

**AGENDA**  
**Township of North Dundas**  
**636 St. Lawrence Street Winchester ON**  
**Tuesday, October 6, 2020 7:00 PM**

Page

**1. Call Meeting to Order by Resolution**

**2. Adoption of Agenda**

a) Additions, Deletions or Amendments

All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

**4. Adoption of Minutes**

a) [Regular Meeting - September 8, 2020](#)

5 - 12

b) [Special Meeting - September 16, 2020](#)

13 - 14

c) [Public Meeting - September 22, 2020](#)

15 - 16

d) [Regular Meeting - September 22, 2020](#)

17 - 18

**5. Delegations**

**6. Closed Session**

- a) In accordance with Section 239 (2) of the Ontario Municipal Act:  
(e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board; And  
(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;  
Specifically: LPAT - Official Plan Appeal

**7. Open Session**

**8. Action Requests**

<b>a) Finance</b>	
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<b>b) Economic Development and Communications</b>	
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ii. <a href="#">Dry Hydrant Agreement</a>	60 - 65
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- c) [Award of Traffic Counts](#) 73 - 74
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## **11. Key Information**

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## **12. Consent Agenda**

- a) Accounts:  
Action Recommended:  
That Council receive and file for information purposes.
- b) [Department Activity Updates:](#) 112 - 133  
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[Action Recommended:](#)  
[That Council receive and file for information purposes.](#)

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## THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

### MINUTES

**September 8, 2020**

---

A meeting of the Council of the Corporation of the Township of North Dundas was held at the Joel Steele Community Centre in Winchester Village on September 8, 2020 with Mayor Fraser in the Chair.

ROLL CALL: Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillors: Gary Annable & John Thompson  
Councillor: Tyler Hoy - Absent  
CAO: Angela Rutley  
Treasurer: John Gareau  
Economic Development Officer: Stephen Mann  
Director of Public Works: Khurram Tunio  
Director of Waste Management: Doug Froats  
Director of Planning, Building & Enforcement: Calvin Pol  
Director of Recreation and Culture: Meaghan Meerburg  
Recreation Co-ordinator: Brandon Cousineau  
Clerk: Jo-Anne McCaslin

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:00 pm.

CARRIED

2. Adoption of Agenda

Resolution No. 02

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Annable

THAT Council approve the agenda as presented.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof - NIL

4. Adoption of Minutes

a) Public Meeting - August 11 2020

Resolution No. 03

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT the minutes of the public meeting of the Council of the Township of North Dundas, held August 11, 2020 be adopted as presented.

CARRIED

b) Regular Meeting August 11 2020

Resolution No. 04

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the minutes of the regular meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held August 11, 2020 be adopted as presented.

CARRIED

c) Special Meeting August 24 2020

Resolution No. 05

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the minutes of the Special Meeting of the Council of the Township of North Dundas, held August 24, 2020 be adopted as presented.

CARRIED

5. Delegations – NIL

6. Closed Session

Resolution No. 06

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council proceed in Camera at 7:07 pm pursuant to Section 239 (2) of The Municipal Act S.O. 2001

(c) a proposed or pending acquisition or disposition of land by the municipality or local board. – Specifically, Leased Property.

CARRIED

7. Open Session

Resolution No. 07

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council move to Open Session at 7:30 pm.

CARRIED

Resolution No. 08

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council authorizes Staff to follow through on matters as discussed in Closed Session relating to leased property matters.

CARRIED

8. Action Requests

a) Finance – NIL

b) Economic Development and Communications

i) Garden Party Market Road Closure

Resolution No. 09

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas approve the temporary closure of a single lane on Victoria Street in Winchester on Saturday, September 12, 2020 and Saturday, October 10, 2020, between the hours of 8:00 am to 4:00 pm to facilitate a garden party market event hosted by The Planted Arrow.

CARRIED

ii) Ace Hardware CIP

Resolution No. 10

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas approve funding under the Township of North Dundas' Community Improvement Plan for a Facade Grant of \$401 for the property located at 33 King St, Chesterville; AND that Council authorize the Mayor and CAO to execute the required agreement.

CARRIED

c) Public Works

i) Budget Amendment Computer

Resolution No. 11

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas approve budget amendment # 2020-07 in the amount of \$2,500 for the purchase of computer and accessories for the Director of Public Works.

CARRIED

ii) Budget Amendment Electric Post Driver Hammer

Resolution No. 12

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas approve

budget amendment # 2020-06 in the amount of \$5000 to purchase an electric post driver / hammer for installation of road signs.  
CARRIED

iii) Budget Amendment Salt Box and Spreader

Resolution No. 13

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas approve budget amendment # 2020-08 in the amount of \$11,000 for a salt box and spreader for installation on a one-ton patrol truck.

CARRIED

iv) Budget Amendment Storage Container

Resolution No. 14

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas approve budget amendment #2020-05 in the amount of \$4000 to purchase a storage container for the storage of traffic signs.

CARRIED

v) Through Truck Traffic Ban on Sandy Row and Bridge Street

Resolution No. 15

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas approves banning through truck traffic on Bridge Street and Sandy Row within South Mountain village limits.

CARRIED

vi) Hiring of Winter Operators

Resolution No. 16

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas approve the hiring of (3) three full-time contract operators from November 1, 2020 to March 30, 2021.

CARRIED

vii) Winter Maintenance and Salt Management Plan

Resolution No. 17

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas approve policy # 84-2020 being a Winter Maintenance and Salt Management Policy.

DEFERRED



d) Waste Management

i) Transporting of Recyclables

Resolution No. 18

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas approve the proposal submitted by Fast Eddie's Auto Recycling to ship recyclables to Waste Management in Brockville utilizing a 53-foot walking floor trailer at a cost of \$500 plus HST per load; AND that Council authorize the Mayor to execute the required agreement.

CARRIED

e) Planning Building and Enforcement

i) Accept Zoning Amendment Application 12054 County Road 3

Resolution No. 19

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council hereby accept a Zoning By-law Amendment application as complete from Daniel Evans and direct that the public meeting be held September 22, 2020 at 7:00 pm.

CARRIED

ii) House of Lazarus Request to Waive Minor Variance Application Fee

Resolution No. 20

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council hereby reduces the minor variance application fee of \$800.00 paid by the House of Lazarus (for file A-03/2020) to \$235.00, in accordance with Section 69(2) of the Planning Act.

CARRIED

f) Recreation and Culture

i) 2020-2021 Winter Staff Hires

Resolution No. 21

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council approve the recommendation of the Director of Recreation & Culture and authorize the hiring of the individuals as per the attached list to work as Rink Attendants and/or Call-In Facility Operators for the 2020/2021 ice season.

CARRIED

g) Fire – NIL

h) CAO

i) Carryover of Available Time Off

Resolution No. 22

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT due to COVID-19 and the potential need for increased employee time off in 2021, as students return to school and medical professionals warn of a possible second wave, Council approves the option to carryover unused sick and personal time, and up to a total of two weeks of vacation or banked time from 2020 to 2021.

CARRIED

ii) Contract Junior EDO position

Resolution No. 23

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council authorize the 6-month contract position of Junior Economic Development and Communications Officer and authorize staff to recruit to fill this position; and further approve the job description as attached dated September 8, 2020.

DEFERRED

i) Clerk – NIL

8. Tenders and Quotations

a) Winchester Centennial Pool Repairs

Resolution No. 24

Moved by Councillor Annable

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas award the repair of the Winchester Centennial Pool and the Chesterville Public Pool to DeJong Masonry Inc. for the prices of \$25,000 and \$3,500 respectively plus HST.

CARRIED

9. By-laws

a) Bylaw No. 2020-37 Parking Bylaw Amendment

Resolution No. 25

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT By-law No. 2020-37, being a By-law to amend By-law No. 25-2001, being a By-law for the purpose of regulating traffic and parking on the highways within the Township of North Dundas, be read and passed in Open Council, signed and sealed this 8th day of September 2020.

CARRIED

b) Bylaw No. 2020-44 Building Inspection Services

Resolution No. 26

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT By-law No. 2020-44, being a By-law to enter into a Building Inspection Services Agreement with the Township of Russell, be read and passed in Open Council, signed and sealed this 8th day of September, 2020.

CARRIED

c) Bylaw No. 2020-19 Procedural Bylaw Amendments

Resolution No. 27

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT By-law No. 2020-19, being a by-law to Govern the Proceedings, Conduct of Members and Calling of Meetings of Council and Committees be amended as presented this 8th day of September, 2020.

CARRIED

## 10. Key Information

FIN - COVID Related Funding – Treasurer Gareau provided information relating to the Federal-Provincial Safe Restart Agreement. The Ontario Government announced that it had secured up to \$4 billion in emergency assistance to provide Ontario's 444 municipalities with financial assistance in response to COVID-19 expenses. Treasurer Gareau advised Phase 1 will be allocated on a per household basis and reported the Township is to receive a payment of \$292,000.

R&C - Update on Arena Ice Schedule – Brandon Cousineau updated Council on the 2020/2021 Arena Ice Schedule projections compared to the 2019/2020 season. He advised that Recreation & Culture Staff have been in contact with previous and current user groups regarding contracted ice times, noting the majority of current user groups are returning, but unable to confirm the amount of ice required due to lower registration numbers or provincial COVID-19 guidelines. Available ice times will continue to be advertised. The Winchester Arena is scheduled to open Monday, September 21 and the Chesterville Arena on Monday, October 5<sup>th</sup>.

## 11. Consent Agenda

Resolution No. 28

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council authorize payment of accounts as per the attached Council Reports dated August 01 to August 14, 2020, Batch 128 to 130 in the amount of \$316,434.28 August 15 to August 31, 2020, Batch 134 to 138 in the amount of \$2,806,646.91; AND THAT all other items listed under the Consent Agenda be approved as recommended.

CARRIED

Additional comments from Department Heads – Director of Planning, Building and Enforcement Pol advised he was meeting with South Nation Conservation to work out solutions relating road elevations and cost estimates pertaining to the pending Sevita Zoning Amendment.

12. Boards and Committees – NIL

13. Motions and Notices of Motions – NIL

14. Petitions – NIL

15. Council Comments and Concerns – NIL

16. Unfinished Business – NIL

17. Ratification By-law

Resolution No. 29

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT By-law No. 2020-45 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 8th day of September, 2020.

CARRIED

18. Adjournment by Resolution

Resolution No. 30

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council adjourn at 9:10 pm to the call of the chair.

CARRIED

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MAYOR

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CLERK

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**SPECIAL MEETING MINUTES**  
**September 16, 2020**

---

A special meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on September 16, 2020 with Mayor Fraser in the Chair.

ROLL CALL: Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillors: Gary Annable & John Thompson, Tyler Hoy  
CAO: Angela Rutley  
Clerk: Jo-Anne McCaslin

Township Emergency Planner, Kevin Spencer was present to facilitate a training session for Council relating to Workplace Violence and Harassment Prevention.

**1. Call Meeting to Order by Resolution**

Resolution No. 01

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the special meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:00 p.m.

CARRIED

**2. Adoption of Agenda**

Resolution No. 02

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT the Council of the Corporation of the Township of North Dundas approve the agenda as presented.

CARRIED

**3. Disclosure of Pecuniary Interest and General Nature Thereof – NIL**

4. In Camera:

Resolution No. 03

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council proceed In Camera at 7:05 pm pursuant to Section 239 (2) of the Municipal Act:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board. Specifically - Leased Property.

And Section 239 (3.1) For the purposes of training the members of Council.

Specifically – Workplace Violence and Harassment Prevention Training.

CARRIED

5. Open Session:

Resolution No. 04

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council move to Open Session at 8:25 pm.

CARRIED

Resolution No. 05

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council authorizes Staff to follow through on property matters as discussed in Closed Session.

CARRIED.

6. Ratification By-law

Resolution No. 06

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT By-law No. 2020-47 to adopt confirm and ratify matters dealt with by resolution be read and passed in Open Council, signed and sealed this 16<sup>th</sup> day of September, 2020.

CARRIED

7. Adjournment by Resolution

Resolution No. 07

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council adjourn at 8:30 p.m. to the call of the chair.

CARRIED

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MAYOR

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CLERK

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**PUBLIC MEETING MINUTES**

**September 22, 2020**

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A Public Meeting of Council, under Sections 34 of the *Planning Act*, R.S.O. 1990, as amended, was held to consider a Zoning By-law Amendment.

**Roll Call:**

Tony Fraser	Present
Allan Armstrong	Present
Gary Annable	Present
Tyler Hoy	Present
John Thompson	Present

Township of North Dundas Staff present included CAO, Angela Rutley; Township Planner, Calvin Pol and Clerk, Jo-Anne McCaslin who recorded the minutes.

Chairperson, Fraser called for a motion to open the public meeting.

**Moved by Councillor Annable and seconded by Councillor Thompson that the Public Meeting of the Council of the Corporation of the Township of North Dundas to consider a Zoning By-law Amendment be called to order at 7:00 pm. (former Township of Winchester Zoning By-law 12-93) – Daniel Evans/10041068 Canada Corp. CARRIED.**

The Chairperson confirmed that in accordance with Section 34 of the Planning Act and Ontario Regulation 545/06, the Notice of Public Meeting was posted on the subject land and circulated to the prescribed persons and public bodies on September 2<sup>nd</sup>, 2020. A location change was posted, faxed and mailed on September 15<sup>th</sup>, 2020.

The Chairperson declared the meeting properly constituted as per the requirements of the *Planning Act* and called the meeting to order. Attendance was recorded at the entrance in accordance with COVID -19 recording procedures.

A detailed planning report and draft by-law prepared by Township Planner; Calvin Pol were previously circulated to Council and posted on the Township Website. The Chairperson then turned the meeting over to Mr. Pol who then made a power point presentation outlining the proposed zoning amendment.

It was pointed out by the Planner that if a person or public body does not make oral submissions at this public meeting or make written submissions to North Dundas Township before the by-law is passed, the person or public body may not be entitled to appeal the decision of the Council of North Dundas to the Local Planning Appeal Tribunal.

Planner Calvin Pol explained the **Daniel Evans Amendment:**

The Township of North Dundas has received a Zoning By-law Amendment application to amend the former Township of Winchester, Zoning By-law No. 12-34, under Section 34 of the *Planning Act* for the property legally described as part of Lot 2, Concession 6, Parts 3 and 4 on Registered Plan 8R-997, former Township of Winchester, now the Township of North Dundas.

The purpose of this amendment is to rezone the property from Commercial (C) to

Commercial - Exception Eleven (C-11) to permit a mini-warehouse business in addition to the permitted uses of the Commercial (C) zone.

If the proposed by-law amendment is approved, the applicant can use the existing building for a mini-warehouse business.

Comments received under Section 34(15) of the Planning Act:

Ministries & Public Bodies:  
South Nation Conservation noted no objection.

Comments received before Public Meeting:  
No comments received to date.

Public Meeting Comments:  
The Chairperson asked Members of Council if they had any questions or concerns and then opened the Public Meeting to questions and comments from the applicant and from the public.

The applicant was not in attendance. There were no questions from members of the public.

Mayor Fraser asked what would be required should the applicant wish to add a building(s) to the property.

Planner Pol advised should the applicant wish to expand the footprint of the current physical structure; a building permit and site plan approvals would be required.

Chairperson Fraser stated the By-law would be considered during the regular meeting of Council on October 6<sup>th</sup>, 2020.

**Moved by Deputy Mayor Armstrong and seconded by Councillor Hoy that the Public Meeting of the Council of the Corporation of the Township of North Dundas adjourn at 7:08 pm.  
CARRIED.**

\_\_\_\_\_  
Tony Fraser, CHAIRPERSON

\_\_\_\_\_  
Jo-Anne McCaslin, CLERK



# **THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

## **REGULAR MEETING MINUTES**

### **September 22, 2020**

---

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on September 22, 2020 with Mayor Fraser in the Chair.

ROLL CALL: Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillors: Gary Annable & John Thompson, Tyler Hoy  
CAO: Angela Rutley  
PB&E Director: Calvin Pol  
By-law Officer: Brent Mattice  
By-law Officer: Nic Hubble  
Clerk: Jo-Anne McCaslin

Mr. Tony Fleming of Cunningham Swan Lawyers was present via videoconference to address Council in closed session.

**1. Call Meeting to Order by Resolution**

Resolution No. 01

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:09 p.m.

CARRIED

**2. Adoption of Agenda**

Resolution No. 02

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT the Council of the Corporation of the Township of North Dundas approve the agenda as presented.

CARRIED

**3. Disclosure of Pecuniary Interest and General Nature Thereof – NIL**

4. In Camera:

Resolution No. 03

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council proceed In Camera at 7:10 pm pursuant to Section 239 (2) of *The Municipal Act*:

(e) litigation or potential litigation, including matters before administrative tribunals affecting the Municipality or local board

Specifically - Property

And, Section 239 (3.1) For the purposes of training the members of Council.

Specifically – Code of Conduct Training.

CARRIED

5. Open Session:

Resolution No. 04

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council move to Open Session at 9:25 pm.

CARRIED

6. Ratification By-law

Resolution No. 05

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT By-law No. 2020-48 to adopt, confirm and ratify matters dealt with by resolution be read and passed in Open Council, signed and sealed this 22nd day of September, 2020.

CARRIED

7. Adjournment by Resolution

Resolution No. 06

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council adjourn at 9:26 pm to the call of the chair.

CARRIED

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MAYOR

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CLERK



<b>ACTION REQUEST – Finance</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Safe Restart Agreement - Funding

**RECOMMENDATION:**

**WHEREAS the Ontario government has provided emergency assistance funding to municipalities through the Safe Restart Agreement to offset the financial impact due to the COVID-19 pandemic;**

**AND WHEREAS the Province has specified funding must be used for operating costs and pressures due to COVID-19;**

**AND WHEREAS due to the nature of the pandemic and the necessity to make physical retrofits to offices to accommodate staff and the public in a safe environment, capital costs will be incurred by municipalities;**

**AND WHEREAS we have been advised by the Ministry of Finance that COVID- 19 related capital expenditures are ineligible for Safe Restart Agreement funding;**

**THEREFORE BE IT RESOLVED THAT the Council of the Township of North Dundas urges Ontario to allow capital expenditures under the Safe Restart Agreement, and that a copy of this resolution be forwarded to Premier Doug Ford, Jim McDonnell, MPP and the Association of Municipalities of Ontario (AMO).**

**BACKGROUND:**

The Ontario government recently announced funding through the Safe Restart Agreement to assist municipalities with addressing the financial burdens facing municipalities due to COVID-19. Through phase 1 of this agreement, the Township will be receiving up to \$292,200 to help offset associated financial impacts.

The province has specified that this funding must be used to support operating costs and pressures arising from pandemic related causes; however according to information received from the Ministry of Finance, capital expenditures are ineligible for funding under the Safe Restart Agreement.

Due to the nature of the pandemic and the necessity to make physical retrofits to offices to accommodate staff and the public in a safe and responsible manner, capital costs will be incurred by many municipalities.

**OPTIONS AND DISCUSSION:**

1. **Support the resolution** - recommended.
2. **Do not support the resolution** - not recommended.

**FINANCIAL ANALYSIS:**

The 2020 budget does not contain any estimated provisions for COVID-related costs or expenditures. Should the Township decide to proceed with capital improvements necessitated by COVID, there is no funding in place to offset these costs. Were the province to amend the eligibility requirements to include capital costs as part of the Safe Restart Agreement, it would reduce the financial burden placed on many municipalities.

**OTHERS CONSULTED:**

CAO  
SDG Treasurers' Association

**ATTACHMENTS:**

N/A

**PREPARED BY:**



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**John Gareau, CPA, CA, AMCT**  
**Treasurer, Director of Finance**

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
**CAO**


**ACTION REQUEST – Economic Development and Communications**

<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	New Municipal Website RFP

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas acknowledge UpanUp as the vendor of choice to complete the redesign of the Township website [www.northdundas.com](http://www.northdundas.com) for a price of \$21,780 plus HST.**

**BACKGROUND:**

In an effort to provide a better online experience for all users, North Dundas and North Stormont have partnered with the Counties SDG to have all three municipal websites redesigned.

The Counties SDG issued the “SDG New Modern Internet Website” RFP that closed on August 5<sup>th</sup>, which resulted in 18 submissions. After a collaborative review of all submissions, it was decided that UpanUp would be the vendor to complete the project.

The North Dundas Project Agreement has been finalized to commence the project. Key milestones are December 31, 2020 to have our current website be AODA compliant, with our new website being completed in early spring 2021.

**OPTIONS AND DISCUSSION:**

1. **Acknowledge the engagement with UpanUp** – recommended
2. **Do not acknowledge the engagement with UpanUp** – not recommended

**FINANCIAL ANALYSIS:**

The project is within the \$25,000 approved in the 2020 budget.


**OTHERS CONSULTED:**

- Ms. Angela Rutley, Township CAO

**PREPARED BY:**

  
 Stephen Mann  
 Economic Development &  
 Communications Officer

**REVIEWED & APPROVED BY:**

  
 Angela Rutley, BBA  
 CAO



<b>ACTION REQUEST – Waste Management Services</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	List of Surplus Equipment

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas declare the following pieces of equipment to be surplus to the needs of the municipality and authorize the Director of Waste Management to sell the items.**

**1999 EPCO Horizontal Baler and Phaze Converter**

**Can Crusher (homemade)**

**2008 Chevrolet Silverado 1 Ton**

**1997 Homemade Trailer**

**2009 International 4300**

**BACKGROUND:**

With the transition to 60/40 split trucks to pick up our waste and recycling and then shipping recyclables to be processed at a different location, these pieces of equipment are now considered surplus.

**OPTIONS AND DISCUSSION:**

- 1. Approve the Recommendation** – recommended. Approve the list of surplus equipment and vehicles and authorize the Director of Waste Management to obtain estimates of value and post these items for sale on the Township's website.
- 2. Do not approve the Recommendation** – not recommended. This option is not recommended.

**FINANCIAL ANALYSIS:**

Proceeds from the sale will be allocated back to the Waste Management Department.

**OTHERS CONSULTED:**

Dave Sheldrick

**PREPARED BY:****REVIEWED & APPROVED BY:**



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**Doug Froats**  
**Director of Waste Management**



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**Angela Rutley, BBA**  
**CAO**



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Interim Control By-law Regarding Cannabis Production

**RECOMMENDATION:**

**WHEREAS** Health Canada is responsible for issuing licences and certificates for the growing of cannabis;

**AND WHEREAS** municipalities can regulate cannabis facilities through Zoning By-laws and Site Plan Control;

**AND WHEREAS** North Dundas has four older Zoning By-laws which do not adequately address the land use impacts of cannabis cultivation, processing and production;

**AND WHEREAS** as per Section 38 of the Planning Act, an Interim Control By-law may be in effect for up to one year while a land use planning study is completed;

**NOW THEREFORE BE IT RESOLVED THAT** Council direct staff to undertake a land use planning report on the impact of cannabis cultivation, processing and production and consider additional options to regulate such uses within the Township within 1 year of the passing the proposed Interim Control By-law;

**AND THAT** Council direct staff to prepare an Interim Control By-law to prohibit any new or expanded cultivation, processing or production of cannabis in the Township;

**AND THAT** any prohibition arising from the Interim Control By-law shall not apply to the cultivation of up to 4 plants on any property for personal consumption;

**AND THAT** any prohibition arising from the Interim Control By-law shall not apply to cannabis cultivation, processing and production on lands zoned Industrial.



**EXECUTIVE SUMMARY:**

Over the past year, there has been a rise in inquiries for cannabis operations on rural, agricultural, commercial and industrial lands. The four Zoning By-laws for North Dundas are older and do not address all of the new types of cannabis operations authorized by Health Canada. As it is a recently legalized land use, there are no formal definitions, standards, or dedicated permitted use for cannabis production. A significant number of municipalities across Ontario, including North Grenville, have been passing Interim Control By-laws to provide staff with the chance to evaluate and prepare new zoning regulations on the topic.

The purpose of this Action Request is to respectfully seek direction from Council regarding the possibility of an Interim Control By-law regarding cannabis operations in North Dundas.

**BACKGROUND:**

Cultivation and production of cannabis is considered by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) as a crop and is therefore not distinct at a Provincial level from all other crops, in principle. Notwithstanding, as with other land uses, cannabis cultivation and production facilities may require specific measures to ensure compatibility and to mitigate nuisances such as noise, odour, light and security.

The *Cannabis Act* came into force on October 17, 2018. Since that date, new regulations (*Cannabis Regulations SOR/2018-144*) have replaced the *Access to Cannabis for Medical Purposes Regulations*. In the most recent Government of Canada Regulations that are enabled by the *Controlled Drugs and Substances Act*, the *Food and Drugs Act* and the *Cannabis Act*, it is possible to obtain licences for microcultivation, standard cultivation and nursery. In deciding which licence is appropriate, the difference comes down to the size of the canopy space. Each of these licences allows the licence holder to obtain dried cannabis, fresh cannabis, cannabis plants or cannabis plant seeds by cultivating, propagating and harvesting cannabis. Health Canada also registers cannabis grown for medical purposes through a certificate. This certificate permits an individual to legally produce or possess a limited amount of cannabis for medical purposes. The licensing and certification of cannabis production facilities is the responsibility of the Federal Government; however, municipalities can regulate these facilities through Zoning By-laws and Site Plan Control.

Residents can legally grow up to four plants per residence for personal recreational use. It is illegal to grow more than four plants per residence. Other than the provision to allow four plants to be grown per residence, the only opportunity to obtain cannabis for recreational use is through the Ontario Cannabis Store website or a private cannabis retail store. These federal outlets only obtain cannabis from producers licensed under Health Canada.

**INTERIM CONTROL BY-LAW:**

Section 8.12.8 of the SDG County Official Plan authorizes North Dundas Council to pass an Interim Control Resolution and By-law. The goal of an Interim Control By-law is for a municipality to review scoped policies and regulations, and bring forth land use policies and regulations to mitigate any negative impacts that could be created by cannabis production facilities.

What is an Interim Control By-law?

An Interim Control By-law is a planning tool available to Ontario municipalities under Section 38 of the *Planning Act* to place a temporary 'freeze' on a use of land, "*by prohibiting the use of land, buildings or structures within the municipality or within the defined area or areas thereof for, or except for, such purposes as are set out in the by-law*", while the municipality is studying or reviewing its land use policies. The restrictions can only be imposed for one year, with a maximum extension of a second year. Once an Interim Control By-law expires, a subsequent Interim Control By-law may not be imposed on those same land uses for three years.

For the purposes of an Interim Control By-law "*Cannabis Production*" would be defined as the following:

*"Cannabis Production" means any land, building or structure used for growing, producing, cultivation processing, testing, destroying, storing, packaging and/or shipping of cannabis, licenced by Health Canada under the Cannabis Act. A Cannabis Production Facility does not include the growth, production or processing of four or fewer cannabis plants on a lot for personal use and does not include the retailing of cannabis or cannabis products under a retail operator license issued under the Cannabis License Act, 2018.*

An Interim Control By-law could suspend cannabis production facility development Township-wide, save for the Industrial zones where cannabis production facilities are considered a permitted use and buffering provisions are already in place. This will allow the subsequent land use study to fully evaluate the implications of cannabis production facilities across all other areas of the Township, in particular the Rural and Agricultural zones.

The proposed Interim Control By-law will cover the entire geographic area of North Dundas and will exclude the cultivation of up to 4 plants on any property for personal consumption as permitted in the *Cannabis Act*.

While an Interim Control By-law is in effect, it is the responsibility of the Township to complete a review on cannabis land use policies which may include the implementation of policies in the County Official Plan and new regulations in the Township's Zoning By-laws for cannabis facilities. If the Interim Control By-law expires prior to Council passing a By-law under Section 34 of the *Planning Act*,

then the provisions of the Zoning By-law that applied prior to the Interim Control By-law will once again apply.

**OPTIONS AND DISCUSSION:**

- 1. Adopt the Resolution as Presented** – recommended.  
If adopted, staff will prepare an Interim Control By-law for Council's consideration.
- 2. Refuse the Request** – not recommended.  
Under this option, no action would be taken and *cannabis production* could be interpreted as an agricultural use and permitted in any of Rural (RU) or Agricultural (AG) Zone without zoning performance standards specific to the use.
- 3. Do Nothing (Status Quo)** – not recommended.  
Under this option, no action would be taken (as above).

**FINANCIAL ANALYSIS:**

No financial impacts are related to the recommendations of this report.


**OTHERS CONSULTED:**

Chief Administrative Officer  
Chief Building Official  
County Planning Department  
Township Solicitor  
Municipal By-law Enforcement Officers  
North Grenville Planning Department

**ATTACHMENTS:**

N/A


**PREPARED BY:**

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**Calvin Pol, BES, MCIP, RPP**  
**Director of Planning, Building & Enforcement**

**REVIEWED & APPROVED BY:**

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**Angela Rutley, BBA**  
**CAO**



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Draft Approval Extension - 2379132 Ontario Inc.

**RECOMMENDATION:**

**WHEREAS** 2379132 Ontario Inc. submitted a request to extend draft plan approval for a Plan of Subdivision (File 01-ND-S/2014) for Part of Lot 6, Concession 9, Former Township of Mountain (PIN 661000157); **NOW THEREFORE BE IT RESOLVED THAT** the Council of the Township of North Dundas hereby recommends that the United Counties of Stormont, Dundas and Glengarry extend draft plan approval for Plan of Subdivision No. 01-ND-S/2014 for two years, as recommended by the Township Planning Division.

**EXECUTIVE SUMMARY:**

Kollaard Associates Inc. (Engineering) have prepared the engineering design drawings for this subdivision. The drawings have been reviewed by the Township Engineer and have been approved. The Hydro layout is being finalized. A draft plan extension would give additional time to complete the final required approvals (Bell, Hydro, gas, South Nation Conservation, etc.). We expect to have a Subdivision Agreement prepared for Council's approval in late 2020 or early 2021.

**BACKGROUND:**

The proponent's engineer has been trying to complete the Hallville subdivision paperwork before the approval lapses on December 18, 2020. Given the timelines and required approvals, it is possible that not everything will be completed. As such, it would be prudent to recommend that the United Counties extend draft plan approval for two years. This will give additional time for any unforeseen delays. If the draft plan lapses, the applicant would have to restart from the beginning.

**OPTIONS AND DISCUSSION:**

- 1. Recommend the United Counties extend the draft plan approval for two years** – recommended. The developer would have additional time to finalize the subdivision details and obtain required approvals.
- 2. Not recommend an extension to the United Counties** – not recommended. The developer would have to obtain all approvals prior to December 16, 2020 or restart from the beginning (public meeting, notices, engineering, etc.).

**FINANCIAL ANALYSIS:**

Once approved and developed, the subdivision will attract new residential development to Hallville.

**OTHERS CONSULTED:**

United Counties of Stormont, Dundas and Glengarry  
South Nation Conservation Authority  
Township Engineer  
Developer's Engineer

**ATTACHMENTS:**

None


**PREPARED BY:**

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**Calvin Pol, BES, MCIP, RPP  
Director of Planning, Building &  
Enforcement**

**REVIEWED & APPROVED BY:**

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**Angela Rutley, BBA  
CAO**



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Budget Amendment - Software Licence

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas approve Budget Amendment #2020-09 in the amount of \$6,816.00 to split the 2019 contract for Building and By-law Enforcement Software over two years.**

**BACKGROUND:**

New software for Building and Enforcement was budgeted for and purchased in 2019. The signed contract was for a two-year period, where the 2020-year portion of the contract was placed into a reserve account. This budget amendment is to draw from this reserve to pay for the second year of the contract. There is no impact on the 2020 budget.

**OPTIONS AND DISCUSSION:**

- 1. Approve budget amendment – recommended.**
- 2. Do not approve budget amendment – not recommended.**

**FINANCIAL ANALYSIS:**


This software contract was for two years and financed in 2019, with the second years' amount placed into reserves, with no tax impact.

**OTHERS CONSULTED:**


Finance Department  
CBO

**ATTACHMENTS:**

Budget Amendment #2020-09 for \$6,816.00

**PREPARED BY:**


**Calvin Pol, BES, MCIP, RPP**  
**Director of Planning, Building & Enforcement**

**REVIEWED & APPROVED BY:**


**Angela Rutley, BBA**  
**CAO**

**APPENDIX #1**

**Township of North Dundas**  
**Addendum to Budget Resolution - October 6, 2020**

**Budget Amendment - 2020-09 - Building Department**

<b>Project</b>	<b>Account No.</b>	<b>2020 Original Budget</b>	<b>Revised Budget</b>	<b>Budget Amend- ment</b>
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**Costs**

Building & By-law Software License	1-5-2100-8000	-	6,816	6,816
		<b>\$ -</b>	<b>\$ 6,816</b>	<b>\$ 6,816</b>

**Financing**

Transfer from Reserves (Building Dept - Software Reserve 1-3-2000-8135)	1-4-2100-9000	\$ -	6,816	6,816
		<b>\$ -</b>	<b>\$ 6,816</b>	<b>\$ 6,816</b>



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Budget Amendment for Morewood Fire Hall Ceiling Repair

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas approve budget amendment #2020-11 for the repair of the Morewood Fire Hall ceiling for \$10,000 + HST, to be financed from funds leftover from the Morewood Fire Hall roof replacement.**

**BACKGROUND:**

The replacement of the Morewood Fire Hall roof and the repair of the ceiling in the truck bay, were both 2020 budgeted capital projects. In accordance with our municipal purchasing policy, the roof replacement was tendered and 3 quotes were sought for the ceiling repair.

The roof replacement tender was advertised, awarded, and completed. Only 2 quotes were obtained for the ceiling repair. Contractors are very busy and it is growing increasingly challenging to obtain quotes. Various contractors have expressed that they are discouraged with providing quotes or budgetary pricing for municipal projects and then not be awarded the project.

We have been informed that the price of materials is increasing regularly. As we have funds remaining from the replacement of the fire hall roof, which can be reallocated to the repair of the fire hall ceiling, we are requesting that Council authorize & approve the attached budget amendment so that the project can be awarded and get underway.

**OPTIONS AND DISCUSSION:**

- 1. Approve the budget amendment as presented - recommended.**
- 2. Do not approve the budget amendment - not recommended.**

**FINANCIAL ANALYSIS:**

\$5,000 was included in the 2020 budget for the repair of the Morewood Fire Hall Ceiling, at the suggestion of a local contractor. \$35,000 was budgeted for the replacement of the fire hall roof. The roof replacement came in under budget, at a subtotal of \$27,660, leaving \$7,340 remaining. The contractor price for labour & materials for the ceiling repair, is \$9,955, which is \$4,955 over budget.



**OTHERS CONSULTED:**

Deputy Treasurer

**ATTACHMENTS:**

Appendix #1 – Budget Amendment #2020-11

**PREPARED BY:**



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**Meaghan Meerburg**  
Director of Recreation

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
CAO

**APPENDIX #1**

**Township of North Dundas**  
**Addendum to Budget Resolution - October 6, 2020**

**Budget Amendment - 2020-11 - Other Facilities (Morewood Fire Station)**

<b>Project</b>	<b>Account No.</b>	<b>2020 Original Budget</b>	<b>Revised Budget</b>	<b>Budget Amend- ment</b>
<b>Costs</b>				
Morewood Fire Station - Ceiling Repair	1-5-2010-8001	5,000	10,000	5,000
		<b>\$ 5,000</b>	<b>\$ 10,000</b>	<b>\$ 5,000</b>
<b>Financing</b>				
Morewood Fire Station - Roof Replacement	1-5-2010-8001	35,000	30,000	(5,000)
				-
		<b>\$ 35,000</b>	<b>\$ 30,000</b>	<b>\$ (5,000)</b>



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	1 Mill St., Chesterville Lease Agreement

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas authorize the Mayor and CAO to execute the attached lease Agreement, with Etcetera Publications (Chesterville), for the office space located in the Chesterville Community Centre, 1 Mill St., Chesterville, for the term of October 16, 2020 until October 31, 2021.**

**BACKGROUND:**

In the lower level of the Chesterville Community Centre, is an office space, which is approximately 645 sq. ft. This space was previously rented as a medical clinic from January 2009, until July 2019. Following the departure of the medical clinic, the space was advertised for rent, but has remained vacant. Etcetera Publications, producer of the Chesterville Record, would like to lease the space for their new administration location. Attached is the draft lease for Council review, which is proposed to be in effect for the term of October 16, 2020 to October 31, 2021, for \$1,300 per month, plus HST.

**OPTIONS AND DISCUSSION:**

- 1. Authorize & approve the lease agreement with Etcetera Publications (Chesterville), as presented - recommended.**
- 2. Do not approved the lease agreement with Etcetera Publications (Chesterville) - not recommended.**

**FINANCIAL ANALYSIS:**

Rental income for the vacant office space was not included in the 2020 budget. This will result in an unplanned revenue of \$2,600 in 2020 and planned revenue of \$13,000 in 2021.

**OTHERS CONSULTED:**

CAO

**ATTACHMENTS:**

Etcetera Publications Lease Agreement

**PREPARED BY:**



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**Meaghan Meerburg**  
**Director of Recreation**

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
**CAO**

In pursuance of the *Short Forms of Leases Act*, R.S.O. 1990, c. S.11,

THIS AGREEMENT MADE the \_\_\_\_ DAY OF \_\_\_\_\_, 2020.

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
hereinafter called the “Lessor”

-and-

**ETCETERA PUBLICATIONS (CHESTERVILLE)**  
hereinafter called the “Lessee”

**Property:** Chesterville Community Centre - Office Space  
1 Mill Street  
Chesterville, Ontario  
K0C 1H0

**WHEREAS:**

1. The Lessor is the owner of the lands and premises described as Part of Lot 86, Block F, Plan 35, formerly in the Village of Chesterville, now in the Township of North Dundas, County of Dundas, known for municipal purposes as 1 Chesterville Mill Street, Chesterville, Ontario, K0C 1H0;
2. The Lessor has agreed to lease a portion of the premises, located at 1 Chesterville Mill Street, including the former medical clinic area, for the purpose of operating an administration office for Etcetera Publications (Chesterville), on the terms and conditions hereinafter set out;

In consideration of the rents, covenants and agreements reserved and contained on the part of the Lessee to be paid, observed and performed, the Lessor and the Lessee agree as follows:

1. **RENTS**
  - (1) The Lessee covenants with the Lessor, to pay rent at a monthly rate of one thousand three-hundred dollars (\$1,300) plus HST. Upon signing this lease agreement, the Lessee shall provide the Lessor with post-dated cheques for subsequent months rent, which shall be processed in advance of the first day of each month.
  - (2) The rent set out in subclause (1) of this paragraph includes all utilities (heat, light, water etc.) grass mowing, snow removal, commercial taxes, and common maintenance and repair (collectively referred to as additional costs). It does not include janitorial services. They are the responsibility of the Lessee.
2. **TERM**

This agreement will be in force for a term of twelve (12) months, starting on October 16<sup>th</sup>, 2020 and terminating on October 31<sup>st</sup>, 2021.
3. **OVERHOLDING OF LESSEE**

In the event that the Lessor shall permit the Lessee to remain in occupation of the demised premises without objection by the Lessor and after the expiration of the term and any extension or extensions thereof, the Lessee shall be deemed to be a

Lessee from month to month at a monthly rental agreed upon and subject to all covenants and agreements of this lease applicable to a monthly tenancy.

4. **PARKING**

The Lessee shall be entitled to non-exclusive use of parking spaces on the lands upon which the demised premises are constructed.

5. **QUIET ENJOYMENT**

The Lessor covenants with the Lessee for quiet enjoyment.

6. **ASSIGNMENT**

The Lessor and the Lessee covenant and agree that the Lessee shall not, at any time, assign this lease or sublet any part or parts of the premises.

7. **RENEWAL**

Upon maturity of this agreement, the Lessor and Lessee may choose to renew this agreement with the term and rent to be negotiated between the parties.

8. **TERMINATION**

(1) It is mutually agreed that if the Lessee defaults in any payment of rent when due, or if the Lessee is in default in performing any of the terms, covenants or provisions of this lease, the Lessor may forward notice in writing of such default to the Lessee, and failure of the Lessee to cure such default to the satisfaction of the Lessor within 60 days after the date of receipt as defined herein of such notice shall, at the option of the Lessor, work as a forfeiture of the lease and shall give the Lessor the right, at its option, to treat this lease as cancelled and terminated, and the term and estate vested in the Lessee, as well as all other rights of the Lessee hereunder, shall immediately cease and expire as fully and with like effect as if the entire term herein provided for had expired, and the Lessor may enter the demised premises, with or without process of law, and take possession together with any and all improvements which may have been erected thereon, the Lessee waiving any demand for possession thereof; and all improvements made upon the premises shall be forfeited and become the property of the Lessor as liquidated damages without compensation therefor to the Lessee.

(2) Should either party wish to terminate the agreement prior to the expiration of the term, written notice must be given sixty (60) days in advance of termination.

9. **LIABILITY AND INDEMNITY OF LESSOR**

(1) The Lessee shall defend, indemnify and save the Lessor their elected officials, officers, employees and agents from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Lessee, their officers, employees, agents, or others who the Lessee is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Lessor in accordance with this agreement, and shall survive this agreement.

(2) With the exception of claims arising as a result of the Lessor's negligence or arising as a result of the Lessor's failure to fulfill its obligations set out in this agreement, the Lessee covenants to indemnify the Lessor against all claims including construction lien claims by any person arising from any want of maintenance thereof or anything done or admitted on or in the vicinity of the demised lands and premises or any other thing whatsoever, whether arising from any breach or default or from any negligence by the Lessee, its agents,

contractors, employees, invitees or licensees, or from any accident, injury or damage or any other cause whatsoever, and such indemnity shall extend to all costs, counsel fees, expenses and liabilities which the Lessor may incur with respect to any such claim.

- (3) In the event that the Occupational Health & Safety Act R.S.O. 1990, c.O.1 should apply to any matter occurring pursuant to this agreement, each party will assume its responsibility and liability under the Act.

#### 10. INSURANCE

Prior to commencement of the lease, the Lessee shall obtain and maintain until the termination of the agreement and provide the Corporation of the Township of North Dundas with evidence of:

- (1) Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than two million dollars (\$2,000,000) per occurrence/ two Million dollars (\$2,000,000) annual aggregate for any negligent acts or omissions relating to the Lessee's operations. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products; broad form completed operations; employees and volunteers as Additional Insured(s); contingent employers liability; Lessee legal liability – all risks; cross liability and severability of interest clause.
- (2) The Lessor shall be added as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Lessor.
- (3) Any and all deductibles shall be the sole responsibility of the Lessee and the Lessor shall bear no cost towards such deductible.
- (4) The Policies shown above shall not be cancelled, or materially changed unless the Insurer notifies the Lessor in writing at least thirty (30) days prior to the effective date of cancellation.
- (5) The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Lessor. The Lessee shall provide the Lessor with a certificate of insurance evidencing coverage as noted above, on an annual basis.
- (6) In addition to the above insurance, the Lessee shall be responsible to insure their property including business interruption – the Lessor shall not bear any cost associated with such insurance.

#### 11. REPAIRS

- (1) The Lessee covenants with the Lessor:
  - (a) That the Lessor will provide custodial services required for the general maintenance of the premises;
  - (b) That the Lessee will repair any damage to the interior of the demised premises (reasonable wear and tear, and damage by fire, lightning and tempest only excepted);
  - (c) That the Lessor may enter and view the state of repair on reasonable written notice and during business hours;
  - (d) That the Lessee will leave the premises in good repair (reasonable

wear and tear and damage by lightning and tempest only excepted).

- (2) The Lessor shall repair the exterior of the demised premises.

## 12. MAINTENANCE

- (1) The Lessor shall maintain the grounds, parking and building access areas.
- (2) The Lessor agrees to provide, throughout the term of this Lease, such utilities as the Lessee may reasonably require including water, gas, electric power or energy, steam or hot water; but the Lessor shall not be liable for the failure to provide such utilities when such failure is beyond the Lessor's control.
- (3) The Lessee shall be permitted to use any appliances that are located in the demised premises at the time of signing this lease agreement. Should any of the said appliances require any repair or replacement during the term of this agreement, the Lessor shall not be held responsible for bearing any of the affiliated costs. Before undertaking any repairs or replacements of the said appliances, the Lessee shall notify the Lessor of the issue(s) and proposed repairs or replacements and shall obtain the approval and consent of the Lessor before proceeding.

## 13. ALTERATIONS, PARTITIONS, IMPROVEMENTS

- (1) If the Lessee, during the term of the Lease, desires to affix or erect partitions, counters or fixtures in any part of the walls, floors or ceilings of the demised premises, it may do so at its own expense at any time and from time to time provided that the Lessee's rights to make such alterations to the demised premises shall be subject to the conditions contained herein.
- (2) Before undertaking any such alterations, to the demised premises, the Lessee shall submit to the Lessor, a plan showing the proposed alterations and shall obtain the approval and consent of the Lessor in writing.
- (3) All such alterations shall conform to all building regulations then in force, affecting the demised premises.
- (4) Such alterations will not be of such kind or extent as to, in any manner, neither weaken the structure of the building after the alterations are completed nor reduce the value of the building.
- (5) Except as herein provided, the Lessee will not erect or remove or change the location or style of any partitions or fixtures without the written consent of the Lessor being first obtained.
- (6) At the expiration of the term hereby granted or any renewal thereof, the Lessee shall have the right to remove the fixtures set out in subclause (1), (but not the leasehold or structure improvements which shall remain the property of the Lessor) provided the Lessee makes good all damage occasioned to the demised premises by the taking down or removal thereof.

## 14. NOTICE

Any notice to be given pursuant to this lease shall be sufficiently given if served personally upon the party or an officer of the party for whom it is intended, or mailed, prepaid and registered; in the case of the Lessor, addressed to the care of the Director of Recreation & Culture, the Corporation of the Township of North Dundas. and, in the case of the Lessee, care of Ms. Linda Vogel, Etcetera Publications (Chesterville), or such other address as the parties may designate by notice in writing. The date of receipt of any such notice shall be deemed to be the date of delivery, if such notice is served personally or, if mailed, 72 hours after such mailing.

## 15. PAYMENTS



All payments hereunder shall be made to the Lessor, the Corporation of the Township of North Dundas, 636 St. Lawrence Street, P.O. Box 489, Winchester, Ontario K0C 2K0.

In witness whereof, the parties have signed, attested by the hands of their respective officers, duly authorized in that behalf.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2020 by the parties to the contract.

**ETCETERA PUBLICATIONS (CHESTERVILLE)**

_____	_____
<b>Linda Vogel</b>	<b>Witness</b>

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

_____	_____
<b>Tony Fraser, Mayor</b>	<b>Witness</b>

_____	_____
<b>Angela Rutley, CAO</b>	<b>Witness</b>



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Arena Advertising

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas authorize that fees for arena advertising be waived for the term of July 2020-July 2021.**

**BACKGROUND:**

The Winchester & Chesterville Arenas offer rink board, wall, and change room door advertising. Ads are rented on an annual basis, from July to July. The rental rates are very affordable and range from \$120 to \$500 for renewals. Increased rates apply for new ads, in order to cover the cost of design, print, and installation. The number and type of ads change each year as some are cancelled and new ones are sold. The advertising billing period is July until July. The Winchester Arena currently has 58 arena ads, which would generate rental revenue of \$14,780 plus HST for the period of July 2020 until July 2021. The Chesterville Arena has 44 arena ads, which would result in rental revenue of \$11,465 plus HST.

As Council is aware, COVID-19 is having an adverse effect on many businesses, seemingly including those who rent advertising space at our arenas. Notably, several of these advertisers are local businesses. It is recommended that Council waive fees for arena advertising, for the current advertising billing period of July 2020 to July 2021 in order to offer these businesses a token amount of financial relief from the advertising expense.

**OPTIONS AND DISCUSSION:**

- 1. Authorize that fees for arena advertising be waived for the term of July 2020-July 2021 – recommended.**
- 2. Do not authorize that fees be waived – not recommended.**

**FINANCIAL ANALYSIS:**

Should Council choose to waive advertising fees for the billing period of July 2020 to July 2021, \$26,245 in revenue would not be collected.

**OTHERS CONSULTED:**

Recreation Coordinator

**PREPARED BY:**



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**Meaghan Meerburg**  
**Director of Recreation**

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
**CAO**



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Budget Amendment for Pool Repairs

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas approve budget amendment #2020-10 for the repair of the Winchester Centennial Pool for \$30,500 + HST and for the repair of the Chesterville Public Pool for \$3,500 plus HST, to be financed from the General Working Reserve (2019 budget surplus).**

**BACKGROUND:**

During the September 8<sup>th</sup> Council meeting, DeJong Masonry Inc. was awarded a tender for the repair of the Winchester Centennial Pool and for minor repairs to the Chesterville Community Pool. In order to help reduce costs, the tender stated that the Township would provide the coping stones and perimeter tiles for the contractor to install.

The perimeter tiles have been sourced locally. The coping stones for the Winchester Centennial Pool are custom made and we only have four spares. It is possible that during this renovation, additional coping stones will be broken and need to be replaced. We have located a concrete fabricator, who can make a custom mould in the event this occurs. The mould can be kept by the Recreation & Culture Department, for future use.

Both projects were resolved to be financed from the General Working Reserve (2019 budget surplus). A budget amendment is being presented for Council approval.

**OPTIONS AND DISCUSSION:**

- 1. Approve the budget amendment as presented - recommended.**
- 2. Do not approve the budget amendment - not recommended.**

**FINANCIAL ANALYSIS:**

No funds were allocated for this unforeseen expense as discussed in my previous report to Council dated, August 11<sup>th</sup>, 2020, regarding this matter. It was approved in the September 8<sup>th</sup> Council meeting, that the required repairs to both municipal pools would be completed in 2020 and financed from the General Working Reserve (2019 budget surplus). The contractor repair price for the Winchester Centennial Pool is \$25,000 + HST. Replacement of any broken perimeter tiles and

coping stones for the Winchester Centennial Pool are estimated to be up to \$5,500. Minor repairs to the Chesterville Community Pool was awarded to the contractor for \$3,500 + HST, with no additional costs foreseen.

**OTHERS CONSULTED:**

Deputy Treasurer

**ATTACHMENTS:**

Appendix #1 – Budget Amendment #2020-10

**PREPARED BY:**



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**Meaghan Meerburg**  
**Director of Recreation**

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
**CAO**

**APPENDIX #1**

**Township of North Dundas**  
**Addendum to Budget Resolution - October 6, 2020**

**Budget Amendment - 2020-10 - Recreation Services**

<b>Project</b>	<b>Account No.</b>	<b>2020 Original Budget</b>	<b>Revised Budget</b>	<b>Budget Amend- ment</b>
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**Costs**

Upgrades to Winchester Pool	1-5-7500-8000	22,800	53,300	30,500
Repairs to Chesterville Pool	1-5-7550-7150	800	4,300	3,500
		<b>\$ 23,600</b>	<b>\$ 57,600</b>	<b>\$ 34,000</b>

**Financing**

Transfer from Reserves - General Working Funds (1-3-200-8010)	1-4-7500-9000	-	30,500	30,500
Transfer from Reserves - General Working Funds (1-3-200-8010)	1-4-7550-9000	-	3,500	3,500
		<b>\$ -</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	September Community Grants

**RECOMMENDATION:**

**THAT Council approve that the Winchester Skating Club and Chesterville & District Historical Society each be awarded a \$400 Community Grant.**

**BACKGROUND:**

Community groups/organizations can request financial assistance from the Township through a submission process. There are up to 5, \$400 grants available to these types of groups.

The following documents must be submitted in order for a request to be reviewed by the committee:

- A letter indicating:
  - Who your group/organization is
  - What type of service you provide in the community of North Dundas
  - Who is on your executive
  - How long you have been in operation
  - What the funds are being used for and how the funds will benefit the organization and impact the community
- A copy of the organization's finances

The review committee will consist of the Director of Recreation & Culture, the CAO and two members of Council, (not full Council). The review committee will make the final decision on whether the request will be granted. The review committee may request additional information to further substantiate the request. Funds will be paid upon submission of supplier invoices by the community organization/group.

Community Grant Requests Deadline: April 1<sup>st</sup> and September 1<sup>st</sup> of each year.

Three proposals were received before the September 1<sup>st</sup> deadline. The Community Grant Review Committee reviewed and discussed the applications. The committee unanimously supports the request from the Winchester Skating Club for program equipment, and a majority of the committee supports the Chesterville & District Historical Society application for funding to publish an

update to the history of Chesterville. Therefore the grant committee is recommending that the Winchester Skating Club and Chesterville & District Historical Society, each be awarded a \$400 Community Grant.

**OPTIONS AND DISCUSSION:**

1. **Award one \$400 grant each to the Winchester Skating Club and Chesterville & District Historical Society as proposed** - recommended.
2. **Request that applications be reassessed and that the Community Grant Review Committee bring forth a new recommendation for a future Council meeting** - not recommended.

**FINANCIAL ANALYSIS:**

Funding for 5, \$400 grants was approved during our 2020 budget process. 3 grants were awarded in April, leaving 2 grants available.

**OTHERS CONSULTED:**

Councilor Annable  
Councilor Hoy  
CAO

**ATTACHMENTS:**

N/A

**PREPARED BY:**



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**Meaghan Meerburg**  
**Director of Recreation**

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
**CAO**





<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Diversity Dundas Request for Use of the JSCH

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas receive the letter of request submitted by Diversity Dundas for free use of the Joel Steele Community Hall for group meetings and approve option \_\_\_\_\_, outlined below.**

**BACKGROUND:**

Diversity Dundas is a community group that was developed with a goal of supporting and celebrating diversity in our rural area. The group includes those of colour, those from an indigenous background, as well as individuals from the LGBTQ+ community and others. Diversity Dundas is seeking Council's support of their group, through free use of the Joel Steele Community Hall for group meetings, because the hall may be able to accommodate up to 50 guests under the current COVID-19 facility guidelines and because it is accessibly compliant. The event is not hosted and staffed by the municipality, so the attendance limit may be 25 people with recent changes to COVID-19 protocol.

Please find attached, the letter submitted by Chris Clapp, on behalf of Diversity Dundas. The letter states that the group is requesting free space for their October meeting, as well as for potential future meetings. Since the time that the letter of request was received, Diversity Dundas was able to secure a Church location in South Dundas, where their October public meeting will be held. The group is still seeking in-kind space for future meetings.

Currently, the Township offers in-kind use of space to Recreation Associations, the Chesterville Lions Club, the Chesterville Rotary Club, and the Friends of the South Mountain Resource Centre. These groups are established service clubs/groups that have made a substantial financial contribution to one or more municipal properties/facilities, or operate under the auspices of the Township of North Dundas as Committees of Council, offering recreational programming on an ongoing basis. From time to time, a one-time single or one-time multi-day facility rental is requested, free of charge for a special event (i.e. Telus Ride for Dad, Winchester District Memorial Hospital Foundation Gala, hospital fundraiser, etc.). Should Council choose to authorize free use of space to Diversity Dundas, on an ongoing basis, this may set a precedent and other community groups, both new and existing, may come forward to submit a similar request for free use of space.

**OPTIONS AND DISCUSSION:**

1. Grant Diversity Dundas free use of the Joel Steele Community Hall for one ½ day meeting per month.
2. Grant Diversity Dundas 1 free rental of the Joel Steele Community Hall for a single ½ day meeting.
3. Do not approve the request from Diversity Dundas, for free use of the Joel Steele Community Hall.
4. Other option chosen by Council.

**FINANCIAL ANALYSIS:**

Should Council waive the not-for-profit half day rental fee, it would mean that revenue of \$40.00 would not be generated for each rental.

**ATTACHMENT:**

Letter of request from Diversity Dundas

**OTHERS CONSULTED:**

N/A

**PREPARED BY:**



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**Meaghan Meerburg**  
Director of Recreation

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
CAO

**From:** Chris Clapp <[chrisclapp17@gmail.com](mailto:chrisclapp17@gmail.com)>  
**Sent:** September 8, 2020 10:14 AM  
**To:** Allan Armstrong <[aarmstrong@northdundas.com](mailto:aarmstrong@northdundas.com)>; Tony Fraser <[tfraser@northdundas.com](mailto:tfraser@northdundas.com)>  
**Cc:** Jo-Anne McCaslin <[jmccaslin@northdundas.com](mailto:jmccaslin@northdundas.com)>; Brandon Cousineau <[bcousineau@northdundas.com](mailto:bcousineau@northdundas.com)>  
**Subject:** In-kind Space - Joel Steele Arena (upstairs) - Diversity Dundas

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To North Dundas Council,

In follow-up around a local anti-racism momentum, we are now over 100 local people strong who have recognized the need for people to come together in community to share, debrief and provide solutions for our community to ensure that our neighbours who are feeling most vulnerable feel safe and celebrated throughout North Dundas. Through this, we have also heard from folks within the LGBTQ+ community who share differing but also similar concerns around their safety. We call ourselves "Diversity Dundas" which includes Black people, people of colour and Indigenous people, people from the LGBTQ+ communities as well as allies.

We have been saddened to hear of very real stories where people of colour have felt discriminated against, citing examples where they noted difficulties in finding local housing and employment. We have heard stories of couples who are seeking to return to live in Winchester but are voicing trepidations based on the overt racism noted within our community. We have heard stories of a neighbour gardening in their front yard and being called names as people drove by. We have heard stories of a mother who would tell her children to "just be nice" to the kids at Winchester Public and North Dundas when they were bullied – solely because of their skin colour – and we hear her sadness around her guilt as she questions how she should have handled it. At best, we can surely all agree that there is some real ignorance to what racism on a "micro" or individual level looks like and what "systemic racism" looks like. But, as Diversity Dundas, we acknowledge that it cannot be denied.

We see our local momentum as a positive step towards recognizing racism and towards building North Dundas as a progressive community that is able to tackle hard conversations, to hold space for those who have not felt safe to talk, to be good listeners and to be willing to do better. To be a community of choice for all people and where we welcome diversity.

As such, our volunteers are requesting support in providing physical space. We will be holding a public October meeting. Based on restrictions by Covid and also due to accessibility, the Joel Steele arena is likely our best option at this point. As we are newly forming with volunteers, we have no budget. As such, we respectfully request in-kind donation of the hall for this event and potential support for future ones as we organize

and in light of the Covid restrictions. Note that we have received kind offers from other organizations/businesses but the Covid regulations and/or accessibility will not allow for the safe gathering of a group that may see 50 people attend.

Thank you for this request in light of Council's commitment to an inclusive community,

Chris Clapp  
On Behalf of Diversity Dundas

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Chris Clapp, MSW RSW  
Co-Creator, Willow Wellness  
613-362-6218

*"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has." Margaret Mead*



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Winchester Lions Club Request for Use of the JSCH

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas receive the letter of request submitted by the Winchester Lions Club and authorize that the \$140.00 rental fee for the Joel Steele Community Hall be waived, in support of the Winchester Lion's Club Annual North Dundas Christmas Fund Gifts & Food Hamper Program, scheduled for December 15th & 16th, 2020.**

**BACKGROUND:**

The Winchester Lion's Club run a gift & food hamper program at Christmas time each year and host the program in their hall, which is located on Albert St., in Winchester. This year, the COVID-19 screening center is utilizing the Lions' Hall, so the Lions are seeking an alternative venue for their program. The Lions have submitted a letter of request to Council, requesting use of the Joel Steele Community Hall, free of charge, for December 15<sup>th</sup> & 16<sup>th</sup>, 2020. Please find the letter submitted by Winchester President, Shawn Doolan, attached.

**OPTIONS AND DISCUSSION:**

- 1. Approve the request of the Winchester Lions Club, for free use of the Joel Steele Community Hall on December 15<sup>th</sup> & 16<sup>th</sup>, 2020 – recommended.**
- 2. Do not approve the request of the Winchester Lions Club, for free use of the Joel Steele Community Hall – not recommended.**

**FINANCIAL ANALYSIS:**

Should Council waive the not-for-profit daily rental rate fee of \$70.00 for each of the 1-day rentals, \$140.00 of revenue would not be generated.

**ATTACHMENT:**

Letter of request from the Winchester Lions Club

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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**Meaghan Meerburg**  
**Director of Recreation**



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**Angela Rutley, BBA**  
**CAO**

**From:** Shawn Doolan <[sbdoolan@gmail.com](mailto:sbdoolan@gmail.com)>  
**Sent:** Tuesday, September 8, 2020 7:16 AM  
**To:** Tony Fraser  
**Subject:** Christmas Hampers Program

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning!

As you know, the Winchester Lions have found ourselves without a home, the COVID centre is going on a lot longer than expected and we don't know when it will be done. We don't mind as this is for the greater good of our township.

We are scrambling to not only find a place to meet, but also to fill our community obligations. One of those obligations is the Annual ND Christmas Fund gifts and food hamper program that we normally run out of the Hall.

I am considering the Joel Steele Community Center, the dates will be confirmed on 25 September, but are anticipated to be 15 and 16 December. We need two days, one for set up, there is a lot of work involved to prepare the gifts and pack the hampers, and the next day is for the clients to get their hampers.

We would be grateful if the Township would consider donating the use of the Community Center for this cause.

Warmest Regards

Shawn Doolan  
613 899 0078



ACTION REQUEST – CAO	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	COVID-19 Staff Accommodation Policy

**RECOMMENDATION:**

**That Council approve policy #85-2020 a COVID-19 Staff Accommodation Policy.**

**BACKGROUND:**

The workplace landscape is continually and rapidly changing as a result of COVID-19. We continue to follow the recommendations of the Chief Medical Officer of Health for the Eastern Ontario Health Unit and the Province. As a result of their directives and recommendations and in an effort to prevent the spread of COVID-19, employees may be absent from work for various reasons including but not limited to confirmed COVID-19, self-isolation due to exposure to a potential or confirmed case, experiencing symptoms, waiting for test results or caring for an individual with COVID-19.

Full-time Township employees have access to 5 paid sick days and 2 paid personal days. The Township also has a short-term disability plan that employees may access if they are diagnosed with COVID-19. The plan will pay 66.7% of weekly earnings, up to a maximum of \$800, for up to 17 weeks. The plan will not cover absence due to quarantine, self-isolation, caring for a family member or awaiting test results.

Depending on job responsibilities, some staff are able to work remotely and can continue to perform their job while self-isolating, but this is not possible for all positions or in all cases. For the staff that are not able to work remotely, the proposed leave would provide up to 5 additional days of pay for COVID related absence. Fairness to all employees is important and this approach is intended to provide a balanced, fair approach.

These days are intended to cover any COVID related absence. Individual circumstances are unique and recommendations for self-isolation continually adapt based on the presence of the virus in the community at a given point in time. It is anticipated that the availability of extra days, will also help keep employees with symptoms from coming to the workplace and potentially infecting co-workers.

The 5 COVID days would only be available in 2020 and the policy would be reviewed before the end of the year. These days are not eligible for carryover at



the end of 2020, unlike unused sick leave, nor can any portion of unused COVID leave be paid out at the end of the year.

**OPTIONS AND DISCUSSION:**

1. **Approve the policy** – recommended. This will provide additional support to employees who require time off due to COVID-19.
2. **Do not approve the policy** - not recommended. Employees who must be absent from work due to COVID-19, but do not have a confirmed case, may experience significant time off without pay.

**FINANCIAL ANALYSIS:**

If this additional COVID leave is granted, the Township will track the cost of the leave and claim it against the provincial funding that was provided to the Township for COVID-19 related expenses. There will be no impact on taxes.

**OTHERS CONSULTED:**

SDG County Policy  
Department Heads

**ATTACHMENTS:**

Policy #85-2020 COVID-19 Staff Accommodation Policy

**PREPARED BY:**

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**Angela Rutley, BBA**  
**CAO**

<b>POLICY MANUAL</b>	<b>Policy #85-2020</b>
<b>Township of North Dundas</b>	<b>Effective Dates:</b> <b>September 21st , 2020 –</b> <b>December 31st, 2020</b>
<b>Subject: Covid-19 Staff Accommodation Policy</b>	<b>DRAFT</b>

## **PURPOSE**

This Policy/Procedure is without prejudice or precedent and reflects current knowledge and available information. This Policy shall be in force and effect from the date of passage until December 31<sup>st</sup>, 2020. A review shall occur prior to the end of 2020 to determine if additional accommodation needs to be made in calendar year 2021. Such determination shall be made by Council.

This policy outlines additional entitlements for staff of the Township to accommodate instances where absences are required from work due to Covid-19.

## **SCOPE**

This Policy applies to all **regular full-time staff** of the Township who have not been offered arrangements to work remotely. It is intended to supplement, not replace, the Township's policy related to sick leave.

## **PROCEDURE**

For the balance of calendar year 2020, eligible Township staff shall be provided a maximum of five (5) paid days of Covid-19 related leave from the workplace. This leave shall cover **all instances** where the employee is unable to attend at the workplace, whether voluntarily or involuntarily. Without limiting the generality of the foregoing, Covid-19 related absences from work shall include:

- Experiencing illness/symptoms of Covid-19 themselves;
- Exposure/possible exposure to an individual having or suspected of having Covid-19;
- Caring for/cohabitating with any individual having/suspected of having Covid-19; whether a family member or not;
- Required self-isolation;
- Any other circumstance determined by the Township in its sole discretion.

When the employee has exhausted their five (5) days of Covid-19 related leave, regular sick leave entitlements and processes shall apply.

The eligibility for this leave ends on the day that the employee's or potential exposure's negative Covid-19 test result is reported by the testing agency.

Staff absent from work due to any Covid-related matter **may** be offered arrangements to work remotely, if their job can be performed remotely and the arrangement is approved by the Department Head and the Chief Administrative Officer. If remote work is offered and refused, the employee is not entitled to paid leave under this policy, but may use other applicable entitlements.

Any staff member who leaves Canada **for any reason whatsoever** is **required to quarantine** in accordance with current Government of Canada guidelines. Such employees are not eligible to use sick leave or the five (5) additional Covid-19 days outlined in this Policy however may use other available entitlements such vacation/banked time, or an unpaid leave of absence. The article above is also applicable in this circumstance.

Unused entitlements under this Policy are not eligible for pay-out at the end of 2020 or carry over into 2021.

For absences covered under this Policy, employees are required to report the absence in the usual fashion. Notwithstanding, the Township maintains the right to require any employee to submit a medical certificate where Covid-19 leave is claimed.

Any matters disputed under this Policy shall be referred to the Chief Administrative Officer, whose determination in the matter shall be final.



ACTION REQUEST – CAO	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Dry Hydrant Agreement

**RECOMMENDATION:**

**That Council authorize the Mayor and CAO to execute an agreement with the Municipality of South Dundas and the United Counties of Stormont, Dundas and Glengarry regarding sharing the cost and joint use and maintenance of the dry hydrant installed within the limits of County Road 16.**

**BACKGROUND:**

North Dundas Township installed a dry hydrant within the limits of County Road 16, very close to the boundary of South Dundas. This dry hydrant will provide additional water supply for firefighting. North and South Dundas fire departments are interested in sharing this infrastructure and the associated costs between the two municipalities. The CAOs are each presenting the attached agreement to their respective municipality for Council consideration.

**OPTIONS AND DISCUSSION:**

- 1. Approve the agreement** - recommended. This will enable the residents of both North and South Dundas to benefit from enhanced water supply for firefighting purposes.
- 2. Do not approve the agreement** - not recommended. South Dundas would not be able to access the dry hydrant, nor participate in sharing the costs of the hydrant.

**FINANCIAL ANALYSIS:**

The agreement will generate approximately \$8,000 in revenue, half the cost of installing the dry hydrant. This revenue was not budgeted, but will help to offset the additional costs that were incurred in 2020 to complete the installation of the hydrant.

**OTHERS CONSULTED:**

South Dundas CAO  
Fire Commissioner  
Fire Chief – Station 2

**ATTACHMENTS:**

Dry Hydrant Agreement

**PREPARED BY:**

A handwritten signature in black ink, consisting of the letters 'AR' in a stylized, cursive font.

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**Angela Rutley, BBA  
CAO**

**THIS AGREEMENT** made on this \_\_\_\_ day of October, 2020

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

636 St. Lawrence Street, P.O. Box 489 Winchester, Ontario, K0C 2K0

Hereinafter referred to as “North Dundas”

-and-

**THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS**

34 Ottawa Street, P.O. Box 740, Morrisburg, Ontario, K0C 1X0

Hereinafter referred to as “South Dundas”

-and-

**THE UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY**

26 Pitt Street, Cornwall, Ontario, K6J 3P2

Hereinafter referred to as “The Counties”

**WHEREAS** North Dundas has installed a dry hydrant within the limits of County Road 16;

**AND WHEREAS** North Dundas and South Dundas have reached an agreement for cost sharing and the joint use and maintenance of the dry hydrant;

**AND WHEREAS** The Counties have agreed to permit the installation of the dry well and to provided limited snow clearing services;

**AND WHEREAS** the residents and businesses of both North Dundas and South Dundas will benefit from the availability of the hydrant for fire fighting operations;

**NOW THEREFORE** the parties hereto agree as follows:

1. "County Road 16" means the property situate in North Dundas in the Province of Ontario and described in the land titles system as PIN 66108-0052(LT);
2. North Dundas shall install a good and proper dry hydrant in a location within County Road 16 approved by the Counties;
3. Immediately following confirmation of the installation of the dry hydrant, and the receipt of the invoices paid to install such dry hydrant, South Dundas shall make a one-time payment equal to one-half of the costs of installation in the approximate sum of Eight Thousand (\$8,000) Dollars (the "Funds"), the receipt of which will be confirmed in writing by North Dundas;
4. South Dundas and North Dundas agree to divide equally any costs of repair or replacement for the dry hydrant. North Dundas agrees to complete any required maintenance on an annual basis, in a good and workmanlike manner, and in compliance with all applicable laws and regulations;
5. The Counties agree to make reasonable efforts to complete snow removal from the area around the dry hydrant during winter months, however nothing herein shall obligate the Counties to guarantee accessibility. In the event that snow removal during regular County operations is not sufficient, it shall be the obligation of North Dundas and South Dundas working cooperatively to complete such additional snow and or ice removal as may be required from time to time.
6. This agreement may be terminated by any party upon not less than 180 days written notice to the other parties. If the termination of the agreement requires, or results in, a need to remove the dry well all costs incurred to decommission the dry well shall be borne equally by North Dundas and South Dundas. Should the dry well remain in place for a period of more than six months following termination the obligation of South Dundas to contribute to such decommissioning shall cease.

