

AGENDA
Township of North Dundas
636 St. Lawrence Street Winchester ON
Tuesday, November 3, 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 October 20, 2020](#) 4 - 9
- 5. Delegations**
 - a) [Elise Dostal - AMO LAS Water Sewer Warranty Program](#) 10 - 29
 - b) Bill Smirle - SNC
2021 Budget Direction
- 6. Closed Session**
- 7. Open Session**
- 8. Action Requests**
 - a) **Finance**
 - i. [Transfer Safe Restart Funding to a Designated Reserve Fund](#) 30 - 31
 - ii. [Budget Amendment Truck Purchases](#) 32 - 34
 - b) **Economic Development and Communications**

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12.	Consent Agenda	
a)	Accounts Action Recommended: That Council receive and file for information purposes.	

- b) [Department Activity Updates](#) 76 - 94
[Action Recommended:](#)
[That Council receive and file for information purposes.](#)

13. Boards and Committees

14. Motions and Notices of Motions

15. Petitions

16. Council Comments and Concerns

17. Unfinished Business

18. Ratification By-law

- a) [By-law No. 2020-54](#) 95

19. Adjournment by Resolution

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
MINUTES
OCTOBER 20, 2020

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on October 20, 2020 with Mayor Fraser in the Chair. Attendance was recorded at the entrance in accordance with COVID-19 recording procedures.

ROLL CALL: Mayor: Tony Fraser
Deputy Mayor: Allan Armstrong
Councillors: Gary Annable, John Thompson
Councillor Hoy - Absent
Director of Public Works: Khurram Tunio
CAO: Angela Rutley
Clerk: Jo-Anne McCaslin
Jess Manley: Deputy Clerk & Executive Assistant (PBE)

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 Councillor Annable
Seconded by Councillor Thompson

THAT Council approve the agenda as amended. Council agrees to move item 10 (a) to follow Adoption of Minutes.

CARRIED

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

4. Adoption of Minutes

a) Regular Meeting October 6 2020

Resolution No. 03

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the regular minutes of the meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held October 6, 2020 be adopted as presented.

CARRIED

5. Delegations

OCWA representatives, Aimee Hennessy and Stephane Barbarie appeared via videoconference to provide an overview of the terms and conditions contained in the proposed service agreement between the Ontario Clean Water Agency and the Township of North Dundas. Mayor Fraser thanked OCWA representatives for the update and advised By-law 2020-53 to execute the agreement would be considered later on in the meeting.

6. Closed Session - NIL

7. Open Session - NIL

8. Action Requests

a) Finance – NIL

b) Economic Development and Communications - NIL

c) Public Works

i) Declaration of Lagoon Boat as Surplus

Resolution No. 04

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas declare the lagoon / pontoon boat to be surplus to the needs of the municipality and authorize the Director of Public Works to sell the item.

CARRIED

ii) Budget Amendment Snow Plow Truck

Resolution No. 05

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas approves budget amendment #2020-13 for the award of the single source contract for the

purchase of a 2021 snow plow truck to Francis Canada Truck Centre in the total amount of \$281,568.41 plus HST.

CARRIED

- iii) Purchase of Catch Basins for Improvements to the Fleet Garage Drainage Resolution No. 06

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the Council of Township of North Dundas approve budget amendment #2020-15 and single source the award for the purchase of (5) five catch basins in the amount of \$13,640.14 plus HST from M CON Products Inc. for drainage improvements at the fleet garage.

CARRIED

- iv) Through Truck Traffic on Sandy Row and Bridge Street

Resolution No. 07

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas rescinds Resolution No. 15 dated September 8, 2020 relating to banning through truck traffic on Bridge Street and Sandy Row within South Mountain village limits; And upon further consideration of this matter Council now approve Option No.2 as presented.

CARRIED

Option 2 – Ban truck traffic on Bridge Street only.

- v) Winter Level of Service Options

Resolution No. 08

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas approves hiring six (6) additional full-time contract operators from January 4, 2021 to March 30, 2021.

CARRIED

- vi) Winter Maintenance and Salt Management Plan

Resolution No. 09

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

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

CARRIED

- vii) Water and Wastewater Servicing Study

Resolution No. 10

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas receive the draft Water and

Wastewater Servicing Study – Technical Memorandum dated October 9, 2020;
And

THAT the Council of the Township of North Dundas endorse the preliminary recommendations, subject to further review or refinements, and direct staff to draft updates to By-law No. 60-2014 and By-law No.2020-23 for Council consideration.

CARRIED

- d) Waste Management – NIL
- e) Planning Building and Enforcement – NIL
- f) Recreation and Culture – NIL
- g) Fire – NIL
- h) CAO – NIL

i) Clerk

- i) Public Complaint Resolution Policy
Resolution No. 11

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT the Council of the Township of North Dundas adopt policy # 83-2020, being a Public Complaint Resolution Policy to formalize the Township of North Dundas' current complaint process.

CARRIED

- ii) 2021 Council Meeting Schedule
Resolution No. 12

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT Council adopt the 2021 Schedule of Regular Council Meetings as presented.

CARRIED

9. Tenders and Quotations

- a) Budget Amendment and Award of Tender for Three 2021 Model Year Trucks
Resolution No. 13
Moved by Councillor Thompson
Seconded by Councillor Annable

THAT the Council of the Township of North Dundas award Public Works Tender # 07-2020, for the purchase of three trucks, to Myers Kemptville Chevrolet Buick GMC in the amount of \$114,925 plus HST.
CARRIED

10. By-laws

- a) By-law No. 2020-53 Renewal of OCWA Contract Agreement
Resolution No. 14
Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas adopt By-law 2020-53, being a by-law to execute an agreement between the Corporation of the Township of North Dundas and Ontario Clean Water Agency for seven (7) years with an option for an additional four (4) year term.
CARRIED

- b) By-law No. 2020-50 Lease Amending Agreement Hydro One
Resolution No. 15
Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT By-law 2020-50 being a by-law to authorize the Mayor and Clerk to enter into a lease amending agreement with Hydro One Networks, be read and passed in Open Council, signed and sealed this 20th day of October, 2020.
CARRIED

11. Key Information – NIL

12. Consent Agenda

- Resolution No. 16
Moved by Councillor Annable
Seconded by Councillor Thompson

THAT Council receive the Integrity Commissioner Services Annual Report – 2019 as presented.
CARRIED

13. Boards and Committees – NIL

14.Motions and Notices of Motions – NIL

15.Petitions - NIL

16.Council Comments and Concerns

Election of the SDG Warden for 2021:

Mayor Fraser advised he had put his name forward as a candidate in the annual vote for warden at the County Council table, along with the incumbent Warden Frank Prevost. Mayor Fraser noted after two rounds of tied votes (6-6) by secret ballot for the election of Warden, Clerk Helen Thomson drew Councillor Frank Prevost's name out of a hat, and announced he would be the Warden of the United Counties of Stormont, Dundas and Glengarry for 2021. Mayor Fraser congratulated Warden Prevost.

17.Unfinished Business – NIL

18.Ratification By-law

Resolution No. 17

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT By-law No. 2020-51 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 20th day of October, 2020.

CARRIED

19.Adjournment by Resolution

Resolution No. 18

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT Council adjourn at 8:00 pm to the call of the chair.

CARRIED

MAYOR

CLERK



KEY INFORMATION REPORT

Public Works

November 3, 2020

SUBJECT: AMO LAS Water Sewer Warranty Program

Purpose:

To obtain direction from Council on entering into an agreement with Service Line Warranties which would provide a new optional service for the residents of the North Dundas.

Background:

The Municipal water and wastewater system currently supply approximately 2000 residential service connections. Residential property owners are responsible for the maintenance of the buried water and sewer lines that run from the public (main) connection to the exterior of their home. When these lines break, leak or become obstructed, the homeowner is often surprised to learn that it is not a municipal responsibility, and most home insurance policies will not cover the expensive repair/replacements of these pipes. Currently, if a resident has an issue with their water or wastewater service, they typically contact Public Works.

At this point, they are advised to contact a local service provider, who will in turn, determine the source of the issue. If during this investigation, it is determined that the contributing issue is on the municipal side of the property line, the cost for the investigation is assumed by the municipality and our resources are used to address and resolve the issue. If the issue is determined to be on the private side of the property line, all work is the responsibility of the resident. This can be a time consuming and costly process.

Service Line Warranties is the only company in Canada presently providing this type of coverage as a warranty. Council would not be favoring Service Line Warranties over another provider as if put to an RFP, they would be the only responder for Canada. AMO-LAS approached SLW after their partnership with City of Hamilton to agree to offer this pricing to all Ontario residents after the same partnership was put in place. The services include water service lines, sewer laterals, and even internal home plumbing and drainage repair and replacement services.

Service Line Warranties of Canada has been endorsed as a vendor of choice by the Local Authority Service (LAS). LAS was established in 1992 by the Association of Municipalities of Ontario (AMO). LAS works with Ontario's municipalities to provide vendors of choice that leverage economies-of-scale and cooperative procurement efforts. Most municipalities can use this procurement process to access vendors for specific services for aggregated buying power. Recently, SLW has also become a corporate partner of the Federation of Canadian Municipalities.

With the SLWC model, work is always performed by licensed contractors (local where available), to ensure a timely response with adherence to local code requirements. For a fixed monthly fee, the Warranty Provider (SLWC) will perform any repairs required to the private buried infrastructure. If the resident is a member of a service line warranty program their first call would be to SLWC, who would be responsible for facilitating the diagnosis and repair of the issue if on the private side. SLWC would also liaise directly with municipal staff for any repairs required on the municipal side on behalf of the resident. This is a turnkey program, administered solely by SLWC with regards to customer service, billing etc. and no municipal funds are used.

This program is designed and currently offered to residential properties tied to municipal water and wastewater systems as well as residential locations on private systems. Neighboring municipalities who have adopted the program or are in the process of adopting the program include: South Dundas, South Stormont, North Glengarry and South Glengarry.

Analysis:

To participate in this program, municipal endorsement of the program model is required. The endorsement allows Service Line Warranties to credibly market the program to residential property owners. There is no direct participation cost to the municipality. The program is designed such that the municipality receives a nominal fee from SLWC in exchange for their endorsement of the service and to compensate for any staff time which may be spent answering questions about the program for which SLWC provides an onboarding and training call.

A contractual agreement is required between The Township of North Dundas and Service Line Warranties of Canada (SLWC). The contractual agreement permits SLWC to present the warranty services being offered utilizing the Municipality's name, logo, and residential contact information. SLWC purchases this list from a third party and we are not asked to provide any resident data outside of confirming postal codes and reviewing the list.

The proposed term of the Contract between the Municipality and SLWC is 3 years with an option to renew after the first contract expires. There would be no warranty contract between the Municipality and the resident. It is essentially a service pledge between SLWC and the resident. The Warranty Provider (SLWC) further undertakes to indemnify the Municipality and staff against claims, actions and suits. The municipality's contract and the resident's contract can be cancelled at any time.

Financial Implications:

While there is no cost associated with the implementation or operation of the program to the municipality, there is a royalty paid to the municipality annually of 5% of the revenue collected from residential property owners enrolled in the program. Alternatively, this 5% can be passed along in savings to residents of roughly 50 cents less per month.

The cost of the program for residential homeowners is as follows:

Sewer Service Line

Year 1 - \$7.25 per month; \$87.00 annually

Year 2- \$7.25 per month; \$87.00 annually

Year 3 - \$7.25 per month; \$87.00 annually

Water Service Line

Year 1 - \$5.00 per month; \$60.00 annually

Year 2 - \$5.00 per month; \$60.00 annually

Year 3 - \$5.00 per month; \$60.00 annually

In-home plumbing

Year 1 - \$6.50 per month; \$78.00 annually

Year 2 - \$6.50 per month; \$78.00 annually

Year 3 - \$6.50 per month; \$78.00 annually

Although the agreement does permit an annual review of rates charged to the residential property owner, there have been no annual increases applied in Ontario since the program launch in 2014. In this time, SLWC has not denied any claims in Ontario.

Attachments:

Service Line Warranties Presentation

Service Line Warranties FAQ's



Building Peace of Mind, One Community at a Time



Service Line Warranty Program



2020

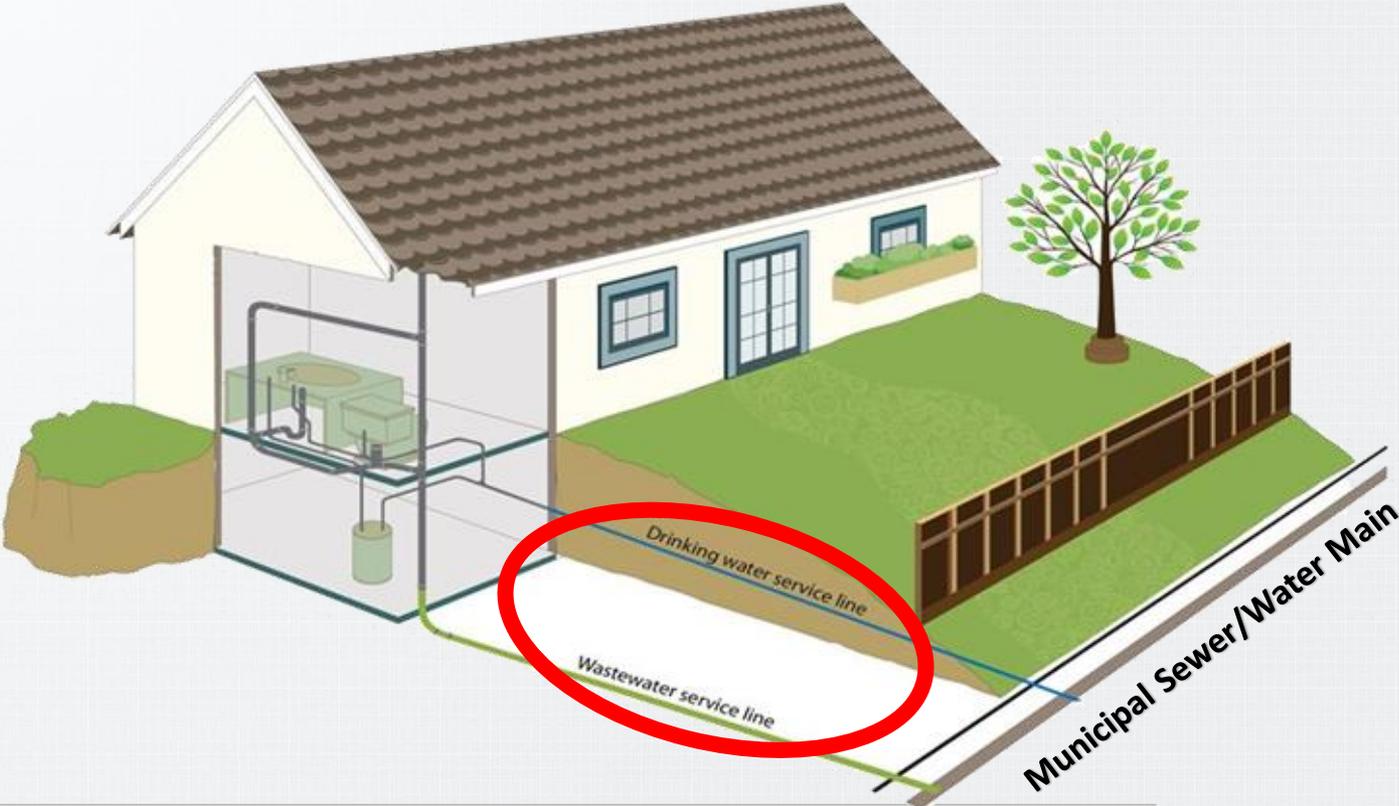


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LAS Sewer & Water Line Warranty

What is it and Why is it Important?

LAS has partnered with Service Line Warranties of Canada (**SLWC**) to offer residents of Ontario municipalities a sewer and water lateral warranty service.



SLWC Service Background

The Principles Behind the Service

Homeowners are responsible for the repair or replacement of their utility service lines.

- Most people are unaware of this responsibility
- Not covered under standard homeowner's insurance policy

Over time these lines can fail from

- Root intrusion
- Rusting / Rotting
- Clogs
- Leaks
- Frozen pipes

Repairs can be costly and stressful for residents

SLWC Service Overview

Details about the Warranty Service

100% Optional for Residents

- Choose to enroll in none, one or both coverage options

247/365 Customer Service

- Operators are standing by

Service from Local Contractors

No Cost to Municipality

- Only requires municipality's endorsement

Royalty Available to Municipality

- Municipality can choose to pass back to residents

Warranty Coverage

What Does it Cover and up to How Much?

Warranties Available for 3 Products:

- External sewer line
- External water line warranty
- Septic/well systems

Coverage Cap Levels:

- Water Line Coverage = \$5,000
- Sewer Line Coverage = \$8,000
- Interior Plumbing Coverage = \$3,000
- Coverage Levels are "per incident"

***99% of Claims Fall Below Cap Levels**



Are septic/well systems included in this coverage?

- **Yes.** The coverage for water lines on these systems is part of this municipal partnership program which would be available to residents for \$5.00/month for up to \$5,000 worth of coverage per incident.
- This warranty covers the cost of repairing broken, leaking, or clogged outside septic lines.
- Unfortunately, these lines fail due to age, tree root invasion, ground settling and more. The repairs can cost hundreds to thousands of dollars out-of-pocket. Left unattended, the leaking, clogged or broken septic line may contaminate soil, damage personal property and a home's foundation and poses a public health hazard.



Service Eligibility

Who Qualifies for the Service and Under What Parameters?

Single Family Homeowners

- Commercial properties are not eligible unless shared with residence

Rental Properties Are Eligible

- Property Owner Must Purchase Warranty

No Pre-inspection of Pipes

- Most pipes covered under LAS/SLWC Service

No Waiting Period

- Enroll today, file a claim tomorrow

Are these warranty plans considered insurance?

- The Plans are a warranty service plan offered by SLWC as an independent private provider. Although the Plans use terms like deductible, coverage and exclusions the Plans are **not insurance**, but a contract pledge to arrange a contractor to repair your service lines.
- Ask your insurance provider if your policy covers repairs to water and sewer line systems. If your policy does not cover water or sewer utility lines, consider the Service Line Warranty program.

Marketing Approach

Getting the Message Out to Residents

Raise Awareness Through Direct Mail & Public Relations

Municipality Must 'Endorse' the service (not available direct to consumer)

Seasonal Marketing Campaigns

- Letters to Eligible Residents (Spring & Fall)
- No Direct Involvement from Municipality (SLWC pays for all aspects of the program)
- Municipal Logo on All SLWC Letters
- Municipality to Pre-approve Marketing Materials
- Vetted through Third-Party Mail Company (municipality does not give out customer data)

Consumers can enroll three ways:

- Phone
- Mail
- Online





Contractor Management

Who Repairs My Damaged Pipes?

SLWC recruits local contractors in every new municipality

- Initially from Pre-existing Municipal Lists
- Yellow Pages & Similar Listings
- Familiar with Municipal Code
- Quicker Response Time

Local Contractors can Apply

- Contact SLWC Directly

Customer Feedback Survey

- Provided to customers after every repair
- Helps weed out “bad” contractors
- 97% customer approval rating in Ontario

LAS/SLWC Service Rates

How Much Does the Warranty Service Cost?

Standard program rates for Southern & Northern Ontario

Area	Warranty Type	Monthly Cost	Annual Payment
Southern Ontario	External Water Line	\$5.00	\$55.00
	External Sewer Line	\$7.25	\$79.75
	Annual Total	\$147.00	\$134.75
Northern Ontario	External Water Line	\$5.75	\$64.00
	External Sewer Line	\$8.00	\$88.00
	Annual Total	\$165.00	\$152.00



SLWC Program Partners

- ✓ City of Hamilton
- ✓ Township of Assiginack
- ✓ Town of Atikokan
- ✓ Municipality of Bayham
- ✓ Municipality of Callander
- ✓ Township of Dubreiville
- ✓ Municipality of Grey Highlands
- ✓ Region of Peel
- ✓ Fort Frances
- ✓ County of Brant
- ✓ City of Kenora
- ✓ Town of Tecumseh
- ✓ Township of St. Clair
- ✓ Township of Georgian Bluffs
- ✓ Town of Arnprior
- ✓ Town of Parry Sound
- ✓ Township of Southgate
- ✓ Township of Manitouwadge
- ✓ Town of Mattawa
- ✓ Township of McGarry
- ✓ Municipality of Meaford
- ✓ Town of Niagara-on-the-Lake
- ✓ Town of Saugeen Shores
- ✓ Town of South Bruce Peninsula
- ✓ Municipality of Temagami
- ✓ Municipality of Wawa
- ✓ Township of Billings
- ✓ Township of Hornepayne
- ✓ Township of Gore Bay
- ✓ Municipality of Killarney

- ✓ City of Elliot Lake
- ✓ Town of Malahide
- ✓ Town of Hanover
- ✓ Township of Ramara
- ✓ City of Kenora
- ✓ Town of Goderich
- ✓ Town of Bancroft
- ✓ Township of Oro-Medonte
- ✓ Town of Lincoln
- ✓ Township of South Glengarry
- ✓ City of Windsor
- ✓ Municipality of Port Hope
- ✓ Town of Grand Valley
- ✓ Township of North Huron
- ✓ Municipality of South Dundas
- ✓ Municipality of Dutton Dunwich
- ✓ City of Kingston
- ✓ Township of North Shore
- ✓ Township of North Glengarry
- ✓ Township of South Stormont
- ✓ Township of Stirling-Rawdon
- ✓ City of Quinte West
- ✓ Town of Shelburne
- ✓ Town of Spanish
- ✓ Municipality of Southwest Middlesex
- ✓ Township of Loyalist
- ✓ Municipality of Kincardine
- ✓ Municipality of Casselman
- ✓ City of Ottawa



Joining the SLWC Warranty Service

Next Steps for Enrollment

Enrollment

1. Council Approval of SLWC Marketing Agreement
2. Provide SLWC with Municipal Seal / Logo
3. Review and Approve 'Welcome Kit'
 - ✓ Press Release
 - ✓ Web Banner
 - ✓ Marketing Letter
 - ✓ Mailing List

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QUESTIONS?

Service Line Warranties

Elise Dostal

Sales Manager

416-400-2022

edostal@slwofc.ca

LAS

Eleanore Schneider

Program Manager

416-971-9856

eschneider@amo.on.ca



FAQ For Council & Staff

Why should we consider the Service Line Warranty program for our residents?

- 1) To provide an option to those who feel they may benefit. Water or sewer line repairs are often unexpected and expensive. There are often concerns from customers who are facing large bills for repairs to their privately-owned portion of the water or sewer line.
- 2) To educate residential property owners about their responsibilities for the maintenance, repair and replacement of water and sewer service lines (portion from their homes to the property line). Many customers do not understand their obligation to repair and maintain service laterals on private property, at their expense. When a problem with a service line arises, it can be costly to repair and a plan from SLWC offers a solution

Why does Service Line Warranties want to partner with our municipality as opposed to approaching our constituents on their own?

Your residents are inundated with all kinds of 'home offers' and it is difficult for people to determine what is legitimate and what isn't. Vulnerable residents are taken advantage of, and people pay into things that don't end up being reliable. An average homeowner has never heard of AMO/LAS and if they haven't lived in one of the 60 municipalities where the program was offered, chances are they have never heard of our company either. As a result, our letters educating your residents on how to mitigate their risk in this area would go in the garbage. We could not offer the level of coverage that we do, at the low-cost rates that AMO/LAS secured for Ontario municipalities, without the open rates that direct mail can only achieve when residents recognize it is in conjunction with the town, it's trustworthy and is supported through their local municipality.

Isn't this the same as home insurance?

We encourage you to contact your home insurance provider and find out what your coverage is in this area. Chances are, some damages would be covered but the actual repair or replacement of the pipes would not. This can cost thousands of dollars. A couple of insurance companies are now offering this as a 'rider' to a home owner policy however it would require a deductible, and out of pocket cost up front before the homeowner is back up and running, plus the potential concern of increased rates after a claim. We also frequently hear that there are many exclusions in their fine print. Our rates have never gone up in the 8 years we have been in Ontario, we do not deny claims and there is no deductible. *This program is designed to eliminate out of pocket expenses, particularly for the many Ontarians who do not have money saved for home emergencies or are on a fixed income.*

Would we be giving preference to Service Line Warranties over another company?

Service Line Warranties is the only company in Canada offering this type of program as a warranty which is why AMO/LAS approached us after we won Hamilton's RFP and were one of two responders. Since then, we have been acquired by that other company and are now one entity. As such, if your municipality were to do an RFP, we would be the only responder. The municipality is not 'choosing' Service Line Warranties over another provider.

Do homeowners in our municipality really need to manage their risks and costs in this area?

Your public works team likely put this before council because they are aware of problems residents have had, will continue to have and how costly it can be, particularly when it happens unexpectedly, as these things often do. For many older homes, it is not a matter of 'if' but 'when'. If residents choose to enroll in this optional warranty, they are given the peace of mind that as long as they pay a low monthly or annual fee, any problems of this nature that arise will be taken care of. Newer homes may not need this type of coverage although we are hearing more recently about some quality issues in some new builds that can result in problems occurring almost as frequently as older homes.

Can we cancel the program at any time? Can our residents?

Yes, and yes.

Does this take business away from local plumbers?

No. Any contractor is welcome to apply, provided that they are licensed and doing work up to code, this can ring the bell for them because it allows homeowners to be proactive with plumbing issues, instead of potentially putting off calling a plumber to avoid the cost. Further, it ensures plumbers get paid in a timely manner and appropriately for their work. We are happy to share references from contractors who have grown their businesses by participating in our contractor network.

What are the benefits of our contractor network to your residents?

A person with a plan is more apt to call for service on a small problem before it becomes worse, and potentially dangerous. Once on-site, our contractors can check other systems to ensure there are no additional issues and if any are discovered they can be fixed immediately.

While it can take days for a contractor from the phone book to arrive, SLWC customers receive a call back from a qualified contractor within two hours after reporting a claim to agree upon a convenient time for the contractor to arrive at the home to execute the repair.

Calling a stranger from the internet to address a problem in the home can be risky. SLWC network contractors are fully vetted, licensed and insured, and we send the customer email/text verification of who is coming.

There are many financial risks of using unlicensed contractors including poor quality work, non-permitted work which can impact property value, liability for personal injury and damage to third parties.

How will you communicate with our residents?

We will never mail anything to your residents without your approval. Each seasonal mailing, our teams will coordinate to ensure that the municipality approves the letter and how the details are being communicated to residents.

How does the 5% Royalty to the municipality work?

The royalty is paid annually to the municipality based on the revenue from your resident's enrollments. If council prefers, we can also pass this 5% along to your residents instead, making the rates offered to them around 50 cents less per month.

Who else supports the program?

In addition to AMO-LAS, we are partnered with the Federation of Canadian Municipalities. We have over 60 municipal partners in Ontario including cities such as Ottawa, Kingston, Windsor, Peel Region and Hamilton as well as many small towns across Northern and Southern Ontario.

What else can SLW offer our community?

We are proud to offer our partners access to our CARES fund which is designed to help low-income homeowners who are *not* enrolled in the program. If there is a resident in your community who has not taken advantage of this option and is struggling to afford their repairs relating to a home emergency with broken, leaking, frozen or clogged service lines, we will take care of the job as a partner of your municipality.

More questions?

Do not hesitate to get in touch!



Elise Dostal

Senior Manager, Partner Acquisition | Service Line Warranties (A HomeServe company)

phone: [416-400-2022](tel:416-400-2022)

site: www.servicelinewarranties.ca

email: edostal@slwofc.ca

address: #408-81A Front Street East, Toronto, ON, M5E 1B8



ACTION REQUEST – Finance	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	Transfer Safe Restart Funding to a Designated Reserve Fund

RECOMMENDATION:

THAT Council approve the transfer of “Safe Restart Funding” received from the Province of Ontario to a specified reserve fund.

EXECUTIVE SUMMARY:

We received notification through the Ministry of Municipal Affairs and Housing (MMAH) - that we would be receiving funding as part of the federal-provincial “Safe Restart Agreement.” This is an initiative to assist municipalities with addressing the financial issues facing them due to COVID-19. Through Phase 1 of this agreement, the Township was allocated \$292,200 based on a per household calculation.

These funds (in the amount of \$292,200) were received and deposited into our general account on October 14th 2020.

We are accountable to use this funding for the purposes intended, which are to address our priority COVID-19 operating costs. If the amount of the funding exceeds our 2020 COVID-19 costs, the province’s expectation is that we will place any excess funding into reserves to be accessed to support COVID-19 costs that may be incurred in 2021.

This Action Request serves a two-fold purpose:

1. To earmark the funds and set them aside for the purpose intended.
2. To have them earn interest during the time period between receipt of the funds and actual disbursement on COVID-related expenditures.

OPTIONS AND DISCUSSION:

1. **Approve the Transfer of “Safe Restart Funding” to a specifically named Reserve Fund - recommended.**
2. **Do not approve the transfer of “Safe Restart Funding” received to Reserve Funds - not recommended.**

FINANCIAL ANALYSIS:

There is no direct financial impact at this time; we are requesting that funds be put away into a suitable interest-bearing reserve fund pending further discussion and evaluation of COVID-related expenditures. Until such time as the Township allocates the funds to specific COVID-related costs, the "Safe Restart Agreement Funding" will earn interest, which will serve to augment the total amount of funds available for use.

OTHERS CONSULTED:

CAO
Finance staff

ATTACHMENTS:

None

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Finance	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	Budget Amendment Truck Purchases

RECOMMENDATION:
THAT the Council of the Township of North Dundas approve budget amendments #2020-14 and #2020-16 to finance the purchase of three trucks awarded under Public Works Tender # 07-2020 approved at the October 20, 2020 meeting of Council.

BACKGROUND:
 Public Works and Fire Services released a joint tender (Public Works #07-2020) for the purchase of three trucks. The award of the tender and the associated financing was approved at the October 20, 2020 meeting. Budget amendments are required to formalize the financing of these purchases.

- OPTIONS AND DISCUSSION:**
1. **Approve the budget amendment** – recommended.
 2. **Do not approve the budget amendment** – not recommended.

FINANCIAL ANALYSIS:
 There is no impact on taxes. Refer to attached budget amendments 2020-14 and 2020-16 for details on budgets and financing of the three trucks.

OTHERS CONSULTED:
 CAO
 Finance

ATTACHMENTS:
 Appendix # 1 - Budget Amendment #2020-14
 Appendix # 2 - Budget Amendment #2020-16

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - October 20, 2020

Budget Amendment - 2020-14 - Transportation and Fire Services

Project	Account No.	2020 Original Budget	Revised Budget	Budget Amend- ment
Costs				
<u>Truck 1 - Public Works</u>				
Purchase 1/2 Ton Truck - 4 x 4 - Regular Cab - 8 Foot Box	1-5-3218-8000	-	37,300	37,300
		\$ -	\$ 37,300	\$ 37,300
<u>Truck 2 - Mountain Fire Station</u>				
Purchase 1/2 Ton Truck - 4 x 4 - 4 Door - 6.5 Foot Box	1-5-2020-8000	30,600	36,800	6,200
		\$ 30,600	\$ 36,800	\$ 6,200
<u>Truck 3 - Winchester Fire Station</u>				
Purchase 3/4 Ton Truck - 4 x 4 - 4 Door - 6.5 Foot Box	1-5-2030-8000	53,500	43,000	(10,500)
		\$ 84,100	\$ 43,000	\$ (10,500)
Financing				
<u>Truck 1 - Public Works</u>				
Insurance Proceeds	1-4-3000-7950	-	36,665	36,665
Transfer from Reserves - Roads Equipment (1-3-2000-8115)	1-4-3218-9000	-	635	635
		\$ -	\$ 37,300	\$ 37,300
<u>Truck 2 - Mountain Fire Station</u>				
Donation from Others	1-4-2020-8005	15,300	15,300	-
Transfer from Reserves - Fire TND (1-3-2000-8020)	1-4-2020-9000	462,844	469,044	6,200
		\$ 478,144	\$ 484,344	\$ 6,200
<u>Truck 3 - Winchester Fire Station</u>				
Sale of Assets	1-4-2030-8000	1,000	1,000	-
Transfer from Reserves - Fire TND (1-3-2000-8020)	1-4-2030-9000	28,500	36,000	7,500
Development Charges - Fire Vehicles	1-4-2030-9500	24,000	6,000	(18,000)
		\$ 53,500	\$ 43,000	\$ (10,500)

APPENDIX #2

Township of North Dundas
Addendum to Budget Resolution - October 20, 2020

Budget Amendment - 2020-16 - Transportation and Fire Services

Project	Account No.	2020 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Truck 1 - Public Works				
Lights for New Truck	1-5-3218-8000	-	2,000	2,000
		\$ -	\$ 2,000	\$ 2,000
Truck 2 - Mountain Fire Station				
Lights for New Truck	1-5-2020-8000	-	5,000	5,000
		\$ -	\$ 5,000	\$ 5,000
Truck 3 - Winchester Fire Station				
Lights for New Truck	1-5-2030-8000		5,000	5,000
		\$ -	\$ 5,000	\$ 5,000
Financing				
Truck 1 - Public Works				
Transfer from Reserves - Roads Equipment (1-3-2000-8115)	1-4-3218-9000	-	2,000	2,000
		\$ -	\$ 2,000	\$ 2,000
Truck 2 - Mountain Fire Station				
Donation from Others	1-4-2020-8005	15,300	17,800	2,500
Transfer from Reserves - Fire TND (1-3-2000-8020)	1-4-2020-9000	462,844	465,344	2,500
		\$ 478,144	\$ 483,144	\$ 5,000
Truck 3 - Winchester Fire Station				
Transfer from Reserves - Fire TND (1-3-2000-8020)	1-4-2030-9000	-	5,000	5,000
		\$ -	\$ 5,000	\$ 5,000



ACTION REQUEST – Economic Development & Communicatons	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	Regional Incentive Program

RECOMMENDATION:

THAT Council approve the disbursement of funding under the SDG Counties Regional Incentives Program to Klien's Agri Services \$22,920, Mountain Township Agricultural Society \$3,200, Smirlholm Farms \$2,160, Smokie Ridge Vineyard \$4,800, and Terrace Green B&B \$8,900 for a total of \$41,980, subject to the terms of the financial agreements.

BACKGROUND:

In December 2017, the County confirmed a long-term funding commitment from Council for the Regional Incentives Program, with October 2020 being the latest intake. The program's goal is to encourage private sector development in existing building stock, promote active recreation and tourism, agri-tourism investment and increased roofed accommodations.

- The Regional Implementation Committee reviewed and approved the following applications from North Dundas: Klien's Agri Services \$22,920, Mountain Township Agricultural Society \$3,200, Smirlholm Farms \$2,160, Smokie Ridge Vineyard \$4,800, and Terrace Green B&B \$8,900.
- Total project costs for all applications is \$140,145.
- Upon the approvals from the Regional Implementation Committee, the Township of North Dundas will be charged with the disbursement of County grant funds of \$41,980.

OPTIONS AND DISCUSSION:

1. **Approve funding disbursement of \$41,980** – recommended
2. **Do not approve funding disbursement** – not Recommended

FINANCIAL ANALYSIS:

The amount recommended for funding are County funds and disbursed by the lower-tiers to approved applicants.

OTHERS CONSULTED:

- Ms. Angela Rutley, CAO
- Mr. Calvin Pol, Director of Planning, Building & By-law
- Regional Implementation Committee

ATTACHMENTS:

There are no attachments.

PREPARED BY:

REVIEWED & APPROVED BY:



Stephen Mann
 Economic Development &
 Communications Officer



Angela Rutley, BBA
 CAO



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	2020-2021 Public Works - Winter Staff Hires

RECOMMENDATION:

THAT Council receives the recommendation of the Director of Public Works to hire the following (4) four seasonal snow plow operators / labourer for the 2020/2021 winter season: Barry Holmes, Basil Pemberton, Kyle McDonald and Tyler Colligan.

BACKGROUND:

The contract positions were advertised and interviews were conducted for these seasonal snow plow operators / labourer positions. Four successful candidates have been offered the contracts.

Three of the contract positions, with minimum 40 hours per week, are for morning shift, and were previously approved by the Council.

A fleet mechanic is on parental leave till end of December 2020 or early January 2021. One of our existing snow plow operators transferred to the fleet mechanic position on a short-term basis. Hence, a fourth candidate was offered a contract to temporarily fill the snow plow operator vacancy. Once fleet mechanic returns and full-time snow plow operator resumes its duties, the fourth contract position will support afternoon shift.

OPTIONS AND DISCUSSION:

1. **Receive the list of the hiring of the individuals** - recommended.
2. **Request that a position be awarded to another candidate** - not recommended.

FINANCIAL ANALYSIS:

The costs associated with these positions were approved as part of 2020 budget.

OTHERS CONSULTED:

CAO

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	Pre-Approval to Tender for Purchase of Snow Plow Truck

RECOMMENDATION:

THAT the Council of the Township of North Dundas authorize the Director of Public Works to do a joint tender with the United Counties of Stormont, Dundas and Glengarry for the purchase of a snow plow truck.

BACKGROUND:

Township snow plow truck # 3205 is sixteen years old and was due for replacement in 2020/2021. United Counties of Stormont, Dundas and Glengarry has secured approval from the Counties Council for early tender of snow plow truck. This provides an opportunity to Township of North Dundas to joint tender for a snow plow truck to ensure early delivery of the equipment in 2021.

Township staff are currently working on development of Fleet Management Policy and Replacement Plan. Please find attached draft fleet replacement schedule for the Township's equipment. The plan identified snow plow truck # 3205 due for replacement in 2020/2021. The final Fleet Management Policy and Replacement Plan will be brought to the Council for consideration and approval in early 2021.

OPTIONS AND DISCUSSION:

1. **Approve the Recommendation** - recommended.
2. **Do not approve the recommendation and tender the truck in 2021** – not recommended.

FINANCIAL ANALYSIS:

2021 budget request for the snow plow truck will be around \$300,000 plus HST or actual bid price, if available at the time of budget preparation. A report to the Council will be prepared for the award recommendation in early 2021. The snow plow truck will be funded mostly through tax and fleet reserve and maybe potentially through some development charges.

OTHERS CONSULTED:

Finance
CAO

ATTACHMENTS:

Vehicle Replacement Schedule – Trucks

Vehicle Replacement Schedule - Equipment

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

Vehicle Replacement Schedule - Trucks

Vehicle	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
3203 2014 Tandem										3203											
3204 2016 Tandem												3204									
3205 2004 Tandem	3205																				
3206 2013 Single Axle									3206												
3207 2002 Single Axle	3207																				
3208 2007 Tandem			3208																		
3210 2009 Tandem					3210																
3212 2012 Tandem								3212													
3215 2016 1/2 ton Patrol		3215																			
3216 2016 1/2 ton Patrol		3216																			
3252 2009 1/2 ton					3252																
3253 2004 1 ton	3253																				
3254 2008 1 ton				3254																	
3255 2009 1/2 ton	3255	315 000km			3255																
3260 2005 3 ton box truck						3260															

Vehicle Replacement Schedule - Equipment

Equipment	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
3209 2011 Hot Box Trailer												3209									
3213 2012 Kubota Tractor 2800 hrs													3213								
3214 2013 Ferri Boom Mower																					
3217 2017 Excavator 1200 hrs																		3217			
3223 1995 Grader 12700 hrs 25yr old	3223																				
3224 1996 Grader 14900 hrs 24yr old	3224																				
3231 1998 Chipper 900 hrs	limited usage																				
3242 2004 Trackless S/W 5850 hrs	3242																				
3243 2008 Backhoe 4600 hrs									3243												
3261 1990? Pronovost Snowblower	3261																				
3262 1998 Forklift 9200 hrs									3262												
3272 1958 Water Pump 1900 hrs	3272																				
3273 2004 Trackless S/W 4200 hrs	3273																				
3282 2004 Asphalt Roller 900 hrs					3282																
3290 2014 Tilt&Load Trailer					3290																
3291 2006 30T 3 axle Trailer												3291									
3295 2004 Loader 11000 hrs	3295																				
3213-2060 2015 Berti Ditch Mower			3213-2060																		
3217-2060 2019 Brush Head							3217-2060														



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	Sandy Row Road Profile at Sevita

RECOMMENDATION:
THAT Council direct the Director of Public Works and the Director of Planning to work with Sevita and request a contribution of \$_____ from Sevita towards localized Sandy Row profile improvements and proceed to apply for available funding from the Provincial or Federal Governments to raise Sandy Row further.

BACKGROUND:
 Sevita has submitted a draft site plan and Zoning By-law amendment application for a large expansion to their existing facility at 11791 Sandy Row. South Nation Conservation (SNC) Authority has identified that the site is surrounded by the 100-year storm event flood plan.

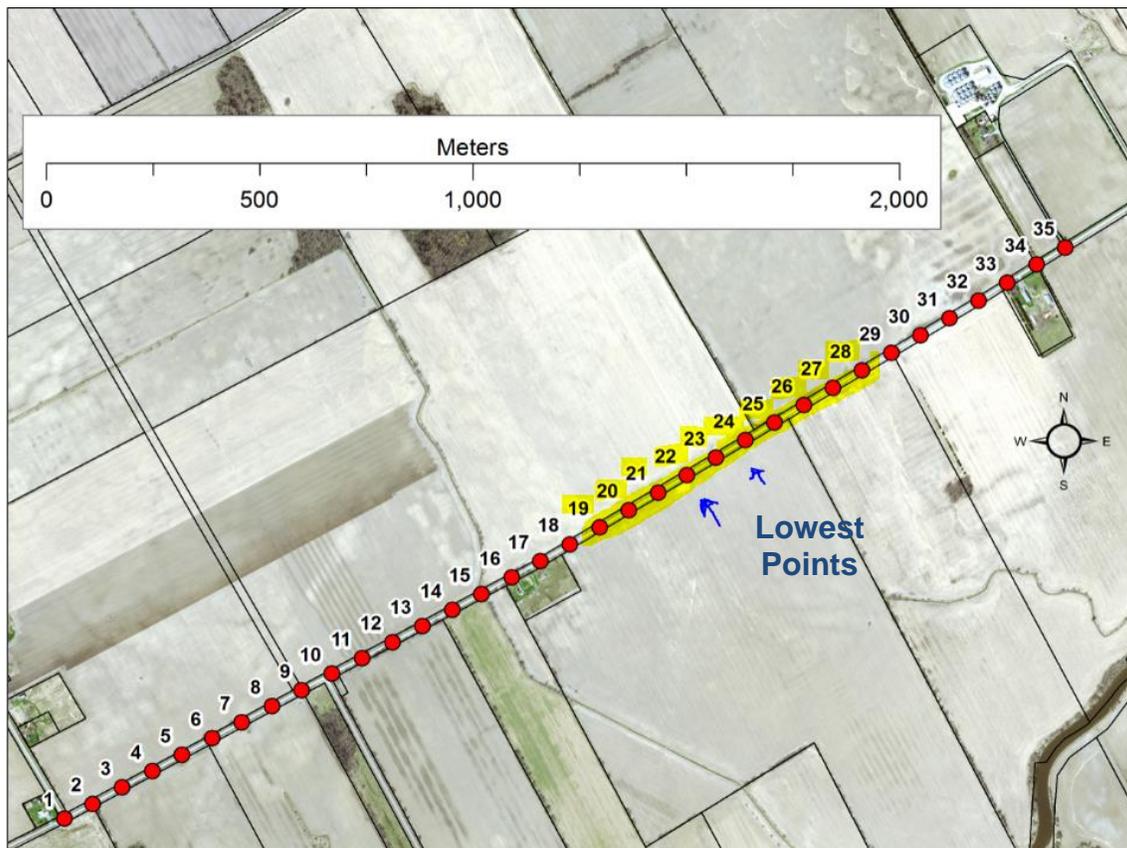
In order to approve the applications, SNC has required that the site demonstrates “Safe Access” (i.e. flood depth of not more than 0.3 metres for one access route to the site).

A professional survey of Sandy Row was undertaken to obtain thirty-five (35) elevation points for over 2.7 kilometres westward from the Sevita entrance. These points were evaluated by SNC to determine how high Sandy Row has to be raised to be out of the flood plain.



South Nation added a safety factor to the elevation, so that there would be no worries of flooding the road access. The total cost of the project, with the safety factor, will be around \$500,000, which will include road profile improvements for the 2.7 km section of Sandy Row as shown in the map below (west entrance to Timmins Road). This cost estimate can be used for Provincial and Federal funding applications. South Nation staff indicated that there are two funding programs available, for which we are awaiting intake dates, in the hope of obtaining a grant to raise Sandy Row to an elevation well above the minimum required.

SNC staff have agreed that, if the road profile is raised from point #19 to point #28 (Approximately 0.8 km - see image below), to bring this section under the definition of "Safe Access", then SNC will support the application. This means the road



may be underwater during a 1:100 year flood event to a maximum depth elevation of 0.3 metres. The cost estimate is approximately \$200,000 for interim improvements to this road profile, including culverts and delineators.

Township staff and SNC have agreed to this two-step process for establishing safe access to the Sevita International property and a neighbouring residential dwelling (south side). SNC will provide a support letter for a Zoning By-law amendment at the completion of first step of the process. This will require a resolution from Council approving the works. The second step is to jointly pursue opportunities to further raise the profile of the 2.7 km section of Sandy Row, using a safety factor

as appropriate based on the site conditions. Please refer to attached letter from SNC for additional details.

OPTIONS AND DISCUSSION:

1. **Direct the Director of Public Works and Director of Planning to work with Sevita and request \$200,000 from Sevita towards localized improvements of Sandy Row – recommended**
2. **Direct the Director of Public Works and Director of Planning to work with Sevita and request a contribution of \$_____ towards localized improvements of Sandy Row – recommended.**
3. **Direct the Director of Public Works to allocate full cost of the interim project phase as part of 2021 Roads budget with no contribution from Sevita – not recommended.**
4. **Direct the Director of Public Works and Director of Planning to proceed with entire 2.7 km road profile improvement along Sandy Row at a cost of approximately \$500,000 and request 50% contribution from Sevita – not recommended.**
5. **Direct the Director of Public Works and Director of Planning to proceed to apply for available funding from the Provincial or Federal Governments to raise Sandy Row further - recommended.**

FINANCIAL ANALYSIS:

There are no tax impacts, if Council approve Option 1.

OTHERS CONSULTED:

Director of Planning, Building and Enforcement
CAO
South Nation Conservation Authority
Sevita International

ATTACHMENTS:

South Nation Conservation Authority Letter

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



SOUTH NATION
CONSERVATION
DE LA NATION SUD

Via E-mail (cpol@northdundas.com)

October 26, 2020

Mr. Calvin Pol
Director of Planning, Building and By-Law Enforcement
Township of North Dundas
636 Lawrence Street
Winchester, ON
K0C 2K0

Re: Zoning Bylaw Amendment Review
Sevita International
Concession 2, Lot 22 (Mountain)
Township of North Dundas
Roll No. 051101100295000 & 051101100295010

Dear Mr. Pol,

This letter confirms the proposal to create safe access for the Sevita International property located at 11791 Sandy Row, as discussed on October 23, 2020, by South Nation Conservation (SNC) and the Township of North Dundas.

Background

South Nation Conservation (SNC) was circulated a Zoning Bylaw Amendment Notice for the above noted parcels on July 22, 2020. The application proposed to change the Zoning to permit the construction of a new soybean processing facility, offices and a warehouse as part of the existing processing facility located on an adjacent parcel. In our review, dated August 6, 2020, SNC noted that the development would be located on a upland island, surrounded by the 100 year floodplain. A professional survey had not been completed and it is was unclear whether Sandy Row provided safe access to the facilities.

Safe access is defined in SNC's Regulation Policies Pursuant to Section 28 of the Conservation Authorities Act as follows:

“Safe Access” means locations where the depth of flooding during a Regulatory Flood along the full length of the travelled surface of the access roadway or right-of-way is no greater than 0.3 metres with a maximum flood velocity of 3 m/s for vehicle access and no greater than 0.8 metres with a maximum flood velocity of 1.8 m/s for pedestrian access.

SNC stated that the applicant must demonstrate that the development can conform to Provincial and Municipal policies and that a permit can be obtained under the *Conservation Authorities Act* before the Amendment could be approved.



SOUTH NATION
CONSERVATION
 DE LA NATION SUD

Following the review, the Township provided a survey, completed by William (Sandy) Johnston, OLS. The survey provided geodetic elevations of the property, access road, and Sandy Row to the west of the property through the 100 year floodplain. SNC reviewed the survey and provided the Township a comparison of road elevations and floodplain elevations, as modelled by the following study:

- i. Floodline Mapping Study for the South Nation River (and South Branch) Matilda, Mountain, and Winchester Townships. Prepared by Paul Wisener and Associates (Terra Surveys Ltd). Dated 1995. Signed, stamped and dated March 31, 1995.

The comparison included a key map of the surveyed elevations along Sandy Row and an Excel spreadsheet with the surveyed and floodplain elevations. The spreadsheet identified locations that did not meet the definition of safe access, based on depth of the water during the 100 year flood event. It also provided measurements to raise the road to the floodplain elevation with a safety factor of 1.5.

Proposed Solution

As discussed on October 23, 2020, the Township and South Nation Conservation have agreed to a two-step approach for establishing safe access to the Sevita International property.

The initial step raises the road to an elevation with no more than 30cm of water during the 100 year flood event. The second step is to jointly pursue opportunities to further raise the road, using a factor of safety as appropriate based on the site conditions.

To complete the first step:

- SNC will provide a revised spreadsheet that clarifies the elevations for the first road elevation increase;
- The Township will provide a sketch and the proposed elevations for the works within the Excel spreadsheet;
- SNC will review the proposed works to ensure that it meets the definition of safe access;
- The Township will determine the costs and provide a Council resolution approving the works;
- South Nation Conservation will provide a revised letter indicated that it supports the Zoning Bylaw Amendment for the Sevita International property.
- The Township, or its agent, will obtain a permit for the works under O. Reg. 170/06;
- The Township will oversee the works and provide an as-built survey demonstrating that the works are properly completed;

Please confirm that the above is to your satisfaction. If there are any questions or concerns, please feel free to contact our office.



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Kind regards,

A handwritten signature in black ink that reads "James Holland".

James Holland, MSc RPP
Watershed Planner
South Nation Conservation

SNC-1324-2020

c.c. Alison McDonald, Team Lead Approvals, South Nation Conservation
Geoff Owens, Regulations Officer, South Nation Conservation



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	Zoning Amendment Application from Ashley Gabrys

RECOMMENDATION:

THAT Council hereby deems the Zoning By-law Amendment application as incomplete from Ashley Gabrys on behalf of 2733519 Ontario Inc. and directs that the applicant provides a minimum of three (3) additional exclusive use off-street parking spaces within 150 metres of the property subject to this application through an agreement, deed, lease or consent.

EXECUTIVE SUMMARY:

The Township of North Dundas has received a site-specific application from Ashley Gabrys on behalf of 2733519 Ontario Inc. to amend the former Village of Chesterville Zoning By-law No. 04-95 to rezone the property municipally known as 29 Chesterville Main Street to permit two residential apartments on the first floor of a Commercial building.

BACKGROUND:

The current owner of the subject building began complex renovations, without a permit or seeking authorization. The existing mixed-use building located at 29 Chesterville Main Street was the former home of the Harmony Drop-in Center (entire ground floor) and residential use on the second floor. The new owner has started renovation work to add two residential rental units on the first floor and a small commercial laundromat at the front, in addition to the existing residential rental units on the second floor. As this work was done prior to obtaining a building permit; Township staff were unable to notify the owner that adding dwelling units on the ground floor is not permitted under the current zoning provisions (dwelling units are only permitted on the second floor).



The former Village of Chesterville Zoning By-law No. 04-95 does not allow residential uses on the ground floor of a commercial building; thus, to begin the process to become legal, the owner must apply to Council to rezone the property as a Commercial Exception zone and if approved, obtain a building permit to allow the renovation to continue. An Order to Comply has been issued to the Owner.

OPTIONS AND DISCUSSION:

1. **Accept the application as complete** – not recommended. A planning report and a draft by-law would be prepared for a public meeting on a date selected by Council.
2. **Do nothing** – not recommended. The applicant can appeal to LPAT if a decision is not made within 90 days.
3. **Not accept the application and request additional information** – recommended. The applicant will be asked to provide/secure three off-street parking spaces in addition to the parking spaces currently used by the tenants upstairs. Council could also request a planning justification report from the owner.
4. **Refuse the application** – not recommended. The applicant can appeal the decision of Council to LPAT.

FINANCIAL ANALYSIS:

None at this time.

OTHERS CONSULTED:

CBO
Applicant's Architectural Technician

ATTACHMENTS:

None

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Fire	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	Budget Amendment - Sanitizer Spray Guns

RECOMMENDATION:

THAT Council authorize and approve the proposed budget amendment 2020-18 for the purchase of five (5) sanitizer spray guns in the total amount of \$8,500 for the North Dundas fire stations.

BACKGROUND:

The North Dundas Fire Service is looking to improve their sanitization procedures to limit the potential spread of COVID-19. In the hopes of properly and efficiently disinfecting equipment and vehicles used by firefighters following emergency calls and/or training sessions, the Fire Steering Committee has recommended that five (5) Victory Handheld Electrostatic Sprayers be purchased, to be used and kept at each of the five fire halls (Morewood, South Mountain, Hallville, Winchester, Chesterville). The cost per unit is approximately \$1,700 after tax, and includes a 20L pail of sanitizing solution.

OPTIONS AND DISCUSSION:

1. **Approve the proposed budget amendment** – recommended.
2. **Do not approved the budget amendment** – not recommended.

FINANCIAL ANALYSIS:

Funding was received from the City of Cornwall Social Services Relief Fund and from the Province for purchases related to unexpected COVID-19 (State of Emergency) expenditures. As such, this equipment would qualify for the funding and, therefore, there is no impact on the 2020 budget.

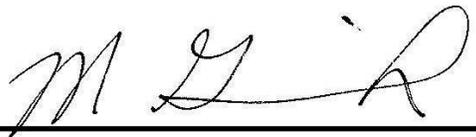
OTHERS CONSULTED:

Fire Steering Committee
 Deputy Treasurer
 CAO

ATTACHMENTS:

Appendix #1 – Budget Amendment No. 2020-18

PREPARED BY:



Mike Gruich
Fire Department Liaison

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - November 3, 2020

Budget Amendment - 2020-18 - Fire Services

Project	Account No.	2020 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Morewood Fire - Sanitizer Spray Gun	1-5-2010-7400	-	1,700	1,700
Mountain Fire - 2 Sanitizer Spray Guns	1-5-2020-7400	-	3,400	3,400
Winchester Fire - Sanitizer Spray Gun	1-5-2030-7400	-	1,700	1,700
Chesterville Fire - Sanitizer Spray Gun	1-5-2040-7400	-	1,700	1,700
		\$ -	\$ 8,500	\$ 8,500

Financing

Morewood Fire - Other Municipalities - SOE Funding	1-4-2010-7400	-	1,700	1,700
Mountain Fire - Other Municipalities - SOE Funding	1-4-2020-7400	-	3,400	3,400
Winchester Fire - Other Municipalities - SOE Funding	1-4-2030-7400	-	1,700	1,700
Chesterville Fire - Other Municipalities - SOE Funding	1-4-2040-7400	-	1,700	1,700
		\$ -	\$ 8,500	\$ 8,500



ACTION REQUEST - CAO	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	Budget Amendment - Sanitizer Spray Gun

RECOMMENDATION:

THAT Council approve budget amendment 2020-19 for the purchase of a sanitizer spray gun and supplies for use in the municipal office at a cost of \$1,700.

BACKGROUND:

Further to recommendations by the Eastern Ontario Health Unit regarding sanitizing of office workplaces, a staff person has been regularly sanitizing common areas and common contact points in the municipal building including door handles, kitchen space, counters, office equipment and washrooms throughout the day. The washrooms are the greatest concern because that space is also shared with Hydro One employees.

In an attempt to improve the sanitization procedures to limit the potential spread of COVID-19 and increase the speed and frequency of sanitizing the washrooms during the day, it is recommended that a sanitizer spray gun be purchased. This piece of equipment would also be used to sanitize work areas when an employee calls in with COVID symptoms or leaves work because they do not feel well.

OPTIONS AND DISCUSSION:

1. **Approve the purchase** - recommended. This will help ensure that common contact areas in the office are regularly and thoroughly sanitized to help prevent the spread of COVID-19.
2. **Do not approve the purchase** - not recommended. Sanitization by other methods will continue, but it is difficult to do that in the washrooms when employees are in the building.

FINANCIAL ANALYSIS:

This purchase will be funded by the COVID-19 funding that we have received and will not impact taxes.

ATTACHMENTS:

Budget Amendment #2020-19

PREPARED BY:

Handwritten signature of Angela Rutley in black ink, consisting of the letters 'AR' in a cursive style.

**Angela Rutley, BBA
CAO**

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - November 3, 2020

Budget Amendment - 2020-19 - Administration

Project	Account No.	2020 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Administration - Sanitizer Spray Gun	1-5-1200-7400	-	1,700	1,700
		\$ -	\$ 1,700	\$ 1,700
Financing				
Administration - Other Municipalities - SOE Funding	1-4-1600-7400	-	1,700	1,700
		\$ -	\$ 1,700	\$ 1,700



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	Municipal Services Assistant Office - Job Description

RECOMMENDATION:

THAT Council approves the job description for the position of Municipal Services Assistant- Office to be filled on a contract basis.

BACKGROUND:

With the arrival of COVID-19, additional cleaning and disinfecting in areas accessed by the public and in high traffic areas was recommended and ordered by the Eastern Ontario Health Unit. Due to the number of employees that work at the Municipal Office on a daily basis and the additional members of the public that also access the building, a student was hired to disinfect common areas and public contact areas in the building.

With the return to school of the student that performed this function for most of the summer, the position has been filled by part-time recreation employees that are scheduled as available. This rotating schedule has been a challenge when recreation needs these employees to cover for vacation, sick days etc.

Secondly, it is desirable to add some administrative duties to this position that can be performed between sanitizing rounds in the office. This would maximize the benefit of the position by providing an additional resource for administrative duties and backup during employee vacations and absences.

Our Economic Development and Communications Officer is on parental leave from November 2nd until the beginning of 2021. This position could also help with some of the administrative tasks related to economic development during his absence.

Currently we have a job description and pay rate for a part-time Municipal Services Assistant related primarily to recreation tasks. The Municipal Services Assistant – Office would be responsible for sanitizing the office and when available, performing administrative functions. The rate of pay for the two positions would be the same \$16.00/hour.

Due to the immediate need to have these duties fulfilled on a more predictable and regular basis, the position was posted with the draft job description on October

23rd, for a six-month term. The need for the position will be reassessed at that time. The application deadline is November 2nd.

OPTIONS AND DISCUSSION:

1. **Approve the job description** - Recommended. This position will ensure we are meeting the Eastern Ontario Health Unit recommendations for sanitizing. It will help ensure the safety of employees and the public in the municipal office.
2. **Modify the job description** - not recommended. If there are not a lot of members of the public visiting the office, there is time available in this position to perform administrative functions, in addition to the regular sanitizing schedule.

FINANCIAL ANALYSIS:

Funding for this position comes from the COVID-19 funding that we received from the Province, so there is no impact on taxes.

OTHERS CONSULTED:

Director of Recreation and Culture

ATTACHMENTS:

Municipal Services Assistant – Office: job description and ad

PREPARED BY:



**Angela Rutley, BBA
CAO**



Employment Opportunity Municipal Services Assistant - Office

MUNICIPAL SERVICES ASSISTANT:

This is a 6-month full-time contract position, working 35 hours per week at the municipal office located at 636 St. Lawrence Street, in Winchester, Ontario. Reporting to the Deputy Clerk, this position will be responsible for sanitizing high contact areas within the municipal office, assisting with telephone enquiries and social media updates, providing clerical support to various departments and performing other general office duties.

Minimum Qualifications:

- A minimum of Grade 12 education, post-secondary diploma in Administration or a related discipline is preferred.
- Excellent written communications with the ability to proofread documents and proficiency with social media apps (Facebook & Twitter).
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, Power Point).

A complete job description follows below.

PAY: \$16.00/hr.

START DATE: Immediately

If you would like to apply for this position, please fax, mail, email or deliver your confidential resume and cover letter to:

The Corporation of the Township of North Dundas
Attn: Angela Rutley, CAO
636 St. Lawrence St., P.O. Box 489
Winchester, ON. K0C 2K0_
jobs@northdundas.com

Application Deadline: 9:00 am on Monday November 2, 2020

The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance. The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. While we encourage all applicants to apply, only those selected for an interview will be contacted.

**TOWNSHIP OF
NORTH DUNDAS**
JOB DESCRIPTION

JOB TITLE: Municipal Services Assistant - Office	LAST REVISION DATE:
REPORTS TO: Deputy Clerk	APPROVED BY:
WAGE LEVEL: \$16.00 per hour (6-month contract)	EFFECTIVE DATE: November 4, 2020

Position Summary:

Reporting to the Deputy Clerk, this position will sanitize high contact office areas and maintain a visitors log to assist the EOHU with contact tracing if required. Additionally, this position will assist with telephone enquiries and social media updates, provide clerical support to various departments and perform other general office duties as assigned.

This is a six-month contract position. Must be available to work 7 hours per day (Monday –Friday) at the municipal office located at 636 St. Lawrence Street in Winchester Ontario. Office hours are from 8 - 4:30 with a ½ lunch. Start time is flexible between 8 am – 9 am. On-site parking is available at no charge. This location is not accessible by public transit.

Position Qualifications:

- A minimum of Grade 12 education, post-secondary diploma in Administration or a related discipline is preferred.
- Experience in an administrative role and with the general public is preferred.
- Excellent written communications with the ability to proofread documents and proficiency with social media apps (Facebook & Twitter).
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Willingness to learn, to accept responsibility and demonstrate initiative.
- Ability to work with minimal supervision.
- Commitment to confidentiality and professional ethics.
- Satisfactory criminal background check may be required.

Position Description:

Provide various administrative and support services tasks to various departments including:

- Sanitize high contact areas in the office during the day and maintain contract tracing records and other COVID-19 related requirements as per EOHU guidelines.
- Compose/prepare external and internal correspondence, memos, reports and other confidential documents and papers.
- Maintain municipal Facebook pages and Twitter accounts.
- Act as a general telephone receptionist for the business office.
- Screen and refer incoming telephone calls to appropriate staff members or take messages for absent or unavailable staff.

- Delivery and pickup of mail and bank deposits to the post office and bank.
- Enter any complaints received into complaints tracking system and assign to appropriate Department Head or designate.
- Present a positive and professional image of the municipality to all visitors, staff, Council and the public.
- Other duties shall be as assigned as required.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.



ACTION REQUEST – Economic Development and Communications	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	2021 Explore North Dundas

RECOMMENDATION:

THAT Council authorize the CAO to award the 2021 Explore North Dundas Publication tender for article creation to Nation Valley News at \$2,500 exclusive of HST; for graphic design to Henderson Printing at \$1,670 exclusive of HST and for photography to Citizen North at a quoted price of \$4,000 exclusive of HST.

BACKGROUND:

The 2020 Explore North Dundas publication was a success for all businesses and community groups that participated.

It was mailed to all residences in North Dundas, as well as to the residents of Crysler, Kemptville, Osgoode, Finch and Metcalfe.

Request for Quotations:

A Request for Quotation for the graphic design, article creation and photography for the 2021 Explore North Dundas publication was released October 9th and closed on October 23rd.

The submissions were evaluated against the scoring criteria within the RFQ,.

The RFQ for the printing will be released before the end of 2020.

The review process of the RFQ's has resulted in the following recommendations - all amounts are exclusive of HST.

The Graphic Design RFQ is recommended to be awarded to Henderson Printing at a quoted price of \$1,670.

The Article Creation RFQ is recommended to be awarded to Nation Valley News at a quoted price of \$2,500.

The Photography RFQ is recommended to be awarded to Citizen North at a quoted price of \$4,000.

The aim is to have the Explore North Dundas publication printed and mailed throughout North Dundas as well as to Finch, Avonmore, Berwick, Russell and Marionville by April 2021.

OPTIONS AND DISCUSSION:

- 1. Award the Article Creation, Graphic Design and Photography RFQ's to the recommended vendors – recommended.**
- 2. Award the Article Creation, Graphic Design and Photography RFQ's to other submissions – not recommended.**
- 3. Do not award the Article Creation, Graphic Design and Photography RFQ's to any of the submissions. – Not recommended**

FINANCIAL ANALYSIS:

- The 2021 budget is sufficient to cover this project.

OTHERS CONSULTED:

- Ms. Angela Rutley, Township CAO

ATTACHMENTS:

NIL

PREPARED BY:



Stephen Mann
Economic Development &
Communications Officer

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	Snow Clearing & Salting for Various Municipal Properties

RECOMMENDATION:

THAT Council receive and accept the Tender Opening Summary for snow clearing at the Boyd Parking Lot, Winchester United Church and the Nelson LaPrade Centre/Chesterville Park Pavilion Building for 2020 – 2022 inclusively, dated Monday October 19, 2020, and award the tender to Camouflage Property Maintenance.

BACKGROUND:

A tender for snow clearing and salting was advertised for the following properties:
Winchester:

- Boyd Parking Lot: at the corner of Church St. & Louise St.
- Winchester United Church: 519 St. Lawrence St., rear parking lot off of Caleb St.

Chesterville:

- Nelson LaPrade Centre/Chesterville Park Pavilion Building: William Street

Submissions were received and opened on Monday, October 19th. Three bids were received. One of the three bidders did not attend the mandatory site visit; therefore, their bid was considered incomplete and was not opened. A summary of the 2 complete bids is attached. The recommended contractor for all 3 locations, is Camouflage Property Maintenance.

OPTIONS AND DISCUSSION:

- 1. Award the tender for snow clearing (2020-2022) for all 3 locations outlined, to Camouflage Property Maintenance - recommended.**
- 2. Review the tender submissions for snow clearing (2020-2022) and award the 3 locations to Badger Excavating Ltd. - not recommended.**
- 3. Review the tender submissions for snow clearing (2020-2022) and award some contracts to Camouflage Property Maintenance and some to Badger Excavating Ltd. – not recommended.**

FINANCIAL ANALYSIS:

Chesterville:

Until February, 2020, the Public Works Dept. was maintaining snow clearing & removal in-house, for the two properties located on William Street in Chesterville. As the maintenance of municipal roads is the priority of the Public Works Dept., often the level of service for snow clearing could not be met on-time, for facility rentals. Therefore, starting in February 2020, the snow removal for the Nelson LaPrade Centre & Chesterville Park Pavilion Building, which are both located on William Street, in Chesterville, was taken over by the Recreation & Culture Dept. The snow maintenance services were contracted and paid by the Recreation & Culture Dept. and will continue to be for the remainder of 2020, however funds for this purpose, were not included in the 2020 Recreation & Culture Dept. budget. The service charges for 2020, for Williams Street are \$1,340 to date and are anticipated to be approximately \$2,600 at 2020 year-end.

Winchester:

All costs incurred for contracted snow maintenance for the 2 Winchester locations for the remainder of 2020, will be paid by the Public Works Dept.

2021-2022

The two locations in Winchester will be the responsibility of the Public Works Department and the Williams Street location will fall under the Recreation & Culture Department budget in all future years.

OTHERS CONSULTED:

Facilities Manager
Director of Public Works
Roads/Drainage Superintendent

ATTACHMENTS:

Tender Opening Summary

PREPARED BY:



**Meaghan Meerburg
Director of Recreation**

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

TENDER OPENING

FOR

SNOW MAINTENANCE FOR VARIOUS MUNICIPAL PROPERTIES

TOWNSHIP OF NORTH DUNDAS MUNICIPAL OFFICE – MONDAY, OCTOBER 19TH, 2020 AT 9:00 AM

WINCHESTER

Boyd Parking Lot: Corner of Church St. & Louise St.	2020-2021			2021-2022		
COMPANY:	CLEARING	SALTING	REMOVAL	CLEARING	SALTING	REMOVAL
Camouflage Property Maintenance	\$40.00	\$40.00	\$150.00	\$40.00	\$40.00	\$150.00
Badger Excavating Ltd.	\$150.00	\$150.00	\$100.00	\$160.00	\$160.00	\$100.00

Winchester United Church: 519 St Lawrence St., rear parking lot off of Caleb St.	2020-2021			2021-2022		
COMPANY:	CLEARING	SALTING	REMOVAL	CLEARING	SALTING	REMOVAL
Camouflage Property Maintenance	\$35.00	\$35.00	\$150.00	\$35.00	\$35.00	\$150.00
Badger Excavating Ltd.	\$100.00	\$100.00	\$100.00	\$110.00	\$110.00	\$100.00

CHESTERVILLE

Nelson LaPrade Centre & ChesterVille Park Pavilion Building: 9 William Street	2020-2021			2021-2022		
COMPANY:	CLEARING	SALTING	REMOVAL	CLEARING	SALTING	REMOVAL
Camouflage Property Maintenance	\$70.00	\$70.00	\$150.00	\$70.00	\$70.00	\$150.00
Badger Excavating Ltd.	\$200.00	\$175.00	\$100.00	\$210.00	\$185.00	\$100.00



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	November 3, 2020
Subject:	Cannabis Interim Control By-law

RECOMMENDATION:

THAT By-law No. 2020-52 being a By-law to impose Interim Control of the use of lands, buildings and structures within the Township of North Dundas (Interim Control By-law – Cannabis Cultivation, Processing and Production), be read and passed in Open Council, signed and sealed this 3rd day of November, 2020.

EXECUTIVE SUMMARY:

An Interim Control By-law has been prepared for Council’s consideration (attached). The By-law will have the effect of prohibiting the development of any new cannabis cultivation, processing and production facilities on certain lands within the Township until Township staff had the opportunity to complete its study and review of cannabis-related land uses and to consider implementing Official Plan policies and Zoning By-law regulations.

BACKGROUND:

On October 6, 2020, the Council of the Township of North Dundas passed Resolution #13, directing staff to prepare an Interim Control By-law to prohibit any new or expanded cultivation, processing or production of cannabis in the Township, subject to certain exceptions as follows:

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.

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 uses for cannabis production.

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 micro-cultivation, 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. 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.

COUNTY OFFICIAL PLAN:

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 a certain use, in this case cannabis production facilities.

The SDG County Official Plan does not have specific policies that speak to cannabis production. However, as an agricultural and processing use, a cannabis production facility could be permitted in the Industrial, Rural and Prime Agricultural Designations.

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 the Interim Control By-law “*Cannabis Production*” is defined as follows:

“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.

The proposed Interim Control By-law would suspend cannabis production facility development Township-wide, save for the Chesterville Heavy Industrial (M-2)

zone, where an application is being sought through Health Canada for a licenced cannabis production facility. 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 covers 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 the Interim Control By-law is in effect, it will be 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.

This Interim Control By-law complies with the Planning Act, the Provincial Policy Statement, 2020, and the SDG County Official Plan.

COMMUNICATION CONSIDERATIONS:

As per Section 38(3) of the Planning Act, there are no requirements to provide notice or hold a public meeting prior to the passing of an Interim Control By-law. The Township Clerk shall, in the manner and to the persons and public and containing the information prescribed, give notice of the passing of an Interim Control By-law within thirty (30) days of the passing of the By-law.

If the By-law is passed, a notice of a passing of an Interim Control By-law will be published on the Township website and in local newspapers/media. A public consultation program that includes the statutory public notification and consultation requirements will be undertaken after staff complete a land use review of cannabis production.

OPTIONS AND DISCUSSION:

1. **Adopt the By-law as presented – recommended.**
No new cannabis production would be permitted in the Township for one (1) year.
2. **Do not adopt the By-law – not recommended.**
Under this option, no action would be taken and *cannabis production* could be permitted in any of the Agricultural (AG), Rural (RU) and Heavy Industrial zones, without zoning performance standards specific to the use.
3. **Modify the proposed By-law – not recommended.**
Council could exclude all Industrial Zones throughout the Township, not just the Heavy Industrial (M2) Zones in Chesterville.

FINANCIAL ANALYSIS:

Anticipated costs include: publication of the Notice of Passing, and staff time to prepare a study/review of Cannabis Production land use policies and zoning regulations.

OTHERS CONSULTED:

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

ATTACHMENTS:

Draft Interim Control By-law No. 2020-52 for Cannabis Cultivation, Processing, and Production

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. 2020-52

Being a By-law to impose Interim Control of the use of lands, buildings and structures within the Township of North Dundas (Interim Control By-law – Cannabis Cultivation, Processing and Production)

WHEREAS Section 38 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, authorizes Council to adopt an Interim Control By-law, provided Council has by resolution directed that a review or study be undertaken in respect of land use planning policies in the municipality, or in any defined area or areas thereof;

AND 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 on October 6, 2020, the Council of the Township of North Dundas passed a resolution directing staff to undertake a land use planning review on the impact of cannabis cultivation, processing and production and consider additional options to regulate such uses within the Township within one (1) year of the passing of the proposed Interim Control By-law; and directing 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 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 not apply to cannabis cultivation, processing and production on lands zoned Industrial;

AND WHEREAS the Council of The Corporation of the Township of North Dundas has determined that it is in the public interest to prohibit the use of specific lands within the Township for cannabis production facilities, as more particularly defined herein, so as to allow the Township to review and, if considered appropriate, implement the findings of the review and study referred to herein;

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

1.0 For the purposes of this By-law:

1.1 “Cannabis Production Facility” means lands, buildings or structures used for cultivating, processing, producing, or destroying cannabis which is authorized

by licence or certificate issued by the Federal Minister of Health, pursuant to the repealed *Access to Cannabis for Medical Purposes Regulations* (SOR/2016-230), to the *Controlled Drugs and Substances Act*, S.C. 1996, c.19, as amended from time to time, or any successor thereto. This includes micro-cultivation, standard cultivation and nursery licences issued under the current *Cannabis Regulations* (SOR/2018-144) that are enabled by the *Controlled Drugs and Substances Act*, the *Food and Drugs Act* and the *Cannabis Act*. A Cannabis Production Facility does not include growth, production and processing of four (4) or less cannabis plants in a dwelling for personal use.

- 1.2 “Council” shall mean the Council of the Township of North Dundas.
- 1.3 “Township” shall mean The Corporation of the Township of North Dundas.
- 1.4 “Interim Control Area” shall mean all lands within the municipal boundary of the Township of North Dundas.
- 2.0** Notwithstanding any other by-law to the contrary, no person within the Interim Control Area shall:
- 2.1 Use any land, building or structure for any cannabis cultivation, processing, or production whatsoever, except for a cannabis production facility that lawfully existed on the date of the passage of this By-law, as long as it continues to be used for such purpose; or
- 2.2 Be permitted to construct, alter, or expand any building or structure for any cannabis cultivation, processing, or production purpose whatsoever.
- 3.0** Notwithstanding the permitted uses and regulations of (the Former Township of Winchester) Zoning By-law No. 12-93, as amended, (the Former Township of Mountain) Zoning By-law No. 79-6, as amended, (the Former Village of Chesterville) Zoning By-law No. 04-95, as amended, and (the Former Village of Winchester) Zoning By-law No. 25-96, as amended, no lands, buildings or structures within the Township of North Dundas shall be used for a Cannabis Production Facility, or any purpose related to such use, except for uses legally existing on the date of enactment of this By-law.
- 4.0** Despite Section 3.0 of this By-law, lands currently zoned Heavy Industrial (M2) (Zoning By-law No. 04-95), are exempt from this By-law.
- 5.0** If any provision or requirement of this By-law or the application thereof to any person shall to any extent be held invalid or unenforceable, the remainder of this By-law or the application of such provision or requirement to all persons other than those to which it is held to be invalid or unenforceable, shall not be affected thereby, and each provision and requirement of this By-law shall be separately valid and enforceable to the fullest extent permitted by law.

6.0 This By-law shall come into force and take effect for a period of one (1) year from the date of passing by Council, unless otherwise extended in accordance with the provisions of the *Planning Act*, or repealed by Council at an earlier date.

7.0 This By-law shall be known as the “Cannabis Interim Control By-law”.

READ and passed in Open Council, signed and sealed this 3rd day of November, 2020.

MAYOR

CLERK



DEPARTMENT ACTIVITY UPDATES

Finance

November 3, 2020

KEY FINANCIAL DATA:

Bank Balances	2020 Oct 31 st	Last Month Sept 30 th 2020	Last Year-2019 Oct 31 st
General Operating Acct	6,447,742.20	7,974,599.14	7,172,463.47
Cash, GIC's, (Reserve Fund)	7,336,363.87	7,330,753.06	6,746,827.58
Total	\$13,784,106.07	\$15,305,352.20	\$13,919,291.05

Taxes Receivable Outstanding	Oct 31 2020	Oct 31 2019	Oct 31 2018
Current Year (2020)	3,182,630.10	1,414,979.05	1,515,153.42
One Year in Arrears (2019)	533,634.56	580,349.81	480,052.56
Two Years in Arrears (2018)	338,403.79	294,822.55	271,022.65
Three Years in Arrears (2017+)	428,178.62	346,050.87	247,258.58
Penalty & Interest	267,525.44	264,624.16	191,603.87
Sub-Total	4,750,372.51	2,900,826.44	2,705,091.08
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(93,604.52)
Taxes Receivable	<u>\$4,656,767.99</u>	<u>\$2,807,221.92</u>	<u>\$2,611,486.56</u>
Taxes Billed to Date	20,843,724.16	19,748,305.24	19,326,672.29
Percentage o/s Over Levy	22.341%	14.215%	13.512%

Net taxes receivable last month were **\$6,497,690.69**; this month's balance of **\$4,656,767.99** (a decrease over last month in the amount of **\$1,840,922.70**) represents the net impact of billings less collections for the month of October.

Final Tax instalment due dates this year are July 31st and October 30th - 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 30th and September 30th. 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 only came due October 30th 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 down approximately \$1.5M from last month (but almost identical to last year at this time). Overall, they are very healthy as evidenced by the balances reported on page 1: We made our fourth and final instalment to the Counties on October 31st in the amount of \$2,420,179 (2019 - \$2,265,311).

ACTIVITIES:

- The cash inflow from the October instalment was extremely helpful in paying the capital construction costs as well as the final instalment to the Counties in the amount of \$2,420,179. The June instalment to the school boards was paid in September; the September instalment is deferred to December 31 and the December instalment is due at a date yet to be determined.
- Bank reconciliations have been completed for the months of August and September 2020.
- Staff are working on updating the capital asset electronic spreadsheet to bring information up-to-date for the 2020 fiscal year.
- Reminder notices will be sent out to taxpayers with balances outstanding as at November 1st. This process was delayed a month due to the extension of our final tax due date.
- Three properties had registration proceedings commenced against them in March 2020. Due to COVID restrictions, first notices could not be sent out until after September 11th. Since first notices were issued one file has been paid in full and that file is now closed.
- Department Head meeting – October 20th – all department heads updated re timing of 2021 Draft Budget. Managers are working on rough drafts in order to have a First Draft to council in time for the December council meeting.
- Working with various departments on 2021 First Draft Budgets. Met with and reviewed Economic Development Dept last week – others are scheduled.

**Township of North Dundas
Year To Date Budget to Actual
As of October 29, 2020**

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	1,145,085	392,558	74%	1,557,577	1,132,420	425,157	73%	19,934	(12,665)	32,599	164%
Economic Development & Public Relations	161,361	57,268	104,093	35%	316,126	142,643	173,483	45%	154,765	85,375	69,390	45%
Fire Services	648,544	612,805	35,739	94%	1,419,630	670,213	749,417	47%	771,086	57,408	713,678	93%
Planning & Development	45,500	45,292	208	100%	190,375	141,941	48,434	75%	144,875	96,649	48,226	33%
Building Department	136,816	131,575	5,241	96%	269,966	212,695	57,271	79%	133,150	81,120	52,030	39%
By-law Enforcement	10,000	7,335	2,665	73%	136,400	91,485	44,915	67%	126,400	84,150	42,250	33%
Animal Control	36,000	19,562	16,438	54%	106,025	46,614	59,411	44%	70,025	27,052	42,973	61%
Transportation Services	1,828,761	1,450,171	378,590	79%	4,933,144	3,309,092	1,624,052	67%	3,104,383	1,858,921	1,245,462	40%
Municipal / Tile Drainage	241,400	89,089	152,311	37%	312,020	135,739	176,281	44%	70,620	46,650	23,970	34%
Recreational Services	853,255	442,447	410,808	52%	2,255,686	1,433,119	822,567	64%	1,402,431	990,672	411,759	29%
Other Facilities	633,094	475,977	157,117	75%	641,328	547,394	93,934	85%	8,234	71,417	(63,183)	-767%
Volunteer Organizations	69,000	54,465	14,535	79%	69,000	19,427	49,573	28%	-	(35,038)	35,038	
Waste Management	1,185,675	1,079,065	106,610	91%	1,967,629	1,519,465	448,164	77%	781,954	440,400	341,554	44%
Total - General Operations	7,387,049	5,610,136	1,776,913	76%	14,174,906	9,402,247	4,772,659	66%	6,787,857	3,792,111	2,995,746	44%
North Dundas Water Services	1,515,152	1,163,229	351,923	77%	1,515,152	924,879	590,273	61%	-	(238,350)	238,350	
Winchester Sewer	772,360	671,889	100,471	87%	772,360	555,637	216,723	72%	-	(116,252)	116,252	
Chesterville Sewer	393,789	298,192	95,597	76%	393,789	328,113	65,676	83%	-	29,921	(29,921)	
Total - Water and Sewer Operations	2,681,301	2,133,310	547,991	80%	2,681,301	1,808,629	872,672	67%	-	(324,681)	324,681	
Grand Totals	10,068,350	7,743,446	2,324,904	77%	16,856,207	11,210,876	5,645,331	67%	6,787,857	3,467,430	3,320,427	49%



DEPARTMENT ACTIVITY UPDATES

Economic Development and Communications

November 3, 2020

Economic Development

- The Regional Incentives Review Committee met on October 9th and approved the following North Dundas applications: Klein Agricultural Services, Mountain Township Agricultural Society, Smirlholm Farms, Smokie Ridge Vineyards, and Terrace Green B&B, with a combined grant request of \$41,980. An action request is now before Council.
- Participated in the SDG Counties Economic Development Strategy Plan group session facilitated by Erik Lockhart on October 14th.
- Attended an online seminar on October 16th hosted by MP Duncan and the CFDC concerning the Technology Innovation Program offered by the CFDC.
- Attended the 2020 Ontario East Municipal Conference on October 21st and 22nd.
- Met with MPP McDonnell, Mayor Fraser and an industrial client on October 23rd concerning their future operations in Chesterville to rally support from the MPP to lobby the Ministry of Energy, North Development and Mines for a natural gas expansion.
- Completed the 2021 first draft Economic Development and Communications budget.
- Attended the 2020 Teeny Tiny Summit virtual conference on October 28th.
- Promoting the benefits of the Community Improvement Plan to local businesses.
- Shared support programs with our business community, which included details on: the Technology Innovation Program, Tele-Townhall with Minister Lisa MacLeod, Canada-Ontario Housing Benefit, Local Food & Farm Businesses Webinar, SDG Tourism Information Signs, Spark Grant Program, Industry Insider Facebook Group and Safetravels Stamps.

Marketing

- The site map, creative brief, hosting & infrastructure plan, and the features & functionality brief were approved and submitted to UpanUp. Significant content editing and reorganization of pages on our existing website is ongoing in preparation for the transition to the new website.

- The RFQ's for the design, photography and article creation for the 2021 Explore North Dundas publication have closed and an action request with recommendations is now before Council. The determining of article content and the general layout options that best convey the intended message is ongoing.
- Preparing the 2020 Annual Report to Taxpayers, which will be electronic only, as it is normally printed and distributed at the Mayor's Community Breakfast that is cancelled for this year.
- Provided the North Grenville Times with an endorsement letter from Mayor Fraser that will be included in their inaugural North Dundas Times newspaper that will have its first free distribution to all North Dundas residents on November 4th.
- Promoted on our website and Facebook several key notices including: Waste Department Surplus Equipment Sale, Public Works and Administration vacancies, South Mountain Outdoor Rink Beautification work, Leaf and Yard Waste Collection Days, South Nation Conservation Community Environment Grant tree planting at Harmony Park, Hazardous Waste Day, and Winchester Water Tower Maintenance.
- Published on the Community Events Calendar and on Facebook several events that have been occurring: Chesterville Legion Chicken BBQ, Winchester United Church Fish Fry, Best Jack-O-Lantern Contest, Southgate Church Halloween Walk-Thru, Family Stick and Puck Program, The Black Albatross Outdoor Theatre, and the 100 Women Who Care Christmas Fundraiser.



DEPARTMENT ACTIVITY UPDATES

Public Works

November 3, 2020

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

Administration:

1. Continue to work on replacement of guiderails at various locations.
2. Continue to work on hiring of seasonal / winter contract positions for afternoon shift.
3. Finalized winter and salt management policy.
4. Continue to work on finalizing the option for water and wastewater servicing.
5. Continue to work on purchase of pick-up trucks.
6. Continue to work on purchase of snow plow truck.
7. Continue to work on disposition of surplus lagoon boat.
8. Continue to work on drainage improvement plan at fleet garage including purchase of catch basins.
9. Continue to work on Fleet Management Policy.
10. Meeting with property owners to review their concerns with regard to ditching, road condition, trees, truck traffic, etc.
11. Continue to work on plans to install additional signages on roads.
12. Continue to work with consultants for Roads Needs Study, OSIM Bridge and Culverts inspections, water and wastewater servicing, etc.
13. Continue to refine public works operations and procedures.

Roads:

Roads Operations:

- 1) The clearing and grubbing, removal of trees and cleaning up of old steel, garbage etc. of the fleet Garage property for the catch basins installation.
- 2) Application of stone dust on small section of Kerr's Ridge Road, where it is beyond pot hole repair work as the surface treatment has lived past its life.
- 3) Mowing shoulders at following roads: Summers Road, Rae Road, Baker Road, Ball Road, River Road, Cross Road, Forward Road @ dead end, Nation Valley Road, River Road @ Rae Road, Spruit Road, Jennings Road, Riddell Road, Kerrs Ridge Road to Development Road, and all of Development Road.
- 4) Brushing alongside of Liscumb Road, Cayer Road and Ormond Road.
- 5) Road patrol with Rover software / camera system to monitor pot holes, as needed.

- 6) Pot hole / patching at various locations on Clark Road, Belmeade Road, Nesbitt Road and Winchester Springs.
- 7) The installation of additional unmaintained use at own risk signs at Allen Road x 2, Bailey Road x 2, Baldwin Road x 2, Benson George Road x 2, Boundary Road, Browns Lane x 2, Cameron Road, Church Road, Development Rd x 2, Droppo Road x 2, Fawcett Road x 2, French Settlement Road, Hollister Road x 3, Kerrs Ridge Road, Kirkwood Road, Latimer Road, Loughlin Ridge Road x 2, Latourell Road x 2, McIntosh Road x 2, Nelson Road x 2, Observatory Road x 2, Pemberton Road x 2, Ronson Road x 2, Shay Road x 2, Simzer Road x 2, Spruit Road, Steen Road x 2 and Webb Road.
- 8) Assisting in installation of plows and blades on trucks as well as assisting in calibration of spreader controls.
- 9) Assisting recreation staff with storage of benches at the Maintenance Garage.

Fleet:

1. Two sidewalk machines are ready for winter operations.
2. Truck numbers 3203,3204,3205,3206,3208 and 3212 are ready for winter operations. Truck # 3210 is in the shop for its annual MTO inspection and will be ready early next week.
3. Mechanical inspections completed on trucks.
4. Repairs completed on various trucks / equipment.
5. Facility inspection completed.
6. Reviewed purchase of new snow plow truck.
7. Oil spraying of fleet completed.

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. Quarterly/monthly water/sewer bills completed.
4. Co-ordinate response to Ontario One call for water sewer locates and completion of compliance reports.
5. Co-ordinate water meter replacements with the plumber- on going.
6. Discussions with Elise Dostal of Service Line Warranties.
7. Assisting ratepayers with general water/sewer inquires.
8. Discussions with the Wellings Group of Winchester re: water meters.



DEPARTMENT ACTIVITY UPDATES
 Planning Building and Enforcement
 November 3, 2020

PLANNING:

- Received four (4) new severance applications, performed site visits and provided comments to the Counties.
- The Committee of Adjustment met on Oct. 8, 2020. Two requests for variances of the front yard setback for an accessory building, and of the minimum required lot frontage, respectively, were approved.
- Received one (1) new application for a Zoning By-law Amendment in the Village of Chesterville. Staff prepared the necessary reports for Council acceptance.
- Prepared and issued three (3) zoning compliance reports.
- Responded to various zoning, minor variance and severance inquiries from landowners.
- Performed various site visits for severance and subdivision files in order to clear outstanding conditions.
- Attended subdivision pre-consultation meeting with SDG County representatives and the landowner.
- Met with local community group to discuss process for moving forward with building renovations.
- Participated in MPAC Fundamentals to Assessing Properties in Areas of Growth webinar on Sept. 2, 2020.
- Discussions with CAO and Director of Public Works to discuss water allocation options for various ongoing developments in Winchester.
- Executive Assistant successfully completed the AMCTO Municipal Law Program – Unit 3 (Municipal Contracts) course.
- Met with local subdivision owner to discuss potential sale and transfer, and next steps for continuing with development.
- Met with CBO, Fire Chief and local property owners to discuss building and zoning requirements for their building and property.

- Drafted an Interim Control By-law for cannabis production-related uses and prepared the necessary reports for Council.

BUILDING:

- Communicated with multiple property owners to discuss various building projects.
- Inspectors assisted the Russell Township Building Department in performing inspections in the month of October.
- CBO Forget attended and successfully completed the Ontario Building Officials' Association Part 3 Large Buildings, Classification and Construction course.
- Attended online webinar hosted by RSM Building Consultants regarding Alternative Building Solutions.
- 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.
- Twelve (12) new applications were received in October. There are currently thirty-nine (39) 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:

	<u>October</u>	<u>YTD 2020</u>
Number of Permits Issued:	16	204
Number of Dwelling Units Created:	10	77
Total Construction Value:	\$2,856,200	\$31,256,715
Total Permit Fees (issued):	\$19,455	\$151,933

Building Department	Oct. 2020	Oct. 2019	Oct. 2018	Oct. 2017	Oct. 2016	Oct. 2015
Permits Issued:	16	9	20	16	12	15
New Dwellings	10	0	4	3	4	2
Value of Permits:	\$2,856,200	\$5,787,900	\$1,603,960	\$1,495,500	\$1,221,000	\$670,066
Building Permit Fees:	\$19,455	\$17,552	\$8,850	\$10,002	\$7,122	\$3,954
Development Charges:	\$45,423	\$ 492	\$9,296	\$14,684	\$3,726	\$8,161

BY-LAW ENFORCEMENT:

- Seven (7) new files were started in October. Currently, there are six (6) active files. Staff are also monitoring various occurrences which might require follow-up inspections and orders depending on the case.
- Staff continue to receive 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.
- MLEO Hubble attended the Introduction to Emergency Management Training course on Oct. 22, 2020.
- Continued revisions of the Draft Municipal Law Enforcement Policy.
- Prepared and submitted an application to the Ministry of Transportation's Authorized Requestor Information Service to amend the Township's existing agreement.
- Performed Health and Safety inspection of the Municipal Office Building on Oct. 6, 2020.
- 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.
- Performed various site visits and inspections with landowners regarding complaints filed.



DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

November 3, 2020

- A new asphalt pad was put down in the South Mountain Park, which has provided a base for the new rink shed that is currently being built. The electrical will be reinstated over the upcoming couple of weeks so that the building is operational and the Recreation & Culture Department team will soon be insulating the building and installing a heavy chain & padlock, complete with anchoring system, for the snow blower. Pending budget approval, the Recreation & Culture Department plans to paint the shed at the same time, with the same colour, as the South Mountain Resource Centre, in the Spring.
- The counter in the men's washroom in the municipal administration office, building was replaced. New mirrors for above the counter, has been ordered.
- South Nation Conservation removed the Chesterville waterfront docks on October 13th. They also prepared the Chesterville Dam for winter operations, which included removing stop logs to help ensure safe water levels in anticipation of next spring's melting season.
- The application to the Regional Incentive Program grant, for replacement of the Winchester Library Carpet, was denied.
- The 3 new wall heaters for the Chesterville & District Arena lobby, were received on Thursday, October 22nd and are awaiting installation.
- The perimeter concrete repairs have been completed to the Winchester Centennial Pool. The custom-made coping stones and mold were ordered on October 2nd, with an approximate 4-5-week lead time as the rubber required for the mold, was a special order. An update that was received on Monday, October 19th, stating that the mold would be completed on the 20th and that the estimated completion date for the 20 coping stones, would be another 4 weeks from the 20th. This is because the cold weather is slowing production. All of the coping stones that were removed, have now been reinstalled. DeJong Masonry is now waiting to receive the new coping stones.

The black perimeter tiles were ordered through Curran Flooring Centre and should be in soon. Perimeter tiles, which were leftover and stored from the restoration of the Winchester Centennial Pool in 2013, were used. DeJong Masonry is now waiting on the new tiles to arrive.

The contractor advises that 60% of the caulking for the Winchester pool deck, has been completed. No caulking has been completed in Chesterville to date. Work on this project was continuous on the part of staff and the contractor. Delays in receiving materials, have led to the determination that all remaining work will need to be completed in the Spring due to the cold weather.

- The Chesterville & District Arena canteen plans to open to the public and arena user groups the week of November 9th. The canteen will use the direct window to the outside for public food orders and will have the regular canteen window open for arena user groups. Our staff have installed plexi-glass barriers in both windows. Inside the lobby, in accordance with physical distancing requirements, two “Stand Here” stickers have been positioned on the floor, in front of the canteen, for customers placing orders.
- The side parking lot of the Old Town Hall was repaved and the culvert reset.
- The 3 caliper sized trees that we received from the South Nation Conservation Authority, were planted in Harmony Park.
- The former medical clinic space, which is located in the Chesterville Community Centre, was cleaned, repaired and repainted. The furniture, sign, and medical equipment, has all been moved to storage. Etcetera Publications has moved into the space and commenced their lease.
- The water filtration system for the Winchester Arena was installed. The chemicals will be added and the start-up and run test, is scheduled for the week of November 2nd.
- In response to the email that the Eastern Ontario Health Unit (EOHU) issued on Tuesday, October 13th, advising municipal partners that “**At this time, the EOHU is STRONGLY DISCOURAGING you from taking bookings from individuals or teams outside of our territory.**”, the following guidelines for future facility bookings, were put into place in an effort to protect our residents and staff and to hopefully avoid closure or further restrictions on the operations of our arenas & community halls, for the benefit of our residents.
 1. All current user groups may continue to request additional ice or facility rentals.
 2. We will accept new bookings from residents.
 3. We will not accept new bookings from non-residents.
 4. All customers who call to inquire about our facilities, will be screened so that we know which category above, they fit into.

As of October 23rd, 12 requests had been received from groups located outside of our territory, who wished to rent ice time from North Dundas. These groups were all declined, but invited to contact us should restrictions change and should they be interested in renting ice time next year.

- Both the Winchester and Chesterville Arenas have a very positive environment, as the majority of user groups are respecting our staff and new rules pertaining to COVID-19. User groups seem happy to be able to have the opportunity to skate, play hockey, or play broomball in our arenas.
- Our Fall program session is currently in its 6th week of the 12-week program session. The EOHU released a new directive, which went into effect on Monday, October 26th, stating that fitness classes are only allowed a maximum of 10 participants. Many of our classes have more than 10 registrants, so registrants and instructors were contacted and

attempts were made to split classes into different dates, times, and/or locations.

- All businesses have been notified that this year's arena advertising rates have been waived. To date, we have heard back from 8 local businesses, who reached out to express their thanks to the Township of North Dundas, for the supportive gesture.
- The Director of Recreation & Culture, Facilities Manager, and Recreation Coordinator, all participated in the *Legal Awareness 1 – Supervising in a Recreation Environment* course, which took place on Thursday, October 29th & Friday, October 30th, in Alexandria.
- The Director of Recreation & Culture is obtaining information regarding hosting *Ontario Parks Association* training courses in the upcoming year, including *Practical Ball Field Clinic* and *Registered Playground Practitioner*. Also being looked into, is the *Ontario Recreation Facilities Association* course *Legal Awareness II - Managing in a Recreation Environment*.
- The wifi at the Joel Steele Community Centre has been upgraded from 20 GBS per second download speed to 100 GBS per second download speed, for \$3.95/month less than our previous bill, thanks to a new promotion that Eastlink is offering. We have also installed 3 Eastlink beacons (wifi signal boosters) in the Joel Steele Community Hall, which are free on a one-year trial. The purpose of the Eastlink beacons, are to boost the wifi signal into the hall, so that we can offer users a stronger signal. We plan to evaluate the success of the Eastlink beacons in 9 months, as the beacons cost an additional \$30 plus HST per month, after the one-year trial, should we choose to keep them.



DEPARTMENT ACTIVITY UPDATES

Fire

November 3, 2020

DEPARTMENTAL OVERVIEW:

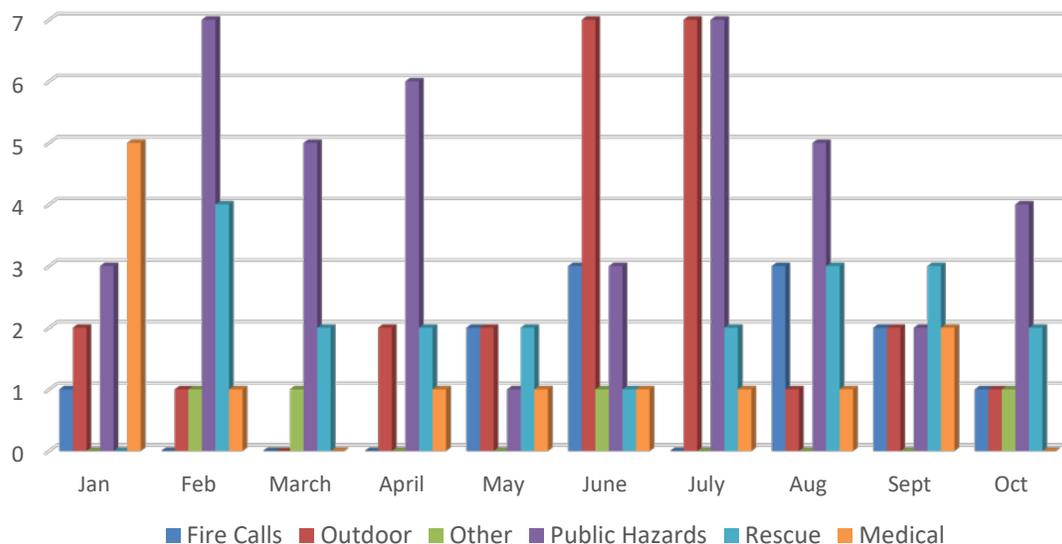
Glossary of Terms

- 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.

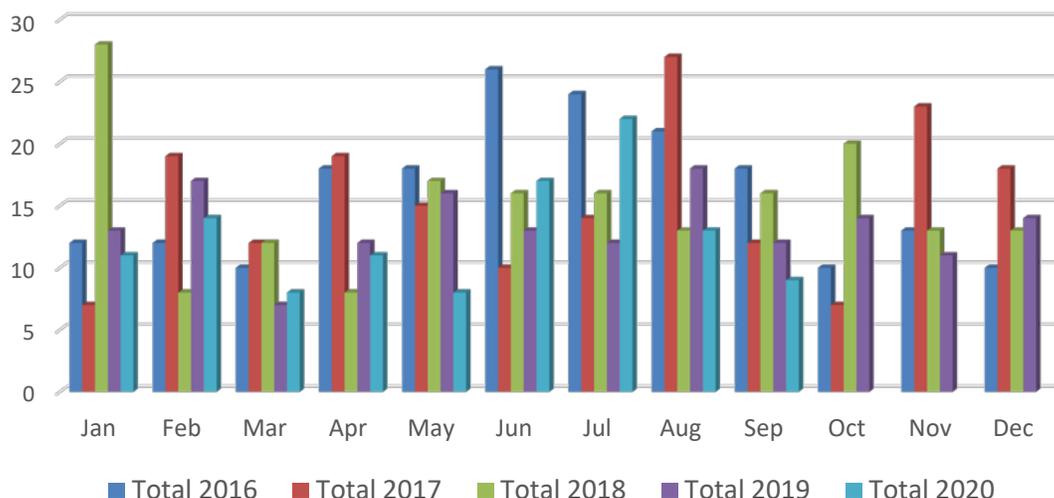
Monthly Call Statistics for 2020

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fire Calls	1	0	0	0	2	3	0	3	2	1		
Outdoor	2	1	0	2	2	8	7	1	2	1		
Other	0	1	1	0	0	1	0	0	0	1		
Public Hazards	3	7	5	6	1	3	11	5	2	4		
Rescue	0	4	2	2	2	1	3	3	3	2		
Medical	5	1	0	1	1	1	1	1	2	0		
Total	11	14	8	11	8	17	22	13	11	9		

Number of Calls/Types of Calls



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



Monthly Call Break Down (October)

- 1 barn fire & 1 rekindle
- 1 automatic aid (vehicle fire)
- 2 vehicle collisions
- 3 alarms for commercial businesses
- 1 investigation (smoke odour)

Fire Prevention Activities

- Volunteers performed 3 home inspections across the Township.
- 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.
- Prepared first draft of 2021 Budget for review.

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

- Oct. 22, 2020 Fire Steering Committee Minutes



The Corporation of the Township of North Dundas
Fire Steering Committee Meeting
October 22, 2020

MINUTES

Attendees: M. Gruich, K. Byers, D. Kelly, and R. Sherrer.

1. Mask Usage at Stations:

- Masks are to be worn at all times when at the halls.
- If more than one person in a vehicle, masks must be worn.
 - Driver can be exempt from this rule if they feel they cannot operate the vehicle safely.
- Anyone entering the building (fire halls) must sign in and out (with times indicated).
- Those needing to communicate with a radio at scenes can do so without a mask.
 - In these instances, physical distancing must be considered and respected.

2. Sanitizing Sprayers – Budget Amendment:

- Mike to bring request for budget amendment to Nov. 3rd Council meeting.
- Proposing purchase of five (5) new sanitizing spray guns (same as those used in Township Recreation Department).
 - Financed through provincial COVID-19 funding.

3. Next meeting: TBD



DEPARTMENT ACTIVITY UPDATES

CAO

November 3, 2020

- Participate in weekly conference calls for updates from Dr. Paul of the Eastern Ontario Health Unit
- Attended virtual eScribe webinar to review the program for possible consideration in the 2021 budget
- Participated in virtual quarterly SDG CAOs' meeting
- Met with members of the Winchester Lions Club related to the Lions Thrift Store
- Reviewed the first draft of the 2021 Economic Development & Communication budget
- Finalized negotiations with Hydro One regarding their lease of space in 636 St. Lawrence Street
- Consultations with lawyer on various issues
- Continued consultations and revisions of operating procedures to ensure safe workplace based on recommendations from the Eastern Ontario Health Unit
- Provide assistance and guidance to Department Heads and staff as required
- Respond to inquiries from Council and the public as required
- Manage human resources related issues
- Draft Municipal Services Officer – Office job description
- Participated in FileHold software demonstration for potential implementation

Economic Development and Communications initiatives

- Manage transition of Economic Development and Communications duties to other existing staff as availability permits for the duration of the incumbent's parental leave
- Deputy Clerk and I are working on several economic development projects with our EDO:
 - o participating on the project team for new website project including review of existing website and planning new structure of website and content placement.
 - o planning and execution of 2021 edition of *Explore North Dundas* magazine, including issuing the tenders for design, writing and photography
 - o preparation of 2020 annual report



DEPARTMENT ACTIVITY UPDATES

Clerk

November 3, 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 virtual eScribe webinar (Meeting Management Software)
- Attended virtual FileHold webinar (Electronic Document and Records Management System)
- Attended Tender Openings with Department Heads.
- Discussions with Alcohol and Gaming Commission re: lottery licences and assist with audit of lottery files.
- Insurance matters - discussions with Municipal Broker re: 2021 renewal
- Corresponding with Lawyers – re: property matters.
- 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.
- Preparation for Council meetings October 20th & Nov 3rd

Re: Ontario Wildlife Damage Compensation Program
 Date: October 6, 2020
 Application No: OWDCP-005100

Your Ontario Wildlife Damage Compensation Program (OWDCP) application with the kill/injury date of **September 11, 2020** has been received and processed. The program compensates for eligible damages at fair market value (defined as average market value). Compensation may include applicable premiums, within set maximums for a given livestock/poultry type.

A compensation decision of **\$448.00** has been determined for your application based on the documented evidence provided, using a standardized process. Your application was assessed using the standardized valuation table (2020-I) that is posted on our ministry website (www.ontario.ca/predation).

Please review the results of your application and reasons for the decision in the table below:

Quantity Submitted	Quantity Approved	Species Type	Sex	Live Weight (LBs)	Age	Pregnant	Registered	Poultry Breeding Stock	Veterinary Costs	Approved Compensation Assigned
2	2	Lambs	Fe	30	3 months	NA		NA	NA	\$448.00

If you do not agree with the compensation value assigned, you have **20 business days** from the date indicated on this letter to appeal the decision. An appeal must be made by writing directly to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) indicating the reason(s) for the appeal. A late or incomplete appeal request may not be processed by the Appeals Director. An independent reviewer will assess appealed applications and provide recommendations to OMAFRA.

Please consult the appeals information that has been included or the program guidelines (available at: www.ontario.ca/predation) for important information regarding the appeal process. Any questions you may have regarding this letter may be directed to the Agricultural Information Contact Centre (AICC): 1-877-424-1300.

If you do not exercise the option to appeal, and a positive compensation value has been assigned, OMAFRA will begin the process of notifying your municipality of the total assigned compensation amount. You should expect to receive payment directly from the municipality two to three weeks after the appeal period has expired.

Sincerely,

Minoli Brandigampola
 OWDCP Program Administrator
 Ministry of Agriculture, Food and Rural Affairs
 1 Stone Road West, 4th Floor NW
 Guelph, Ontario N1G 4Y2

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-54

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 Regular Meeting held on October 20th, 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 November 3rd, 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 3rd day of November, 2020.

MAYOR

CLERK