

**AGENDA**  
**Township of North Dundas**  
**636 St. Lawrence Street Winchester ON Tuesday,**  
**February 9, 2021 7:00 PM**  
**This Meeting will be held virtually and streamed live**  
**on the Township's Facebook Page**

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 - January 19, 2021](#) 4 - 11
  - b) [Emergency Meeting - January 20, 2021](#) 12 - 15
- 5. Delegations**
- 6. Closed Session**
- 7. Open Session**
- 8. Action Requests**
  - a) **Finance**
    - i. [2020 Tax Assessment Reductions](#) 16 - 18
    - ii. [Support Extension of Asset Management Deadline](#) 19 - 24
  - b) **Economic Development and Communications**
  - c) **Public Works**
    - i. [Hiring of Truck and Coach Technician](#) 25

ii.	<a href="#">Water &amp; Sewer Allocation - Mill Street PT LT 51 &amp; 52</a>	26 - 28
iii.	<a href="#">Water &amp; Sewer Allocation - Daycare at 547 Louise Street</a>	29 - 31
<b>d)</b>	<b>Waste Management</b>	
<b>e)</b>	<b>Planning Building and Enforcement</b>	
i.	<a href="#">Zoning By-law Amendment Application – 29 Chesterville Main St. (Ashley Gabrys)</a>	32 - 34
<b>f)</b>	<b>Recreation and Culture</b>	
i.	<a href="#">Canada Cultural Spaces Fund</a>	35 - 37
<b>g)</b>	<b>Fire</b>	
<b>h)</b>	<b>CAO</b>	
i.	<a href="#">Amend Policy #88-2020 COVID-19 Staff Accommodation Policy</a>	38 - 41
<b>i)</b>	<b>Clerk</b>	
<b>9.</b>	<b>Tenders and Quotations</b>	
a)	<a href="#">Explore Guide Printing RFQ</a>	42 - 43
b)	<a href="#">Snow Maintenance for Dry Hydrant on Cty. Rd 16, South Mountain</a>	44 - 45
<b>10.</b>	<b>By-laws</b>	
<b>11.</b>	<b>Key Information</b>	
a)	<a href="#">Finance - 2021 Budget Update</a>	46 - 47
b)	<a href="#">Finance - Auditors' Planning Memo to Council</a>	48 - 65
c)	<a href="#">Waste Management Services - Waste Diversion Newsletter</a>	66 - 73
d)	<a href="#">Recreation and Culture - North Dundas Arenas</a>	74 - 75
<b>12.</b>	<b>Consent Agenda</b>	
a)	Accounts Action Recommended: That Council receive and file for information purposes.	

b)	<a href="#"><u>Department Activity Updates</u></a> <a href="#"><u>Action Recommended:</u></a> <a href="#"><u>That Council receive and file for information purposes.</u></a>	76 - 94
c)	<a href="#"><u>Request for support:</u></a> <a href="#"><u>United Counties of SDG - Resolution No. 2021-04</u></a> <a href="#"><u>Request to Province to allow small businesses to reopen.</u></a>	95
<b>13.</b>	<b>Boards and Committees</b>	
<b>14.</b>	<b>Motions and Notices of Motions</b>	
<b>15.</b>	<b>Petitions</b>	
<b>16.</b>	<b>Council Comments and Concerns</b>	
<b>17.</b>	<b>Unfinished Business</b>	
<b>18.</b>	<b>Ratification By-law</b>	
a)	<a href="#"><u>By-law No. 2021-14</u></a>	96
<b>19.</b>	<b>Adjournment by Resolution</b>	

## THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

### MINUTES

**JANUARY 19, 2021**

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A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on January 19, 2021 with Mayor Fraser in the Chair. The meeting was held virtually, recorded and posted on the Township's Facebook page.

ROLL CALL:

Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillors: Gary Annable, Tyler Hoy, John Thompson  
CAO: Angela Rutley  
Treasurer: John Gareau  
Economic Development Officer: Stephen Mann  
Director of Public Works: Khurram Tunio  
Director of Planning, Building & Enforcement: Calvin Pol  
Director of Waste Management: Doug Froats  
Director of Recreation and Culture: Meaghan Meerburg  
Fire Services Liaison Office: Mike Gruich  
Clerk: Jo-Anne McCaslin  
Deputy Clerk: Nancy Johnston

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Councillor Hoy

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 Annable

THAT Council approve the agenda as presented.

CARRIED

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

4. Adoption of Minutes

a) Regular Meeting December 8, 2020

Resolution No. 03

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the minutes of the Regular Meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held December 8, 2020 be adopted as presented.

CARRIED

b) Special Meeting December 15, 2020

Resolution No. 04

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT the minutes of the Special Meeting of the Council of the Township of North Dundas, held December 15, 2020 be adopted as presented.

CARRIED

5. Delegations

8:00 pm Dr. Paul Roumeliotis, Medical Officer of Health, Eastern Ontario Health Unit, provided an update on the COVID-19 pandemic and vaccine roll-out, highlighting Dundas Manor residents and staff were vaccinated on January 16<sup>th</sup>. Council members discussed the closure of small businesses. Mayor Fraser read a letter from the Mayor addressed to Premier Ford, copied to MPP Jim McDonnell, MPP Steve Clark and Dr. Paul which asks the Province to reconsider lockdown orders on small local businesses in rural areas. Mayor Fraser thanked Dr. Paul for his leadership and guidance throughout these challenging times.

6. Closed Session - NIL

7. Open Session - NIL

8. Action Requests

a) Finance

i) Asset Management Coordinator

Resolution No. 05

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council approves the recommendation of the Hiring Committee and authorizes the hiring of Michelle Dorie as Asset Management Coordinator as per the Offer of Employment dated January 12, 2021.

CARRIED

b) Economic Development and Communications – NIL

c) Public Works

i) Water & Sewer Allocation - Madison Mulder Enterprises

Resolution No. 06

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council allocate 2 water units and 2 sewer units to Madison Mulder Enterprises for two (2) semi-detached units at 94 Mary Street, Chesterville.

CARRIED

ii) Water & Sewer Allocation - Winchester Meadows Developments Inc.

Resolution No. 07

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council allocate 48 water units and 48 sewer units to Winchester Meadows Developments Inc. for a total of 48 single, semi-detached and townhomes at Arora Crescent, Winchester.

CARRIED

d) Waste Management – NIL

e) Planning Building and Enforcement – NIL

f) Recreation and Culture

i) Winter Maintenance for the Oschmann Forest Parking Lot

Resolution No. 08

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas authorize and approve Camouflage Property Maintenance to perform snow clearing and salting services for 12301 Ormond Rd., Winchester, known as the Oschmann Forest parking lot, for the remainder of the 2020/2021 winter season.

CARRIED

g) Fire – NIL

h) CAO – NIL

i) Clerk – NIL

9. Tenders and Quotations – NIL

10. By-laws

a) By-law No. 2020-55 Rates for Water & Sewer Services

Resolution No. 09

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT By-law No. 2020-55, being a By-law for Fixing Rates for the Supply of Water/Sewer Services be read a third time and passed in Open Council this 19th day of January, 2021.

CARRIED

b) By-law No. 2020-59 Capital Charges

Resolution No. 10

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT By-law No. 2020-59, being a By-law to set Capital Charges for Water and Sanitary Sewer Connections, be read a second and third time in Open Council, this 19th day January, 2021.

DEFERRED

c) By-law No. 2021-01 Officers & Committees

Resolution No. 11

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT By-law No. 2021-01, being a by-law for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations be adopted as presented this 19th day of January, 2021.

CARRIED

d) By-law No. 2021-02 Interim Tax Levy

Resolution No. 12

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT By-law No. 2021-02 being a By-law to Provide for an Interim Tax Levy Applicable to the Year 2021 and to Establish the due date thereof, be read and passed in Open Council, signed and sealed this 19th day of January 2021.

CARRIED

e) By-law No. 2021-03 Borrowing BMO

Resolution No. 13

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT By-law No. 2021-03 being a By-Law Respecting the Borrowing of Money by the Corporation (with the Bank of Montreal) be read and passed in Open Council, signed and sealed this 19th day of January 2021.

CARRIED

- f) By-law No. 2021-04 Tariff of Fees Bylaw - Planning Matters  
Resolution No. 14  
Moved by Councillor Annable  
Seconded by Councillor Hoy  
THAT By-law No. 2021-04 being a By-law to update and replace Tariff of Fees By-law No. 2018-21 be read and passed in Open Council, signed and sealed this 19th day of January, 2021.  
CARRIED
- g) By-law No. 2021-05 Bylaw Enforcement Contract Renewal  
Resolution No. 15  
Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson  
THAT By-law No. 2021-05, being a By-law to authorize the execution of a contract of employment with Brent Mattice for Municipal By-law Enforcement Services within the Municipality be read and passed in Open Council, signed and sealed this 19th day of January, 2021.  
CARRIED
- h) By-law No. 2021-06 Security Exchange Sale of Lots Forestwood Heights Subdivision  
Resolution No. 16  
Moved by Councillor Hoy  
Seconded by Councillor Annable  
THAT By-law No. 2021-06, being a By-law to modify 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 the Estate of Ruth Levy for the Forestwood Heights Subdivision registered as Plan 99, be read and passed in Open Council, signed and sealed this 19th day of January, 2021.  
CARRIED
- i) By-law No. 2021-07 UCDSB Winchester Public School Site Plan Agreement By-law  
Resolution No. 17  
Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson  
THAT By-law No. 2021-07, being a By-law to authorize the Mayor and Clerk to enter into a Site Plan Control Agreement between the Township of North Dundas and the Upper Canada District School Board, be read and passed in Open Council, signed and sealed this 19th day of January, 2021.  
CARRIED
- j) By-law No. 2021-08 Appointment of Closed Meeting Investigator  
Resolution No. 18  
Moved by Councillor Annable  
Seconded by Councillor Thompson  
THAT the Council of the Township of North Dundas approve By-law No. 2021-08,



being a By-law to enter into an agreement with Local Authority Services (LAS) to provide closed meeting investigator services.

CARRIED

- k) By-law No. 2021-09 Winchester Public School UCDSB Lease Agreement By-law Resolution No. 19

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT By-law No. 2021-09, being a By-law to authorize the Mayor and Clerk to enter into a Lease Agreement between the Township of North Dundas and the Upper Canada District School Board, be read and passed in Open Council, signed and sealed this 19th day of January, 2021.

CARRIED

- l) By-law No. 2021-10 Marriage Solemnization Services

Resolution No. 20

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT By-law 2021-10, being a By-law to further authorize and delegate the authority to provide marriage solemnization services to Jessica Manley be read and passed in Open Council, signed and sealed this 19th day of January, 2021.

CARRIED

- m) By-law No. 2021-11 Marriage Solemnization Services

Resolution No. 21

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT By-law 2021-11, being a By-law to further authorize and delegate the authority to provide marriage solemnization services to Nancy Johnston be read and passed in Open Council, signed and sealed this 19th day of January, 2021.

CARRIED

## 11. Key Information

Finance 2021 Budget Update – Director Gareau provided Council with a one-page summary of amendments to the 2021 draft budget.

Economic Development and Communications Shop Local Promotion – Director Mann provided details of the Shop Local Promotion and advised the purpose is to focus our efforts on profit driven businesses most effected by Covid-19, so non-profit have not been included. Council advised to include non-profit organizations, charities and direct businesses in the promotion if there is room.

Public Works Water & Sewer Budget – Director Tunio presented the draft 2021 water and sewer budget to Council.

Recreation and Culture Impact of COVID-19 on R&C Department – Director Meerburg updated Council on recreational facilities closures, program changes, staff distribution and maintenance of outdoor rinks due to the provincial lockdown.

12. Consent Agenda

Resolution No. 22

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT Council authorize payment of accounts as per the attached

Council Report dated December 01, 2020 to December 15, 2020 Batch 204 to 211 in the amount of \$2,836,198.86;

Council Report dated December 16, 2020 to December 31, 2020 Batch 212 to 222 in the amount of \$777,056.84

Ontario Wildlife Damage Compensation Program - 005338

Richard Scheepers - \$50.00

Ontario Wildlife Damage Compensation Program – 005217

Property Owner of 10261 County Rd 43 \$224.00

Richard Scheepers - \$50.00

AND THAT all other items listed under the Consent Agenda be approved as recommended.

CARRIED

13. Boards and Committees – NIL

14. Motions and Notices of Motions - NIL

15. Petitions - NIL

16. Council Comments and Concerns – NIL

17. Unfinished Business – NIL

18. Ratification By-law

19. Resolution No. 23

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT By-law No. 2021-12 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 19th day of January, 2021.

CARRIED

20. Adjournment by Resolution

Resolution No. 24

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council adjourn at 9:30 pm to the call of the chair.

CARRIED

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MAYOR

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CLERK

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

### **MINUTES**

**JANUARY 20, 2021**

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An emergency meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on January 20, 2021 with Mayor Fraser in the Chair. The purpose of the Emergency meeting was to set capital charges for water and sanitary sewer connections in the Township of North Dundas. The meeting was held virtually, recorded and posted on the Township's Facebook page.

ROLL CALL: Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillors: Gary Annable, Tyler Hoy, John Thompson  
CAO: Angela Rutley  
Director of Planning: Calvin Pol  
Clerk: Jo-Anne McCaslin  
Deputy Clerk: Nancy Johnston

1. Call Meeting to Order by Resolution  
Resolution No. 01  
Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson  
THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 1:12 pm  
CARRIED
2. Adoption of Agenda  
Resolution No. 02  
Moved by Councillor Hoy  
Seconded by Councillor Annable  
THAT Council approve the agenda as presented.  
CARRIED
3. Disclosure of Pecuniary Interest and General Nature Thereof – NIL
4. Adoption of Minutes – NIL
5. Delegations – NIL

6. Closed Session – NIL

7. Open Session – NIL

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 – NIL

f) Recreation and Culture – NIL

g) Fire – NIL

h) CAO

By-law No. 60-2014 Capital Charges Schedule “A”

CAO Rutley advised draft By-law 2020-59, a by-law to set capital charges for water and sanitary sewer connections received first reading on December 15, 2020. This by-law was to replace the current capital charge By-law 60-2014. At the January 19, 2021 regular Council meeting, Council deferred consideration and further readings of the proposed by-law with the intent of setting a special meeting to further consider the issue.

This morning, it was determined that although the Stay Home Provincial Orders prevent us from issuing residential building permits at this time, permit applications can still be accepted. The charges in effect at the time of the application apply, not the charges at the time of the issuance of the permit.

Schedule A of By-law 60-2014 included rates effective until December 31, 2020. This means that we do not have a by-law with current capital charge rates. Therefore, we are requesting that Council amend schedule A of the existing capital charges By-law 60-2014 to include rates to take effect as of January 1, 2021.

The rates on the proposed by-law have been set at the amounts recommended by staff. Charge per Water Unit \$3000.00 Charge per Sewer Unit \$12,300.00

Council can choose to change the amounts, but should consider that reduced fees result in less funds available for the required capital projects and potential increased fees in the future.

Council can further consider the proposed By-law 2020-59 at a later date and make further change to these rates at that time.

i) Clerk - NIL

9. Tenders and Quotations – NIL

10. By-laws

a) By-law No. 60-2014 Capital Charge Schedule “A”

A lengthy discussed ensued regarding options to fund capital charges.

Council agreed to the following charges, pending further discussion at an upcoming meeting.

Charge per Water Unit \$2404.57 Charge per Sewer Rate \$4095.43

Resolution No. 03

Moved by Councillor Thompson

Seconded by Councillor Annable

That the Council of the Township of North Dundas authorize and direct that Schedule “A” of By-law 60-2014 be amended to include rates effective as of January 1, 2021 as attached, this 20th day of January, 2021.

CARRIED

11. Key Information - NIL

12. Consent Agenda - NIL

13. Boards and Committees - NIL

14. Motions and Notices of Motions - NIL

15. Petitions - NIL

16. Council Comments and Concerns

Mayor Fraser advised a meeting to further discuss capital charges and to determine best financing options to support development would be scheduled in the near future.

17. Unfinished Business – NIL

18. Ratification By-law  
Resolution No. 04

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT By-law No.2021-13 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 20th day of January, 2021.

CARRIED

19. Adjournment by Resolution  
Resolution No. 05

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council adjourn at 1:57 pm to the call of the chair.

CARRIED

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MAYOR

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CLERK



ACTION REQUEST – Finance	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	February 9, 2021
<b>Subject:</b>	2020 Tax Assessment Reductions

**RECOMMENDATION:**

**THAT Council authorize and approve the attached schedule of Tax Assessment Reductions for the fiscal year ending December 31 2020, in accordance with applicable legislation.**

**BACKGROUND:**

As a requirement of the annual audit and in accordance with best municipal practices, Council is requested to approve the attached schedule of tax reductions for the 2020 fiscal year end.

The Township routinely receives notification from MPAC (Municipal Property Assessment Corporation) by way of their Minutes of Settlement, to reduce taxes for a variety of reasons. These changes to assessed values are made under Section 36 of the Assessment Act and forwarded to the municipalities throughout the year. In addition, various property owners will make application to the Township under Sec 357/358/359 of the *Municipal Act, 2001* for relief from taxes due to loss of structural value occasioned by fire or other damage.

Application for tax relief may also be made as a result of a change in tax classification from a higher to a lower class (for example from Commercial to Residential, or from Residential to Farm). Finally, there is tax relief provided for commercial vacancy rebates. These reductions in assessment and resultant reduction in taxation revenue, are shared pro-rata with the school boards and the counties. In consultation with our counterparts at these other levying bodies - they also request that all tax reductions have the approval of Council and hence this resolution will be made available to them for their own audit purposes.

**OPTIONS AND DISCUSSION:**

- 1. Approve the recommendation to reduce tax assessments for the year 2020 in accordance with the attached schedule – recommended.** This option is consistent with past practices.
- 2. Do not approve the reduction of tax assessments in accordance with the attached schedule - not recommended.**



**FINANCIAL ANALYSIS:**

The Township's budget did provide for the loss of taxation revenues occasioned by reductions in assessed values. We also budgeted for taxation increases as a result of new assessments or a change from a lower to a higher tax class; the net impact of these two budgeted amounts, (supplementary taxes and tax reductions), when comparing budget to actual, has been a net surplus of approximately \$28,900.

**OTHERS CONSULTED:**

MPAC (Municipal Property Assessment Corporation)  
Tax Collector, Township of North Dundas  
Deputy-Treasurer, Township of North Dundas

**ATTACHMENTS:**

Schedule of Tax Assessment Reductions - December 31 2020

**PREPARED BY:**

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

**REVIEWED & APPROVED BY:**

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

Schedule of Tax Write-Offs, December 31 2020									
Summary of JV# 9 TO JV# 186									
Vadim	JV #	Ass't	Township	County	Eng. Pub.	Eng. Sep.	Fr. Pub.	Fr. Sep.	Total
	72	(609,303)	(12,794.65)	(18,223.71)	(4,761.18)	39.12	13.81	54.31	(35,672.30)
	9	(754,917)	(2,726.71)	(3,933.19)	(1,105.29)	-	-	-	(7,765.19)
	126	(350,500)	(2,363.46)	(3,365.42)	(1,116.15)	(322.21)	(113.74)	(447.36)	(7,728.34)
		(328,050)	(1,578.40)	(2,110.85)	(722.53)	-	-	-	(4,411.78)
		(43,150)	(195.51)	(262.14)	(88.29)	-	-	-	(545.94)
		(411,950)	(1,949.34)	(2,618.53)	(813.24)	(25.02)	(8.55)	(34.74)	(5,449.42)
	186	(696,751)	(5,943.61)	(8,480.55)	(2,632.83)	(417.16)	(147.25)	(579.16)	(18,200.56)
Rounding Adjustment				(0.03)					(0.03)
<b>Summary</b>		<b>(3,194,621)</b>	<b>(27,551.68)</b>	<b>(38,994.42)</b>	<b>(11,239.51)</b>	<b>(725.27)</b>	<b>(255.73)</b>	<b>(1,006.95)</b>	<b>(79,773.56)</b>
			<b>1-5-1300</b>	<b>1-5-8090</b>	<b>1-5-8050</b>	<b>1-5-8070</b>	<b>1-5-8060</b>	<b>1-5-8080</b>	
			<b>-7120</b>	<b>-1002</b>	<b>-1002</b>	<b>-1002</b>	<b>-1002</b>	<b>-1002</b>	
<b>Vacancy Rebates</b>									
PT Voucher 64	64	(824,740)	(1,289.89)	(1,871.04)	(931.17)	(595.52)	(197.32)	(827.40)	(5,712.34)
PT Voucher 206	206	(281,250)	(252.32)	(361.66)	(151.73)	(96.73)	(33.24)	(134.33)	(1,030.01)
<b>Vacancy Rebates</b>		<b>\$ (1,105,990)</b>	<b>\$ (1,542.21)</b>	<b>\$ (2,232.70)</b>	<b>\$ (1,082.90)</b>	<b>\$ (692.25)</b>	<b>\$ (230.56)</b>	<b>\$ (961.73)</b>	<b>\$ (6,742.35)</b>
			<b>1-5-1300</b>	<b>1-5-8090</b>	<b>1-5-8050</b>	<b>1-5-8070</b>	<b>1-5-8060</b>	<b>1-5-8080</b>	
			<b>-1003</b>	<b>-1003</b>	<b>-1003</b>	<b>-1003</b>	<b>-1003</b>	<b>-1003</b>	
<b>Total Reductions</b>			<b>\$ (29,093.89)</b>	<b>\$ (41,227.12)</b>	<b>\$ (12,322.41)</b>	<b>\$ (1,417.52)</b>	<b>\$ (486.29)</b>	<b>\$ (1,968.68)</b>	<b>\$ (86,515.91)</b>



ACTION REQUEST – Finance	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	February 9, 2021
<b>Subject:</b>	Support Extension of Asset Management Deadline

**RECOMMENDATION:**

That the Council of the Township of North Dundas supports MFOA's letter to the Ministry of Infrastructure requesting a one-year extension to the deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015; so that all municipalities can focus on the immediate needs of the pandemic and engage in municipal asset management planning when capacity challenges are resolved.

**BACKGROUND:**

The Municipal Finance Officers Association (MFOA) has requested that the Minister of Infrastructure extend the current deadline of July 1 2021, for municipalities to have an approved Asset Management Plan in place, by one year. It is recognized that many municipalities are facing challenges in meeting this deadline and the pandemic has exacerbated the burden of obtaining the relevant information required for the plan.

The province implemented the *Asset Management Planning for Municipal Infrastructure Regulation*, O.Reg. 588/17 on January 1, 2018. The goal of the regulation is to improve asset management practices.

The timelines established in O. Reg 588/17 are as follows:

- July 1, 2019 – Implement a Strategic Asset Management Policy.
- July 1, 2021 – Approved Asset Management Plan for core infrastructure assets, including roads, bridges and storm sewers. Current levels of service and cost of maintaining those levels of service must be established.
- July 1, 2023 – Expand on the approved Asset Management Plan to include all assets.
- July 1, 2024 – Asset Management Plan must include proposed levels of service, lifecycle management and financial strategy.
- July 1, 2025 - First revision and update of AMP information.

While it is anticipated that the Township will meet the July 1, 2021 target date to have an approved asset management plan in place for core assets, it is felt that a one-year extension would give us more time to gather and analyze data and submit a more fulsome plan to the province.

There have been delays in obtaining information due to COVID-19. The asset management coordinator has been seconded to another department to cover a vacancy; we are experiencing a current lockdown situation in some parts of the province with the possibility of extended restrictions elsewhere and it is unlikely that current capacity challenges will be resolved in the short-term. In addition, the shifting of personnel to work remotely has resulted in greater amounts of time being required.

Plans done after a re-evaluation of revenues, post-COVID, would provide greater confidence that the Asset Management Plan has taken into account the impacts of COVID-19 and that they are therefore, more robust and up-to-date.

**OPTIONS AND DISCUSSION:**

1. **Approve the request for support** - recommended. This option would allow the municipality to focus on the current challenges of the pandemic and provide adequate time to obtain relevant data that supports a more meaningful asset management plan.
2. **Do not approve the request for support.** Not supporting the request for an extension could result in many municipalities implementing a plan that does not include the required information or data analysis to support a plan that is reflective of the new, post-COVID realities.

**FINANCIAL ANALYSIS:**

The 2021 budget includes a budgeted amount of \$5,100 for asset management software.

**OTHERS CONSULTED:**

Local SDG Treasurers

**ATTACHMENTS:**

MFOA Letter

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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

Hon. Laurie Scott  
Minister of Infrastructure  
5th Floor  
777 Bay St.  
Toronto, ON M7A 2J3

October 22, 2020

Dear Minister Scott,

**RE: One-year extension of deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015**

I am writing on behalf of the Municipal Finance Officers' Association of Ontario, and the municipalities it serves, to request a one-year extension of all upcoming deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015 (O. Reg. 588/17).

The Municipal Finance Officers' Association of Ontario (MFOA) is the professional association of municipal finance officers with more than 2,300 individual members. We represent individuals who are responsible for handling the financial affairs of municipalities and who are key advisors to councils. MFOA is a strong advocate for best practices that encourage long-term fiscal sustainability, including long term financial planning and asset management planning.

In recent years, MFOA and the Province have worked together to support municipalities on their asset management (AM) journeys. Our collaboration has resulted in a range of useful resources, including tip sheets, a strategic AM planning policy development toolkit, a guide on creating AM communities of practice, an AM framework, a self assessment tool, training, and the provision of professional one-on-one AM consulting, among other supports. MFOA, like the Province, believes in the fundamental importance of AM planning.

But we have also heard our members. As noted in your statement to the Standing Committee on Finance and Economic Affairs on July 30, 2020, municipalities were "among the hardest hit" by the economic shutdown necessitated by the COVID-19 pandemic. This hit has and continues to be both financial and operational in nature. Since March, municipalities have declared states of emergency, redeployed resources, contained costs (including hiring freezes), and rightly prioritized the immediate needs of stakeholders. Given these pressures, municipalities have not had the capacity to work on meeting the 2021 deadline in O. Reg. 588/17 and as we are in a second wave and a return to a modified stage 2 in some parts of the Province with no end in sight and the possibility of extended restrictions elsewhere, it is unlikely that current capacity challenges will be resolved in the short-term.

We are also concerned that revenue losses in some municipalities will result in re-evaluations of capital plans, including AM plans. AM planning completed during a period of high revenue uncertainty is unlikely to be very reliable. Plans done after a revenue re-evaluation post COVID provides confidence that AM plans have taken into account the COVID impacts and that they are more up to date and robust.

Similar to the Public Sector Accounting Board's one-year deferral of the effective date of upcoming standards, MFOA recommends a one-year extension of all upcoming deadlines in O. Reg. 588/17. In the short-term, an extension will help municipalities focus on pandemic management. In the long-term, extending timelines will ensure municipalities can produce meaningful work that embodies the spirit of AM that reflects new post COVID realities.

Throughout the pandemic, we have seen how much can be achieved when municipalities and the provincial government work together to achieve a common goal. Should you wish to follow up on this letter, please contact MFOA Executive Director, Donna Herridge (donna@mfoa.on.ca).

Sincerely,

A handwritten signature in dark ink, appearing to read "Trevor Pinn". The signature is fluid and cursive, with a large initial 'T' and 'P'.

Trevor Pinn, CPA, CA  
President

cc. Hon. Steve Clark, Minister of Municipal Affairs and Housing



MUNICIPAL FINANCE  
OFFICERS' ASSOCIATION  
OF ONTARIO

**MFOA Request for One Year Extension of Deadlines in O. Reg. 588/17 - Sample  
Resolution**

WHEREAS the COVID-19 pandemic has had significant financial and operational impacts on Ontario municipalities;

AND WHEREAS municipalities have had to divert resources towards addressing the immediate needs of the pandemic and maintaining service delivery standards despite evolving restrictions and limited funds;

AND WHEREAS the Government of Ontario has delayed timelines with respect to several pieces of legislation;

AND WHEREAS the Government of Ontario has regulated municipal asset management through O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the *Infrastructure for Jobs and Prosperity Act, 2015*;

AND WHEREAS O. Reg. 588/17 mandates that every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets by July 1, 2021, and in respect of all of its other municipal infrastructure assets by July 1, 2023;

AND WHEREAS the key components of an asset management plan as required by the regulation are:

1. Infrastructure asset inventory
2. Levels of service
3. Lifecycle management and financial strategy

AND WHEREAS there is a concern amongst Municipal Finance Officers' Association of Ontario (MFOA) members and their municipalities that current capacity challenges (redeployment of staff, and lack of available resources) will result in limitations for purposeful asset management planning;

AND WHEREAS Ontario municipalities do not anticipate the current capacity challenges to be resolved in the short-term;

NOW THEREFORE BE IT RESOLVED that **THE MUNICIPALITY OF** supports MFOA's letter to the Ministry of Infrastructure requesting a one-year extension of deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the *Infrastructure for Jobs and Prosperity Act, 2015*; so that all municipalities can focus on the immediate needs of the pandemic and engage in municipal asset management planning when capacity challenges are resolved.





<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	February 9, 2021
<b>Subject:</b>	Hiring of Truck and Coach Technician

**RECOMMENDATION:**

**THAT Council receives the recommendation of the Director of Public Works to hire Brock Lama for the full-time position of Truck and Coach Technician as per the letter of offer dated January 26, 2021.**

**BACKGROUND:**

The vacant position of Truck and Coach Technician was advertised, and six (6) short listed candidates were interviewed on January 12, 2021. Brock Lama received the highest score, and is recommended as the successful candidate for the position.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended
2. **Do not approve the recommendations** – not recommended

**FINANCIAL ANALYSIS:**

There are no financial impacts as this position is part of an approved complement.

**OTHERS CONSULTED:****ATTACHMENTS:**

N/A

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

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

Angela Rutley, BBA  
CAO



<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	February 9, 2021
<b>Subject:</b>	Water & Sewer Allocation - Mill Street PT LT 51 & 52

**RECOMMENDATION:**

**THAT Council allocates 4 water units and 4 sewer units to the vacant property located at Mill Street, PT LT 51 & 52 BLK A S/S NATION RIVER, PL 35, in Chesterville.**

**BACKGROUND:**

On January 19, 2021, Knowledge Hub Online Inc. submitted an application for water and sewer allocation for a 4-plex development. These 4 residential units will require an equivalent of 4 units of water and 4 units of sewers as per the By-Law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, which allows for a total of 4 in-fill residential units within Chesterville Village. This request in the application is slightly above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

- 1. Approve the recommendation – recommended.**
- 2. Do not approve the recommendation – not recommended.**

**FINANCIAL ANALYSIS:**

\$200 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Summary of Water Allocation

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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

[illegible]



<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	February 9, 2021
<b>Subject:</b>	Water & Sewer Allocation - Daycare at 547 Louise Street

**RECOMMENDATION:**

**THAT Council allocates 5 water units and 5 sewer units to the Daycare for the Upper Canada District School Board property located at 547 Louise Street, Winchester.**

**BACKGROUND:**

On January 25, 2021, Upper Canada District School Board (UCDSB) submitted an application for water and sewer allocation for a daycare. The request for UCDSB was originally 75 gallons per minute, which was revised to 25 gallons per minute. In discussion with the Chief Building Official, staff are of the opinion that the water consumption will be around 1.67 gallons/minute under maximum day demand based on average day demand and sewer flows calculated under Ontario Building Code, Part 8 for sewers.

Based on additional analysis, the water capacity allocation for the daycare is much lower than the water capacity analysis presented to Council on December 15, 2020. The revised water and sewer allocation will be equivalent to 5 residential units i.e., maximum daily demand of 0.105 litres / second for daycare of UCDSB. Commercial flows are monitored separately and are above and beyond 350 residential units.

**OPTIONS AND DISCUSSION:**

- 1. Approve the recommendation – recommended.**
- 2. Do not approve the recommendation – not recommended.**

**FINANCIAL ANALYSIS:****OTHERS CONSULTED:**

CBO  
Planning

**ATTACHMENTS:**

Summary of Water Units and Allocation

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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

[illegible]



ACTION REQUEST – Planning Building and Enforcement	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	February 9, 2021
<b>Subject:</b>	Zoning By-law Amendment Application – 29 Chesterville Main St (Ashley Gabrys)

#### RECOMMENDATION:

**THAT Council hereby accepts the revised Zoning By-law Amendment application as complete from Ashley Gabrys and directs the public meeting to be held on February 23, 2021 at 6:30 pm.**

#### BACKGROUND:

The Township of North Dundas received an amended site-specific application from Ashley Gabrys to amend the former Village of Chesterville Zoning By-law No. 04-95 under Section 34 of the *Planning Act, R.S.O. 1990*, for the property legally described as Part of Lots 67 and 76, Block C, Plan 35, being Part 2 on 8R-4030, former Village of Chesterville, now the Township of North Dundas, County of Dundas, municipally known as 29 Main Street, Chesterville. The proposal is to rezone the property from General Commercial (CG) Zone to General Commercial – Exception Twelve (CG-X12) to permit one accessory apartment on the ground floor of a commercial building.

Originally, the application was to rezone the property to allow two (2) residential units on the first floor of a commercial building. Now, they have amended the application to permit one residential unit occupying less than 50% of the ground floor. If approved, the effect would be that the owner can apply for water and sewer allocation from Council and the necessary building permits to convert the rear portion of the ground floor of the existing building into a residential dwelling unit.





The subject property is a commercial building that was previously the Harmony Drop-In Centre. The current owner is proposing a change of use that would see part of the ground floor converted into a residential unit with the remainder of the ground floor being used as a laundromat for the general public. The existing residential units on the second floor will not be affected by the proposed zoning amendment. The



The subject property is located in Chesterville's Village Core area, a prime commercial shopping and personal services district for the Village that contains most of the business and restaurants that serve the area. Should the proposed amendment be successful it would make the subject land the first to get approval for ground floor residential unit in the Village Core.

With the evolving COVID-19 restrictions, the hope is to host the public meeting on February 23<sup>rd</sup> at 6:30 pm in the Joel Steele Community Centre. If the Provincial COVID restrictions prohibit public gatherings as of the February 23, 2021, the meeting will be live-streamed with phone-in options.

#### **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.

#### **FINANCIAL ANALYSIS:**

No impact at this time.

#### **OTHERS CONSULTED:**

CBO  
Owner  
Applicant  
Township Solicitor

**ATTACHMENTS:**

None

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	February 9, 2021
<b>Subject:</b>	Canada Cultural Spaces Fund

**RECOMMENDATION:**

**THAT Council confirms their awareness and support of the Township of North Dundas' submission of a grant application for \$25,907.50 under the Canada Cultural Spaces Fund, towards the cost of replacing the Old Town Hall HVAC system. Council confirms their acknowledgement that the outcome of the proposed project will ultimately benefit residents of the Township of North Dundas and authorize the Director of Recreation & Culture to act as the signing authority for the grant application.**

**BACKGROUND:**

The Canada Cultural Spaces Fund (CCSF) supports the improvement of physical conditions for arts, heritage, culture and creative innovation. The Fund supports renovation and construction projects, the acquisition of specialized equipment and feasibility studies related to cultural spaces. The CCSF will continue to invest in traditional arts and heritage facilities, such as museums, theatres and performing arts centres. The CCSF annual grants and contributions budget is \$54 million for the period 2018-2028 and applications are accepted on an ongoing basis.

The Recreation & Culture Department has a carry forward project included in the 2021 draft budget, which is to replace the existing HVAC system in the Old Town Hall. Despite committed funds from Council and the Dundas County Players (DCP) theatre group, the proposed project is still an estimated \$25,907.50 short. The Recreation & Culture Dept. and DCP would like to move forward with this project in 2021, however, it is contingent upon receiving grant funding. A resolution from Council, approving the request for funding and authorizing the signing authority for the application, is a requirement for the application process.

**OPTIONS AND DISCUSSION:**

- 1. Council confirms their awareness and support of the Township of North Dundas' submission of a grant application for \$25,907.50 under the Canada Cultural Spaces Fund, towards the cost of replacing the Old Town Hall HVAC system – recommended.**
- 2. Do not confirm support of the Township of North Dundas' grant application – not recommended.**

**FINANCIAL ANALYSIS:**

The Dundas County Players have committed \$12,000 to the project and the Township of North Dundas has \$10,150 remaining in reserves for the project. The budgetary price for the project is \$48,057.50, which is \$25,907.50 over the available funding.

**OTHERS CONSULTED:**

Dundas County Players  
ATEL Air  
Facilities Manager

**ATTACHMENTS:**

Appendix A – Capital Justification

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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

**TOWNSHIP OF NORTH DUNDAS  
2021 BUDGET**

**CAPITAL JUSTIFICATION**

**DEPARTMENT:**

Recreation and Culture

**PROJECT NAME:**

Old Town Hall - HVAC

**DESCRIPTION OF PROJECT**

To replace the HVAC system in the theatre. A partnership with the Dundas County Players theatre group and contingent on receiving grant approval. Engineered drawings \$3,000 + 5% contingency = \$3,150. Purchase and installation of equipment \$30,250, roofing contractor \$8,800 + 15% contingency = \$44,907.50. Total of \$48,057.50

**COST OF PROJECT:****Acct #:** 1-5-7600-8000Vehicle/Equipment Purchase **\$ 48,057.50**

Materials/Supplies

Subcontracts

Labour

Other (Please specify)

**Total Cost of Project** **\$ 48,057.50****FINANCING:**Reserves **\$ 10,150.00**

Which Reserve

**Name:** Hall Reserves**Acct #:** 1-4-7600-9000

1-3-2000-8080

Donation **\$ 12,000.00**

Taxation - Current Yr.

Future Years Taxation (Please specify)

Other (Please specify)

**Grant** **\$ 25,907.50****Total Financing for Project** **\$ 48,057.50****NB: These two totals must equal.**

General Ledger Account Number

1-5-7600-8000

Unfinanced Capital Outlay for future years



ACTION REQUEST – CAO	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	February 9, 2021
<b>Subject:</b>	Amend Policy #88-2020 COVID-19 Staff Accommodation Policy

**RECOMMENDATION:**

**THAT Council approve policy #88-2020, a COVID-19 Staff Accommodation Policy, as amended to include employees under contract to work a minimum of 35 hours per week.**

**BACKGROUND:**

On December 15<sup>th</sup>, Council approved Policy #88-2020 effective January 2, 2021. This policy provides a maximum of five (5) paid days of COVID-19 related leave from the workplace to cover all instances where the employee is unable to attend at the workplace, whether voluntary or involuntary related to COVID-19.

The existing policy applies to regular, full-time employees only. We currently have approximately eight employees working full-time hours on a contract basis for the Township. The intent of the policy is to encourage people to stay home, if they are sick or have a potential exposure that requires isolation, in order to protect all employees. This same rationale applies to our contract employees; therefore, I am recommending that the policy be amended to include employees that are under contract to work a minimum of 35 hours per week.

Eligibility for COVID days is reviewed by appropriate manager and the CAO.

**OPTIONS AND DISCUSSION:**

- 1. Approve the amended policy - recommended.** This will provide days to contract employees to help keep them from coming to the workplace when they have symptoms or potential exposure to positive cases and potentially infecting other employees.
- 2. Do not approve the amended policy - not recommended.** If employees show up at work with symptoms, or when they should be in quarantine, this puts their co-workers at risk. Employees who must be absent from work due to COVID-19, may experience significant time off without pay.

**FINANCIAL ANALYSIS:**

COVID funding from the province will cover days taken under this policy.

**OTHERS CONSULTED:**

Department Heads

**ATTACHMENTS:**

Amended Policy #88-2020

**PREPARED BY:**

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

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**Angela Rutley, BBA  
CAO**

<b>POLICY MANUAL</b>	<b>Policy #88-2020</b>
<b>Township of North Dundas</b>	<b>Effective Dates:</b> <b>January 2 – June 30, 2021</b>
<b>Subject: Covid-19 Pandemic Staff Accommodation Policy</b>	Revised: February 9, 2021

## PURPOSE

This Policy/Procedure is without prejudice or precedent and reflects current knowledge and available information. This Policy shall be in force and effect from the date of passage until June 30th, 2021. A review shall occur prior to the end of the effective term to determine if additional accommodation needs to be made for any further portion of 2021. Such determination shall be made by Council.

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

## SCOPE

This Policy applies to all **regular full-time staff and employees under contract to work a minimum of 35 hours per week** with the Township who have not been offered arrangements to work remotely. It is intended to supplement, not replace, the Township's policy related to sick leave.

## PROCEDURE

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

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

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



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

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

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

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

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

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



<b>ACTION REQUEST – Economic Development and Communications</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	February 9, 2021
<b>Subject:</b>	Explore Guide Printing RFQ

**RECOMMENDATION:**

**THAT Council receive the Printing RFQ opening summary for the 2021 Explore North Dundas publication and approve the contract to be awarded to \_\_\_\_\_ at a cost of \$ \_\_\_\_\_ excluding of HST.**

**BACKGROUND:**

A Request for Quotation for the graphic design, article creation and photography for the 2021 Explore North Dundas publication was released in October 2020. As per the November 3<sup>rd</sup> Council Meeting, Nation Valley News was awarded the Article Creation, Henderson Printing was awarded the Graphic Design and Citizen North was awarded the Photography.

The Printing RFQ closes on February 4<sup>th</sup> at 4:30. The submissions will be evaluated against the scoring criteria within the RFQ and the results will be circulated to Council prior to the Council meeting.

The aim is to have the Explore North Dundas publication printed and mailed by April 2021.

**OPTIONS AND DISCUSSION:**

- 1. Award the Printing RFQ to the recommended vendor – recommended.**
- 2. Award the Printing RFQ to another vendor – not recommended.**
- 3. Do not award the Printing RFQ to any of the submissions - not recommended.**

**FINANCIAL ANALYSIS:**

- The 2021 budget is sufficient to cover this project.

**OTHERS CONSULTED:**

- Ms. Angela Rutley, CAO
- Ms. Nancy Johnston, Deputy Clerk
- Ms. Jo-Anne McCaslin, Clerk

**ATTACHMENTS:**

A summary of the RFQ submissions received for the printing of the 2021 Explore North Dundas publication will be circulated to Council prior to the meeting.

**PREPARED BY:**

  
Stephen Mann  
Economic Development &  
Communications Officer

**REVIEWED & APPROVED BY:**

  
\_\_\_\_\_  
Angela Rutley, BBA  
CAO



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	February 9, 2021
<b>Subject:</b>	Snow Maintenance for Dry Hydrant on Cty. Rd 16, South Mountain

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas authorize and approve K2D2 Landscaping to perform snow clearing and salting services for the dry hydrant that is located on County Rd. 16 in South Mountain, for the remainder of the 2020/2021 winter season and for the 2021/2022 winter.**

**BACKGROUND:**

A new dry hydrant was installed on County Rd. 16 in South Mountain and needs to be accessible to the Mountain Fire Service and the South Dundas Fire Department, year-round. For this reason, snow removal and salting maintenance is required.

Quotes were requested from the 2 contractors who provide snow clearing and salting services to various other municipally-owned properties. The existing contracts for snow maintenance will finish at the end of the 2021/2022 winter, so it is recommended that the snow maintenance for the dry hydrant conclude at the same time. The dry hydrant location will then be added to the list of service locations in the next snow maintenance tender.

Based on the quotes received, the snow maintenance services for the remainder of the 2020/2021 winter season and for the 2021/2022 winter, were awarded to K2D2 Landscaping. The snow maintenance contract began on January 22, 2021.

**OPTIONS AND DISCUSSION:**

- 1. Approve the award of the snow maintenance services for the dry hydrant located on Cty. Rd. 16 in South Mountain to K2D2 Landscaping for the remainder of the 2020/2021 winter season and for the 2021/2022 winter – recommended.**
- 2. Do not approve the recommended award – not recommended.**

**FINANCIAL ANALYSIS:**

Snow maintenance for the dry hydrant was not a planned expenditure and was therefore not included in the 2021 1<sup>st</sup> & 2<sup>nd</sup> draft budgets. The Township of South Dundas has agreed to share the snow maintenance expenses with us, which are

estimated to be approximately \$2,000 in 2021. \$1,000 has therefore be included in our 3<sup>rd</sup> draft budget for Council consideration.

**OTHERS CONSULTED:**

Fire Commissioner Armstrong  
Chief Sherrer  
CAO Rutley  
South Dundas CAO Geraghty  
South Dundas Chief Morehouse

**ATTACHMENTS:**

N/A

**PREPARED BY:**



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**Meaghan Meerburg**  
Director of Recreation

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
CAO



## KEY INFORMATION REPORT

### Finance

February 9, 2021

### SUBJECT: 2021 Budget Update

We would like to apprise Council of the status of the 2021 draft budget process as it currently exists.

A budget planning memo was circulated to all department heads in the fall of 2020

- Timetable was issued at that time to all departmental managers. CAO's office and treasury department held meetings with department heads during November and December.
- Dec 8<sup>th</sup> – 15<sup>th</sup>: First DRAFT presented to council with a net requirement from taxation of \$7,091,126: This represented an increase over previous year of \$303,269 or approximately 4.5%.
- January 6<sup>th</sup> 2021 – Managers' meeting and discussion with all department heads – requesting a review re: amendments to budgets.
- January 19<sup>th</sup> 2021 – Feb 9<sup>th</sup> - meeting with Council to discuss

We are providing Council with a one-page summary of amendments by department – attached as "Appendix A".

### In summary form the Draft Budget is as follows:

Taxation Requirements: <b>PRELIM DRAFT</b>	\$7,091,126
Decrease to Capital Projects, (Pg. 1 of Appendix "A")	(11,385)
Increase to Operating Costs (Pg. 1 of Appendix "A")	<u>(20,400)</u>
Revised Net Requirement from Taxation Levy	7,059,341
Previous Year's Levy (2020)	<u>6,787,857</u>
Increase over Previous Year	<u><b>\$271,484</b></u>
Percentage Dollar Increase Over Previous Year	4.0%
Percentage Residential Tax Rate Increase Over Previous Year	3.0%

**Township of North Dundas**  
**2021 Budget - 2nd Draft - Detailed - February 9, 2021**

Requirement from Taxation - As Presented on December 8 and 15, 2020

**\$ 7,091,126**

Department	Particulars	Change in Revenues		Change in Expense		Net Impact on Budget
		Account No.	Amount	Account No.	Amount	
Changes - Capital						
Administration	Removal of 3 laptops purchased in 2020. Purchased early to accommodate the ability to work remotely			1-5-1200-8000	(6,000)	(6,000)
Fire Services	Morewood Fire - Remove Hose Reel			1-5-2010-8000	(4,500)	(4,500)
Recreation, Culture and Other Facilities	Administration - remove computer and replace with docking station (\$1,200 to \$315)			1-5-7000-8000	(885)	(885)
	Old Town Hall - HVAC - additional funding to come from Grant Request	1-4-7600-8005	13,058	1-5-7600-8000	13,058	-
Net Impact on Proposed Changes to Capital			13,058		1,673	(11,385)
Changes - Operations						
All Departments	Savings in Employee Benefits based on most recent costs			1-5-XXXX-1111	(30,600)	(30,600)
Administration	Additional purchases required to accommodate ability to work remotely	Transfer from COVID funding - Reserve funds	3,000	1-5-1200-7400	3,000	-
Transportation Services	Upgrades to office area at garage (originally estimated at \$6,000, revised to \$16,000) - Supply and install vinyl click floor in offices, lunchroom, hallways and bathroom, paint all areas, install closet doors in lunchroom, install baseboards and shoe mould	Transfer from COVID funding - Reserve funds	10,000	1-5-3300-7150	10,000	-
Recreation, Culture and Other Facilities	Estimated reduction in Ice Rentals - Winchester Arena	1-4-7100-7001	(33,675)			33,675
	Estimated reduction in Ice Rentals - Chesterville Arena	1-4-7150-7001	(19,600)			19,600
	Estimated reduction in Hall/slab Rental Revenue	1-4-7100-7003	(1,700)			1,700
	Offset with drawdown of COVID funding		54,975			(54,975)
	Memberships - Reduce - membership not required			1-5-7000-1320	(150)	(150)
	Chesterville Comm Park - Waterfront Dock - replace decking and ramps			1-5-7210-7150	4,000	4,000
	Morewood Park/Rink - Building Maintenance Projects - Increase from \$3,000 to \$3,200 - battery for ice resurfacer			1-5-7215-7150	200	200
	Inkerman Rink - increase repairs and maintenance from \$300 to \$700			1-5-7230-2400	400	400
	Winchester Ball Diamonds/Parks - Add new park sign for 100 Club Park			1-5-7270-7150	800	800
	Small Equipment Repairs and Maintenance - increase from \$1,000 to \$1,800			1-5-7758-2070	800	800
	Mountain Fire Station - Additional snow removal at dry hydrant on County Road 16. Consider South Dundas funding 50 %	1-4-2020-2700	1,000	1-5-2020-2475	2,000	1,000
	Hallville Fire Station - Install flag pole			1-5-2020-7150	900	900
	Ormond Park - Snow Maintenance			1-5-7280-2475	2,250	2,250
Waste Management	Renovations to office area to accommodate social distancing re: COVID-19	Transfer from COVID funding - Reserve Funds	1,000	1-5-4020-7400	1,000	-
Net Impact on Proposed Changes to Operations			15,000		(5,400)	(20,400)
Total Net Impact on Proposed Changes			28,058		(3,727)	(31,785)
Revised Net Requirement from Taxation						\$ 7,059,341

Previous Year's Levy (2020)	6,787,857
Increase in Dollars	<b>\$ 271,484</b>
%age Increase	<b><u>4.00%</u></b>



## KEY INFORMATION REPORT

### Finance

February 9, 2021

#### **SUBJECT: Auditors' Planning Memo to Council**

Attached is a copy of the auditors' report to council – dated February 9<sup>th</sup> 2021. In essence this report details the auditors' plan for their audit of our financial statements for the year ended December 31, 2020. This report is designed to highlight and explain key issues which the auditors believe to be relevant to the audit including audit risk, the nature, timing and extent of the audit testing to be carried out and the terms of their engagement with us, including the relevant fees.

The audit planning report is designed to promote effective two-way communication throughout the audit process between the audit firm and council – so that both groups may share timely information. The audit process will conclude with a council meeting and the preparation of the auditors' final report to Council.

#### **HIGHLIGHTS OF REPORT:**

##### **Auditors' Responsibilities:**

- Overall objective is to form and express an opinion on the financial statements.
- To impress upon Council that these financial statements are prepared by management, and that Council has oversight responsibility.

##### **Management's Responsibilities:**

- To maintain adequate accounting records and maintain an appropriate system of internal control for the Township.
- Select and consistently apply appropriate accounting policies.
- Safeguard the Township's assets and take reasonable steps for the prevention and detection of fraud and other irregularities.
- Make available to the auditors, as and when required, all accounting records and related financial information.

##### **Council's Responsibilities:**

- Oversee the work of the external auditor.
- Facilitate resolutions of disagreements between management and the external auditors regarding financial reporting matters.
- Approve the financial statements.

##### **Fees and Timing:**

Fees will be based on time spent during the audit but are estimated at \$20,500 as proposed during the RFP process for the audit of the financial statements and review of the FIR. Estimated fees are based on the following assumptions:

- Auditors will be provided with the requested audit schedules and working papers upon the commencement of their fieldwork;
- There will be minimal adjusting journal entries required of the auditors; and,



- The nature of the Township's operations remains consistent with the prior year and there have been no changes in accounting personnel.

The date for audit "fieldwork" has been set for the period from March 11<sup>th</sup> to March 19<sup>th</sup> with draft financial statements ready for April 6<sup>th</sup> and the presentation to Council for approval of final financial statements for the May 11<sup>th</sup> 2021 Council meeting.

Their Planning Visit and interim fieldwork was carried out November 10-11, 2020.



# CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## AUDIT PLANNING REPORT TO THE COUNCIL

February 9, 2021



# TABLE OF CONTENTS

EXECUTIVE SUMMARY .....2

YOUR DEDICATED BDO TEAM .....3

AUDIT TIMELINE .....4

SIGNIFICANT AUDIT RISKS AND PLANNED RESPONSES.....5

MATERIALITY .....7

FEES.....8

APPENDICES.....9

## EXECUTIVE SUMMARY



### Your BDO Audit Team

Annik Blanchard, CPA, CA will be the lead on the engagement team, supported by experts as deemed necessary. Please refer to page 3 for contact information should you have any questions or concerns regarding the financial statement audit.



### Timeline

The year-end audit is scheduled to start on March 11, 2021. See the Audit Timeline section of the report for the detailed milestones.



### Significant Audit Risks

Our audit is focused on risks specific to your Township and key accounts. Specifically, we have identified the following areas on which to focus:

- ▶ Revenue recognition on tax revenues
- ▶ Liability for contaminated sites
- ▶ Management override of controls



### Materiality

We have determined that materiality for the current year audit will be based on revenues. Preliminary materiality is \$350,000 for the year ended December 31, 2020.



### Fees

We estimate our fees for 2020 will be \$20,500 for the audit of the financial statements, based on the assumptions outlined in the Fees section of this report.



### Engagement Objectives

Our overall responsibility is to form and express an opinion on the financial statements. The performance of this audit does not relieve management or those charged with governance of their responsibilities. Please see the attached engagement letter provided in Appendix B for specific details regarding the scope of our work.



### Fraud Discussion

Through our planning process, and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the Township of North Dundas. Please see Appendix D for clarification of the auditor's responsibilities for detecting fraud.

If you are aware of changes to processes or are aware of any instances of actual, suspected or alleged fraud affecting the Township, we request that you provide us with this information.

## YOUR DEDICATED BDO TEAM



### Annik Blanchard, CPA, CA

Partner

ablanchard@bdo.ca

Direct: 613-237-9331 x 2936

Annik has over 20 years of public accounting experience and is the engagement partner for many not-for-profit and public sector organizations in the National Capital Region. She is also the Not-For-Profit Industry lead for the National Capital Region group of offices. Annik was named as a 2018 Forty under 40 recipient from the Ottawa Business Journal and Ottawa Chamber of Commerce.

Annik will ensure that the Township receives excellent service from the engagement team. She will take ultimate responsibility for the quality of the services we provide. She will be available to address any questions, concerns or issues, and will attend audit meetings and will respond to enquiries.



### Samantha Gillespie, CPA, CA

Audit Senior Manager

sgillespie@bdo.ca

Direct: 613-739-8221

Samantha has over 10 years of audit experience, working with various organizations. Samantha is an audit senior manager for many private, not-for-profit and public sector entities.

Samantha will be responsible for the overall project planning and execution, including on-site visits and supervision of staff. She will communicate with the other team members to ensure they are meeting all service and cost expectations and will bring in additional resources as needed. She has extensive experience planning, directing and completing audits, developing and supervising staff and reviewing technical accounting issues.



### Olivier Boies, Candidate for the CPA profession

Staff Accountant

oboies@bdo.ca

Direct: 613-237-9331 x 3026

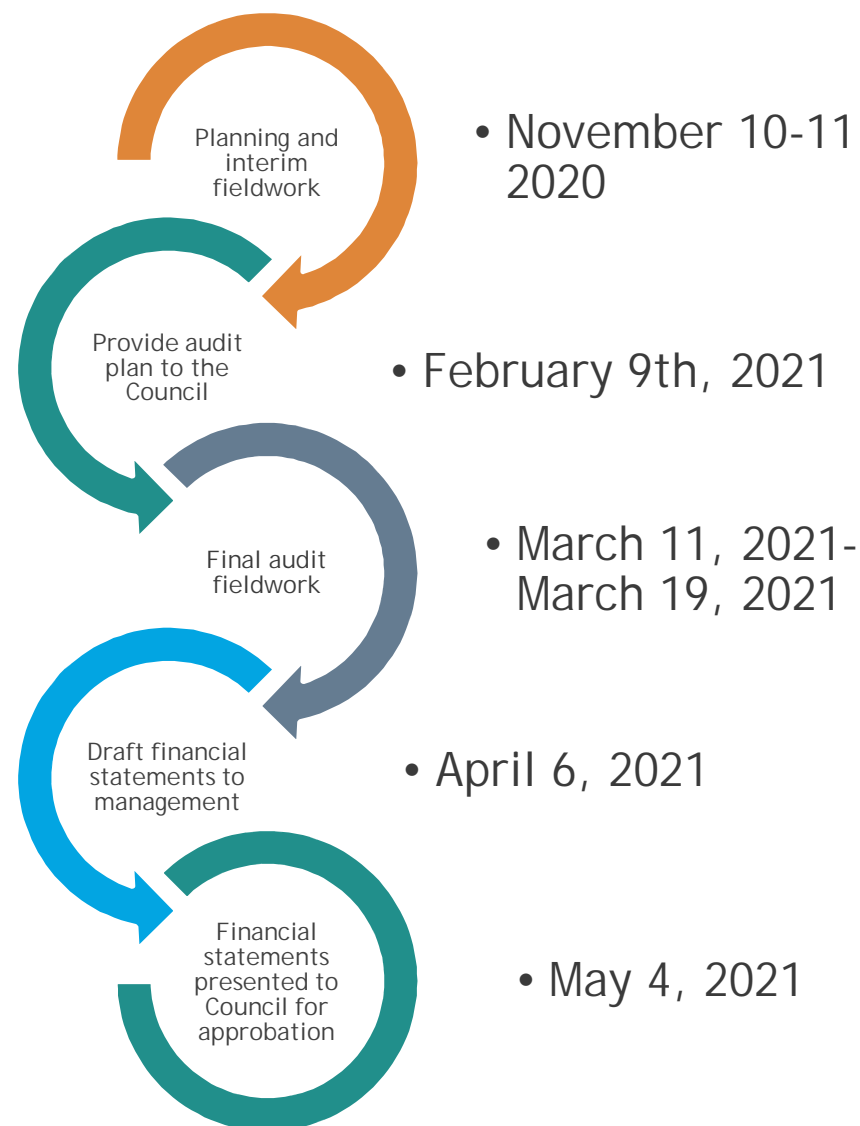
Olivier has over 2 years of public accounting experience for public sector and private sector organizations.

Olivier will be responsible for the on site execution of the audit, including drafting the auditor's report and other deliverables. He will also be responsible for supervising the audit junior on site.

## AUDIT TIMELINE

The following schedule outlines the anticipated timing of the audit of the financial statements of the Township.

As part of the year end Council meeting, we will provide the Council with a copy of our draft audit opinion, discuss our findings, including significant estimates utilized by management, accounting policies, financial statement disclosures, and significant transactions completed during the year. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.



## SIGNIFICANT AUDIT RISKS AND PLANNED RESPONSES

Based on our knowledge of the Township's business, our past experience, and knowledge gained from management and the Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Council has identified.

Significant Risks	RISKS NOTED	AUDIT APPROACH
Revenue recognition on tax revenues	Canadian Auditing Standards require the audits to include a significant risk with regards to revenue recognition.	We will review journal entries, adjustments made in the taxation revenues, user charges revenues and send external confirmations.
Liability for contaminated sites	There are significant estimates used to determine the liability for contaminated sites.	We will review management's process to determine which sites are affected by this standard and review the reasonableness of the estimates used in the calculation.
Management override of controls	Management override of controls is a standard risk in all audits.	We will conduct a review of journal entries throughout the year and perform the fraud procedure presented in Appendix D.

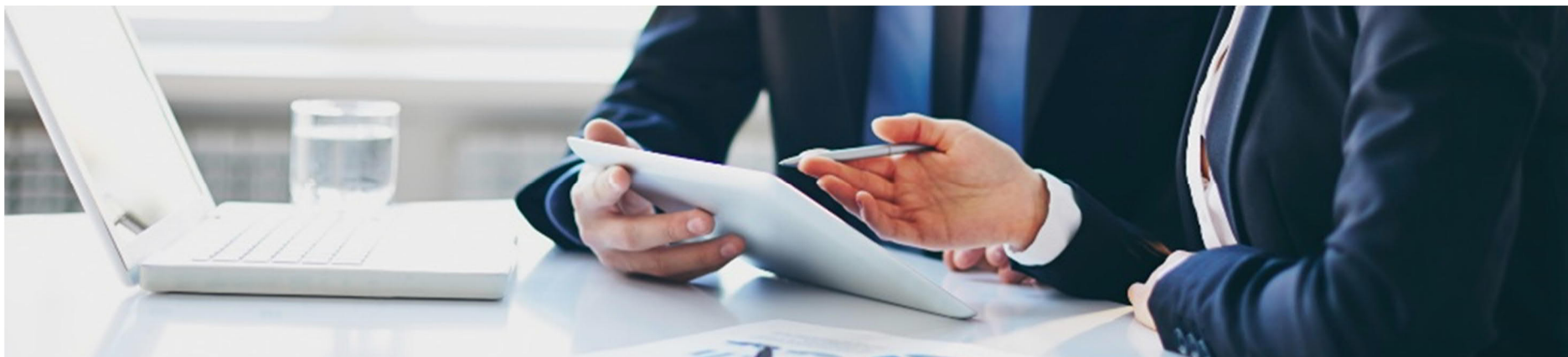
## OTHER RISKS AND PLANNED RESPONSE

AREAS OF FOCUS	RISKS NOTED	AUDIT APPROACH
Estimates on the landfill obligations	Risk related to the nature of the estimate.	We will review the valuation of the liability and the assumptions used in the calculation.
WSIB liability	Risk that there are any claims from emergency respondents of the Township for health claims.	We will obtain the claim report from the WSIB and ensure the liability is presented accordingly on the financial statements.
Potential lawsuits	Risk of potential lawsuits against the township.	We will obtain confirmation from the township's insurance that all potential and actual claims are covered under the insurance policy.
Recognition of grant revenue	Risk that grants are not recorded in the proper period.	We will review a sample of grant agreement and make sure they are recorded in the proper period.

COVID-19	Risk related to the impacts of COVID-19 on the consolidated financial statements.	We will discuss with management the impact of the COVID-19 pandemic on the operations of the township and ensure appropriate disclosures are included in the financial statements.
BDO issues yearly recommendations to its client. During our audit fieldwork, we will also follow-up on these recommendations.		



## MATERIALITY



Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

Preliminary materiality was determined to be \$350,000, based on 2.5% of revenues.

Our materiality calculation is based on the Township's preliminary results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Township as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Township, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

## FEES

We estimate our fees for 2020 will be \$20,500 for the audit of the financial statements, our review of Management's Discussion and Analysis and the Annual Information Form.

Our estimated fees are based on the time expected to complete the audit, excludes taxes and internal administration fees of 6% and are based upon the following assumptions:

- ▶ We will be provided with the requested audit schedules, working papers and descriptions of accounting systems and processes as detailed in our annual requirements letter upon the commencement of fieldwork;
- ▶ There will be minimal adjusting entries; and
- ▶ The nature of the Township's operations remain consistent with the prior year and there have been no changes in accounting personnel.

In the event that we incur additional charges or we experience delays in completing the audit, we will advise management.

## AUDIT SERVICES THAT DIFFERENTIATE BDO FROM OUR COMPETITORS

Although BDO and our larger competitors share many similarities, including our national and international structures, services and use of techniques and tools to manage engagements, it is how we deliver our services that truly differentiate us from our competition.

We offer clients the full service expertise of a national firm, while maintaining a local community focus. This local presence combined with our partner to staff ratio creates the following key differentials that make us an excellent fit for our clients:

- ▶ Our philosophy of "Big Enough to Know, Small Enough to Care" is paramount to our service model.
- ▶ BDO is deliberately structured to allow one partner to every 6 staff (1:6). This means easy access to senior staff and the "Partner in Charge" of the audit as well as a quick turnaround on any questions.
- ▶ Our partner-driven approach allows us to have our partners involved throughout each stage of the audit. This ensures that we identify and resolve issues on a timely basis and provides you with a senior-level contact to address your concerns.
- ▶ One of our strengths that goes beyond the typical audit process is our use of in-field reviews. The benefit of these in-field reviews is that final decision makers are on site ensuring issue resolution prior to leaving the field. This guarantees that queries are cleared quickly so files are closed in a timely manner.
- ▶ BDO's accounting and management professionals are sensitive to meeting deadlines. We commit to meeting the deadlines as mutually agreed upon by BDO and our clients.

## APPENDICES

Appendix A: BDO audit strategy

Appendix B: Independence letter

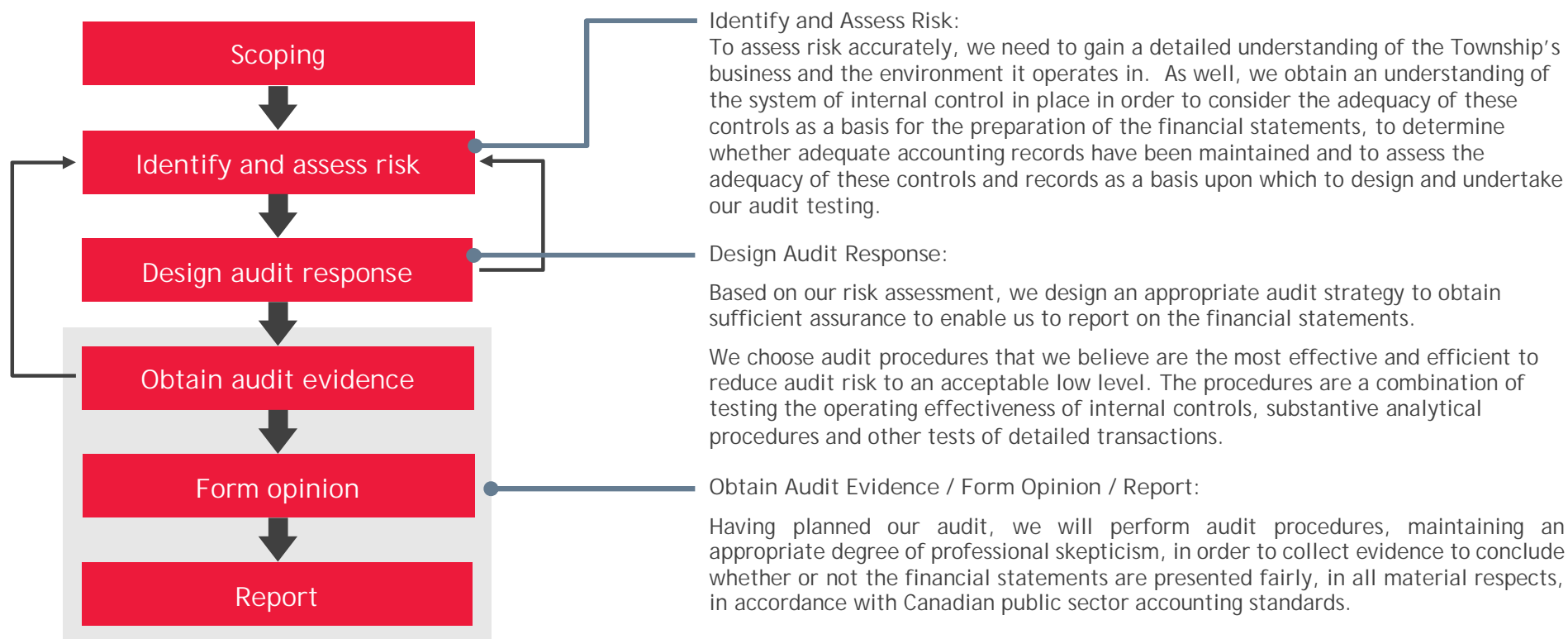
Appendix C: Responsibilities

Appendix D: BDO resources

## APPENDIX A: BDO AUDIT STRATEGY

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the Township.

We will perform a risk-based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Council.



## APPENDIX B: INDEPENDENCE LETTER



Tel: 613-237-9331  
 Fax: 613-739-9779  
 www.bdo.ca

BDO Canada LLP  
 180 Kent St.  
 Suite 700  
 Ottawa, ON  
 K1P0B6

February 9, 2021

Members of Council  
 The Corporation of the Township of North Dundas

Dear Council Members:

We have been engaged to audit the financial statements of The Corporation of the Township of North Dundas (the Township") for the year ended December 31, 2020.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the Township and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we have considered the applicable legislation and relevant rules and related interpretations prescribed by the appropriate provincial institute/order, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since June 16, 2020, the date of our last letter.

We are not aware of any relationships between the Township and our Firm that, in our professional judgment, may reasonably be thought to bear on independence that have occurred from June 16, 2020 to February 9, 2021.

We hereby confirm that we are independent with respect to the Organization within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of Ontario as of February 9, 2021

This letter is intended solely for the use of Council, management and others within the Organization and should not be used for any other purposes.

Yours truly,

Chartered Professional Accountants, Licensed Public Accountants

## APPENDIX C: RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the Township and its management, those that rest with the external auditor, and the responsibilities of those charged with governance. BDO's responsibilities are outlined below and within the annual engagement letter provided under separate cover. The oversight and financial reporting responsibilities of management and Council are also summarized below.

### AUDITOR'S ENGAGEMENT OBJECTIVES

Our overall objective is to express an opinion as to whether the financial statements present fairly, in all material respects, the financial position, financial performance and cash flows of the Organization in accordance with Canadian public sector accounting standards.

Year-End Audit Work	Year-Round Work
<ul style="list-style-type: none"> <li>▶ Work with management towards the timely issuance of financial statements, tax returns and consents for offering documents.</li> <li>▶ Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.</li> <li>▶ Present significant findings to Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Consult regarding accounting and reporting matters as requested throughout the year.</li> </ul>

## AUDITOR'S RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- ▶ Identifying and assessing the risks of material misstatement due to fraud;
- ▶ Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- ▶ Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

### Fraud Risk Assessment Procedures

- ▶ Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- ▶ Management's process for identifying and responding to the risks of fraud in the Township, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- ▶ Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the Township; and
- ▶ Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.



### Response to Assessed Fraud Risks

- ▶ Inquire of management, Council, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- ▶ Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- ▶ Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- ▶ Perform additional required procedures to address the risk of management's override of controls including:
  - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
  - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
  - Evaluating the business rationale for significant unusual transactions.



## APPENDIX D: BDO RESOURCES

BDO is a leading provider of professional services to clients of all sizes in virtually all business sectors. Our team delivers a comprehensive range of assurance, accounting, tax, and advisory services, complemented by a deep industry knowledge gained from nearly 100 years of working within local communities. As part of the global BDO network, we are able to provide seamless and consistent cross-border services to clients with global needs. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

Outlined below is a summary of certain BDO resources, which may be of interest to Council.

### PUBLICATIONS

BDO's national and global accounting and assurance departments issue a number of publications on PSAS and the public sector.

For additional information, please refer to the following links:

- <https://www.bdo.ca/en-ca/services/assurance-and-accounting/a-a-knowledge-centre/psas/>
- <https://www.bdo.ca/en-ca/insights/>

### TAX BULLETINS, ALERTS AND NEWSLETTERS

BDO Canada's national tax department issues a number of bulletins, alerts and newsletters relating to corporate federal, personal, commodity, transfer pricing and international tax matters.

For additional information on tax matters and links to archived tax publications, please refer to the following link: [Tax Library | BDO Canada](#)

### PSAS ACCOUNTING STANDARDS IMPROVEMENTS

The Public Sector Accounting Board (PSAB) recently released guidance on the following sections:

- Financial Instruments, Foreign Currency, Financial Statement Presentation, Portfolio Investments and Asset Retirement Obligations; effective April 21, 2022
- Revenue; effective April 1, 2023

A summary of these changes can be provided upon request.

As more information becomes available, we will advise you of any guidance issued, BDO training courses available and opportunities to respond to exposure drafts.

### COVID-19

BDO Canada has put together a number of resources to help organizations navigate the complexities created by COVID-19.

For additional information, please refer to the following link:

- <https://www.bdo.ca/en-ca/rethink/>



## **KEY INFORMATION REPORT Waste Management Services**

February 9, 2021

### **SUBJECT: Waste Diversion Newsletter**

Golder Associates and I have created two newsletters which was distributed to all of the entities that we are required to notify in accordance with Ministry of the Environment standards. This is a requirement pertaining to our Environmental Assessment to make the public aware of our waste diversion practices and or practices which could be implemented into our waste management operational plan in the future

A copy of both of the newsletters are attached.

### What is waste diversion?

Waste diversion is the process of diverting waste from landfills by reducing, reusing and recycling material.

### Why should we divert?

- Saves landfill space
- Saves energy
- Benefits the environment
- Benefits our communities

### Did You Know?

Many residents in the Township participate in backyard composting of kitchen and yard waste materials.

Backyard composting is a method of waste diversion and helps to reduce the amount of organic waste going to landfill.

### EA Process Tips

The Environmental Assessment Process requires the study to consider an option to “Do Nothing” along with the list of new options being considered in the study.

## Waste Diversion Study

An Environmental Assessment (EA) of the Township of North Dundas (Township) Waste Management Plan is being undertaken under the provincial *Environmental Assessment Act*.

As part of the EA Study, a waste diversion study is being carried out to review the Township’s current programs and re-assess the long-term waste management diversion alternatives that are reasonable for the Township to consider within the EA process. Based on the information collected in this study, potential waste diversion options have been identified and evaluated, and the proposed enhancements to the waste diversion system identified.

## What is Currently Diverted?

The Township currently provides curbside recycling collection of containers (plastic and metal) and fibres (paper and cardboard) for residential and some institutional, commercial and industrial waste. Once collected, recyclables are sorted at the Boyne Road Landfill facility before being sent to be recycled.

The Township also:

- Accepts drop-off of recyclables at the Boyne Road Landfill facility
- Accepts drop-off of tires, appliances, Waste Electrical and Electronic Equipment (WEEE) and Household Hazardous Waste (HHW) material
- Operates a pilot project for leaf and yard waste collection from a limited number of dwellings within the Township

Also, residents voluntarily participate in backyard composting activities.

## What Options are Being Considered?

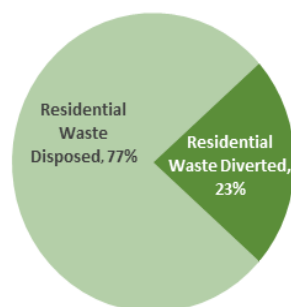
Waste diversion options have been identified as part of the EA Study for the Township and include the following:

- Do nothing and maintain the current system
- Collect food organics in a green bin program
- Enhance the current recycling collection program
- Introduce a full leaf and yard waste collection program
- Policy changes such as bans or bag limits

An evaluation of these options and results follow.

### How Much is Diverted?

Approximately **23%** of the Township’s residential waste is currently diverted from landfill



### Planned initiatives:

- Promotion and education for new and existing diversion programs
- Support local initiatives for waste minimization and re-use activities for materials such as pallets, textiles, cooking oil and construction and demolition materials (where possible to increase waste diversion)

## How Were the Waste Diversion Options Evaluated?

The waste diversion options were evaluated using the five criteria listed below:



### Environmental Impacts

Potential positive or negative impacts



### Cost Effectiveness

Considered in two ways: 1) the cost required per tonne of waste material diverted; or, 2) the cost required versus the additional waste diversion percentage achieved



### Social Acceptance / Economic Development

Expected community acceptability, including accessibility and convenience, practicality of transitioning to the new option and anticipated public participation



### Feasibility for Township to Implement

Compatibility with the Township's current programs, services, and infrastructure, including the opportunities and challenges associated with implementation



### Operational Considerations

Training requirements, maintenance, changes in practices and operations, liability, public health concerns, environmental risks, nuisances, market stability, etc.

## What Were the Results?

A combination of waste diversion options is proposed for the preferred waste diversion system. The preferred combined waste diversion system includes:

- Backyard Composting of Food Organics
- Dual Stream Recycling Program
- Curbside Collection of Leaf and Yard Waste and Composting at the Boyne Road Landfill Site
- Use of Existing and New Waste Management Policies

## What Effect Could This Have?

If this proposed combined system commences in 2021, the Township's residential waste diversion rate could increase to approximately 28% by 2025 and 33% by 2030

## Send Us Your Feedback on the Proposed Waste Diversion Program!

We encourage you to let us know your thoughts by sending your comments to [dfroats@northdundas.com](mailto:dfroats@northdundas.com) and/or using the attached comment form.

A digital copy of the full Waste Diversion Study is available on our website at:

<http://northdundas.com/landfillea/>

Or contact us at 613-774-2105 ext. 235 for any accessibility requirements.



### What is the ToR?

The ToR sets out the framework for the planning and decision-making process to be followed during the preparation of the EA.

### What is the EA?

The EA is a study, which assesses the potential environmental effects (positive or negative) of this Waste Management Plan.

### Did You Know?

The purpose of this EA is to provide environmentally safe and cost-effective long-term waste management for the Township of North Dundas for a 25 year planning period.

### EA Process Tips

The Environmental Assessment Process requires the study to consider an option to "Do Nothing" along with the list of options being considered in the study.

## Environmental Assessment

An Environmental Assessment (EA) of the Township of North Dundas (Township) Waste Management Plan (WMP) is being undertaken under the provincial *Environmental Assessment Act*.

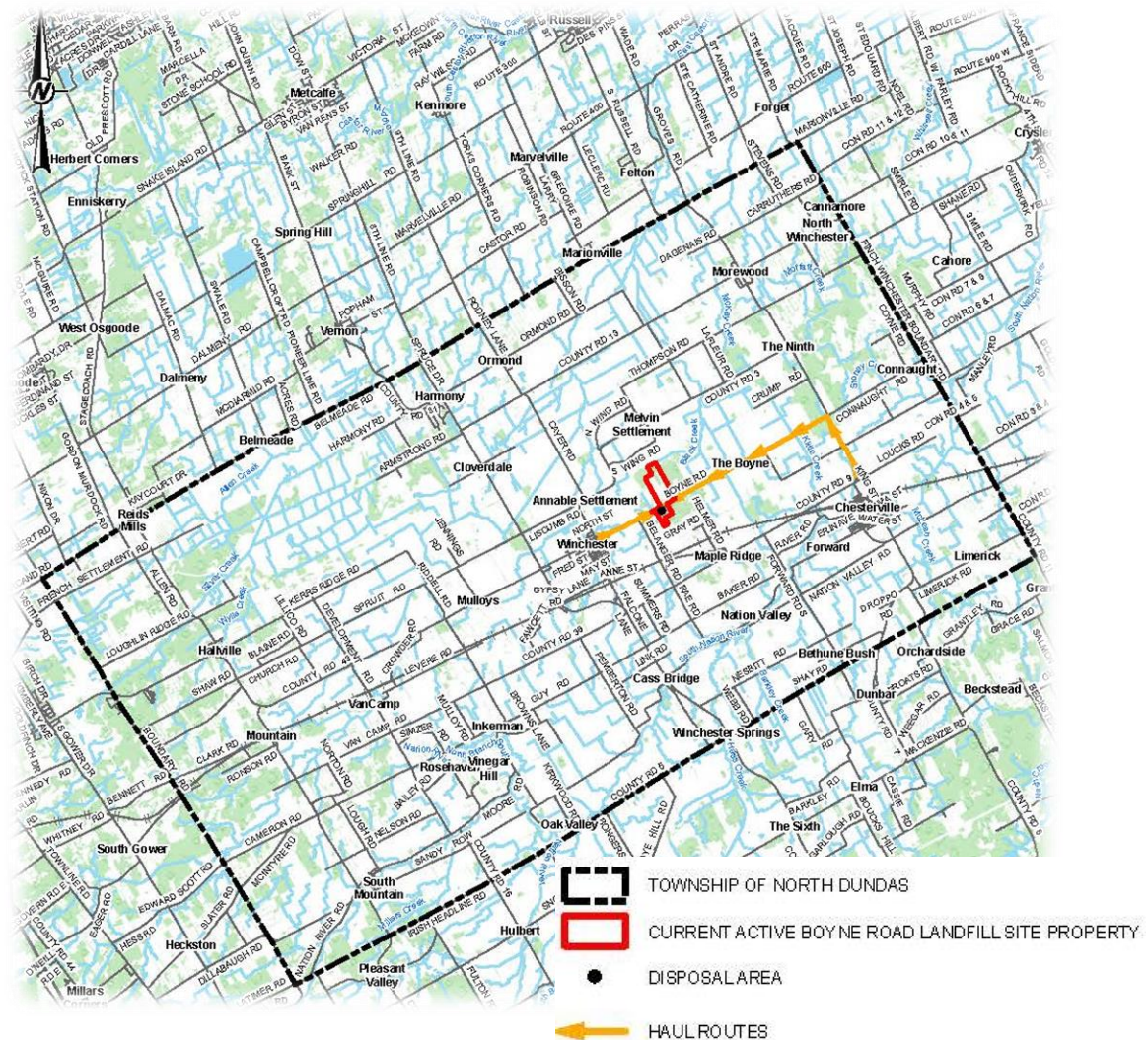
As part of the EA Study, the Township will: evaluate 'Alternatives To' the Waste Management Plan, identify the preferred WMP, characterize the existing environmental conditions, identify and develop 'Alternative Methods' of waste management, compare the 'Alternative Methods', identify mitigation measures and determine net environmental effects.

## Terms of Reference (ToR)

The ToR for the EA of the Township's Waste Management Plan was approved by the Minister of Environment, Conservation and Parks in July 2020.

## Waste Management Plan Study Area

The study area for the Township's Waste Management Plan, consisting of the full Township land area, is shown below.



## TECHNICAL BULLETIN #2 | February 2021

### Results of the Diversion Study:

A combination of waste diversion options is proposed for the preferred waste diversion system. The preferred combined waste diversion system includes:

- Backyard Composting of Food Organics
- Dual Stream Recycling Program
- Curbside Collection of Leaf and Yard Waste and Composting at the Boyne Road Landfill Site
- Use of Existing and New Waste Management Policies

### What Environmental Components are Relevant to 'Alternatives To'?

Environmental components comprising the natural, social, economic / financial and technical environment were considered as follows:

- Atmosphere (air quality and noise)
- Geology and hydrogeology
- Surface water
- Biology (aquatic and terrestrial ecosystems)
- Agriculture and land use
- Archaeology
- Cultural heritage (landscapes and resources)
- Socio-economic (nuisance such as noise, litter, etc.; cost and timing of approvals; cost of implementation)
- Transportation (road network)
- Technical considerations (ability of Township to operate)

Criteria associated with these components to evaluate the 'Alternatives To' are suggested as follows:

### What are 'Alternatives To'?

'Alternatives To' are functionally different ways of approaching and dealing with the problem or opportunity (which is to provide environmentally safe and long-term waste management).



### Environmental Components, Evaluation Criteria and Indicators for Evaluation of 'Alternatives To'

Environmental Component	Evaluation Criteria	Indicator(s)
Atmosphere	<ul style="list-style-type: none"> <li>▪ Potential effects on air quality (including dust, odour, GHG)</li> <li>▪ Potential effects on noise</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualitative amount and/or type of emissions generated/offset due to alternative.</li> <li>▪ Qualitative amount of non-renewable resources conserved.</li> <li>▪ Qualitative relative expected amount of noise from alternative.</li> </ul>
Geology and Hydrogeology	<ul style="list-style-type: none"> <li>▪ Potential effects on groundwater resources</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualitative expected effect on groundwater quality at the property boundary.</li> </ul>



## TECHNICAL BULLETIN #2 | February 2021

Environmental Component	Evaluation Criteria	Indicator(s)
Surface Water	<ul style="list-style-type: none"> <li>Potential effects on surface water resources</li> </ul>	<ul style="list-style-type: none"> <li>Qualitative expected effect on surface water quality within the site-vicinity.</li> <li>Qualitative expected change in peak flows (within the on-site surface water management system and at the property boundary).</li> <li>Qualitative expected degree of off-site effects on surface water quantity within the site-vicinity.</li> </ul>
Biology	<ul style="list-style-type: none"> <li>Potential effects on natural environment features (aquatic and terrestrial ecosystems)</li> </ul>	<ul style="list-style-type: none"> <li>Qualitative amount of disturbance of terrestrial and aquatic environment.</li> </ul>
Agriculture and Land Use	<ul style="list-style-type: none"> <li>Potential effects on existing land use and agriculture</li> </ul>	<ul style="list-style-type: none"> <li>Approximate number or types of land use conflicts.</li> </ul>
Archaeology	<ul style="list-style-type: none"> <li>Potential effects on archaeology</li> </ul>	<ul style="list-style-type: none"> <li>Approximate degree of archaeological potential.</li> </ul>
Cultural Heritage	<ul style="list-style-type: none"> <li>Potential effects on cultural environment (cultural heritage landscapes, cultural heritage resources)</li> </ul>	<ul style="list-style-type: none"> <li>Approximate degree of potential for built/cultural heritage resources.</li> </ul>
Socio-Economic	<ul style="list-style-type: none"> <li>Potential site operational effects on sensitive off-site receptors (i.e., noise, litter, air quality)</li> <li>Relative costs and timing of approvals</li> <li>Relative cost of implementation (capital and operational costs)</li> </ul>	<ul style="list-style-type: none"> <li>General attitude of public toward alternative.</li> <li>Approximate proximity of alternative to potential sensitive receptors.</li> <li>Approximate cost per tonne.</li> <li>Approximate type or amount of potential revenue offsets.</li> <li>Approximate types of approvals required for alternative and level of effort to attain the approval.</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>Potential effect on road network</li> </ul>	<ul style="list-style-type: none"> <li>Qualitative assessment of additional tonnage and resulting number of trucks to site due to selected alternative.</li> </ul>
Technical Considerations	<ul style="list-style-type: none"> <li>Relative ability of the Township to operate</li> <li>Relative technical risks associated with the operation of the alternative</li> </ul>	<ul style="list-style-type: none"> <li>Availability of examples where technology used with similar waste tonnage.</li> <li>Types of barriers to implementation.</li> </ul>

## TECHNICAL BULLETIN #2 | February 2021

### Preliminary Results of Comparison of Long Term Waste Management 'Alternatives To'

	<b>Landfill Site Closure and Export Waste for Disposal</b> <ul style="list-style-type: none"> <li>Boyne Road Landfill would be closed, waste diversion activities would continue</li> <li>Waste transfer station to accept waste and export for disposal</li> <li>Two possible disposal options (both owned and operated by private sector): <ul style="list-style-type: none"> <li>Green for Life's (GFL's) Moose Creek Landfill (operating)</li> <li>Waste Management's Ottawa (Carp) Landfill (currently closed)</li> </ul> </li> </ul>	<b>Less preferred overall</b> (Most preferred for biology, agriculture/land use, archaeology, cultural heritage, relative cost of approvals, ability of the Township to operate and technical risk. Least preferred for noise criteria.) <div>✓</div>
	<b>Landfill Site Expansion</b> <ul style="list-style-type: none"> <li>Increase disposal capacity of the Boyne Road Landfill (estimated at 460,000 m<sup>3</sup>)</li> <li>Waste diversion activities would likely continue at the site</li> </ul>	<b>Most preferred overall</b> (Most preferred for atmosphere, transportation, cultural heritage, and nuisance, ability of the Township to operate and cost of implementation criteria. Not least preferred for any criterion.) <div>✓</div>
	<b>Establish New Landfill Site in the Township</b> <ul style="list-style-type: none"> <li>Search and identify a new location for a disposal site within the municipality</li> </ul>	<b>Unreasonable to pursue</b> No reasonably suitable land available except near existing Boyne Road landfill <div>✗</div>
	<b>Alternative Waste Management Technologies</b> <ul style="list-style-type: none"> <li>Energy-from-Waste (high temperature combustion with energy recovery from heat produced)</li> <li>Search and identify a new site for this technology</li> <li>Private sector operator needed (beyond the Township capabilities)</li> </ul>	<b>Least preferred overall</b> (Most preferred for noise, groundwater and surface water criteria. Least preferred for atmosphere, biology, agriculture/land use, archaeology, cultural heritage, socio-economic and technical criteria.) <div>✗</div>
	<b>Enhanced Waste Diversion</b> <ul style="list-style-type: none"> <li>Zero-waste solution not presently considered possible or available to the Township</li> <li>No control over Industrial, Commercial and Institutional (IC&amp;I) waste generators (provincial jurisdiction)</li> <li>Implementing additional waste diversion programs would likely increase the residential waste diversion rate from approximately 23% to 33%</li> </ul>	<b>Not a stand alone solution</b> <div>✓ ✗</div>
	<b>Do Nothing</b> <ul style="list-style-type: none"> <li>Benchmark alternative required in EAs for comparison purposes</li> <li>Boyne Road Landfill would be closed and any other solution for waste management for the Township would not be pursued (not a realistic option)</li> </ul>	<b>Unreasonable to pursue</b> <b>Negative potential environmental and health impacts</b> <div>✗</div>



## TECHNICAL BULLETIN #2 | February 2021

### What are 'Alternative Methods'?

'Alternative Methods' are different ways of doing the same activity (landfill expansion).

### What is a cumulative impact assessment?

A cumulative impact assessment reviews the potential effects of the proposed landfill expansion in combination with past, present and reasonably foreseeable future activities, where possible.

### Next Steps?

- Characterize existing environmental conditions at the Boyne Road Landfill for use in assessing the proposed expansion
- Collect feedback from stakeholders on the proposed 'Alternatives To' and the preferred 'Alternative To'
- Update the projected residual waste for 2022-2047 using the results of the diversion study
- Identify and develop the 'Alternative Methods' for the preferred 'Alternative To' – landfill expansion of the Boyne Road Landfill
- Compare 'Alternative Methods' and identify the preferred method of landfill expansion
- Determine net effects on the environment
- Consider climate change impacts
- Assess cumulative impacts



### Climate change includes:

potential impact of climate change on the landfill expansion (i.e., climate change adaptation) and its potential impact on climate change (i.e., climate change mitigation).

## Next Consultation Activities:

Technical Bulletin #3: final results of the 'Alternatives To' assessment, describe each of the 'Alternative Methods' to be considered, the criteria for the comparative evaluation of those 'Alternative Methods' and the preliminary results of the comparison.

Open House #3: proposed EA and inform the public about the identification of the preferred Alternative Method, as well as inform them of the results of the existing conditions studies and the predicted effects on the environment, and the commitments the Township is making to mitigate any adverse effects.

## Questions, Feedback and Comments?

We encourage you to let us know your thoughts by sending your comments to [dfoats@northdundas.com](mailto:dfoats@northdundas.com) and/or using the attached comment form by March 1, 2021.

Or contact us at 613-774-2105 ext. 235 for any accessibility requirements.



If you would like to be notified of any project updates, please let us know and provide either an email address or your mailing address.



## KEY INFORMATION REPORT

### Recreation and Culture

February 9, 2021

#### **SUBJECT: North Dundas Arenas**

The Winchester and Chesterville Arenas have remained closed to the public since December 24<sup>th</sup>, 2020. Our staff have maintained the ice pads in hopes that we would be permitted to open the facilities following the lockdown, which is currently scheduled to end on February 11<sup>th</sup>, 2021.

If at the end of this lockdown, the Eastern Ontario Health Unit (EOHU) catchment area reopens as a green, yellow or orange zone classification under the provincial framework, all user groups will be able to return to play. In these zones, user groups are permitted to have games/scrimmages and will be allowed to use dressing rooms. Dressing room washrooms are not available in any colour level, as per the EOHU.

Our Recreation Coordinator reached out to all of our ice user groups. We have only received confirmation from one ice rental group, which is an adult men's league team, that they do not wish to return for the remainder of the season. This is due to being uncomfortable with unnecessary potential exposure to COVID-19. All other groups have indicated that they would like to return to the ice whenever possible, depending upon restrictions.

If we reopen in a green, yellow or orange zone classification, we estimate having 40 hours of ice rented per week at the Winchester Arena and 18.5 hours per week rented at the Chesterville Arena. These hours are what were rented in each arena respectively, at the beginning of the 2020/2021 ice season, with the exception of 1 hour that have been deducted due to the resignation of the one men's group.

If the Eastern Ontario Health Unit catchment area reopens into red zone, we would only have North Dundas Minor Hockey (NDMHA) and Winchester Skating Club renting ice. The red zone requires that all skaters on the ice must maintain a minimum 6 feet physical distance at all times, no games/scrimmages are permitted on the ice, and no use of the changerooms. Hockey practices cannot have any drills that players may break 6 feet physical distance.

In red zone, we estimate 14 hours of ice rented per week at the Winchester Arena and 8 hours of ice rented per week rented from Chesterville Arena. Therefore, if we remain in red zone, it is possible to close one arena and move the 8 hours of ice time, which is all occupied by NDMHA, to the Winchester Arena. Our Recreation Coordinator communicated with the President of the NDMHA about this idea and she was agreeable to the idea.

The last day of ice season in both municipal arenas, is scheduled to be Sunday, March 28<sup>th</sup>, 2021. Based on 2020 actuals, the heat, water and hydro fees for the

Chesterville & District Arena, were approximately \$9,770 for February and \$7,550 for March. The costs for this arena were provided for Council information, as the Joel Steele Community Centre invoices also include operating costs for the upstairs community hall.

Public skating is offered in colour zones green to red. Pre-registration is required.

North Glengarry is one of the only municipalities within SD&G to not have ice in at one of their 2 arenas. They chose not to open the Maxville Arena this season. All other municipalities are waiting for the next announcement to be made regarding the lockdown, before they make a decision to stay open or close for the season. South Glengarry Council delegated authority to their staff to make a decision whether to keep or remove their ice.



## DEPARTMENT ACTIVITY UPDATES

Finance

February 9, 2021

### KEY FINANCIAL DATA:

#### Bank Balances

Bank Balances	2021 Jan 31 <sup>st</sup>	Last Month Dec 31 <sup>st</sup> 2020	Last Year-2020 Jan 31 <sup>st</sup>
General Operating Acct	8,356,888.63	8,659,012.62	6,253,132.37
Cash, GIC's, (Reserve Fund)	5,236,005.58	5,230,874.04	6,780,975.64
<b>Total</b>	<b>\$13,592,894.21</b>	<b>\$13,889,886.66</b>	<b>\$13,034,108.01</b>

Taxes Receivable Outstanding	Jan 31 2021	Jan 31 2020	Jan 31 2019
Current Year (2021)	(144,273.51)	(125,802.23)	(137,006.10)
One Year in Arrears (2020)	1,024,730.76	930,450.32	1,011,224.20
Two Years in Arrears (2019)	429,622.40	489,531.15	432,498.89
Three Years in Arrears (2018+)	542,686.50	546,596.62	438,769.46
Penalty & Interest	211,515.77	231,984.62	195,598.12
<b>Sub-Total</b>	<b>2,064,281.92</b>	<b>2,072,760.48</b>	<b>1,941,084.57</b>
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(93,604.52)
<b>Taxes Receivable</b>	<b><u>\$1,970,677.40</u></b>	<b><u>\$1,979,155.96</u></b>	<b><u>\$1,847,480.05</u></b>
<b>Taxes Billed to Date</b>	<b>\$20,951,999.60</b>	<b>\$19,832,850.84</b>	<b>\$19,322,802.92</b>
<b>Percentage o/s Over Levy</b>	<b>9.406%</b>	<b>9.979%</b>	<b>9.561%</b>

Net taxes receivable last month were **\$2,126,560.55**; this month's balance of **\$1,970,677.40** (a net decrease over last month in the amount of **\$155,883.15**), represents the net impact of billings less collections for the month of January.

The percentage of taxes outstanding is just under the double digits and is very consistent across all three years – ranging from a high of 9.979% (January 2020), to a low of 9.406% this year - January 31<sup>st</sup> 2021.

Taxes receivable also include other charges that have been added to the tax roll for collection purposes. MMAH likes to see the percentage of taxes outstanding at the end of the year at 10% or less, and we are just below that threshold. We had not quite attained it for the year-end date (our year end percentage of taxes outstanding was 10.169% - just slightly above) – but we did manage to attain it for January 31, 2021.

## Summary

Our cash position is still very good as evidenced by the cash balances reported on page 1. Our operating cash is down approximately \$300k from last month. We made our third and fourth instalments to the school boards in mid-December in the amount of \$2,082,496.16 (2019 - \$998,244.77) as well as our final instalment to the Counties for fiscal 2020 in the amount of \$2,420,179 (2019 - \$2,265,311). In addition, there will be a **final** payment in early 2021 to the Counties and school boards for their share of the net supplementary taxes less write-offs for the 2020 fiscal year.

Cash balances are down from last month due to the fact we continue to incur costs and pay bills but there is no new inflow of cash coming in. The tax collector is preparing the interim tax bills – projected to go in the mail by February 19<sup>th</sup> - due the last business day of March. The amount of the interim levy is in the area of \$10.2M so this will help replenish our cash balances and assist in making payments for the upcoming construction season.

## Projects Worked on During January

- Preparing for and attending at department head meetings of January 5<sup>th</sup> and Jan 25<sup>th</sup>
- Submission of Drainage Superintendent Grant – due January 31<sup>st</sup> 2021
- Calculation of Final Amounts due to Counties and School Boards re Supps and Write-offs.
- Sent out reminder notices for taxation accounts.
- Assisted with water/sewer billings due to employee absence
- Working on schedules for year-end audit binder in preparation for auditors – their annual audit is scheduled for the period of March 11<sup>th</sup> – March 19<sup>th</sup>
- Working on 2021 budget –preparing Budget Summary for council meeting of February 9<sup>th</sup>.



## DEPARTMENT ACTIVITY UPDATES

### Economic Development and Communications

February 9, 2021

#### Economic Development

- Reviewed the Regional Incentive Program final reports from the Lofty Nest, Smirlholm Farms and Terrace Green B&B, as those projects have now been completed with grant payments being released.
- The Planted Arrow has completed their façade improvements as part of their Community Improvement Plan application and their grant funds have been released.
- Attending weekly virtual conference sessions as part of the annual EDCO Conference that started on January 20<sup>th</sup> and concludes February 24<sup>th</sup>.
- Participated in the January 21<sup>st</sup> SDG EDO Working Group virtual meeting.
- Held an Expo Committee meeting to discuss various options to hold some kind of virtual business event this year to help support our business community.
- Contacted the business community through many phone calls to solicit business card ad content that'll be displayed in the upcoming Explore North Dundas publication over several pages as a Shop Local promotion.
- Connected with several business owners to promote the benefits of the new Ontario Small Business Grant program, as well as the Property Tax and Energy Rebate Grant programs offered by the Province.
- Connected a business with the Canada-Ontario Job Grant to have one of their employees receive DZ license training.
- Worked with our Planning Department to find a potentially suitable location for a large industrial client to relocate to the Township.
- Provided advise to a rural business that is seeking to establish a farmer's market on their private property this spring as another avenue for local vendors to sell their products.
- Promoted the Cornwall Chamber of Commerce Tourism Grant program to our tourism assets in North Dundas.
- Utilized Doreen Wagner, COVID-19 Business Relief Advisor at the CFDC to help our local businesses that are really struggling.

#### Marketing

- Preparing the February 2021 Newsletter that will be mailed out with the property tax bills this month.
- Reviewing the first drafts of the 2021 Explore North Dundas publication that have come back from Henderson Printing. The corresponding Printing RFQ results are now before Council for consideration, with an anticipated mailing date in early April.
- Continuing to track all updates done to the current Township website as required by UpanUp. The new Township website is being developed currently and is progressing well.
- Regularly updated the Township website and Facebook with Provincial COVID-19 news releases, as well as updates from the EOHU and our Recreation Department.



## DEPARTMENT ACTIVITY UPDATES

Public Works  
February 9, 2021

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

### **Administration:**

1. Completed replacement of guiderails at various locations.
2. Completed hiring of seasonal / winter contract positions for afternoon shift.
3. Finalized winter and salt management policy.
4. Presented the final report on water and wastewater servicing options to the Council.
5. Continue to work on purchase of pick-up trucks.
6. Completed the purchase of snow plow truck.
7. Completed the disposition of surplus lagoon boat.
8. Completed the design and construction work on drainage improvement plan at fleet garage including purchase of catch basins.
9. Continue to work on Fleet Management Policy.
10. Meeting with property owners to review their concerns with regard to ditching, road condition, trees, truck traffic, etc.
11. Continue to work on plans to install additional signages on roads.
12. Presented the draft Roads Needs Study to the Council. Recommendations incorporated in 2021 draft budget.
13. Continue to work OSIM Bridge and Culverts inspections, water class environmental assessment study, etc.
14. Continue to refine public works operations and procedures.
15. Greg Stewart received Associate Road Supervisor certification from Ontario Road Supervisors (AORS). See attached.

### **Roads:**

#### **Roads Operations:**

- 1) Winter operations and patrols in progress. Training of contract employees completed.
- 2) Work on E11s and replace damaged mail boxes as required.
- 3) Removal of snow from main streets of all villages between sidewalk and road, removal of snow at residential sidewalks in Winchester and Chesterville, snow removal piles at parking lots, Townhall, Hydro One yard, etc.
- 4) Road patrol with Rover software / camera system to monitor pot holes, as needed.
- 5) Pot hole / patching at various locations.
- 6) Replacement of defective signs, as needed.



**Fleet:**

1. Received replacement - new snow plow truck unit.
2. Ready fleet for winter operations.
3. Annual Inspections completed – R1.
4. Mechanical Fitness Inspections completed –  
3205,3208,3209,3290,3216,43,44,7751,7754,7755,7757 and 2100.
5. Significant repairs completed on various trucks / equipment with limited staff resources.
6. Facility inspection completed.
7. Reviewed purchase of new snow plow truck.
8. Installation of door separating parts room from office and lunch room area.
9. Created work order in Excel for easier processing of work orders.
10. Completed hiring for Truck and Coach Technician position.

**Water and Wastewater:**

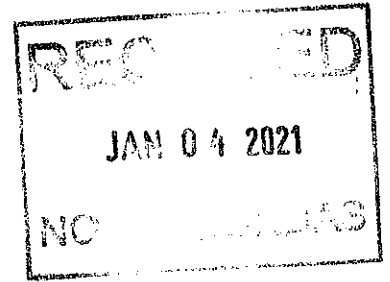
1. Continue to review and discuss with J. L. Richards with regard to water and wastewater capacity constraints.
2. Reviewed water and wastewater operations with OCWA and inspected facilities.
3. Quarterly/monthly water/sewer bills completed.
4. Co-ordinate response to Ontario One call for water sewer locates and completion of compliance reports.
5. Co-ordinate water meter replacements with the plumber- on going.
6. Finalized agreement with Service Line Warranties.
7. Assisting ratepayers with general water/sewer inquires.
8. Discussions with the Wellings Group of Winchester re: water meters.





# AORS

PROMOTING KNOWLEDGE. PURSUING EXCELLENCE.



December 21, 2020

Township of North Dundas  
636 St. Lawrence Street, PO Box 489  
Winchester, ON  
K0C 2K0

Attention: Mayor Tony Fraser and Council

Re: Greg Stewart Assoc. R.S.

Dear Mayor and Council Members:

On behalf of the Association of Ontario Road Supervisors (AORS), I would like to congratulate your employee, **Greg Stewart** for his recent **Associate Road Supervisor** certification. As well, thank you for supporting your employee and we encourage you to publicly acknowledge this achievement.

AORS has been serving public works professionals since 1961. In 1996 AORS was granted – by Provincial Legislation – the exclusive right to use the designation 'Certified Road Supervisor' (CRS). The four levels of Certification – Associate, CRS, Intermediate and Senior – have mandatory experience and education criteria established by the AORS Education Committee and Certification Board. Certified individuals may publicize their credential by using initials after their names and we would certainly encourage your employee to do so.

Certification is important for your Municipality because it increases corporate 'professionalism', accountability and morale. Certified Road Supervisors use their broad base of knowledge to make confident decisions and therefore serve Council and public more effectively.

AORS is committed to the training and development of experienced, reliable and efficient personnel for the construction and maintenance of public roads in rural and urban municipalities across Ontario.

Thank you again for supporting AORS and for helping us meet our objectives.

Yours truly,

John Maheu, M.A.Sc., P.Eng.  
Executive Director

cc. Greg Stewart Assoc. R.S.



## DEPARTMENT ACTIVITY UPDATES

Waste Management Services

February 9, 2021

### FINANCIAL INFORMATION:

#### January

Total Fees.....\$9,488.25  
 Fees Charged.....\$5,773.25  
 Fees Paid.....\$3,715.00  
 Cash on Hand.....\$100.00

#### December

Total Fees.....\$7,325.00  
 Fees Charged.....\$3,900.00  
 Fees Paid..... \$3,425.00  
 Cash on Hand.....\$100.00

Wards	JANUARY	DECEMBER
1. (Twp of Win)	640	800
2. (Twp of Mtn)	600	480
3. (Vill of Win)	640	720
4. (Vill of Ches)	320	400
5. Other (Boyne)	612	472
<b>Total Cubic Yards</b>	2812	2872
<b>Total Metric Tonnes</b>	255.64	261.09

### Recyclables

Bales on Hand of December 31<sup>st</sup>  
 ONP-0 OCC-0 PLASTIC -0 ALUM-99

Estimated Value  
 \$19,800.00

Tonnages of Processed Material

Year to Date

Jan 1<sup>st</sup> to Jan 15<sup>th</sup>

Fibre----- 15.49 MT  
 Plastic/Cans/Glass-- 7.90 MT

15.49 MT  
 7.90 MT

**Total**

**23.39 MT**

WORK COMPLETED (up to February 1<sup>st</sup>)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working with Golder on Waste Diversion Study
- General cleanup of landfill
- Final cleanup of Christmas tree depots
- Changing floor plan of Blue Box building for new process
- Expanding lower office to allow for physical distancing of employees during breaks
- Working with Derek Ali of the consulting firm DFA concerning SDG Regional Waste Management Collaboration



## DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

February 9, 2021

### **PLANNING:**

- Received two (2) new severance applications, performed site visits and provided comments to the Counties.
- Performed various site visits for severance and subdivision files in order to clear outstanding conditions.
- Received one (1) new application for a Zoning By-law Amendment in the Village of Chesterville for a proposed residential apartment. Staff prepared the necessary reports for Council acceptance.
- Prepared and issued two (2) zoning compliance reports.
- Responded to various zoning, minor variance and severance inquiries from landowners.
- Attended subdivision pre-consultation meeting with SDG County representatives and the landowner.
- Held a Site Plan Control Group meeting through Teams to review a new fast-food restaurant proposal in the Village of Winchester.
- Set up process for Virtual Commissioning, as per O.Reg. 431/20: Administering Oath or Declaration Remotely. Processed and recorded three (3) virtual declarations through Zoom.
- Attended virtual Job Evaluation Advisory Committee meeting on January 27, 2021.
- 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 and Chesterville. Prepared vacant land map for Chesterville.
- Met with local and external developers to discuss potential residential development opportunities in Winchester and Chesterville. Advised of new application process for obtaining allocation for services.
- Met with the Director of Public Works on various occasions to discuss Water and Sewer Allocation process. Pre-consultation will be done with Planning Staff

to ensure feasibility of projects, and accurate/realistic timelines for development.

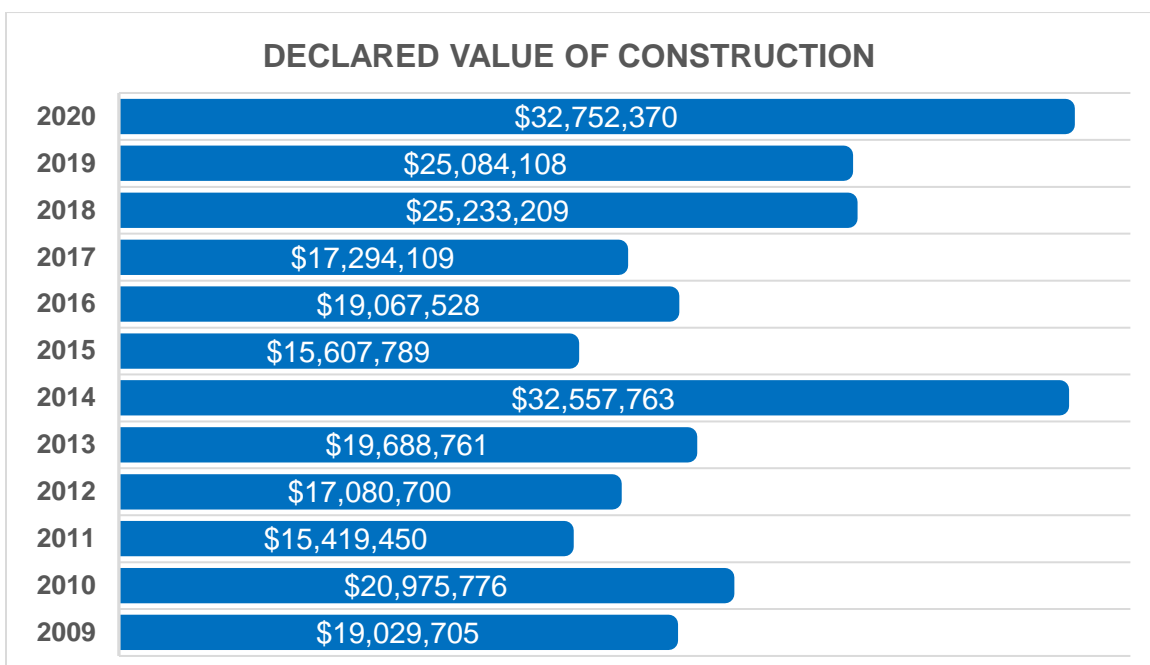
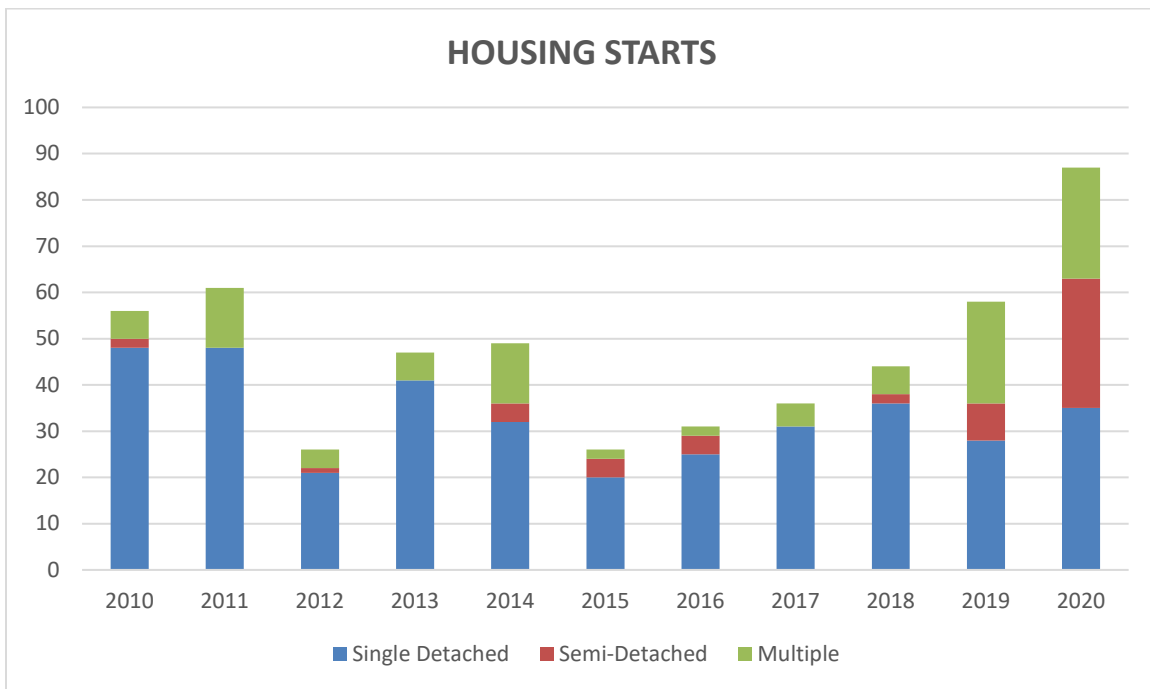
- Executive Assistant & Planning Technician attended virtual webinar on new MPAC “Municipal Connect” program.
- Met with local subdivision owner to discuss next steps for continuing with development.

### **BUILDING:**

- Communicated with multiple property owners to discuss various building projects.
- Met on-site with local property owner to discuss ongoing construction project (work started without permit) and requirements for permit approvals.
- Attended OBOA Golden Triangle Chapter meeting on January 20, 2021.
- CBO Forget attended the Health and Safety meeting on January 26, 2021.
- Met with By-law Staff, CAO and Director of PBE to review current policies for enforcing mask usage during inspections on construction sites. Moving forward, all persons in a room/building during an inspection are required to wear a face mask, or to leave the area for the duration of the inspection.
  - Additional measures have been established and will be communicated to permit holders when booking inspections.
- Sixteen (16) new applications were received in January. There are currently forty-eight (48) outstanding applications, which includes those where we are waiting on additional documentation, and those ready for issuance once current provincial restrictions on construction projects are lifted.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

<b>Building Department</b>	<b>Jan. 2021</b>	<b>Jan. 2020</b>	<b>Jan. 2019</b>	<b>Jan. 2018</b>	<b>Jan. 2017</b>	<b>Jan. 2016</b>
Permits Issued:	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>9</b>
New Dwellings	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>
Value of Permits:	<b>\$877,000</b>	<b>\$1,301,900</b>	<b>\$660,194</b>	<b>\$177,500</b>	<b>\$599,000</b>	<b>\$407,460</b>
Building Permit Fees:	<b>\$3,414</b>	<b>\$3,984</b>	<b>\$4,251</b>	<b>\$1,210</b>	<b>\$7,270</b>	<b>\$3,445</b>
Development Charges:	<b>\$5,085</b>	<b>\$9,926</b>	<b>\$9,928</b>	<b>\$406</b>	<b>\$4,504</b>	<b>\$0</b>

<b>Building Totals</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Permits Issued:	<b>229</b>	<b>162</b>	<b>169</b>	<b>154</b>	<b>147</b>	<b>139</b>
New Dwellings	<b>87</b>	<b>58</b>	<b>44</b>	<b>36</b>	<b>33</b>	<b>25</b>
Value of Permits:	<b>\$32,752,370</b>	<b>\$25,084,108</b>	<b>\$25,233,209</b>	<b>\$17,294,109</b>	<b>\$19,067,528</b>	<b>\$15,607,789</b>
Building Permit Fees:	<b>\$178,180</b>	<b>\$143,625</b>	<b>\$116,211</b>	<b>\$108,897</b>	<b>\$92,450</b>	<b>\$56,995</b>
Development Charges:	<b>\$377,597</b>	<b>\$200,914</b>	<b>\$195,991</b>	<b>\$129,912</b>	<b>\$114,691</b>	<b>\$93,254</b>



**BY-LAW ENFORCEMENT:**

- Eight (8) parking tickets were issued in January. Staff continue to monitor overnight parking violations over the winter months –fourteen (14) warnings were issued following a heavy snowfall at the end of December/beginning of January.
- Sixty-three (63) parking tickets were issued in 2020. This amount is lower than the 214 issued in 2019, which can be attributed to various factors, including: changes in staffing, minimal snowfall at the end of 2020, and providing more warnings and educating the public throughout the pandemic.
- Ten (10) new files were started in January. Currently, there are fourteen (14) 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.
  - By-law Enforcement Officers continue to educate the public on mandatory mask usage, and have performed site visits to ensure compliance with Provincial Orders, as needed.
- Completed draft Municipal Enforcement Policy and Key Information Report to Council for review.
- AMPS program is now in place – staff are in the process of updating website details to inform the public of the new system.
- 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**

**Infraction Notices will continue to be issued to vehicles in contravention**



## DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

February 9, 2021

- The Morewood & Hallville outdoor rinks officially opened on January 23<sup>rd</sup>. All 4 municipal outdoor rinks are now open.
- Helping to create an employee orientation package for new hires. The package will include all required documentation, training resources, personnel policies and H&S operating procedures. This will allow all departments to have a consistent approach with the on-boarding process.
- We are promoting geocaching in North Dundas on our Facebook page and website. Thanks to the Nation Valley ATV Club, South Mountain resident Ron Porteous, and other area geocachers, over 100 geocaches are located in North Dundas. Information and links are available on our municipal social media sources.
- Recreation & Culture Department personnel policy binders were updated. Team members will be reviewing all pertinent personnel policies and signing-off on review. All department MSDS binders and H&S Operating Procedure binders are also being updated. They will be reviewed by staff once complete and readily available for future reference.
- An application was prepared for the Canadian Cultural Spaces Fund, in hopes of receiving funding for replacement of the HVAC system in the Old Town Hall theatre. Duct work modifications and enhancements are a part of the planned project scope.
- Snowshoe rentals from our municipal Recreation Lending Library have been very popular and were promoted several times on our social media. Curbside pick-up and drop-off is coordinated. Recently, 5 pairs of youth snowshoes were purchased in order to accommodate requests. The purchase will be paid for by a private donor.
- Helped to draft the municipal COVID-19 Safety Plan.
- Created a post for our Facebook page, asking for volunteers for the Hallville Rink. Currently, our Facility Operators are maintaining that outdoor rink alone, but we would like to recruit volunteers and organize training in case the arenas reopen.
- Summer employment opportunities were posted on our website and an email notification was sent out to last year's summer students, as well as this winter's Rink Attendants and Call-In Operators.
- The flagpole in the parking lot of the Winchester Centennial Pool/ 100 Club Park/ Joel Steele Community Centre, was removed, repaired, and repainted. It will be reinstalled in the near future.
- The replacement of the ceiling tiles in the Morewood Community Hall is almost complete.
- The Joel Steele Community Hall and upstairs washrooms rooms were repainted.
- Automatic flush valves were installed on the urinals in the Chesterville & District Arena men's washroom.



- Mason McLeod is still assisting in the Waste Management Department and will be until further notice.
- The fax line in the Chesterville Fire Hall was cancelled, as was the rental for the internet modem. The wi-fi fee was removed from our billing and the internet package was upgraded for no additional monthly charge. The fire hall will now be saving \$39.95 + HST per month or \$479.40/year and will have better internet.
- Our Canada Summer Jobs grant application has been submitted for 2021. We received \$93,240.00 in funding 2020. \$63,840 was allocated to the Recreation & Culture Department, \$23,520 to the Public Works Dept., and \$5,880 to the Finance Dept. The Recreation & Culture Dept. had only budgeted for \$18,000 in summer student; therefore, an additional \$45,840 was received.
- All winter 2021 recreation programs were cancelled and registrants were given full refunds.



## DEPARTMENT ACTIVITY UPDATES

Fire

February 9, 2021

### DEPARTMENTAL OVERVIEW:

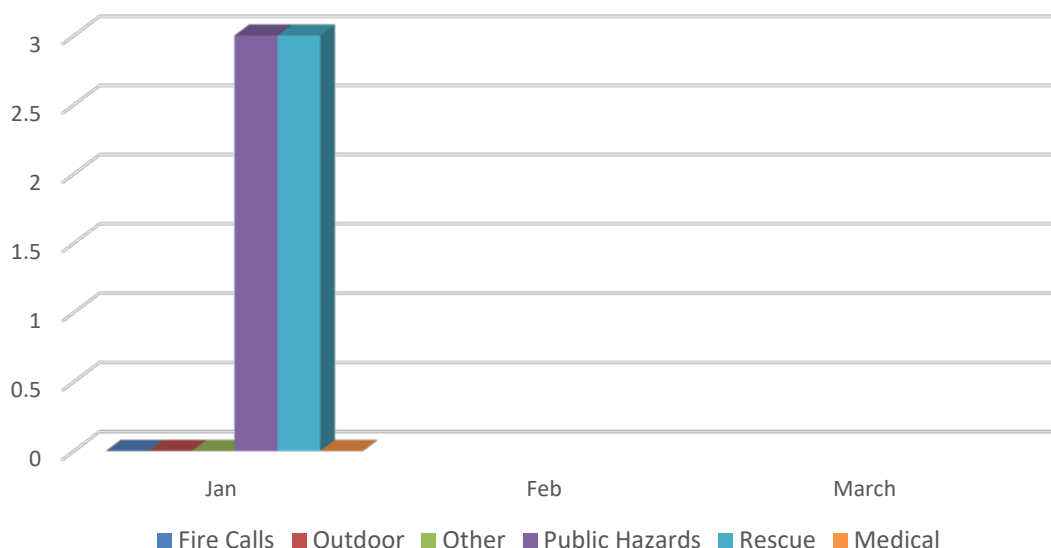
#### Glossary of Terms

- 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.

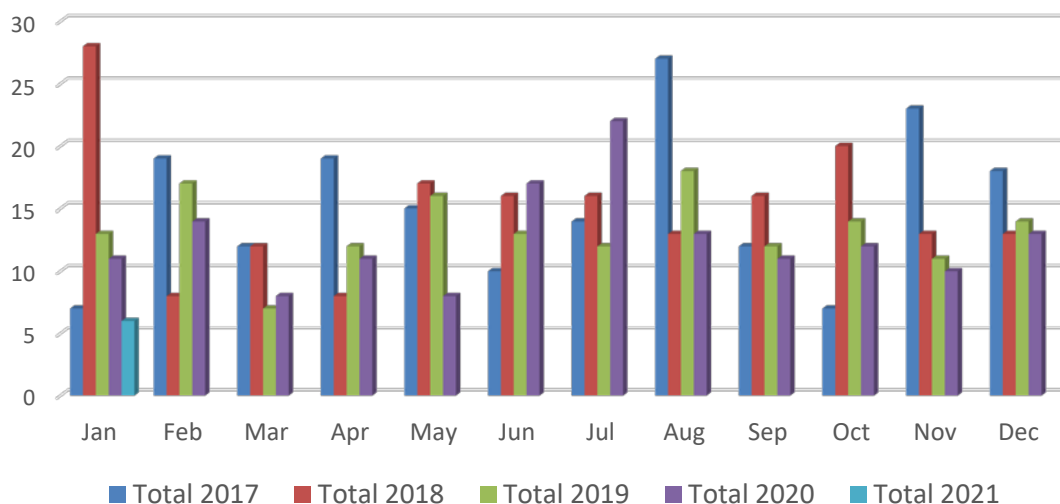
#### Monthly Call Statistics for 2021

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fire Calls	0											
Outdoor	0											
Other	0											
Public Hazards	3											
Rescue	3											
Medical	0											
<b>Total</b>	<b>6</b>											

#### Number of Calls/Types of Calls



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



### Monthly Call Break Down

- 1 elevator rescue
- 2 false alarms
- 3 MVC

### Fire Prevention Activities

- Fire Prevention meetings and activities are currently on hold due to the Provincial stay-at-home order. Meetings have been postponed for this month, but the Committee keeps in touch by email to discuss any pressing matters
- Continued safety inspections of Township buildings

### Training

- Fire training shall continue in smaller numbers, following direction from the Eastern Ontario Health Unit and Ontario Association of Fire Chiefs with regards to physical distancing, sanitizing, etc.
  - Each station will be hosting two training nights each, in order to accommodate the smaller groups



## DEPARTMENT ACTIVITY UPDATES

CAO

February 9, 2021

- Participated in Dr. Paul's weekly calls and modified our operations and protocol as recommended and/or helped to share his messaging to the Community
- Completed online course: COVID-19 Prevention for Employers: How to Keep a Safe Workplace
- CAO and Deputy Clerk worked extensively on the creation and updating of our COVID-19 Safety Plan. Research and preparation of COVID-19 Safety staff training.
- Discussions with staff regarding potential COVID-19 exposure to a staff member, consultation with other employer and plan of action
- Participation in bi-weekly lower tier SDG CAO's meeting to discuss relevant issues, most notably actions as a result of the latest developments in COVID-19.
- Staff meeting to review Water and Sewer Allocation by-law and process
- Staff meeting to review the Water and Sewer budget
- Meetings with the Mayor and/or staff as required to respond to inquiries and move projects forward
- Consultation with our lawyer to revise our employment contract template
- Department head meeting, report review and preparation for January 19<sup>th</sup> Council meeting
- Organization and preparation for emergency Council meeting on January 20<sup>th</sup>.
- Deputy Clerk and CAO worked with the Economic Development and Communications Officer on the next edition of the Explore North Dundas Magazine
- Organized and participated in meeting of the Job Evaluation Committee to review the position of Facilities Manager.
- Participated in meeting with representatives from Nautical Lands Group, Stantec, OCWA and the Township of North Dundas regarding phases 2 and 3 of the Wellings of Winchester development

- Municipal Services Assistant has been calling businesses to encourage their participation in the advertising opportunity in our Explore magazine
- Dealt with HR matters as presented



## DEPARTMENT ACTIVITY UPDATES

Clerk

February 9, 2021

- 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
- Participated in Job Evaluation Committee meeting to review Facilities Manager position
- Insurance matters - discussions with Municipal Broker re: 2021 Municipal Program/update equipment lists
- Completed and Submitted Year-End Statistical Report - MFIPPA
- Corresponding with Lawyers – re: property matters
- Preparations for Council meetings – January 20 & Feb 9
- Discussions with SDG IT Dept re: meeting management software options
- Amending and updating Township of North Dundas Procedural By-law 2020-19, - Section 8 Closed Session In Camera Meetings and other minor changes for presentation to Council February 23, 2021
- 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



United Counties of  
**Stormont, Dundas & Glengarry**

**RESOLUTION**

**MOVED BY Councillor McGillis**

**RESOLUTION NO** 2021-04

**SECONDED BY Councillor Warden**

**DATE** January 18, 2021

THAT the Council of the United Counties of Stormont, Dundas and Glengarry request that the Province of Ontario allow for small businesses to immediately reopen with the required health guidelines and protocols in place; and

THAT this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, MPP Jim McDonnell, and circulated to all municipalities in Ontario.

☒ **CARRIED**

☐ **DEFEATED**

☐ **DEFERRED**

*Frank Prevost*  
WARDEN

**Recorded Vote:**

Councillor Armstrong	_____
Councillor Byvelds	_____
Councillor Fraser	_____
Councillor Gardner	_____
Councillor Landry	_____
Councillor MacDonald	_____
Councillor McGillis	_____
Councillor Prevost	_____
Councillor Smith	_____
Councillor Warden	_____
Councillor Wert	_____
Councillor Williams	_____

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

**BY-LAW No. 2021-14**

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

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

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

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

- 1.0** That the Minutes of the Regular Meeting held on January 19, 2021 and the Emergency Meeting held on January 20, 2021 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 February 9, 2021 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 9<sup>th</sup> day of February, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK