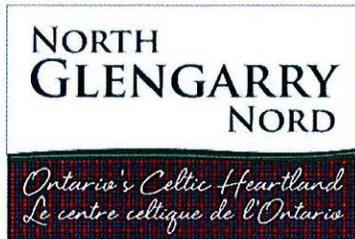
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (g)



RDS-2019-03

STAFF REPORT TO COMMITTEE OF THE WHOLE

March 20, 2019

From: Ryan C. Morton MPM, CIPM
Director of Public Works

RE: Hardtop Odds and Sodds

Recommended Motion:

The Committee of the Whole of the Township of North Glengarry, hereby recommends to the Council of the Township of North Glengarry;

THAT, this report is received for information only.

Background / Analysis:

As part of the 2019 budget deliberations, Council was asked to indicate their preference for spending approximately \$180,000 in savings. Council directed staff to proceed with addressing various road sections throughout the Township.

To date, staff have tendered for the rehabilitation of West Boundary Road North (Park) and Breadalbane Rd. (portion) through the County's asphalt tender.

Additional roads to be completed based on funds available are;

- Concession 17 Indian Lands
- Concession 16 Indian Lands
- Removal of degraded sidewalk Apple Hill
- Angel Road
- Masterson Road

Provided that the County tender comes in as estimated, there should be sufficient funds to address all of these remaining issues.

Alternatives:

N/A

Financial Implications:

\$180,000 available – Pending county tender results

Others consulted:

Sarah Huskinson, CAO
Roch Lajoie, Roads Manager

Attachments:



Reviewed by Sarah Huskinson – CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: March 20, 2019

MOVED BY: _____

SECONDED BY: _____

The Committee of the Whole of the Township of North Glengarry, hereby recommends to the Council of the Township of North Glengarry;

THAT, staff is directed to proceed with the Waste and Recycling Business Plan as presented and further;

THAT, staff is directed to issue a tender for Waste and Recycling Collection Services for a 6 year period by July 1st of 2019 for the years 2020 to 2026 and further;

THAT, the Public Works Department is to submit a bid on the tender in order to obtain comparable pricing for the waste and recycling collection and further;

THAT, should the Public Works Department be successful as the low bid submission, they are authorized to proceed with the specification and issuance of a tender for the purchase of 2 collection trucks and further;

THAT, the purchase of the new trucks be incorporated in to the 2020 budget as a pre-approved capital expenditure.

Carried

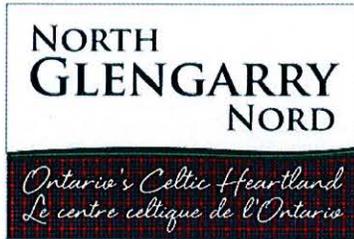
Defeated

Deferred

MAYOR / DEPUTY MAYOR

	YEA	NEA
Deputy Mayor: Carma Williams	_____	_____
Councillor: Jacques Massie	_____	_____
Councillor: Brenda Noble	_____	_____
Councillor: Jeff Manley	_____	_____
Councillor: Michel Depratto	_____	_____
Councillor: Johanne Wensink	_____	_____
Mayor: Jamie MacDonald	_____	_____

Section 5 (h)



WST-2019-01

STAFF REPORT TO COMMITTEE OF THE WHOLE

March 20, 2019

From: Ryan C. Morton MPM,CIPM
Director of Public Works

RE: Waste and Recycling Collection Business Plan

Recommended Motion:

The Committee of the Whole of the Township of North Glengarry, hereby recommends to the Council of the Township of North Glengarry;

THAT, staff is directed to proceed with the Waste and Recycling Business Plan as presented and further;

THAT, staff is directed to issue a tender for Waste and Recycling Collection Services for a 6 year period by July 1st of 2019 for the years 2020 to 2026 and further;

THAT, the Public Works Department is to submit a bid on the tender in order to obtain comparable pricing for the waste and recycling collection and further;

THAT, should the Public Works Department be successful as the low bid submission, they are authorized to proceed with the specification and issuance of a tender for the purchase of 2 collection trucks and further;

THAT, the purchase of the new trucks be incorporated in to the 2020 budget as a pre-approved capital expenditure.

Background / Analysis:

The Public Works Department strategically performs service reviews from time to time, whether it be snow removal, landfills, RARE or any other core services provided to the residents.

This particular report and business plan encompasses the waste and recycling collection service. Staff has presented these essential findings to the CAO and Director of Finance for review and received support to move forward with the business plan.

Alternatives:

- 1) Reject the program.
 - This alternative is not recommended as staff sees the benefit of having this program in place. The savings can only be recovered if the service is brought in-house.

- 2) Contract the service.
 - This alternative is not recommended as the service can be delivered more effectively and efficiently in-house than contracted. However, the contracting of the service would not change the existing service levels. Staff are concerned about a significant increase in costs.

Financial Implications:

Included in the business plan.

Others consulted:

Sarah Huskinson, CAO
Kim Champigny, Treasurer
Dean MacDonald, Environmental Services Manager

Attachments:

- Business Plan



Reviewed by Sarah Huskinson – CAO/Clerk

Township of North Glengarry

Waste and Recycling Collection Business Plan

2019



Ryan C. Morton MPM, CIPM & Zoe Bougie

Director of Public Works

3/14/2019

Township of North Glengarry

Waste and Recycling Collection Business Plan

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EXECUTIVE SUMMARY

The Township of North Glengarry's Public Works Departments strives for continuous improvement regularly and looks for ways to improve upon efficiency and effectiveness wherever possible. This is to say, the department is constantly evaluating and improving service delivery. Upon review of the services offered, the staff noted that there was potential for improvement in the waste and recycling collection services.

With the current contract expiring in August of 2020, now is the appropriate time to investigate and review this specific service.

The Township of North Glengarry currently provides waste and recycling services to approximately 4100 households encompassing just over 10,000 residents. This service is provided by contracted services. The Township hauls approximately 2400 tonnes of waste and roughly 1200 tonnes of recyclables on top of leaf and yard waste on an annual basis. Garbage and recycling collection are core services offered by virtually all municipalities.

Upon review of this service and careful consideration, the Township of North Glengarry's Public Works Department has identified that the Township could provide the waste and recycling collection service in house with a higher level of service at a significantly reduced cost.

This plan was developed to analyze the alternative of providing waste and recycling collection in house. The Waste and Recycling Collection Business Plan will provide an overview of the strategy, operational plan, human resources, financials and other essential factors.

1.0 STRATEGY

Unlike contractors, the Township is not profit based when it comes to waste and recycling collection services. This allows the Township to provide these services at cost. By providing our own waste and recycling collection in house, the Township would see significant cost savings when compared to our current waste and recycling collection contract. The entire idea behind service delivery review is to ensure that the Township is providing the best possible service in the most responsible and economical way possible.

The Township of North Glengarry continues to provide - at minimum, the same services currently offered but would strive to provide a higher level of service by expanding the duties of the internal employees and purchasing collection equipment/trucks.

These employees would be full-time staff employed by the Township, their duties would not cease after the collection is completed. Given their work schedules, the opportunity exists to provide a broader

item pickup, white good recycling collection, potential for other collection opportunities and service enhancements.

One objective of providing these services in-house would be to make use of surplus funds to direct towards other priorities such as closing the roads capital deficit. This program shows how service delivery review enhances the needs and addresses other priorities within the Township.

1.1 Strategic Foresight

Irrespective of the financial elements for the moment, the strategic elements of this plan is to focus on two elements consisting of our position after 6 years and 12 years.

1.1.1 6 Years

The original commitment to implement this program would be for a 6 year period. This is the same term as the Township's current contracted service agreement. The current contract is worth approximately \$2.3 million over the 6 year period.

After year 6 of providing the service, there is substantial savings retained by the Township. If diverted to the Township's roads program, the investment in to the road network would be approximately \$850,000 in hardtop and \$450,000 in gravel and dust related costs for a total of \$1.3 million. The Road Needs Study from 2016 was based on an annual investment of \$400,000/annum. This entire study and strategy would need to be re-evaluated.

After 6 years, Council could terminate the in-house service delivery of this program and divest the equipment related to the program as it would be paid for. A tender could be issued at this time to return to a contracted service if Council so desires.

1.1.2 12 Years

Should the Township determine that continuing the service to 12 years be advantageous, the lifespan of the trucks would be expended along with the annual payments.

At the 12 year mark, Council could again determine through service delivery review, the worthiness of internal service provision for waste and recycling collection.

1.2 Benchmarking

Using reporting from Association of Municipalities Ontario, along with data from Stewardship Ontario, staff will be able to assess the effectiveness of the Township's service delivery against other municipal counterparts. Further, the review of County partner's data and costs could become vital to establish North Glengarry's performance against other contracted and internal services.

Using benchmarking to establish a baseline and report back to Council on program success, issues and improvements will be critical to ensure that a review of the 6 year and 12 year milestones are reflective and comparable to the multitude of services available.

2.0 COMMUNICATIONS STRATEGY

With any change in programming or service, it's imperative to communicate to the public. The Township will employ a communication strategy to the public in a transparent way indicating the benefits to in-house collection, savings and what it means overall to their curbside service.

Other elements related to the communications strategy would be discussed with Council, senior staff, communications staff and an overall plan for graphics/text/photo/video elements would be created well in advance to be rolled out to the public.

The most important thing to be considered in the communication strategy is to be genuine and honest about some of the challenges that will be encountered and exactly what a resident can do to report those, along with how the Township will respond to those matters.

2.1 Communication Elements

- Budget Details
 - Start Date
 - Challenges with collection schedule
 - Learning collection routes
 - Missing collections – ensuring residents know that their collection being missed is a distinct possibility as we are making adjustments
 - Ensuring they are aware that if they are missed, to notify Public Works and they will be collected as soon as possible.
 - Tracking this information and learning from it.
 - Nothing will change with reporting issues
 - All calls can still go to Public Works Office or RARE
 - Describe the benefits to the program
 - Added services
 - Large item collection
 - More leaf and yard waste collection
 - Collection by appointment
 - Special collection – white goods, e-waste etc.
 - User Pay services
 - Collection of refuse scattered by animals
-

2.2 Communication - Quality Control and Performance Monitoring

There are several benefits if the Township were to perform the collection services. When bringing the service in-house, staff will be able to incorporate the trucks in to our GPS system and also our Work Management Software.

2.2.1 Large Item Pickup Example

The Township would be able to implement a large item pick-up schedule. The pickup can be dispatched through our work management system, which emails the resident that their request has been processed. The GPS system can tell when their items were collected and on what day. Collection staff can also close the request in the field which will tell the resident automatically by email that their items have been collected and include before and after photos.

2.2.2 Complaint/Service Request Example

Presently, the Township of North Glengarry receives all complaints regarding collection services through the RARE facility. This aspect would not change. Many residents are unaware that the collectors who currently pick up their waste and recycling are not municipal employees. Therefore, the Township still receives the majority of the complaints or requests associated with collection services.

By providing the service in house, Township employees would be able to track the location of the garbage truck and at what time it passed each residence. This would allow employees to better answer inquiries and complaints about waste and recycling collection.

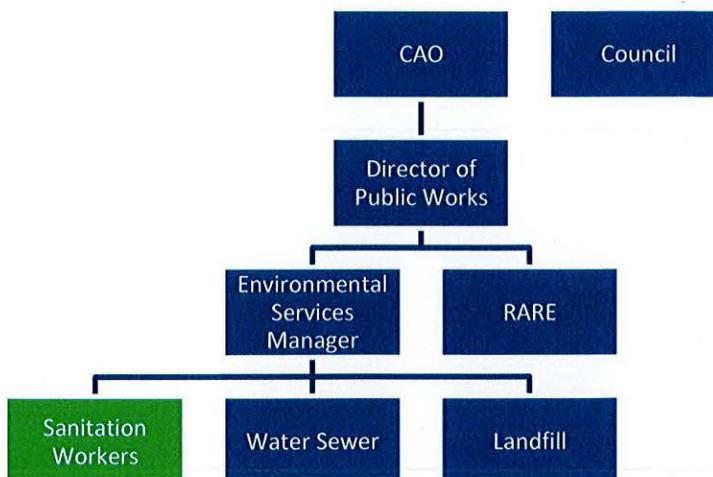
2.2.3 Addressing Complaints

Township staff performing collection would have the ability to input work management cases with photos as to why collection of materials were not completed. It's possible that the items didn't comply, did not meet the by-law, were too heavy, large etc. Photos again can be collected. If a complaint is received, staff already know the reason why the resident's waste or recycling was not collected and can inform them as to the reason.

Further, if the waste or recycling was not put out at the right time, that can be documented as well by the collection staff, photo taken and logged. Should the resident indicate otherwise, the GPS system and work management system would provide more than enough evidence.

3.0 Operational Plan

The following organizational chart indicates where the sanitation workers would fit and also the hierarchy related to collection services.



The newly created division of Sanitation Workers would fall under the management scope of the Environmental Services Manager.

As stated before, the GPS system and work management software would be specific pillars with respect to how the Township can improve and monitor service delivery.

3.1 Roles and Responsibilities

3.1.1 Council

Council would be responsible to the residents to ensure that the commitments and priorities are being met. This would be done through the senior management staff and reports to Council on performance, issues and other matters.

3.1.2 CAO

The CAO would be responsible for ensuring that the performance commitments, financials and other elements are reported to Council in a timely manner in accordance with policy and commitments.

3.1.3 Director of Public Works

The Director of Public Works would be responsible for reporting the specific performance criteria, including key performance indicators, benchmarking, issues and ensuring that the service delivery has the resources, tools and funds necessary.

Furthermore, monitoring budgets and contingency planning is essential. Staff will be reporting issues to the Director of Public Works and those items will be considered at budget time, be it maintenance or capital investment requirements.

3.1.4 Environmental Service Manager

The Environmental Services Manager will be responsible for the day to day operations and maintenance activities of the sanitation department. He/she will be tasked with monitoring performance, reporting to the Director of Public Works and formulating budgets.

Further, the responsibility for dealing directly with customers in the field will be held by the manager, along with dealing with sanitation staff.

3.1.5 RARE

RARE's role will not change. Residents are used to contacting RARE for collection issues. The only change is where and how the communication is relayed by RARE. The work management software will be used to track issues and how they are addressed.

3.1.6 Sanitation Staff (2)

Sanitation staff will be licensed and trained to operate the trucks, packing system and other appurtenances related to the collection equipment. They will also use the work management system to conduct their duties day to day and respond to work requests.

They will also be responsible for collecting large items, special collection and also fugitive refuse scattered by animals and/or other means.

They will report directly to the Environmental Services Manager and be incorporated in to the same union as the water and sewer staff.

3.2 Asset Management

The assets that will be purchased to carry out this program will be 2 collection trucks. They will be side load units which enable them to be operated entirely by 1 person. Rear load trucks would require 2 staff per truck and as outlined in the financial section of this plan, the annual costs are not advantageous.

These assets will be incorporated in to the Township fleet plan. The monitoring of maintenance, fuel and other aspects will be recorded and reported on appropriately.

Scales incorporated in to the trucks will assist and enhance Township reporting on tonnage and diversion targets.

Should the Township ever expand to an organics program, these units would be split units 60/40 to segregate the collection materials.

With our work management system in place, this opens up the opportunity for more e-business in the public works department. Potential for live monitoring and other IT opportunities could be explored.

The 2 trucks would need to be ordered by August 2019 in order for this program to be ensured to proceed.

3.3 Collection Routes and Schedule

The collection routes and schedule are not anticipated to change. See Appendix I for routes and schedule.

4.0 HUMAN RESOURCES

4.1 Hiring Requirements

The posting and hiring of 2 sanitation staff will be required. Their wage rates and other benefits will have to be negotiated through their union prior to posting.

For the time being, their pay rates are estimated at approximately \$22/hour. All financials including benefits and OMERs have been included in the financial section of this plan.

4.2 Qualifications

The two candidates along with casual and part-time employees would require a DZ licence at a minimum, be able to work in outdoor conditions year-round, be physically fit, able to perform physical work and heavy lifting, ability to lift 50 lbs.

Further, they should have a satisfactory driver's abstract and years of experience with DZ elements and truck operation.

4.3 Vacation and Sick Leave

There will be a requirement to hire casual or part-time staff from time to time to cover for vacation and sick leave. The intention is to incorporate or include casual and part time staff in the collective agreement in order to ensure that there is coverage at all times.

5.0 ENVIRONMENTAL AND PERMITTING FACTORS

The collection vehicles will be required to have an Environmental Compliance Approval (ECA). Upon purchase of the units and as part of the tender for the equipment, the ECA will be integral to the supply. The supplier will be responsible for all applications and approvals prior to delivery.

Other factors to consider will be the trucks requiring an 8 month lead time for manufacture and delivery in addition to the approvals. A unit cannot be approved until it is constructed and road worthy.

6.0 FINANCIAL DETAILS

Appendix II contains the entire financial details pertaining to this program. Various options are considered, however there is a preferred option identified. The financial strategy employed with this program is much the same as the Township's landfills, fleet, bridges and roads programming. Staff intends to have a self-contained "envelope of funds". This means that the program is supported by its own internal budget. Excess savings or surplus would be transferred to a reserve specifically for this program.

6.1 Equipment Purchase

As noted in Appendix II, the preferred option is to purchase and finance the trucks over a 6 year period. This enables the savings from incorporating the program to be readily accessible today for other needs. The intent is to fund the gap in the road network and after 6 years, the trucks are paid for, Council can terminate the program or commit those savings to capital thereafter.

The program pays for itself, so prorating the purchase makes sense providing that the trucks would have a 12 year lifespan. This is the maximum lifespan of this type of equipment as reported by the manufacturer without significant rebuilds.

6.2 Equipment Maintenance Costs

The noted maintenance costs are anecdotal and based on existing costs that are known from other fleet items. They have been incorporated in to the financial model and increased as necessary. Again, with any savings or surplus, along with planned contributions to reserves specifically for fleet, any unexpected maintenance costs would be self-funded through the appropriate reserve.

6.3 Missed Opportunity Costs

Staff identified the costs over the span of the existing contract. When comparing the existing costs with the proposed costs, the missed opportunity costs are identified.

Ex: Over the course of the existing 6 year contract, the total cost is \$2,397,311. Our in-house services would have theoretically cost at the very most \$1,780,684 with a total savings of \$616,627 or \$102,771 per year. These costs include the truck purchase figures over 6 years as well.

These figures also factor in the most expensive truck money can buy at \$385,000. However township requirements are not that expensive.

6.4 Potential Savings

Over the 12 year period with the in-house services, the Township stands to save approximately \$2.5 million. These funds can immediately start impacting the infrastructure gap that exists within the road network or be used for anything Council deems a priority.

7.0 EXIT STRATEGY

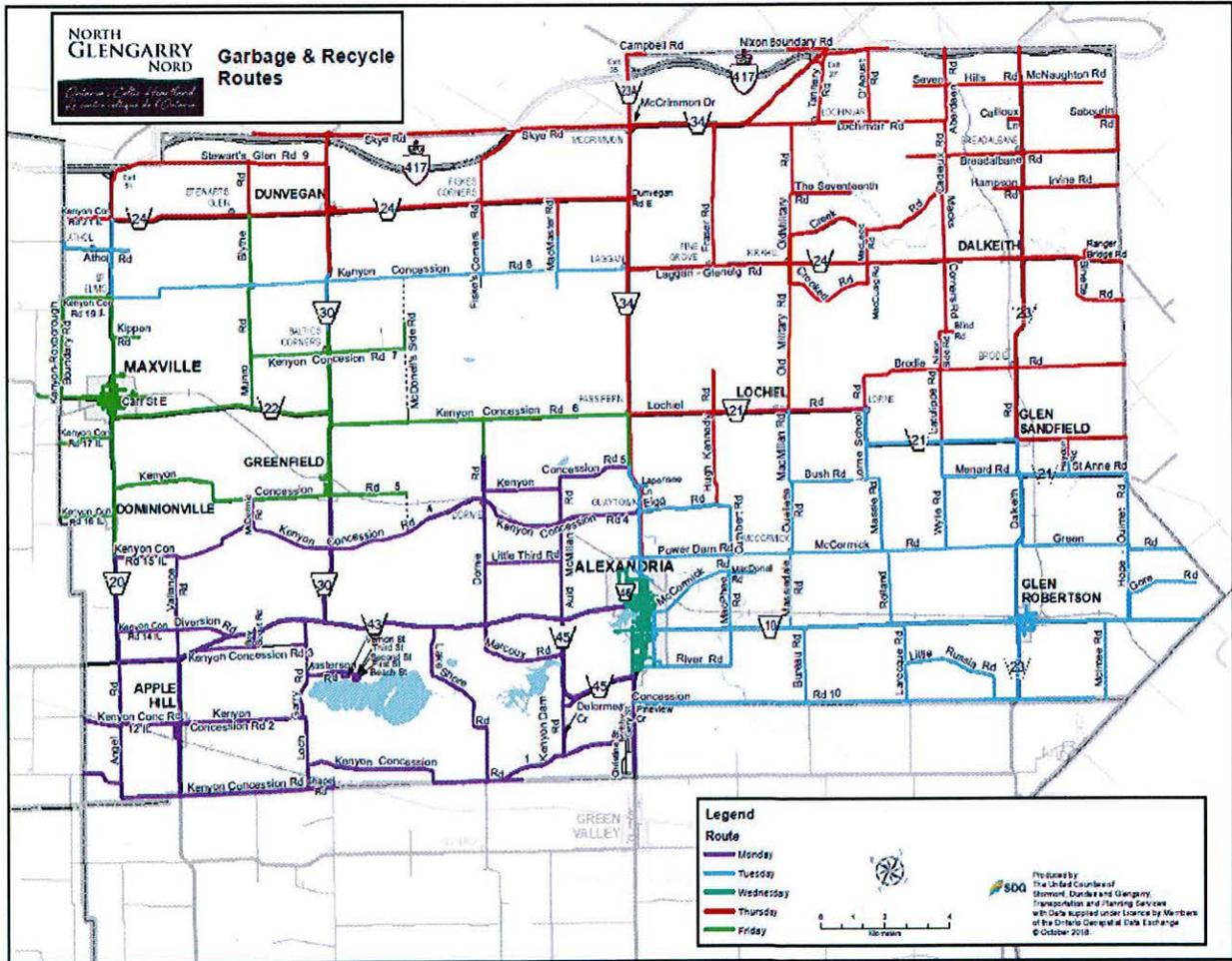
As stated previously, with the equipment paid after 6 years and the completion of a service review, Council would be able to assess the continuance of the program or tender out the service once again.

The equipment would have significant value and service life remaining and the sale of the equipment would go back to the fleet reserve at that time.

The 6 year is the minimum commitment required in order to make the program financially viable and to make best use of the savings afforded by it.

APPENDIX I

Waste and Recycling Map



APPENDIX II

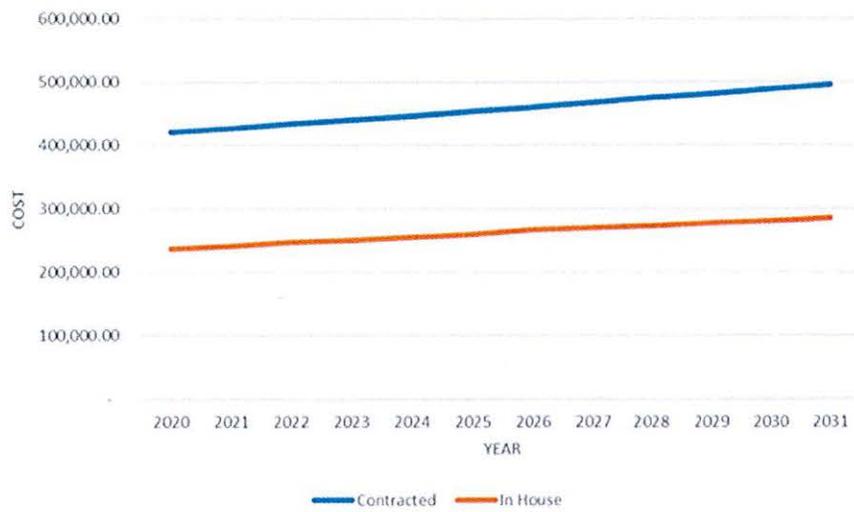
Financial Scenarios

Actual Contractor Costs						
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
2014	2015	2016	2017	2018	2019	
384,829.00	390,601.44	396,460.46	402,407.37	408,443.48	414,570.13	2,397,311.88

Projected Contractor Costs													
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total	Year 7	2022	Year 9	Year 10	Year 11	Year 12	Total
2020	2021	2022	2023	2024	2025		2026	2027	2028	2029	2030	2031	
420,788.69	427,100.56	433,507.11	440,009.76	446,609.95	453,309.15	2,621,325.22	460,108.79	467,010.43	474,015.59	481,125.83	488,342.72	495,667.87	5,487,596.44

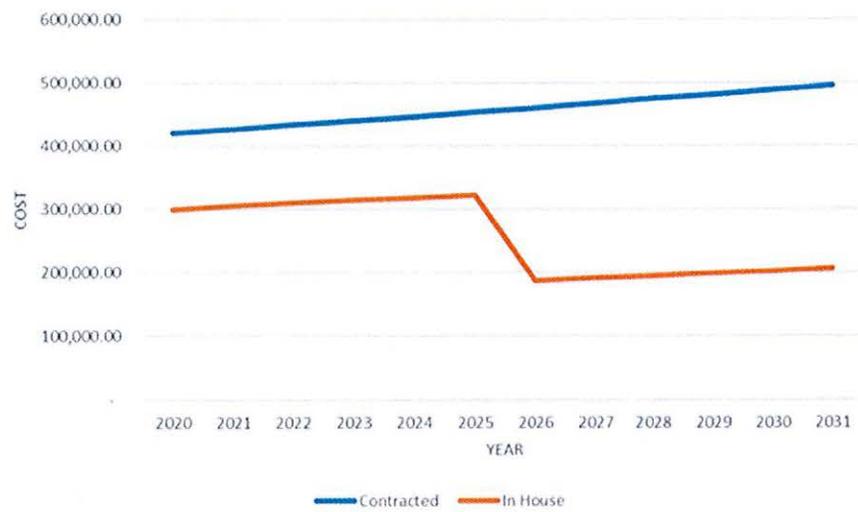
Scenario 1 - Rear-loading, financed over 12 years, 2 employees	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Total
	2020	2021	2022	2023	2024	2025		2026	2027	2028	2029	2030	2301	
Garbage Truck 1 Side-Loading	39,890.94	39,890.94	39,890.94	39,890.94	39,890.94	39,890.94	239,345.64	39,890.94	39,890.94	39,890.94	39,890.94	39,890.94	39,890.94	478,691.28
Garbage Truck 2 Side-Loading	39,890.94	39,890.94	39,890.94	39,890.94	39,890.94	39,890.94	239,345.64	39,890.94	39,890.94	39,890.94	39,890.94	39,890.94	39,890.94	478,691.28
Diesel Consumption	48,730.50	49,705.11	50,699.21	51,713.20	52,747.46	53,802.41	307,397.89	54,878.46	55,976.03	57,095.55	58,237.46	59,402.21	60,590.25	653,577.84
Maintenance	-	2,000.00	4,000.00	4,000.00	5,000.00	6,000.00	21,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	81,000.00
Wages	108,160.00	110,323.20	112,529.66	114,780.26	117,075.86	119,417.38	682,286.36	121,805.73	124,241.84	126,726.68	129,261.21	131,846.44	134,483.37	1,450,651.62
Total	236,672.38	241,810.19	247,010.76	250,275.33	254,605.20	259,001.67	1,489,375.53	266,466.07	269,999.75	273,604.11	277,280.55	281,030.52	284,855.50	3,142,612.02

Cost Comparison between Contracted Services and In House Services



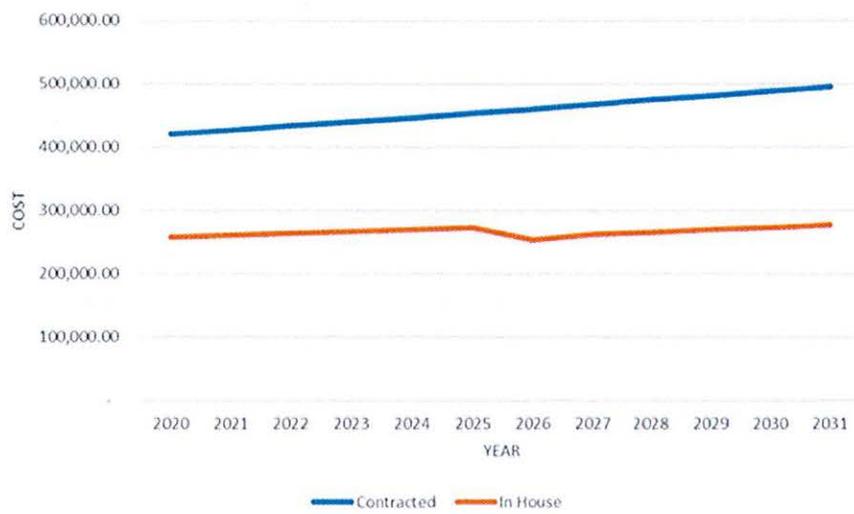
Scenario 2 - Side-loading, financed over 6 years, 2 employees	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Total
	2020	2021	2022	2023	2024	2025		2026	2027	2028	2029	2030	2031	
Garbage Truck 1 Side-Loading	71,755.50	71,755.50	71,755.50	71,755.50	71,755.50	71,755.50	430,533.00	-	-	-	-	-	-	430,533.00
Garbage Truck 2 Side-Loading	71,755.50	71,755.50	71,755.50	71,755.50	71,755.50	71,755.50	430,533.00	-	-	-	-	-	-	430,533.00
Diesel Consumption	48,730.50	49,705.11	50,699.21	51,713.20	52,747.46	53,802.41	307,397.89	54,878.46	55,976.03	57,095.55	58,237.46	59,402.21	60,590.25	653,577.84
Maintenance	-	2,000.00	4,000.00	4,000.00	5,000.00	6,000.00	21,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	81,000.00
Wages	108,160.00	110,323.20	112,529.66	114,780.26	117,075.86	119,417.38	682,286.36	121,805.73	124,241.84	126,726.68	129,261.21	131,846.44	134,483.37	1,450,651.62
Total	300,401.50	305,539.31	310,739.88	314,004.45	318,334.32	322,730.79	1,871,750.25	186,684.19	190,217.87	193,822.23	197,498.67	201,248.64	205,073.62	3,046,295.46

Cost Comparison between Contracted Services and In House Services



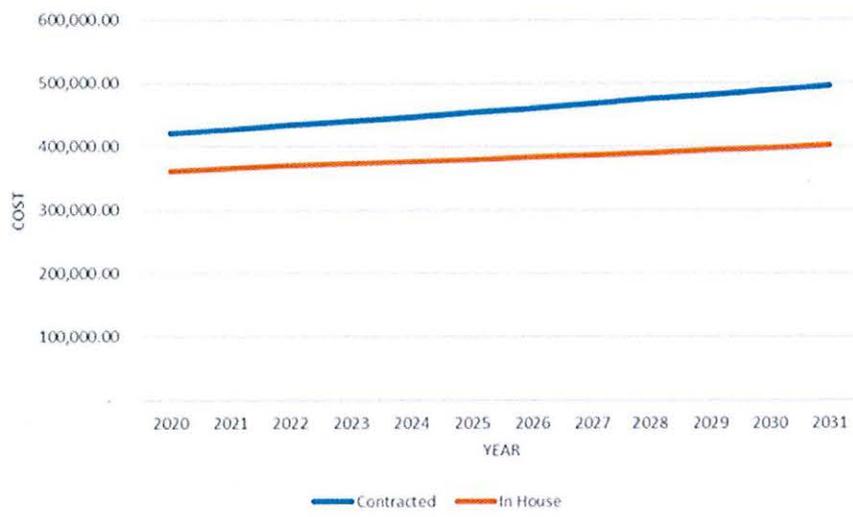
Scenario 3 - Side-loading, staggered purchase, 2 employees	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Total
	2020	2021	2022	2023	2024	2025		2026	2027	2028	2029	2030	2031	
Garbage Truck 1 Used	18,637.84	18,637.84	18,637.84	18,637.84	18,637.84	18,637.84	111,827.04	-	-	-	-	-	-	111,827.04
Garbage Truck 2 Side-Loading	71,755.50	71,755.50	71,755.50	71,755.50	71,755.50	71,755.50	430,533.00	-	-	-	-	-	-	430,533.00
Garbage Truck 3 Side-Loading	-	-	-	-	-	-	-	71,755.50	71,755.50	71,755.50	71,755.50	71,755.50	71,755.50	430,533.00
Diesel Consumption	48,730.50	49,705.11	50,699.21	51,713.20	52,747.46	53,802.41	307,397.89	54,878.46	55,976.03	57,095.55	58,237.46	59,402.21	60,590.25	653,577.84
Maintenance	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	60,000.00	5,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	115,000.00
Wages	108,160.00	110,323.20	112,529.66	114,780.26	117,075.86	119,417.38	682,286.36	121,805.73	124,241.84	126,726.68	129,261.21	131,846.44	134,483.37	1,450,651.62
Total	257,283.84	260,421.65	263,622.22	266,886.79	270,216.66	273,613.13	1,592,044.29	253,439.69	261,973.37	265,577.73	269,254.17	273,004.14	276,829.12	3,192,122.50

Cost Comparison between Contracted Services and In House Services



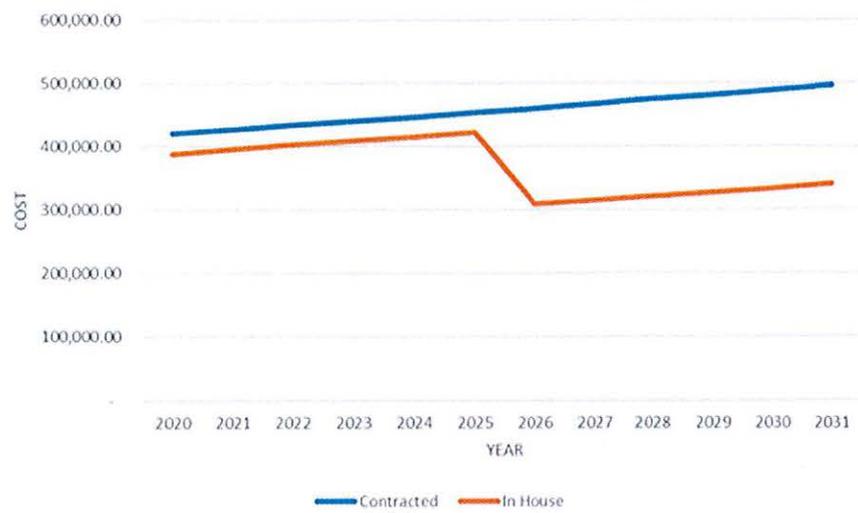
Scenario 4 - Rental, 2 employees		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Total
		2020	2021	2022	2023	2024	2025		2026	2027	2028	2029	2030	2031	
Garbage Truck 1	Rental	102,000.00	102,000.00	102,000.00	102,000.00	102,000.00	102,000.00	612,000.00	102,000.00	102,000.00	102,000.00	102,000.00	102,000.00	102,000.00	1,224,000.00
Garbage Truck 2	Rental	102,000.00	102,000.00	102,000.00	102,000.00	102,000.00	102,000.00	612,000.00	102,000.00	102,000.00	102,000.00	102,000.00	102,000.00	102,000.00	1,224,000.00
Diesel Consumption		48,730.50	49,705.11	50,699.21	51,713.20	52,747.46	53,802.41	307,397.89	54,878.46	55,976.03	57,095.55	58,237.46	59,402.21	60,590.25	653,577.84
Maintenance		-	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	10,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	22,000.00
Wages		108,160.00	110,323.20	112,529.66	114,780.26	117,075.86	119,417.38	682,286.36	121,805.73	124,241.84	126,726.68	129,261.21	131,846.44	134,483.37	1,450,651.62
Total		360,890.50	366,028.31	369,228.88	372,493.45	375,823.32	379,219.79	2,223,684.25	382,684.19	386,217.87	389,822.23	393,498.67	397,248.64	401,073.62	4,574,229.46

Cost Comparison between Contracted Services and In House Services



Scenario 5 - Rear loading, financed over 6 years, 4 employees	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Total
	2020	2021	2022	2023	2024	2025		2026	2027	2028	2029	2030	2031	
Garbage Truck 1 Rear-Loading	61,504.87	61,504.87	61,504.87	61,504.87	61,504.87	61,504.87	369,029.22	-	-	-	-	-	-	369,029.22
Garbage Truck 2 Rear-Loading	61,504.87	61,504.87	61,504.87	61,504.87	61,504.87	61,504.87	369,029.22	-	-	-	-	-	-	369,029.22
Diesel Consumption	48,730.50	49,705.11	50,699.21	51,713.20	52,747.46	53,802.41	307,397.89	54,878.46	55,976.03	57,095.55	58,237.46	59,402.21	60,590.25	653,577.84
Maintenance	-	2,000.00	4,000.00	4,000.00	5,000.00	6,000.00	21,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	81,000.00
Wages	216,320.00	220,646.40	225,059.33	229,560.51	234,151.72	238,834.76	1,364,572.73	243,611.45	248,483.68	253,453.36	258,522.42	263,692.87	268,966.73	2,901,303.25
Total	388,060.24	395,361.25	402,768.28	408,283.45	414,908.93	421,646.91	2,431,029.06	308,489.91	314,459.71	320,548.90	326,759.88	333,095.08	339,556.98	4,373,939.53

Cost Comparison between Contracted Services and In House Services



Summary						
	Contracted		In-House		Savings	
	Year 6 Total	Year 12 Total	Year 6 Total	Year 12 Total	Year 6 Total	Year 12 Total
Scenario 0	2,397,311.88	N/A	1,468,375.53	N/A	928,936.35	N/A
Scenario 1	2,621,325.22	5,487,596.44	1,489,375.53	3,142,612.02	1,131,949.68	2,344,984.41
Scenario 2	2,621,325.22	5,487,596.44	1,871,750.25	3,046,295.46	749,574.96	2,441,300.97
Scenario 3	2,621,325.22	5,487,596.44	1,592,044.29	3,192,122.50	1,029,280.92	2,295,473.93
Scenario 4	2,621,325.22	5,487,596.44	2,223,684.25	4,574,229.46	397,640.96	913,366.97
Scenario 5	2,621,325.22	5,487,596.44	2,431,029.06	4,373,939.53	190,296.16	1,113,656.91

Access E11 Mobile Application



Access E11 Mobile Application



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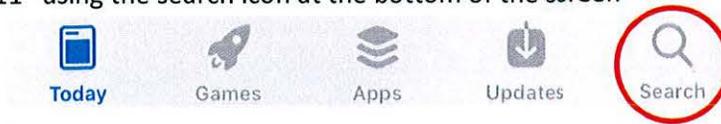
Installation and First Time Set-up	2
Understanding the Dashboard	3
Creating a Case	4
Creating a Case: Example	6
Closing a Case:	7
Creating a Contact	8
How to use Notes	9
Tips	9

Installation and First Time Set-up

1. To install the app, open the App Store



2. Search for "Access E11" using the search icon at the bottom of the screen



3. Select the Access E11 app from the list of options

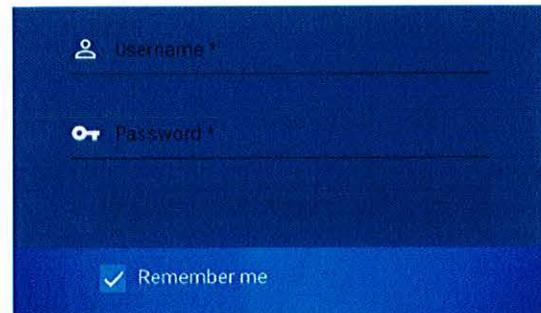


4. Click on "Get" to begin the installation process

5. Once the app is installed, you will be asked to provide your login information

Username: _____

Password: _____

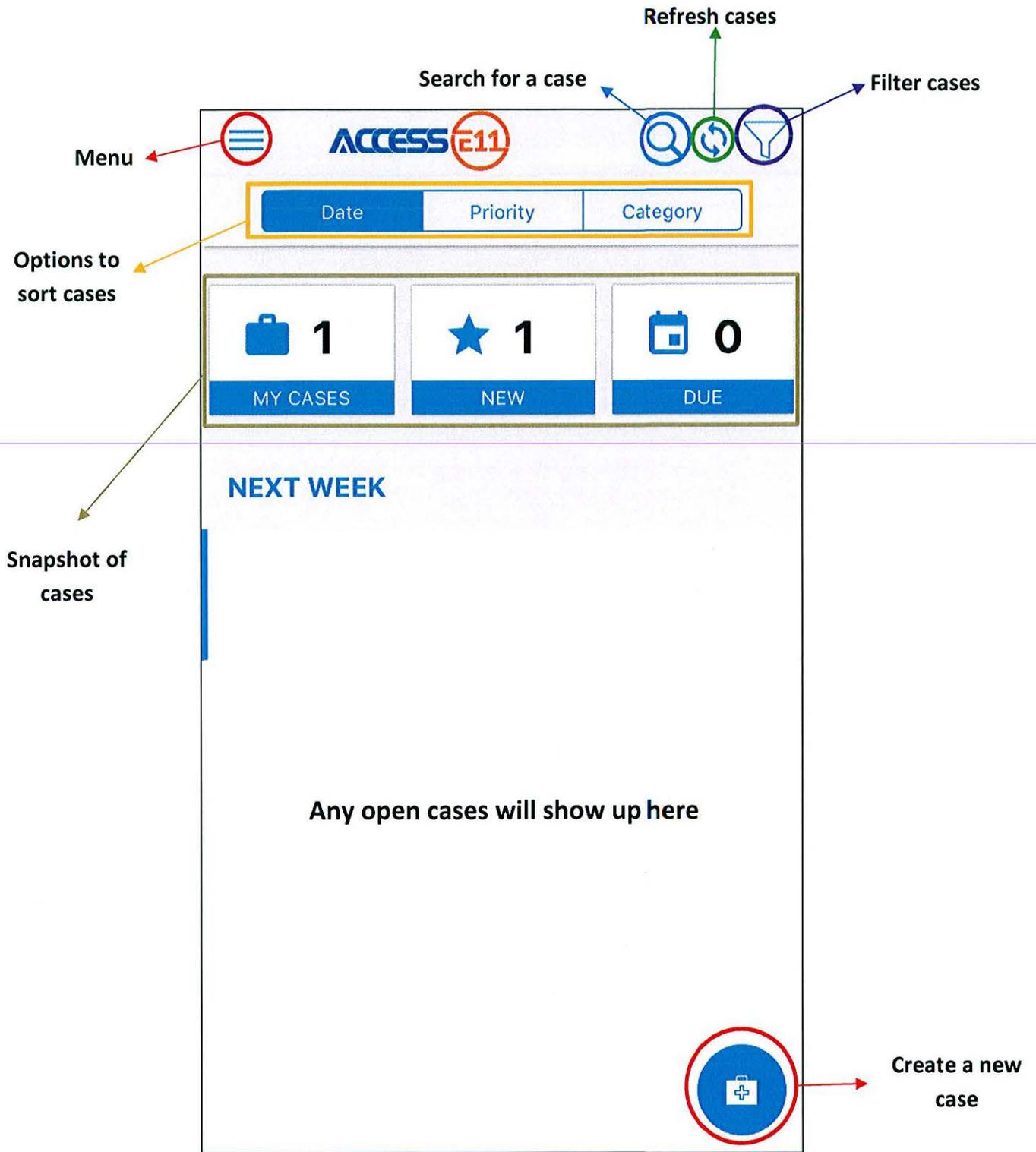


6. Select "Remember me"

7. The app will open to your dashboard

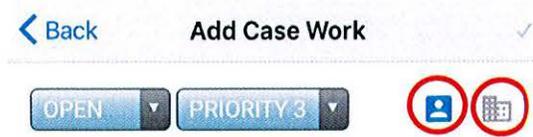


Understanding the Dashboard



Creating a Case

1. From your dashboard, click on the briefcase icon  located at the bottom of the screen. A new case will open.
2. Select the contact icon  if it is a resident reporting an issue or select the building icon  if it is a business or organization reporting an issue



- ❖ If you are entering a case that you are reporting or tracking, select organization and select Township of North Glengarry – Ward
3. Click on “Contact”  Contact * or on “Organization”  Organization *

Select a contact from the list by beginning to type their name, address, telephone number or email
If the contact is not already entered in the system, you will need to create a new contact

4. Click on “Category”  Category *



Select a category by clicking on the arrow to view sub-categories or by using the search bar

Select the sub-category that best matches the issue

5. Enter a brief summary of the issue Summary *
 - ❖ NOTE: the summary will be viewed by the resident
6. Click on the location icon  to insert the location or type in the location
7. Select a due date for the case by clicking on the calendar icon 

8. To assign the case, click on the add icon beside "Assigned to"

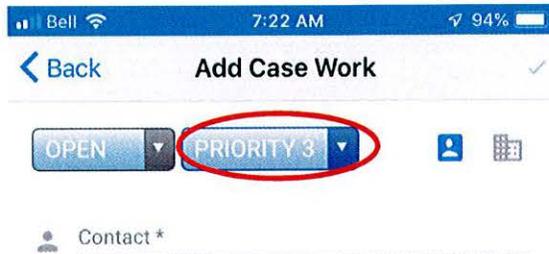


Search for an employee and select them to add them to the case

9. Attach a photo by clicking on the blue camera icon  to take a photo or click on the image icon  to attach a photo or document that is relevant to the case.

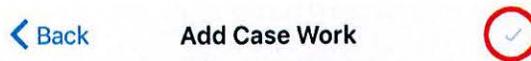
10. Write a note at the bottom of the page by clicking on the note icon 

11. Choose the priority level for the case. It will default to Priority 3 if no selection is made.



- ❖ 1 – Highest priority and should be dealt with within 24 hours
- ❖ 5 – Something that you have very little control over, a routine issue, or another department's issue

12. Select the blue check mark at the top of the page to save the case



Creating a Case: Example

[Back](#) **Add Case Work**

OPEN **PRIORITY 3**

Organization *
 Township of North Glengarry - Kenyon

Category *
 Potholes / Damaged Asphalt

Summary *
Large pothole in the middle of the road

Location Description
19115 Kenyon Concession 1

Details

Next Steps

2019-03-21

Assigned to

Roch Lajoie (Manager of Transportation)

Zoe Bougie (Public Works Admin)

Attachments

(0) Items

Notes

2019-03-12 2019-03-12

There is a large pothole in the mid..

INTERNAL SECURE

Closing a Case:

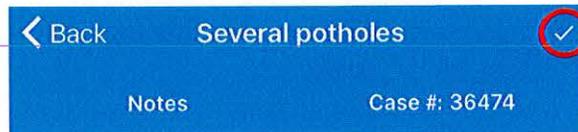
1. Open the case from your dashboard by clicking on it



2. Select the edit icon 

3. Click "Add note"  at the bottom of the screen and enter the resolution to the case

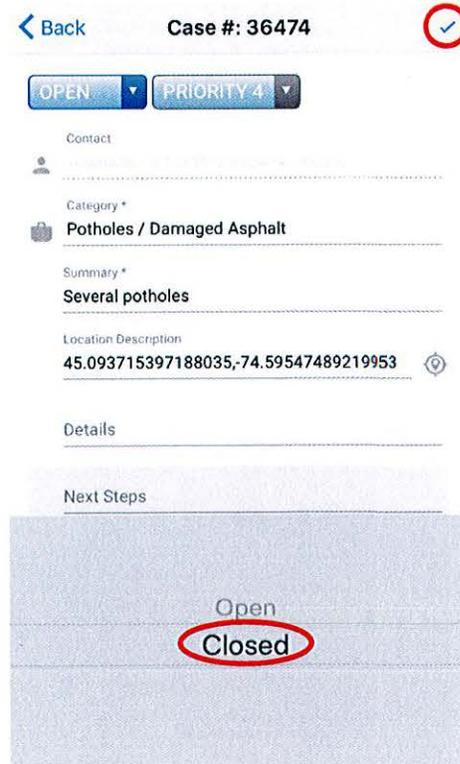
4. Save the note by clicking on the blue checkmark



5. Click "Back" to return to the case and click on "Open" on the top left-hand corner

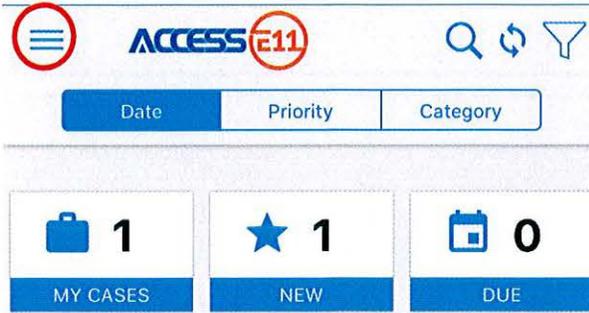


6. Select "Closed" and then click on the blue check mark to save the case

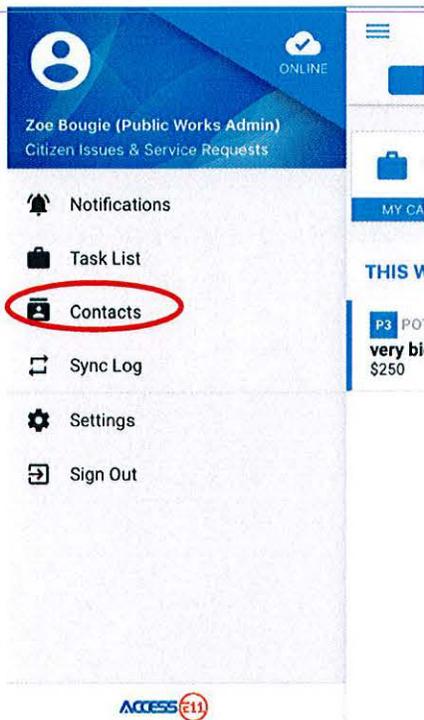


Creating a Contact

1. Open the menu



2. Click on "Contacts"



3. Click the add button  and fill in all relevant information

A screenshot of the 'Add Contact' form. At the top, there is a 'Back' button and the title 'Add Contact'. Below the title, there are two icons: a person icon and a building icon. The form contains several fields: 'First Name *', 'Last Name *', 'Organizations' (with a plus icon), 'Civic Address', 'Home Mailing Address' (checked), 'Phone' (with a dropdown menu set to 'Main' and a plus icon), 'Email' (with a dropdown menu set to 'Main' and a plus icon), 'Tags' (with a plus icon), and 'Notes' (with a plus icon).

- ❖ Select the contact icon  for a resident or the building icon  for an organization or business

How to use Notes

Use the notes function to track information and to communicate amongst employees on the progress and resolution of a case.

Examples include:

- Providing / asking for additional information
 - Explaining why the due date needs to be pushed back or is not feasible
 - Recording relevant information
 - Writing the resolution to the case
 - Asking another employee to do something pertaining to the case
 - Writing directives such as “please call the resident to explain the situation”
- ❖ Always check the note section for additional information

Tips

- ❖ Click the blue check mark every time you make a change to save your changes
- ❖ Pull down on the dashboard page to refresh your cases or click on the refresh button

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: March 20, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. RDS-2019-04 – Public Works Department 2019 Workplan.

Carried

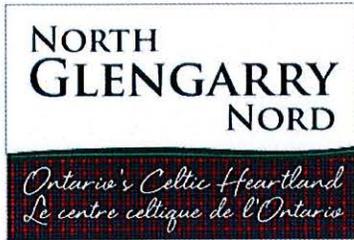
Defeated

Deferred

MAYOR / DEPUTY MAYOR

	YEA	NEA
Deputy Mayor: Carma Williams	_____	_____
Councillor: Jacques Massie	_____	_____
Councillor: Brenda Noble	_____	_____
Councillor: Jeff Manley	_____	_____
Councillor: Michel Depratto	_____	_____
Councillor: Johanne Wensink	_____	_____
Mayor: Jamie MacDonald	_____	_____

Section 5 (j)



RDS-2019-04

STAFF REPORT TO COMMITTEE OF THE WHOLE

March 20, 2019

From: Ryan C. Morton MPM, CIPM
Director of Public Works

RE: Workplan

Recommended Motion:

THAT, the Committee of the Whole of the Township of North Glengarry receives report RDS-2019-04 for information only.

Background / Analysis:

Staff is presenting the attached workplan with respect to the various elements that must be completed by the Public Works Department. It is reflective of the known issues and tasks to date, however will grow as time goes on.

Being that this is the first issuance, it captures most of what will be worked on in the short and long term of the department.

The Maxville Water Project is the single and most time consuming task contained within the workplan. It is the top priority for all staff within the department and other tasks may give way to accommodate issues as they arise within the project.

As with every year, a new budget and spring time arises, which brings upon tendering processes which will be the focus of the department for the time being. In order to ensure projects are completed, staff will be focusing on getting these items issued for tender as a second priority to the Maxville Project.

It is imperative to understand that staff time is immediately stretched thin. Additional work, assignments and other projects need to be added carefully as the existing workload will be affected. The question that will need to be answered is, "What are we not going to do in order to get the new thing done?"

Staff are unsure if the entirety of the workplan will be completed. There are elements within the workplan that must be completed as they are regulatory requirements or items that cannot be put off in order to ensure that the municipality is compliant with policies, regulations, statutes and other requirements from government agencies or funding agencies.

Alternatives:

N/A

Financial Implications:

N/A

Others consulted:

Sarah Huskinson, CAO
Roch Lajoie, Roads Manager
Dean McDonald, Environmental Services Manager
Linda Andrushkoff, General Manager - RARE

Attachments:

- **Workplan**



Reviewed by Sarah Huskinson – CAO/Clerk

Public Works Department Tasks	Deliverable	Involvement	2019				2020	Progress
			Q1	Q2	Q3	Q4		
Hydraulic Modeling		EVB	■					will be touching base with consultants
Pump needs study		EVB	■					will be touching base with consultants
Pump Flow testing		EVB	■					will be touching base with consultants
Harrison/Mill square water main	as built drawings/ flow test	Roads/water dept	■		■			Lascelles Eng designing
Valve and Hydrant replacement	updated maintenance logbook	all water staff		■	■			input after flushing program
water main air relief valves		all water staff		■	■	■		to be done in summer
Water Tower Mixing system	as built	all water staff	■	■				design completed
Polymer and Coagulant pump		all water staff	■	■				may be looking at different models
Glen Robertson Chlorine pump		all water staff	■					may be looking at different models
Sewer Reline and cctv	new sewer grading report for GIS	all water staff		■				liner ordered, cctv to be tendered
Standby Generator	new SOP	all water staff		■				planned for spring 2019
Forcemain air relief valve		all water staff			■			summer 2019 replacement
Main Station controller	new SOP	all water staff		■				pricing complete
Sewage pumps		all water staff			■			summer 2019 replacement
tower mixing system		all water staff	■					design completed
station roofs		all water staff			■			summer 2019 replacement
Water Plant upgrades		all water staff	■	■	■	■	■	
Maxville distribution system		all water staff	■	■	■	■	■	
Maxville booster station		all water staff	■	■	■	■	■	
Maxville transmission main		all water staff	■	■	■	■	■	
Mack's Corners Bridge	Guard Rails/Bridge	PW		■	■			
Bishop St. Bridge	Rehab	PW/Eng/Cons		■	■			
Concession 8 Bridge	Deck Cond Survey/Rehab	PW/Eng/Cons		■	■			
Dominion St. South Bridge	Major Rehab	PW/Eng/Cons		■	■			
Hardtop Maintenance	Road Needs Study/Odds&Sodds	PW/Cons		■	■			
Gravel Resurfacing	Gravel Roads	PW		■	■			
Sidewalk Repair and Replacement	Sidewalks	PW/Cons		■	■	■	■	
Tandem Truck Tender	Fleet Improvements	PW		■	■	■	■	
Backhoe Tender	Fleet Improvements	PW		■	■	■	■	
1/2 tonne tender	Fleet Improvements	PW		■	■	■	■	
Work Management Software	customer service/risk management	PW	■	■				
AC Units RARE	H&S	RARE		■	■			
South Wall and Dock Repairs	Asset Management	RARE		■	■			
New Gate	Regulatory	RARE		■	■			
Lighting	Energy Policy	RARE		■	■			
Lagoon Engineering	Design	Utilities	■	■	■	■	■	
New Recycling Boxes	Policy	RARE	■	■				
2020 capital		All Staff			■	■		2020 preparation

Capital Projects

Public Works Department Tasks	Deliverable	Involvement	2019				2020	Progress
			Q1	Q2	Q3	Q4		
Hydrant flushing and valve exercising	internal document	all water staff					May 6 weeks	
Maxville Spring discharge	internal/external document	all water staff					May 21-30 days	
Alexandria Leachate haulage	internal/external document	pw admin					April-May 4-6 weeks	
large item pickup								
Downspouts								
New staff hire		RM					May 1st anticipated start date	
pump station cleaning	internal document	all water staff					summer maintenance	
water system leak detection	internal document	all water staff					quoted, work to be done April	
Hydrant maintenance	internal document	all water staff					summer maintenance	
Manhole inspection	internal document	all water staff					training March	
Hydrant Winterizing	internal document	all water staff					November	
ECA ammendment for Maxville generator	external document						Lascelles eng involvment	
Monthly landfill inspection	landfill logbook						monthly inspections/walk thru	
patch work from winter digs	internal document	all water staff						
Monthly maintenance at lift stations	internal document	all water staff						
Monthly maintenance at wtp	internal document	all water staff						
sampling	internal/external document	all water staff						
PTTW Alexandria	internal/external document	Angela					Due March 31	
PTTW Glen Robertson	internal/external document	Angela					Due March 31	
Alexandria Sewage Annual report	internal/external document	Angela					completed	
Maxville sewage Annual report	internal/external document	Angela					completed	
Alexandria Water Annual report	internal/external document	Angela					completed	
Glen Robertson Water Annual report	internal/external document	Angela					completed	
QMS Audits	internal/external document	Angela						
MUMPS	internal/external document	Angela					Quarterly reports	
Land Purchase Landfill	CAZ	PW						
Land Purchase Maxville Water	Capital	PW						
Fleet Management Plan - Township	internal document	PW/Other Depts.						
Legal matter - S&F		PW/CAO						
Update Winter Maintenance Policy	Regulatory	PW						
Union Negotiations - Water	Internal Document	Utilities/PW						
Bridge Inspections	internal document	PW						
Datacall Reporting	Blue box funding	PW/RARE						
Roll Out Service line warranties	internal document	PW/Utilities						
Weed Harvesting		PW						
Sweeping Spec and Tender	external document	PW						
Tender for Waste Collection	external document	PW						
Tender for Collection Trucks	external document	PW						
Landfill sampling/monitoring	internal document	PW						
Landfill Reporting	external document	PW						
Gravel Road Upgrade Review	internal document	PW						
Capital Project Reports	external document	PW					Funding requirement	
Guiderail Conformance Report	internal document	PW						
Geotechnical Investigations	internal document	PW						
Waste Management By-Law	internal document	PW						
Pedestrian Crossing Maxville	Physical	PW						
Resolve Sani Backup on Main	internal document	Utilities/PW					Grease Trap issues	
Road Needs Study Update	internal document	PW						
Municipal Drain Report ARDA	external document	Drainage						
Locate Services Contract	internal document	PW/Utilities						
RARE Study Update	Results to Council	RARE/PW						
Update Bridge Strategy	internal document	PW						
Dust Suppressant Program	Maintenance	PW						
Tank Submission Requirements	external document	PW						
Monitoring Well Development/Install	Landfill	PW/Env						
Municipal Consent Issuance	external document	PW					Ongoing	
Catch Basin Cleaning Tender	external document	PW						
Real Estate Tower contracts	external document	PW						
RFP/Tender Documents Review	internal document	PW						
Energy CDMP update	internal document	PW					Regulatory	

Other

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: March 20, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report No. FS-COW-1 – Fire Department 2019 Workplan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

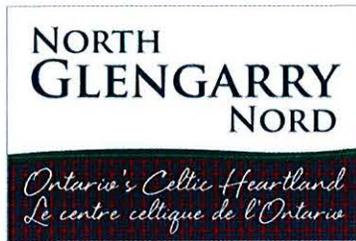
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (k)



STAFF REPORT TO COUNCIL Report No: COW (report 1)

March 18th, 2019

From: Pat Gauthier - Fire Chief

RE: 2019 Workplan

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. (report #) 2019 Workplan Fire Department.

Background / Analysis:

The Fire Department is presenting Council with its work plan for 2019. This year, the Fire Department's goal is to bring together the standardization work that has been done since 2016 by conducting a full review of all departmental policies and foundational documents. The successful completion of the Capital Projects for 2019 will tie up all loose ends.

The communications project is a complex undertaking involving many agencies. This project will require intense management of time and quality of work in order to ensure its success.

The training facility project is an ambitious undertaking. No project of its kind has ever been attempted in SD&G. The work required for this project to succeed will mostly be done by fire department and township staff.

The firewells project will continue to move ahead this year. The main focus of this project is to establish the year-round water source at the training facility. This water source will also serve the south-east portion of our township and address the constant critical shortage of reliable water for firefighting in that area.

This year, we will continue focusing on renovating our fire stations. These buildings are in need of updates in the truck bay areas.

We will be working on several other projects throughout the year. Please refer to the 2019 Fire Work Plan for more information.

Alternatives:

None.

Financial Implications:

None

Attachments & Relevant Legislation:

None.

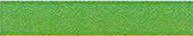
Others Consulted:

Deputy Fire Chief



Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk

Fire Department Tasks		Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Capital Projects	Communications	Project approved by Council	MR,PG	Preparation	Execution	Complete			
	Training Facility	Project approved by Council	PG,MR	Preparation	Execution	Complete			
	Firewells	Project approved by Council	PG,MR	Preparation	Execution	Complete			
	Station Renovations	Project approved by Council	PG		Preparation	Execution	Complete		
Other	Policies and Procedures	Requires updating	PG,Committee		Preparation	Execution	Complete		
	Record Management System	2018 Capital project	MR,PG,ICO Tech	Preparation	Execution	Complete			
	Training program (All Members)	NFPA 1001	MR,PG	Execution	Complete				
	PPE Maintenance	NFPA 1851	MR,PG	Execution	Complete				
	Air Management Program	NFPA 1989	PG,MR	Execution	Complete				
	Aid Agreements	FPPA	PG	Preparation	Execution	Complete			
	F. D. Review and Risk Assessment	FPPA	PG	Preparation	Execution	Complete			
	Review By-laws	OFM template	PG		Preparation	Execution	Complete		

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: March 20, 2019

MOVED BY: _____

SECONDED BY: _____

THAT the Committee of the Whole receives Staff Report re: Building/Planning & By-law Department 2019 Workplan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

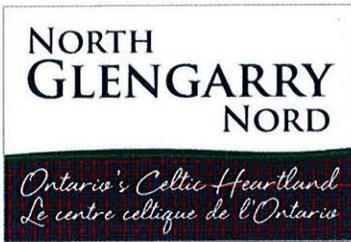
Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (l)



STAFF REPORT TO COUNCIL

Report No: BP-2019-05

March 20, 2019

From: Jacob Rheaume – Chief Building Official

RE: 2019 Work Plan

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. BP-2019-05 – the Director of Building, By-law & Planning 2019 Work Plan.

Background / Analysis:

The Building, By- Law & Planning Department is presenting the Committee of the Whole with their work plan for 2019.

The Department recently made some changes in the organizational chart creating a more precise scope of work for all the positions involved. A new Planner was hired and the By-law Enforcement is now being done by one full time employee instead of two part time employees. Many By-law creation/review will be accomplished in 2019 due to that employee scope of work “focus”.

The biggest part of Planning will be to update the Comprehensive Zoning By-law, although part of the work has started prior to 2019, it still needs to be reviewed and implemented to include new cannabis regulations. A new Site Plan Control By-law will also be put in place for an easier process for the land owners and developers. We will also discuss a Sub-Division application process for the future. Also note that there is still the LPAT appeal for the Official Plan in progress.

The By-law Enforcement Officer will be taking on more dog enforcement and animal control; most of the By-law creation/review relates to animal control, including dogs and livestock, poundkeeping, etc. There is currently an agreement in place for all Townships of SDG for a dog catcher until the end of 2019 but we are looking into some other options for after, along with the other Townships. The Clean Yards is also being implemented for better enforcement coverage. The By-law Enforcement Officer will be going ahead with the same complaint tracking system software as the Public Works Department.

The Building Department is in the middle of the process for two new developments; Site Plan Control will be in effect for both so Council will be made aware with them when they go through. The Department is working alongside IT to create a newer software for Building Permit Applications & tracking system being linked with

Zoning. Some updates like civic numbers, severances and ZBA need to be done prior. The sign By-law is also being reviewed.

Alternatives:

None.

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:

None.

Others consulted:

Todd McDonell, *By-law Enforcement Officer*
Kasia Olszewska, *Planner*



Reviewed by
Sarah Huskinson – CAO/Clerk

Building, Planning, By-Law Department Tasks		Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Policies	Draft Zoning By-law Review (2017)	Approved by Council	KO, JR		Green	Green	Yellow		
	Cannabis use - Zoning By-law Amendment	Approved by Council	KO	Green	Yellow	Yellow	Blue		
	Creation of Site Plan Control By-law	Approved by Council	KO	Green	Yellow	Yellow	Blue		
	Creation of Animal Control By-law (SDG)	Approved by Council	TM, JR		Green	Green	Yellow		
	Creation of Livestock/Poundkeeper By-law	Approved by Council	TM, JR		Green	Green	Yellow		
	Review of Clean Yards By-law	Approved by Council	TM, JR	Green	Yellow	Blue			
	Review of Garage Sale By-law	Approved by Council	TK, JR		Green	Yellow	Blue		
	Review of Sign By-law	Approved by Council	JR		Green	Yellow	Blue		
Other	Main Street Renewal Project	Ongoing Planning/ Public Works/ SDG project	KO, RM, TK		Green	Green	Yellow		
	Town Core & Rural Cycling Project	Ongoing Planning/ Ec. Dev./ SDG project	KO, TK		Green	Green	Yellow		
	Update of current GIS	IT building a new software for building permits and zoning references and tracking	KO, JR		Yellow	Yellow	Blue		
	Ongoing ZBA, MV	Ongoing Planning	KO	Yellow					
	Ongoing Consent Applications	Ongoing Planning	KO	Yellow					
	Ongoing OP Appeal (SDG)	Ongoing Planning/ Township and SDG Appeal	KO	Yellow					
	2 large scale project Building/Site Plan	New development in the Township	KO, JR	Green	Yellow	Blue			
	Building Permit Application & Tracking Software	IT building a new software for building permits and zoning references and tracking	RE, JR		Yellow	Yellow	Yellow		
	Dog tags tracking	By-law Officer to overlook the entered date	TM, CL		Yellow	Blue			
	By-law/Complaint Software	Easier and simpler tracking software for complaints	TM, CL		Yellow	Blue			
	Nutrient Management Plan training/update	New training required to ensure OMAFRA compliance	JR				Blue		
	Review Dog Catcher Duties	Current contract to expire	TM, JR		Green	Green	Yellow		
	Ongoing By-law Complaints	Ongoing By-law	TM	Yellow					
	Ongoing Building Permit Applications	Ongoing Building	JR	Yellow					
	Outstanding Building Permits (Hospital/Schools)	Hospital and Schools have some outstanding building permits and needs to be closed	CL, JR	Green	Yellow	Blue			
	Office Painting	All Township offices to be repainted	JR	Green	Yellow	Blue			

Preparation 
 Execution 
 Complete 

Section 6

UNFINISHED

BUSINESS

Section 7

OTHER BUSINESS

SECTION 8

MATTERS ARISING

FROM STANDING

COMMITTEES

SECTION 9

NOTICE OF MOTION

SECTION 10

ADJOURNMENT

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: March 20, 2019

MOVED BY: _____

SECONDED BY: _____

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

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Michel Depratto

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 10