



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

**Report No: CS-2021-12**

**October 20, 2021**

From: Anne Leduc, Director of Community Services

RE: Community Services October Workplan

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### **Recommended Motion:**

THAT the Committee of the Whole received Staff Report No. CS-2021-12.

### **Background / Analysis:**

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

### **ADMINISTRATION**

#### **2022 Budget:**

- Staff has worked with the Director of Finance to refine the Operating and Capital Budgets for the divisions that fall under the Community Services Department.
- Staff met with the Municipal Recreation Associations to discuss the details for their 2022 Capital Budget projects. Funding requests will be identical to the amounts requested in 2019, 2020 and 2021.

#### **COVID-19**

- Staff has been keeping abreast of the information forwarded by the different ministries and Public Health and sharing the information with the different users in our facilities.
- The Township's Safe Reopening Plan has been updated according to the directives issued under Step 3. The plans have been posted in a visible area in each facility.
- All facilities, other than the Glengarry Sports Palace are fully open to the public.
- At the time of this report, the provincial guidelines are now allowing for full capacity in the spectator stands at the Maxville & District Sports Complex.
- Regulations still require anyone 12 years and over to provide proof of vaccination if they are spectators.

- Players that are less than 12 years old are not required to show proof of vaccination.
- Staff is working with the organizations at the Maxville & District Sports Complex to provide team representatives for COVID-19 and proof of vaccination screening purposes. The Township had retained the services of security guards but this proved to be less than ideal, with security guards not presenting for their scheduled shift. In addition, the cost to hire security guards for a prolonged period of time is cost prohibitive for the Township and at one point would be passed on to the user groups. Asking the users to provide team representatives for screening purposes is nearly identical to the way screening was done during the 2020/2021 ice season.
- For municipal programming at the Maxville & District Sports Complex and for the Tim Hortons Dome, staff will have access to a municipal cell phone to scan QR codes. Some of the staff at these facilities do not have municipal phones. Using a dedicated municipal cell phone that will stay at the staff desks will ensure that we respect privacy of information.
- The SDG Recreation Group has shared with the EOHU the significant financial burden that the provincial government's screening requirements have caused. Staff is hopeful that there will be changes to these protocols soon.

**COVID-19 Vaccination Clinic** – The Eastern Ontario Health Unit will once again be hosting vaccination clinics in the Michel Depratto Hall at the Glengarry Sports Palace starting Wednesday, October 20<sup>th</sup>, 2021. The clinics will run on Wednesdays alternating between 11 am to 7 pm and 8 am to 4 pm schedules. The rental contract and insurance was received from the EOHU for these additional bookings and forwarded to the Deputy Clerk.

**Engineering Plans Glengarry Sports Palace**– BBA provided the near final version of the Construction Tender (461 pages in total plus engineering plans). Staff has reviewed the tender and comments were returned to BBA. The expected issue date for the tender is October 23<sup>rd</sup> and awarding of the contract is expected for the December 12<sup>th</sup>, 2021 Council Meeting.

Staff expects to have the Class A construction estimates for the next October Council Meeting.

#### **Grant Applications:**

- Staff submitted the Capital Infrastructure Grant application to the Ontario Trillium Foundation for the HVAC system at the Maxville & District Sports Complex. OTF advised that applicants will be advised if their submission was successful during the early part of 2022.
- Staff submitted a \$25,000.00 grant application to the Commonwell LEAF program. This is a competitive grant and one of the criteria for success is community participation. We have asked the population to vote on the Alexandria Skate Park's application to highlight the importance of this project for the community. Comments, pictures and shares can be done through the Commonwell LEAF link for the Alexandria Skate Park project at <https://thecommonwell.ca/locations/alexandria-skate-park-expansion/>
- Staff submitted a grant to the My Main Street Program for funding to support the Main Street Ambassador Program. This is a program to support local Main Street businesses

in North Glengarry. The successful applications should be announced in December or early January.

- At this time, staff is waiting to hear back on the Provincial Seniors Community Grant Program 2021-22 intake for the purchase of lawn bowling equipment and the creation of an intergenerational lawn bowling program at the Tim Hortons Dome. Usually, the timeline is early Fall.
- Staff submitted the grant application to the Federal Community Revitalization Grant on July 17<sup>th</sup> for the Alexandria Skate Park and have yet to receive word if the application was successful.

**Health and Safety Meeting** – The Recreation Staff met in September to go over each facility's Health and Safety Inspection Reports and to discuss any issue that may arise in the workplace. Minutes are taken and posted to the Health and Safety board in each facility.

- A review of the equipment logs for the ice resurfacer in Maxville and the lawn mowing equipment for the Parks, Maxville & District Sports Complex and the Glengarry Sports Palace was done.. Each staff member that uses a piece of equipment is required to perform at minimum a visual circle inspection prior to using the equipment.
- The new Facility Attendant for the Maxville & District Sports Complex underwent on-boarding and health and safety training in accordance with the municipality's policies.
- Staff attended First Aid and CPR training at the beginning of October. The information was logged in the Department's training books and the Township's HR software.

**Removal of Noxious Aquatic Vegetation from Mill Pond** – Staff contacted Mr. Brendan Jacobs, Biologist for the RRCA to discuss the removal of noxious aquatic vegetation from Mill Pond. Staff was inquiring about extending the surface area in which the removal could be done, either prior to the spawning period or after spawning was completed. Mr. Jacobs advised that even though no work was done in Mill Pond over the last two summers to verify fish population but that he would be happy to support the Township in this project. Staff has also connected with Ms. Lissa Deslandes at RRCA to determine if any additional permitting is required to extend the removal area. More information will be brought to Council in this regard.

**Request for Tender Ice Resurfacer** – Following Council's 2022 Capital Budget pre-approval, the RFT for the Ice Resurfacer was issued on September 14<sup>th</sup>, 2021 and closed on October 19, 2021. Staff will be reviewing the tenders for conformity and will bring a report to award the contract to Council at the next Council Meeting.

**Request for Tender Condenser for the Glengarry Sports Palace** – The Condenser was returned to the Maxville & District Sports Palace prior to the start of the 2021 / 2022 ice season. This leaves the Glengarry Sports Palace without this critical piece of equipment. Testing of the integrity of the new arena slab will require the installation of the condenser. Presently, given the long wait times to obtain equipment, staff proposes that a report be brought to Council at the October 25<sup>th</sup> Council Meeting asking for 2022 Capital Budget pre-approval for this unit. This expense has been part of the 10 year Capital Plan that was presented to Council in 2019, 2020 and 2021. The RFT would be issued at the end of October and awarded prior to the end of the

year. This would ensure that the unit is built, delivered and installed in time for the quality control testing and inspections to be performed.

**Staffing** – The Tim Hortons Dome, Maxville & District Sports Complex, the Michel Depratto Hall at the Glengarry Sports Palace, and the Island Park Sandfield Centre are now open to the public as per the Provincial and Public Health directives. The facilities are being operated with the complement of staff required to respond to programming and rental demands.

## **COMMITTEE AND WORKING GROUP ACTIVITIES**

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

- Participated in the October Arts, Culture and Heritage Committee.
- Minutes were shared with Council as part of the Consent Agenda.
- The Community Grants Program's intake will close on Sunday, October 31, 2021 at 4 pm, therefore the next Arts, Culture and Heritage Committee Meeting will be held on Wednesday, November 3<sup>rd</sup>, 2021 to allow staff to collate the information for review by the Committee members.
- No comments were received through the public consultation process for the Community Improvement Plan. This information was presented to the Arts, Culture and Heritage Committee who recommended to Council that the CIP be approved with the suggested changes that were presented to Council during the September 7<sup>th</sup> Council Meeting.
- Minutes for the Arts, Culture and Heritage Committee, once approved by the Committee, are shared with Council as part of the Consent Agenda.

### **Community Development Committee**

- The Community Development Committee met on September 29<sup>th</sup> and updates were given on the Development and Marketing Strategy as well as the Education and Lagoon upgrades portfolios.
- Staff is working on a project scope for a Community Gap Analysis that would feed information into the Settlement Boundary Study, the Development Charges Study, the Zoning By-law review and the Official Plan.
- Minutes for the Community Development Committee, once approved by the Committee, are shared with Council as part of the Consent Agenda.

## **EVENTS AND ACTIVITIES**

**Boys & Girls Club** – Activities have resumed in full force both in the Gary Shepherd Hall on Tuesday and Thursday afternoons and at the Tim Hortons Dome on Wednesday afternoons. The programs are very well attended.

### **Christmas Activities:**

- Park staff has been inventorying items from the previous Festival of Lights and will be working through the month of November to install posts and lights throughout Island Park. KMAC will also be on location to reinstall lights in the large trees.

- The Lions Club has advised that they Santa Drive-thru will be held once again in Island Park on December 4<sup>th</sup>, 2021. The event will start in the morning and end at 7 pm.
- Staff has booked fireworks for Island Park on December 4<sup>th</sup>, 2021 at 8 pm and has contacted some community groups to see about handing out hot chocolate prior to the event.

**CO-ED Drop-In Soccer** – The CO-ED drop-in soccer will make a return on Monday nights from 8:30 pm to 10 pm. This is a drop-in activity, as held in the past.

**Drop-in Pickleball** – This program is once again offered on Wednesdays from 11 am to 1 pm and is a great way initiation to the sport with no long-term commitment.

**Fishing Derby** – Staff met with the organizers of the Fishing Derby along with Mr. Nik Hotte from the Eastern Ontario Health Unit to discuss the logistic to successfully hold this event on Family Day 2022. Staff is pleased to report that the event will take place and that we will continue to meet regularly with the organizers to support this event.

**Flag Football** – Staff is working on restarting this activity at the Tim Hortons Dome later this Fall.

**Glengarry Soccer League** - The league has scheduled their indoor soccer times for the Fall 2021 – Winter 2022 season. The start date is November 1<sup>st</sup>, 2021.

**Karate** – Sessions are being held at the Sandfield Centre on Thursday evenings. The sessions started last Thursday and are scheduled to run until December 16<sup>th</sup>.

**Kilt Skate** – The 2022 Kilt Skate will once again be held in the “Home” format. Anyone wanting to participate will be asked to submit a picture to the Kilt Skate website along with the #glengarrykiltskate.

**Sportball** – The Program Coordinator was able to recruit a coach for the Sportball program which is scheduled to start in January on Saturdays from 10 am to 12 (noon).

**Ultimate Frisbee** – The Program Coordinator is working with a local resident on the possibility of hosting Ultimate Frisbee in the Tim Hortons Dome. This in the planning phases and more information will be brought to Council as the program develops.

**Women’s Volleyball** – There are 6 teams registered for the Fall 2021 / Winter 2022 Women’s Volleyball Program which starts on November 3<sup>rd</sup>, 2021. The finals will take in March, with the last games on March 16<sup>th</sup>, 2022.

**Yoga Programming** – The Fall 2021 Yoga Session is ongoing and to date 28 individuals have registered for this session.

**Youth Tennis Lessons** – The Program Coordinator is working with a tennis coach to bring youth tennis lessons to North Glengarry. Programming is expected to start in November.

## **FACILITIES**

### **Glengarry Sports Palace**

- Health and Safety inspections were performed for September 2021.
- COVID-19 vaccination clinics will be held from October 20<sup>th</sup> until December 1<sup>st</sup>, 2021.
- Staff continues with the grass and exterior maintenance of the facility.
- One of the potential bidders for the ice resurfacer requested a site visit at the Glengarry Sports Palace which was held on September 30<sup>th</sup>.
- The glass has been removed from the dasher boards on the arena slab and transported to the municipal building on Sandfield.
- The vinyl boards are being taken down. Staff will be transporting a good portion of the boards to the municipal building on Sandfield for future use and the remainder will be going to the Dalkeith Recreation Association to be used for the outdoor rink.

### **Island Park**

- Health and Safety inspections were done for September 2021.
- Soccer fields are receiving their fall maintenance.
- The splash pad was winterized.
- The painting of the gazebos has been in large part completed.
- Picnic tables were vandalized near the gazebos and staff has removed them to the municipal building on Sandfield. The tops will be sanded down to remove the deep gouges and marker graffiti and painted with the stain that has been used on other outdoor furniture.

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

- Health and Safety inspections were done for September 2021.
- Ice guards have been installed above the HVAC unit for the Community Hall. We are waiting on the quote to replace the unit which has been taking on water.
- Soccer fields and the ball diamond are receiving their fall maintenance.
- Rental groups such as the Yoga Classes, Glengarry Pipers, and Lions Club are now using the Community Hall.
- The asphalt was replaced at the exit of the ice resurfacer room.
- Staff is researching sound equipment for the arena with a goal to replace the old units as soon as possible.

### **Tim Hortons Dome**

- Health and Safety inspections were done for September 2021.
- New play toys have been purchased for the Dome to ensure that all participants can have individual items to play with (COVID-19). These were all purchased with an optic that they would be easy to disinfect.

- The Farley Group has advised that they will be in our region to take samples of the Dome's membrane for testing. Staff had noted discolouration and contacted Farley over the summer in this regard.
- Staff received the shipment of 2,500 lbs of rubberized pellets to replenish the turf area. This work will be done gradually to build the pellet base back up.

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

- Due to the warmer than usual weather, Park staff is still cutting grass throughout the Township and will continue to do so as needed.
- Staff has continued to work on improving the Cenotaph locations throughout the Township. The Alexandria Cenotaph was washed down with a high-pressure washer.
- Staff assisted the Dunvegan Recreation Association with the seeding of the soccer field in that hamlet.

### **OTHER**

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

- Staff is continuing to promote the CIP with qualifying North Glengarry property owners and process any applications/closing requests that are received.
- The Public Consultation process was finalized and Council approved the 5 year renewal of the Community Improvement Plan on October 4<sup>th</sup> with triggered the 20-day appeals process. The CIP, corresponding By-Law and Council Resolution was sent to the Ministry of Municipal Affairs and Housing along with the Advisory to the Public for the Appeals process.

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

- The Honourable Lisa McLeod Tourism Recovery Town Hall
- First-Aid & CPR training
- Township values exercises.
- Alexandria Skate Park meetings.
- SDG Recreation Group meetings.
- SDG Economic Development Working Group Meetings
- EOHU meetings.
- The Teeny Tiny Summit Session 1
- The My Main Street Information Session
- Emergency Management Meeting

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

- Provided the Maxville and Alexandria Chambers with information regarding various government programs to share with their membership.
- Shared information with businesses and community groups regarding grants and funding opportunities.
- Met on location with property owners regarding applications to the Community Improvement and Regional Incentive Programs.
- Met with individuals regarding the development of their properties.

**Press Releases / Videos / Ads**

- Ad for the appeals period for the Community Improvement Plan

**Website, Social Media and traditional media**

- Posted information to Facebook, Instagram and Twitter such as Holiday Garbage and Recycling pickup changes.
- Created new web pages and updated website

**COMMENTS**

This report is presented for information purposes only.

**Alternatives:**

None

**Financial Implications:**

None

**Attachments & Relevant Legislation:**

- Community Services October Workplan

**Others Consulted:**

None

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk