

AGENDA
Township of North Dundas
636 St. Lawrence Street Winchester ON
Tuesday, December 8, 2020 7:00 PM
(Masks Are Required)

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 - November 17, 2020](#)
- 5. Delegations**
- 6. Closed Session**
 - a) Pursuant to Section 239 (2) of the Municipal Act, 2001,
(b) personal matters about an identifiable individual, including municipal or local board employees
Specifically: Staff
- 7. Open Session**
- 8. Action Requests**
 - a) Finance
 - b) Economic Development and Communications
 - c) Public Works
 - d) Waste Management

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12. Consent Agenda

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| b) | <u>Department Activity Updates</u> <u>Action Recommended:</u> <u>That Council receive and file for information purposes.</u> | 108 - 118 |
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13. Boards and Committees

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| a) | <u>South Nation Conservation Update - Bill Smirle</u> <u>Action Recommended:</u> <u>That Council receive and file for information purposes.</u> | 122 - 135 |
| b) | <u>Dundas County Archives - 2020 Report</u> <u>Action Recommended:</u> <u>That Council receive and file for information purposes.</u> | 136 - 141 |

- c) [Morewood Recreation Association Report \(May - October, 2020\)](#) 142 - 144
[Action Recommended:](#)
[That Council receive and file for information purposes](#)

14. Motions and Notices of Motions

15. Petitions

16. Council Comments and Concerns

17. Unfinished Business

18. Ratification By-law

- a) [By-law No. 2020-64](#) 145

19. Adjournment by Resolution

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

MINUTES

NOVEMBER 17, 2020

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on November 17, 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, Tyler Hoy, John Thompson
CAO: Angela Rutley
Director of Planning, Building & Enforcement: Calvin Pol
Clerk: Jo-Anne McCaslin

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

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

CARRIED

2. Adoption of Agenda

Resolution No. 02

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT Council approve the agenda as amended. Agenda order amended as follows: Item #6 Closed Session to follow #16 Council Comments and Concerns.

CARRIED

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

4. Adoption of Minutes

a) Regular Meeting November 3, 2020

Resolution No. 03

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT the minutes of the regular meeting of the Council of the Township of North Dundas, held November 3rd, 2020 be adopted as presented.

CARRIED

5. Delegations

a) Dundas Federation of Agriculture Update President, Marty Derks

Mr. Derks did not attend the Council meeting. His audience with Council will be rescheduled.

6. Closed Session (following Council comments & concerns)

Resolution No. 08

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council proceed in Camera at 7:36 pm pursuant to Section 239 (2) of The Municipal Act S.O. 2001

(b) personal matters about an identifiable individual, including municipal or local board employees;

CARRIED

In Camera Resolution No. 09

7. Open Session

Resolution No. 10

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council move to Open Session at 8:35 pm.

CARRIED

Resolution No. 11

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

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

CARRIED

8. Action Requests

a) Finance – NIL

b) Economic Development and Communications – NIL

c) Public Works – NIL

d) Waste Management – NIL

e) Planning Building and Enforcement

i) Sandy Row and Sevita International

Resolution No. 04

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council accept the Sevita International offer to cost share up to \$100,000 for improvements to Sandy Row to the satisfaction of South Nation Conservation to provide safe access in the event of an extreme 1:100 - year flood event, which work shall include the installation of culverts and delineators;

AND THAT Township Staff apply for available Provincial and Federal funding for infrastructure works to Sandy Row.

CARRIED

f) Recreation and Culture – NIL

g) Fire – NIL

h) CAO – NIL

i) Clerk

i) Municipal Services Assistant – Office

Resolution No. 05

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council approve the recommendation of the hiring committee and authorize the hiring of Justine Plummer to work as Municipal Services Assistant – Office for a 6-month contract, effective November 16, 2020.

CARRIED

9. Tenders and Quotations – NIL

10. By-laws

a) By-law No. 2020-57 Exchange of Security Forestwood Heights Subdivision

Resolution No. 06

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT By-law No. 2020-57, being a By-law to confirm the exchange of security between The Corporation of the Township of North Dundas and Jordon Levy in Trust for the Forestwood Heights Subdivision registered as Plan 99, be read and passed in Open Council, signed and sealed this 17th day of November, 2020.

CARRIED

b) By-law No. 2020-58 Exchange of Security FoxFire Ridge Subdivision

Resolution No. 07

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT By-law No. 2020-58, being a By-law to confirm the exchange of security between The Corporation of the Township of North Dundas and Ormond Construction Limited for the FoxFire Ridge Subdivision registered as Plan 106, be read and passed in Open Council, signed and sealed this 17th day of November 2020.

CARRIED

11. Key Information – NIL

12. Consent Agenda – NIL

13. Boards and Committees

- a) Display of Lights – Mayor Fraser reported the 2020 Display of Lights will be a stationery event held at Rideau Auctions on December 4 & 5 from 6 pm to 9 pm.
- b) Fireside Subs Donation – Deputy Mayor Armstrong advised the North Dundas Fire Service received a grant in the amount of \$20,340 from the Firehouse Subs Public Safety Foundation of Canada. The money will be used to purchase a new standby generator for the Station 2, South Mountain Fire Hall. Deputy Mayor Armstrong thanked the Firehouse Subs organization for the generous grant and Mr. & Mrs. Ed Honey for their continuing support to the North Dundas Fire Service.

14. Motions and Notices of Motions – NIL

15. Petitions – NIL

16. Council Comments and Concerns – NIL

Mayor Fraser advised the next regular meeting will take place on Tuesday, December 8th at 7:00 pm. A special meeting to discuss water & sewer and other related Public Works matters has been scheduled for Tuesday, December 15th at 7:00 pm.

17. Unfinished Business – NIL

18. Ratification By-law
Resolution No. 12

Moved by Councillor Thompson
Seconded by Councillor Hoy

THAT By-law No. 2020-56 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 17th day of November, 2020.
CARRIED

19. Adjournment by Resolution
Resolution No. 13

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT Council adjourn at 8:40 pm to the call of the chair.
CARRIED

MAYOR

CLERK



| ACTION REQUEST – Waste Management Services | |
|---|------------------------------|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | Hiring of Dakota Boulanger |

RECOMMENDATION:

THAT Council approve the recommendation of the Director of Waste Management and authorize the hiring of Dakota Boulanger as a part-time truck driver/labourer in the Waste Management Department as per the letter of offer dated October 13, 2020.

BACKGROUND:

The position was posted on the Township website for a duration of two weeks with no response. The position was reposted and received three applicants. Due to COVID-19 restrictions, phone interviews were performed. One applicant was contacted but did not reply.

OPTIONS AND DISCUSSION:

1. **Authorize the hiring of Dakota Boulanger – recommended.**
2. **Do not authorize the hiring of Dakota Boulanger – not recommended**

FINANCIAL ANALYSIS:

This is not a new position. This hiring fills a current vacancy; thus the cost for this position is included in the 2020 budget.

ATTACHMENTS:

Nil

PREPARED BY:

Doug Froats
Director of Waste Management

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO



| ACTION REQUEST – Planning Building and Enforcement | |
|---|--|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | Accept a Zoning By-law Amendment Application |

RECOMMENDATION:

THAT Council hereby accept a Zoning By-law Amendment application as complete from Lynette Klein Boonschate, and direct that the public meeting be held January 19, 2021 at 6:30 pm.

EXECUTIVE SUMMARY:

The Township of North Dundas has received a site-specific Zoning By-law Amendment application from Lynette Klein Boonschate to amend the former Township of Mountain Zoning By-law No. 79-6 to rezone Part of Lot 15, Concession 6, being Part 1 on Registered Plan 8R-2383 (known locally as 2190 Crowder Rd.) from Rural (RU) to Rural – Exception Twenty-Seven (RU-27) to permit the use of the property for an agriculture-related business in addition to the permitted uses of the Rural (RU) Zone.

BACKGROUND:

The subject property is currently home to Klein Agri Services Ltd. who provide services to local farms, including manure spreading and harvesting. The owner has applied to the United Counties of SDG for a Regional Incentives Plan Grant to assist with the costs of expanding the business. Previously, Klein Agri Services Ltd. was classified as a rural home occupation, but with the increased scale and size of the business, it no longer fits the intention of a rural home occupation. This Zoning Amendment will not only allow Klein Agri Services Ltd. to continue with their grant application, but will also give them the ability to expand in the future.



OPTIONS AND DISCUSSION:

1. **Accept the application** – recommended.
2. **Do nothing** – not recommended. The applicant can appeal to LPAT if a decision is not made within 90 days.
3. **Refuse the request** – not recommended. The applicant can appeal the decision of Council to LPAT immediately.

FINANCIAL ANALYSIS:

No impact at this time.

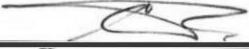
OTHERS CONSULTED:

CBO
Director of Economic Development
United Counties of SDG

ATTACHMENTS:


None

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



| ACTION REQUEST – Clerk | |
|-------------------------|---|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | Final Acceptance - Sandy Row Subdivision - Ian Drew Enterprises Limited |

RECOMMENDATION:

WHEREAS Ian Drew Enterprises Limited of the Sandy Row Subdivision in South Mountain requested final approval and release of financial security;

AND WHEREAS on November 25, 2020, the Township Engineering Firm CIMA+ recommended Final Acceptance as defined in the Subdivision Agreement following a site visit and witnessing the placement of the final lift of asphalt, and a review of the as-constructed drawings;

AND WHEREAS Section 79(f) of the Subdivision Agreement authorizes the release of all financial securities held by the Township;

NOW THEREFORE BE IT RESOLVED THAT Council hereby grants Final Acceptance and authorizes the release of all financial securities (Letter of Credit for \$179,008.00) for the Sandy Row Subdivision (Ian Drew Enterprises Limited) in South Mountain.

BACKGROUND:

Mr. Ian Drew of Ian Drew Enterprises Limited made a request for the release of the final amount of financial security currently held for the top lift of asphalt and ditch work. The top lift was paved on October 20, 2020. On November 25, 2020, the Township Engineering Consulting firm CIMA+ provided a recommendation to accept the completed works as follows:

“Subdivision now appears to be completed and in compliance with the design drawings. This is a recommendation to provide Final Acceptance as defined in the Subdivision Agreement.”

Eastern Engineering Group Inc. provided the Township of North Dundas with as-constructed drawings for the Sandy Row Subdivision on November 13, 2020.

As all subdivision works are now complete and acceptable, the financial security (irrevocable letter of credit) held by the Township can be released.

OPTIONS AND DISCUSSION:

1. **Release the financial security** – recommended. Subdivision Owner has completed all of the site works in the subdivision and is entitled to a return of financial security.
2. **Do not release the financial security** – not recommended.

FINANCIAL ANALYSIS:

If approved, the Township will release the Letter of Credit held by the Township of North Dundas. There is no financial benefit or loss to the Township.

OTHERS CONSULTED:

Township Engineering Consultant CIMA+
Director of Public Works

ATTACHMENTS:

n/a

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



| ACTION REQUEST – Planning Building and Enforcement | |
|--|---|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | Reduction in Severance Fee Request – K. Allen |

RECOMMENDATION:

THAT Council accept the request from Kevin Allen to reduce the total Township Consent Review Fees paid from a total of \$2,000.00 to \$1,600.00, and that the Allens be reimbursed accordingly.

BACKGROUND:

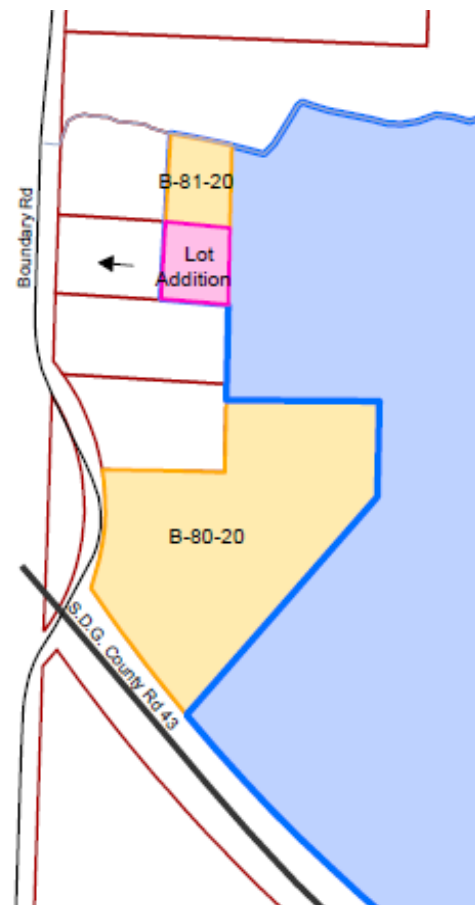
On October 7, 2020, the Township of North Dundas received three consent applications from Mr. and Mrs. K. Allen. One application was for a new lot (B-80-20), while two applications were for minor lot additions (B-81-20 and B-82-20) to square up the properties. Township Review Fees paid by the Allens:

| | |
|----------------|-----------------------|
| New Lot: | \$ 800.00 |
| Lot Additions: | \$1,200.00 (\$600 x2) |
| Total: | \$2,000.00 |

All three applications are taking land from the same property and are in close proximity to each other.

On November 6, 2020, the Allens requested a reduction in the application fees under Section 69(2) of the *Planning Act*, which states:

“The council of a municipality in processing an application may reduce the amount of or waive the requirement for the payment of a fee in respect of the application where the council is satisfied that it would be unreasonable to require payment in accordance with the tariff”.



Within their letter, he states: “...in my opinion, the amount of work associated with the review is less than normal. I would appreciate your consideration.”

ANALYSIS:

The Township of North Dundas has expenses and staff time related to severances. As there are three applications on the same property, there are economies of scale and cost savings (one site visit - not three visits, similar conditions, etc.). These total cost savings are estimated to be around \$400.00.

OPTIONS AND DISCUSSION:

1. **Accept the request** – recommended. Based on the three joint applications, the applicant will receive a modest reduction in the application fees paid.
2. **Refuse the request** – not recommended. The applicant will not obtain a reduction in the fees paid for each lot addition based on multiple applications.
3. **Do nothing** – not recommended. Same as above.

FINANCIAL ANALYSIS:

Savings were incurred with the three simultaneous applications, so granting partial relief from full payment would not cause an impact financially for the Township.

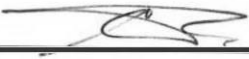
OTHERS CONSULTED:

United Counties of SDG

ATTACHMENTS:


n/a

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



| ACTION REQUEST – Planning Building and Enforcement | |
|---|---|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | AMPS Policies – Conflict of Interest & Financial Management and Reporting |

RECOMMENDATION:

THAT the Council of the Township of North Dundas adopt Policy #86-2020, being a Conflict of Interest Policy in relation to the administration of the Administrative Monetary Penalty System (AMPS) program;

AND THAT the Council of the Township of North Dundas adopt Policy #87-2020, being a Financial Management and Reporting Policy for the AMPS program which follows existing Township financial policies and procedures.

BACKGROUND:

Should Council approve the adoption of the AMPS program, it is important to have policies in place with regards to:

1. Conflicts of Interest: Ensuring guidelines and procedures are in place applicable to all those involved in the administration of the AMPS program when a conflict is, or appears to be, present, and to avoid creating conflicts by specifying eligibility criteria to be appointed as a Screening or Hearings Officer.

Additionally, there are provisions guiding the conduct of Screening and Hearings Officers when performing their duties under the AMPS By-law.

2. Financial Management and Reporting: Ensuring all financial responsibilities related to the AMPS program conform to current Township policies and procedures which are similar in nature.

OPTIONS AND DISCUSSION:

1. **Adopt the policies** – recommended. This will provide concrete guidelines to those administering the AMPS By-law No. 2019-43.
2. **Do not adopt the policies** – not recommended.

FINANCIAL ANALYSIS:

N/A

OTHERS CONSULTED:

By-law Enforcement Supervisor & Officers

ATTACHMENTS:

Policy #86-2020 – Conflict of Interest (AMPS)

Policy #87-2020 – Financial Management and Reporting (AMPS)

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

| | |
|--|--|
| POLICY MANUAL | Policy #86-2020 |
| Township of North Dundas | Effective Date: February 1st, 2021 |
| Subject: Conflict of Interest in relation to the Administration of the AMPS program | Department: Planning, Building & By-law Enforcement |

POLICY STATEMENT:

This policy addresses conflict of interest provisions in relation to the administrative of the Administrative Monetary Penalty System (AMPS) program.

PURPOSE:

To define what constitutes a conflict of interest in relation to the AMPS program, to prevent such conflicts of interest, and to redress such conflicts, should they occur.

This policy is to establish conflict of interest guidelines to ensure that AMPS program responsibilities are conducted in accordance with fundamental principles of justice, which include judicial and prosecutorial independence, fairness, impartiality, competence, and integrity.

SCOPE:

This policy applies to all Screening Officers, Hearings Officers, and all Township officials and staff involved in the administration of the AMPS program.

For Township staff engaged in the administration of the AMPS program, the Code of Conduct for Staff (included in the Code of Conduct for Members of Council) shall also apply in regard to the activities of an employee in the administration of the AMPS program.

PROCEDURE:

1. Appointment of Screening Officers and Hearings Officers:
Township By-law No. 2020-63, sets out the rules regarding the appointment of Screening Officers and Hearings Officers.

The following persons are not eligible for appointment as a Screening Officer or Hearings Officer:

- i) A Member of Council or a relative of a Member of Council. A relative, as defined in By-law No. 2020-63, includes a:
 - a. Spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;
 - b. Parent;
 - c. Child, including a stepchild and grandchild;
 - d. Siblings and children of siblings;

- e. Aunt, uncle, niece and nephew;
 - f. In-laws, including mother, father, sister, brother, daughter and son; and
 - g. Any person who lives with the person on a permanent basis; or
- ii) A person indebted to the Township other than:
 - a. in respect of current real property taxes; or
 - b. pursuant to an agreement with the Township, the terms with which the person is in compliance.
2. Conflict of Interest
- A conflict of interest arises where a Screening Officer, Hearings Officer or staff person involved in the administration of the AMPS program has a personal or business interest that conflicts, might conflict, or may be perceived to conflict with the interests of the AMPS program. A conflict of interest could arise in relation to personal or business matters including:
- i) Directorships or other employment;
 - ii) Interests in business enterprises or professional practices;
 - iii) Share ownership or beneficial interests in trusts;
 - iv) Existing professional or personal associations with a person;
 - v) Professional associations or relationships with other organizations; and
 - vi) Personal associations with other groups or organizations, or family relationships including relatives as defined in By-law No. 2020-63.

Screening Officers must be and appear to be impartial at all times. It would be inappropriate for a Screening Officer to review a Penalty Notice for a personal or business acquaintance or relative (as defined above). A conflict of interest includes an actual conflict and a potential conflict.

Hearings Officers have obligations to conduct Hearing Reviews in an impartial manner. Hearings Officers, in conducting a Hearing Review, are bound by the *Statutory Powers Procedure Act, R.S.O. 1990*, as well as bound by general administrative common law principles (i.e. procedural fairness, natural justice, impartial and unbiased decision-making, legitimate expectation, etc.). Hearings Officers must be and appear to be impartial at all times. It would be inappropriate for a Hearings Officer to review a Screening Review Decision for a personal or business acquaintance or relative (as defined above). A conflict of interest includes an actual conflict and a potential conflict.

Every Screening Officer, Hearings Officer or other Township staff person involved in the administration of AMPS must disclose any obligation, commitment,

relationship, or interest that could conflict or may be perceived to conflict with their duties to or interests in the administration of the AMPS program. A Screening Officer or Hearings Officer shall not represent any person at a Screening Review or Hearing Review.

3. Conduct of a Screening Officers and Hearings Officers:

All Screening Officers and Hearings Officers shall conduct themselves in the following manner:

- i) With independence:
 - a. Both be and appear to be independent, impartial, and unbiased.
 - b. Avoid all conflicts of interest, whether real or perceived, and are responsible for promptly taking appropriate steps to disclose, resolve, or obtain advice with respect to such conflicts when they arise.
 - c. Not be influenced by partisan interests, public opinion, or by fear of criticism.
 - d. Not use their title and position to promote their own interests or the interests of others.
 - e. Discharge their duties in accordance with the law, Township By-laws, policies, procedures and guidelines.
- ii) With knowledge:
 - a. Maintain their competence through their work, by participating in training and education courses and by seeking guidance from their colleagues and the Township, as required.
 - b. Remain up to date on changes in the law, Township By-laws, policies and procedures relevant to their function.
- iii) With conduct becoming:
 - a. Subject to ongoing public scrutiny and therefore must respect and comply with the law, and conduct themselves at all times in a manner that promotes public confidence in the integrity and impartiality of the AMPS program.
 - b. Approach their duties in a calm and courteous manner when dealing with the public and others and should present and conduct themselves in a manner consistent with the dignity of the AMPS system and their appointment.
 - c. Convey decisions in plain language and the reasons therefore where such are required.
 - d. Safeguard the confidentiality of information that comes to them by virtue of their work and should not disclose that information except as required by law.
 - e. In discharging their duties, must treat those with whom they deal in a respectful and tolerant manner regardless of the gender, sexual orientation, race, religion, culture, language, mental abilities, or physical abilities of those persons.

- iv) With administration of natural justice paramount:
 - a. Refrain from openly and publicly criticizing the administration of the AMPS program, or the conduct of others. Any criticisms, suggestions, or concerns related to the AMPS program should be communicated through appropriate channels to the Director of Planning, Building and Enforcement.
 - b. Deal with the tasks that come before them in a timely manner and make themselves accessible to those requiring their services.
 - c. Not knowingly exercise a power or function for which they have not been designated.

Procedures may be defined by the Clerk to address specific implementation of this policy.

4. Preventing Conflict of Interest:

The keys to preventing conflicts of interest are: disclosure and withdrawal from the power of decision in regard to a Screening Review or Hearing Review.

The need for disclosure and withdrawal from a power of decision applies to any real or perceived conflict of interest.

If a Screening Officer or Hearings Officer becomes aware of any real or perceived conflict of interest in regard to a review of an administrative penalty or Screening Decision, as the case may be, the Screening Officer or Hearings Officer shall notify the Clerk, or designate, of the conflict of interest and:

- i) in the case of a scheduled review of an administrative penalty or Screening Decision that has not yet commenced, request another Screening Officer or Hearings Officer to conduct the review to avoid actual or potential conflicts of interest; or
- ii) in the case of a review of an administrative penalty or Screening Decision that has commenced, adjourn the review and withdraw from the power of decision, and advise the Clerk, or designate. The Township will reschedule the Screening Review or Hearing Review with another Screening Officer or Hearings Officer, as the case may be.

If all appointed Screening Officers and/or Hearings Officers have a conflict of interest with a matter, then the Clerk or designate shall retain another Screening Officer or Hearings Officer to handle the matter that is subject of the conflict of interest.

Screening Officers and Hearings Officers are not permitted to dispute their own Penalty Notices, and are expected to pay the administrative penalty for a parking infraction in a timely manner. If there are further questions or if the Clerk or designate, or staff are looking for further guidance in regard to this policy, the

Township Solicitor, or his/her designate, maybe be contacted.

5. Addressing Conflicts if they Occur:

If someone suspects that a Screening Officer or Hearings Officer conducted a Screening Review or Hearing Review where there was a conflict of interest, the person shall advise the Clerk and an investigation may be conducted in accordance with that policy.

Any finding of a conflict of interest, shall be reported to the Clerk by the responsible Township official, including any recommendation for appropriate disciplinary action, up to and including revocation of appointment.

6. Influence:

No person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically or otherwise, with employees or other persons performing duties related to the administration of AMPS.

No person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically or otherwise, a Screening Officer or Hearings Officer respecting the determination of an administrative penalty matter and/or respecting a delegated power of decision in a proceeding that is or will be pending before the Screening Officer or Hearings Officer, except a person who is entitled to be heard in a Screening Review or Hearing Review.

7. Charges under the Criminal Code or Other Statutes or Regulations:

Where a Screening Officer or Hearings Officer is charged with an offence under the Criminal Code of Canada or any other federal statute or regulation that is dealt with under the Criminal Code of Canada, such charge shall be disclosed forthwith to the Clerk.

Where a Screening Officer or Hearings Officer is charged with an offence under other federal or provincial statutes or regulations, and where continuing to perform his or her duties may erode public confidence in the administration of the AMPS program, the charge shall be disclosed to the CAO.

A determination will be made by the CAO as to whether or not an actual or perceived conflict of interest exists or if public confidence in the administration of the AMPS program has been compromised and, if so, the Screening Officer or Hearings Officer may be removed from their duties until the final disposition of the charge.

8. Implementation

This policy shall form part of the orientation for all current and new Screening Officers, Hearings Officers, and AMPS administration staff.

ACCOUNTABILITY:

All Screening Officers, Hearings Officers and Township staff involved in the administration of the AMPS program are accountable for implementing and abiding by this policy.

Accountability for interpretation of this policy in relation to a real or perceived conflict of interest shall be determined by the CAO.

Approved by Council

Date: _____

Resolution No.: _____

| | |
|---|--|
| POLICY MANUAL | Policy #87-2020 |
| Township of North Dundas | Effective Date: February 1, 2021 |
| Subject: Financial Management and Reporting for the AMPS program | Department: Planning, Building & By-law Enforcement |

POLICY STATEMENT:

This policy is to affirm that the Township of North Dundas' Administrative Monetary Penalty System (AMPS) shall follow the existing Township policies and procedures related to financial management and reporting.

PURPOSE:

To ensure all financial management and reporting responsibilities related to the AMPS program conform to current Township policies and procedures for financial management and reporting.

SCOPE:

This policy applies to all financial management and reporting responsibilities and accountabilities regarding the AMPS program. All Township employees and other persons responsible for the administration of the AMPS program shall comply with this policy.

The Township of North Dundas has established a number of financial management policies and procedures which, along with proactive financial planning processes, provide a framework for the Township's overall fiscal planning and management. North Dundas continues to display financial accountability through regular, thorough and transparent financial performance reporting and analysis. This will be reflected in routine reporting on AMPS financial results, as well as efficiency and effectiveness measures of the AMPS program and services.

PROCEDURE:

1. Overall Financial Management and Reporting:

Preparation of the Township's budget revolves around priority setting that reflects the Township's Strategic Plan, Council priorities, service delivery objectives and standards, and historical financial performance; all balanced with the need for prudent financial management. Priority setting and budgeting with respect to the AMPS program shall be the responsibility of the Planning, Building and Enforcement Department.

Through the process of current and capital financial management and reporting for the AMPS program, the Director of Planning, Building and Enforcement or delegate shall:

- i) Review and monitor current year actual, budgeted and projected financial performance and operating results.
- ii) Proactively compare program financial activity with past performance to identify trends, issues and opportunities.
- iii) Comply with all Townships procurement policies and procedures in regard to the AMPS program.

Screening Officers and Hearings Officers are prohibited from directly accepting any payment from any person in respect of an administrative penalty. Any person issuing a Penalty Notice in respect of the contravention of a designated by-law is not permitted to accept payment in respect of an administrative penalty.

If a person has paid any administrative fees in respect of an administrative penalty and the penalty is subsequently cancelled by a Screening Officer or Hearings Officer, the Township shall refund in full such administrative fees to the person.

Township employees shall ensure compliance with Township and/or departmental cash/payment handling procedures for financial stewardship.

2. Methods of Payment:

Following the issue of a Penalty Notice, the person is permitted to make a voluntary payment by using one of the following methods:

- In Person – Cash, Debit or Credit Card, Money Order, or Cheque
- By Phone – 613-774-2105 ext. 288 (Credit Card only)
- By Mail – Money Order or Cheque
- Personal Cheques/Certified Cheques/Money Order (include Penalty Notice number)

Payment is not considered made until received by the Township. Persons must allow sufficient mailing time for payments. Persons should not send cash by mail. Post-dated cheques or payment by installations are not accepted. NSF cheques will be subject to an administrative charge.

3. AMPS Program Administrative Fees:

Various administrative fees may be payable by a person with a Penalty Notice and administrative penalty due and payable, as set out in AMPS By-law No. 2019-43.

4. Reporting and Tracking Administrative Penalties and Administrative Fees:

Upon receipt of a Penalty Notice payment, a Township employee will apply the payment to a specific Penalty Notice in the Auto-Process system connected to the Township's Point-of-Sale terminals. The Penalty Notice will reflect "paid" status.

The Township employee will process the various methods of payment as follows:

- i) In Person:
Apply the various methods of payments to the Penalty Notice.
Provide a person with a receipt of payment for their records.
- ii) By Phone:
Apply the credit card payment to the Penalty Notice.
Provide the person a confirmation number as proof of payments for their records.
The person's credit card information is not kept on file in the Township's database system, in keeping with Township policy and MFIPPA requirements.
- iii) By Mail:
Apply the cheque payment to the Penalty Notice
Mail receipt if requested by the person.

ACCOUNTABILITY:

All persons responsible for administering the AMPS program shall be responsible for implementation of this policy. Any person shall bring to the attention of the Township CAO any contravention of this policy.



| ACTION REQUEST – Recreation and Culture | |
|--|------------------------------|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | Additional Labourers |

RECOMMENDATION:

THAT Council approve the recommendation of the Director of Recreation & Culture and authorize the hiring of Connor Elliott as Rink Attendant for the 2020/2021 winter season and that Council approve the recommendation of the Director of Waste Management and authorize the hiring of Joshua Quizi as a Casual/Part-Time Labourer. (Pay in accordance with the 2020 Part-Time Wages – Hourly wage chart)

BACKGROUND:

The Recreation & Culture Department was in need of 1 additional Rink Attendant due to scheduling conflicts with one of our current Rink Attendants. An interview was conducted and the Hiring Committee is recommending that Connor Elliott be awarded the position for the remainder of the 2020/2021 ice season.

When staff in the Waste Management Department require unscheduled time off, this occasionally leaves the department short staffed. Joshua Quizi was interviewed and hired by the Recreation & Culture Department as a Call-in Operator for the 2020/2021 ice season. Joshua would like to become a call-in labourer for the Waste Management Department as well.

OPTIONS AND DISCUSSION:

- 1. Authorize the hiring of Connor Elliott to work for the Recreation & Culture Department as Rink Attendant for the 2020/2021 winter season and authorize Joshua Quizi to work for the Waste Management Department as a Casual/Part-Time Labourer - recommended.**
- 2. Request that a position be awarded to another candidate – not recommended.**

FINANCIAL ANALYSIS:

There would be no financial impact for either department, as the individuals that are being recommended for hire, would be utilized as substitutes for existing employees, who would be using their allotted time off, which is already included in the annual budgets.

OTHERS CONSULTED:

Facilities Manager
Director of Waste Management

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



| ACTION REQUEST – Fire | |
|------------------------------|---|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | Budget Amendment - Station #3 Equipment Dryer |

RECOMMENDATION:

THAT Council approve Budget Amendment 2020-20 for the purchase of two (2) equipment dryers for use at the Winchester Fire Hall at a cost of \$10,254.00.

BACKGROUND:

The approved 2020 Budget for the Fire Department included the purchase of a single industrial-sized equipment dryer for bunker gear and other PPE that require regular cleaning and decontamination at an estimated cost of \$8,100. Station #3 (Winchester) purchased two equipment dryers at a total cost of \$10,254, one including a kit for portability, if needed.

In the past, equipment would either be sent away for cleaning, or washed at the station, hung to dry. The new dryers will help speed up the cleaning process and ensure all equipment is ready in the event of an emergency.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The purchase of one (1) dryer was included in the 2020 Budget and was to be funded through the Development Charge Reserve. A second dryer cannot be covered through Development Charges as it is considered over the required standard and would be “gold-plating” the existing service. As such, the development charges will fully cover the cost of one dryer at \$5,451, the remaining amount spent shall be funded through a donation from the Winchester Firefighters’ Association and the General Fire Department Reserve fund, as outlined in Appendix #1 (attached).

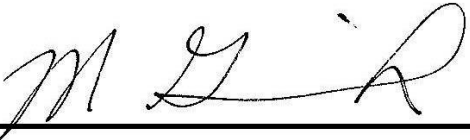
OTHERS CONSULTED:

Fire Steering Committee
Deputy Treasurer

ATTACHMENTS:

Appendix #1 – Budget Amendment No. 2020-20

PREPARED BY:



Mike Gruich
Fire Department Liaison

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - December 8, 2020

Budget Amendment - 2020-20 - Fire Services

| Project | Account No. | 2020 Original Budget | Revised Budget | Budget Amend- ment |
|--------------------------|--------------------|-------------------------------------|---------------------------|-----------------------------------|
| Costs | | | | |
| Bunker Gear Dryer | 1-5-2030-8000 | 8,100 | 5,451 | (2,649) |
| Second Bunker Gear Dryer | 1-5-2030-8000 | - | 4,803 | 4,803 |
| | | \$ 8,100 | \$ 10,254 | \$ 2,154 |

Financing

| | | | | |
|--|---------------|-----------------|------------------|-----------------|
| Development Charges | 1-4-2030-9500 | 8,100 | 5,451 | (2,649) |
| Donations & Grants Capital (Firefighter Association) | 1-4-2030-8005 | - | 2,154 | 2,154 |
| Transfer from Reserves - Fire (1-3-2000-8020) | 1-4-2030-9000 | - | 2,649 | 2,649 |
| | | \$ 8,100 | \$ 10,254 | \$ 2,154 |



| ACTION REQUEST – CAO | |
|-------------------------|---|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | Investing in Canada Funding - COVID-19 Stream |

RECOMMENDATION:

THAT Council confirms their awareness and support of The Township of North Dundas' submission of a grant application for \$100,000 under the Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream, Category # 3 (Active Transportation Infrastructure), toward the cost of: Playground infrastructure within parks including the Chesterville tennis courts, Chesterville ball diamond, an accessible pool lift and accessible swings and playground structures for various parks. Council confirms their acknowledgement that the outcomes of the proposed project will ultimately benefit residents of the Township of North Dundas.

BACKGROUND:

The Investing in Canada Infrastructure Program (ICIP) is a federal program designed to create long-term economic growth. In November 2020 the federal government re-allocated funding under this program and established a new COVID-19 Resilience Infrastructure Stream.

Under the COVID-19 stream, the Township is eligible to submit one project application. The maximum award is \$100,000 towards an approved project. Eligible project categories include:

- **Category 1:** Retrofits, repairs and upgrades for municipal buildings, health infrastructure and educational infrastructure;
- **Category 2:** COVID-19 response infrastructure, including building or modifying infrastructure to support physical distancing, safety retrofits and expansions;
- **Category 3:** Active transportation infrastructure including parks and trails, foot bridges, bike lanes and multi-use paths; and
- **Category 4:** Disaster mitigation and adaptation including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

The application deadline is December 21, 2020. Contracts must not be awarded prior to funding award, which is anticipated in Spring 2021, and projects must be substantially completed and ready for use by December 31, 2021.

OPTIONS AND DISCUSSION:

Option #1: Active Transportation Infrastructure: Relocation of hydro poles and sidewalk construction/expansion on Clarence Street beside Winchester Public School and the Dillabough building.

Pros:

- Completes a component of the joint project with the school that would increase active transportation infrastructure in that area and provide a wider/safer sidewalk for pedestrian traffic in that area.

Cons:

- Projects are supposed to be ones that can be completed quickly. They cannot commence before the grant award and must be completed by December 31st. The timing of this project is highly dependent on contractors and Hydro One and that could put the project in jeopardy. This is also a more elaborate project that may be difficult to complete in the extremely short window that is provided.
- This project may not rate as high with respect to the COVID-19 related impact.

Option #2: Active Transportation Infrastructure: Playground infrastructure

- | | |
|---|----------|
| • Chesterville Tennis Court Rehabilitation | \$50,000 |
| • Chesterville Ball Diamond Lighting | \$26,950 |
| • Accessible pool lift | \$10,000 |
| • Accessible swings and playground structure components | \$13,650 |

Pros:

- These are smaller projects that can be completed in a shorter period of time.
- These projects directly support providing additional outdoor infrastructure for the public to enjoy during COVID-19.

Cons:

- This is a grouping of improvements and not one “big bang” project, but that does not appear to be a deterrent in the funding application.
1. **Council approve their support of the COVID-19 project submission – recommended.**
 2. **Do not approve support of the COVID-19 project submission – not recommended.**
 3. **Council can suggest and alternative project for submission to the funding program.**

FINANCIAL ANALYSIS:

Option #2 infrastructure is included in the draft budget with the associated \$100,000 government grant to finance the projects.

OTHERS CONSULTED:

Director of Public Works

Director of Recreation & Culture

Treasurer

Deputy Treasurer

Deputy Clerk

ATTACHMENTS:

Appendix B - Project Eligibility Criteria

PREPARED BY:



Angela Rutley, BBA
CAO

**Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream
– Local Government Intake Ontario Program Guide**

Appendix B – PROJECT ELIGIBILITY CRITERIA

Category 1: Retrofits, repairs and upgrades for municipal, provincial, territorial and indigenous buildings, health infrastructure and schools

| Eligible Asset Type | Asset Sub-Type |
|---|--|
| Government buildings (Partnership or not - Non-profits/BPS are not eligible under this asset type) | <ul style="list-style-type: none"> • Administrative buildings • Fire halls • Police stations • Maintenance facilities • Physical Plants • Public works buildings (e.g. transformer sub-stations, water treatments facilities, hazardous waste disposal facilities) • Food safety infrastructure (committee freezers, green houses etc) • Other public sector building that delivers or provides services or programming |
| Health infrastructure | <ul style="list-style-type: none"> • Hospitals • Morgues • Nursing homes and senior citizen homes • Long-term care facilities • Wellness centres • Paramedic Services facility • Health centres, clinics and other health care buildings • Community interest facility e.g. mental health and addiction centres • Rehabilitation centres • Youth services facilities • Social and supportive housing • Paramedic and support vehicles |
| Educational infrastructure | <ul style="list-style-type: none"> • Day care facilities • Schools (e.g. high school, college) • Adult education facilities • Playgrounds • Universities • Sports facilities • Computer labs and web infrastructure • School theatres • School libraries • Performing arts centres • Colleges • Research centres • Student housing • Student services buildings • Agricultural education infrastructure (barns, green houses, etc.) |

Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream – Local Government Intake Ontario Program Guide

Category 2: COVID-19 Resilience Infrastructure, including measures to support physical distancing

| Eligible Asset Type | Asset Sub-Type |
|---|---|
| Build or modify infrastructure to respond to the Covid-19 pandemic. | <ul style="list-style-type: none"> • Safety retrofits for public sector buildings • Safety retrofits for rolling stock • Safety measures or physical distancing for social housing, LT care facilities or shelters • Expand single rooms within existing hospitals • Separation infrastructure for infectious disease care from other care (e.g., COVID-19 wards and dedicated facilities) • Assets to facilitate rapid expansion of intensive care capacity • Renovate public facilities to serve as designated hospital overflow sites • Emergency vehicles • Security support vehicles • Barriers • Passenger safety improvements • Driver safety improvements (barriers etc.) • Video screens and PA systems for announcements • Automatic vehicle location technology • Security enhancements • Food security infrastructure • Broadband or mobile/cellular projects* |

Category 3: Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths

| Eligible Asset Type | Asset Sub-Type |
|--------------------------------------|--|
| Active transportation infrastructure | <ul style="list-style-type: none"> • Parks trails and multi-use paths • Bike and pedestrian lanes on existing or new roads or highways • Sidewalks • Footpaths and foot bridges • Active transportation support facility (e.g. bike parking/storage) • Street and park furniture (e.g. benches, shade areas, planters) • Playground infrastructure within parks (e.g., tennis courts, swimming pools) * |

Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream – Local Government Intake Ontario Program Guide

Category 4: Disaster mitigation and adaptation infrastructure, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure.

| Eligible Asset Type | Asset Sub-Type |
|--|--|
| Climate Change, natural disasters, extreme weather | <ul style="list-style-type: none"> • Forest • Shoreline vegetation • Green Roofs • Bioswales/rain gardens • Aquifer • Wetland restoration • Barriers • Dams • Dykes • Drainage canals • Floodways • Man-made wetlands • Retaining walls and other shoreline protection such as rock revetment • Seawalls and breakwaters • Weirs • Pump station (to increase hydraulic capacity and reduce flooding) |
| Floods and Fires | <ul style="list-style-type: none"> • Barriers • Dams • Dykes • Drainage canals • Floodways • Man-made wetlands • Retaining walls and other shoreline protection such as rock revetment • Seawalls and breakwaters • Weirs • Pump station (to increase hydraulic capacity and reduce flooding) |
| Assets associated with afforestation and reforestation | <ul style="list-style-type: none"> • Tree planting projects • Coordination or distribution centres • Nurseries • Greenhouses • Access roads and bridges (that provide access to areas where tree planting will take place) |

*Note: these are new additions from the federal government and are not available as drop-down options in the application form. If your project will contain one of these asset sub-types, please indicate “Other” in the drop-down menu in the application form and describe the asset sub-type.



| ACTION REQUEST – Planning Building and Enforcement | |
|---|------------------------------|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | By-law No. 2019-43 AMPS |

RECOMMENDATION:

THAT By-law No. 2019-43, being a By-law to establish an Administrative Penalty System respecting the stopping, standing or parking of vehicles in the Township of North Dundas be read a second and third time, and passed in Open Council, signed and sealed this 8th Day of December, 2020.

BACKGROUND:

Under Ontario Regulation 333/07 of the *Municipal Act, 2001*, municipalities now have the authority to implement an Administrative Monetary Penalty System (AMPS) for contraventions of Parking By-laws. In the Township of North Dundas, as in most Ontario municipalities:

- Parking ticket violations have been enforced by issuing Part II tickets through a program regulated by the Provincial Offences Act (POA).
- Disputes regarding Part II POA tickets are heard in front of a Justice of the Peace in the Provincial Offences Courts.
- The setting of all parking fines by the municipality under to POA requires the approval of the Ontario Attorney General and Chief Justice.

The AMPS is an approach to deal with Parking By-law infractions (those \$500.00 or less) in a manner that is fair, effective and efficient.

This method of enforcement transfers Parking By-law disputes from the courtroom to the municipality through the use of Screening Officers and independent Hearings Officers who will be able to modify, cancel, or affirm penalties. This approach aids in reducing congestion in the courts, as well as cost savings not having to send staff to court. This will also provide a more local and accessible dispute resolution system.

The AMPS program will provide the public with greater flexibility as to where, when and how they can interact with the Township in resolving their parking penalty, creating a more streamlined and customer-focused service.

PENALTY FINES (Schedule A)

| GENERAL INFRACTIONS | CURRENT FINES |
|--|-------------------------------------|
| Parked Illegally | \$35.00 |
| Parked – Interfering with Snow Removal | \$45.00 |
| Parked in an accessible parking space without permit | \$300.00 <i>Provincially Set</i> |

Section 6 of Ontario Regulation 333/07 states:

Monetary limit

6. The amount of an administrative penalty established by a municipality,
- (a) shall not be punitive in nature; and
 - (b) shall not exceed the amount reasonably required to promote compliance with a designated by-law.

ADMINISTRATIVE FEES (Schedule B)

| ITEM | PROPOSED FEE |
|----------------------------|--------------|
| MTO Search Fee | \$10.00 |
| Late Payment Fee | \$25.00 |
| NSF Fee | \$25.00 |
| Hearing Non-appearance Fee | \$100.00 |
| Plate Denial Request Fee | \$20.00 |
| | |

Note:

No fee may be charged in relation to obtaining a review before a Screening Officer or a Hearings Officer (O.Reg. 333/07 Section 12(2)).

The Administrative Fees listed above are permitted under Section 12 of Ontario Regulation 333/07. Staff reviewed fees imposed by other municipalities currently using AMPS and have adjusted accordingly.

OPTIONS AND DISCUSSION:

- 1. Adopt By-law No. 2019-43 as presented** – recommended. The By-law will come into effect on February 1, 2021, giving staff adequate time to design and order the necessary Penalty Notice books.
- 2. Amend and adopt By-law No. 2019-43** – not recommended.

3. Do nothing – not recommended.**FINANCIAL ANALYSIS:**

There will be minor costs associated with ordering new Penalty Notice forms/books which have been included in the 2021 draft budget. If the By-law is approved, the Enforcement Division should see a reduction in Court expenses such as solicitor costs, travel costs and time spent in Court for parking-related matters.

OTHER BENEFITS:

The AMPS By-law is one that is able to be expanded. The passing of the By-law would give us the opportunity to add more By-laws in the future. Our Dog By-law, Clean Yards, Open Air Burning would all be options in the future.

OTHERS CONSULTED:

By-law Enforcement Supervisor
Township Solicitor
Municipal Prosecutor
Municipalities with existing AMPS programs
CAO & Clerk

ATTACHMENTS:

Penalty Notice Process Flowchart
By-law No. 2019-43 Administrative Penalty By-law and Schedules

PREPARED BY:

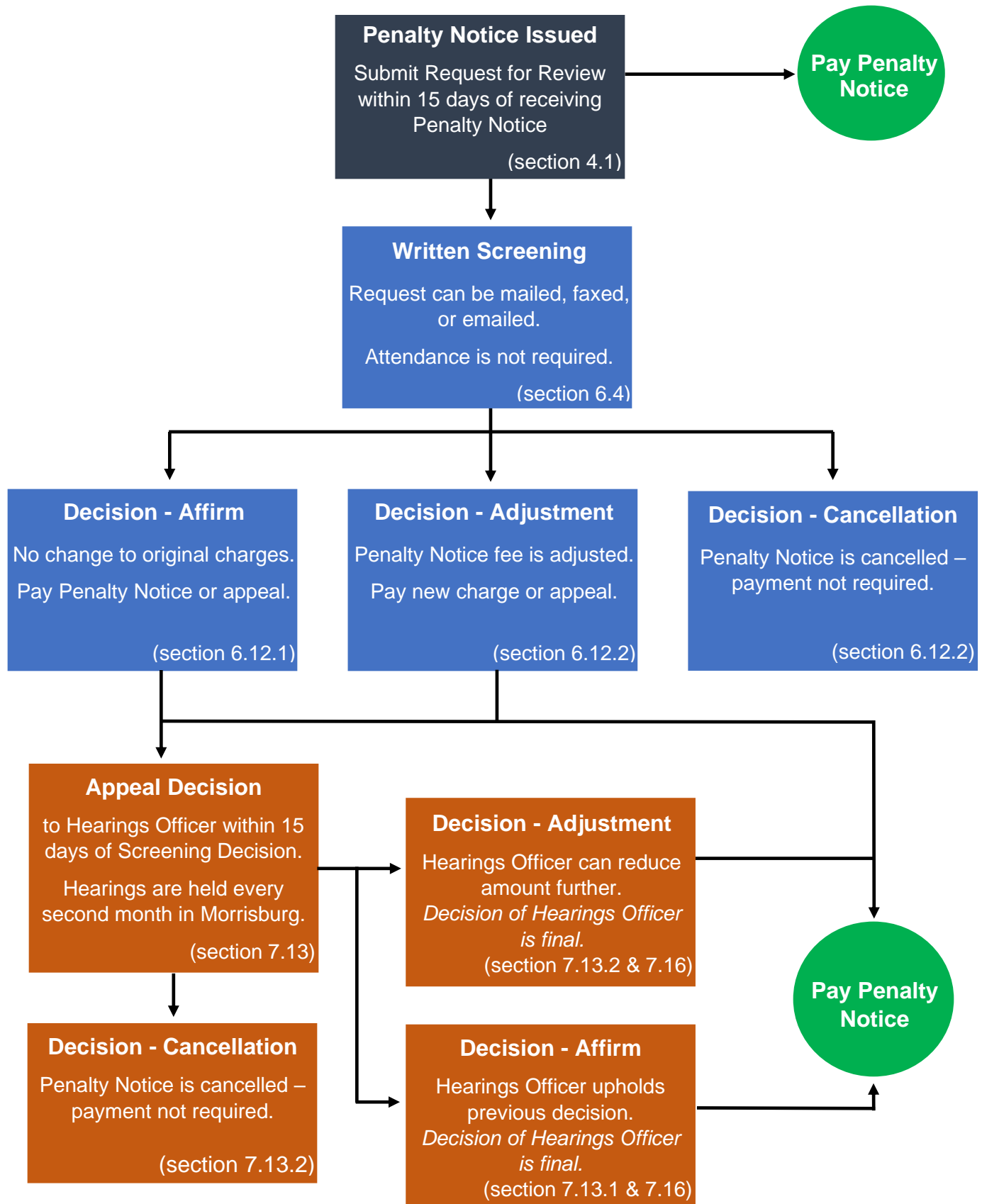

Calvin Pol, BES, MCIP, RPP
Director of Planning, Building & Enforcement

REVIEWED & APPROVED BY:


Angela Rutley, BBA
CAO

PENALTY NOTICE PROCESS UNDER AMPS

By-law No. 2019-43 AMPS



Note: No fee may be charged in relation to obtaining a review before a Screening Officer or a Hearing Officer (O. Reg. 333/07)

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2019-43

Being a By-law to establish an Administrative Monetary Penalty System in the Township of North Dundas.

WHEREAS Section 102.1 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, (the “Municipal Act”) and Ontario Regulation 333/07 (the “Regulation”) authorize The Corporation of the Township of North Dundas (the “Township”) to require a person to pay an administrative penalty for a contravention of any by-law respecting the parking, standing or stopping of vehicles;

AND WHEREAS Section 434.1 of the Municipal Act authorizes the Township to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality;

AND WHEREAS Sections 23.2, 23.3 and 23.5 of the Municipal Act authorize the Township to delegate its administrative and hearing powers;

AND WHEREAS the Council of the Township considers it desirable to designate portions of the Township’s Traffic and Parking By-law No. 25-2001, as amended, that deal with parking, standing or stopping of vehicles to be applicable to the administrative penalty system established through this By-law;

AND WHEREAS the Council of the Township is of the opinion that the delegations of legislative power under this By-law to the Director, the Clerk, to Hearings Officers and to Screening Officers are of a minor nature having regard to the number of people, the size of the geographic area, and the time period affected by the exercise of such delegated power;

AND WHEREAS Section 391 of the Municipal Act authorizes the Township to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it;

AND WHEREAS the Council of the Township considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for the designated Township by-laws, or portions of the designated Township by-laws;

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

1.0 SHORT TITLE

- 1.1 This By-law may be referred to as the “Administrative Monetary Penalty System By-law” or the “AMPS By-law.”

2.0 DEFINITIONS

- 2.1 In this By-law:

“**Administrative Fee**” means any fee specified in this By-law or set out in Schedule “B”;

“**Administrative Penalty**” means an administrative penalty established by this By-law or set out in the attached Schedule “A” for a contravention of a Designated By-law;

“**AMPS**” means Administrative Monetary Penalty System;

“Authorized Representative” means someone appearing on behalf of a Person in accordance with a written authorization provided upon request to the Director, and who is not required to be licensed by any professional body;

“Clerk” means the Township Clerk, or any person designated by them;

“Council” means the Council of the Township;

“Day” means any calendar day;

“Designated By-law” means a by-law, or a part or provision of a by-law, that is designated under this or any other by-law, and listed in the attached Schedule “A” to which the AMPS applies;

“Director” means the Director of Planning, Building and Enforcement, or designate;

“Extension Period” means a period from time to time established by the Director and set down in a Corporate Policy;

“Hearing Non-appearance Fee” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Hearings Officer, and listed in Schedule “B”;

“Hearing Decision” means a notice that contains a decision made by a Hearings Officer;

“Hearings Officer” means a person appointed by Council who performs the functions of a Hearings Officer in accordance with Section 7.0 of this By-law, and pursuant to the Township’s Screening and Hearings Officer By-law No. 2020-63;

“Holiday” means a Saturday, Sunday, any statutory holiday in the Province of Ontario, or any Day the offices of the Township are officially closed for business;

“Late Payment Fee” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law, and listed in Schedule “B”;

“MTO Search Fee” means an Administrative Fee established by Council from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation (MTO), or related authority, and listed in Schedule “B”;

“NSF Fee” means an Administrative Fee established by Council from time to time in respect of payment by negotiable instrument or credit card received by the Township from a Person for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, and is listed in Schedule “B”;

“Officer” means each a Provincial Offences Officer of the Township or other person appointed by or under the authority of a Township by-law to enforce Township by-laws;

“Penalty Notice” means a notice given to a Person pursuant to Section 4.0 of this By-law;

“Penalty Notice Date” means the date of the contravention specified on the Penalty Notice in accordance with Section 4.2 of this By-law;

“Penalty Notice Number” means the number specified on the Penalty Notice pursuant to Subsection 4.2 of this By-law;

“Person” includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof, and, in relation to vehicle, parking or traffic-related contraventions, whose name appears on the vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and licence plate portion, and different Persons are named on each portion, the Person whose name appears on the licence plate portion, as provided by the Ontario Ministry of Transportation, is the Person for the purposes of this By-law;

“Plate Denial Fee” means an Administrative Fee established by Council from time to time in respect of Person’s failure to pay within the time prescribed prior to a request for plate denial, and listed in Schedule “B”;

“Regulation” means Ontario Regulation 333/07 under the Municipal Act;

“Request for a Review by a Hearings Officer” means the request which may be made in accordance with Section 7.0 of this By-law for the review of a Screening Decision;

“Request for a Review by a Screening Officer” means the request which may be made in accordance with Section 6.0 of this By-law for the review of a Penalty Notice;

“Request for Review Form” means the prescribed form to be used to request a Review by a Screening or Hearings Officer, attached hereto as Schedule “D”;

“Review by a Hearings Officer” and **“Hearing”** mean the process set out in Section 7.0 of this By-law;

“Review by a Screening Officer” and **“Screening”** means the process set out in Section 6.0 of this By-law;

“Screening Decision” means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 6.13 of this By-law;

“Screening Officer” means a person appointed by Council who performs the functions of a Screening Officer in accordance with Section 6.0 of this By-law, and pursuant to the Township’s Screening and Hearings Officer By-law No. 2020-63; and

“Township” means the Corporation of The Township of North Dundas.

3.0 APPLICATION OF THIS BY-LAW

- 3.1 The Township By-laws, or portions of Township By-laws, listed in Schedule "A" of this By-law shall be Designated By-laws for the purposes of sections 102.1 and 151 of the Municipal Act and paragraph 3(1)(b) of the Regulation. The attached Schedule "A" sets out the Administrative Penalty, and may include short form language to be used on Penalty Notices, for the contraventions of Designated By-laws.
- 3.2 Schedule "B" of this By-law shall set out Administrative Fees imposed for the purposes of this By-law.
- 3.3 The *Provincial Offences Act, R.S.O. 1990. C.P.33*, as amended, does not apply to a contravention of a Designated By-law.

4.0 PENALTY NOTICE

- 4.1 Every Person who contravenes a provision of a Designated By-law shall, upon issuance of a Penalty Notice, be liable to pay the Township an Administrative Penalty in the amount specified in the attached Schedule "A" to this By-law.
- 4.2 An Officer who has reason to believe that a Person has contravened any Designated By-law may issue a Penalty Notice as soon as reasonably practicable.
- 4.3 A Penalty Notice shall include the following information, as applicable:
 - 4.3.1 The Penalty Notice Date;
 - 4.3.2 A Penalty Notice Number;
 - 4.3.3 The date on which the Administrative Penalty is due and payable, fifteen (15) days from service of the Penalty Notice;
 - 4.3.4 The identification number and signature of the Officer;
 - 4.3.5 The contravention wording as listed in the attached Schedules, or other particulars reasonable sufficient to indicate the contravention;
 - 4.3.6 The amount of the Administrative Penalty;
 - 4.3.7 Such additional information as the Director determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty; and
 - 4.3.8 A statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Township unless cancelled pursuant to Screening Review of Hearing process.
- 4.4 In addition to the service methods provided in Section 8.0 "Service of Documents" of this By-law, an Officer may serve the Penalty Notice of a Person by:
 - 4.4.1 Affixing it to the vehicle in a conspicuous place at the time of a parking or traffic-related contravention; or
 - 4.4.2 Delivering it personally to the Person,
 - 4.4.2.1 When relating to a parking or traffic-related contravention, the Person having care and control of

the vehicle at the time of the contravention, within seven (7) days of the contravention; or

4.4.2.2 For all other contraventions, within thirty (30) days of the contravention.

- 4.5 No Officer may accept payment of an Administrative Penalty or Administrative Fee.
- 4.6 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Township any applicable Administrative Fee(s) as specified in the attached Schedule "B" to this By-law.

5.0 VOLUNTARY PAYMENT OF PENALTY NOTICE

- 5.1 Where a Penalty Notice has been paid, the Penalty Notice shall not be subject to any further review.
- 5.2 A Penalty Notice shall be deemed to have been paid when the amount and all fees prescribed in Schedule "B" have been paid.

6.0 REVIEW BY A SCREENING OFFICER

- 6.1 A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, as defined in Section 4.3.3, and in accordance with the process set out in Section 6.4.
- 6.2 If a Person has not requested a Review by a Screening Officer on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Director extend the time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, in accordance with the process set out in Section 6.4.
- 6.3 A Person's right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date, at which time:
 - 6.3.1 The Person shall be deemed to have waived the right to request a Review by a Screening Officer or request an extension of time for a Screening Review;
 - 6.3.2 The Administrative Penalty shall be deemed to be confirmed; and
 - 6.3.3 The Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 6.4 A Person's Request for a Review by Screening Officer or request for an extension of time to request a Review by a Screening Officer shall be exercised by a submission by email, mail or fax transmission, using the Request for Review Form, attached hereto as Schedule "D", and in accordance with the directions included therein.
 - 6.4.1 Requests for a Review by a Screening Officer that are not in the prescribed format shall be deemed to be invalid.

- 6.5 A Request for Review by a Screening Officer or request for an extension of time to request a Review by a Screening Officer shall be served in accordance with the provisions of Section 8.5 of this By-law.
- 6.6 A Request for Review by a Screening Officer or a request for an extension of time to request a Review by a Screening Officer shall only be scheduled by the Director if the Person makes the request on or before the dates established by Sections 6.1 or 6.2 of this By-law.
- 6.7 The Director may grant a request to extend the time to request a Review by a Screening Officer where the Person demonstrates, to the satisfaction of the Director in their sole discretion, that the existence of extenuating circumstances prevented the filing of the request within the prescribed timeline.
- 6.8 Where an extension of time to request a Review by a Screening Officer is not granted by the Director, the Administrative Penalty and any applicable Administrative Fee(s) shall be deemed to be confirmed. Notice of this decision will be provided by the Director to the Person in accordance with Section 8.0.
- 6.9 Where an extension of time to request a Review by a Screening Officer is granted by the Director, or when a Review by a Screening Officer has been requested in accordance with this Section, confirmation of said extension or receipt of said request shall be provided in accordance with Section 8.0.
- 6.10 On a Review by a Screening Officer of an Administrative Penalty, the Township will direct that the Review by a Screening Officer to proceed by way of a written screening unless, in the Township's discretion, an in-person or telephone appointment is required.
- 6.11 Where a Person fails to provide requested documentation in accordance with a request by a Screening Officer:
 - 6.11.1 The Person shall be deemed to have abandoned the request for a Review by a Screening Officer of the Administrative Penalty;
 - 6.11.2 The Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed;
 - 6.11.3 The Administrative Penalty shall not be subject to any further review, including a review by any Court; and
 - 6.11.4 The Person shall pay to the Township the Administrative Penalty, and any other applicable Administrative Fee(s).
- 6.12 On a Review by a Screening Officer of an Administrative Penalty, the Screening Officer may:
 - 6.12.1 Affirm the Administrative Penalty if the Person has not established on a balance of probabilities that the Designated By-law(s) was not contravened as described in the Penalty Notice; or
 - 6.12.2 Cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), where, in the sole discretion of the Screening Officer, doing so would maintain the general intent and purpose of the Designated By-law, and/or any of the following circumstances exist:
 - 6.12.2.1 Defective form or substance on the Penalty Notice;

6.12.2.2 Service of the Penalty Notice did not occur in accordance with Section 8.0; or

6.12.2.3 Undue financial hardship.

6.13 After a Review by Screening Officer, the Screening Officer shall issue a Screening Decision to the Person, delivered in accordance with Section 8.0 of this By-law.

6.14 A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

7.0 REVIEW BY A HEARINGS OFFICER

7.1 A Person may Request for a Review by Hearings Officer within thirty (30) days of issuance of a Screening Decision in accordance with By-law No. 2020-63, as amended from time to time (the "Screening and Hearings Officer By-law").

7.2 If a Person has not requested a Review by Hearings Officer on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Director extend the time to Request for a Review by Hearings Officer to a date that is no later than forty-five (45) days after the Screening Decision date, in accordance with the process set out in Section 7.4.

7.3 A Person's right to request an extension of time to Request for a Review by a Hearings Officer expires, if it has not been exercised, on or before forty-five (45) days after the Screening Decision date, at which time:

7.3.1 The Person shall be deemed to have waived the right to request a Review by a Hearings Officer or request an extension of time for a Review by a Hearings Officer;

7.3.2 The Screening Decision shall be deemed to confirmed; and

7.3.3 The Administrative Penalty shall not be subject to any further review, including a review by any Court.

7.4 A Person's Request for a Review by a Hearings Officer or request for an extension of time to request a Review by a Hearings Officer is exercised by a submission by email, mail or fax transmission, using the Request for Review Form, attached hereto as Schedule "C", and in accordance with the directions included therein.

7.4.1 Requests for a Review by a Hearings Officer that are not in the prescribed format shall be deemed to be invalid.

7.5 A Request for a Review by a Hearings Officer or request for an extension of time to request a Review by a Hearings Officer shall be served in accordance with the provisions of Section 8.5 of this By-law.

7.6 A Request for a Review by a Hearings Officer or a request for an extension of time to request a Review by a Hearings Officer shall only be scheduled by the Director if the Person makes the request on or before the dates established by Sections 7.1 or 7.2 of this By-law.

7.7 The Director may grant a request to extend the time to request a Review by Hearings Officer only where the Person demonstrates, to the

satisfaction of the Director in his/her sole discretion, that they were not served in accordance with Section 8.0 of this By-law.

- 7.8 Where an extension of time to request a Review by Hearings Officer is granted by the Director, or when a Review by Hearings Officer has been requested in accordance with this Section, a Notice of a Hearing will be provided in accordance with Section 8.0 of this By-law.
- 7.9 Where a Person fails to appear at the time and place scheduled for a Hearing:
 - 7.9.1 The Person shall be deemed to have abandoned the Request for a Review by a Hearings Officer;
 - 7.9.2 The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
 - 7.9.3 The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and
 - 7.9.4 The Person shall pay to the Township a Hearing Non-appearance Fee, Late Payment Fee, MTO Fee if applicable and any other applicable Administrative Fee(s).
- 7.10 A Review by a Hearings Officer *de novo* shall be conducted in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended, and Screening and Hearings Officer By-law No. 2020-63, as amended from time to time.
- 7.11 The parties to a Review by a Hearings Officer shall be the Person seeking review and the Township, who may attend through the Director, a Screening Officer, an Officer, the Township Solicitor, or a delegate of any of the above persons.
- 7.12 Any information contained in the Penalty Notice is admissible in evidence as proof of the facts certified in it, in the absence of evidence to the contrary. If a Person wishes to challenge the facts contained in the Penalty Notice, they shall mark the Request for Review Form accordingly.
- 7.13 Upon the conclusion of a Review by a Hearings Officer, the Hearings Officer may:
 - 7.13.1 Confirm the Screening Decision; or
 - 7.13.2 Cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - 7.13.2.1 Where the Person establishes on a balance of probabilities that the Designated By-law(s) as described in the Penalty Notice was not contravened; or
 - 7.13.2.2 Where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue financial hardship.
- 7.14 A Hearings Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

7.15 After a Review by a Hearings Officer is complete, the Hearings Officer shall issue a Hearing Decision to the Person, and deliver it in accordance with the Hearings Officer By-law.

7.16 The decision of a Hearings Officer is final.

8.0 SERVICE OF DOCUMENTS

8.1 Any notice or decision, including a Penalty Notice, made pursuant to this By-law, when served in any of the following ways, is deemed effective:

- 8.1.1 Immediately, when a copy is delivered by personal service to the Person to whom it is addressed or, in the case of a Penalty Notice relating to a parking or traffic-related contravention, by affixing it to the vehicle in a conspicuous place at the time of the contravention;
- 8.1.2 On the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the Person's last known address;
- 8.1.3 Immediately upon the conclusion of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
- 8.1.4 Immediately upon sending a copy by electronic mail (i.e. email) to the Person's last known electronic mail address.

8.2 For the purposes of subsections 8.1.2, 8.1.3 and 8.1.4 of this By-law, a Person's last known address, facsimile number, and electronic mail address includes an address, facsimile number and electronic mail address provided by the Person to the Township as may be required by a form, practice or policy under this By-law.

8.3 If a notice document that is to be given or delivered to a Person under this By-law is mailed to the Person at the Person's last known address appearing on the records of the Township as part of a proceeding under this By-law, or sent electronically to an email address that was provided by the Person, there is a presumption that the notice or document is given or delivered to the Person.

8.4 A Person shall keep their contact information for service current by providing any change in address, facsimile, or electronic mail address to the Director, immediately. Failure to comply with this section shall be considered by the Director when a person makes a request for an extension of time to Request a Review by a Screening Officer pursuant to Section 6.2 or a Request for a Review by a Hearings Officer pursuant to Section 7.4.

8.4.1 Absent extenuating circumstances, the Director shall not grant an extension of time on the basis that a Person did not receive notice where that Person has failed to keep their contact information up to date as required by this part.

8.5 Where this By-law requires service by a Person on the Township, service shall be addressed to the Director, and shall be deemed effective:

8.5.1 Immediately, when a copy is delivered by personal service to the Director at the location prescribed on the applicable form or notice;

- 8.5.2 On the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the location prescribed on the applicable form or notice; or
- 8.5.3 Immediately, with respect to electronic mail or upon the conclusion of a copy by facsimile transmission to the facsimile number listed on the applicable form or notice.

9.0 ADMINISTRATION

- 9.1 The Director shall administer this By-law and establish any additional practices, policies and procedures necessary to implement this By-law and may amend such practices, policies and procedures from time to time as the Director deems necessary, without amendment to this By-law.
- 9.2 The Director shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notices from time to time as the Director deems necessary, without amendment to this By-law.
- 9.3 Any Administrative Fee(s) prescribed within Schedule "B" of this By-law shall be added to and be deemed part of the penalty amount unless otherwise rescinded by the Hearings Officer.
- 9.4 Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable, the Person shall pay to the Township a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).
- 9.5 Where a Person makes payments to the Township of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument or credit card, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Township the NSF Fee set out in the Township's Fee By-law.
- 9.6 An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Township owed by the Person.
- 9.7 Where an Administrative Penalty, and any applicable Administrative Fee(s) or Late Payment Fee(s), are not paid by the date on which they are due and payable, the Township shall enforce the payment of such fees in accordance with the applicable legislation and regulations, including but not limited to the ability to notify the Registrar of Motor Vehicles, resulting in plate denial. At the time that plate denial is requested a plate denial fee will be added in accordance with Schedule "B" of this By-law and shall be added to the total debt owed to the Township.
- 9.8 Where an Administrative Penalty is cancelled by a Screening Officer or Hearings Officer, any Administrative Fee(s) are also cancelled.
- 9.9 An Authorized Representative is permitted to appear on behalf of a Person at a Review by a Hearings Officer, or to communicate with the Township on behalf of a Person in accordance with a written authorization satisfactory to the Director.
- 9.10 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

9.11 A Person claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the Director, the Screening Officer or the Hearings Officer, as applicable.

9.12 Any Schedule attached to this By-law forms part of this By-law.

10.0 SEVERABILITY

10.1 Should any provision, or any part of a provision, of this By-law be declared invalid, or to be of no force and effect by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-law, and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

11.0 INTERPRETATION

11.1 The provisions in Part VI of the *Legislation Act*, 2006, S.O. 2006, c.21, Schedule F, shall apply to this By-law.

11.2 Where words and phrases used in this By-law are defined in the Highway Traffic Act, but not defined in this By-law, the definitions in the Highway Traffic Act shall apply to such words and phrases.

12.0 EFFECTIVE DATE

12.1 This By-law shall come into force and effect on February 1, 2021.

13.0 REPEAL

13.1 That the section "Parking and Traffic By-law Set fines for use Part II" in Schedule "A" of By-law No. 40-2002 is hereby repealed on the 1st day of February, 2021.

READ in Open Council a first time this 10th day of December, 2019.

READ a second and third time, and passed in Open Council, signed and sealed this 8th day of December, 2020.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2019-43

SCHEDULE “A”
List of Designated By-laws

| APPENDIX | BY-LAW | DATE ADDED |
|-----------------|-------------------------------|-------------------|
| 1 | Parking By-law No. 25-2001 | 8 December 2020 |
| 2 | Fire Route By-law No. 26-2001 | 8 December 2020 |

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2019-43

SCHEDULE “A”
Appendix 1
Designated Provisions for Parking By-law No. 25-2001

1. For the purposes of Section 3.0 of this By-law, Column 2 in the following table lists the provisions in the Designated By-law identified in the Schedule, as amended.
2. Column 1 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
3. Column 3 in the following tables sets out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 2.

| Item | Column 1 | Column 2 | Column 3 |
|------|--|------------------|----------|
| | Short Form Wording | Defining Section | Set Fine |
| 1 | Park facing wrong direction - raised curb | Section 5.1.1 | \$35.00 |
| 2 | Stop facing wrong direction | Section 5.1.1 | \$35.00 |
| 3 | Park more than 15cm from curb | Section 5.1.1 | \$35.00 |
| 4 | Stop more than 15cm from curb | Section 5.1.1 | \$35.00 |
| 5 | Park vending vehicle as to obstruct traffic | Section 6 | \$35.00 |
| 6 | Park (heavy truck/trailer/bus) on highway in excess of 2 hours | Section 7 | \$35.00 |
| 7 | Park in posted “no parking” zone | Section 8 | \$35.00 |
| 8 | Park within 3 m of intersection | Section 9.1 | \$35.00 |
| 9 | Park within 3 m of fire hydrant | Section 9.2 | \$35.00 |
| 10 | Park in front of (laneway/driveway) | Section 9.3 | \$35.00 |
| 11 | Park within 1.5 m of (laneway/driveway) | Section 9.3 | \$35.00 |
| 12 | Park - obstruct vehicle use of (laneway/driveway) | Section 9.4 | \$35.00 |
| 13 | Park - prevent removal of previously parked vehicle | Section 9.5 | \$35.00 |
| 14 | Park for purpose of displaying vehicle for sale | Section 9.6 | \$35.00 |
| 15 | Park for purpose of greasing vehicle | Section 9.7 | \$35.00 |
| 16 | Park for purpose of repairing vehicle | Section 9.7 | \$35.00 |
| 17 | Park on travelled portion of roadway 6m or less in width | Section 9.8 | \$35.00 |

| | | | |
|----|--|----------------|---------|
| 18 | Park on driveway within 1 m of sidewalk | Section 9.9 | \$35.00 |
| 19 | Park on driveway within 2 m of roadway no sidewalk | Section 9.9 | \$35.00 |
| 20 | Park on part of sidewalk | Section 9.10 | \$35.00 |
| 21 | Park within intersection | Section 9.11 | \$35.00 |
| 22 | Park on bridge | Section 9.12 | \$35.00 |
| 23 | Park obstruct traffic | Section 9.13 | \$35.00 |
| 24 | Park in front of main entrance to (hotel/hospital/nursing home/theatre/public building) | Section 9.14 | \$35.00 |
| 25 | Park in front of emergency exit from (hotel/hospital/nursing home/theatre/public building) | Section 9.14 | \$35.00 |
| 26 | Park in contravention of traffic control device | Section 9.15 | \$35.00 |
| 27 | Park - interfere with (snow/ice) removal | Section 10.1 | \$45.00 |
| 28 | Park - interfere with clearing of snow | Section 10.1 | \$45.00 |
| 29 | Park - interfere with highway cleaning operation | Section 10.2 | \$45.00 |
| 30 | Park in no parking area during prohibited times and days | Section 11 | \$35.00 |
| 31 | Stop on part of sidewalk | Section 12.2.1 | \$35.00 |
| 32 | Stop within intersection | Section 12.2.2 | \$35.00 |
| 33 | Stop within crosswalk | Section 12.2.2 | \$35.00 |
| 34 | Stop within school crosswalk zone between 7:00AM and 5:00PM | Section 12.2.8 | \$35.00 |
| 35 | Stop adjacent to excavation - impede traffic | Section 12.2.3 | \$35.00 |
| 36 | Stop adjacent to obstruction - impede traffic | Section 12.2.3 | \$35.00 |
| 37 | Stop beside stopped vehicle | Section 12.2.4 | \$35.00 |
| 38 | Stop beside parked vehicle | Section 12.2.4 | \$35.00 |
| 39 | Stop upon bridge | Section 12.2.5 | \$35.00 |
| 40 | Stop within 30m approach side of railway crossing | Section 12.2.6 | \$35.00 |
| 41 | Stop within 15m leaving side of railway crossing | Section 12.2.7 | \$35.00 |
| 42 | Stop within pedestrian crossover | Section 13.2.1 | \$35.00 |
| 43 | Stop within pedestrian crossover zone | Section 13.2.2 | \$35.00 |

| | | | |
|----|---|----------------|----------|
| 44 | Stop within turning basin of cul de sac | Section 13.2.3 | \$35.00 |
| 45 | Stop in no stopping area | Section 14.1 | \$35.00 |
| 46 | Park in excess of posted time limits | Section 16.1 | \$35.00 |
| 47 | Park in excess of 3 hours | Section 16.2 | \$35.00 |
| 48 | Park within 300m of previous parking space within 1 hour | Section 16.3 | \$35.00 |
| 49 | Park - prohibited on highway between 11:00PM and 7:00AM | Section 16.4 | \$35.00 |
| 50 | (Stop/stand/park) - other than within angled parking space | Section 17.1 | \$35.00 |
| 51 | (Stop/stand/park) - in angle parking space - improper angle | Section 17.2 | \$35.00 |
| 52 | Park in angled parking space - vehicle front not at curb | Section 17.3 | \$35.00 |
| 53 | Park in angled parking space - vehicle front not at edge of roadway | Section 17.3 | \$35.00 |
| 54 | Park in accessible parking space (for persons with a disability) without permit | Section 22.1 | \$300.00 |
| 55 | Park on a barricaded highway | Section 25 | \$35.00 |
| 56 | Park within 90m from fire scene | Section 27.1 | \$75.00 |
| 57 | Park within 90m from fire apparatus | Section 27.1 | \$75.00 |
| 58 | Park within 90m from fire fighting equipment | Section 27.1 | \$75.00 |
| 59 | Unauthorized parking on private property | Section 57 | \$35.00 |
| 60 | Park on Corporation property in a no parking area | Section 59 | \$35.00 |
| 61 | Park on Corporation property in a reserved area | Section 60 | \$35.00 |
| 62 | Park on Corporation property in excess of posted time limits | Section 61 | \$35.00 |
| 63 | (Park/stop) on Corporation property in a loading zone | Section 62 | \$35.00 |

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2019-43

SCHEDULE “A”
Appendix 2

Designated By-law Provisions for Fire Route By-law No. 26-2001

- 1. For the purposes of Section 3 of this By-law, Column 1 in the following table lists the provisions in the Fire Route By-law No. 26-2001, as amended, that are hereby designated for the purposes of 3(1)(b) of the Regulation.
- 2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

| Item | Column 1 | Column 2 | Column 3 |
|------|---------------------------------|------------------|----------|
| | Short Form Wording | Defining Section | Set Fine |
| 1 | Park in a designated Fire Route | Section 4 | \$35.00 |

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2019-43**

**SCHEDULE “B”
Administrative Fees**

| ITEM | FEE |
|---|----------|
| MTO Search Fee | \$10.00 |
| Late Payment Fee | \$25.00 |
| NSF Fee | \$25.00 |
| Hearing Non-appearance Fee | \$100.00 |
| Plate Denial Request Fee | \$22.00 |
| Note: Fees listed in Schedule “B” to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable. | |

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2019-43

SCHEDULE “C”
Request for a Review Form



Township of North Dundas
636 St. Lawrence Street, P.O. Box 489
Winchester, ON, K0C 2K0
T: (613) 774-2105 | F: (613) 774-5699
www.northdundas.com

REQUEST FOR A REVIEW BY A
SCREENING OR HEARINGS OFFICER

Applicants are responsible for the completion and content of this form

| Penalty Notice Recipient | | |
|--------------------------|-------------|-----------------|
| Name (first and last) | | Home Telephone |
| Address | | Other Telephone |
| City | | Fax Number |
| Province | Postal Code | Email Address |

| Penalty Notice Information (Infraction) | | |
|--|--------------|--|
| Please provide the information found on the Penalty Notice | | |
| Penalty Notice No. | Penalty Date | Plate Number or Name on Penalty Notice |
| Location where the Infraction Occurred | | |
| Offence | | Section Number |

| Type of Request |
|--|
| <input type="checkbox"/> Review by a Screening Officer to dispute Penalty Notice received |
| <input type="checkbox"/> Review by a Hearings Officer to dispute Decision of a Screening Officer |

| Reason for Review (you are required to provide specific reason(s)) |
|---|
| <ul style="list-style-type: none">▪ Please provide a factual and detailed explanation of your reason(s) for your request▪ If you wish to support your request with images or other documentation, please attach them to this request▪ The Screening or Hearing Decision will be sent to you |
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| Continued on next page. |

...continuation of Schedule “C” to By-law No. 2019-43
Request for a Review Form

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|---|-------------------|
| Continued from page 1. | |
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| | |
| Attachment(s) included (please check relevant box): <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Statement of Penalty Notice Recipient | |
| I represent and warrant that: <ul style="list-style-type: none">▪ I am the registered owner of the vehicle (for Parking Penalty Notices only); or▪ I am the person named on the Penalty Notice (for Non-Parking Penalty Notices Only);▪ I acknowledge that if I fail to appear and to remain at my scheduled In-Person Hearing until my matter has been determined by the Hearings Officer, I will be deemed to have abandoned my request for a Hearing, the Administrative Penalty will be affirmed, and I will be liable for any additional Administrative Fees; and▪ I have read and understand the conditions of this application. | |
| Signature | Date |
| Instructions for Submitting Request for Review Form | |
| Please submit your completed for to the Township of North Dundas by: <ul style="list-style-type: none">a) Regular letter mail to: P.O. Box 489, 636 St. Lawrence St, Winchester, ON K0C2K0b) Email scanned copy to: AMPSappeals@northdundas.comc) Facsimile (Fax) to: 613-774-5699d) In person at: 636 St. Lawrence St, Winchester, ON K0C2K0 | |
| INTERNAL USE ONLY | |
| Application Received Date: | |
| Decision Date: | |
| Date Owner Notified: | |
| Notification by: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person | |
| Officer's Name: | Signature: |
| Personal information contained on this form is collected and will be used for the purpose of administering the Township's AMPS By-law. Questions about this collection should be directed to the Township of North Dundas Clerk at 613-774-2105. | |
| 2 of 2 | |



| ACTION REQUEST – Planning Building and Enforcement | |
|--|---|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | By-law No. 2020-60 Part Lot Control (Moderna) |

RECOMMENDATION:

THAT By-law No. 2020-60, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 8th day of December, 2020

BACKGROUND:

The applicant, Moderna Homes Design, wishes to exempt Lots 8, 9 and 10 within Registered Plan 8M-12 from Part Lot Control to divide the existing lots into six (6) lots to permit the individual sale of semi-detached dwellings.

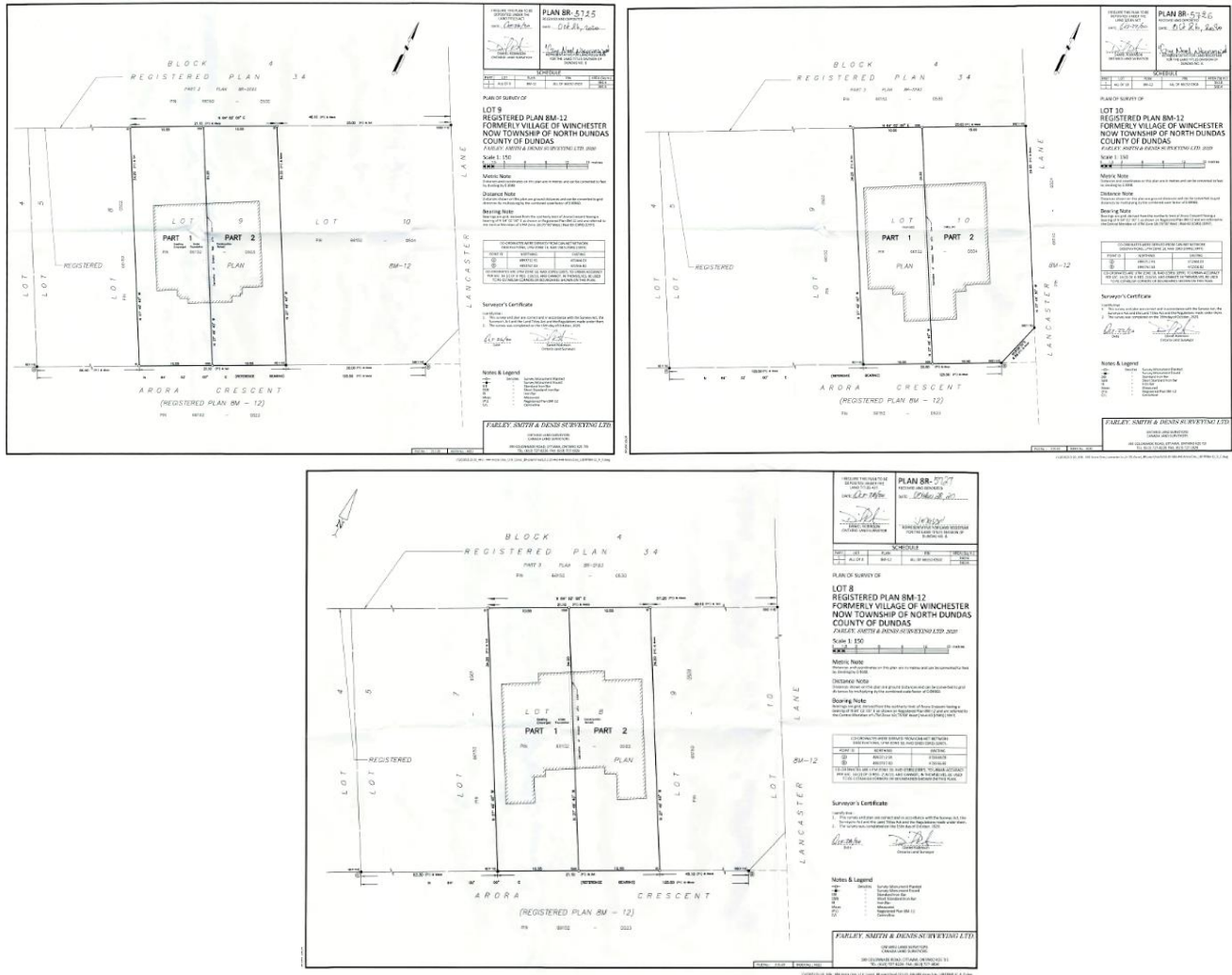
As this application is related to lots that are within an approved plan of subdivision, the Township is able to proceed with the removal of Part Lot Control as opposed to proceeding with a consent (severance process through the United Counties of SD&G). Part lot control enables the quick division of a lot for semi-detached dwellings and townhomes to be parceled off and sold individually.

**Section 50 – Planning Act, R.S.O 1990**

- (7) *Despite subsection (5), the council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such registered plan or plans of subdivision or parts of them as are designated in the by-law.*

If approved, the By-law will be sent to the United Counties of Stormont, Dundas and Glengarry for final approval.

Attached below are copies of the surveys submitted by the applicant.



OPTIONS AND DISCUSSION:

1. **Adopt the resolution as presented** – recommended. Once approved, the By-law will be sent to the United Counties for stamping.
2. **Do nothing** – not recommended. Lots 8, 9 and 10 would have to go through the lengthier severance process to be divided and sold as individual semi-detached dwellings.
3. **Refuse the request** – not recommended. Same as option 2.

FINANCIAL ANALYSIS:

No impact at this time. If approved, this could increase the residential tax assessment.

OTHERS CONSULTED:

Chief Building Official
Applicant

ATTACHMENTS:


Draft By-law No. 2020-60

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. 2020-60

EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received a site-specific application to exempt three (3) lots from Part Lot Control.

The areas affected by this By-law are described as Lots 8, 9 and 10, within Registered Plan 8M-12, in the former Village of Winchester, now the Township of North Dundas.

If adopted, the subject lands will be exempt from Part Lot Control as described in Section 50(5) of the *Planning Act*, R.S.O. 1990, as amended, and will permit the splitting and sale of a semi-detached dwelling.

The subject lands are not the subject of any other application under the Planning Act.

APPLICANT:

Moderna Homes Design Inc.
210 Stonewalk Way
Kinburn, Ontario

Affected Parcels:

Roll Number: 0511-018-003-28020
PIN: 661520502

Roll Number: 0511-018-003-28021
PIN: 661520503

Roll Number: 0511-018-003-28022
PIN: 661520504

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-60

Being a By-law to Exempt Certain Lands from Part Lot Control

WHEREAS Section 50(5) of the *Planning Act*, R.S.O. 1990, as amended, established Part Lot Control over all lands within plans of subdivision registered before or after the coming into force of said section;

AND WHEREAS Section 50(7) authorizes a municipality to provide a By-law that Part Lot Control does not apply to land that is within such registered plans or parts thereof, and that an expiry date may be specified in the By-law which can be extended prior to the expiration of the time period;

AND WHEREAS the Council of The Corporation of the Township of North Dundas deems it advisable to exempt Lots 8, 9 and 10 within Registered Plan No. 8M-12 in the former Village of Winchester, now the Township of North Dundas, County of Dundas, from Part Lot Control to permit the splitting and sale of a semi-detached dwellings, together with, and subject to any easements for access and maintenance.

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

- 1.0** Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, as amended, shall not apply to Lots 8, 9 and 10 on Registered Plan No. 8M-12 in the former Village of Winchester, now the Township of North Dundas.
- 2.0** This By-law shall be effective only to the extent necessary to permit:
 - 2.1** The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged;
 - 2.2** Individual dwelling units, together with their appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
 - 2.3** Any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit.
- 3.0** No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this By-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, as amended.
- 4.0** This By-law shall come into force upon approval and shall expire on December 8th, 2022, unless the Council of The Corporation of The Township of North Dundas has provided an extension by amendment to this By-law prior to its expiry.

READ and passed in Open Council, signed and sealed this 8th day of December, 2020.

MAYOR

CLERK



| ACTION REQUEST – Planning Building and Enforcement | |
|---|--|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | Purchase and Sale Agreement By-law - Wylie Creek Estates Subdivision |

RECOMMENDATION:

THAT By-law No. 2020-61, being a By-law to authorize the Mayor and Clerk to enter into a Subdivision Purchase and Sale Agreement between the Township of North Dundas and Ian Drew Enterprises Limited, be read and passed in Open Council, signed and sealed this 8th day of December, 2020.

EXECUTIVE SUMMARY:

The Subdivision Agreement has been signed (Authorized by By-law No. 2017-33) between Ian Drew Enterprises Ltd. and the Township for Part of Lot 7, Concession 9 former Township of Mountain; the property located in the northeasterly part of Hallville (SDG File 03-ND-S/2014). It is our understanding that the Registry Office wants the Covenants (purchase and sale covenants) typically contained in Schedule “O,” moved out of the Subdivision Agreement and into a separate agreement. The attached By-law is to authorize the Mayor and Clerk to sign said agreement for the aforementioned subdivision. This will simplify covenants for purchasers in the future and match what the City of Ottawa is doing.

BACKGROUND:

As noted above, moving the purchase and sale covenants to a separate document will provide clarity for those who purchase a lot or dwelling in a subdivision. Previously, these covenants were buried in Schedule “O”, and not always shared with a buyer. This way, there is a clear list available of the covenants applicable to owners, and subsequent owners within the subdivision. These covenants include items like: paving the driveway; maintaining the drainage and not altering the grading and drainage; planting and maintaining a tree; the prohibition of heat pumps; mail delivery by a Community Mailbox; school board covenants; “no touch” setbacks required from Wylie Creek; Development Charges payable at the time of obtaining a building permit; etc. A total of 31 covenants have been included (see attached).

OPTIONS AND DISCUSSION:

- 1. Approve By-law No. 2020-61, to authorize the signing of the subdivision purchase and sale agreement** – Recommended. This will clarify covenants for purchasers and owners of individual properties within the Wylie Creek Estates Subdivision.
- 2. Refuse the by-law** – Not recommended. The attached covenants may be missed by purchasers and owners of individual properties within the subdivision.
- 3. Do nothing** – Not recommended.

FINANCIAL ANALYSIS:

Once the subdivision is registered, along with the agreements, the property will be reassessed by the Municipal Property Assessment Corporation (MPAC) which will generate additional tax revenue for the Counties, the Township and School Boards. Once the roads are constructed, building permits can be issued; thereby generating further additional revenue.

OTHERS CONSULTED:

Ian Drew, Ian Drew Enterprises Limited
Solicitor for Ian Drew Enterprises Limited
Township Engineer
City of Ottawa
WJ Johnston Surveying
South Nation Conservation Authority
Department of Transportation and Planning Services, SDG Counties

ATTACHMENTS:

Draft By-law No. 2020-61
Subdivision Purchase and Sale Agreement

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. 2020-61

Being a By-law to authorize the Mayor and Clerk to enter into a Subdivision Purchase and Sale Agreement between the Township of North Dundas and Ian Drew Enterprises Limited.

WHEREAS Section 51(26) of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, enables a municipality to enter into agreements imposed as a condition to the approval of a Plan of Subdivision;

AND WHEREAS the Council of the former Township of Mountain passed By-law No. 79-6, being a By-law to regulate the use of land and the use and erection of buildings and structures pursuant to Section 34 of the Planning Act for the subject property;

AND WHEREAS the Council of the Township of North Dundas deems it necessary and in the public interest to enter into a Subdivision Purchase and Sale Agreement with Ian Drew Enterprises Limited, being the owner of lands described as Part of Lot 7, Concession 9, former Township of Mountain, now the Township of North Dundas, County of Dundas, being Part of Part 1 and Parts 2 and 3 on Reference Plan 8R-3921 and registered in the Land Registry Office for the Land Registry Division of Dundas (No. 8) at Morrisburg, Ontario;

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

1. That the Mayor and Clerk are hereby authorized to sign a Subdivision Purchase and Sale Agreement with Ian Drew Enterprises Limited, a copy of which is attached hereto as Schedule "A", and is hereby declared to form part of this By-law.
2. That this By-law shall come into force and take effect on the date of its final passing.

READ and passed in Open Council, signed and sealed this 8th day of December, 2020.

MAYOR

CLERK

CS

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-61

SCHEDULE “A”

WYLIE CREEK ESTATES

SUBDIVISION PURCHASE AND SALE

AGREEMENT

(Ian Drew Enterprises Limited)

THIS AGREEMENT made pursuant to subsection 51(26) of the *Planning Act*, on the 8th day of December, 2020.

BETWEEN:

IAN DREW ENTERPRISES LTD.

(Hereinafter referred to as the "Owner")

OF THE FIRST PART

AND:

TOWNSHIP OF NORTH DUNDAS

(Hereinafter called the "Township")

OF THE SECOND PART

WHEREAS the Owner and the Township have entered into a Subdivision Agreement with respect to development by way of a Plan of Subdivision registered in the Land Registry Office for the Land Titles Division of Ottawa-Carleton (No.4) Ottawa on the day of , 2020, bearing registration number 8M-___ and more particularly described in Schedule "A" hereto annexed.

AND WHEREAS to assure that certain covenants contained in the Subdivision Agreement come to the attention of all future individual owners of property in the subdivision in a simplified form so that they will be aware of their obligation to honour the covenants of the Subdivision Agreement, where and when each of the said covenants is applicable, the parties have agreed to enter into this Agreement.

AND WHEREAS the Owner and the Township have agreed to certain matters hereinafter expressed relating to the planning, development and phasing of the said Subdivision, and Township Council passed By-law No. 2017-33 on August 16, 2017 authorizing the signing of a subdivision agreement;

AND WHEREAS the Council of The Corporation of the Township of North Dundas passed By-law No. 2020-61 on December 6, 2020 authorizing the signing of this agreement;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of One (\$1.00) Dollar of lawful money of Canada and the mutual covenants hereinafter expressed, the Township and the Owner covenant and agree as follows:

1. The Owner or any subsequent owner of any lot or block within the subdivision shall include the following provisions in any agreement of purchase and sale:

The Owner agrees that all purchase and sale agreements for the whole or any part of a lot/block on the Plan of Subdivision shall contain the following clauses which shall be incorporated in all Transfers/Deeds from the Owner so that the clauses shall be covenants running with the lands for the benefit of the lands in the Subdivision:

- (a) The Transferee, for himself, his heirs executors, administrators, successors and assigns, covenants and agrees that should damage be caused to any of the Works in this Subdivision by any action or the lack of any action whatsoever on the part of the Transferee, the Director of Planning, Building and Enforcement may serve notice to the Transferee to have the damage repaired and if such notification be without effect for a period of two clear days after such notice, the Director of Planning, Building and Enforcement may cause the damage to be repaired and shall recover the costs of the repair plus the Management Fee, under Section 446, of the *Municipal Act, 2001* in like manner as municipal taxes.

- (b) The Transferee, for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that he will not commence construction of any buildings unless,
- (i) a building permit has been issued;
 - (ii) all requirements with respect to underground Works, road base granulars and first lift of asphalt have been carried out on the Roads on which the subject lot fronts;
 - (iii) the Road on which the subject lot fronts has been connected by Roads which are, at a minimum, at a similar stage of completion to the overall Township Road network; and
 - (iv) the whole or such portion of the mass earth moving or general grading deemed necessary by the Director of Planning, Building and Enforcement has been completed and approved.
- (c) The Transferee, for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that the Transferee shall not alter the slope of the lands herein described nor interfere with any drains established on the said lands, except in accordance with the established final Grading and Drainage Plan, and with the written consent of the Director of Planning, Building and Enforcement . Furthermore, the Transferee shall maintain the approved grading and drainage plan, and any corrective Works to alter the grading to re-instate compliance with the approved drainage and lot grading plan must be completed within seven (7) days of a receipt of a written notice from the Township of North Dundas or the Township of North Dundas may complete the Works at the Transferee's expense.
- Furthermore, the Transferee agrees that the Township of North Dundas may enter upon the lands which are the subject matter of this Transfer/Deed for the purposes of inspection or restoration of the established Grading and Drainage Plan and the cost to the Township of North Dundas in performing any restoration work shall be paid to the Township of North Dundas by the owner of the lands upon which such restoration work was performed, such payments to be made within 30 days of demand therefore by the Township of North Dundas and failing payment as aforesaid the cost shall be added to the tax roll as provided by Section 446 of the *Municipal Act, 2001* and collected in like manner as municipal taxes.
- (d) The Transferee for himself, his heirs, executors, administrators, successors, and assigns covenants and agrees that he will plant and maintain at least one deciduous tree having a minimum calliper of 70 mm (2.75") in the front yard of his lot. Further, the Transferee for himself, his heirs, executors, administrators, successors, and assigns, covenants and agrees that he will not plant, nor permit to be planted so far as it is within his capacity to control, on the lands in this transfer nor on any lands adjacent thereto including public lands or road allowances or within 5 metres (16.5 feet) from any hydro electric line, any of the following trees: poplar, alder, aspen, willow or maple trees of the fast growing variety (i.e. Silver and Manitoba) or other species as may be determined by the Director of Planning, Building and Enforcement within the lands to which this Transfer/Deed applies nor adjacent lands in the transferee's ownership.
- (e) The Transferee for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that "No Dumping" of any material (including snow, grass cuttings, construction debris and landscape waste) is permitted on vacant lots or on adjacent lands.
- (f) The Transferee for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that heat pumps, air-conditioning units,

pool filters, sheds and decks are building appurtenances and shall meet the minimum setback requirements established in the Township of North Dundas Zoning By-law.

- (g) The Transferee acknowledges and agrees that heat pumps have not been approved for use in this subdivision and their feasibility should be examined by a qualified hydro-geologist prior to the installation in order to avoid potential problems related to water supply and water quality.
- (h) Permit to Take Water - Ontario Ministry of the Environment
The Transferee for himself, his heirs, executors, administrators, successors and assigns, acknowledges being advised that prior to taking any water from the subsurface, such as would be done for the operation of a heat pump or for filling a swimming pool, the Transferee will need to obtain from the Ontario Ministry of the Environment a Permit to Take Water under Section 34 of the *Ontario Water Resources Act, RSO 1990*, if the taking is for more than 50,000 litres per day (flow) or 50 cubic metres (volume).
- (i) Certificate of Approval - Ontario Ministry of the Environment
The Transferee for himself, his heirs, executors, administrators, successors and assigns acknowledges being advised that prior to discharging to the subsurface, such as would be done for the operation of a heat pump or for emptying a swimming pool, the Transferee will need to obtain from the Ontario Ministry of the Environment a Certificate of Approval under Section 53 of the *Ontario Water Resources Act, RSO 1990*, if the discharge exceeds 10,000 litres per day (flow).
- (j) The Transferee acknowledges that mail delivery shall be to a Community Mailbox adjacent to Lot 10 and/or 11.
- (k) The Transferee of Lot 10 and/or 11 is advised that the Community Mailbox for this subdivision is located adjacent to this lot.
- (l) The Transferee acknowledges and agrees that he shall be responsible for the preparation of a Detailed Lot Grading Plan to the satisfaction of the Township.
- (m) The Owner or Transferee shall retain the services of a Civil Engineer or Ontario Land Surveyor to certify to the Township of North Dundas that the final lot grading is within 0.05 metres of the approved grades on the Grading and Drainage Plan.
- (n) The Transferee acknowledges that he shall submit a Surveyor's Certificate showing the location of the foundation of the building(s) to be in compliance with the Zoning By-law to the Chief Building Official of the Township for approval with respect to all lots forthwith after the completion of the foundation.
- (o) The Transferee shall pave (with asphalt, concrete, interlocking pavers or similar hard surfaces) the driveway, including the portion between the street and lot line, serving each dwelling unit located on any lot or block covered by this Agreement. Such pavement shall be completed within two (2) years from the date of the issuance of the occupancy permit by the Chief Building Officer of the Township of construction of the dwelling unit.
- (p) The Transferee agrees to maintain his lot in the Subdivision in a neat and orderly condition. This maintenance shall include, but not be limited to, the cutting of grass, the removal of noxious weeds and refuse, all to the satisfaction of the Director of Planning, Building and Enforcement of the Township.
- (q) The Transferee acknowledges that pupils residing within the subdivision are

not guaranteed the right to attend the nearest public school. Pupils may be asked to travel to other public schools in accordance with Upper Canada District School Board Policy, as required.

- (r) The Transferee acknowledges and agrees that only drilled wells shall be used for water supply in this development, and that wells shall be drilled to a standard which meets the minimum requirements of the *Ontario Wells Regulation, Ontario Regulation 903*, as amended, and further, that the Well design shall follow Section 7.2 of the Hydrogeology Investigation, Terrain Investigation and Impact Assessment prepared by Golder Associates, as amended (Report No. 12-1127-0118, May 2014).
- (s) The Transferee acknowledges and agrees that each privately drilled well shall be constructed and tested based on the Hydrogeology Investigation, Terrain Investigation and Impact Assessment and in accordance with Ontario Regulation 903. Following completion of the well, a Well Certificate shall be prepared by a qualified Professional to the satisfaction of the Township of North Dundas.
- (t) The Transferee acknowledges and agrees that the Township of North Dundas does not guarantee the quality or quantity of the groundwater. If, at some future date, the quality or the quantity of the groundwater becomes deficient, the Township of North Dundas bears no responsibility, financial or otherwise, to provide solutions to the deficiency, such solutions being the sole responsibility of the homeowner.
- (u) The Transferee acknowledges and agrees that a water quality analysis shall be performed by a certified laboratory at no expense to South Nation Conservation or the Township of North Dundas. The results of the water quality analysis shall be analyzed by a qualified professional with experience in water treatment, whereby appropriate treatment systems are recommended to the well water user. The following elements may require treatment:
 - (i) Well water may be hard to very hard. MOE Procedure D-5-5 (1996) comments that elevated hardness may result in taste, encrustation and a reaction with soap. The procedure lists a water softener for treatment, and notes, "Since water softening results in high sodium levels, a separate tap, which supplies unsoftened water, should be installed for drinking purposes."
 - (ii). Well water may contain elevated levels of hydrogen sulphide. Elevated levels of hydrogen sulfide may result in "rotten egg" odour in the water supply. If the source is sulphur-reducing bacteria, it may be treated through shock chlorination. A chlorinating filtration system (sand or carbon), or aeration system may be used if the gas originates from another source.
 - (iii) Well water may contain slightly elevated levels iron. Elevated iron in water supply may result in staining of fixtures and discolouration of laundry (MOE 1996). Water softeners specifications from some manufacturers indicate the equipment is capable of removing lower concentrations of iron. For higher concentrations, iron treatment systems such as filters or aerators are available.
 - (iv) Methane - Methane gas was detected at the well head at concentrations well below the lower explosive limit for methane gas. It is recommended that existing and future water supply wells be vented to allow the dissipation of methane gas. It is also recommended to routinely test methane concentration at each well head to confirm safe methane concentrations.

- (v) The Transferee acknowledges and agrees that conventional or tertiary sewage treatment systems (where approved by the Township of North Dundas) are suitable for use within the subdivision. The final design of each septic system is by individual site design to the satisfaction of the Township of North Dundas, or its agent, in accordance with Part 8 of the Ontario *Building Code Act, 1992*. The sewage system sizes will be adjusted at the time of individual lot development to reflect the actual size and anticipated daily sewage flows of the home constructed. The area of the envelope must be designated and reserved for use by the sewage system only and must be maintained free of deposits, disposal or operation of any materials, structures or equipment, other than material or equipment required for the construction of the leaching bed within the sewage system envelope, and that the sewage system envelope area for each lot could be increased if the site specific Certificate of Approval inspection for a private sewage system warrants a larger area than specified.
- (w) The Transferee, for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees to insert a clause in all agreements of purchase and sale requiring that the purchaser direct roof leaders and sump pump hoses to a sufficiently large pervious area, all of which shall be to the satisfaction of the Director of Planning, Building and Enforcement.
- (x) The Transferee is advised that sump pumps will be required for the drainage of basements for each home constructed in the subdivision.
- (y) The Transferee for himself, his heirs, executors, administrators, successors and assigns, acknowledges being advised that all roof leaders shall be directed to pervious areas such as lawns to enhance groundwater recharge.
- (z) The Transferee acknowledges and agrees to establish a 15 metre setback from the top of bank of the Wylie Creek Municipal Drain watercourse running along the boundary of Lots 2, 3, 24, 25, and 26. No harmful, alteration, destruction, disturbance or development, including septic system and mantle, sheds decks or pools shall be constructed within this setback. Any interference with the Wylie Creek Municipal Drain watercourse requires prior consent from the Township of North Dundas Drainage Superintendent and South Nation Conservation Authority. In addition, the Transferee is hereby advised that:
 - (i) the purpose of the setback is to protect fish habitat and that the natural vegetation within the setback be retained;
 - (ii) in accordance with s. 35 of the *Federal Fisheries Act*, unauthorized harmful alternation, destruction, or disturbance is prohibited;
 - (iii) any proposed alteration must be reviewed in detail by the South Nation Conservation Authority and may require authorization pursuant to the provisions of the *Federal Fisheries Act*."
- (aa) The Transferee acknowledges and agrees to obtain all necessary permits from South Nation Conservation under *Ontario Regulation 170/06 (Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses)*.
- (bb) The Transferee acknowledges that development charges apply to all lots in the Plan of Subdivision. Development charges are payable at the time of issuance of a building permit.
- (cc) The Transferee acknowledges that some of the side and/or rear yards within this subdivision are used for on-site storage of infrequent storm events. Pool installation and/or grading alterations on some of the lots may not be permitted and/or revisions to the approved Subdivision Stormwater

Management Plan Report may be required to study the possibility of pool installation on any individual lot. The Transferee must obtain approval of the Township of North Dundas prior to undertaking any grading alterations.

- (dd) The Transferee, for himself, his heirs, executors, administrators, successors and assigns covenants and agrees are advised and acknowledge, covenant and agree that:
 - (i) Notwithstanding any provision of the Township of North Dundas Zoning By-law, no structure shall be erected, altered, placed, or permitted to remain on the subject lands or any other lot except:
 - a. a single detached dwelling with accessory buildings as approved by the vendor;
 - b. no dwelling shall be constructed or maintained having less than 1400 square feet minimum finished areas excluding attic, basement, and garage areas;
 - c. no dwelling shall be constructed or maintained having less than 75% brick, or stone exterior front facing finish; and
 - d. no dwelling shall be constructed with less than a two car garage.
 - (ii) These restrictions, conditions, and covenants shall run with and be binding upon the lands as set out herein as part of a general scheme of development.
 - (ee) The Transferees of Lot 12 and Lot 13 acknowledge and agree to conform with the County Road Setback By-law.
2. In these covenants the masculine shall be deemed to include the feminine and the singular shall be deemed to include the plural.
 3. The Owner shall not call into question directly or indirectly, in any proceeding whatsoever, in law or in equity, or before any administrative tribunal, the right of the Township to enter into this agreement and to enforce each and every term, covenant and condition herein contained.
 4. In all respects, if there is any conflict between the provisions of this agreement and the Subdivision Agreement, the provisions of the Subdivision Agreement shall be deemed to prevail.
 5. This Agreement and everything herein contained shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

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IN WITNESS WHEREOF the Owner has hereunto affixed the Corporate Seal of the Company duly attested to by its proper signing officers duly authorized in that behalf.

DATED AT the Township of North Dundas, this __ day of December, 2020.

| | | |
|----------------------|---|-------------------------------------|
| SIGNED AND DELIVERED |) | IAN DREW ENTERPRISES LIMITED |
| |) | |
| in the presence of |) | Per: |
| |) | |
| _____ |) | _____ |
| |) | Owner - Ian Drew |
| |) | |
| |) | I have the authority to bind the |
| |) | Corporation. |
| |) | |

IN WITNESS WHEREOF The Corporation of the Township of North Dundas has hereunto affixed its Corporate Seal duly attested to by its Mayor and Clerk.

DATED AT the Township of North Dundas, this __ day of December, 2020.

| | |
|---|---------------------------------|
|) | THE CORPORATION OF THE |
|) | TOWNSHIP OF NORTH DUNDAS |
|) | |
|) | Per: |
|) | |
|) | _____ |
|) | Mayor - Tony Fraser |
|) | |
|) | |
|) | Per: |
|) | |
|) | _____ |
|) | Clerk – Jo-Anne McCaslin |

SCHEDULE "A"

DESCRIPTION OF THE LANDS TO WHICH THIS AGREEMENT APPLIES

- (a) The whole of Lots 1 to 26 both inclusive, as shown on Plan 8M-____, registered in the Registry Office for the Land Registry Division of Ottawa (No. 4) at Ottawa, Ontario.
- (b) The whole of Blocks 27, 28, 29 and 30 inclusive and as shown on Plan 8M-____, registered in the Land Registry Office for the Land Registry Division of Ottawa (No. 4) at Ottawa, Ontario.
- (c) Streets, namely Wylie Way (Street “A”) and Maurice Street (Street “B”).



| ACTION REQUEST – Planning Building and Enforcement | |
|---|--|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | Joint Dog Pound Agreement and Joint Canine Control Officer Agreement |

RECOMMENDATION:

THAT By-law No. 2020-62, being a By-law to amend By-law No. 2019-14 being a Animal Control Agreement with the Townships of North Stormont and South Stormont, the Municipality of South Dundas, and Kevin Casselman be read and passed in Open Council, signed and sealed this 8th day of December, 2020.

EXECUTIVE SUMMARY:

The Municipality of South Dundas has requested that North Dundas extend the shared dog pound services contract which will expire on December 31, 2020. A two-year extension has been negotiated between Mr. Casselman and the four municipalities. The agreement will continue to share the existing dog pound and equipment between the above-mentioned municipalities; thereby providing cost efficiencies. The Canine Control Officer, who is required to be available 24 hours a day, 365 days a year, has agreed with the proposed 2021/2022 terms. The net effect, with a cost of living increase, should see North Dundas paying about the same for Canine Control Services as previous years with the COLA factored in.

BACKGROUND:

Last month, staff from the four participating municipalities (North and South Stormont and North and South Dundas) met to review the agreement for sharing Canine Control Services. There are two aspects to the agreement:

- 1) the dog pound, equipment, operations and maintenance; and
- 2) canine control services (Officer).

For the past 20 years, the shared dog pound has been under a lease on private property. The operational costs, maintenance, insurance, heat, hydro, capital costs, etc. are split amongst the four municipalities ($\$67,700 \div 4 = \$16,925$). South Dundas will continue to oversee the dog pound operations (located in South Dundas). As the existing dog pound is near the end of its lifecycle, the municipalities are considering new facilities for 2022. The proposed agreement is intended to bridge the gap until a new joint facility is operational.

The Canine Control Officer operates on a monthly standby fee, and is paid hourly on a “per call” basis, plus kilometres driven.

OPTIONS AND DISCUSSION:

1. **Enter into a joint agreement for Canine Control Services for the next two years** – recommended. Sharing pound services is the most cost-effective service delivery model.
2. **Contract with the Township of Russell to use their pound and By-law Enforcement team** - not recommended based on the current joint effort within SD&G.
3. **Tender for a dog pound and canine control services** - not recommended (A Ministry approved pound would be required).

FINANCIAL ANALYSIS:

Sharing dog pound facilities with three other municipalities offers cost efficiencies which are difficult to equal. The costs of the proposed agreement extension will be included in the 2021 budget.

OTHERS CONSULTED:

Township of North Stormont
Township of South Stormont
Municipality of South Dundas
Township of Russell
Canine Control Officer
CAO

ATTACHMENTS:

Animal Control Agreement Extension: By-law No. 2020-62

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. 2020-62

Being a By-law to amend By-law No. 2019-14 being an Animal Control Agreement with the Townships of North Stormont and South Stormont, the Municipality of South Dundas, and Kevin Casselman.

WHEREAS the *Municipal Act, 2001*, as amended, indicates that a municipality may enter into an agreement with one or more municipalities or local bodies, or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their boundaries.

AND WHEREAS the Council of The Township of North Dundas did on the 12th of March, 2019, pass By-law No. 2019-14, being a By-law to enter into an Animal Control Agreement with the Townships of North Stormont and South Stormont, the Municipality of South Dundas, and Kevin Casselman.

AND WHEREAS the Council of The Township of North Dundas deems it desirable to extend the term of the Agreement and amend the operating costs with Kevin Casselman and the Townships of North Stormont, South Stormont, and the Municipality of South Dundas to provide Canine Control Services.

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

- 1.0 That Schedule “A” (Animal Control Agreement) of By-law No. 2019-14, is hereby amended as follows:
 - 1.1 That the term of the Animal Control Agreement be extended from December 31, 2020 to December 31, 2022.
 - 1.2 That Schedule “A” attached to the Animal Control Agreement be rescinded and replaced with Schedule “A” as attached to this By-law.
- 2.0 That all other terms and conditions of Schedule “A” of By-law No. 2019-14 shall remain in effect.
- 3.0. That this By-law shall come into force and take effect on January 1, 2021.

READ and passed in Open Council, signed and sealed this 8th day of December, 2020.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

**BY-LAW No. 2020-62 (amending By-law No. 2019-14)
SCHEDULE “A”**

**ANIMAL CONTROL AGREEMENT
SCHEDULE “A”**

**OPERATING COSTS (4 Municipalities)
(as of January 2020)**

| | | |
|----|---|----------------------------------|
| 1. | Kennel costs include, but not limited to: | |
| | a. | heat |
| | | hydro |
| | | phone |
| | | repairs |
| | | septic clean-out |
| | | snow plowing |
| | | kennel cleaning |
| | | burial costs |
| | | <hr/> |
| | | \$ 65,000.00 |
| | b. | Insurance |
| | | \$ 2,700.00 |
| | c. | WSIB |
| | | \$ 1,700.00 |
| 2. | Stand-by Fee + CPI | \$ 46,531.41 |
| | | (+ CPI in January 2021 and 2022) |
| 3. | Hourly wage | \$20.46/hr. |
| | | (+ CPI in January 2021 and 2022) |
| 4. | Disposal | \$0.00 |
| 5. | Housing (food & kennel stay) | \$0.00 |
| 6. | Mileage | \$0.48/km |



| ACTION REQUEST – Planning Building and Enforcement | |
|---|--|
| To: | Mayor and Members of Council |
| Date of Meeting: | December 8, 2020 |
| Subject: | By-law No. 2020-63 Screening and Hearings Officers |

RECOMMENDATION:

THAT By-law No. 2020-63, being a By-law to provide for a Screening Officer and Hearings Officer to adjudicate Reviews and Appeals of Administrative Penalties be read and passed in Open Council, signed and sealed this 8th day of December, 2020.

BACKGROUND:

The Administrative Monetary Penalty System (AMPS) transfers Parking By-law disputes from the courtroom to the Township through the use of Screening Officers and independent Hearings Officers appointed by Council who will be able to modify, cancel, or affirm penalties. This approach aids in reducing congestion in the courts as well as providing a more local, customer-based service and an accessible dispute resolution system for the Township.

OPTIONS AND DISCUSSION:

- 1. Adopt By-law No. 2020-63** – recommended. This By-law will be required if Administrative Monetary Penalty System By-law No. 2019-43 is adopted.
- 2. Do nothing** – not recommended.

FINANCIAL ANALYSIS:

None

OTHERS CONSULTED:

Municipal Prosecutor

ATTACHMENTS:

By-law No. 2020-63 Screening and Hearings Officer

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. 2020-63

Being a By-law to Provide for a Screening Officer and Hearings Officer to adjudicate Reviews and Appeals of Administrative Penalties.

WHEREAS Sections 8, 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (“Municipal Act, 2001”) authorize The Corporation of the Township of North Dundas to pass by-laws necessary or desirable for municipal purposes;

AND WHEREAS Subsection 102.1 (1) of the *Municipal Act, 2001* provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

AND WHEREAS the Province of Ontario adopted the “Administrative Penalties” Regulation, O.Reg 333/07, pursuant to the *Municipal Act, 2001* which applies to administrative penalties in respect of the parking, standing or stopping of vehicles;

AND WHEREAS, under the *Administrative Penalties Regulation*, a person who receives a Penalty Notice shall have the right to request a review of the administrative penalty by a Screening Officer appointed by the municipality;

AND WHEREAS, under the *Administrative Penalties Regulation*, a person who receives notice of a decision from a Screening Officer shall have the right to a review of the Screening Officer’s decision by a Hearings Officer appointed by the municipality;

AND WHEREAS the Township of North Dundas considers it desirable and necessary to establish the position of a Screening Officer and a Hearings Officer which are required for the operation of the Township’s Administrative Penalty By-law.

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

1.0 SHORT TITLE

1.1 This By-law may be referred to as the “Screening and Hearings Officer By-law.”

2.0 DEFINITIONS

2.1 For the purposes of this By-law, the following definitions shall apply:

“**Administrative Penalty**” means a monetary penalty imposed for a

contravention of a Designated By-law as set out in the Administrative Penalty By-law;

“Administrative Penalty By-law” means the Township’s Administrative Penalty By-law and any schedule thereto, as may be amended from time to time;

“Council” means the Council of the Township of North Dundas;

“Hearings Officer” means a person from time to time appointed by Council pursuant to this By-law;

“Parent” means a person who has demonstrated a settled intention to treat a child as a member of her or his family whether or not that person is the natural parent of the child;

“Penalty Notice” means a notice given to a Person pursuant to section 4 of the Administrative Penalty By-law;

“Person” includes an individual, corporation, partnership or limited partnership;

“Power of Decision” means a power or right, conferred by or under this By-law and the Administrative Penalty By-law, to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any Person:

- (a) in the case of a Screening Officer, in respect of a request to review an Administrative Penalty; and
- (b) in the case of a Hearings Officer, in respect of an appeal of a Screening Decision.

“Regulation” means the Administrative Penalties, Ontario Regulation 333/07;

“Relative” includes any of the following persons:

- (a) Spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;
- (b) Parent;
- (c) Child, including a stepchild and grandchild;
- (d) Siblings and children of siblings;
- (e) Aunt, uncle, niece and nephew;
- (f) In-laws, including mother, father, sister, brother, daughter and son; and

(g) Any person who lives with the person on a permanent basis;

“Screening Decision” means a notice which contains the decision of a Screening Officer;

“Screening Officer” means a person from time to time appointed by Council pursuant to this By-law;

“Spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage; and

“Township” means The Corporation of the Township of North Dundas, or any of its authorized full-time employees.

3.0 SCREENING OFFICER

3.1 The position of Screening Officer is established for the purpose of exercising the Power of Decision in the review of an Administrative Penalty as set out in the Township Administrative Monetary Penalty System By-law.

3.2 The Screening Officer shall have all of the powers of review as set out in the Township Administrative Monetary Penalty System By-law, and the Regulation.

3.3 A Screening Officer shall:

3.3.1 Be appointed by Council;

3.3.2 Have knowledge of and experience in administrative law; and

3.3.3 Be of good character.

4.0 HEARINGS OFFICER

4.1 The position of Hearings Officer is established for the purpose of exercising the Power of Decision in the appeal of a Screening Decision as set out in the Township Administrative Monetary Penalty System By-law.

4.2 The Hearings Officer shall have all of the powers of review as set out in the Township Administrative Monetary Penalty System By-law, and the Regulation.

4.3 A Hearings Officer shall:

4.3.1 Be appointed by Council;

4.3.2 Have knowledge of and experience in administrative law; and

4.3.3 Be of good character.

5.0 GENERAL PROVISIONS

- 5.1 The following persons are not eligible for appointment as a Screening Officer or a Hearings Officer:
- 5.1.1 A member of Council;
 - 5.1.2 The Relative of a person referenced in Subsection 5.1.1; or
 - 5.1.3 A person indebted to the Township other than:
 - 5.1.3.1 In respect of current real property taxes; or
 - 5.1.3.2 Pursuant to an agreement with the Township, the terms with which the person is in compliance.
- 5.2 The Screening Officer and the Hearings Officer shall hold office for the term or remainder of the term of the Council that appointed the Screening Officer and the Hearings Officer and thereafter until the Screening Officer or Hearings Officer is reappointed, or a successor is appointed pursuant to this By-law.
- 5.3 No Person shall attempt, directly or indirectly, to communicate with or influence a Screening Officer or a Hearings Officer respecting the determination of an issue respecting a Delegated Power of Decision in a proceeding that is, or will be, pending before the Screening Officer or Hearings Officer, except a person who is entitled to be heard in the proceeding, or relative over the age of 18 years of age or said person's lawyer or licensed representative, and only by said person, or relative over the age of 18 years of age, or said person's lawyer or licensed representative, during the hearing of the proceeding in which the issue arises.
- 5.4 Section 5.3 does not prevent a Screening Officer or a Hearings Officer from seeking and receiving legal advice

6.0 OFFENCE AND PENALTIES

- 6.1 Any Person who contravenes any provision of this By-law is guilty of an offence and is liable, upon conviction, to a maximum fine as established pursuant to the *Provincial Offences Act, R.S.O. 1990, c.P.33*, as amended.

7.0 EFFECTIVE DATE AND VALIDITY

- 7.1 This By-law shall come into force and effect on February 1, 2021.
- 7.2 If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law, that each and every other provision of this By-law authorized by law be applied and enforced in

accordance with its terms to the extent possible according to law.

READ and passed in Open Council, signed and sealed this 8th day of December, 2020.

MAYOR

CLERK



KEY INFORMATION REPORT

Planning Building and Enforcement

December 8, 2020

SUBJECT: Municipal Law Enforcement Complaint Policy

BACKGROUND:

The current By-law Enforcement Policy (Property Standards Enforcement Policy) has not been updated since 2002, and only addresses policies and procedures related to Property Standards complaints.

Municipal Law Enforcement staff have created a revised policy governing the handling of by-law complaints received by the Township. Additional procedures/guidelines have been established within the policy for the following scenarios:

1. Responding to “vexatious” or “spite” complaints.
2. Reopening occurrence files where individuals resume problem behaviours within two years of the file being closed.
3. Bringing complaints before Council for direction where the matter is of significant consequence.
4. Handling “repeat offenders” with regard to Clean Yards By-law No. 36-2000.
5. Responding to concerns that could be of immediate threat to health and safety (without the necessary complaint form being submitted).

It should be noted that the policy specifically states that complainants are protected under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, and that their information shall be kept confidential from Council, non-essential staff, the public or the media.

The goal of this policy is to formalize the procedures followed by municipal staff ensure thorough, prompt and courteous receipt, processing, investigation and resolution of by-law complaints.

Municipal Complaint Policies from other Municipalities were used to assist in the development of this updated complaint policy. This draft policy is being vetted by the Township Solicitors and insurance company.

| | |
|---|--------------------|
| POLICY MANUAL | Policy No. XX-2020 |
| Township of North Dundas | Effective Date: |
| Subject: Municipal Law Enforcement Policy | |

Respecting the rights of our neighbours and preserving the quality of life in our community are important aspects of community living. The goal of the Township of North Dundas enforcement division is not to penalize residents, but rather to achieve voluntary compliance through increased public education and awareness of our regulations and the rationale for them. Many incidents that we see have developed over long periods of time, therefore, it may also take time to achieve resolution. Township staff are happy to work with people on a resolution, provided there is noticeable progress made regularly and within a reasonable timeline.

While certain areas of enforcement are related to health and safety, which require proactive enforcement, the majority of regulations are enforced on a complaint only basis. A Municipal Law Enforcement Officer may investigate written complaints received from the public (via verifiable e-mail or on the Township complaint intake form) about alleged violations of various municipal by-laws and regulations such as incidents involving dogs, open air burning, parking, property maintenance, excessive noise, snow/ice removal, land use and building issues.

PURPOSE:

The purpose of this Policy is to provide guidance to staff on the receipt of complaints and the initiation of investigation and enforcement proceedings related to contraventions of municipal by-laws. The Township of North Dundas has no duty to take enforcement action with respect to alleged contraventions of a by-law that may occur within its jurisdiction.

1.0 DEFINITIONS:

- 1.1 “Director” means the Director of Planning, Building and Enforcement, or CAO where the Director is not available.
- 1.2 “Formal Complaint” means a complaint received by staff, wherein the complainant provides their full name, address, phone number and complaint property information and details that can be verified by a Municipal Law Enforcement Officer. Written Complaint shall have the same meaning.
- 1.3 “Municipal Law Enforcement Officer” includes a police officer, a by-law enforcement officer, an employee, agent, or any other person authorized by Council to enforce Township By-laws.

1.4 “Spite Complaint” means a complaint submitted with ill will or with intention of malice towards another person or property, and may include retaliatory complaints and civil disputes, also known as a vexatious complaint.

1.5 “Township” means The Corporation of the Township of North Dundas.

2.0 ADMINISTRATION:

2.1 The Township will use discretion on a case-by-case basis to evaluate contraventions, and take reasonable steps to investigate contraventions in accordance with this Policy and Township operational guidelines.

2.2 Complaints related to fences, trees on or near property lines, as well as other property line disputes are civil matters. These will not be acted upon by the Township.

2.3 Any decision made under this Policy including a decision not to respond to complaints or enforce by-laws, and also including a decision made by the Director may, at any time, be revisited. A decision of one Municipal Law Enforcement Officer in this respect will not bind another. Additionally, the Director may, at their discretion, require staff to respond to a complaint or enforce a by-law in spite of any previous decision to the contrary.

2.4 Spite Complaints will be entered into the Municipal Enforcement Complaint Database, but it will not be investigated unless it is deemed by the Municipal Law Enforcement Officer or Director to be an immediate threat to health and safety.

2.5 Failure to comply with any provision of this Policy shall not invalidate any proceeding or any step, document or order in a proceeding otherwise in accordance with any municipal by-law, provincial or federal legislation.

2.6 Municipal enforcement staff may re-open an inactive occurrence file within two (2) years of the date of its closing for infractions of a similar nature in the same location, without requiring the submission of a new Formal Complaint.

2.7 At any stage of the enforcement process, if, in the opinion of the Director, the matter is of significant consequence, the matter may be brought before Council for direction.

3.0 INVESTIGATION:

3.1 A Municipal Law Enforcement Officer, acting in the regular course of their duties may, without a complaint, investigate contraventions that adversely affect the health, safety and security of the public; adversely affect the environment; or may result in liability for the Township.

3.2 Investigations may be initiated by Formal Complaint on the Township Complaint Form or via e-mail from a verified account from a land owner or resident of North

Dundas. A complaint with respect to an alleged contravention of a municipal by-law must be submitted in writing before the complaint will be considered for investigation, and must contain:

- 3.2.1 The name, address and contact information including phone number and e-mail address of the complainant; and
- 3.2.2 A description of the nature and location of the alleged by-law contravention.
- 3.3 Despite section 3.2, an investigation of a complaint received from someone residing outside of the Township boundary may be initiated, if appropriate, as determined by the Municipal Law Enforcement Officer or Director.
- 3.4 Investigation and enforcement priority may be given to alleged contraventions that adversely affect the health, safety and security of the public; adversely affect the environment; or may result in liability for the Township.

4.0 CONFIDENTIALITY:

- 4.1 The identity of a complainant is to be considered confidential and will not be disclosed to anyone for any purpose, except as required by law, and in accordance with the following provisions:
 - 4.1.1 The complainant's identity shall not be disclosed to the person under investigation or any member of the public;
 - 4.1.2 A response of a person under investigation may not be disclosed to the complainant. Municipal enforcement files may not necessarily be discussed with a complainant subsequent to the initial submission of a complaint;
 - 4.1.3 Where a person submits a request pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* for the disclosure of personal information contained in a municipal enforcement file, it shall be the Township's policy to refuse disclosure under the applicable sections of the Freedom of Information and Protection of Privacy Act, unless consent is obtained by the person who supplied the information;
 - 4.1.4 Despite the foregoing, the Township shall not guarantee the anonymity and confidentiality of complainants and may disclose personal information in municipal enforcement files in the following circumstances:
 - 4.1.4.1 If the complaint has been publicly disclosed by the complainant;
 - 4.1.4.2 If the investigation results in enforcement proceedings;

- 4.1.4.3 If disclosure is required pursuant to the provisions of the Freedom of Information and Protection of Privacy Act;
- 4.1.4.4 If an order for disclosure is issued by the Information and Privacy Commissioner under the Freedom of Information and Protection of Privacy Act; and/or
- 4.1.4.5 As otherwise required by law.

5.0 ENFORCEMENT:

5.1 In determining whether to commence enforcement proceedings, the Township may consider one or more of the following criteria:

- 5.1.1 The scale, nature, and duration of the contravention;
- 5.1.2 The amount of time that has elapsed since the contravention occurred;
- 5.1.3 The impact of the contravention on the community;
- 5.1.4 The resources available to resolve the matter;
- 5.1.5 The costs associated with enforcement action;
- 5.1.6 The probability of a successful outcome;
- 5.1.7 The policy implications of the enforcement action and the potential for precedents;
- 5.1.8 Whether public safety is at risk; and/or
- 5.1.9 Whether enforcement may be a deterrent in future cases.

5.2 The Township's primary enforcement objective shall be to obtain voluntary compliance.

5.2.1 The Municipal Law Enforcement Officer will conduct a site visit to determine if there is an infraction. If an infraction is present, the respondent will be contacted in an attempt to resolve the matter.

5.2.2 If compliance is achieved, no further action will be taken.

5.3 If voluntary compliance cannot be achieved, the Township may exercise any of the following enforcement powers in accordance with the following remedies:

5.3.1 Review and phone call to respondent;

5.3.2 Letter to respondent outlining the complaint and action to be taken with a set follow-up inspection date;

- 5.3.3 Work Order with specific instructions on work required and specific timelines;
- 5.3.4 Issuance of Provincial Offences Notice with set fine or an Administrative Monetary Penalty;
- 5.3.5 Issuance of Part III Summons to Provincial Offences Court in Cornwall if applicable; and/or
- 5.3.6 Completion of work using Township or contract assets to complete required work. The cost of such work shall be invoiced to the property upon which the work has been completed.
- 5.4 In relation to chronic infractions of Clean Yards By-law No. 36-2000, the Township will be taking a proactive approach for public health and safety concerning Lyme disease.
 - 5.4.1 Land owners who have previously received a notification to cut grass or remove weeds will only receive one notification per year.
 - 5.4.2 Following notification sent pursuant to section 5.4.1, no further notifications will be sent and, when the grass and weeds exceed the length set out in By-law No. 36-2000, the Township will arrange to have the work completed as necessary.
- 5.5 The Township will not act on any complaint from any person who is subject of an unresolved complaint themselves.
- 5.6 The Township will not act on more than one complaint at one time from any individual.
- 5.7 The Township retains the discretion to not commence enforcement proceedings in accordance with one or more of the criteria listed in Section 5.1 of this Policy.
- 5.8 Municipal Law Enforcement Officer(s) shall maintain a written and/or electronic record of inspections and investigations undertaken and record the disposition of all complaints received.
- 5.9 When practical to do so, and while considering the privacy interests of the subject of the complaint, the Municipal Law Enforcement Officer(s) will contact each complainant to:
 - 5.9.1 Acknowledge the complaint;
 - 5.9.2 Describe any investigative steps taken to assess the complaint;
 - 5.9.3 Describe any enforcement action taken or planned, or the reasons for no enforcement action; and

5.9.4 Provide any other information which the Municipal Law Enforcement Officer(s) may deem relevant.

6.0 FEES:

6.1 Fees to be collected pursuant to sections 5.3.6 and 5.4 of this Policy will be done by invoice issued to the owner of the subject property.

6.2 Invoices will be due and payable within thirty (30) days of the invoice date.

6.3 Unpaid invoices will be added to the property tax roll, to be collected in the same manner as municipal taxes.

6.4 Any invoices issued for costs incurred due to works performed by the Township shall include an administrative fee calculated as follows:

6.4.1 Twenty-five (25) percent of the first \$1,000 of incurred costs;

6.4.2 Fifteen (15) percent of the next \$4,000 of incurred costs; and

6.4.3 Five percent of any incurred costs over \$5,000.



KEY INFORMATION REPORT

Planning Building and Enforcement

December 8, 2020

SUBJECT: Tariff of Fees By-law - Planning Matters

The Tariff of Fees By-law No. 2018-21 for Planning Matters has not been updated since May 8th, 2018. Inflation has increased by approximately 5% over this period, which translates, for example, into a \$100 increase on a \$2,000 planning application.

Staff are proposing to update the planning application fees in accordance with inflation, other neighbouring municipalities' fees, and to better reflect the actual expenses and costs involved in different types of planning applications (cost recovery).

The draft 2021 Planning Budget includes some additional revenue from increased planning application fees.



KEY INFORMATION REPORT

Recreation and Culture

December 8, 2020

SUBJECT: Light Up North Dundas Holiday Tour

We have created the framework and posted the registration forms for our first annual Light Up North Dundas Holiday Tour. The Light Up North Dundas Holiday Tour aims to celebrate the holiday season in North Dundas, by encouraging homes, businesses and organizations to create a display of lights and register as a participating location on the road map. Registered sites will be judged and prizes will be awarded

Registration opened on Tuesday, November 24th and closes Thursday, December 10th. The judges will make their rounds between Saturday, December 12th and Sunday, December 20th and a road map of submissions will be published for residents to visit.

Written By: Brandon Cousineau, Recreation Coordinator

Light Up North Dundas

Holiday Tour

Brought to You by The Township of North Dundas

The Light Up North Dundas Holiday Tour aims to celebrate the holiday season in North Dundas, by encouraging homes, businesses and organizations to create a display of lights and register as a participating location on the road map. Registered sites will be judged and prizes will be awarded.

Registration opens on Tuesday, November 24th and closes at 9:00 am on Monday, December 7th. The judges panel will make their rounds between Saturday, December 12th and Sunday, December 20th and a road map of submissions will be published for residents to visit.

CONTEST OVERVIEW:

1. Participation in this contest is free.
2. Entries must be located within the Township of North Dundas. The applicant who completes and submits the application must that have reached the age of majority and be an official representative of the location or the owner.
3. Applications accepted starting Tuesday, November 24th. To complete in this contest, a registration form showing intent to participate must be completed, signed and received by the Township of North Dundas Office, no later than Monday, December 7th, 2020. Registration forms may be mailed to P.O Box 489, 636 St. Lawrence Street, Winchester ON. K0C 2K0, dropped off at the Township of North Dundas office, or emailed to bcousineau@northdundas.com
4. Entry deadline is Monday, December 7th at 9:00 am.
5. Decorating deadline is Friday, December 11th.
6. All entries must be family friendly. Judging will take place between Monday, December 12th and Sunday, December 20th, during the hours of 6:00 - 9:30 pm, so your lights must be on each of those evenings, during that entire time period.
7. Decorations must be left up until January 1st.
8. Winners will be notified on Tuesday, December 22nd.

9. Possible locations can be storefronts, store windows, buildings, structures, entrances, houses or fixtures within your property. Outside only.
10. Displays must not cover or interfere with any fire safety equipment or sidewalks.
11. Incomplete or illegible entries will not be accepted and will be disqualified.
12. To qualify, your holiday display must include Christmas lights (either traditional bulbs, LED bulbs, or projected lights.) You may also include other decorations such as music, yard ornaments, etc. You may do your own decorating or have a company, friends, and/or relatives help with the decorating. Please use reasonable caution in hanging decorations, especially from trees and rooflines. Safety first! You must abide by all applicable county and/or municipal by-laws, and respect your neighbours' property boundaries and light pollution.
13. Release: Participants agree to have one or more photos of their decorated location exterior posted on Town publications and communication channels. Participants agree there will be no compensation of any kind for said posting or publication. If participants wish to submit their own photo of their decorated location that is acceptable, must be submitted with registration form.
14. Privacy: The Township of North Dundas may use your personal contact information to administer this campaign, including contacting, announcing and promoting the prize winner.
15. Banning: The Township of North Dundas may, in its sole discretion, prohibit any person from entering any campaign whom it believes to be abusing the rules. Such abuse includes but is not limited to entering false information.

Disclaimer: Addresses will be posted for the public to view; Names of participants will not be listed.

JUDGING CRITERIA:

Categories:

- House
- Business & Community Organization

Locations will be evaluated by a panel of judges, based on curb appeal and only what is visible from the street/sidewalk. Therefore, only those decorations located on the street side of the property will be judged (corner lots will be judged from both streets). Judges will not enter the property to view back or side yards. Judges will be asked to rate displays on three (3) areas: First Impression, Originality and Design.

- Community Choice Award:
 - To the photo that receives the most 'Likes' on the Township of North Dundas Facebook page (Facebook.com/NorthDundas) by Monday, December 21st at 9:00 am.

Township representatives will be taking photos of all entry displays and posting the photos on the municipal Facebook page. If you wish to take your own photo, please submit it with your registration form for the Township of North Dundas to post.

AWARDS:

- House Category:
 - 1st place=\$150 gift card
 - 2nd place=\$100 gift card
 - 3rd place=\$50 gift card
- Business & Community Organization Category:
 - 1st place=\$150 gift card
 - 2nd place=\$100 gift card
 - 3rd place=\$50 gift card
- Community Choice Award:
 - Gift Basket of donations from local businesses (organized by Cheryl Beasley)

*All gift cards will be for a local business of your choice within the Township of North Dundas.

For more information, please contact Brandon Cousineau, Recreation Coordinator for the Township of North Dundas, at bcousineau@northdundas.com or 613-774-2105 ext. 223

APPLICATION:

Name & Title (If Applicable) Of Applicant:

Entry Category: Residential ☐
 Business ☐
 Community Organization ☐

Do you permit images of your property to be featured in online posts (social media/website) or future Township of North Dundas marketing? Yes ☐ No ☐

Phone:

Email:

Street Address:

City:

Postal Code:

Submitting this registration form gives consent for the Township of North Dundas to take and feature the photos of my house, business or organization on social media and in future municipal advertising. I acknowledge/consent, that by signing this document, that the registered address will be marked on the *Light Up North Dundas Holiday Tour* road map, which will be advertised for people to visit/admire. By signing the registration form below, I am agreeing to defend, indemnify and hold the Township of North Dundas, its officers, officials and volunteers, harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connect with, their participation in the *Light Up North Dundas Holiday Tour*. My signature below indicates that I have read and understand the process, rules and requirements of the contest.

Signature:

Date:



KEY INFORMATION REPORT

Fire

December 8, 2020

SUBJECT: Driver Training Policy Amendment - Update

BACKGROUND:

At the August 11th, 2020 Regular Meeting of Council, staff were directed to draft an amended Policy for the Fire Department's Driver Certification Program Training to be more incentivizing for firefighters to enroll in the driver training program, and to attract new recruits already equipped with their DZ license.

RECENT ACCOMPLISHMENTS:

A DRAFT Policy has been prepared for Council's review, incorporating various changes discussed at the August 11th Council meeting. These changes include:

1. The Township will cover training costs, up to \$1,000, for firefighters recommended by the Fire Chief and Deputy Chief, through the Fire Steering Committee, to the CAO.
 - a. Firefighters must have a minimum of one (1) year of service before being eligible for the recommendation.
 - b. There will be a limit of two (2) firefighters recommended per station, per year.
2. As of 2021, newly hired firefighters will be eligible for a \$500 hiring bonus if they already possess their DZ license.
3. There is a requirement for drivers to stay on for a minimum of three (3) years following their training (or six (6) months following their probationary period if receiving the \$500 bonus).
4. A transition plan is in place for any firefighters who have previously taken the Driver Certification Program Training and who are currently being paid out in equal installments over five (5) years to be fully reimbursed up to the \$1,000 scheduled amount.

CURRENT/FUTURE ACTIVITIES:

Staff are seeking comments from Council on the DRAFT Policy attached. Any recommended changes will be implemented and brought to the Fire Steering Committee for their final review and approval. The intent is to bring the final draft to Council for adoption in January 2021.

ATTACHMENTS:

DRAFT Driver Certification Program Training Policy No. 65-2016 (REVISED)

| | |
|---|---|
| POLICY MANUAL | Policy No. 65-2016 |
| Township of North Dundas | Date: September 27, 2016 Revision Effective: January 1, 2021 |
| Subject: Driver Certification Program - Training | |

PURPOSE:

To establish a policy for Township of North Dundas employees and firefighters who receive training through the North Dundas Driver Certification Program.

1. Deposit

- a. Before training begins, a training cost estimate must be received from the trainer and a copy of the estimate, accompanied by a deposit in that amount, must be given to the Township of North Dundas. Payment of the deposit will be accepted by cash, cheque or debit. Credit cards will not be accepted.
- b. When training is complete and the associated invoice is received by the Township, an invoice will be sent to the person who received the training. Any difference in cost, from the deposit that was received, will either be charged or refunded to the individual.

2. Firefighter Training Recommendations

In an effort to ensure that there are an adequate number of firefighters who have their DZ licenses and are therefore able to operate the fire trucks, Fire Chiefs or Deputy Chiefs can recommend to the CAO that the Township cover up to \$1,000 of costs incurred, including training, for specific firefighters from their station to obtain their DZ license.

- a. The number of recommendations from a Fire Chief or Deputy Chief will be no more than two (2) firefighters per station, per year.
 - i. In the event that one station has, in the opinion of the area Fire Chief and Deputy Chief, a sufficient number of volunteers possessing their DZ license, they may forfeit one (1) or both of their allotted recommendations for the year to be used by another station that can demonstrate a need for more than two (2) new trainees in the same year, as approved by the Fire Steering Committee, in conjunction with the CAO.
- b. The Fire Steering Committee will review and discuss all potential drivers for approval prior to the recommendation being submitted to the CAO. The criteria reviewed shall include:
 - i. the firefighter's years of service (minimum one (1) year required);
 - ii. the firefighter's attendance record to emergency calls; and

- iii. any other information or details pertaining to the firefighter's performance on the department that may be deemed relevant.
- c. Despite subsection 2.b.i., should a Fire Chief or Deputy Chief wish to recommend a firefighter for training who has yet to serve with the Department for a full year, they can obtain the training following the process provided for in section 1. of this Policy, and be reimbursed at a later date (up to \$1,000) following the passing of their one (1) year anniversary with the North Dundas Fire Service.
- d. Should a firefighter be approved for training under this section, they will be responsible for paying any amount over \$1,000 as listed in the training cost estimate obtained under section 1.a. of this Policy. Section 1.b. will continue to apply.
- e. Should a person resign from their position with the North Dundas Fire Service within three (3) years of the completion of their training through the Township Driver Certification Program they will be responsible for the full training costs, prorated as follows:

$$\frac{\text{TOTAL AMOUNT PAID BY THE TOWNSHIP}}{36 \text{ months}} \times (36 - \text{the number of months since training ended prior to resignation})$$

The amount owing determined by the calculation above will be invoiced to the person and payable within thirty (30) days.

- f. A firefighter will be responsible for the full training costs despite recommendation from the Fire Steering Committee should they:
 - i. fail to successfully the training program; and/or
 - ii. resign from their position with the North Dundas Fire Service prior to their completion of the training program.

3. Hiring Incentives

In an effort to attract new recruits already equipped with a DZ license, any newly hired member of the North Dundas Fire Service with their DZ license will receive a \$500.00 hiring bonus upon successful completion of the six (6) month probationary period.

- a. Should a person who has received such hiring bonus resign from their position with the North Dundas Fire Service within eighteen (18) months of their date of hire, they will be required to return a prorated amount to that received, calculated as follows:

$$\$27.78 \times (18 - \text{number of months served on the Fire Department})$$

The amount owing determined by the calculation above will be invoiced to the person and payable within thirty (30) days.

4. Transition

To transition from the previous “reimbursement” program under the original Driver Certification Program Training Policy to the new training fee coverage process, any drivers currently being reimbursed in equal payments over five (5) years will be paid the outstanding amount in full. Any firefighters reimbursed under this section are subject to section 2.e. of this Policy.

Approved by Council

Date: _____

Resolution No.: _____



KEY INFORMATION REPORT

Clerk

December 8, 2020

SUBJECT: Emergency Management Year-End Update to Council

Meetings of the North Dundas Municipal Emergency Control Group and the Emergency Management Program Committee were held in Council Chambers and via Zoom on Monday, November 16th, 2020 to review the annual Emergency Program of the Township of North Dundas. Kevin Spencer of KC Spencer & Associates Ltd. provided facilitation for the meeting. The discussion ensued around the differences and similarities of the 2020 Emergency Management Program as compared to other years. Due to Covid-19, the province waived the exercise component of the compliance requirements and stretched the training requirements for those who needed it.

The Township of North Dundas has all training required, complete. There is a form which has been provided to all the Control Group members stating that the criteria set out by the Province for the training and competency requirements have been met and those forms will be provided to the Province during the compliance process.

The Emergency Plan, Critical Infrastructure and Hazard Identification and Risk Analysis have all been reviewed but due to the increased workload of Covid-19, no in-depth updates were completed.

Constant communication through the Municipal Facebook page, on the Township's Website and messages provide by Mayor Fraser and various Staff constitutes the Public Information and Education component of the requirements by the Province for the year.

The meeting of the Program Committee occurred directly after the Control Group Meeting and all updates were shared.

This information is being provided to the Council for awareness of the compliance requirements of the Township of North Dundas Emergency Management Program Committee.

Compliance information will be provided to the Province via the Emergency Management portal online and will be completed in the coming days. The final report of the compliance measures input to the EMO Portal will be provided at your January Council Meeting.

Submitted by,
Kevin Spencer, Emergency Planner.



KEY INFORMATION REPORT

Finance

December 8, 2020

SUBJECT: UPDATE ON 2021 BUDGET

Further to a budget planning memo that was circulated in late September, we have met with all departmental managers except for Public Works; we anticipate meeting with the PW manager prior to the council meeting of December 15th.

We would like to apprise Council of the “proposed budget process” as it currently exists bearing in mind that we are missing the data for one of our departments.

- Dec 8th – Presentation to Council of budget process to date
- Dec 15th – Presentation of Public Works Budget
- January 2021 – Presentation of Overall DRAFT budget to Council
- February 2021 – Second Presentation of Overall DRAFT budget to Council

Council will be presented with a **First Draft of the 2021 Budget** for your review. Staff have been working diligently to prepare this document but we do caution members of Council that it is still a **FIRST DRAFT** and a working document at this point. Budgeting, by nature, consists of many estimates and this one is no exception. We encourage Council’s deliberations and recommendations as we forge ahead to a finished product and we look forward to any comments you may bring forward and/or any changes you would like to see. Staff would then tweak their budgets to meet any targets or include any identified projects.

I would like to thank senior staff for their assistance and dedication with the preparation of this document.

As in previous years, the layout of the Budget will Take the Following Form:

In an effort to streamline the presentation of the budget data while providing all the information we consider necessary and relevant for effective decision making – we propose the following layout:

- I. Budget binders will be tabbed by department.
- II. Each page will be sequentially numbered – for ease of locating data and/or inserting new data from changes made by Council and department heads.
- III. Presentation of a brief overview of the “general picture” - following which, each Department Head will present his/her budget and hit the highlights of each one.

We trust Council will find this document informative and easy to follow; we recognize it represents a great deal of data and we welcome any suggestions Council may have to further improve and streamline the budgeting process.

CONSUMER PRICE INDEXES AND BUDGETARY INCREASES:

If we assume a constant growth factor consistent with previous years, we would then estimate growth for fiscal 2020 at 1.5%; the CPI (Consumer Price Index) – for Ontario currently (October 1, 2019 – October 1, 2020) sits at 0.7%. A better indicator of costs for municipal purposes would be “The construction price index” – which measured cost increases at 5.0% for the Ottawa-Gatineau area for Q3 of 2020. This measurement would leave us with a budget increase of 6.5% over last year.

These documents and information are presented for council’s information and consideration of what we have already included to date – and whether or not these projects are suitable to you as council; conversely, if you have additional projects you would like to see added to this list – and/or projects deleted from this list – adjustments will be made accordingly.



DEPARTMENT ACTIVITY UPDATES

Finance

December 8, 2020

KEY FINANCIAL DATA:

| Bank Balances | 2020 Nov 30 th | Last Month Oct 31 st 2020 | Last Year-2019 Nov 30 th |
|-----------------------------|------------------------------|---|--|
| General Operating Acct | 9,397,577.85 | 6,447,742.20 | 7,876,132.33 |
| Cash, GIC's, (Reserve Fund) | 7,341,586.10 | 7,336,363.87 | 6,757,299.44 |
| Total | \$16,739,163.95 | \$13,784,106.07 | \$14,633,431.77 |

| Taxes Receivable Outstanding | Nov 30 2020 | Nov 30 2019 | Nov 30 2018 |
|---------------------------------|------------------------------|------------------------------|------------------------------|
| Current Year (2020) | 1,287,002.29 | 1,137,392.12 | 1,093,616.30 |
| One Year in Arrears (2019) | 460,113.20 | 560,702.06 | 467,677.80 |
| Two Years in Arrears (2018) | 289,776.29 | 281,080.14 | 255,557.19 |
| Three Years in Arrears (2017+) | 323,736.24 | 334,804.87 | 241,584.14 |
| Penalty & Interest | 208,927.06 | 251,519.30 | 200,504.73 |
| Sub-Total | 2,569,555.08 | 2,565,498.49 | 2,258,940.16 |
| Allowance for Uncollectible | (93,604.52) | (93,604.52) | (93,604.52) |
| Taxes Receivable | <u>\$2,475,950.56</u> | <u>\$2,471,893.97</u> | <u>\$2,165,335.64</u> |
| Taxes Billed to Date | 20,879,044.84 | 19,804,332.54 | 19,176,537.21 |
| Percentage o/s Over Levy | 11.858% | 12.482% | 11.292% |

Net taxes receivable last month were **\$4,656,767.99**; this month's balance of **\$2,475,950.56** (a decrease over last month in the amount of **\$2,180,817.43**) represents the net impact of billings less collections for the month of October.

Final tax instalment due dates this year were July 31st and October 30th – and despite the one-month lag – amounts outstanding are better than the previous year and almost identical to the percentages from two years ago. This was greatly assisted by the payment in full of two delinquent accounts in the combined amount of \$255,213.45, that had been outstanding for five years.

The percentage of taxes outstanding across all three years is down considerably from last month – so the collection of taxes remains a top priority and the tax administrator is doing an admirable job of staying on top of the outstanding balances.

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

Overall, cash balances are very healthy as evidenced by the balances reported on page 1: They are up from last month due to October being a tax collection month and deposits continuing to come in from those billings during October and November. Inflow of funds will be minimal over the next couple of months so these cash balances will be necessary to fund the final school board payments (two of which are due in December in the amount of approximately \$998,244.77 each – for a total of \$1,996,489.54), as well as construction costs incurred in the fall. Our cash balances are up approximately \$3M from last month and \$2M from last year at this time, (due to tax collections as per above and the fact that we still owe for two of the four school board levies). 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 deferred to and paid in September; the September and December instalments are both due Decembers 31st.
- Bank reconciliations have been completed for the months of September and October 2020.
- Staff are working on updating the capital asset electronic spreadsheet to bring information up-to-date for the 2020 fiscal year.
- Supplemental taxes: Our final supp run for 2020 was prepared in November. Tax bills will go out in December with due dates in 2021 resulting in an additional \$7,567.19 in municipal revenue, bringing our total supplementals for the year up to \$69,283 –well below our budget amount of \$80,000.
- Preparing for Interim Audit from BDO; they are wanting to come in December 10th and 11th.
- Department Head meeting – November 24th
- 2021 First Draft Budgets.
 - Data has been gathered from each department (except PW)
 - Staff and managers have been working diligently on preparing budget drafts in order to have a First Draft to present to council in time for this meeting.

Township of North Dundas
Year To Date Budget to Actual
As of November 30, 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 | 1,539,343 | 1,700,413 | (161,070) | 110% | 1,559,277 | 1,226,349 | 332,928 | 79% | 19,934 | (474,064) | 493,998 | 2478% |
| Economic Development & Public Relations | 161,361 | 57,308 | 104,053 | 36% | 316,126 | 149,157 | 166,969 | 47% | 154,765 | 91,849 | 62,916 | 41% |
| Fire Services | 662,744 | 613,715 | 49,029 | 93% | 1,433,830 | 710,362 | 723,468 | 50% | 771,086 | 96,647 | 674,439 | 87% |
| Planning & Development | 45,500 | 54,939 | (9,439) | 121% | 190,375 | 160,739 | 29,636 | 84% | 144,875 | 105,800 | 39,075 | 27% |
| Building Department | 136,816 | 141,980 | (5,164) | 104% | 269,966 | 232,979 | 36,987 | 86% | 133,150 | 90,999 | 42,151 | 32% |
| By-law Enforcement | 10,000 | 7,440 | 2,560 | 74% | 136,400 | 102,172 | 34,228 | 75% | 126,400 | 94,732 | 31,668 | 25% |
| Animal Control | 36,000 | 19,667 | 16,333 | 55% | 106,025 | 56,755 | 49,270 | 54% | 70,025 | 37,088 | 32,937 | 47% |
| Transportation Services | 1,868,061 | 1,553,297 | 314,764 | 83% | 4,972,444 | 3,475,337 | 1,497,107 | 70% | 3,104,383 | 1,922,040 | 1,182,343 | 38% |
| Municipal / Tile Drainage | 241,400 | 89,089 | 152,311 | 37% | 312,020 | 139,294 | 172,726 | 45% | 70,620 | 50,205 | 20,415 | 29% |
| Recreational Services | 853,255 | 486,401 | 366,854 | 57% | 2,255,686 | 1,592,108 | 663,578 | 71% | 1,402,431 | 1,105,707 | 296,724 | 21% |
| Other Facilities | 633,094 | 508,394 | 124,700 | 80% | 641,328 | 563,706 | 77,622 | 88% | 8,234 | 55,312 | (47,078) | -572% |
| Volunteer Organizations | 69,000 | 54,565 | 14,435 | 79% | 69,000 | 19,427 | 49,573 | 28% | - | (35,138) | 35,138 | |
| Waste Management | 1,185,675 | 1,105,699 | 79,976 | 93% | 1,967,629 | 1,590,873 | 376,756 | 81% | 781,954 | 485,174 | 296,780 | 38% |
| Total - General Operations | 7,442,249 | 6,392,907 | 1,049,342 | 86% | 14,230,106 | 10,019,258 | 4,210,848 | 70% | 6,787,857 | 3,626,351 | 3,161,506 | 47% |
| North Dundas Water Services | 1,515,152 | 1,258,418 | 256,734 | 83% | 1,515,152 | 1,009,343 | 505,809 | 67% | - | (249,075) | 249,075 | |
| Winchester Sewer | 772,360 | 684,343 | 88,017 | 89% | 772,360 | 613,044 | 159,316 | 79% | - | (71,299) | 71,299 | |
| Chesterville Sewer | 393,789 | 299,953 | 93,836 | 76% | 393,789 | 354,586 | 39,203 | 90% | - | 54,633 | (54,633) | |
| Total - Water and Sewer Operations | 2,681,301 | 2,242,714 | 438,587 | 84% | 2,681,301 | 1,976,973 | 704,328 | 74% | - | (265,741) | 265,741 | |
| Grand Totals | 10,123,550 | 8,635,621 | 1,487,929 | 85% | 16,911,407 | 11,996,231 | 4,915,176 | 71% | 6,787,857 | 3,360,610 | 3,427,247 | 50% |



DEPARTMENT ACTIVITY UPDATES

Waste Management Services

December 8, 2020

FINANCIAL INFORMATION:

October

Total Fees.....14,081.50
 Fees Charged.....\$6,681.50
 Fees Paid.....\$7,400.00
 Cash on Hand.....\$ 100.00

September

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

| Wards | OCTOBER | SEPTEMBER |
|----------------------------|---------|-----------|
| 1. (Twp of Win) | 640 | 800 |
| 2. (Twp of Mtn) | 600 | 480 |
| 3. (Vill of Win) | 720 | 640 |
| 4. (Vill of Ches) | 400 | 320 |
| 5. Other (Boyne) | 828 | 934 |
| Total Cubic Yards | 3188 | 3174 |
| Total Metric Tonnes | 289.82 | 288.55 |

Recyclables

| Items Shipped | Dollars/MT | August | September |
|---------------|------------|--------|-----------|
| Bulked Steel | | | |
| Bulked Steel | | | |
| Bulked Steel | | | |
| PLASTIC | | | |
| OCC | | | |
| PLASTIC | | | |
| ONP | | | |
| OCC | | | |
| | | | |
| Totals | | | |

Bales on Hand of November 27th
 ONP-0 OCC-0 PLASTIC -0 ALUM-99

Estimated Value
 \$19,800.00

WORK COMPLETED (up to November 27th)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- General clean-up of landfill
- Changing floor plan of Blue Box building for new process
- Held last Hazardous waste day on October 10th (176 plus vehicles)
- Removed all HH Waste November 10th
- Leaf and Yard waste removal – Chesterville - Nov 2/Winchester Nov 9
- Created and submitted 2020 HHW Report to Cornwall Ministry of Environment office
- A total of \$8,671.62 including HST was recovered from the sale of surplus equipment authorized by Council (Resolution 12 dated October 6, 2020). Four individuals sparked interest for the items. Two of the four submitted bids.



DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

December 8, 2020

PLANNING:

- Received five (5) new severance applications, performed site visits and provided comments to the Counties.
- The Committee of Adjustment met on Nov. 26, 2020. The requested variance to decrease the minimum required lot frontage for a new lot created as part of a surplus dwelling severance was approved.
- Received one (1) new application for a Zoning By-law Amendment in the Township of Mountain in relation to an ongoing CIP application. Staff prepared the necessary reports for Council acceptance.
- Prepared and issued four (4) 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.
- 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 4 (Municipal Land Related Law) course.
- Met with local subdivision owner to discuss potential sale and transfer, and next steps for continuing with development.
- Met with local developer to discuss potential residential development opportunities in Winchester and Chesterville.
- Met with Public Works staff, CBO and CAO to discuss Water and Sewer Capital Charge By-law and potential amendments.

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 November.
- CBO Forget attended the OBOA Golden Triangle Chapter virtual Annual General Meeting held on November 18, 2020.
- CBO Forget attended the Health and Safety meeting on November 24th, 2020.
- 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.
- Eleven (11) new applications were received in November. There are currently forty (40) 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>November</u> | <u>YTD 2020</u> |
|-----------------------------------|------------------------|------------------------|
| Number of Permits Issued: | 9 | 215 |
| Number of Dwelling Units Created: | 1 | 78 |
| Total Construction Value: | \$493,070 | \$36,761,370 |
| Total Permit Fees (issued): | \$2,942 | \$167,496 |

| Building Department | Nov. 2020 | Nov. 2019 | Nov. 2018 | Nov. 2017 | Nov. 2016 | Nov. 2015 |
|----------------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|
| Permits Issued: | 9 | 5 | 15 | 13 | 4 | 10 |
| New Dwellings | 1 | 1 | 2 | 4 | 1 | 1 |
| Value of Permits: | \$493,070 | \$360,000 | \$872,900 | \$1,451,467 | \$2,716,000 | \$2,681,700 |
| Building Permit Fees: | \$2,942 | \$2,158 | \$4,092 | \$15,519 | \$4,085 | \$3,954 |
| Development Charges: | \$5,085 | \$4,964 | \$9,296 | \$14,704 | \$7,452 | \$3,676 |

BY-LAW ENFORCEMENT:

- Two (2) parking tickets were issued in November. Staff will be monitoring overnight parking violations over the winter months, issuing warnings and tickets, as needed.
- Six (6) new files were started in November. Currently, there are eight (8) 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 completed the Ontario Building Officials Association training course “General Legal/Legal Process”.
- Completed draft Municipal Enforcement Policy and Key Information Report to Council for review.
- Completed draft Administrative Monetary Penalty System By-law, relevant policies, and report to Council for review and approval.
- 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.

Note: Winter Parking Restrictions – IN EFFECT

In order to facilitate snow clearing operations, Township winter parking restrictions are in effect:

**NO ON-STREET PARKING
11:00 PM to 7:00 AM
Nov. 1, 2020 to April 1, 2021**

Parking tickets will continue to be issued to vehicles in contravention



DEPARTMENT ACTIVITY UPDATES

Fire

December 8, 2020

DEPARTMENTAL OVERVIEW:

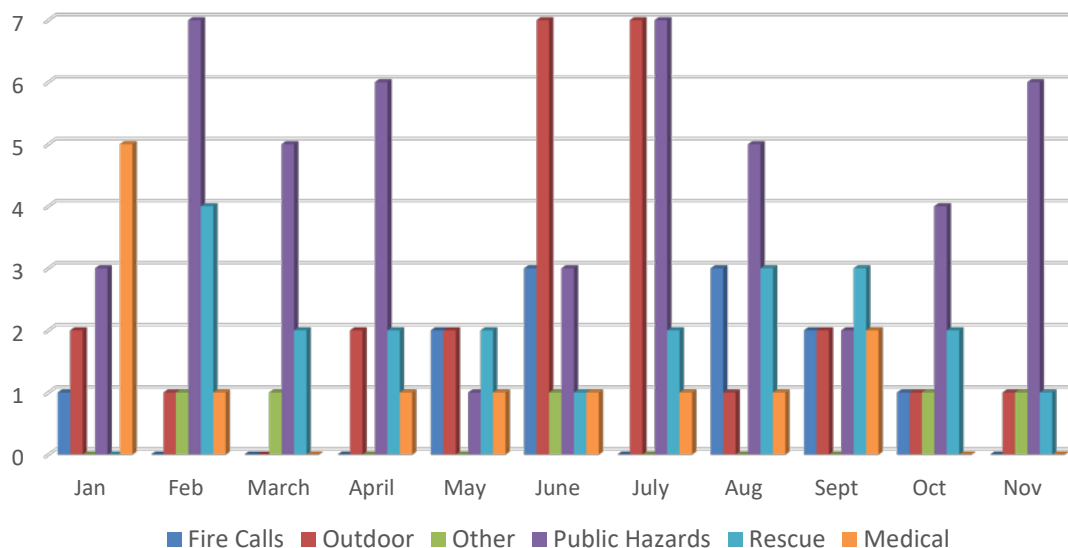
Glossary of Terms

- 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.

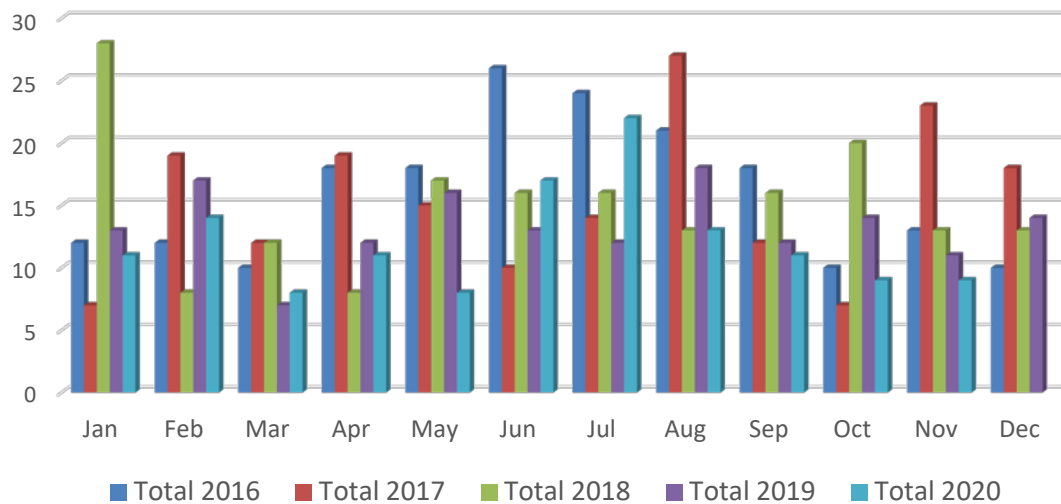
Monthly Call Statistics for 2020

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

Number of Calls/Types of Calls



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



Monthly Call Break Down (November)

- 1 mutual aid (house fire)
- 1 vehicle extrication
- 2 false alarms
- 3 carbon monoxide alarms
- 1 investigation (suspicious odour)
- 1 outdoor fire (false alarm – authorized burn)

Fire Prevention Activities

- Firehouse Subs Public Safety Foundation of Canada awarded the Fire Department with a \$20,340 grant for a new backup generator to be installed at the South Mountain Fire Hall.
- Volunteers performed 3 home inspections across the Township.
- Currently looking into scheduling fire drills with local schools and determining how they should be conducted with COVID-19 protocols in mind.
- Began scheduling fire inspections of all Township-owned buildings.
- 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.
- Met with Finance Department and CAO to review first draft of 2021 Fire Budget.
- Prepared draft Driver Training Policy and report to Council 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.



DEPARTMENT ACTIVITY UPDATES

Clerk

December 8, 2020

- Participating in weekly scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul) and Emergency Management Ontario.
- Weekly calls with Emergency Management Ontario and Emergency Planner, Kevin Spencer
- Attended Emergency Management Exercise conducted by Kevin Spencer of KC Spencer & Associates November 16th
- Insurance matters - discussions with Municipal Broker re: Display of Lights Agreement
- Corresponding with Lawyers – re: property matters
- Deposited municipal records at Dundas County Archives – November 26th
- Participated in SDG Clerks virtual meeting – November 27th
- Discussions with AMO (LAS) re: Closed Meeting Investigator Services
- On-going discussions with Committees of Council and Delegations
- On-going discussions with couples regarding marriage ceremonies
- Assisting Council & Staff – routine duties
- Assisting Ratepayers – routine duties.
- Preparations for Council meetings – Nov 17th * Dec 8th
- Vacation November 23rd to Dec 2nd.

Name of Municipality: Township of North Dundas
Contact: Judy Peddle (retired July 2020), jpeddle@northdundas.com
Project Number: OWDCP-004647
Program: Ontario Wildlife Damage Compensation Program
Injury or Kill Date: June 11, 2020
Farm Business Name:
Investigator Name: William Toll

Municipality Report created on:

November 4, 2020 10:49 AM

| Invoice | Eligible Project Item | Item Amount |
|----------------|--------------------------|----------------------------|
| OWDCP-004647-1 | Calves | \$0.00 |
| OWDCP-004647-1 | Administrative Allowance | \$30.00 |
| | | Total Paid: \$30.00 |



Name of Municipality: Township of North Dundas
Contact: Laurie A. Piché-Gibson, lgibson@northdundas.com
Project Number: OWDCP-005098
Program: Ontario Wildlife Damage Compensation Program
Injury or Kill Date: August 23, 2020
Farm Business Name:
Investigator Name: William Toll

Municipality Report created on:

November 12, 2020 12:54 PM

| Invoice | Eligible Project Item | Item Amount |
|--------------------|--------------------------|-----------------|
| OWDCP-005098-1 | Lambs | \$214.40 |
| OWDCP-005098-1 | Lambs | \$214.40 |
| OWDCP-005098-1 | Lambs | \$214.40 |
| OWDCP-005098-1 | Administrative Allowance | \$30.00 |
| Total Paid: | | \$673.20 |





44816 Harriston Road, RR 1, Gorrie On N0G 1X0
Tel: 519-335-3208 ext 2 Fax: 519-335-6208
www.howick.ca

November 19, 2020

The Honourable Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

By email only minister.omafra@ontario.ca

Dear Mr. Hardeman:

Please be advised that the following resolution was passed at the November 17, 2020 Howick Council meeting:

Moved by Councillor Gibson; Seconded by Deputy Reeve Bowman:

Whereas; installing tile drainage is a common land improvement practice among farmers in Ontario and the benefits of tile drainage for crop productivity, farm efficiency and even for reducing environmental impacts have been studied and are generally well known to farmers; and

Whereas; the Tile Loan Program, authorized by the Tile Drainage Act, provides loans to agricultural property owners to help them finance these tile drainage projects; all tile loans have 10-year terms and repayments are made annually; and

Whereas; the provincial government sets the program interest rate at a competitive level which was reduced from 8% to 6% in the fall of 2004 and the loan limit was also increased from \$20,000.00 to \$50,000.00 at the same time; and
Whereas; interest rates have continued to decline over the years and the cost per acre for tile drainage has increased over the years;

Now therefore; be it resolved that Council request the Ontario Ministry of Agriculture, Food and Rural Affairs to consider lowering the interest rate on Tile Drain Loans to 4% and increasing the yearly loan limit to \$100,000; and that this resolution be forwarded to Ontario Ministry of Agriculture, Food and Rural Affairs; MPP Huron Bruce Lisa Thompson; AMO; Land Improvement Contractors of Ontario and Drainage Superintendents of Ontario Association. Carried.

Resolution No. 276/20

If you require any further information, please contact this office, thank you.

Yours truly,

Carol Watson

Carol Watson, Clerk
Township of Howick

cc MPP Perth Wellington Randy Pettapiece
ROMA



From the Office of the Clerk
The Corporation of the County of Prince Edward
332 Picton Main Street, Picton, ON K0K 2T0
T: 613.476.2148 x 1021 | F: 613.476.5727
clerks@pecounty.on.ca | www.thecounty.ca

November 3, 2020

Please be advised that during the Committee of the Whole meeting on October 29, 2020 the following motion was carried;

RESOLUTION NO. CW-407-2020

DATE: October 29, 2020
MOVED BY: Councillor MacNaughton
SECONDED BY: Councillor St-Jean

Resolution by Councillor MacNaughton regarding Bill 218, Supporting Ontario's Recovery and Municipal Elections Act, 2020 is proposing changes to the Municipal Elections Act of 1996

WHEREAS municipalities in Ontario are responsible for conducting the fair and democratic elections of local representatives; and

WHEREAS Government of Ontario, with Bill 218, Supporting Ontario's Recovery and Municipal Elections Act, 2020 is proposing changes to the Municipal Elections Act of 1996

- to prohibit the use of ranked ballots in future Municipal Elections, and
- extend nomination day from the end of July to the second Friday in September; and

WHEREAS each municipal election is governed by the Municipal Elections Act which was amended in 2016 to include the option to allow Municipalities to utilize ranked ballots for their elections and shorter nomination periods; and

WHEREAS London, Ontario ran the first ranked ballot election in 2018 and several other municipalities since have approved bylaws to adopt the practice, or are in the process of doing so including our regional neighbours in Kingston via a referendum return of 63%; and



From the Office of the Clerk

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WHEREAS the operation, finance and regulatory compliance of elections is fully undertaken by municipalities themselves; and,

WHEREAS local governments are best poised to understand the representational needs and challenges of the body politic they represent, and when looking at alternative voting methods to ensure more people vote safely, it becomes more difficult to implement these alternatives with the proposed shorter period between Nomination day and the October 24, 2022 Election day;

NOW THEREFORE BE IT RESOLVED THAT Corporation of the County of Prince Edward Council send a letter to the Ministry of Municipal Affairs and Housing urging that the Government of Ontario continues to respect Ontario municipalities' ability to apply sound representative principles in their execution of elections;

AND THAT the Corporation of the County of Prince Edward Council recommends that the Government of Ontario supports the freedom of municipalities to run democratic elections within the existing framework the Act currently offers;

AND THAT this resolution be circulated to all Ontario Municipalities, AMO and AMCTO.

CARRIED



Catalina Blumenberg, **Clerk**

December 08, 2020

To: North Dundas Council Members

From: Bill Smirle

Re: South Nation Conservation Authority Update

| | |
|---------------------------|----------------------------|
| Mayor Tony Fraser; | Deputy Mayor Al Armstrong; |
| Councilors: Gary Annable; | Tyler Hoy; John Thompson |
| CEO Angela Rutley | Clerk Jo-Anne McCaslin |

Council Members and Staff:

- 1) At the SNCA Meeting on Thursday, November 19, 2020, the Board approved the **2021 Budget**. (And note that it was based on the SNCA Levy at 3.5% (2% + 1.5%) as reported at an earlier meeting)

There was a thorough debate and when voted on, all Members were in favour – and all were in attendance.

The **dollar figure for North Dundas in 2021 is \$95,241.00, an increase of \$4,903.00.** (In 2020 the figure was \$90,337.00.)

The total Budget is \$7,226,080.00. About \$250,000.00 of that amount is intended for LIDAR in our area. Although SD&G has not confirmed an interest, I believe that North Dundas has indicated interest.

Note as well that the **total levy will be \$4,441,494.00.**

Of that amount the City of Ottawa will pay \$3,057,025.00 + \$200,000.00 (Ottawa Clean Water) + \$200,000.00 (Ottawa Ash Tree Replacement) + \$50,000.00 (Eastern Ontario Water Resources) + \$41,000.00 (Ottawa Baseline Monitoring)

The Special Levy – **Ottawa** - is \$491,000.00 and their **total Levy is \$3,548,025.00.**

The other **15 Municipalities** pay the remainder of the **Levy dollars - \$893,469.00**

And the staff usually finds about half of the \$'s by successfully applying for and receiving **grants**, probably **at least \$2,784,586.00** in 2021. (50+or- requests so far)

I have given a “hard copy” of the budget document to Jo-Anne for your reference. I believe that there are several areas that you will find interesting.

- 2) You should note that about \$60,000.00 was allocated at the November Meeting for the dam at Chesterville (for heating and electrical upgrades). This amount is additional to the expenditures I mentioned earlier this year.
- 3) Some information from the Committee Meetings:
 - a) Each year (for the past five years) we have held one Committee Meeting where all Committees come together for a “sharing of their priorities and work”. It has been suggested that in 2021, the meeting that is usually held in March be moved to a later date so hopefully we can meet in person. It was felt that a “virtual sharing meeting” would be difficult as up to 100 persons could be involved. At this time we are planning for all meetings to be virtual until at least June 2021
 - b) About 141,000 seedling trees and a few hundred potted trees were planted in 2020. At this time about 180,000 seedlings have been pre-ordered for 2021.
 - c) Ninety-three landowners in our Authority asked for and received advice on their trees/forests.
 - d) North Dundas received assistance with replacing trees in their roadside tree programme.
 - e) Special thanks to North Dundas and the Roads Department Staff for gravelling and upgrading the “old road” to Oak Valley. Very much appreciated by all who visit the Park!
 - f) Forestry Staff from SNCA recently spent several days removing dead and damaged trees, and generally cleaning up at Oak Valley.
 - g) Forestry Staff recently “assessed and cleaned up” the trees at Cass Bridge. There are 146 healthy trees there!
 - h) FYI: i) SNCA has treated 17 healthy ash trees at MacIntosh Park in Berwick with the chemical “Triazin” to protect them against the ash beetle; ii) Three sites where there are ash trees are still being evaluated for the success of the trial release a couple of years ago - of a miniature wasp that lays its eggs on the beetle larvae, causing death.

- i) The Planning Department and the Permit Issuers are quite busy and have reviewed and issued about 70 permits in October and November – including five for North Dundas. They have also dealt - or are dealing with 24 complaints – one in North Dundas,
 - j) Jackie Pemberton is the Chair of the Clean Water Committee. That Committee granted almost \$50,000.00 since September to watershed residents – mostly to assist with septic system replacements, wells being capped or streambank work to prevent erosion.
- 4) Many of you have noted that Ontario Bill #229 that would change the Conservation Act has passed First Reading and is now in committee and being reviewed. As well, there are hearings and reception of written comments from Municipalities, Conservation Authorities, Companies and Individuals.
- All committees and the Board have been updated on the changes. There are some concerns, but generally we feel we have been conforming with the Act and will continue do so when the changes are approved
- 5) I have been extremely busy in November and December with Meetings. Besides the Executive and Board meeting each month, I have attended a special Budget Meeting, a SNCA Health and Safety Meeting, as well as the year-end Meetings of each of the four standing committees.
- (These Committees are Clean Water, Communications, Forestry and Fish & Wildlife). As well there were numerous phone calls, e-mails and trips to drop-off information to various Municipalities that often involved more discussions. And I thoroughly enjoyed all of it!

May I take this opportunity to wish each of you a very merry, but probably “low-key, quiet” Christmas and an extremely successful 2021!

Thanks,

Bill

If you wish to contact me (H - 613 448 1636; C - 613 806 3169 wilson.smirle@sympatico.ca)



South Nation Current

November 2020 Update

Courant de la Nation Sud

Mise à jour novembre 2020



SOUTH NATION
CONSERVATION
DE LA NATION SUD



Conservation Authorities Act Amendments in Provincial Budget Bill 229

On November 5, 2020, the Province announced a number of proposed changes to the *Conservation Authorities Act* and the *Planning Act*; these changes will significantly limit or change entirely the role of Conservation Authorities in the protection of people and property.

Conservation Authorities are important agencies that work directly with municipalities to help protect Ontario's environment. Their science-based watershed information helps to steer development to appropriate places where it will not harm the environment or create risks to people.

Over 20,000 people have already written to express concern and urge the Province to remove Schedule 6 from Bill 229; you can share your voice too!

[To contact your local MPP visit Ontario Nature's webpage here.](#)

[More information from the Canadian Environmental Law Association here.](#)

[A list of news articles and letters from municipalities can be found here.](#)

Modifications de la Loi sur les offices de protection de la nature dans le Projet de loi 229 du budget provincial

Le 5 novembre 2020, la province a annoncé un certain nombre de modifications proposées à la Loi sur les offices de protection de la nature et à la Loi sur l'aménagement du territoire ; ces changements limiteront considérablement ou modifieront entièrement le rôle des offices de protection de la nature en ce qui concerne la protection des personnes et des biens.

Les offices de protection de la nature sont des organismes importants qui travaillent directement avec les municipalités pour aider à protéger l'environnement de l'Ontario. Leurs informations scientifiques sur les bassins versants aident à orienter l'aménagement vers des endroits appropriés où il ne nuira pas à l'environnement et ne créera pas de risques à la population.

Plus de 20 000 personnes ont déjà écrit pour exprimer leurs préoccupations et demander à la province de supprimer l'annexe 6 du projet de loi 229 ; vous pouvez vous aussi participer à cet effort !

[Pour contacter votre député provincial local, visitez la page web d'Ontario Nature ici.](#)

[Pour plus d'informations sur la *Canadian Environmental Law Association*, cliquez ici.](#)

[Une liste d'articles de presse et de lettres des municipalités est disponible ici.](#)



Temporary Trail Closure at W.E. Burton Conservation Area (December 4 - 18)

Restoration work is underway to enhance the public forest at the W.E. Burton Conservation Area in Russell, which welcomed over 35,000 visitors in 2020.

Part of this planned work includes removing over 150 dead, or dying trees that are at risk of falling near the trails, most infected by the Emerald Ash Borer.

Work is schedule to take place between December 4 and 18, 2020 and the park will be closed to visitors during this time.

Following this work, the park will be maintained through the winter, to continue providing residents and visitors a place to step outdoors and into nature.

For more information on the W.E. Burton Conservation Area, click [here](#).

Fermeture temporaire de sentiers dans l'aire de conservation W.E. Burton (du 4 au 18 décembre)

Des travaux de restauration sont en cours pour améliorer la forêt publique de l'aire de conservation W.E. Burton à Russell, qui a accueilli plus de 35 000 visiteurs en 2020.

Une partie des travaux prévus consiste à enlever plus de 150 arbres morts ou mourants qui risquent de tomber près des sentiers, la plupart infectés par l'agrile du frêne.

Les travaux devraient avoir lieu entre le 4 et le 18 décembre 2020 et le parc sera fermé aux visiteurs pendant cette période.

Après ces travaux, le parc sera entretenu pendant l'hiver, afin de continuer à offrir aux résidents et aux visiteurs un endroit où ils pourront se promener dans la nature.

Pour plus d'informations sur l'aire de conservation de W.E. Burton, cliquez [ici](#).



Select Conservation Areas to Remain Open this Winter

October has come and gone; the reality of yet another winter is setting in, and residents throughout the watershed are gearing up for several months of cold weather and snow.

Residents can still get outdoors to take advantage of SNC's Conservation Areas that remain open and maintained throughout the winter: W.E Burton and J. Henry Tweed in Russell, Two Creeks Forest and Robert Graham Forest in South Dundas, Warwick

Forest in North Stormont, and the Oschmann Forest in North Dundas.

Through municipal agreements, Nokomis Park in Limoges and the Russell Recreational Trail will also be open and maintained through the winter.

Plan your next outdoor winter adventure at a Conservation Area near you by visiting: <https://www.nation.on.ca/recreation/winter-recreation>.

Certaines aires de conservation resteront ouvertes cet hiver

Le mois d'octobre est passé, la réalité d'un nouvel hiver s'installe et les habitants de tout le bassin versant se préparent à plusieurs mois de froid et de neige.

Les habitants peuvent toujours sortir et profiter des aires de conservation de la CNS qui restent ouvertes et entretenues tout au long de l'hiver : W.E Burton et J. Henry Tweed à Russell, la Forêt Two Creeks et la Forêt Robert Graham à South Dundas, la Forêt Warwick à North Stormont, et la Forêt Oschmann à North Dundas. Grâce à des accords municipaux, le parc Nokomis à Limoges et le sentier récréatif de Russell seront également ouverts et entretenus pendant l'hiver.

Planifiez votre prochaine aventure hivernale en plein air dans une aire de conservation près de chez vous en visitant le site : <https://www.nation.on.ca/recreation/winter-recreation>.



SNC Accepting Tree Orders for Spring 2021!

There are many ways for residents to take advantage of subsidies to help plant trees, and SNC is encouraging interested landowners to contact their office early to help plan their spring planting projects.

The Conservation Authority has its sights set on an ambitious goal as it hopes to plant 200,000 trees across its watershed jurisdiction in Eastern Ontario in 2021; the most trees ever planted by SNC in a single year.

Approximately 180,000 trees are already reserved for next year - thank you to those who are partnering with us to plant more trees!

[More information on SNC's forestry services and the 2021 Order Form here.](#)

La CNS accepte les commandes d'arbres pour le printemps 2021 !

Il existe de nombreuses façons pour les résidents de profiter de subventions pour planter des arbres, et la CNS encourage les propriétaires fonciers intéressés à contacter son bureau le plus tôt possible pour planifier leurs projets de plantation du printemps.

L'Office de protection de la nature vise un objectif ambitieux, puisqu'il espère planter 200 000 arbres dans son bassin versant de l'Est de l'Ontario en 2021, le plus grand nombre d'arbres jamais plantés par la CNS en une seule année.

Environ 180 000 arbres sont déjà commandés pour l'année prochaine - merci à ceux qui s'associent à nous pour planter des arbres !

[Pour plus d'informations sur les services forestiers de la CNS et le bon de commande 2021, cliquez ici.](#)



SNC Holiday Office Closure

With the holidays quickly approaching, just a reminder that SNC's office will be closed starting Thursday, December 24 and will open again on Monday, January 4.

Please note: the last day for regular and septic inspections before the holidays is Friday, December 18, 2020.

SNC wishes you and your family a happy and healthy Holiday Season; stay safe!

Fermeture des bureaux de la CNS durant la période des fêtes

A l'approche des fêtes, nous vous rappelons que le bureau de la CNS sera fermé à partir du jeudi 24 décembre et ouvrira à nouveau le lundi 4 janvier.

Attention : le dernier jour pour les inspections régulières et des systèmes septiques avant les fêtes est le vendredi 18 décembre 2020.

La CNS vous souhaite, à vous et à votre famille, un temps des Fêtes heureux et sain; soyez prudents !



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Dundas County Archives 2020

Goals and Challenges:

As 2020 began there was much fresh enthusiasm and plans to expand programming for preserving and promoting local history. Unfortunately, in reality, this did not happen in the way we expected. Our hopes had been pinned on a Trillium Grant jointly applied for by both North and South Dundas on behalf of the Dundas County Archives. Some important aspects of this application included:

- Taking into consideration that a boost to the Archives would have enhanced **LOCAL EDUCATION** and **Engagement in the Community** through our programming, we designed a series of Tea and Talk events and speaker engagements to enlighten the public on THEIR local history. There are so many people, places and events to be proud of in Dundas County. Promoting local history enhances **COMMUNITY IDENTITY and PRIDE IN THE COMMUNITY**
- Given that in a normal summer season we have a lot of people traveling to the area specifically to conduct research, **TOURISM GROWTH** would have been enhanced by expanding access to the archives. Many people travel from the United States and from other parts of Canada specifically in order to conduct research on their family history. Long distance visitors – mostly in the summer / Fall have made the journey from Seattle, Massachusetts, Delta BC, Mesa Arizona, Grass Valley California, Fargo North Dakota, Columbia Maryland, Kansas and in Ontario from Uxbridge, Oshawa, Kingston, Ottawa, Cornwall. These cultural tourists would stay at local bed and breakfasts, and inns. They would eat at our restaurants and shop at our local stores. Thus Archives are a partner in cultural tourism as a destination and in **ECONOMIC DEVELOPMENT**. Unfortunately between COVID closures and the closing of the US / CANADA Border this did not happen this year.
- Programming such as workshops on how to preserve family heirlooms, and how to craft the story of your life, were planned to enhance **COMMUNITY ENGAGEMENT**. Sessions on “can you help identify these photos” would have not only enhanced **SENIOR ENGAGEMENT** but would also have helped to identify many photographs of the past that are listed as “unknown”. These events would have helped to answer many questions for the archives but also helped to enhance the concept of community heritage. Members of the community who were a part of our heritage would have been given an opportunity to share their stories. As a result that would have enhanced all of the members of the community and added to our concept of community pride.
- The application had planned to expand hours to full time with the addition of another staff member in order to assist in providing these programs. The application also included a budget for bringing the archives up to provincial standards by providing an electronic cataloguing system and an interactive web site with digital content. It was also planned to fund the repair of the roof of the building for long term preservation.

Unfortunately, we were not successful in this application. As such, the programming and public outreach plans were put on hold. Adding to this was the fact that COVID 19 entered our lives and necessitated shutting down the facility entirely from March to June, and it still remains closed to the public.

Newspaper Digitization Project

Thanks to the generous support of the United Counties Council and the local Dundas County Legions, Lions Clubs and other service clubs we are well on our way to completing the ambitious Newspaper Digitization Project. We were at risk of losing many of our local historic newspapers due to their deteriorating condition. These papers contain information that can be found nowhere else, so preservation and access are the focus of this project. The goal is to digitize the historic papers of the county, and to host them on a searchable web site with access to the public. By far the most prevalent request at the archives has been for copies or scans of newspaper articles. These requests have come from people wanting a record of a family event, reporters wanting background information for their articles, and authors wanting background for their work. The Ontario Provincial Police have even made requests for back issues for evidence in investigations. These records are invaluable.

Newspapers have been collected through donation of individuals, or from publishers. It is a tedious process to organize and arrange them to prepare for digitization. They are organized in a chronological order, then placed in acid free newspaper boxes. If they are bound they have to be carefully unbound and boxed. The very tedious task of preparation included piecing together many pages of torn and tattered papers. Some of the very early papers are so brittle that it was like piecing together a puzzle. This is a laborious task that needs to be done before they can be sent to be digitized. To date, approximately 5,880 feet of acid free archival tissue repair tape has been used towards this task. Once a selection of newspaper boxes are recorded and prepared, they were then picked up by Image Advantage, the firm hired by the United Counties Council to scan and digitize the papers. This project was also further delayed by the fact that Image Advantage also had a shut down due to COVID 19 and under the current COVID protocols I can only be in the building on certain days of the week, and cannot be assisted by volunteers at this time.

So far, 187 boxes of newspapers have been sent off to Image Advantage to be scanned and digitized. Newspapers digitized thus far:

Chesterville Record 34 boxes covering 1902 to 1924, 1976 – 1994
Dundas County Herald and St Lawrence reporter 1874 – 1877, 1886
Iroquois Post and Matilda Advocate 1930 and 1940's various, 1950, 1952 - 1969
Iroquois Post 1970 – 1981
Iroquois Chieftain 1982 – 2008 when publication ceased
Morrisburgh [sic] Courier 1885, 1886
Morrisburg Banner 1977
Morrisburg Leader 1911- 1949 digitized, still need to do from 1950 to 2018
Mountain Herald 1 issue 1905
St Lawrence News (Iroquois) 1901, 1905, 1918, 1919
Williamsburg Times 1 issue 1935, 1 issue 1938

Winchester Press scattered issues: 1895, 1896, 1897, 1898, 1901, 1910, 1913, 1915 – 1987 (need to complete 1988 -)

Who Has Dundas County Archives Served in 2020?

Due to COVID 19 the Dundas County Archives was closed as of March 15. From that point it has been still closed to the public but the archivist has been working on site 3 days a week since June 1. Despite not actually being open to the public, The Dundas County Archives has provided service to many clients. On a daily basis members of the public have emailed for research guidance, or requesting a copy of a newspaper or document. As a County Archive mandated by the Municipal Act, our main purpose is to preserve records for future research and to provide access to these records to the public. The staff of the Municipality of South Dundas and the Township of North Dundas have also been served with the collection, arrangement and retrieval of records, as needed.

- One of the regular users of the archives has been **Municipal staff of South Dundas**. Many enquiries have been pertaining to historic building permits and associated files, financial documents, By-Laws and historic committee reports or files. These were located and delivered to the person making the enquiry. Once they are returned they are refiled. In some cases requests have come from Municipal Staff in other regions for items such as Newspaper articles
- **Newspaper reporters or Authors doing research** – there have been requests for research support on various topics by several different reporters, from different publications. These were always responded to quickly due to the urgency of the request. One such reporter was from the National Post.
- **University or College Students** conducting research – This past year has seen an increase in information requests from students, in University and College. There was also a request from a university professor for a search in local newspapers. This may be due to the fact that more people are aware of the archives. In every case they were assisted as best possible
- There have continued to be several different **community groups** which have searched resources of our collections. This included the **Chesterville and District Historical Society** who were preparing a commemorative history. Some Groups, such as several **Women's Institutes, Fair Boards, The Winchester District Hospital, The Masons and a few others** have donated their records to the Archives for preservation
- **General public searching for records about their family** – where I had any records of interest to these individuals, I would make copies and send them on. My background does include professional genealogical research through various government agencies, so I have been aware of the importance of making records accessible, as well as creating finding aids for future researchers. Records held in our archives also helped to assist with the family of a fallen S D & G Highlander from the Second World War. The family of a soldier from Iroquois was able to conduct an examination into whether the remains of a fallen soldier from World War 2 was their kin. A farmer in the Netherlands had located

human remains on his farm dated to the time of the Second World War. Evidence linked the remains to the S D & G Highlanders. The military file held here was able to connect where the soldier had been positioned in the Netherlands at the time he was “missing in action”. So records held at our archives can have very long reaching importance.

- There have been others **researching buildings, businesses and local community organizations**, largely for commemoration events. For short queries, I have searched records on their behalf and reported findings to them, as well as sent copies of pertinent records to them. Aiding this process has been a generous donation of resource materials from members of the public
- **The Ontario Provincial Police** have been a client of the Dundas County Archives. Some records held in our collections have been deemed invaluable as an investigative tool.

2020 Progress report from Susan Peters –

We have made much progress with the Dundas County Archives despite the fact that we have been closed to the public since March.

- In order to provide guidance for future researchers, a collection of **finding aids** have been created. These not only include research guides to our records but also guides for researching records of local interest which are housed elsewhere, such as the Archives of Ontario and Library and Archives Canada. I have also collected local history resources for our reference library.
- During the period where the archives was closed, I was still busy with managing our collections. I worked on **liaising with the Archives of Ontario senior archivists to repatriate records in their collections pertaining to Dundas County**. There are hundreds of items pertaining to Dundas County that are currently housed in the Archives of Ontario. I also was able to liase with the Tweedsmuir Museum to be added to a grant application to digitize the Tweedsmuir Scrapbooks donated to our archive through various branches of the Women’s Institute.
- **A Facebook page for the Dundas County Archives, and Instagram Posts** promote our local history as well as to make announcements, and allow the interested public to engage with us. This is updated regularly. There have been **displays in the lobby of the South Dundas Municipal building** on behalf of the archives. These have been to promote different aspects of local history, from both North and South Dundas. These displays have been changed periodically. During the shutdown phase, as the lobby was not accessible, the display had remained. Moving forward the plan is to continue to showcase local history displays which not only educate but delight the public, on all aspects of Dundas County history. To date there have been displays such as:
 - the Doctor Locke impact on local history
 - The North Dundas Family, the Allisons lost on the Titanic.
 - The history of elections in Dundas County

- Early hockey teams in Dundas County including the Inkerman Rockets
- Local newspapers give advice on food rationing during the first and second world war
- Dutch immigration to Dundas County
- Early newspapers of Dundas County
- Dr Marion Hilliard and her contributions to Women's health
On behalf of the Dundas County archives an application will be submitted to nominate Dr Marion Hilliard to the Canadian Medical Hall of Fame for achievements in the advancement of women's health. She was one of the creators of the PAP test for cervical cancer detection, and wrote many articles and books on women's health. She was born and raised in Morrisburg
- **Data base management software** that could be used to catalogue our collections continues to be evaluated. At this point, we do not as yet have an electronic catalogue. I have conducted training on ARCHEON through the Ontario Archives Association. This is an online searchable database of collections held within archives in the province.

Plans Moving Forward:

- Evaluate and make **decisions of cataloguing database software** –
- Continue with **cataloguing materials and providing researcher support** for the public and Municipal staff and Council
- Continuing to work towards **fulfilling our mandate under the Municipal Act**, by facilitating the preservation of our local heritage, while allowing access to records to the public. To this goal, finding aids will continue to be a focus and finding ways to facilitate research.
- **Continuing to work with potential donors** of their records to the archives. This involves meeting with them, and assessing the collection as to whether it meets our collection policy and mandate. If the collections do meet our criteria, then the donations are signed over to the archives through a deed of gift or donation agreement, as per archives standard. The collection is then moved to the archives, organized, sorted, catalogued and boxed before it is stored in our collection. This is all done according to archival standards.
- We will continue to **search for potential grants** to facilitate programming. As well, it would be a desire to find funding to digitize our collection of VHS tapes and reel to reel videos. As magnetic media has a shelf life due to the de-magnetization of the materials. For preservation of their historic content, these videos need to be transferred into a more stable format. Many of these videos include topics such as the relocation of Iroquois, and Morrisburg due to the Seaway, Iroquois and Matilda festivals, South Nation River History etc. We also have a small collection of oral history audio tapes that should be transferred before they deteriorate. Unfortunately we are not qualified under most of the federal heritage grants, as they apply only to not for profit groups not agencies of Municipal Government.

- Moving forward, it would be a goal to be able to engage in programming plans outlined in the first section of this report. Once the COVID 19 pandemic is behind us, it would be an ideal to be able to create engaging **outreach programming** such as guest speakers, “Help us Identify these photos” events and “how to” workshops. These would all **enhance community engagement** and pride in our local history and help to create a sense of place. The goal is to **preserve and promote local stories** and to attract cultural tourists in the summer season. This all aids in the contribution towards vibrant and vital communities.
- It would be an ideal to be able to acquire a **display case** and to be able to create rotating exhibits about our local history from our collections. This would greatly assist in **preserving and promoting local stories**. That could further contribute to the sense of pride in our community.
- We have received a generous donation of **shelving** from the Iroquois Public Library. The plan is to have this installed in the reading room and storage areas once we are able to assign someone to the task. This will make the space more efficient. It is presently housed in the archives building but not yet installed.
- Above all the goal moving forward is to continue to act according to our mandate **to Collect, preserve and promote our local history and to serve the Municipality of South Dundas and The Township of North Dundas in managing their records.**

Susan Peters

Morewood RA Report

Time Period: May – October 2020

Date of Report: November 5, 2020

Submitted by: Katie Lesage, Vice President

Morewood
Recreation
Association



Recurring Morewood RA Meetings held the first Tuesday of every month except during summer holidays

Morewood RA Board of Directors

President: Vacant ~ Vice-President/Meeting Minutes Recorder: Katie Lesage

Treasurer: Deborah McInnis

Morewood RA Members

Ken Byers, John Chamberlain, Tawny Bryski-Wilson, Brent Richard, Lauchie McInnis, Glenn Smirle, Kurt Zandbelt, Martin Reichert

Activities Completed this Period

- The COVID-19 pandemic has changed the way we think of a normal life. We are applying the measures to stop the spread at the same time ensuring that essential workers and businesses can continue to provide the life saving services that we all need. Due to this pandemic, all of the originally planned Morewood RA programs and activities have been put on hold.
- In light of this pandemic, the Morewood RA feels strongly that we must continue to do what we can for our community while following the COVID-19 safety measures.
 - The Morewood RA meetings are now being held by video conferencing.
 - The Morewood RA has continued to be active on our well followed facebook page – sharing activities for families to help keep up our community's spirits. For example, rock painting, crafts and art in windows, etc.
 - For Canada's Day, we held a Canada Day Decorating contest. The prize were beautifully decorated Canada Day cookies donated by the Lazy Beagle and Morewood RA Committee members.



- We continue to focus our efforts on Veteran's View Park:
 - In the spring, we replaced the old (mostly broken) planters with beautiful oak barrel planters. We covered half the cost of these planters and received generous donations from our community to cover the other half. We also thank the township for \$200 towards the purchase of soil and flowers. We would also like to express our gratitude and thanks to the students who diligently weeded our gardens at Veteran's View. They did an amazing job!



- For Canada's Day, we also decorated the park in conjunction with our Canada Day contest.
 - For Thanksgiving, we decorated with bails of straw, pumpkins and corn stalk.
 - Then our latest decoration was for Halloween. As part of this, we held our first even Best Jack-O-Lantern Contest where the mayor Tony Fraser and deputy mayor Al Armstrong came out to judge. The response was fantastic. We had almost 50 Jack-O-Lanterns and made it a hard decision for our judges. Prizes were awarded for 1st, 2nd and 3rd place. A local business donated all the decorations and prizes. At night, we lit up all the Jack-O-Lanterns for a nice spooky spectacular. We would like to **thank Mayor Tony Fraser and Deputy Mayor Al Armstrong** for their time and kind words.
- Since our banners are so successful, we have a waiting list. The RA has identified additional hydro poles so that we can hang more banners.
- We continue to support the **Cenotaph Project**.
 - We have advertised for their fundraising events on our facebook page.
 - Also, as a reminder - the Morewood RA voted and agreed to purchase a Gazebo at Veteran's Park and for it to be in place in time for the Cenotaph's 100th Anniversary being held on July 6th, 2021. We decided on a model that will be delivered right at Veteran's Park. For this to be successful, we will **require the township to relay the stonework**, so that it is level and to properly support the Gazebo. We are kindly **seeking 2021 budget considerations for this project** – to relay the stone work. The Morewood RA will purchase the Gazebo. We will also have our planters filled with Red and White flowers.
 - Furthermore, we are very pleased to announce that the Morewood RA Committee has made a significant donation of **\$5000** to this project. We feel strongly about this project and the importance of the cenotaph in our community.
- The Morewood RA team is a committed and dedicated bunch who have always wanted what's best for Morewood. We are thankful for the support of our township, as well as local businesses, our community, and the community of North Dundas.

Activities Planned for next Period

- Continue to look for opportunities to help our community in light of COVID-19.
- We are hiring a service to light up and maintain the big tree at Veteran's View. We will also decorate for Christmas and look into having another community contest. We will seek sponsors to help cover the cost. Our Tree Lighting ceremony will be held Friday November 27th at 7pm. We will ensure that COVID-19 safety protocols are in place.
- We will hang our Christmas and Winter banners.
- We will not explore other activities/programs suggested from community members at this time, but will review again post COVID-19.

Other Events Proposed by Township/Morewood Community Member(s)

- Dart league
- High tea for seniors
- Park days for kids
- A community leisure bike ride
- Coffee club for over 50
- Bookmobile
- Harvest supper
- Fun in the park (Where families can meet and kids can play together. Drop off some toys and bubbles.)
- Fish Fry (Committee agreed that out of township is not preferred)
 - Mike Mundell's Surf & Turf
 - 613-546-3293
 - Rideau Town Centre
 - [235 Gore Rd.](#), RR#2
 - Kingston, ON
 - K7L 5H6
 - www.funwithfish.com

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-64

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 and the In-Camera Meeting held on November 17th, 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 December 8th, 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 8th day of December, 2020.

MAYOR

CLERK