7. South Dundas and North Dundas shall, on a joint and several basis, indemnify and save harmless The Counties, its officers, directors, agents and employees, from and against any and all liability, loss, costs, damages and expenses, causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with installation, operation and/or maintenance of the dry hydrant, or otherwise in connection with this Agreement unless damage or loss is solely caused by the negligence or wilful misconduct of The Counties, and all parties will ensure that appropriate insurance coverage is in place at all times. If requested by any party any other party shall provide confirmation of satisfactory insurance coverage.

8. Any notices to be delivered pursuant to this Agreement shall be addressed as follows:

The Corporation of the Township of North Dundas  
636 St. Lawrence Street  
P.O. Box 489  
Winchester, Ontario  
K0C 2K0

The Corporation of the Municipality of South Dundas  
34 Ottawa Street  
P.O. Box 740  
Morrisburg, Ontario  
K0C 1X0

The United Counties of Stormont, Dundas and Glengarry  
26 Pitt Street  
Cornwall, Ontario  
K6J 3P2

9. This Agreement shall endure to the benefit of and be binding upon the heirs, executors, administrators, successors and assigns, respectively, of the parties hereto.



10. This Agreement shall be construed in accordance with the laws of Ontario.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

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Name:

Title:

I have the authority to bind the Corporation.

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

---

Name:

Title:

I have the authority to bind the Corporation.

UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

---

Name:

Title:

I have the authority to bind the Corporation.



<b>ACTION REQUEST – Clerk</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Chesterville and District Historical Society - Donation Request

**RECOMMENDATION:**

**THAT Council receive correspondence from the Chesterville and District Historical Society and authorize a donation in the amount of \_\_\_\_\_ to be included in the 2021 municipal budget as requested.**

**BACKGROUND:**

The Chesterville and District Historical Society wishes to apply for a donation in the amount of \$1500.00 to assist in publishing a book to update Chesterville's history from 1987 to present in honour of Chesterville's 130<sup>th</sup> Anniversary of incorporation. This book will be a continuation of the history of Chesterville as chronicled in the "*The Time That Was 1902-1977* and A Supplement to *The Time That Was 1977 to 1987*."

Former Village of Chesterville, Clerk and Township of North Dundas CAO, Howard Smith, CAO Rutley and I worked on chronicling the municipal history from 1987 to present. We are grateful to Howard for assisting in this project. It was indeed a trip down memory lane.

In addition, and as requested, Mayor Fraser proudly provided a submission.

**OPTIONS AND DISCUSSION:**

- 1. Approve the request – recommended.** This donation conveys support to the CDHS.
- 2. Do not approve the request – not recommended.**

**FINANCIAL ANALYSIS:**

Under separate report, the Community Grant Committee has recommended a 2020 donation of \$400 for this project. If approved, this item will be included in the 2021 budget.

**ATTACHMENTS:**

Letter from CDHS

**PREPARED BY:**



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**Jo-Anne McCaslin, CMO  
Municipal Clerk**

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**



**Chesterville and District Historical Society**

P.O. Box 693  
14 Victoria Street  
Chesterville, Ontario K0C 1H0  
(613) 448-9130  
chestervillehistoricalsociety@gmail.com

4 September, 2020

Dear Mayor Fraser,

The Chesterville and District Historical Society wishes to apply for a donation of \$1500 from the Township to assist in publishing a book to update Chesterville's history as chronicled in *The Time That Was*, a Tweedsmuir History compiled by the Chesterville Women's Institute in 1977. The CDHS subsequently published a supplement covering the period from 1977 to 1987. We are now preparing to update the history from 1987 to the present and are seeking financial support for the project. Significant events have happened during this period that have impacted both our environmental and our political landscape.

The Book Project committee approached Winchester Print for a preliminary cost estimate to calculate how much money needs to be raised. From this we understand that to print 300 books the cost will amount to approximately \$15,000. Recognizing that the Township Budget has already been confirmed for this year, the CDHS can cover project expenses in the interim, but would appreciate if we can submit receipts related to printing expenses in your budget for 2021 to a specified amount. The Society is also currently accepting cash donations and issues charitable tax receipts to donors. The Township contribution would be acknowledged in the publication and at any book launch events.

We also request that you, as the current Mayor of North Dundas, submit a one-page letter with a photograph. The submission should describe your achievements, as well as the challenges facing you during your term of office.

The CDHS recognizes and thanks the Township of North Dundas for its ongoing support of our endeavours to collect and preserve the history of the area for future generations, and in particular for currently supporting the aforesaid committee in researching the history of the Township for this publication. The year 2020 marks the 130th anniversary since Chesterville's incorporation. The book will be dedicated to mark this milestone, and a promotional event will be planned, once it is safe to do so.

Sincerely,

Caroline Roberts, President, Chesterville and District Historical Society

Gail Parker, Chair, CDHS Book Project Committee



### ACTION REQUEST – Public Works

<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Award of OSIM Bridge & Culverts Inspections

#### RECOMMENDATION:

**THAT the Council of the Township of North Dundas accepts the proposal to complete OSIM Bridge and Culverts Inspections from TSI Inc. as the highest score proponent.**

#### BACKGROUND:

A request for quotation PW 05-2020 for OSIM Bridge and Culverts Inspections was closed on September 2, 2020. Three proposals were received, evaluated and scored based on technical and financial components of the proposal. Technical components of the proposals were scored based on Understanding of Objectives, Approach and Methodology, Project Team Qualifications, Work Plan and Experience with Similar projects. Following summarizes total score based on technical and financial components of the proposals.

Proponent	Score
TSI Inc.	93
HSP Consultants Inc.	63
Golder Associates Limited	57

Based on technical evaluation criteria and financial proposal score, TSI Inc. received the highest score and is recommended for the award of the project.

The field work will be completed in October 2020, followed by presentation to the Council in November 2020 on draft recommendations. It is anticipated that the final study will be completed in December 2020.

#### OPTIONS AND DISCUSSION:

1. **Accepts the OSIM Bridge & Culverts Inspections proposal from TSI Inc. – recommended.**
2. **Do not accept the OSIM Bridge & Culverts Inspections proposal – not recommended.**

**FINANCIAL ANALYSIS:**

As per TSI Inc. financial component of the proposal, the cost of the project is \$5,190 plus HST. This amount is within the 2020 approved budget of \$40,000. Remaining funds within the project budget may be utilized as contingency for any unforeseen or for additional scope of work or proposed to be transferred to other projects.

**OTHERS CONSULTED:**

Finance  
CAO

**ATTACHMENTS:**

N/A

**PREPARED BY:**



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Khurram Tunio, M. Eng., P. Eng.  
Director of Public Works

**REVIEWED & APPROVED BY:**



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Angela Rutley, BBA  
CAO



### ACTION REQUEST – Public Works

<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Award of Roads Needs Study

#### RECOMMENDATION:

**THAT the Council of the Township of North Dundas accepts the proposal to complete a Roads Needs Study by D.M. Wills Associates Ltd as the highest score proponent.**

A request for quotation TS 06-2020 for Roads Needs Study was closed on September 2, 2020. Three proposals were received, evaluated and scored based on technical and financial components of the proposal. Technical components of the proposals were scored based on Understanding of Objectives, Approach and Methodology, Project Team Qualifications, Work Plan and Experience with Similar projects. Following summarizes total score based on technical and financial components of the proposals.

Proponent	Score
D. M. Wills Associates Limited	85
Golder Associates Limited	83
Stantec Consulting Limited	72

Based on technical evaluation criteria and financial proposal score, D. M. Wills Associates Limited received the highest score and is recommended for the award of the project.

The field work will be completed in October 2020, followed by presentation to the Council in November 2020 on draft recommendations. It is anticipated that the final study will be completed in December 2020.

#### OPTIONS AND DISCUSSION:

1. **Accepts the Roads Needs Study proposal from D. M. Wills Associates Limited – recommended.**
2. **Do not accepts the Roads Needs Study proposal – not recommended.**

**FINANCIAL ANALYSIS:**

The award of the project to D. M. Wills Associates Limited in the amount of \$21,670 plus HST is within the approved 2020 budget of \$35,000. Remaining funds in the project budget will be utilized as contingency for any unforeseen or for additional scope of work.

Through the FCM Asset Management Program, the Township recently received confirmation that the Township is successful in being approved for funding for a portion of various projects, including portions of the Roads Needs Study.

**OTHERS CONSULTED:**

Finance  
CAO

**PREPARED BY:**



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Khurram Tunio, M. Eng., P. Eng.  
Director of Public Works

**REVIEWED & APPROVED BY:**



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Angela Rutley, BBA  
CAO





<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Award of Traffic Counts

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas approves the proposal submitted by D. M. Wills Associates Limited for traffic counts in the amount of \$10,900 plus HST.**

**BACKGROUND:**

D. M. Wills Associates submitted the successful proposal for the Roads Need Study, 2020. As part of assessment and prioritization of roads for improvements, D. M. Wills Associates would like to have average annual daily volume / traffic data on Township's roads. Traffic counts in Township data are from 2013 and require an update. D. M. Wills Associates will subcontract the traffic volume and class data at 70 locations to Ontario Traffic Inc.

Counts will be recorded in 15-minute intervals over a minimum of 24 hours at each location through the use of Automatic Traffic Counters (ATRs). The cost to undertake the work is \$10,900 plus HST.

**OPTIONS AND DISCUSSION:**

- 1. Award the Traffic Counts to D. M. Wills Associates Limited – recommended.**
- 2. Do not award the Traffic Counts – not recommended, as the recommendations in the Roads Needs Study will be based on outdated data.**

**FINANCIAL ANALYSIS:**

Included in the 2020 budget is \$35,000 for professional fees (account no. 1-5-3101—2200). These funds are specifically for a Roads Need Study of which approximately \$22,000 is required as per submission from a recent quotation, leaving a balance of \$13,000. This would cover the cost of traffic counts.

**PREPARED BY:****REVIEWED & APPROVED BY:**



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**Khurram Tunio, M. Eng., P. Eng.**  
**Director of Public Works**



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**Angela Rutley, BBA**  
**CAO**



<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Award of Guide Rails Replacements / Installation Works

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas approves the budget amendment 2020-12 and award of the single source contract for Guide Rails Replacements / Installation Works to Peninsula Construction Inc. in the amount of \$399,977.75 plus HST.**

Peninsula Construction Inc. was hired by SDG Counties through competitive bidding process for repair, replacement and installation of guide rails along Counties Roads. Recently, Township of North Dundas staff has completed the patrol inspection of existing cable and posts as well as guide rails at various culvert and bridge locations. Based on condition inspections of post and cable as well as guide rail protection systems, staff identified approximately 43 locations for improvements. The following (16) sixteen locations (approximate) were identified as requiring immediate action due to safety hazards, and were requested for pricing from Peninsula Construction Inc.

- # 1, Belanger Road north of Maple Ridge Road
- # 2, Winchester Springs Road east of Webb Road
- # 3, Forward Road at Nation Valley Road
- # 4, Forward Road at Nesbitt Road
- # 8, River Road at Rae Road
- #19, Cayer Road north of Liscumb Road
- #21, Cayer Road at Benson George Road
- # 24, Kerr Ridge Road corner
- # 25, Church Road at Blaine Road
- # 27, Kerrs Ridge Road west of Lilllico Road
- # 31, Baldwin Road at Sandy Row
- # 36, Development Road at Levere Road
- # 37, Van Camp Road east of CR1
- # 38, Cameron Road at Boundary Road
- # 39, Cameron Road east of Barkley Road
- # 40, Sandy Row, dead end

Refer to attached Guide Rail Improvements and Replacements plan for locations.

According to Peninsula Construction, the benefit of single source are as follows:

1. The unit prices in the quotation to the Township of North Dundas are similar or better than those provided to SDG, through the competitive bidding process in an open public tender of Spring 2020.
2. The unit prices in the quotation provided to the Township of North Dundas are 15% lower than current market unit prices.

**OPTIONS AND DISCUSSION:**

1. **Award the Guide Rail Replacements to Peninsula Construction Inc.** – recommended.
2. **Do not award the Guide Rail Replacements** – not recommended, as these locations will continue to pose safety hazards to road users.

**FINANCIAL ANALYSIS:**

The cost of guiderail replacement was not included in the original budget. It is proposed as per attached budget amendment no. 2020-12, the funds of **\$407,000** including taxes would come from Capital Roads (Account no. 1-5-3101-8002).

To date, the Township has incurred \$1,300,000 in costs for capital roads. The total amount budgeted was \$1,949,100.

**OTHERS CONSULTED:**

**ATTACHMENTS:**

Budget Amendment # 2020-12  
Guide Rail Improvements Map

**PREPARED BY:**



Khurram Tunio, M. Eng., P. Eng.  
Director of Public Works

**REVIEWED & APPROVED BY:**



Angela Rutley, BBA  
CAO



# Guide Rail Improvements & Replacements

## Legend

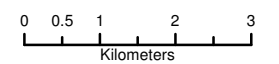
### Guide Rail

- Improvements
- Required
- Immediate
- Replacement

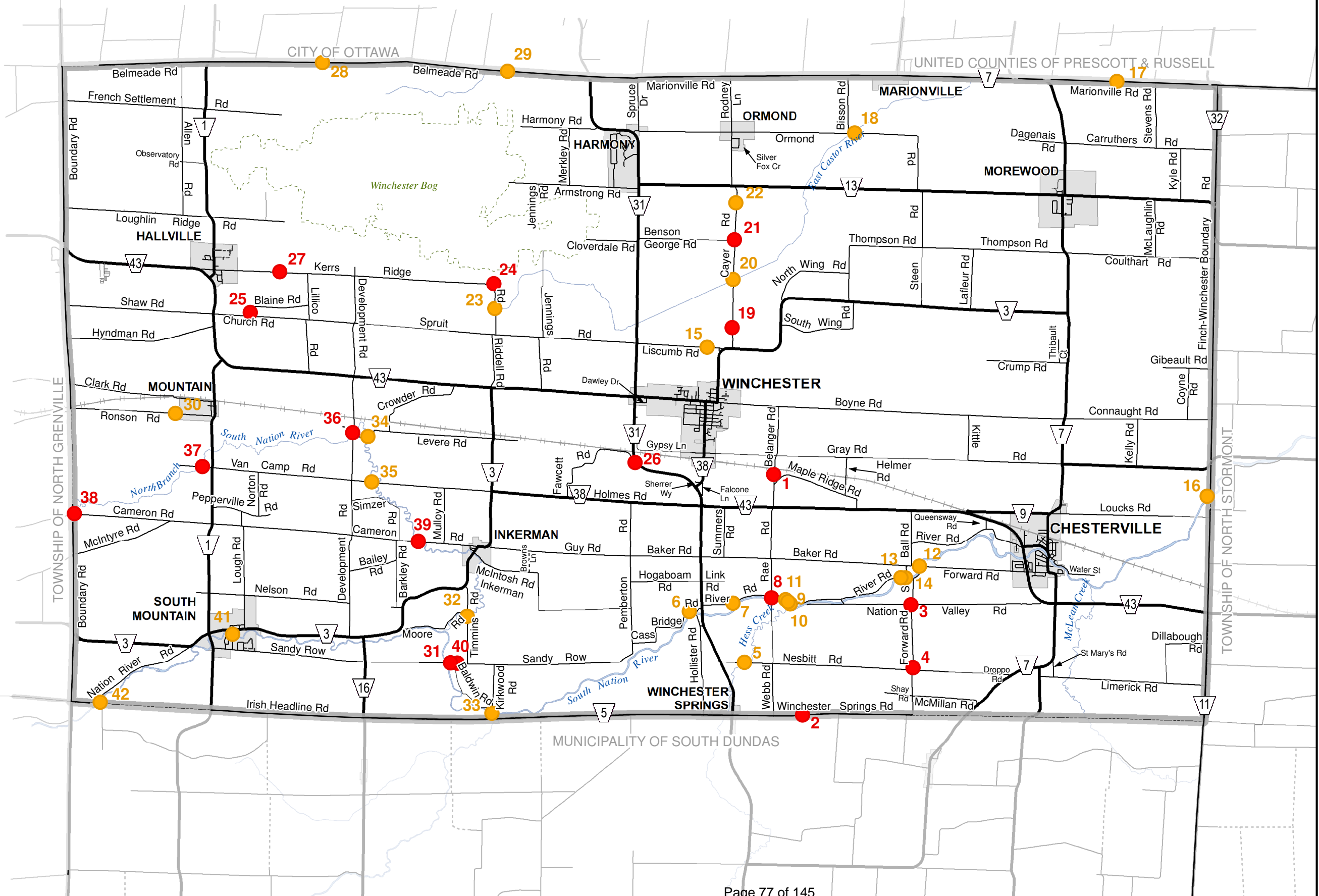
- Highway
- County Road
- Township Road
- Private/Other Road
- Road Allowance / Seasonal Road
- Under Construction
- Railroad
- Settlement Area
- Township Boundary



1:100,000



Produced by:  
The United Counties of  
Stormont, Dundas and Glengarry,  
Transportation and Planning Services  
with Data supplied under Licence by Members  
of the Ontario Geospatial Data Exchange  
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**APPENDIX #1**

**Township of North Dundas**  
**Addendum to Budget Resolution - October 6, 2020**

**Budget Amendment - 2020-12 - Transportation Services**

<b>Project</b>	<b>Account No.</b>	<b>2020 Original Budget</b>	<b>Revised Budget</b>	<b>Budget Amend- ment</b>
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**Costs**

Guiderail Replacement	1-5-3101-8006	-	407,000	407,000
		<b>\$ -</b>	<b>\$ 407,000</b>	<b>\$ 407,000</b>

**Financing**

Capital Roads	1-5-3101-8002	1,949,100	1,542,100	(407,000)
				-
		<b>\$ 1,949,100</b>	<b>\$ 1,542,100</b>	<b>\$ (407,000)</b>



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	October 6, 2020
<b>Subject:</b>	Zoning Amendment – 12054 County Road 3, Winchester

**RECOMMENDATION:**

**THAT By-law No. 2020-46, being a By-law to amend the former Township of Winchester Zoning By-law No. 12-93, as amended, be read and passed in Open Council, signed and sealed this 6th day of October, 2020.**

**BACKGROUND:**

The Township of North Dundas received an application to amend the former Township of Winchester Zoning By-law No. 12-93 under Section 34 of the *Planning Act* for the property legally described as Part of Lot 2, Concession 6, Parts 3 and 4 on Registered Plan 8R-997, former Township of Winchester, now the Township of North Dundas. The purpose is to rezone part of the property from Commercial (C) to Commercial – Exception Eleven (C-11) to permit the use of the existing building as a mini-warehouse facility. If approved, the effect would be that the owner may convert part of the existing building to a mini-warehouse facility, also known as mini-storage (with the necessary building permit approvals).

The subject lands are within the Commercial District in the County Official Plan. Commercial District uses may include a mix of retail, service commercial, and personal service uses. A detailed planning report was presented at the Sept. 22<sup>nd</sup> Public Meeting.

The property/land to which the proposed Zoning By-law Amendment applies is not the subject of another application under the *Planning Act*.

**PUBLIC MEETING:**

The formal Public Meeting was held on September 22, 2020 at 7:00 pm in the Council Chambers. No comments or concerns were raised by the public.

**OPTIONS AND DISCUSSION:**

- 1. Adopt the Resolution as Presented** – recommended. The proposed Zoning By-law Amendment is consistent with the 2020 Provincial Policy Statement, conforms to the United Counties Official Plan and is a desirable form of development in the commercial area of Winchester.

2. **Do Nothing** – not recommended. The applicant may appeal to LPAT for non-decision after 90 days from the date of application
3. **Refuse the Request** – not recommended. The applicant may appeal Council's decision to LPAT immediately.

**FINANCIAL ANALYSIS:**

No impact at this time

**OTHERS CONSULTED:**

South Nation Conservation

United Counties of SDG

Neighbours within 120 metres (Ont. Reg. 545/06)

Prescribed Public Bodies and Agencies (Ont. Reg. 545/06)

**ATTACHMENTS:**

Draft By-law No. 2020-46

**PREPARED BY:**



**Calvin Pol, BES, MCIP, RPP  
Director of Planning, Building &  
Enforcement**

**REVIEWED & APPROVED BY:**



**Angela Rutley, BBA  
CAO**



**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW No. 2020-46**

**EXPLANATORY NOTE**

***Purpose and Effect of the By-law***

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The Township of North Dundas has received an application to amend the former Township of Winchester Zoning By-law No. 12-93 to rezone a parcel from Commercial (C) to Commercial – Exception Eleven (C-11) to permit the use of the existing building as a mini-warehouse facility in addition to the permitted uses of the Commercial (C) Zone.

The lands affected by this amendment are described as Part of Lot 2, Concession 6, Parts 3 and 4 on Registered Plan 8R-997, former Township of Winchester, now the Township of North Dundas, County of Dundas.

If the proposed by-law amendment is adopted, the subject land will be rezoned to Commercial – Exception Eleven (C-11).

The property/land to which the proposed Zoning By-law amendment applies is not the subject of another application under the *Planning Act*.

---

**Applicant/Owner:**

Daniel Evans / 10041068 Canada Inc.

**Roll Number:**

0511-016-005-98000

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW No. 2020-46**

***Being a By-law to amend the former Township of Winchester Zoning  
By-law No. 12-93, as amended***

**WHEREAS** pursuant to the provisions of Section 34 of the *Planning Act, R.S.O. 1990*, as amended, the Council of a municipality may enact by-laws regulating the use of lands and the erection of buildings thereon;

**AND WHEREAS** By-law No. 12-93, as amended, regulates the use of land and the use and erection of buildings and structures within the former Township of Winchester, now the Township of North Dundas;

**AND WHEREAS** the Council of The Corporation of the Township of North Dundas deems it expedient and advisable to amend certain requirements of By-law No. 12-93, as amended; insofar as they relate to certain lands to which said By-law applies as hereinafter set forth;

**AND WHEREAS** the matters set out in this By-law are deemed to be in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry and the 2020 Provincial Policy Statement;

**NOW THEREFORE** the Council of The Corporation of the Township of North Dundas enacts as follows:

- 1.0** The lands affected by this amendment are described as Part of Lot 2, Concession 6, Parts 3 and 4 on Registered Plan 8R-997, former Township of Winchester, now the Township of North Dundas, County of Dundas.
- 2.0** That Section 6.1(c) – Special Exception Zones of the former Township of Winchester Zoning By-law No. 12-93, as amended, is hereby amended by inserting the following new subsection immediately after the contents thereof:
- (xi) Commercial – Exception Eleven (C-11)
- Notwithstanding the provisions of subsection 6.1(a) to the contrary, on lands zoned C-11 a mini-warehouse facility shall be permitted in addition to the permitted uses in the Commercial (C) Zone.
- 3.0** That Schedule “A” of (former Township of Winchester) Zoning By-law No. 12-93 is hereby amended as follows:
- 3.1 That the area affected by Section 1 of this By-law, and shown on Schedule “1”, shall henceforth be zoned Commercial – Exception Eleven (C-11).
- 3.0** Subject to the giving of Notice of Passing of this By-law, in accordance with Section 34(18) of the *Planning Act, R.S.O. 1990*, as amended, this By-law shall come into force on the date of passing by the Council of The Corporation of the Township of North Dundas where no notice of appeal or objection is received, pursuant to Section 34(21) of the *Planning Act*, as amended.
- 4.0** All other applicable provisions of the former Township of Winchester Zoning By-law No. 12-93, as amended, shall continue to apply.

**READ and passed in Open Council, signed and sealed this 6<sup>th</sup> day of October, 2020.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

SCHEDULE “1”

ZONING BY-LAW No. 2020-46

*Enacted by the Council of The Corporation of the Township of North Dundas  
this 6<sup>th</sup> day of October, 2020.*

MAYOR

CLERK



Not to scale



Area to be rezoned from Commercial to  
Commercial – Exception Eleven (C-11)



## KEY INFORMATION REPORT

### Finance

October 6, 2020

## SUBJECT: 2021 BUDGET UPDATE

We would like to apprise council of the “proposed budget calendar” as it currently exists regarding the 2021 draft budget.

A budget planning memo was circulated to all department heads on September 23<sup>rd</sup>. It is copied below for council's information. This memo was previously discussed at our managers' meeting of September 21<sup>st</sup>.

### “Memo to All Dept Heads

In keeping with our timetable for the previous several years, this email is being forwarded to all department heads as a reminder that budget season is upon us. The exact unfolding of events is uncertain, but at this juncture we are proposing the following timeline as depicted below.”

This is also an opportunity for council to bring forward any items that they would like to see included for consideration in the DRAFT budget and to provide any budget targets or highlights that they would like to set for the draft budget. Staff would then tweak their budgets to meet any targets or include any identified projects.

- Oct 28<sup>th</sup> - Managers to get first draft into finance dept
- Nov 2<sup>nd</sup> – Nov 13<sup>th</sup> – meetings with Dept Heads, Treasurer, Deputy-Treasurer and CAO
- Nov 20<sup>th</sup> – First DRAFT complete
- Nov 23<sup>rd</sup> – 27<sup>th</sup> - Further revisions as necessary
- Dec 8<sup>th</sup> – KIR to council regarding budget process
- January 2021 – Presentation of DRAFT budget to council
- February 2021 – Second presentation of DRAFT budget to council



## KEY INFORMATION REPORT

### Economic Development and Communications

October 6, 2020

#### SUBJECT: COVID-19 Business Support Options

As businesses navigate their way through COVID-19, there are a number of support programs that are offered to assist them through this challenging time. Please find below a listing of these programs. Note this is not intended to be an exhaustive list, rather the most frequently used and relevant options.

#### Supporting Businesses and Employers

- Canada Emergency Wage Subsidy (CEWS): Covering 75% of employees' wages for businesses that have had a significant drop in revenue. Program is retroactive to March 15. <https://www.canada.ca/en/revenue-agency/services/subsidy/emergency-wage-subsidy.html>
- Temporary Business Wage Subsidy (TWS): Businesses may be eligible for the 10% TWS and the 75% CEWS, if both are applied for, then the CEWS claim must be reduced by the amounts claimed under the TWS. Eligible employers would receive a subsidy equal to 10% of wages for the period from March 18 to before June 20, 2020. <https://www.canada.ca/en/revenue-agency/services/subsidy/temporary-wage-subsidy.html>
- Work-Sharing Program: To help employers and employees avoid layoffs when there is a temporary decrease in business activity. The program provides EI benefits to eligible employees who agree to reduce their normal working hours and share the available work while their employer recovers. <https://www.canada.ca/en/employment-social-development/services/work-sharing/notice-covid-19.html>
- Ontario-Canada Emergency Commercial Rent Assistance: Relief provided to small businesses and landlords, lowering rental costs for business tenants by 75%. The landlord, not the tenant is the party that applies for the forgivable loan that is equivalent to 50% of the payable rent. Applies for the time period of April – September 2020. <https://www.cmhc-schl.gc.ca/en/finance-and-investing/covid19-cecra-small-business>
- Support for **Farmers**: Includes the AgriRecovery Initiative (helps cattle and hog management programs due to closures of processing plants), Emergency Processing Fund (helps food producers access more PPE, adapt to health protocols) and the Surplus Food Purchase Program (helps redistribute existing and unsold inventories). <https://pm.gc.ca/en/news/news-releases/2020/05/05/supporting-canadas-farmers-food-businesses-and-food-supply>

- Ontario Together: Online portal created to gather resources and innovation from the business community to battle COVID-19. Search suppliers of medical products that include ventilators, swabs, masks, gowns, sanitization products, eye protection and more. <https://covid-19.ontario.ca/how-your-organization-can-help-fight-coronavirus>
- Temporary Rule or Regulation Change: Provincial portal that invites businesses to submit suggestions to overcome the unique challenges of the pandemic. Intended to allow temporary changes to provincial rules and regulations to remove barriers that are hindering businesses and supply chains. <https://www.ontario.ca/page/frontline-business-help-us-support-you-during-covid-19>
- Business Resilience Service: Free accounting and tax services for small, to medium-sized businesses and not-for-profits. <https://www.canadianbusinessresiliencenetwork.ca/>
- Workplace Safety Toolkit: Businesses that are currently operating or planning for workers to return to work, this workplace guide will help them create a safety plan and implement controls. [https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan?\\_ga=2.117117120.77131950.1592315250-112581652.1563912481](https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan?_ga=2.117117120.77131950.1592315250-112581652.1563912481)

## Reducing Energy Costs for Businesses

- Hydro One COVID-19 Energy Assistance Program for Small Business (CEAP-SB): A temporary program that provides a one-time, on-bill credits up to \$850 for small businesses and charitable organizations who have experienced hardship due to COVID-19. [https://www.hydroone.com/saving-money-and-energy/business/ceap-for-small-business?utm\\_source=homepage&utm\\_medium=lm\\_btn&utm\\_campaign=ceap-sb#:~:text=Eligible%20small%20businesses%20and%20registered,is%20heated%20with%20natural%20gas](https://www.hydroone.com/saving-money-and-energy/business/ceap-for-small-business?utm_source=homepage&utm_medium=lm_btn&utm_campaign=ceap-sb#:~:text=Eligible%20small%20businesses%20and%20registered,is%20heated%20with%20natural%20gas)
- Enbridge/Uniongas COVID-19 Energy Assistance Program for Small Business (CEAP-SB): A temporary program that provides a one-time, on-bill credits up to \$425 for small businesses and charitable organizations who have experienced hardship due to COVID-19. <https://www.uniongas.com/ceap/small-business>
- Support for **Industrial and Commercial** Electricity Consumers: Deferring a portion of global adjustment charges for industrial and commercial customers. Intended to provide temporary relief on electricity bills in April, May and June 2020 due to low electricity demand caused by the COVID-19 outbreak. Deferred costs would be recovered over a 12-month period



beginning in January 2021.

<https://news.ontario.ca/en/release/56825/ontario-providing-support-for-industrial-and-commercial-electricity-consumers-during-covid-19>

## **Tax Deferrals**

- Income Tax Deferrals (defer until after August 31, 2020 the payment of any income tax amounts that become due before September 2020), Deferrals for Provincially Adminstrated Taxes (interest and penalty-free for businesses unable to file and make payments on time), HST Deferrals for small and medium-sized businesses and Education Property Tax Deferrals (provides municipalities with the option to defer the education property tax payment they make to school boards for 90 days)

## **Tax Cuts and Credits**

- Employer Health Tax: Doubling the employer health tax exemption in 2020, resulting in employers either paying less or not at all.  
<https://www.fin.gov.on.ca/en/bulletins/eh/eh-exemption-2020.html>
- Regional Opportunities Investment Tax Credit: A 10% refundable credit for businesses that build, renovate or acquire qualifying commercial and industrial buildings, saving them up to \$45,000.  
<https://budget.ontario.ca/2020/marchupdate/annex.html#section-3>

## **Loans and Credit Support**

- Business Credit Availability Program (BCAP): Funding through the EDC to cover rent, payroll and other operating costs caused by COVID-19.  
<https://www.bdc.ca/en/pages/edc-business-credit-availability-program-bcap-guarantee.aspx>
- Canada Emergency Business Account (CEBA): Canadian banks will provide loans of up to \$40,000 to small businesses and not-for-profits, with \$10,000 being forgiven if repaid by December 21, 2022. <https://ceba-cuec.ca/>
- Large Employer Emergency Financing Facility (LEEFF): For Canada's largest employers who are not able to meet their needs through conventional financing. <https://www.cdev.gc.ca/home-ceefc/>
- Loan Guarantee for Small and Medium-Sized Enterprises: To help cover payroll and operational costs backed by the EDC.  
<https://www.edc.ca/en/campaign/covid-19-business-resources.html>

- Co-Lending Program for SME's: Access to credit for operational cash flow requirements, funded in part between financial institutions and the BDC.  
<https://www.bdc.ca/en/pages/special-support.aspx>
- Farm Credit Canada COVID-19 Support Program: Deferral of principal and interest payments for 6 months and additional credit lines up to \$500,000. <https://www.fcc-fac.ca/en/covid-19/program-details.html>
- Regional Relief and Recovery Fund (RRRF): For small to medium-sized businesses to address gaps in or supplement other federal relief measures and complement those provided by other levels of government.  
<https://www.feddevontario.gc.ca/eic/site/723.nsf/eng/02583.html?OpenDocument#eligibility>
- Lending Loop Small Business Financing: Helps clients make interest only payments on their loans for a period of 3 months.  
<https://www.lendingloop.ca/covid-19-resources>

### **Additional Supports**

- Support for Tourism: Financial relief for destination marketing organizations across Southern Ontario to help drive visitors back to communities. <https://www.canada.ca/en/economic-development-southern-ontario/news/2020/05/feddev-ontario-supports-tourism-and-recovery-efforts-across-southern-ontario.html>
- Digital Main Street: Helps small businesses connect with digital technologies, tools and service providers. Get a free website to start selling online, get technology training or a \$2,500 grant to help adopt new technologies. <https://digitalmainstreet.ca/>
- Targeted Rural Economic Development Program: Aimed at not-for-profits and upper tier municipalities that are doing a regional economic development project, with access up to a \$75,000 grant.  
<https://www.ontario.ca/page/targeted-rural-economic-development-program>
- Commercial Vacancy Property Tax Rebate: A rebate through MPAC for commercial space that has been unused for 90 consecutive days.  
<https://northdundas.com/wp-content/uploads/2012/11/VacancyRebateApp1.pdf>
- RE3: Offering up to a \$5,000 grant to women-led businesses to help cover PPE costs, workspace reconfiguration and technology upgrades.  
<https://financingandstrategy.com/re3/>



## Supporting Individuals

- Canada Emergency Response Benefit (CERB): A benefit of up to \$2,000 per month for up to 4 months. You're eligible if you are: self-employed, sick or self-isolating, caring for family member with COVID-19, parents are home without pay because children are sick or who need care due to school closures, people making less than \$1000 per month, seasonal workers, or have exhausted EI benefits since January 2020. This program has now ended but you can still apply for the Aug.30-Sept.26 time period. <https://www.canada.ca/en/revenue-agency/services/benefits/apply-for-cerb-with-cra.html>



## KEY INFORMATION REPORT

### Public Works

October 6, 2020

### **SUBJECT: Snow Plow Truck Unit # 3207 Status**

#### **CURRENT ISSUE:**

Unit # 3207 is a single axle truck equipped with a swing blade, wing and V body spreader body. This eighteen-year-old unit is used for winter maintenance activities in the village of Winchester. The unit was purchased used sometime before 2012. The current mileage is 202869 km and the engine hours are 9039.

In 2018, progressive deterioration of the frame and cab was managed by sandblasting and painting the unit to get two more seasons of use from the unit and to plan for the unit replacement. Extensive repairs were also done to the cab floor at the time.

We are now entering season three and the unit requires an annual inspection. It will not pass the annual inspection due to rust jacking of the frame and further deterioration of the body.

The cost of frame replacement would be in the \$40,000 to \$50,000 range. Due to the cab and engine conditions, frame replacement is not a feasible option.

#### **CURRENT/FUTURE ACTIVITIES:**

Staff are looking into following options:

1. Reduced level of service by reducing number of snow plow routes and increasing the length of the routes.
2. Contract snow plow route
3. Purchase new snow plow unit

At this time, reducing the level of service is not recommended. The cost of contracting the snow plow route will likely be high due to the late season request and may not be operationally feasible.

With regard to the purchase of a new snow plow truck, staff have approached few vendors who have supplied trucks in the area in the past. It may be possible that the vendor(s) who provided snow plow trucks to SDG Counties may honor the same price and deliver the unit before the winter season. Staff will provide further updates at the next Council meeting.



## KEY INFORMATION REPORT Planning Building and Enforcement October 6, 2020

### **SUBJECT: CRINS-SINRC Report**

On February 10, 2015, Council adopted Resolution #21 to become a member of the Canadian Radiocommunication Information and Notification Service (CRINS) and that CRINS serve as the designated representative to receive and process applications for radiocommunication facilities on behalf of the Township of North Dundas. Further, Resolution #22 stated that "Council hereby adopts Canadian Radiocommunication Information and Notification Service (CRINS-SINRC) Reference Protocol Issue 2, and subsequent amendments as may be approved from time to time, as the Township of North Dundas's radiocommunication facilities protocol."

An application for a new communications tower by Xplornet Communications was received and processed by CRINS to be located at the south end of Winchester. Their report is attached.

The Township Planning staff have reviewed the application and had the following observations:

1. The site is zoned "Commercial."
2. Antennas and Communication Facilities are permitted uses within the Commercial zone.
3. Section 3.8 of the Zoning By-law exempts antennas and communication facilities from height limitations.
4. There are no residential dwellings within 1,100 feet (350 metres).
5. The resident who provided comments lives approximately 1,500 feet away (0.5 kms).
6. A County Road Setback Permit will be required.
7. A Building Permit will be required.

Section 8.4 of the CRINS report provides an opportunity for Council to issue a statement for the Minister to consider. Does Council wish to submit a statement for consideration?

Canadian Radiocommunications  
Information and Notification Service



Service d'information et de notification  
en radiocommunications canadiennes

## Notice of Completion

**In the matter of:**

### **ON7901- Winchester**

a radiocommunications facility being proposed by the Proponent,

**Xplornet Communications, Inc.**

**300 Lockhart Mill Road, P.O. Box 9060, Woodstock, NB E7M 6B5**

for commissioning in the jurisdiction of the Land Use Authority, the

**Township of North Dundas**

Pursuant to the *Radiocommunications Act*, and the procedures set forth in *Client Procedures Circular (CPC) 2-0-03*, the above noted proposal for a radiocommunications facility was presented by the Proponent for consultation with the Land Use Authority and supporting regulatory agencies, adjacent landowners and, as appropriate, members of the general public.

The consultation was conducted in accordance with the CRINS-SINRC Reference Protocol, Issue 5, as amended, as the protocol adopted by the Land Use Authority as a member of CRINS-SINRC, and brought into force through by-law.

We advise the Minister of Innovation, Science and Economic Development (ISED), as the designated representative of the Land Use Authority, that the proponent has completed the consultation according to the Protocol.

Dated and affixed with our Seal in the City of Ottawa, Ontario, Canada.



**August 28, 2020**



## **Township of North Dundas**

Land Use Authority Recommendation Report  
For  
**Xplornet Communications Inc**  
**Site ON7901-"Winchester"**

September 10, 2020

**CRINS-SINRC# 2006-0112-0441**

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## 1. Introduction

The purpose of the *Land Use Authority Recommendation Report* is to detail the review process conducted for an application submitted through CRINS-SINRC to a participating Land Use Authority (LUA) for the siting and construction of an antenna system, as well as defining the participating LUA's expectations relating to the location and design of radiocommunications facilities.

This report is a deliverable resulting from the LUA's adoption of the CRINS-SINRC Reference Protocol, Issue 5 (2020) which applies to any proponent planning to install a new or modify an existing radiocommunications facility regardless of the type of installation or service. This includes, but not limited to:

- Personal Communications Services (PCS);
- Cellular operators;
- Fixed wireless operators;
- Broadcasting operators;
- Land-mobile operators;
- License-exempt operators; and,
- Amateur radio operators.

All new radiocommunications facilities are expected to follow this process to obtain either a Notice of Facility Exemption or a Notice of Completion relating to the consultation and the corresponding Land Use Authority (LUA) Recommendations Report.



## 2. Subject Property

The proposed installation is located at coordinates 45° 4' 31.05" N, 75° 20' 42.35" W. on parcel PIN 661020653 (506 Sherrer Way, Winchester, ON).

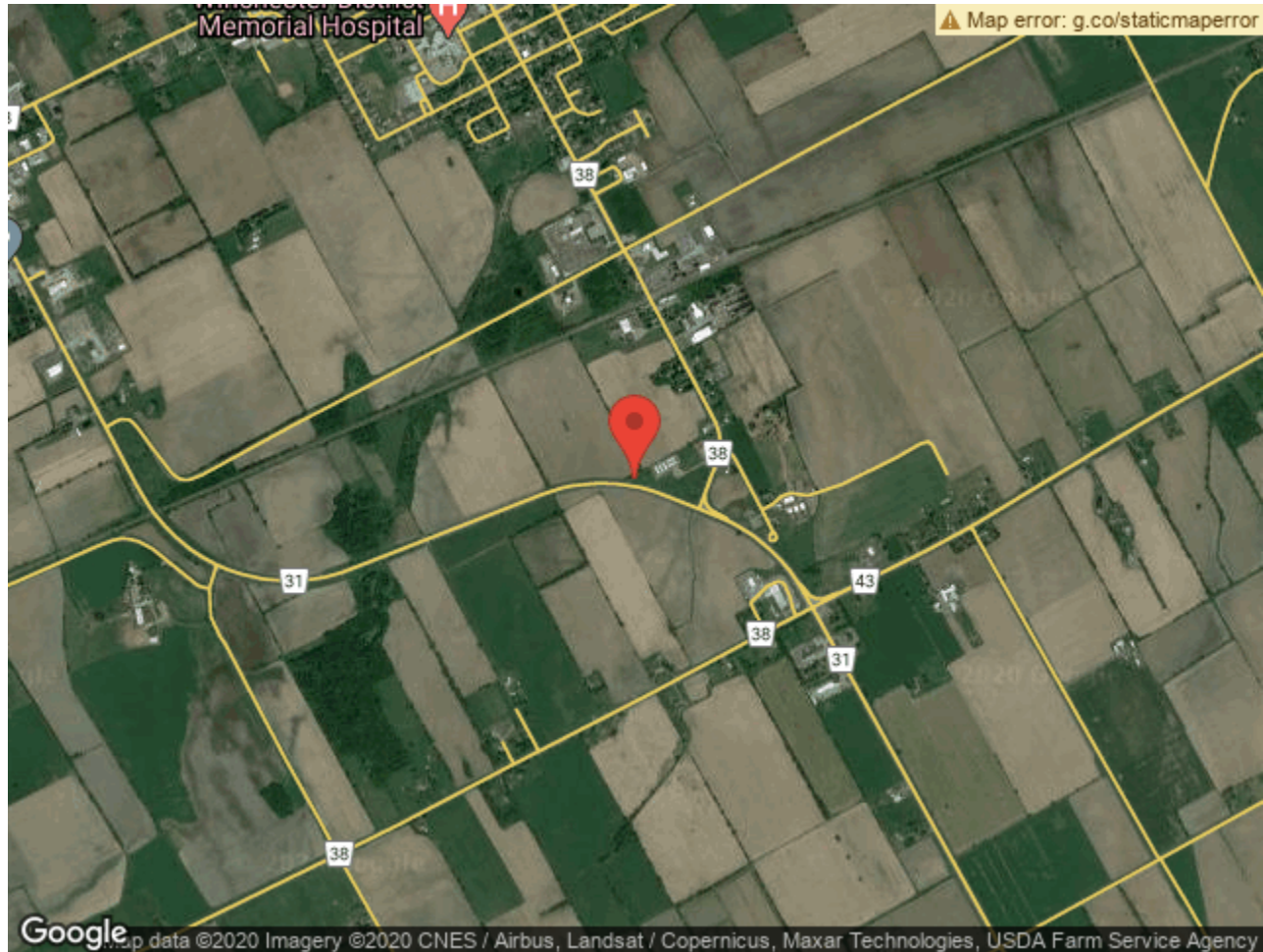


Figure 1 - Location Overview

### 2.1 Justification Statement by Proponent

Xplornet Communications Inc., are currently in the process of upgrading and expanding their wireless network in multiple markets across Ontario. The network expansion consists of multiple new mobile base station facility deployments (cell towers, rooftop antenna installations etc.)

As a part of this expansion, Xplornet Communications is looking to improve their wireless coverage in the Winchester area.

The proposed site ON7901 will provide mobile coverage and capacity for the Township and form a part of Xplornet Communications contiguous coverage across eastern Ontario.





**Figure 2- Example of Self Support Tower (Type S)**

**The Proponent is seeking a Notice of Completion for the installation.**

### 3. Statement on Land Use

The LUA considers all proposals in the context of its existing Land Use Plans, as well as its mandate for ensuring the safety and security of persons and property which may be affected by a proposed development. The proposed radiocommunications site has been reviewed and the following sections represent the LUA's assessment of the proposed site relative to existing land use practices.

#### 3.1. Community Sensitive Locations

While antenna systems have become common infrastructure in the public realm, some areas of a municipality may contain cultural, natural or historical assets which may be diminished by the introduction of antenna systems. ISEDC provides for exclusions from consultation for proposals which are deemed low impact in nature, or related to maintenance of existing structures. While in general terms, such exclusions are reasonable, there exists individual instances where such exclusions may have a disproportionate negative impact on the public realms.

The LUA will generally recognize an exclusion provided that the site is not located in a **Community Sensitive Location**.

If a proposed site is located in a *Community Sensitive Location*, the Proponent may be asked to proceed with a Public Consultation due to the sensitive nature of the site, even though it may otherwise qualify for exempt status. The LUA will advise both the Proponent, as well as Innovation, Science and Economic Development Canada, as to its concerns in these situations.

If a proposed site is a non-exempt facility and is located in a Community Sensitive Location, public consultation will be required in all cases, and the proponent should expect that a community sensitive location will invoke a "High" degree of visual change under ASDF Criteria.

A **Community Sensitive Location** is defined as being:

- 1) on or near a designated *Heritage Property*;
- 2) located in an *area of Architectural Significance*;
- 3) located in an *area of Archeological Significance*; or,
- 4) in a *Natural Conservation Area*.

In the case of the current proposal, we advise the Minister that the proposed antenna system:

	is not believed to have any adverse effects on a <i>Community Sensitive Location</i> according to the Protocol.	
	may impact an area deemed to be architecturally significant whether or not each of the individual properties/assets have received a federal, provincial or municipal Designation.	
	may impact properties that have received a federal, provincial or municipal Designation(s), and are registered in the <i>Canadian Register of Historic Places</i> .	
	may impact an area deemed to be a Natural Conservation area or park.	

### 3.2. Zoning and Compatibility with Existing Plans

The proposed site is located within a **Commercial – Special Exception one (C-1)** zone. Based on the allowable uses and in reference to the current proposal we advise the Minister that the proposed antenna system:

	is proposed in an area in which the current zoning by-laws of the Land Use Authority allow for industrial or commercial enterprises which have the potential for light, noise or other emissions. As such, an antenna system is consistent in nature with the allowable uses of the zone – even if not explicitly declared.	
	is proposed in a commercial, or other zoned area that does not include any residential uses.	
	is proposed in a mixed-use area with both commercial and residential uses.	
	is proposed within a residential, environmentally protected, or nature area.	

### 3.3. Fire Routing and Access – National Fire Code

We advise the Minister that the site layout for the proposed antenna system, per the submitted site plan:

	satisfies the needs of the Land Use Authority to provide emergency services to the site, including the protection of adjacent structures on the same property, or any adjacent properties.	
	requires modification to the site design to conform to the requirements of the Land Use Authority to be able to provide emergency services to adjacent structures on the same property, or adjacent properties	
	does not allow for the provision of emergency services including the protection of adjacent structures or properties.	

### 3.4. Health Canada Safety Code 6

All radiocommunication facilities, irrespective of the nature of the antenna system, or physical form is required to operate within the limits specified in the Health Canada guidelines for electromagnetic radiation emissions – Safety Code 6 - which has been adopted by Innovation, Science and Economic Development Canada for use with all radiocommunications facilities.

To that end, a Proponent is required to provide a statement attesting to the Proponent's understanding and commitment to operate within the limits of Safety Code 6, and to identify a Professional Engineer who, either as a employee of the Proponent or as a service provider under contract to the Proponent, has agree to take responsibility for ensuring compliance of the antenna system.

With respect to the current proposal, we advise the Minister that:

	the Proponent provided an attestation from a Professional Engineer licensed in the province in which the site is proposed affirming that the antenna system will operate below the thresholds specified in Health Canada Safety Code 6.	
	the Proponent has provided a Statement of Liability and Insurance in the form required by CRINS and the Land Use Authority in lieu of an attestation.	
	the agent of the Proponent provided an attestation that the proposed antenna system will operate below the thresholds specified in Health Canada Safety Code 6. As the agent is not a Professional Engineer licensed in the province in which the antenna system is proposed, the Land Use Authority's concurrence with the proposal is subject to the Proponent engaging a licensed Professional Engineer to confirm compliance with Safety Code 6 prior to construction.	
	the Proponent has made no attestation that the proposed antenna system is compliant with Safety Code 6.	

### 3.5. Structural Review – National Building Code

Radiocommunications facilities are constructed under the authority of the *Minister of Innovation, Science and Economic Development*. As such, these structures are deemed a *federal undertaking*, requiring Proponents to uphold the standards which apply to the construction of buildings and other infrastructure as if it were being constructed on behalf of the Government of Canada.

As such, the *Minister of Labour* has adopted the *National Building Code (NBC)* amongst many other federal standards in relation to any structure built under enabling federal legislation.

Part II of the *Canada Labour Code* ( <http://laws-lois.justice.gc.ca/eng/acts/L-2/> ) and the regulations made there under, set out the rules that apply to all federal undertakings, or workers enabled as a result of their work on such undertakings, including, but not limited to broadcasters and telecommunication carriers.

The obligations include ensuring that all permanent and temporary buildings and structures meet the prescribed standards in the *Canada Occupational Health and Safety Regulations* which apply to any federal undertaking. Section 2.2 (1) of the aforementioned regulations, reference the *National Building Code* as the applicable code to be used as the reference.

Also included is the requirement for broadcasters and telecommunication carriers, when constructing towers, to follow the *Canada Occupational Health and Safety Regulations, Division II, Section 2.19*, which refers to the Canadian Standards Association (CSA) Standard CAN/CSA-S37-94, entitled “*Antennas, Towers, and Antenna-Supporting Structures*”.

Legislation under *HRSDC (Human Resources and Skills Development Canada)* enforced by the *Minister of Labour* (who is one of the Ministers under the HRSDC portfolio) is responsible to enforce the provisions of the NBC and the CSA Standard, along with provincial legislation relating to the practice of professional engineering in each province.

In reference to the current proposal, we advise the Minister that:

	the Proponent provided an attestation from a Professional Engineer licensed in the province in which the site is proposed affirming that the antenna system will be constructed according to the National Building Code, and CAN/CSA S37-18 as amended from time-to-time.	
	the Proponent has provided a Statement of Liability and Insurance in the form required by CRINS and the Land Use Authority in lieu of an attestation.	

the agent of the Proponent provided an attestation that the proposed antenna system will be constructed according to the National Building Code, and CAN/CSA S37-18 as amended from time-to-time. As the agent is not a Professional Engineer licensed in the province in which the antenna system is proposed, the Land Use Authority's concurrence with the proposal is subject to the Proponent engaging a licensed Professional Engineer to confirm compliance with the National Building Code and CAN/CSA S37-18 prior to construction.	
the Proponent has made no attestation that the proposed antenna system is compliant with the National Building Code, or CAN/CSA S37-18	

#### 4. Antenna Siting Design Framework (ASDF) Review

The Antenna Siting Design Framework (ASDF) is a quantitative scoring mechanism which assesses proposed installations by considering their design relative to the surrounding visual landscape.

This results in 3 specific metrics:

- A **Visibility Score** which provides a measurement of how visible the site is within the surrounding landscape (scored out of a possible 24 points).
- A **Design Compatibility percentage** which scores the proposed site design in terms of its visual elements (structure type, antenna mounts, equipment shelters, antennas and cables) relative to the surrounding landscape.
- A **Degree of Visual Change** calculation which assesses the visual effect of the site on the surrounding landscape.

The Degree of Visual Change is utilized to assess the level of public consultation required for Non-Exempt facilities.

For Exempt facilities, the Degree of Visual Change along with the design recommendations of the ASDF tool are provided to assist the Proponent to consider design choices which will improve the site's compatibility with the surrounding landscape and uses.

For the current proposal, the following score has been assigned to this site design:

Design Compatibility/ Site Visibility	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24
76 - 100%	Low	Low	Low	Medium	Medium
51 - 75%	Low	Low	Medium	Medium	High
26 - 50%	Low	Low	Medium	High	High
0 - 25%	Low	Medium	High	High	High

Visibility	15
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Compatibility (%)	85.9	Low
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## 4.1. Design Targets

The following table outlines the relevant design targets for the proposed site. Key design targets are highlighted below:

### Land Use

<b>Industrial</b>	Few restrictions due to operational character of the landscape. Select poles or towers that respond to the Topographic and Built form recommendations.	Minimize visual clutter and maintain consistent form to antenna mount. Develop structural forms that respond to the scale of built form.	Co-locate cabins with other buildings or service areas. Avoid isolated or prominent locations.	Maintain a consistent arrangement in relation to the height and size of antennas. Align cables and avoid complex connections.
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### Topography

<b>Flat</b>	Consider the use of monopoles as uniform narrow profile structures will limit visual impact.	Develop simple support structures that respond to the horizontal landscape character. Flush mount and reduce horizontal extensions. Avoid diagonal or angled bracing.	Attempt to locate cabins adjacent to existing vegetation or buildings to reduce the visual mass within the flat landscape.	Consider simple panel profiles to reduce the visual impact. Locate at a uniform frequency to respond to the horizontal visual character. Align cable runs to maintain a consistent visual form.
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### Built form

<b>Small scale / Low density</b>	Select narrow profile poles and avoid lattice towers to limit the vertical visual effect. Pole or tower height should respond to single storey-built form (10 to 15m) or a ratio of 1:1.3-1.5.	Use simple support structures and avoid complex cross bracing support configurations. Mounts and panels should be flush mounted or shrouded to achieve a uniform profile.	Capitalise on the existing utility areas and service lanes for cabin locations. Ensure that concrete foundation pads respond to the small-scale built form (avoid steps in the pad in excess of 150 to 200mm).	Antennas should be proportional to the built form, not exceeding a ratio of 1: 1.3 of the building heights. Increase set back of antenna to allow for increased antenna height. Cable trays should be located to the rear or side facades.
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### Sky lining

<b>Uniform</b>	Reduce the vertical profile of poles and towers to reduce the impact on the skyline. Select monopoles and avoid lattice towers with tension cables to limit both the vertical and horizontal effects.	Develop a consistent rectangular antenna mount and headframe design. Avoided angled cross bracing. Maintain uniform structural member sizes, connections and positions that do not contrast the uniform skyline.	Locate cabins with adequate setbacks to avoid any skylining in relation to prominent facades and viewpoints. Consider co-locations with more visible rooftop equipment or develop ground-based site.	Uniformly position antennas to reduce the visual impact and establish a consistent alignment and height. Avoid significant vertical projections. Ensure a consistent alignment for cables, connections and cable trays.
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<b>Containment</b>				
<b>Open</b>	Develop a uniform vertical profile to reduce the potential visual effect. Create a consistent pole or tower form with few or no horizontal projections. Avoid the use of headframes and climbing pegs.	Simplify the support structure and components of the antenna mounts to reduce the visual mass.	Avoid creating isolated objects in the landscape. Position cabins relative to poles or towers or adjacent to local features or buildings.	Reduce the design complexity of antenna panels and cable runs to limit the visual effect. Achieve a consistent vertical profile. Group cable runs to reduce the visual effect.
<b>Vegetation</b>				
<b>Isolated trees</b>	Consider the design height relative to the screening potential of surrounding vegetation and limit vertical projections above the tree line.	Assess location of vegetation and the relative position of the antenna mounts to capitalise on screening potential.	Use screening from isolated trees to limit the visual effect. Avoid locations that impact on the trees including the canopy, branch structure and root plate.	Locate antennas, cables and cable runs to capitalise on screening potential of surrounding trees.
<b>Existing Telcom-equipment (adjacent to site)</b>				
<b>Isolated items</b>	Respond to existing height of infrastructure. Avoid significant variation in form and height. Select pole or tower with reference to the ASDF recommendations.	Maintain a consistent height and form in relation to existing infrastructure.	Establish a consistent location and positional relationship with existing equipment cabins.	Cluster and position antennas as well as align and co-location cables with reference to existing infrastructure.
<b>Colour</b>				
<b>Mixed (complimentary)</b>	Identify prominent colours, colour match or select neutral colours to minimise of visual effect.	Identify prominent colours of roofscape or surrounding area and colour match or select neutral colours to maintain consistency in relation surrounding built form.	Colour match through applied paint finishes all surfaces in response to dominant colours of adjacent land use.	Colour match to surrounding landscape and built form. Select neutral colours if antennas or cables are elevated or sky lining.

## 4.2. Design Recommendations

Based on the design targets outlined above, the **Township of North Dundas** requests that **Xplornet Communications Inc.** consider the following design recommendations prior to construction:

**No Design Recommendations are being suggested for the site, as proposed.**



## 5. Compliance with General Design Requirements

With respect to the current proposal, we advise the Minister that:

	the design of the proposed site is compliant with the general design requirements as outlined in the CRINS-SINRC Reference Protocol as amended.	
	the design of the proposed site demonstrates some deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. However, the deviation(s) are deemed reasonable based on the specifics of the proposal and under the circumstances.	
	the design of the proposed site demonstrates some deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. The Proponent has been asked to bring their proposal into compliance.	
	the design of the proposed site demonstrates substantive deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. These deviations are not deemed reasonable by the Land Use Authority, and concurrence shall be withheld on that basis pending re-design by the Proponent.	

## 6. Siting of Facility Relative to Existing Use

The following requirements apply to antenna systems seeking concurrence:

*The placement of any parking space or any component of an antenna system shall not create or cause a situation of non-compliance with any LUA Zoning By-law for any other use, building, or structure on the host or adjacent properties.*

In the case of the current proposal, we advise the Minister that:

	The design of the proposed site does not create a situation of non-compliance with any LUA zoning by-law for any other use, building, or structure on the host and adjacent properties.	
	The design of the proposed site causes a situation of non-compliance with one or more LUA zoning by-laws for the current uses, buildings, or structures on the host property.	
	The design of the proposed site a situation of non-compliance with one or more LUA zoning by-laws for the current and or future uses, buildings, or structures on an adjacent property.	

## 7. Statement of Concurrence

The **Township of North Dundas** requests that the Proponent – **Xplornet Communications Inc.** – comply with the design targets where possible as presented in Section 4.

*No further Development or Planning approvals are required however the Proponent is required to comply with any and all conditions outlined in Section 9 as a requirement of obtaining and maintaining concurrence from the Land Use Authority. Failure to comply with the conditions as outlined in Section 9 shall render concurrence with the proposal null and void.*

Where an undertaking from the proponent is required as part of the concurrence conditions, no work on the structure shall begin until the undertaking is received by CRINS-SINRC and the Land Use Authority.

Overall, the Land Use Authority position with regards to the proposal is that:

	The Land Use Authority concurs with the proposed antenna system, subject to any conditions outlined in Section 9.	
	The Land Use Authority requests an extension to the consultation period due to unresolved concerns after 120 days, as outlined in Section 8.5	
	The Land Use Authority requests the Minister instruct the Proponent to undergo a public consultation, even though the proposed antenna system is excluded from consultation under Section 6 of CPC 2-0-03, as it is our opinion that the proposed antenna system may damage the public realm, or is contrary to the public good and requires further review.	
	The Land Use Authority rejects (non-concurrence) the proposed antenna system as presented, for the reasons outlined in Section 8.5.	

## 8. Public Consultation

### 8.1 Consultation Participation Summary

Category	#	%
Total number of adjacent landowners notified:	6	100
Total number of adjacent landowners who had no comments after receiving the consultation information:	5	83.3
Total number of responses received:	1	100
Total number of adjacent landowners who provided comments:	1	100
Total number of public responses (if applicable):	0	n/a

## 8.2 Stakeholder Survey Summary

Question	Yes	No	Did not Answer
Is the subject property adjacent to your primary residence (Q5)?			
Do you rent, lease or otherwise occupy the property, but are not the legal owner of it (Q6)?			
Does the proposed access route to the site impair or otherwise interfere with your use of your property (Q8)?			
Are you aware of any environmental concerns such as flooding, buried chemicals, man-made debris, or other obstacles to the access route as proposed (Q9)?			
Are you aware of any water sources that may be impacted by the proposed access route to the site (Q10)?			
Does the proposed access route impair or interfere with any current community use of the site or surrounding properties (recreational trail, park, water course, ATV road, shared right-of-way, etc.) either on the site itself, or directly adjacent (Q11)?			
Does the location of the proposed compound for the tower or mast on the site impair or otherwise interfere with physical use of your property (Q12)?			
Does the proposed utility right-of-way impair or interfere with your use or access to your property (Q13)?			
Are you aware of any endangered flora or fauna on the proposed site, on your property, or adjacent properties (Q14)?			
As a general comment, how comfortable are you with the radiocommunications facility as proposed [Scale of 0 to 8 - 0="Not Satisfied At All", 4="Not Sure, I Guess it was OK", 8="Completely Satisfied"] (Q16)?			
Do you have any health and safety concerns not addressed by the information provided (Q19)?		1	

### 8.3 Public Survey Summary

Question	Strongly Disagree (1)	Disagree (2)	Neither Agree or Disagree (3)	Somewhat Agree (4)	Agree (5)	Strongly Agree (6)	Did not Answer
Please rate your agreement or disagreement with the following statements on a scale of one (1) to six (6): (Q20)							
In my opinion, the proposed site negatively impacts a community view / landscape which is a tourist attraction?		1					
In my opinion, the proposed site negatively impacts a scenic view from a community use area such as a park, recreational facility, historic /cultural site or public facility?			1				
In my opinion, the proposed site impairs or interferes with a community use area such as a park, recreational facility, historic /cultural site or public facility?			1				
The proposed site negatively impacts the view from my primary residence?						1	

### 8.3 Public Comments Summary

In addition to the questions posed in the survey, both priority stakeholders and the general public were provided an opportunity to provide free form comments. The following summarizes the themes that were represented in the comments:

Only one response was received from an adjacent landowner at 2523 Falcone Lane who indicated they felt the tower was a negative impact on the visual amenity from their property.

### 8.3 CRINS-SINRC Reporting Statement

CRINS-SINRC reviews each application for a proposed antenna system according to the guidelines set out by the Minister of Innovation, Science, and Economic Development (ISED) and identifies matters which the Minister has identified as relevant to the federal purpose pursuant to S. 5(1)(f) of the *Radiocommunications Act*. As the designated representative of the Land Use Authority, overseeing the consultation process, CRINS-SINRC presents the opinions of both the public and/or elected body as well as the evidence-based land use guidance of the planning and development staff in each Land Use Authority, as provided for in the procedures set out in the *Client Procedures Circulars (CPCs)* to inform the decision of the Minister.

Where there is non-concurrence between the public opinion and/or the elected body of a Land Use Authority regarding a proposed antenna system and the satisfactory compliance of a proponent proposal with the technical, planning and procedural requirements set out by the Minister, CRINS-SINRC maintains a fiduciary role to provide any information which ISED may request such that the Minister may make a final determination regarding a proposal taking into regard to the objectives of the Canadian telecommunications policy set out in Section 7 of the *Telecommunications Act*.

Where a proposal receives a non-concurrence statement, CRINS-SINRC shall identify for the Minister the matters which resulted in the statement of non-concurrence, and may provide independent narrative on those matters according to the criteria which the Minister has articulated in the policies and procedures which flow from the implementation of the *Act(s)*.

Where such narrative is required, CRINS-SINRC shall issue a Reporting Statement for the Minister's consideration which, when provided, shall be attached to this report as Schedule 'A'.

### 8.4 Statement by Council

Notwithstanding the technical and planning review by CRINS and LUA staff requested by the Minister, Council may deem it appropriate to issue a statement for the Minister's consideration which, when provided, shall be attached to this report as Schedule 'B'.

## **8.5 Justification for Concurrence Statement**

The Proponent has addressed all relevant concerns of the public according to the criteria set out by the federal Minister of Innovation, Science and Economic Development, and the Land Use Authority has no further concerns about the proposal, subject to the Proponent's compliance with all conditions as may be set forth in Section 9.

## 9. LUA Confirmation of Report and Conditions

We hereby advise that the attached report accurately reflects the position of the **Township of North Dundas** with respect to the radiocommunications facility proposed by **Xplornet Communications Inc.**, designated **ON7901-"Winchester" (CRINS-SINRC # 2006-0112-0441)**.

Our position with respect to the proposal is based on the following conditions being met:

- 1) *Submission of "as-built" drawings to CRINS-SINRC no later than 30 days after the completion of construction.*
- 2) *Receipt of the Safety Code 6 report by a Professional Engineer licensed in the Province which confirms compliance with Safety Code 6 prior to the commissioning of the tower.*
- 3) *Receipt of an attestation or stamped drawings by a Professional Engineer licensed in the Province which confirms compliance with the National Building Code and CSA S37-XX Standard prior to construction.*
- 4) *Obtain a County Road setback permit, prior to construction.*
- 5) *Obtain a building permit, prior to construction*
- 6) *Undertaking and acknowledgement that no advertising may be placed on the tower at any time without the approval of Council.*

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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**Calvin Pol**  
Director of Planning, Building  
and Enforcement  
Township of North Dundas





## DEPARTMENT ACTIVITY UPDATES

Finance

October 6, 2020

### KEY FINANCIAL DATA

Bank Balances	2020 Sept 30 <sup>th</sup>	Last Month Aug 31 <sup>st</sup> 2020	Last Year-2019 Sept 30 <sup>th</sup>
General Operating Acct	7,974,599.14	9,266,692.35	8,071,656.07
Cash, GIC's, (Reserve Fund)	7,330,753.06	7,325,253.20	6,735,007.24
<b>Total</b>	<b>\$15,305,352.20</b>	<b>\$16,591,945.55</b>	<b>\$14,806,663.31</b>

Taxes Receivable Outstanding	Sept 30 2020	Sept 30 2019	Sept 30 2018
Current Year (2020)	4,961,333.47	2 057,716.78	2,093,082.22
One Year in Arrears (2019)	565,650.19	601,809.17	509,344.87
Two Years in Arrears (2018)	358,123.68	299,912.63	306,981.46
Three Years in Arrears (2017+)	440,063.84	352,897.07	662,564.61
Penalty & Interest	266,124.03	255,297.79	207,137.11
<b>Sub-Total</b>	<b>6,591,295.21</b>	<b>3,567,633.44</b>	<b>3,779,110.27</b>
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(357,857.94)
<b>Taxes Receivable</b>	<b><u>\$6,497,690.69</u></b>	<b><u>\$3,474,028.92</u></b>	<b><u>\$3,421,252.33</u></b>
<b>Taxes Billed to Date</b>	<b>20,771,918.55</b>	<b>19,643,168.46</b>	<b>19,084,880.83</b>
<b>Percentage o/s Over Levy</b>	<b>31.281%</b>	<b>17.686%</b>	<b>17.926%</b>

Net taxes receivable last month were **\$7,140,793.78**; this month's balance of **\$6,497,690.69** (a decrease over last month in the amount of **\$643,103.09**) represents the net impact of billings less collections for the month of September.

Final Tax instalment due dates this year are July 31<sup>st</sup> and October 30<sup>th</sup> - hence the reason outstanding taxes are so high at this time of year.

The final tax billing for this year (2020) represents a deviation from the previous two years shown. Previously, the final billing had due dates of June 30<sup>th</sup> and September 30<sup>th</sup>. Due to COVID, the tax due dates have been pushed out a month from their normal due dates. This has resulted in taxes receivable outstanding expressed as a percentage over total taxes levied, to be greater than the previous two years. The final instalment in the amount of approximately \$5.4M is due October 30<sup>th</sup> 2020.

Taxes receivable also include other charges that have been added to the tax roll for collection purposes.

We have attached a Year-to-date Summary of Budget to Actual Expenditures as Appendix # 1 for Council's information.

**STATE OF THE UNION:**

Cash balances are very healthy as evidenced by the cash balances reported above. They are down approximately \$1.3M from last month. Conversely, the bank balances are up approximately \$498k over last year at this time – the adjusted bank balances do take into account the payment of the postponed school board payments from June 30<sup>th</sup> to September 30<sup>th</sup> in the amount of \$936,882.19.

**ACTIVITIES:**

- Preparing for and attending at department head meeting of Sept 21<sup>st</sup> 2020.
- The second tax instalment of Taxes Receivable in the amount of approximately \$5.4M is not due until October 31<sup>st</sup>; this has resulted in the large percentage and dollar amount of taxes still outstanding. There is still approximately \$3M of uncollected taxes from the October instalment.
- We have made our second instalment to the school boards in the amount of \$936,682.19 (due September 30<sup>th</sup>) – this represented our June instalment that was pushed out 90 days.
- Our final instalment to the Counties is due October 31<sup>st</sup> in the approximate amount of \$2,420,180 (2019 - \$2,273,493).
- Michelle has been collaborating with John Oswald on this year's drain maintenance.

**Township of North Dundas**  
**Year To Date Budget to Actual**  
**As of September 30, 2020**

Department Activity Updates:

**Appendix # 1**

Particulars	Revenues				Expenditures				Impact on Taxation			
	As Per Budget	Year to Date Actual	Variance		As Per Budget	Year to Date Actual	Variance		Budgeted (Surplus) Draw from Taxation	Actual to Date	Variance	
			Amount	%age Earned			Amount	%age Spent			\$ Amt (Over) Under Budget	%age (Over) Under Budget
General Government	1,537,643	1,095,153	442,490	71%	1,557,577	1,059,511	498,066	68%	19,934	(35,642)	55,576	279%
Economic Development & Public Relations	161,361	57,268	104,093	35%	316,126	135,703	180,423	43%	154,765	78,435	76,330	49%
Fire Services	648,544	609,204	39,340	94%	1,419,630	575,085	844,545	41%	771,086	(34,119)	805,205	104%
Planning & Development	45,500	36,832	8,668	81%	190,375	129,952	60,423	68%	144,875	93,120	51,755	36%
Building Department	130,000	103,707	26,293	80%	263,150	196,406	66,744	75%	133,150	92,699	40,451	30%
By-law Enforcement	10,000	6,465	3,535	65%	136,400	80,508	55,892	59%	126,400	74,043	52,357	41%
Animal Control	36,000	18,697	17,303	52%	106,025	38,414	67,611	36%	70,025	19,717	50,308	72%
Transportation Services	1,648,361	1,403,083	245,278	85%	4,752,744	3,142,489	1,610,255	66%	3,104,383	1,739,406	1,364,977	44%
Municipal / Tile Drainage	241,400	89,089	152,311	37%	312,020	103,216	208,804	33%	70,620	14,127	56,493	80%
Recreational Services	819,255	404,066	415,189	49%	2,221,686	1,256,740	964,946	57%	1,402,431	852,674	549,757	39%
Other Facilities	633,094	453,035	180,059	72%	641,328	531,658	109,670	83%	8,234	78,623	(70,389)	-855%
Volunteer Organizations	69,000	31,775	37,225	46%	69,000	14,017	54,983	20%	-	(17,758)	17,758	
Waste Management	1,185,675	1,036,732	148,943	87%	1,967,629	1,442,557	525,072	73%	781,954	405,825	376,129	48%
<b>Total - General Operations</b>	<b>7,165,833</b>	<b>5,345,106</b>	<b>1,820,727</b>	<b>75%</b>	<b>13,953,690</b>	<b>8,706,256</b>	<b>5,247,434</b>	<b>62%</b>	<b>6,787,857</b>	<b>3,361,150</b>	<b>3,426,707</b>	<b>50%</b>
North Dundas Water Services	1,515,152	932,161	582,991	62%	1,515,152	872,994	642,158	58%	-	(59,167)	59,167	
Winchester Sewer	772,360	482,713	289,647	62%	772,360	535,054	237,306	69%	-	52,341	(52,341)	
Chesterville Sewer	393,789	206,599	187,190	52%	393,789	314,208	79,581	80%	-	107,609	(107,609)	
<b>Total - Water and Sewer Operations</b>	<b>2,681,301</b>	<b>1,621,473</b>	<b>1,059,828</b>	<b>60%</b>	<b>2,681,301</b>	<b>1,722,256</b>	<b>959,045</b>	<b>64%</b>	<b>-</b>	<b>100,783</b>	<b>(100,783)</b>	
<b>Grand Totals</b>	<b>9,847,134</b>	<b>6,966,579</b>	<b>2,880,555</b>	<b>71%</b>	<b>16,634,991</b>	<b>10,428,512</b>	<b>6,206,479</b>	<b>63%</b>	<b>6,787,857</b>	<b>3,461,933</b>	<b>3,325,924</b>	<b>49%</b>



## DEPARTMENT ACTIVITY UPDATES

### Economic Development and Communications

October 6, 2020

#### Economic Development

- Helped the following applicants complete their application to the Counties Regional Incentive Program for the September 11<sup>th</sup> intake deadline: Klein Agricultural Services, Mountain Township Agricultural Society, Natunola, Smirlholm Farms, Smokie Ridge Vineyards, Terrace Green B&B, Winchester Downtown Revitalization Committee and the Winchester Library Branch. Results of the Counties Review Committee will be released in early October.
- The Mayor and I met with a provider of mobile emergency care units that can be used to battle COVID-19 capacity issues at hospitals, long-term care facilities and schools.
- Coordinated support letters from Mayor Fraser, MPP McDonnell and MP Duncan for an industrial client set to open up business in North Dundas.
- Promoting the benefits of the Community Improvement Plan to local businesses.
- Participated in the EDO working group meeting to review the Counties Economic Development priorities for 2021, which resulted in the Counties considering hiring a moderator to review the document and provide suggestions.
- Coordinated with the Finance Department and CAO COVID business support information that was posted to our website and on Facebook.
- Attended the virtual meeting hosted by Choose Cornwall entitled Key Business Decision Making During the Economic Re-Opening.
- Shared support programs with our business community, which included details on: Targeted Rural Economic Development Fund, Regional Incentives Program, Resilient Communities Fund, Spark Tourism Program, Ontario Energy Board Energy Assistance Program, Regional Relief and Recovery Fund, RE3 Women-Led Funding, Commercial Vacancy Tax Rebate Program, Key Business Decision Making During the Economic Reopening Webinar and the Canada United Business Relief Fund.
- **Marketing**
  - UpanUp has been selected to complete the redesign of [www.northdundas.com](http://www.northdundas.com), as well a new site for North Stormont and the Counties. The discovery phase is underway as is updating content currently on our website.

- Began the content planning for the 2021 Explore North Dundas publication and related RFP's for its design, printing, photography and article creation.
- Preparing the 2020 Annual Report to Taxpayers, which will be electronic only, as it's normally printed and distributed at the Mayor's Community Breakfast that is cancelled for this year.
- Produced a targeted Facebook post for the three local apple orchards to encourage residents and tourists to get out and enjoy a COVID safe family outing.
- Published on the Community Events Calendar and on Facebook several events that have been occurring: Outdoor Movie Nights in South Mountain, Community Yard Sale in South Mountain, Blood Donor Clinic in Winchester, Family Stick and Puck Program and Public Skating at the arenas, Ping Pong in Morewood, Tri-County Literacy training, Naomi's Take Back The Night Event and EOHU's "Ask Dr. Paul" Back to School Facebook Live sessions.



## DEPARTMENT ACTIVITY UPDATES

Public Works  
October 6, 2020

Public Works department performed tasks in four key areas as follows:

### **Administration:**

1. Continue to work on Winter Maintenance and Salt Management Policy
2. Continue to work on Fleet Management Policy
3. Finalized checklists for patrols, vehicle inspections, hours of service, etc.
4. Completed procurement of post driver, container, laptop, etc.
5. Meeting with property owners to review their concerns with regard to ditching, road condition, trees, truck traffic, etc.
6. Reviewed quotation / tender for pick-up trucks
7. Enrolled staff in trainings for the year 2020
8. Ordered safety equipment and signages
9. Coordination with Counties for updates on GIS database for operations, capital and inspections
10. Advertised and reviewed applications for contract mechanic and winter operator positions
11. Worked with consultants for Roads Needs Study, OSIM Bridge and Culverts inspections, water and wastewater servicing, etc.
12. Continue to refine public works operations and procedures

### **Roads:**

#### **Roads Operations:**

1. Optimized Road operations by deploying resources as follows:
  - a. Roads graveled (Ormond Rd- 1906 tonnes) and (Webb Rd-600 tonnes) and (Baldwin Rd-300 tonnes) also (Blain Rd-500 tonnes)
  - b. Brushing various sections of Liscumb Rd, Cameron Rd, etc.
  - c. Ditching Albert St, Forward Rd, etc.
  - d. Mowing grass for approximately 128 km on Lough Rd, Norton Rd, Pepperville Rd, Ormond Rd, Shay Rd, Forward Rd, Kerrs Ridge Rd, Loughlin Ridge Rd
  - e. Hot patching laneway tie-in on Ronson Rd and Clark Rd, French Settlement Rd
  - f. Install fire and traffic signs at various locations. Placed Township of North Dundas sign on blade at entrance of Fleet Garage

**Roads Capital:**

Coordinated with Cornwall Gravel (contractor) for fine grading and paving of following roads:

1. Ormond Road from Ormond heading east 2km

**Fleet:**

1. Annual inspections completed on two trucks / equipment
2. Out of Service – ID#3207 (2002 International 2600 with plow) due to frame conditions
3. Mechanical inspections completed on seven trucks
4. Repairs completed on 18 trucks / equipment
5. Facility inspection completed
6. Reviewed tenders / RFQ for pick-up trucks
7. Activated shop key online manuals
8. Received safety equipment for working at heights
9. Oil spraying of fleet underway. Anticipate completion by early October.

**Water and Wastewater:**

1. Continue to review and discuss with J. L. Richards with regard to water and wastewater capacity constraints.
2. Reviewed water and wastewater operations with OCWA and inspected facilities.
3. Managed Ontario One-Calls for utilities.
4. Continue to trouble shoot with Neptune and Central Square on the transfer file for Neptune 360
5. Met with OCWA to discuss the renewal of our Services Agreement
6. Co-ordinating with Glen Robinson and Son's meter replacements



## DEPARTMENT ACTIVITY UPDATES

Waste Management Services

October 6, 2020

### FINANCIAL INFORMATION:

#### August

Total Fees.....\$9,151.50  
 Fees Charged.....\$4771.50  
 Fees Paid.....\$4,390.00  
 Cash on Hand.....\$ 100.00

#### July

Total Fees.....\$10,416.50  
 Fees Charged.....\$5,666.50  
 Fees Paid..... \$4,750.00  
 Cash on Hand.....\$100.00

Wards	AUGUST	JULY
1. (Twp of Win)	640	720
2. (Twp of Mtn)	480	600
3. (Vill of Win)	640	720
4. (Vill of Ches)	320	400
5. Other (Boyne)	583	640
<b>Total Cubic Yards</b>	2663	3080
<b>Total Metric Tonnes</b>	242.09	280

### Recyclables

Items Shipped	Dollars/MT	August	July
Bulked Steel			
Bulked Steel			
Bulked Steel	1.45MT/\$60		\$87.06
PLASTIC			
OCC			
PLASTIC			
ONP			
OCC	27.16MT/\$82.50		\$2,240.70
<b>Totals</b>			\$2,327.76

Bales on Hand of September 22nd  
 ONP-0 OCC-44 PLASTIC -36 ALUM-99

Estimated Value  
 \$20,016.00



**WORK COMPLETED ( up to September 22nd )**

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- General cleanup of landfill
- Changing floor plan of Blue Box building for new process
- Held hazardous waste day on September 12th (100 plus vehicles)
- Changing routes to be more efficient and reduce overtime
- Shipping recyclables to Waste Management (Brockville)
- Working with consulting firm DFA (Derek Ali) who is involved with County level project



## DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

October 6, 2020

### **PLANNING:**

- Received one (1) new severance application, performed site visits and provided comments to the Counties.
- Received two (2) new applications for minor variances in Chesterville and Winchester. Staff prepared the necessary reports, notices, poster and presentation, and the hearing is scheduled for Oct. 8, 2020.
- The Committee of Adjustment met on Sept. 10, 2020. The request for a variance of the front yard setback for an attached garage on Allen Road was approved.
- Held one (1) public meeting for a Zoning Amendment to permit the use of an existing building for mini storage. Additional preparations were required in order to ensure physical distancing and sanitizing measures were in place, as directed by the health unit.
- Prepared and issued six (6) zoning compliance reports.
- Responded to various zoning, minor variance and severance inquiries from landowners.
- Participated in a phone meeting with South Nation Conservation staff and Sevita to discuss their project and options to ensure safe access in emergency situations. The Public Works Director is determining cost estimates for raising part of Sandy Row. South Nation indicated that there are two financial assistance programs for this type of work.
- Performed various site visits for severance and subdivision files in order to clear outstanding conditions.
- Attended SDG Planner's Meeting in Morewood on Sept. 18, 2020. Topics covered included the SDG Official Plan Appeal with the County Solicitor, urban land supply and growth projections, waste disposal designations, tiny homes, cannabis regulations and recent changes to planning application fees at the County level.
- Participated in MPAC Fundamentals to Assessing Properties in Areas of Growth webinar on Sept. 2, 2020.
- Discussions with CAO, Director of Public Works and the Solicitor for Wellings of Winchester regarding site agreements.

- Participated in Workplace Violence & Harassment Training Sept. 16, 2020.
- Met with CBO, By-law Enforcement staff, and local property owners to discuss building and zoning requirements for their building and property.
- Reviewing Interim Control By-laws regarding cannabis production facilities for Council's consideration. Currently, the four Zoning By-laws have differing requirements.
- As of Sept. 2, the Township's Housekeeping Zoning By-law Amendment (adopted on March 10, 2020) came into effect. The delay was caused by the Provincial Emergency Orders issued due to COVID-19, which were lifted in August.

### **BUILDING:**

- Communicated with multiple property owners to discuss various building projects.
- Inspectors assisted the Russell Township Building Department in performing various inspections in the month of September.
- Staff were made aware of two (2) properties upon which construction had started/occurred. Orders were issued advising the property owners of permit requirements and how to get in touch with our office.
- Twenty-six (26) new applications were received in September. There are currently forty-nine (49) incomplete applications for which we are waiting on additional documentation.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

<b>Building Department</b>	<b>Sept. 2020</b>	<b>Sept. 2019</b>	<b>Sept. 2018</b>	<b>Sept. 2017</b>	<b>Sept. 2016</b>	<b>Sept. 2015</b>
Permits Issued:	<b>35</b>	<b>25</b>	<b>11</b>	<b>15</b>	<b>16</b>	<b>27</b>
New Dwellings	<b>23</b>	<b>10</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>2</b>
Value of Permits:	<b>\$3,201,780</b>	<b>\$3,706,000</b>	<b>\$275,900</b>	<b>\$2,747,500</b>	<b>\$2,694,771</b>	<b>\$980,000</b>
Building Permit Fees:	<b>\$24,459</b>	<b>\$25,597</b>	<b>\$1,924</b>	<b>\$6,250</b>	<b>\$14,946</b>	<b>\$4,120</b>
Development Charges:	<b>\$71,616</b>	<b>\$47,771</b>	<b>\$4,648</b>	<b>\$5,839</b>	<b>\$16,814</b>	<b>\$8,043</b>

**BY-LAW ENFORCEMENT:**

- Five (5) parking tickets were issued in the month of September.
- Twenty-two (22) new files were started in September. Currently, there are eleven (11) active files. Staff are also monitoring various occurrences which might require follow-up inspections and orders depending on the case.
- Staff received multiple calls and complaints with relation to COVID-19 policies and procedures. Residents and business-owners are reminded to familiarize themselves with current health and safety protocols and orders in place with regards to gathering.
- Weekly reports are being sent to the Ministry with regards to COVID-19 inquiries and inspections responded to by staff.
- Attended EOHU Municipal Officials & First Responders Weekly Briefing.
- Responded to OPP call related to large, unlicensed kennel. Staff advised owners to obtain the necessary kennel licence immediately.
- Performed various site visits and inspections with landowners regarding complaints filed.



## DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

October 6, 2020

- The concrete pad for the new South Mountain Park Pavilion is now complete and the drainage surrounding the pad, has been installed.
- The South Mountain tennis court has been resurfaced with asphalt.
- The power was cut off to the South Mountain rink house. Thompson Electric stripped the building of the old breaker panel and timer, as well as a lot of the existing wiring, which will be reused for the new rink shed. The building was torn down and debris removed.
- D&H Fencing will be reinstalling the fence around the South Mountain Tennis Court on October 5<sup>th</sup>. Topsoil has been ordered from Badger Excavating for around the fence and playground sand has been ordered to top-up the playground.
- The replacement of the Morewood Fire Hall roof was completed.
- We received approval from the South Nation Conservation Authority for 3 caliper sized trees for Harmony Park.
- New COVID related directional signage was posted in the Winchester Arena lobby. Signage will also be posted in the Chesterville & District Arena before it opens.
- Ice opened on Monday, September 21<sup>st</sup> in the Winchester Arena.
- The ice in the Chesterville & District Arena has been painted and ice rentals are scheduled to start on Monday, October 5<sup>th</sup>.
- 3.5 hours of public skating has been added to our regular public skating schedule at the Winchester Arena and 4 hours of public skating has been added to our regular public skating schedule at the Chesterville Arena.
- An additional hour of the Stick & Puck program has been added to the weekly ice schedules for both arenas.
- Fire inspections, including extinguishers, light, batteries, fuses, etc. were completed at each of our facilities.
- Recreation programs started the week of Monday, September 14<sup>th</sup>.

- Another Canadian Blood Donor clinic took place on September 22<sup>nd</sup> in the Joel Steele Community Hall.
- The coping stones around the Winchester Centennial Pool were removed and preparation work completed so that DeJong Masonry could begin repair work to the pool perimeter.
- The new sterilizing, handheld fogger is being used in the Winchester Community Centre and it is performing very well. Increased sterilization procedures have been implemented and are being carried out by team members.
- The wood and brackets for the change room benches, was dropped off at the Chesterville Arena. Recreation & Culture Department staff members measured, cut, stained, and installed new benches.
- The new heaters have been ordered for the Chesterville & District Arena lobby.
- A new lease agreement was drafted for the new tenant of the former Chesterville medical clinic space. An updated lease agreement is being drafted for the Dundas Agricultural Committee.
- The Winchester Arena canteen opened on a trial basis, at the start of the ice season. Due to the decrease in facility users, as well as adherence to the new directional signage in the lobby, canteen sales have been extremely limited. As such, the operator chose to close the canteen, effective Friday, September 25<sup>th</sup>.

The operator has made it clear that he would like to reopen the canteen should there be a change in facility policies, which allows for greater traffic flow in the lobby and in a greater number of facility users, as it is anticipated that these changes would result in increased product sales.

The Chesterville & District Arena canteen will also not be open at this time.

- All Recreation & Culture Dept. staff participated in Workplace Violence and Harassment Prevention training, which took place on Wednesday, September 16<sup>th</sup>.
- The refrigerator that was in the kitchen of the Nelson LaPrade Centre stopped working and was replaced with the unused refrigerator that was in the Council Ante Office.
- All OPP detachments have recently opened to the public, with the stipulation being; only one masked person at a time, will be permitted access to the lobby area. Because the Winchester detachment shares the lobby area with the patrons of the Library and medical clinic, barriers are required to comply with the above-noted direction, mandated by OPP

command staff at headquarters, who in consult with Public Health Officials, have elected such protocols when engaging with the public.

Therefore, a new barrier was purchased and installed in the foyer of 547 St. Lawrence St. in Winchester, so that the OPP could reopen their customer service counter. The barrier was required to be clear for officer/employee safety as the person at the counter must be able to see who is entering or in the lobby area for various reasons.

- The second last drive in movie of the season, was hosted by the Mountain Township Agricultural Society, in partnership with the Township of North Dundas. The event was held at the South Mountain Fair Grounds on Saturday, September 26<sup>th</sup>.
- In this year's 12-week Fall program session, we have 116 registrants. Last Fall, we had 156 registrants. Therefore, we have only experienced a 26% reduction in program registrations between this year and last.
- A new Ping Pong program was introduced on Thursday nights, in the Morewood Community Hall. Two different classes are offered, which include a youth program from 6:30-7:30 pm and an adult program from 8:00-9:00 pm.



**The Corporation of the Township of North Dundas  
Fire Steering Committee Meeting  
September 26, 2020**

**MINUTES**

Attendees: M. Gruich, K. Byers, D. Kelly, S. Johnston, R. Sherrer, D. Lannin, T. Carruthers, A. Armstrong

Absent: D. Levere

**1. Fire Hall Bookstore Grant:**

- Decided to leave purchase decision up to Training and Fire Prevention (list of materials to acquire).
- Need to have the list to Steering by Oct. 10<sup>th</sup> so Jess can make the request by November.

**2. Bunker Gear Order Numbers:**

- Still need to get four more sets of gear to finish off the 2020 budgeted amounts. Ray to set up sizing and time.
- For the 2021 budget, we will set the replacement schedule to 5 instead of 4, to ensure all gear replaced in the 10-year timeframe.

**3. 2020 Budget:**

- Station 2 pumper delivery is pushed to end of January 2021.
- Station 2 & 3's 2 ¾ tonne trucks pushed to sometime in 2021.
- All other purchases have been made except for flashing green lights. Mike to look into budgeted amounts for those.

**4. 2021 Budget:**

- Need Material & Supplies and Capital Justification Sheets ready for Oct. 10<sup>th</sup> meeting (Budget meeting ONLY).
- Need to have info for halls (windows, doors, etc.) ready to send to Meghan as well.

**5. Firehouse Subs Application:**

- An application to get a generator for the South Mountain Hall has been submitted.

**6. Next meeting:** Oct. 10, 2020





## DEPARTMENT ACTIVITY UPDATES

Fire

October 6, 2020

### DEPARTMENTAL OVERVIEW:

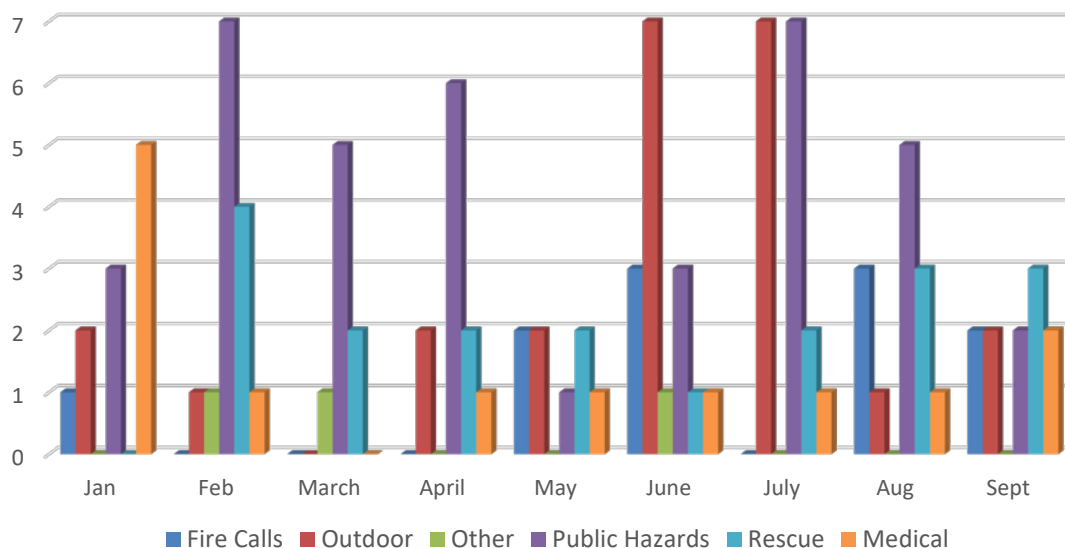
#### Glossary of Terms

- Fire calls** are counted as working fires that affect structures of value.
- Outdoor calls** are grass/brush fires or any other fires of non-value.
- Other calls** are mutual aid (assisting other townships), automatic aid (assisting departments within our township), and assisting other agencies such as Police, MOL, TSSA, MOE etc.
- Public Hazard** include CO alarms, gas leaks, hydro, false alarms, etc.
- Rescue calls** consist of vehicle fires and collisions, confined space rescue, and all other types of rescues.
- Medical calls** are either to assist the ambulance or first response.

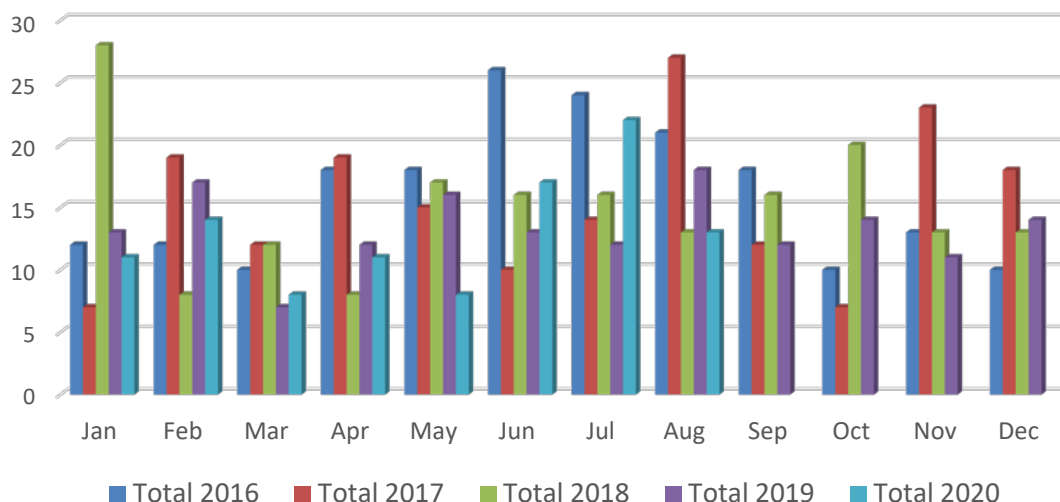
#### Monthly Call Statistics for 2020

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fire Calls	1	0	0	0	2	3	0	3	2			
Outdoor	2	1	0	2	2	8	7	1	2			
Other	0	1	1	0	0	1	0	0	0			
Public Hazards	3	7	5	6	1	3	11	5	2			
Rescue	0	4	2	2	2	1	3	3	3			
Medical	5	1	0	1	1	1	1	1	2			
<b>Total</b>	<b>11</b>	<b>14</b>	<b>8</b>	<b>11</b>	<b>8</b>	<b>17</b>	<b>22</b>	<b>13</b>	<b>11</b>			

#### Number of Calls/Types of Calls



## Total Number of Calls per Month in 2016/2017/2018/2019/2020



### Monthly Call Break Down (September)

- 1 house fire
- 1 accessory structure fire (deck)
- 2 grass fires
- 1 CO alarm investigation
- 2 vehicle collisions
- 1 vehicle fire
- 2 medical calls (VSA)
- 1 hydro wire down

### Fire Prevention Activities

- “Yield to Flashing Green Light” signs have been installed in the various villages and hamlets by Public Works staff.
- PSA notice in Chesterville Record for October Fire Prevention Week (Oct. 4<sup>th</sup> to 10<sup>th</sup>).
- Volunteers performed 4-5 home inspections across the Township.
- Application submitted to Firehouse Subs for equipment grant. Results will be announced in late-October.
- Chiefs are monitoring staff levels and Personal Protective Equipment supplies.
- Weekly surveys being submitted to the OFM regarding PPE stock – currently the Fire Department is sufficiently stocked.

### Training

- Regular fire training has resumed in smaller numbers, following direction from the Eastern Ontario Health Unit and Ontario Association of Fire Chiefs with regards to physical distancing, sanitizing, etc.

### Attachments

- Sept. 26, 2020 Fire Steering Committee Minutes



## DEPARTMENT ACTIVITY UPDATES

CAO

October 6, 2020

- Assist with creation of list of notable municipal events and details for Chesterville Historical Society's update of Chesterville's history and edit draft document
- Participated in weekly meetings with Dr. Paul of the EOHU
- Attended Violence & Harassment Prevention training
- Consultations with KC Spencer Associates as required related to employee health and safety
- Consultations with lawyers as required
- Organized and executed presentation of Years of Service awards to all applicable Township staff
- Attended Mosey & Mosey webinar on Mental Health
- Consultations with staff regarding new website under development
- Consultation with SDG IT staff regarding upcoming IT projects and ongoing needs for their services
- Meeting with OCWA to discuss renewal of their contract and other water and sewer related issues
- Continue transition of information to new Director of Public Works
- Continue to plan and adapt to changing guidelines and directives related to COVID-19 and the resulting impact on municipal services and ensuring a safe workplace for our staff
- Draft COVID-19 staff accommodation policy
- Ongoing negotiations related to renewing the lease agreement with Hydro One
- Provide assistance and guidance to department heads as required
- Respond to inquiries from the Mayor and other Council members

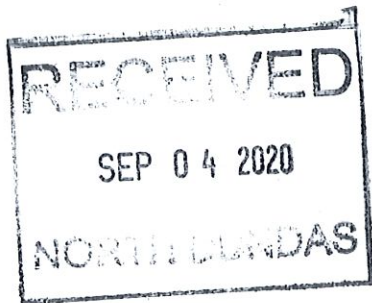


## DEPARTMENT ACTIVITY UPDATES

Clerk

October 6, 2020

- Participating in weekly scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul) and Emergency Management Ontario.
- Weekly calls with Emergency Planner, Kevin Spencer.
- Attended Workplace Violence and Harassment Training.
- Received funding from TransCanada Pipelines Ltd., to assist with the purchase of a generator for the Morewood Emergency Operations Centre.
- Bill Toll has resigned as a Livestock Valuer after many years of service to the Township.
- Chesterville & District Historical Society Book - Municipal Review with Howard Smith.
- Attended Tender Openings with Department Heads.
- Discussions with Alcohol and Gaming Commission re: lottery licences and assist with audit of lottery files.
- Address requests for information under FOI and MFIPPA.
- Insurance matters - discussions with Municipal Broker.
- Corresponding with Lawyers – re: property matters.
- Ottawa Special Events re: Council Chambers Conference set-up On site Sept 8 & Sept 29.
- On-going discussions with Committees of Council and Delegations.
- On-going discussions with couples regarding marriage ceremonies.
- Assisting Council & Staff – routine duties.
- Assisting Ratepayers – routine duties..
- Preparations for Council meetings – Sept 16, Sept 22 & Oct 6.



September 4, 2020

Township of North Dundas  
Winchester, ON  
K0C 2K0

To whom it may concern,

It has been a pleasure working for the township as their Livestock Evaluator over the past few years.

Unfortunately due to the demands on my time with my home business, I can no longer continue on with this role. I, therefore, tender my resignation, effective September 18<sup>th</sup>, 2020.

Wishing the township success in all their future endeavours.

Regards,

A handwritten signature in blue ink that reads "William Toll". The signature is fluid and cursive, with a long horizontal stroke at the end.

William Toll  
10615 Van Camp Road  
Mountain, ON  
K0E 1S0  
Cell: 613-880-9261

2020

**Name of Municipality:** Township of North Dundas  
**Contact:** Laurie A. Piché-Gibson, lgibson@northdundas.com  
**Project Number:** OWDCP-004749  
**Program:** Ontario Wildlife Damage Compensation Program  
**Injury or Kill Date:** June 28, 2020  
**Farm Business Name:**  
**Investigator Name:** William Toll

**Municipality Report created on:**

September 10, 2020 2:18 PM

Invoice	Eligible Project Item	Item Amount
OWDCP-004749-1	Turkey	\$91.80
OWDCP-004749-1	Administrative Allowance	\$30.00
		<b>Total Paid: \$121.80</b>

## St. Paul's Community Garden 2020

The idea of the garden started four years in 2016 but due to a lack of a project manager it did not really start until the spring of 2017. This this will be the fourth year that it has been providing produce for the community. The group to oversee the garden this year was myself, Tom Clapp, Jane Schoones, Community Food Share and Leslie Levere the garden coordinator.

This year due to the pandemic it was decided to enlarge the garden to meet the projected need. To assist with the budget costs we applied for the \$400 North Dundas Township Community grant which was approved.

The existing gardens were tripled plus six raised gardens were added. Men from the Black Walnut Group (Prostate Cancer Support Group) built the boxes which were filled with soil provided by KG Patterson Construction. Vince Zandbelt and Dennis Cartner supplied the equipment to fill the boxes. Please note that Cedarview Lumber provided all the lumber for the boxes at no charge. Compost was purchased from Loucks Pastures in Chesterville (ND Grant Money).

Some seed was purchased (ND Grant) plus seedlings were provided by Plot of Earth Market Garden and from the Dundas 4-H Club

The vegetables grow were peas, beans, radishes, peppers, spinach, cucumbers, spring onions, Swiss chard and tomatoes. The majority for the produce harvested went to Community Food Share with some to other Community agencies (Meals on Wheels). To-date there has been over 250 lbs. of produce harvested and distributed to the Community Food Share

Cooters in Berwick donated \$1000 which covered the cost of the new drip irrigation system which was managed by the volunteers. Plot of Earth (Ab Fawcett) installed the system.

We were overwhelmed with community volunteers almost to the point we might have to turn people away. 33 volunteers worked at the garden with a schedule managed by Leslie Levere. The volunteers included several young people. In the past there was a class from the public school participate but this was not possible this year.

Also of note is that the Winchester United Church made and donated beautiful row markers. Cup of Jo's donated the green tee shirts assisted by Community Food Share.

The success of the garden is largely due to Leslie Levere who managed the garden, choosing the vegetables to be grown, harvesting and scheduling the volunteers. There was a family or person there every morning and afternoon to weed, harvest of water the garden.

The garden is still producing and will continue to until a killing frost. We hope to stay open until Thanksgiving, weather providing.

Following the closing of the garden we will meet to plan for next year. We hope to make this garden a focus of North Dundas was more sitting area for the people to enjoy the garden. In the past we had a Gospelfest afternoon to raise funds but this was not possible this year but it is for next year (hopefully).

Therefore you can see that this has been a great community program for North Dundas. The Community has really supported this project and it took the ND grant this year to initiate all the proceeding.

I truly feel that this was money well invested by the North Dundas Township.

If there are any questions or concerns please contact me at any time.

With Thanks

Tom Clapp

Chair. Board of Managers  
St. Paul's Presbyterian Church  
Winchester.



**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #** 12

**Date:** Monday, September 14, 2020

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**Moved by:** Carma Williams

**Seconded by:** Brenda Noble

WHEREAS the COVID-19 pandemic has disproportionately affected the vulnerable elderly population in Canada's long-term care (LTC) homes and some of Ontario's LTC homes are among those with the highest fatality rates in the country as the pandemic has exposed deplorable conditions in many LTC homes across Canada; and

WHEREAS it is the mandate of the Ministry of Long-Term Care to inspect long term care homes on an annual basis and these inspections have consistently dropped in number since 2017 with only nine completed out of 626 long term care home in 2019; and

WHEREAS residents have been endangered by personnel moving between infection zones without adequate equipment; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of North Glengarry urges the Ontario government to provide funding to increase full-time positions in place of casual and part-time labour in long term care homes and requests that the Ministry of Long-term Care acts to regularly inspect all long term care homes , and sound infection control measures are put in place at all Ontario long term care homes and that this resolution be forwarded to Premier Ford, the Ministry of Long-term Care Merrilee Fullerton and all Ontario municipalities for consideration.

**Carried**

**Deferred**

**Defeated**

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



# The Corporation of The Town of Amherstburg

September 21, 2020

VIA EMAIL

The Right Honourable Raymond Cho, Minister for Seniors and Accessibility  
College Park 5<sup>th</sup> Flr, 777 Bay St,  
Toronto, ON  
M7A 1S5

**Re: AODA Website Compliance Extension Request**

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At its meeting of September 14, 2020, Council passed the following for your consideration:

Resolution # 20200914-281

- “1. **WHEREAS** Section 14(4) of O.Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021;
2. **AND WHEREAS** the municipality remains committed to the provision of accessible goods and services;
3. **AND WHEREAS** the municipality provides accommodations to meet any stated accessibility need, where possible;
4. **AND WHEREAS** the declared pandemic, COVID-19, has impacted the finances and other resources of the municipality;
5. **AND WHEREAS** the Accessibility for Ontarians with Disabilities Act contemplates the need to consider the technical or economic considerations in the implementation of Accessibility Standards;
6. **BE IT THEREFORE RESOLVED THAT** the municipality requests that the Province of Ontario extend the compliance deadline stated in Section 14(4) of O.Reg 191/11 to require designated public sector organizations to meet the compliance standards, by a minimum of one (1) year to at least January 1, 2022; **AND**,
7. **BE IT THEREFORE RESOLVED THAT** the municipality requests that the Province of Ontario consider providing funding support and training resources to meet these compliance standards.”

The impacts of the pandemic on municipal finances and resources affect the ability of municipalities to meet the January 1, 2021 deadline for full compliance with WCAG 2.0 Level AA.

We humbly request the Ontario government consider an extension request, in addition to financial support and training due to the unprecedented impacts of the global pandemic.

Regards,



Tammy Fowkes  
Deputy Clerk, Town of Amherstburg  
(519) 736-0012 ext. 2216  
[tfowkes@amherstburg.ca](mailto:tfowkes@amherstburg.ca)

cc:

The Right Honourable Doug Ford, Premier of Ontario  
The Association of Municipalities of Ontario  
All Ontario Municipalities

October 06, 2020

To: North Dundas Council Members

From: Bill Smirle

Re: South Nation Conservation Authority Update

Mayor Tony Fraser;	Deputy Mayor Al Armstrong;
Councillors: Gary Annable;	Tyler Hoy; John Thompson
CAO: Angela Coleman	Deputy CAO/Clerk: Jo-Anne McCaslin

Sirs and Madames:

I am pleased to bring you this update that includes some new announcements.

- 1) On September 17, 2020 we held our “first in-person” meeting since February and officially completed some decisions that should have been confirmed at our Annual Meeting that was cancelled in March, 2020. (We followed all rules and only Board Members, GM Angela and Secretary Dianne were present. Staff Members presented “virtually” and the Meeting was streamed live to others)
- 2) Our Executive was confirmed as follows: Chair: Councillor and Deputy Mayor George Darouze, Ottawa; Vice Chair: Mayor Pierre Leroux, Russell; Past Chair: Bill Smirle, North Dundas and SD&G Representative.
- 3) Long Term SNCA Member Doug Thompson moved from Past Chair to no longer being a member of SNCA (after nineteen and three quarter years with the SNCA Board and having been in every Executive position as well as a Board member. For the past couple of years Doug has not been a representative of Ottawa and has been on the Board as Past Chair. Even if Past Chairs are not representing a municipality, they remain on the Board for their knowledge and interest of SNCA. *(For your information, I will be recommending to Board that Doug be “grandfathered for three months” so that he may receive official 20 year recognition)*)

- 4) For your information, currently our SNCA Board Members are: –  
**City of Ottawa: (4)** Councilors George Darouze & Matt Luloff; *(Matt recently replaced Stephen Blais who is now an MPP;*  
 City of Ottawa Resident Appointees: Michael Brown & Gerrie Kautz;  
**Leeds&Grenville: (2)** Resident Appointees: Peggy Taylor (2018-20),  
 Edwardsburg/Cardinal; Dana Farcasiu North Grenville. *(only four of the Leeds/Grenville municipalities have land in the SNCA watershed)*  
**Prescott&Russell: (3)** Mayors: Pierre Leroux, Russell;  
 Daniel LaFleur, Casselman; Francois St Amour, La Nation;  
**Stormont, Dundas&Glengarry: (3)** Councilors Steve Densham, North  
 Stormont & Archie Mellan, South Dundas; Resident appointee Bill Smirle,  
 North Dundas.
- 5) There are four Standing Committees with Chairs noted – and the Chairs were all reconfirmed for a year on March 05, 2020 (one of the last “in-person meetings before the Covid – 19 shutdowns”):  
 Clean Water –Jackie Pemberton; Communications – Peggy Taylor; Fish & Wildlife – Fred Schueler; Forestry – Dave Robertson.
- 6) The staff at SNCA has been working, adapting schedules, completing assignments working from home and in the field. Currently about half of our staff is at work in the office daily – carefully observing all rules (with many in the field and some working from home, although many are working part time at home and part time in the office.)  
 As you well know, it has been an extremely challenging time for all of us, but we have found ways to successfully complete our work.
- 7) Staff is currently preparing our 2021 budget. It will be presented to the SNCA Board in November for discussion – and perhaps approval in either November or December.
- 8) The Chesterville Dam is the largest water/river structure on the South Nation. Over the past two years, it has received major work and dollars. (I reported on this earlier and now all of the work has been completed.)
- 9) I prepared this part of my Report quickly and I will have some additional information at the Meeting. As well I will bring a pamphlet for each of you that briefly reviews all of the areas where we work

If you have questions or comments, I will be pleased to answer them at the meeting or feel free to contact me. (H - 613 448 1636; C - 613 806 3169)

Respectively submitted,

Bill Smirle





# Dundas County Archives Newsletter

August 2020

Volume 1, Number 2

## In This Issue

- **Who does the Dundas County Archives serve?**
- **Thank you to our donors**
- **Newspaper Digitization Project**
- **Showcasing local history**

## Where to find us

5 College Street or  
P.O. Box 58  
Iroquois Ontario K0E 1K0

[dundascountyarchives@gmail.com](mailto:dundascountyarchives@gmail.com)

## Web pages

<https://southdundas.com/residents/dundas-county-archives/>

<https://northdundas.com/town-hall/clerk/dundas-county-archives>

## Phone

613 669 2169

## Who does the Dundas County Archives serve?

The Dundas County Archives is jointly supported by the Township of North Dundas and the Municipality of South Dundas. Our mission is to collect, arrange, preserve and make available to researchers the records of Dundas County. While the central focus is to operate as a Municipal archive, in compliance with the Municipal Act, we do also collect documentary heritage pertaining to the businesses, community groups, individuals and historical organizations within the region of Dundas County. This becomes the collective memory of our region.

## Are we open to the public?

The Dundas County Archives was closed on March 15 as a result of Public Health directives, in response to the COVID-19 pandemic. The Dundas County Archives is not yet opened to the public.

## Thank you to our donors

Thank you to all our donors. Since our last newsletter, we have received a cash donation from Tom Kennedy. Thank you to Jim Jordan for continued donations to our collections. There have been numerous enquiries by email and phone. Every email is responded to assess whether the items that they wish to donate fit within our collection mandate. All donations are greatly appreciated and do help to preserve the history of Dundas County

## Newspaper Digitization Project

Due to the very generous support of the Stormont, Dundas and Glengarry United Counties Council, we have been funded for our Newspaper Digitization Project. We are grateful for the financial support of the Iroquois, Morrisburg and Winchester Legions, as well as the Lions Clubs of Iroquois Matilda, Morrisburg and Mountain Township. These organizations supported the purchase of archival supplies for this project, and we are truly indebted to them. The Dundas County Archives is also indebted to Howard and Leslie Kirkby for their diligent efforts in assisting with this project as volunteers.



### When are we open:

We are not yet open to the public, due to COVID 19 restrictions. As such, it is always best to contact me by email as we are not always in the building to receive phone calls  
email  
dundascountyarchives@gmail.com

**The St Lawrence Branch of the United Empire Loyalist Association Family Research Centre is a separate Organization.**

Contact Larry Empey at  
Larry@empey.ca or Lorraine  
Reoch\_fancyllass@hotmail.ca

<http://uelac.org/st-lawrence/>

They are located within the Archives Building at 5 College Street

They are also not yet open to the public

If you have stories to tell about the history, places, the businesses and the people of Dundas County we would love to have you share it with us. That way we can add to the collective history of the region.

To date, we have scanned and digitized over 61,000 pages, or 104 boxes of historic newspapers. This has been a labour intense project, between sourcing, collecting, organizing and carefully piecing together the frail and brittle papers. The result will be an OCR (optical character recognition) searchable collection which will give access to hundreds of years of local history. Most of these papers provide information that is not available anywhere else.

Please note that these newspapers are not yet all scanned and digitized and we do not yet have access to the digital files. There will be updates as we get closer to this step of hosting the digital files to a web site.

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## Showcasing Local History

In an effort to showcase Dundas County history, displays have been set up every few months in the exhibit case in the lobby of the South Dundas Municipal Centre.

Currently there is a display on **Dr Marion Hillard**, (1902 – 1958), OB/GYN. She was born and raised in Morrisburg but subsequently made huge inroads in women's health on the International sphere, including the development of the PAP test. The Archives are looking for any family in the area with respect to a proposal to nominate her for the Canadian Medical Hall of Fame. If you are in her family, or know someone who is, please contact the archives. If you have any suggestions for future displays, please send an email.

While the archives have been closed, much has been done in building the local history resource collections for many topics pertaining to both North and South Dundas. These will be outlined in a future newsletter.

Recent donations of records have been processed into our collections. If you have items you would like to donate, please email and we will evaluate with you if these items fit our collection mandate. If you have essays about buildings, groups, businesses or people we would love to hear from you. It is all about building a local history for all of Dundas County.

During the shutdown, research has been conducted for individuals, as they cannot currently access the records.

There have been continuing efforts to repatriating Dundas County records from other repositories.

The work is never ending, but the goal remains the same – to collect, preserve and make available the history of Dundas County.

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Susan Peters, Dundas County Archives



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

RESOLUTION

MOVED BY Deputy Mayor Armstrong

RESOLUTION NO 15

SECONDED BY Councillor Annable

DATE September 8, 2020

THAT the Council of the Township of North Dundas approves banning through truck traffic on Bridge Street and Sandy Row within South Mountain village limits.

☒ CARRIED

☐ DEFEATED

☐ DEFERRED

  
MAYOR

Recorded Vote:	Yea	Nay
Mayor Fraser	___	___
Deputy Mayor Armstrong	___	___
Councillor Annable	___	___
Councillor Hoy	___	___
Councillor Thompson	___	___

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW No. 2020-49**

*Being a By-law of the Corporation of the Township of North Dundas to adopt, confirm and ratify matters dealt with by resolution.*

**WHEREAS** the *Municipal Act, 2001*, as amended, provides that the powers of the Corporation of the Township of North Dundas, shall be exercised by By-law.

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by the Township of North Dundas does not lend itself to the passage of an individual By-law;

**NOW THEREFORE** the Council of the Township of North Dundas enacts as follows:

- 1.0** That the Minutes of the In-Camera Meetings held on September 8<sup>th</sup>, September 16<sup>th</sup> and September 22<sup>nd</sup> and the Special Meeting held on September 16<sup>th</sup> and the Public Meeting held September 22<sup>nd</sup>, 2020 and the Regular Meetings held on September 8<sup>th</sup> and September 22<sup>nd</sup>, 2020 of the Council of the Township of North Dundas, be hereby adopted.
- 2.0** That the actions of the Township of North Dundas at the Regular Meeting held on October 6<sup>th</sup>, 2020 in respect of each motion, resolution and other action taken by the Township of North Dundas at its meeting are, except where the prior approval of the Local Planning Appeal Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
- 3.0** That where no individual By-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Township of North Dundas in the above-mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Township of North Dundas.
- 4.0** That the Mayor and Members of Council of the Township of North Dundas are hereby authorized and directed to do all things necessary to give effect to the said action of the Township of North Dundas to obtain approvals where required and except as otherwise provided, the Mayor, or in the absence of the Mayor the alternate Head of Council, and the Municipal Clerk, or in the absence of the Municipal Clerk, the Deputy Clerk, are hereby directed to execute all documents necessary on behalf of the Township of North Dundas.

**READ and passed in Open Council, signed and sealed this 6th day of October, 2020.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK