



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

**Report No: CS-2022-06**

**April 20, 2022**

From: Anne Leduc – Director of Community Services

RE: Community Services Workplan for April 2022

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**Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. CS-2022-06

**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** – The Municipal Recreation Associations met on Wednesday April 13<sup>th</sup> to go over their Operating Budgets and their Capital Projects.

**Bar Inventory** – Staff has worked on creating inventory sheets to ensure a more robust system is in place across all the Township's bar facilities. Staff is now required to provide a physical inventory after each bar along with the Z-reading from the cash register. Not only is this part of good business practices, it also assists staff in better gauging the needs according to the type of events but also with planning the purchases of alcohol and bar supplies.

**Booking Software** – The accounting codes have been created and shared with Book King Pacific Tier. A second training session was held on Thursday, April 14<sup>th</sup> for an in-depth overview of the back-end functions of the software and where staff input will be required. Book King is presently customizing the interface and the membership pass equipment was shipped and received by the Tim Hortons Dome personnel.

**Business and Community Awards Gala** – The sponsorship letters have been prepared and the nomination form was revised and launched.

**Community Kitchen** – Staff has reached out to the EOHU again and were told that the Community Kitchen Program is still on pause. Staff will continue to follow-up with the EOHU on a regular basis.

**COVID-19** - All facilities are back to full operation with no capacity restrictions and no masking requirements unless social distancing cannot be maintained.

**Geese Mitigation** – With the arrive of warmer weather, staff will be heading out on Mill Pond to oil goose eggs. As was done in the past, nests will be identified on a map and the number of eggs oiled will be recorded. This information is required for the annual report to the Ministry of Natural Resources.

**Grant Applications** – Staff was advised that the Township has obtained \$8,000 through Celebrate Canada funding for Canada Day.

**Health and Safety Meeting** – The Recreation Staff met in March 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.

**HVAC System at the Maxville & District Sports Complex** – The non-mandatory on-site meeting was held on April 11<sup>th</sup> with contractors.

**Ice Schedule** – The playoffs and tournament season ended on Sunday, April 17<sup>th</sup> and plant functions were reduced to the circulation of the brine under the ice surface to allow for the removal of the logos and the ice (expected to be on April 20<sup>th</sup>).

**Insurance for Rental Facilities** – Council approved the addition of the Insurance Rates into the User Fees and Charges By-law at the April 4<sup>th</sup> meeting.

**Refurbishment of the Glengarry Sports Palace** – The construction process is on-going. The cement slab has been removed and the supporting wall for the accessible lift to the stands has been built. Information on the construction is being shared through Facebook. As mentioned previously, staff is communicating with the Alexandria Library staff to let them know when construction might create higher levels of noise.

**Removal of Noxious Aquatic Vegetation from Mill Pond** – Operations are scheduled to start on June 15<sup>th</sup> and staff will be advising the Department of Fisheries and Oceans at least 10 days prior to the work being done.

**Removal of Noxious Aquatic Vegetation from Loch Garry** – This pilot project will be managed throughout summer according to Public Works' availability and staff will be advising the Department of Fisheries and Oceans at least 10 days prior to the work being done.

**Tree distribution** – The Community Free Tree Day will be held in early May. Communications from the South Nation Conservation Authority are being finalized and will be shared with the community.

## COMMITTEE AND WORKING GROUP ACTIVITIES

### Arts, Culture and Heritage Committee

- Participated in the April Arts, Culture and Heritage Committee.
- The SDG Panels project will showcase Island Park, the three churches in Alexandria and the Kenyon Agricultural Society in Maxville.
- Minutes from previous meetings are shared with Council as part of the Consent Agenda.

### Community Development Committee

- The Community Development Committee met on Thursday, April 14<sup>th</sup>, 2022 and Mr. Keiron Hunt from FBM shared the near final information on the Commercial Gap Analysis. The document will be brought to Council for its review and adoption.
- Minutes from previous meetings are shared with Council as part of the Consent Agenda.

## EVENTS AND ACTIVITIES

**Boys & Girls Club** – Activities are ongoing and information was shared about the Gary Shepherd Hall rental to the Glengarry Encore group.

**Ball Hockey for Youth** – Registration has opened for the Ball Hockey activity scheduled to start in May at the Maxville & District Sports Complex.

**Canada Day** – The Lions Club will be hosting Canada Day on Friday, July 1, 2022 which will include a parade. Fireworks have been booked for that evening.

**Flag Football** – This is a drop-in activity that runs on Sundays from 6 pm to 7 pm until May.

**Glengarry Minor Baseball League** – Registration is open for the 2022 season which is scheduled to start mid-May and run for 12 weeks.

**Glengarry Soccer League** – GSL indoor activities are winding down at the Tim Hortons Dome after Easter in preparation for the outdoor season.

**Karate** – Sessions at the Sandfield Centre continue on Thursdays until June 16, 2022.

**Sportball** – The program started on the second week of February and ran until March 26, 2022. A fall session is being planned.

**Summer Camp Alexandria** – Registration opened on April 11<sup>th</sup>, 2022 for the summer camp at Island Park and the Tim Hortons Dome. As of last week, there were very few places left so anyone wanting to join the camp this summer is invited to do so quickly.

**Summer Camp Maxville** – Youth Unlimited has confirmed that they will provide 2 full weeks of day camp activities at the Maxville & District Sports Complex starting July 11 until July 22, 2022.

**Women's Volleyball** – The regular season is wrapping up with the first playoff games scheduled for Wednesday, April 27<sup>th</sup>, 2022.

**Yoga Programming** – The Spring 2022 Yoga Session started on Saturday, March 29, 2022 and will be held for 10 weeks.

## **FACILITIES**

### **Glengarry Sports Palace**

- Health and Safety inspections were performed for March 2021.
- The roof replacement over the refrigeration plant section is scheduled for the first or second week of May (weather dependant)
- Frecon is on location and work is progressing.
- TSSA inspected the elevator unit located on the north side of the building. We have received two orders. The first for covers over the unbreakable LED light tubes and the second to segregate the electrical panel in the elevator machinery room from the elevator equipment. The LED light cover has been installed and the electrical panel will be moved to a location outside the elevator mechanical room.
- The Eastern Ontario Health Unit has performed the mid-year inspection for the kitchen located in the Community Hall and the canteen.

### **Island Park**

- Health and Safety inspections were done for March 2022.
- The Eastern Ontario Health Unit has performed the mid-year inspection for the kitchen located in the Sandfield Centre.
- Staff relocation is planned for May to vacate the office space for the Glengarry Encore group for the storage of their items.

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

- Health and Safety inspections were done for March 2022.
- The contractor is waiting on parts to install the new push flushes for the urinals in the facility.

- MacEwen's performed an inspection of the propane delivery system. It was identified that a relief valve was undersized and that a section of copper leading to the fireplace in the gazebo is kinked. The repairs were performed and the red tag was lifted.
- A non-mandatory site visit was held on Monday, April 11th, 2022 for the HVAC system.

#### **Tim Hortons Dome**

- Health and Safety inspections were done for March 2022.
- Some minor repairs were performed on the turf.
- Staff is monitoring a crack in the tennis court.
- We are still working with the Farley Group to get a booked-in date for them to take samples of the Dome's membrane for testing.
- Staff met with Mariangela Bagnato, MSc Epidemiology Candidate & Research Assistant at the University of Ottawa, who is collection data as part of an investigation on the impact of food advertising in recreational facilities. Mrs. Bagnato noted the types and number of advertisers in the Tim Hortons Dome and this information will be used as part of her Master's thesis.

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

- One of the major projects for this summer with the Recreation Associations is the replacement of the rink in Dalkeith.

### **OTHER**

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

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

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

- EDCO Conference in Toronto
- Spring Forward! Preparing Recreational Spaces for Warm Weather
- ICIP Progress Report Training Webinar
- Regional Incentives Program Approvals Committee meeting
- SDG Economic Officers Working Group

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

- The Commercial Gap Analysis presentation was done on April 14<sup>th</sup>, 2022. Once final comments from the Community Development Committee are incorporated, the report will be brought to Council for approval.
- 20 additional Remembrance Day Banners have been produced. Public Works has kindly coordinated the production of the hardware to hang the banners. This is an immense cost savings which allows us to fund a larger number of banners.
- Darrel Cox presented information to the Committee of the Whole on the:
  - My Main Street Program;

- Development and Marketing Strategy;
  - Commercial Gap Analysis.
- The Maxville and Alexandria Chambers are provided with information regarding various government programs to share with their membership.
- Businesses and community groups receive information regarding grants and funding opportunities.
- Staff has met on location with property owners regarding applications to the Community Improvement and Regional Incentive Programs.
- Staff has met with individuals regarding the development of their properties.

**Press Releases / Videos / Ads**

- The Press Release regarding the HVAC system in Maxville was issued in April.

**Website, Social Media and traditional media**

- Posted information to Facebook, Instagram and Twitter such as street closures, Holiday garbage & recycling pick-ups, facility reopenings, programming updates.
- 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 April 2022 Workplan

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk