

AGENDA
Township of North Dundas
636 St. Lawrence Street Winchester ON Tuesday, April 27,
2021 7:00 PM

Due to the provincial lockdown, this meeting is closed to the public. A recording will be available on Facebook.

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) [Public Meeting April 13, 2021](#) 5 - 15
- b) [Regular Meeting April 13, 2021](#) 16 - 24

5. Delegations

- a) [County-Local Municipal Update - Spring 2021](#) 25 - 40
[T.J Simpson & Ben de Haan](#)

6. Closed Session

- a) Pursuant to Section 239 (2) of the Municipal Act, 2001,
 - (b) personal matters about an identifiable individual, including municipal or local board employees; specifically staff.
 - (c) a proposed or pending acquisition or disposition of land by the Municipality or local board.

7. Open Session

8. Action Requests

- a) Finance

b)	Economic Development and Communications	
c)	Public Works	
d)	Waste Management	
e)	Planning Building and Enforcement	
i.	Budget Amendment for Professional Services	41 - 43
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9.	Tenders and Quotations	
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12.	Consent Agenda	
a)	Oak Valley Pioneer Park 2020 Annual Report and AGM Minutes Action Recommended: That Council receive and file.	91 - 96
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c)	SDG Police Services Board Re: Community Safety and Policing Act, 2019 and	98 - 100

[SDG Police Services Board composition.](#)

[Action Recommended:](#)

[That Council receive and file.](#)

- d) [Butterflyway Project in SDG](#) 101 - 104
[Action Recommended:](#)
[That Council receive and file.](#)

13. Boards and Committees

- a) [Chesterville and District Historical Society Annual Report to Council](#) 105 - 111
[Action Recommended:](#)
[That Council receive and file.](#)
- b) [Dundas County Archives](#) 112 - 120
[Archivist Report - April 1, 2021](#)
[Action Recommended:](#)
[That Council receive and file.](#)
- c) County Council: Mayor Fraser & Deputy Mayor Armstrong
- d) Art on the Waterfront: Councillor Thompson
- e) Canada Day: Mayor Fraser
- f) Dairyfest: Councillor Hoy
- g) Display of Lights: Mayor Fraser
- h) Fire Chiefs Steering: Fire Commissioner Armstrong
- i) Winchester Downtown Revitalization: Councillor Annable

14. Motions and Notices of Motions

15. Petitions

16. Council Comments and Concerns

- a) Upcoming Council Meeting Dates.

17. Unfinished Business

- a) [Communications Position](#) 121 - 122
[Job description discussion.](#)

18. Ratification By-law

- a) [By-law No. 2021-33](#)

123

19. Adjournment by Resolution

**TOWNSHIP OF NORTH DUNDAS
PUBLIC MEETING TO CONSIDER A GENERAL HOUSEKEEPING
ZONING BY-LAW AMENDMENT
April 13, 2021
6:30 pm**

A Public Meeting of Council, under Section 34 of the *Planning Act, R.S.O. 1990*, Chapter P. 13, as amended was held to consider a General Housekeeping Zoning By-law Amendment to the Former Township of Mountain Zoning By-law No. 79-6, the Former Township of Winchester Zoning By-law No. 12-93, the Former Village of Chesterville Zoning By-law No. 04-95 and the Former Village of Winchester Zoning By-law No. 25-96. This meeting was held through Zoom video conferencing, and streamed through Facebook live.

Roll Call:

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

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

Resolution No.01

**Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson**

**THAT the Public Meeting of the Council of the Township of North Dundas to consider a Zoning By-law Amendment be hereby called to order at 6:30 pm.
CARRIED.**

Chairperson Opening Remarks:

This is a Public Meeting of Council under Section 34 of the Planning Act, to consider a Housekeeping Amendment to the Zoning By-laws of the Township of North Dundas.

I have asked Jo-Anne McCaslin, the Clerk, to take minutes of this meeting.

I would like to acknowledge that it is great to see the amount of public engagement that we have received.

When advertised last month, this public meeting was intended to be an in-person meeting at the Joel Steele Community Center; however, with the Provincial lockdown, and to ensure everyone's safety, we are forced to host this meeting as a virtual meeting.

I apologize for the inconvenience in the change of venue.

This is our first virtual public meeting, and as such, we ask for your patience as we move through the meeting.

The order for the public meeting is as follows:

- a. Presentation of the proposed housekeeping zoning by-law amendment by the Director of Planning.
- b. Questions/Comments by the Mayor
- c. Questions/Comments by the Members of Council
- d. Open questions/comments from the members of the public.

We will now have a presentation regarding the **proposed Housekeeping Amendment** by the Director of Planning, Calvin Pol.

The Chairperson confirmed that in accordance with Section 34 of the Planning Act and Ontario Regulation 545/06, the notice of the public meeting was published in the Chesterville Record on March 11, 2021. A copy of the notice was posted on the Township website on March 24, 2021.

The Chairperson declared the meeting properly constituted as per the requirements of the *Planning Act* and called the meeting to order.

A detailed planning report and draft by-law was prepared by Township Planning Staff, and previously circulated to Council. The Chairperson then turned the meeting over to Township Planner, Calvin Pol who then made a power point presentation outlining the Housekeeping Zoning Amendment.

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

Housekeeping - Zoning Amendment:

Purpose and Effect

Planner Calvin Pol advised the Council of the Township of North Dundas has initiated a housekeeping by-law amendment to update and harmonize the Township's Zoning By-law definitions, general provisions and some zone requirements.

To rezone multiple farmland properties to prohibit residential use (required as a condition of severance and provincial law) To correct or slightly modify the zoning of five (5) other properties.

Increase the minimum lot size for the R1 zone in Winchester Township from 2,787 m² (30,000 ft²) to 4,000 m² (43,055.7 ft²).

Barrier-Free Structures

The By-law Amendment will introduce clear consistent regulations exempting barrier-free structures from minimum setbacks.

Barrier-free structures include wheelchair ramps, lifts and other structures designed to provide accessibility to people with disabilities.

Permits may still be required for barrier-free structures as per the Ontario Building Code.

Surplus Dwellings

A total of six (6) properties will be rezoned to prohibit residential dwellings.

Zoning By-law 79-6

The former Township of Mountain minimum required lot area for uses, other than single dwellings, is being proposed to be increased from 2 ha (5 acres) to 8 ha (20 acres) to be consistent and match the zone requirements in the former Township of Winchester's Rural (RU) Zone (By-law No. 12-93 – Section 10.1 (b)(ii)).

Legally existing uses would continue to be permitted:

Planning Act Section 34(9)(a): *No by-law passed under this section applies, to prevent the **use of any land, building or structure** for any purpose prohibited by the by-law if such land, building or structure **was lawfully used** for such purpose on the day of the passing of the by-law, so long as it continues to be used for that purpose;*

Any new livestock building must follow the Provincial Minimum Distance Separation Formulae and the Provincial Nutrient Management Act.

The Township of Winchester's Zone Requirements are newer (1993 vs 1979 Mountain).

Mountain Township's By-law does not have an Agriculture (AG) Zone.

Mountain's Zoning By-law needs to be updated once the Official Plan appeal is settled at the Local Planning Appeal Tribunal.

The new Zoning By-law will require a differentiation between Rural and Agricultural lands.

Provincial Modification #13 to the County Official Plan:

In this regard, the minimum lot size for new lots will be generally **40 ha** in size for each of the severed and retained parcels.

Townhomes in Chesterville and Winchester Village

Definitions for back-to-back and stacked townhouse dwellings will be added.

Maximum height for stacked townhomes will be 12.5 m (max. 3 storeys) – current max. is 11 m.

Front yard setbacks for townhomes in Winchester village will be changed to match Chesterville's By-law as follows:

Front Yard Depth: 6 m to 7 m

Interior Side Yard Width: 1 m to 2 m

Rear Yard Depth: 8 m to 7.5 m

Lot Frontage: 5.5 m to 6.0 m

Swimming Pool Enclosures

Two sections in the Chesterville Village Zoning By-law No. 04-95 and two sections of the Winchester Village Zoning By-law No. 25-96 are inconsistent with the new Swimming Pool Enclosure By-law No. 2020-16. These sections will be removed. (Fence height: 1.5 m (4.9 ft.) vs 1.22 m (4 ft.)).

Chesterville Park: Temporary Use to Permanent

The park pavilion building is currently used as a bakery under a temporary zoning.

The proposed amendment will enable the use to continue.

Key maps are provided that will detail the properties that are to be rezoned as a condition of consent and those properties where the zoning will be slightly modified.

Mr. Pol noted that if adopted, this By-law will also slightly modify the zoning of five (5) other properties, and will update some definitions and general provisions, and will also harmonize the by-laws to make them more consistent. Mr. Pol presented all of the proposed schedules contained in the Housekeeping By-law.

Further he stated this By-law is deemed to be in conformity with the policies contained in the United Counties of Stormont, Dundas and Glengarry Official Plan and the Provincial Policy Statement.

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

Comments from Ministries and Public Bodies

No comments were received.

Comments from Developers:

Two developers of proposed townhomes have expressed no objection to the proposed changes to match Chesterville's By-law.

One developer has expressed his objection to the changes. Most of the changes can be accommodated; however, some may require some tweaking in the proposed design.

Mr. Pol presented a summary of the Comments received from the Public prior to the Public Meeting:

"I find this very concerning as it puts up a major barrier for residents who want to be more self sufficient, live sustainably and grow and raise their own food. We live in a rural, agricultural community. There are many small-scale farms in the area who feed their families and their neighbours with the food they produce on their 5+ acres. We buy food from such producers weekly for many reasons: it's healthy, locally produced, better for the environment, and keeps our dollars in our community"

Questions about the proposal including tax implications, and whether existing lots with livestock will be "grandfathered" in.

"This [proposed amendment] makes it very difficult for North Dundas residents to be able to afford caring for livestock, and is unreasonable to expect in an already agriculture focused region. If this change is made, it would mean that many of my family members and friends would no longer be able to raise cattle and chickens on their land to provide them with income and food. Twenty acres is not needed for a household to host a chicken coops or a couple of cows.

I ask that you and the rest of council not agree to change the rural mountain bylaw to needing 20 acres for agricultural use, if you want all former townships to coincide then change Winchester and Chesterville to match Mountain at 5 acres."

"I also do not feel that this is a fair meeting as there are many older residents that are not tech savvy that are not able to voice their concerns and being in the Mountain area our internet service is not the best for zoom meetings."

Initially, it seems this is a convenience issue to bring things into line with Winchester. Why not the other way, reduce the lot size in Winchester to match the Mountain area. Or why even do it. The reason for this is purely inadequate to move in this direction. We live here to be away from large communities and to be around nature, farmland and animals. A "city"

oriented mentality appears to be forcing itself on the rural people. This is not the representation we want, need or deserve. From a personal standpoint, we have about 5.25 acres. We've successfully had a variety of stock including horses, cattle, chickens, turkeys, sheep and goats. No issues, no complaints and a very worthwhile experience for our children growing up. In closing, I implore each and every one of you to seriously consider the action you're proposing and the negative impact on a long-standing rural community. This is not the correct action to take, restricting people from enjoying and using their property for food, education and enjoyment. Particularly for no good reason. Please vote this down.

I'd like to express my opinion nonetheless on the proposed change to agricultural bylaw in Mountain from 5 ac to 20 ac. We have 11 acres. When we bought our property in 2016, we bought it purposely knowing that it allowed hobby farms. Currently we don't have one but may have plans to in the future. Now, we'll have all this worthless land...what's the point of having this much land when you're restricted and can't use it to its full potential? What happens when you want to resell and attract potential buyer of hobby farms? The value of our land then goes down in the eyes of buyers while the 20ac plus goes up. There is no reason for this change in by-law. We are in the country surrounded by hobby farms with less than 20ac of land I might add and its beautiful and peaceful that way. Please leave the by-law as is. Thank you for reading."

What is the Rural (RU) zone referring to? Is this the same as the areas designated Rural District in the Schedule 1A Land Use map?

Yes

Does this amendment apply to properties designated as Agricultural Resource Lands on Schedule 1A?

Yes

Will properties smaller than 20 ac that have existing agricultural uses be grandfathered in?

Yes

or will agricultural uses have to cease on these properties if the amendment is passed?

No

If the amendment is passed, can agricultural use (ex. grow crops) continue to be performed on a property smaller than 20 ac if the tenant farmer owns more than 20 ac himself?

Yes

If the amendment is passed, will this affect property tax rates for those properties that are smaller than 20 ac and currently classified as farmland?

"I understand that tonight you will be discussing the size of property required to have livestock. The proposed increase to twenty acres is quadrupling the current five acre minimum and is too steep. It is not fair to treat the hobby farmers that way. Most people cannot afford to obtain that acreage as land and property prices are at an all-time high.

I also understand that there are many places that have too many animals per acre. Is it possible to use animal units instead of increasing the required acreage? That way one could have one large animal or a few smaller animals. For example, 1 horse or cow per acre or that could mean 4 goats or 4 sheep and a few chickens. You will have to decide what the animal units would be. Thank you for your time."

Recommendation by Director Pol:

Based on the questions, comments received and options available, it is advised that Section 2.2 of draft by-law which reads:

"That in Section 10.1(c) – Lot Area (minimum), the text "2 ha (5 ac)" is hereby replaced by "8 ha (20 ac)"

be removed from the proposed Housekeeping Zoning By-law and;

That a separate open house be held, when in-person meetings are permitted, to fully discuss and consider this issue. This will afford the opportunity to have the public, representatives from various agencies, public bodies, interest groups, and ministries present to respond to questions and provide input to Council.

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

Chairperson's Comments/Questions:

I would like to thank everyone that took the time to register for this meeting and thank those that sent in comments in advance of today's meeting. The questions and comments received largely relate to the proposed change to the Township of Mountain's Rural zones.

Due to the number of questions and concerns that we have received regarding this topic, and further to Director Pol's comments, I am recommending that we have a separate Open House when in person meetings are possible, to fully discuss and consider this issue.

I would like staff to consult with the DFA and our local OFA representative in advance of the Open House to ensure that we receive and consider their feedback in addition to comments from the public. This will permit Council to fully consider all options.

I would also like Ministry and County staff experts to be invited to the Open House, to be available to provide additional information and answer questions.

I recommend that we table Section 2.2 of the By-law, and remove it from what is being considered later tonight.

Mayor Fraser asked Council members if they agreed to table Section 2.2 of By-law No. 2021-27:

Do I have consensus from members of Council to remove Subsection 2.2 of By-law No. 2021-27 that reads: *“That in Section 10.1(c) – Lot Area (minimum), the text “2 ha (5 ac)” is hereby replaced by “8 ha (20 ac)”*, with the understanding that the Township of North Dundas will host a separate advertised open house and public meeting regarding this issue, once the Covid restrictions are lifted?

Deputy Mayor Armstrong agreed with the deferring Section 2.2 the By-law and agreed more discussion is needed. He compared this discussion to previous discussion relating to the Fire By-law where all affected parties were consulted for comments.

Councillor Thompson, Councillor Annable and Councillor Hoy agreed to deferring Section 2.2 of the By-law

Chairperson Fraser advised members of the public that Council will officially consider this By-law and amendments at the Regular Meeting of Council immediately following this Public Meeting before putting it to a vote. Members of the public will be able to watch the livestream via the Township Facebook Page.

The removal of this section means the existing 2 ha (5 ac) requirement will remain in effect in the former Township of Mountain.

Comments from members of the public:

Terresa McIntosh, 11581 County Rd 3, Inkerman

Agreed with deferral. Looks forward to the public meeting.

Would like to see the Winchester by-law and the Mountain by-law to understand rational (Winchester at 20 acres, Mountain at 5 ac.)

Thomas Schoch, 214 Queen St. West, Chesterville

Asked Council to review all types of farming when considering the new by-law, especially the market garden farming initiatives. Great opportunity to plan for the future.

He stated North Dundas does farming well.

Appreciates the deferral.

Marika Livingstone, 2570 County Rd 1, Mountain

Fully supports moving toward a nutrient unit base policy. Falls in line with source water protection policies.

Bethany Elkins, 10894 County Rd 3 South Mountain

Thanks for calm discussion and clarification.

Concern for future generations.

Managing 20 acres daunting.

Agrees with animal units per acre (easier to understand).

Christina Suffel, 11827 County Rd 3 Mountain

Concerned with advertising notice (Chesterville Record) doesn't cover Mountain.

Appreciates waiting.

How do you know who is grandfathered and what can be done?

In addition to the above noted comments, earlier in the day, Ms Suffel emailed a petition to Council that requested Council to amend the by-law for rural residents of North Dundas Township to allow livestock.

Dave Gobey, 10225 Clark Rd Mountain

Would like clarification of confusion.

Grandfathering is inadequate – deters future growth.

Feels 5 acres or less is adequate.

Email questions to Planning Technician.

Chrisann Harding, 2384 Development Rd. Mountain

Recently purchased 6 acres with the understanding she could build a house, have a horse, cow etc. and market garden.

She hopes to be grandfathered.

Amanda Giles, 11516 County Rd 5 Inkerman

Province dictating to the Township is a red flag.

Dwellings on agricultural land should be allowed.

Council should consider certain residences to be constructed on farm land to encourage more small farms.

North Grenville has a sliding scale of livestock units based on lot size.

Shane Freeman, 468 Annable St. Winchester

Glad for deferral.

Family farm burned. His Mother would be able to sell the whole farm, but severing 20 acres is not allowed.

Joanne Havekes, 2579 County Rd 1, Mountain

Glad for deferral. Looks forward to public meeting.

Why not allow the existing zoning to continue and let the nutrient and agriculture experts make the call if the farmer is not properly managing the nutrients?

Tammy Zollinger, 11845 Spruit Rd, Mountain

OFA and DFA don't represent small hobby farms (only large farms).

Farmers cannot severance more than 2 acres; where are the 20 acres parcels? (people cry when trees are cut down).

Misinformation is being spread because proper information is not provided to public.

Chesterville Record – North Dundas Times more.

Russell ¾ of acre for a few chickens. 20 acres way too much for backyard people.

Looks forward to public meeting.

Carol & David Bryan, 10676 County Rd 43, Mountain

Glad for deferral so all can attend public meeting to express concerns and desires.

As a long-time farmer, he has many reasons to support smaller parcels.

Jackie Kelly- Pemberton, 2824 Pemberton Rd. Inkerman

OFA Director Zone 11

Great conversation.

Looks forward to working with all those concerned to move this by-law forward.

Tony Kiar, 10633 Maple Street, South Mountain

Raised on farm, retired teacher. Really grateful for the discussion and planning to ensure food security in the time of falling apart supply chains.

Chantal Prieur, 11229 Levere Rd. Mountain

Looks forward to public meeting.

Nutrient unit-based system would be most effective.

Communication methods - saw it on Facebook North Dundas Times.

Andrew Cinnamon representing Park View Homes

Concerned with Sections 4.7 4.8 of the proposed by-law.

Parking spaces a concern for (Dream Haven Estates development.)

Calvin Pol advised these issues may be dealt with on a site-specific basis.

Gord Fetterly, 11209 County Rd 43, Mountain

Small farmers (small acreage) spend money in local businesses. He thinks there is a place in the economy for the small acreage farms. Prefers reference to small scale as opposed to hobby farms.

Asked what is the difference between Rural Zone and Agriculture Zone.

Chairperson Fraser thanked all who participated in the public meeting. We are an agricultural community and want to make sure we do this right. He stated the by-law would be considered during the regular meeting.

Resolution No. 02

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT the Public Meeting of the Council of the Corporation of the Township of North Dundas to consider a Zoning By-law Amendment adjourn at 7:52 pm.

CARRIED.

Tony Fraser, CHAIRPERSON

Jo-Anne McCaslin, CLERK

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

MINUTES

APRIL 13, 2021

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on April 13, 2021 with Mayor Fraser in the Chair. The meeting was held virtually through Zoom video conferencing, and streamed through Facebook live.

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

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 8:09 pm.

CARRIED

2. Adoption of Agenda

Resolution No. 02

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT Council approve the agenda as amended. In Camera to follow Item 17, Unfinished Business.

CARRIED

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

4. Adoption of Minutes

- a) March 23, 2021 Regular Meeting
Resolution No. 03

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT the minutes of the meeting of the Council of the Township of North Dundas held on March 23, 2021 be adopted as presented.

CARRIED

5. Delegations – NIL

6. Closed Session (followed Unfinished Business)
Resolution No. 24

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT Council proceed in Camera at 9:35 pm pursuant to Section 239 (2) of The Municipal Act S.O. 2001

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

CARRIED

7. Open Session
Resolution No. 25

Moved by Councillor Thompson
Seconded by Deputy Mayor Armstrong

THAT Council move to Open Session at 10:08 pm.

CARRIED

Resolution No. 26

Moved by Councillor Hoy
Seconded by Councillor Annable

THAT Council authorizes Staff to proceed as directed on matters as discussed in Closed Session.

CARRIED

8. Action Requests

- a) Finance – NIL

- b) Economic Development and Communications – NIL

- c) Public Works

- i) Budget Amendment Additional Staffing
Resolution No. 04

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT the Council of the Township of North Dundas approves budget amendment #2021-01 in the amount of \$26,200 for additional staffing (2 summer students) to support spring and summer maintenance operations for the Public Works Department.

CARRIED

ii) Water & Sewer Allocation 1 Lori Lane

Resolution No. 05

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council allocates 4 water units and 4 sewer units as per By-Law 2020-23 to the vacant property located at 1 Lori Lane in Chesterville, submitted by Mark and Bonnie Thompson.

CARRIED

iii) Water and Sewer Allocation 216 North Street

Resolution No. 06

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT Council allocates 3 water units and 3 sewer units as per By-law 2020-23 to the vacant property located at 216 North Street, in Winchester, application submitted by Elsayed Ali and Azza Jabakhanji.

CARRIED

iv) Water and Sewer Allocation 533 Clarence Street West

Resolution No. 07

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council allocates 9.5 water units and 9.5 sewer units in accordance with By-law 2020-23, to accommodate the addition of 30 beds at the Dundas Manor located at 533 Clarence Street West in Winchester, application submitted by the Winchester District Memorial Hospital.

CARRIED

v) Water and Sewer Allocation 56 Tabitha Crescent

Resolution No. 08

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT Council allocates 1 water unit and 1 sewer unit as per By-law 2020-23, for a residential dwelling at 56 Tabitha Crescent in Chesterville, application submitted by Sean and Trudy Donovan.

CARRIED

vi) Water and Sewer Allocation 64 Erin Avenue

Resolution No. 09

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council allocates 1 water unit and 1 sewer unit as per By-law 2020-23 for a residential dwelling at 64 Erin Avenue in Chesterville, application submitted by Matthew Thompson.

CARRIED

vii) Water and Sewer Allocation 68 Erin Avenue

Resolution No. 10

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT Council allocates 1 water unit and 1 sewer unit as per By-law 2020-23 for a residential dwelling at 68 Erin Avenue in Chesterville, application submitted by Pierre Geneau.

CARRIED

viii) Water and Sewer Allocation 522 Church Street

Resolution No. 11

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council allocates 1 water unit and 1 sewer unit as per By-law 2020-23 for a residential dwelling at 522 Church Street in Winchester, application submitted by Courtney Thompson.

CARRIED

ix) Drinking Water System Annual Report 2020

Resolution No. 12

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council receives the North Dundas Drinking Water System – 2020 Annual Report, prepared by Ontario Clean Water Agency on behalf of the Township of North Dundas.

CARRIED

x) Chesterville Wastewater System Annual Report

Resolution No. 13

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT Council receives the Chesterville Wastewater Treatment System – 2020 Annual Report, prepared by Ontario Clean Water Agency on behalf of the Township of North Dundas.

CARRIED

xi) Winchester Wastewater Treatment System 2020 Annual Report

Resolution No. 14

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council receive the Winchester Wastewater Treatment System – 2020 Annual Report, prepared by Ontario Clean Water Agency on behalf of the Township of North Dundas.

CARRIED

d) Waste Management – NIL

e) Planning Building and Enforcement – NIL

f) Recreation and Culture

i) 2021 Pool Coordinator

Resolution No. 15

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT Council approve the recommendation of the Director of Recreation and Culture and the Recreation Coordinator, and authorize the hiring of Payton Halpenny to work for the Township of North Dundas as Pool Coordinator for the 2021 summer season.

CARRIED

ii) April 1st Community Grants

Resolution No. 16

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council approve that the Seaway Surge Baseball Club Inc., Mountain Lions Club, and St. Paul's Presbyterian Church, each be awarded a \$400 Community Grant.

CARRIED

iii) Little Free Library

Resolution No. 17

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council approve the SDG Library's request to situate a 'Little Free Library' at the Morewood Community Centre.

CARRIED

g) Fire – NIL

h) CAO

i) Administrative Services Assistant Position

Resolution No. 18

Moved by Councillor Thompson

Seconded by Councillor Annable

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

CARRIED

ii) Part-Time Wages

Resolution No. 19

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council authorize and approve the attached Part-Time Wage Schedule and authorize this schedule to remain in effect until further notice.

CARRIED

- i) Clerk – NIL

9. Tenders and Quotations – NIL

10. By-laws

- a) By-law No 2021-27 Housekeeping Bylaw Amendment

Resolution No. 20

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT By-law No. 2021-27, as amended (removal of Section 2.2) being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, the former Township of Winchester Zoning By-law No. 12-93, the former Village of Chesterville Zoning By-law No. 04-95, and the former Village of Winchester Zoning By-law 25-96, as amended, be read and passed in Open Council, signed and sealed this 13th day of April, 2021.

CARRIED

- b) By-law No. 2021-28 Sevita International Zoning Amendment

Resolution No. 21

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT By-law No. 2021-38, being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, as amended, be read and passed in Open Council, signed and sealed this 13th day of April, 2021.

CARRIED

- c) By-law No. 2021-29 Ontario Fire Safety Grant Agreement

Resolution No. 22

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT the Council of the Township of North Dundas formally acknowledge the \$7,300.00 Fire Safety Grant from the Office of the Fire Marshal to be used for increased training opportunities including the purchase of laptops and software;

AND THAT By-law No. 2021-29, being a By-law to authorize the Mayor and Clerk to enter into a Transfer Payment Agreement between the Township of North Dundas and the Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal, be read and passed in Open Council, signed and sealed this 13th day of April, 2021.

CARRIED

11. Key Information

Finance – Government Funding: Treasurer Gareau advised Council of two funding opportunities relating to the Federal Gas Tax Fund and the Ontario Cannabis Legalization Implementation Fund.

Economic Development & Communications – 2021 Local Business Expo Update: Officer Mann advised the Expo Planning Committee hopes to host a virtual event this year showcasing a series of short videos professionally prepared detailing many of our local businesses. An application has been submitted for a Canada Healthy Communities Initiative grant to help cover costs with creating the videos and hosting a virtual event.

Economic Development & Communications – Explore North Dundas: Officer Mann advised approximately 8500 copies of the 2021 Explore magazine have been mailed to residents of North Dundas and the neighbouring villages of Russell, Finch, Avonmore and Berwick. This year's magazine focused on North Dundas' resilient local business community and how they have pivoted to the continued challenges of COVID-19.

Waste Management – Regional Waste Management Study: Director Froats continued discussions with Council relating issues tabled at the SDG County Council meeting on March 25.

Waste Management – Leaf and Yard Waste Pilot Project: Director Froats updated Council on the expanded leaf and yard waste pilot project. He advised dates and areas of collection and noted all leaf and yard waste will be collected in compostable bags and stockpiled at the Boyne Road Landfill Site.

Planning, Building & By-law – Building Permit Fees: Director Pol provided an update on building permits, noting we are hitting a record high number of permits. The PB&E Department is looking for adjustments to some permit fees. Director Pol provided examples of permits that could be adjusted. He noted if Council is in favour of a permit review, a public meeting will be arranged in accordance with the requirements of the Ontario Building Code and comments from the public will be included in the presentation of the final proposed building permit fee structure provided to Council. Council agreed to the review.

Recreation & Culture - Vaccine Clinic Update: Director Meerburg provided an update on the Eastern Ontario Health Unit COVID-19 vaccination clinics held at the Joel Steele Community Centre.

Recreation & Culture – Improvements to Veteran's View Park: Director Meerburg advised the Morewood Recreation Association is working on revitalizing Veteran's View Park and requested Council's permission to proceed with the replacement of the arch, purchase and install a gazebo and a custom designed sign. Council is very pleased with the park enhancements, however, as this a municipal property would like

to see our municipal sign design incorporated to maintain standardization along with the Morewood RA sign design.

Recreation & Culture – Sports & Recreation Update: Director Meerburg provided an update on sports fields, slabs and recreation program schedules during shutdown.

12. Consent Agenda

Resolution No. 23

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT Council authorize payment of accounts as per the attached Council Reports dated March 01, 2021 to March 15th, 2021 Batch 27 to 31 in the amount of \$348,979.38

dated March 16, 2021 to April 7, 2021 Batch 32 to 41 in the amount of \$4,456,899.09; 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

Deputy Mayor Armstrong spoke to the Communications position. He asked Council to review his comments (as a starting point to create a job description) and be prepared to discuss this position further at the April 27th Council meeting.

Mayor Fraser asked Council members to consider changing the Tuesday, May 11th Council meeting to Wednesday, May 12th. Council agreed to changing the meeting date.

17. Unfinished Business – NIL

18. Ratification By-law

Resolution No. 27

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT By-law No. 2021-30 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 13th day of April, 2021.
CARRIED

19. Adjournment by Resolution
Resolution No. 28

Moved by Councillor Thompson
Seconded by Deputy Mayor Armstrong

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

CARRIED

MAYOR

CLERK



County-Local Municipal Update Spring 2021

T.J. Simpson
Chief Administrative Officer

Ben de Haan
Director of Transportation and Planning Services

Purpose

- Informal way to provide information to local municipal partners
- Has been several years since this forum has been used
- CAO will provide brief County update applicable to all local municipalities
- Director of TPS will provide 2021 infrastructure information specific to local municipalities

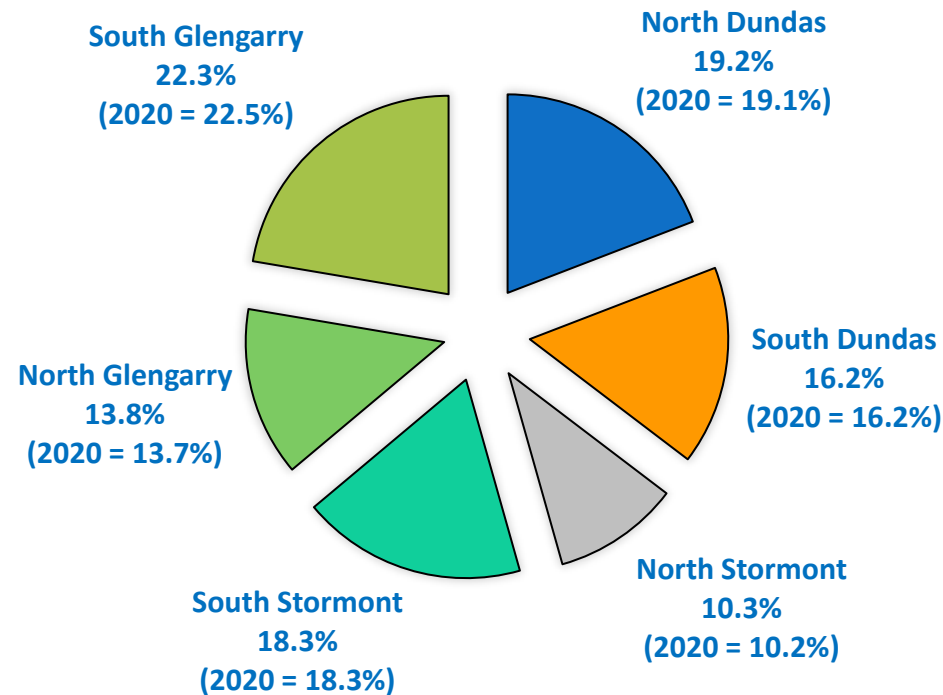
2021 Budget

- Approved by County Council on March 15th, 2021
- Modest tax rate decrease of 0.74%, based on average 2021 residential assessment of \$221,663
- Commitments to Dundas Manor/Maxville Manor (\$6.5M total) now fully funded
- 2021 Budget = \$50.6M - Top 3 expenses:
 1. Transportation Services \$25.3M
 2. Policing \$10.4M
 3. Health/Social Services \$9.8M*

* Includes EOHU, land ambulance, social/housing services, child-care, Glen Stor Dun Lodge

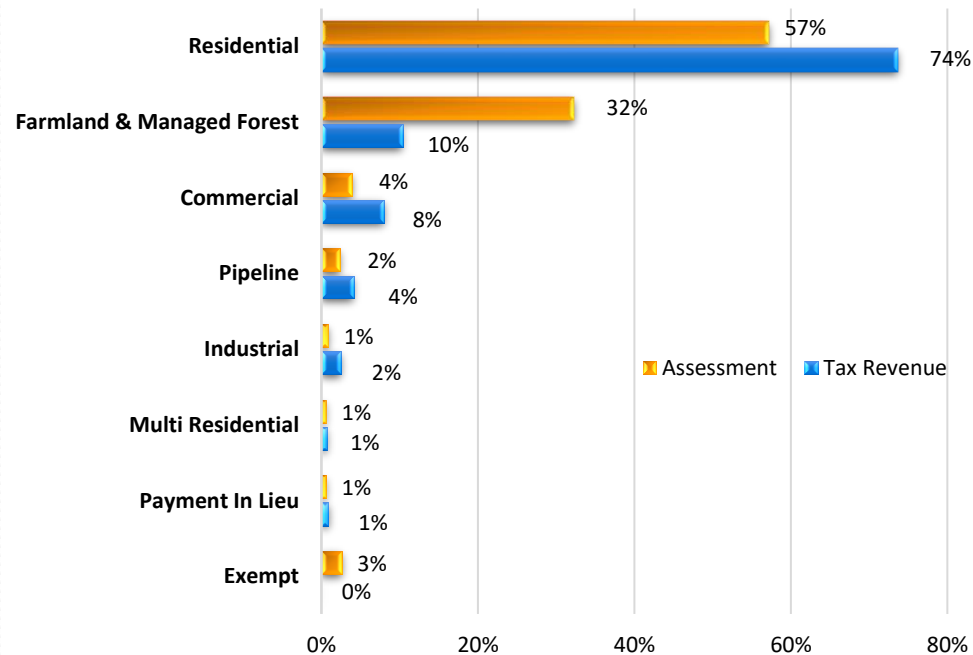
Proportion of Taxable Assessment

PROPORTION OF TAXABLE ASSESSMENT 2021



Assessment/Property Tax Revenue by Tax Class

Assessment & Tax Revenue by Property Class 2021



74% of the Total Tax Revenue is Raised From the Residential Property Class



Economic Dev./Tourism/ Planning

- Tara Kirkpatrick recently hired as new **Manager of Economic Development**
- Peter Young starting as new **Director of Planning** on May 18th
- **Regional Incentives Program**
 - Amendments approved by County Council on April 19th
 - Forwarded to all local SDG municipalities
 - Intake period tentatively scheduled for June 2021
 - \$250K in grant money allocated by County Council for 2021
 - Over \$600K invested in local businesses since 2018

Economic Dev./Tourism

- New Ec. Dev. plan approved by Council in late 2020
 - Roadmap for the next 2-3 years
- 6 Plan Priority Areas:
 1. Continued advocacy (e.g. broadband access, natural gas expansion, etc.)
 2. Enhance available digital tools (e.g. social media, etc.)
 3. Enhance Regional Incentives Program
 4. Regional investment growth (e.g. investment attraction plan)
 5. Strengthen SDG brand (“Where Ontario Began”)
 6. Attract and invest in small business/producers (e.g. remote workers)

SDG County Library

- Vaccination Assistance - EOHU
 - Assisting the public registering for COVID-19 vaccine appointments
 - Winchester, Morrisburg, Ingleside, Lancaster, Alexandria, and Finch Branches
- Due to provincial lockdown, only curbside pickup service being offered in-branch. Other programs offered virtually.
- 50th Anniversary events being planned - hopefully “live” events can take place later this year.

IT Services

- Council authorized 2 staffing changes to better support local and County operations:
 - Added 1 additional IT Support Technician – recruitment underway
 - Reclassified Business Systems Analyst to Coordinator
- VoIP Project - Voice over IP
 - Recently implemented at County Administration Building
 - In process of implementing at County patrol garages and replicating at the Township of South Glengarry (Administrative Office, Lancaster firehall, Char-Lan Arena)



Education Review

- 2019 County Strategic Plan
 - Educating children in their own communities identified as 1 of 4 priorities
- Horizon Educational Consultants engaged to complete study
- Work recently commenced
- Draft report to be completed by end of July 2021
- Will use document to advocate for improvements for students within SDG

Transportation – North Dundas

- SDG 13 west of Morewood (\$1,393,000)



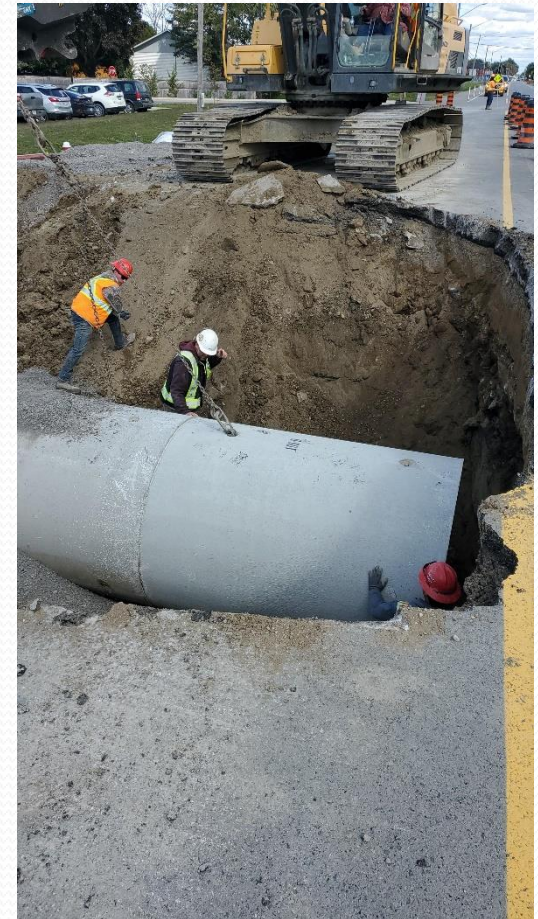
Transportation – North Dundas

- CP Overpass, SDG 31 - \$1,450,000



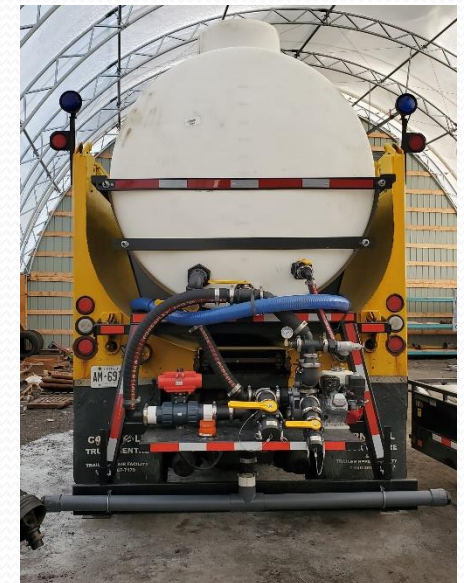
Transportation – North Dundas

- Wellings of Winchester



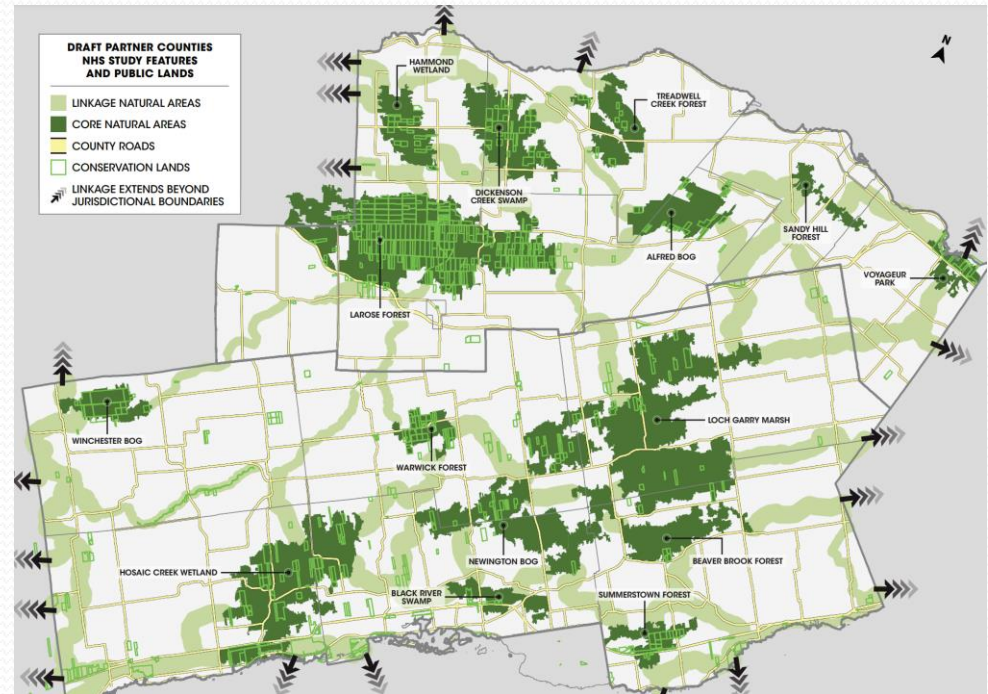
Transportation - General

- Regional Waste Management Plan
- Winter Maintenance Innovations
- Investments in Patrol Yards
- CCTV Program for Storm Sewers
- Repair program for culverts/ bridges
- 2-way Radios



Planning

- Natural Heritage Study
- Official Plan Appeal
- Growth and Population Study
- LiDAR



Forestry

- Purchase of new properties
- Management of existing properties
- Roadside tree planting
- Woodlot Advisory Service
- Noxious Weeds





ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	April 27, 2021
Subject:	Budget Amendment for Professional Services

RECOMMENDATION:

THAT the Council of the Township of North Dundas authorize the Chief Building Official (CBO) to retain the services of CIMA for professional services (Account 1-5-2100-7810) to create “preapproved templates” for common standard construction designs up to \$6,500.00 with the funds coming from the 2020 surplus.

BACKGROUND:

The Building Division receives hundreds of residential building permit applications every year. The Building Code is a minimum standard established by the Province of Ontario. At times, there are design proposals that are out of the scope of conventional construction designs, thus requiring an additional service of a professional engineer.

The Building Division is proposing to have the Township’s Engineering consultant (CIMA+) develop a set of standard engineering drawings that can be used for reviewing and approving construction drawings. Using the services of CIMA will allow the Building Division to refer to engineering standards created for their internal use only; which will allow for faster permit issuance, avoid additional cost by the applicant or designers, and avoid delays. The engineer standards being requested are the most common design for residential construction that requires engineering.

It is important to note that these standards will not eliminate other possibilities of requiring the services of an engineer or an architect, and that these designs may only be used at the discretion of the CBO and may not be distributed in any way.

OPTIONS AND DISCUSSION:

1. **Accept the budget amendment** – recommended.
2. **Refuse the request** – not recommended. The Building Division will continue to operate as they are which will continue to have delays due to engineering requirements.

FINANCIAL ANALYSIS:

The amount being requested for this service is an amount up to \$6,500.00. Professional services funds were allocated for this type of service, although this will surpass the allocated amount, and these budget funds are required for the review of building plans by an engineer (seismic reviews, structural reviews, etc.)

OTHERS CONSULTED:

CAO

Township Engineering Consultant CIMA+

ATTACHMENTS:

Appendix #1 Budget Amendment 2021-02

PREPARED BY:

Jacob Forget

Chief Building Official

REVIEWED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - April 27, 2021

Budget Amendment - 2021-02 - Building Department

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Building - Sub-Contractors	1-5-2100-7810	3,000	9,500	6,500
		\$ 3,000	\$ 9,500	\$ 6,500
Financing				
Transfer from Reserve - Previous Year Surplus (1-3-2000-9670)	1-4-2100-9001	-	6,500	6,500
		\$ -	\$ 6,500	\$ 6,500



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	April 27, 2021
Subject:	Policy 89-2021 Work from Home-Telecommuting

RECOMMENDATION:

THAT Policy #89-2021, being a policy to establish guidelines and provisions for Work from Home or Telecommuting, be adopted as presented

BACKGROUND:

During the COVID-19 pandemic, the Township of North Dundas has periodically permitted some employees, as appropriate, to work from home. This decision was made on a case-by-case basis by considering the employee's function, the level of staffing in the office and the ability of the employee to perform their tasks remotely without a drop in productivity. In considering any remote working arrangement we want to ensure that we are able to meet our desired service level to the public. We also want to ensure that we don't transfer workload from employees working remotely, to employees that are working from the office, resulting in overloading those employees.

With strengthening of the Stay-at-Home Order, we have once again approved some employees to work from home, either completely or periodically on a rotational basis. In the past, we have not had a policy that clearly sets out the guidelines for working from home. The attached policy achieves that and will ensure that expectations regarding working from home are clear to both the employee and the supervisor.

OPTIONS AND DISCUSSION:

- 1. Approve policy #89-2021** - recommended. This sets out clear guidelines and expectations for working remotely.
- 2. Do not approve the policy** - not recommended.

OTHERS CONSULTED:

Director of Planning, Building & Enforcement
 Director of Finance
 Director of Recreation & Culture

ATTACHMENTS:

Policy #89-2021

PREPARED BY:

A handwritten signature in black ink, appearing to be 'AR', is positioned above a horizontal line.

**Angela Rutley, BBA
CAO**

POLICY MANUAL	Policy No. 89-2021
Township of North Dundas	Effective Date: April 19, 2021
Subject: Work From Home/Telecommuting	

Purpose:

To establish guidelines and provisions for work from home/telecommuting arrangements which can be implemented on an occasional basis. The arrangements can be granted during a state of emergency (i.e. during a pandemic) or on an interim basis during regular business operations, with the approval of the CAO and the employee's reporting manager.

Policy:

Definition

Telecommuting is the use of technology to change the location of where work is performed other than the conventional office workspace, usually the employee's home. Although not all jobs can be performed satisfactorily from other locations, the Township of North Dundas recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both the Township of North Dundas and its employees.

Guidelines

This procedure applies to full-time employees.

This policy does not alter or replace the terms of an existing employment contract. Employees must comply with all company rules, policies, practices and instructions that would apply if the employee were working at the regular company worksite.

Eligibility

1. Not all jobs or departments are suitable for a telecommuting arrangement due to the nature of the work performed and operational requirements.
2. Employees who would like to be considered for a telecommuting arrangement must first consult with their manager and department head, then the department head must submit a written request to the CAO. The decision to allow an employee to telecommute will be made by the CAO in consultation with the employee's department head.
3. Telecommuting is an employee privilege and not a guarantee or an entitlement. Telecommuting is not to be considered a universal employee benefit and must have the complete support of the department head and the CAO.

4. Employees that are considered for telecommuting must be able to work independently, be self-starters, demonstrate attention to work time and be able to continually meet the productivity requirements of their position.
5. The resources that an employee needs to do his/her job must be easily transportable or available electronically.
6. Jobs that entail working alone or working with specialized software or equipment that can be kept as his/her remote workspace are often suitable for telecommuting. Jobs that require physical presence to perform effectively are normally not suitable for telecommuting.
7. Management may establish work rules to support telecommuting to ensure access, safety and timely completion of work.
8. Telecommuting is not an alternate to child or elder care. If applicable, the telecommuter must make appropriate arrangements for dependent care.

Schedules and Hours of Work

1. The normal hours of a telecommuting employee are the standard business hours of the department in which the employee works, unless otherwise approved by the Department Head and the CAO.
2. Changes to the employee's schedule must be approved in advance by the employee's Department Head and the CAO. In exceptional circumstances, telecommuting hours may be different from office hours, however the employee and Department Head must agree on the designated hours of work.
3. The number of hours an employee works per day and per week will not change due to telecommuting.
4. An employee must be available by telephone and/or email, as arranged with the Department Head, during the scheduled hours of the telecommuting arrangement, with the exception of their scheduled lunch period. Any changes to their remote contact information must be reported to their manager immediately.
5. Overtime hours must be pre-approved by the manager.
6. Absences will be reported accordingly to the employee's manager or supervisor regardless of where the employee would be working that day. Recording and tracking work hours on the employee time sheet is the responsibility of the telecommuter, regardless of the location where the work is performed.
7. Supervisors may require an employee to return to the Township of North Dundas' work location on a telecommuting day should work situations warrant such an action. If an employee is asked to return to the office during telecommuting days frequently, the manager may re-evaluate the compatibility of the employee's suitability for telecommuting and with appropriate notice to the employee, terminate the telecommuting arrangement.
8. If an employee is required to be in the office on a telecommuting day, mileage is not paid.
9. Telecommuting arrangements will vary among departments, depending on the function and responsibilities of the employee. Each department must maintain some appropriate complement of employees who work on site at the Township of North Dundas' work locations in order to function effectively

Workspace

1. Employees who are approved for a telecommuting arrangement must have an appropriate work area in their remote location that considers ergonomics, appropriate equipment, noise and interruption factors. Lighting, internet service, power and temperature control should all be consistent with a typical office environment. Please refer to the Remote Work Health & Safety Considerations checklist at the end of this policy.
2. In the case of an injury while working remotely, the employee must report the injury to his/her supervisor immediately (or as soon as circumstances permit).
3. Any increases to the employee's home utility costs are the responsibility of the employee.

Use of Company Property

Employees must use company-provided devices when working remotely to ensure that the appropriate software and programs are being used while maintaining data security and confidentiality. Employees may only use their personal computer when they are accessing applications that are web based and they are not storing any information elsewhere. All completed and working copies of shared documents must be saved on the Township of North Dundas' computer server with limited access so that information is available to those who may require its use from the company worksite. Documents that are not shared may be saved on the Township computer that is being used remotely, but storage to the Township server should be completed whenever possible to ensure that the data is backed up appropriately. Failure to use company-approved devices may leave company data vulnerable to a breach and may result in disciplinary action up to and including termination.

Company-owned resources may only be used for Township purposes. Employees must take reasonable steps to protect any company property from theft, damage, or misuse. Depending on the circumstances, the employee may be responsible for any damage to or loss of company property.

Confidentiality and Security

1. It is the responsibility of the employee to take all precautions necessary to secure all Township-related information, and to prevent unauthorized access when working outside the Township of North Dundas' work locations to ensure the integrity and confidentiality of information. Steps to take to secure information include, but are not limited to, use of locked file cabinets or desks; regular password maintenance; and any other steps appropriate for the job and the environment.
2. Original documents should not be removed from the Township of North Dundas work location. Removal of paper copies is permitted but discouraged, as the information is more difficult to protect. Scanning of documents and use of electronic information is to be done at all times possible.
3. The precautions described in this agreement apply regardless of the media on which the information is stored.

4. The employee must agree to allow an authorized Township of North Dundas representative to access the remote workspace during prearranged times for business purposes, which may include but not limited to: Health and safety inspections, equipment installations and repairs, security assurance and retrieval of Township property.

Health and Safety

The Township of North Dundas is committed to ensuring that the alternate worksite is safe and ergonomic. The Township may make onsite visits to the employee's work site at a mutually agreed upon time to ensure that the designated work space is safe and free from hazards. If the workspace is unsafe and cannot be made safe, the Township of North Dundas may refuse or revoke the employee's remote work arrangement.

In the event of a work-related incident or injury in the designated workspace, the employee needs to immediately report the incident to his/her manager. The employee remains liable for injuries to third parties that occur on the employee's premises.

Employee Responsibilities

1. Ensuring the designated workspace meets the standards as outlined in this policy.
2. Maintains communication with manager, colleagues and clients to the standards set corporately.
3. Demonstrated ability to be self-motivated, well-organized and self-disciplined in their approach to work.
4. Ensures service delivery is seamless to all other parties (internal and external).
5. Agrees to work standard hours as set out in this policy or designated hours approved by their manager.
6. If required, the employee agrees to be flexible with their time and adjust their work hours accordingly to meet business and/or operational emergencies, demands and requirements.
7. The employee agrees to use a Township issued computer/laptop and not their personal computer when telecommuting.
8. Continue to perform due diligence to protect the security of the Township's data and information and client records and confidentiality while working remotely.
9. Records time accordingly on time sheets.
10. Failure to abide by the *Work From Home/Telecommuting Policy*, or associated work rules determined by the manager may result in discipline up to and including dismissal.

Manager/Supervisor Responsibilities

1. Monitors productivity and maintains communication with the employee regardless of the location of the employee.
2. Ensures the approved schedule for telecommuting is not impacting the job duties and service levels/hours of the department.
3. Ensures other employees are aware of the location and arrangement.

4. Ensures service delivery/service provided is seamless to all other parties (internal and external).
5. Approves/provides common office supplies from the Township.

Chief Administrator Officer Responsibilities

1. Approves or denies the telecommuting agreement and schedule submitted by the manager for telecommuting requests.
2. Monitors productivity in consultation with the manager of employees working remotely.

End of Arrangement

At the end of a telecommuting arrangement, employees must promptly return all Township property used for working remotely. An employee, current or former, may receive notices from the Township of North Dundas to return company property. Failure to do so may result in discipline for current employees or legal action if the employee no longer works for the Township. If an agreement is being revoked, employees will receive reasonable notice to make any arrangements necessary to return the Township's property to the worksite.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Township of North Dundas' *Work From Home/Telecommuting Policy*. Further, I agree to adhere to this policy.

Name: _____

Signature: _____

Date: _____

Remote Work Health and Safety Considerations

Everyone at the Township of North Dundas shares the responsibility to promptly report and act on health and safety, security, and violence and harassment prevention issues regardless of work location. This responsibility extends to home offices.

Employees are responsible for ensuring that their remote work location workspace is kept clear and free from obstacles and tripping hazards. Please review the tips below that contribute to proper workspace set up.

Working Conditions	<input type="checkbox"/> Floor free of trip, slip and fall hazards <input type="checkbox"/> Floor free of protrusions, loose tiles, torn/ripped carpets <input type="checkbox"/> Stairs are clear and unobstructed with handrail installed in good condition <input type="checkbox"/> Exits are clear and unobstructed, outside landing and walkways are clear <input type="checkbox"/> Adequate lighting in walking/work area <input type="checkbox"/> Chair is properly designed, with optimal ergonomics and in good repair <input type="checkbox"/> Keyboard, mouse, and monitor are placed for optimal use <input type="checkbox"/> Furnishings in safe operating condition
Electrical	<input type="checkbox"/> Extension cords in good condition and positioned properly <input type="checkbox"/> Cords and cables do not create a tripping hazard <input type="checkbox"/> Outlets grounded and not overloaded <input type="checkbox"/> Suitable power circuitry and surge protection to guard electronic equipment from power surges and blackouts
Lighting	Ensure you have a good visual environment with: <ul style="list-style-type: none"> <input type="checkbox"/> The right type of light <input type="checkbox"/> Enough light, from the right direction and not cause obscuring shadows <input type="checkbox"/> Good (but not excessive) contrast between the task and the background <input type="checkbox"/> Limited glare
Ventilation	<input type="checkbox"/> Choose a well-ventilated room that can be maintained at a comfortable temperature year-round
Secure Storage	<input type="checkbox"/> Set up secure storage to protect this material and reduce the risk of loss <input type="checkbox"/> Ensure that confidential information is used and stored in secure locations

The Township of North Dundas is not responsible for operating costs, including but not limited to: home insurance, office equipment, home maintenance or any incidental costs (e.g. utilities including internet) associated with the use of the employee's home under the Work From Home/Telecommuting Policy. Employees are accountable for equipping their home office at their own expense.



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	April 27, 2021
Subject:	South Mountain Park Recognition

RECOMMENDATION:

THAT Council authorize and approve that the South Mountain Park be renamed the “Rick Cauvier Memorial Park” and direct Staff to erect new signage at 10543 South Mountain Main Street.

BACKGROUND:

Rick Cauvier owned and operated Rick’s Gas Bar in South Mountain for many years. Sadly, Rick passed away last year. His wife, Sherry Mowat has requested that the park in South Mountain be renamed to the Rick Cauvier Memorial Park. Ms. Mowat has received letters of support from the Mountain Township Agricultural Society and the Mountain Township and District Lions Club.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

Signage quote received from Shane Signs - \$937.90.
A budget amendment will be forthcoming.

OTHERS CONSULTED:

Director of Recreation & Culture

ATTACHMENTS:

Letter from Sherry Mowat
Letter from Mountain Township Agricultural Society
Letter from Mountain Township & District Lions Club
RCMP - Sign Mock-up

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



Jo-Anne McCaslin, CMO
Municipal Clerk



Angela Rutley, BBA
CAO

October 23, 2020

Dear Members of Council.

It is after great thought, prayer and deliberation that I come to you.

I am sure most of you, if not all of you knew my husband, Rick Cauvier who passed away suddenly this past June.

He spent most of his life in the township of North Dundas.

He lived, worked, raised a family, built businesses and supported the community for many years.

This being said I have a request to rename the South Mountain Park in his name, calling it the RICK CAUVIER MEMORIAL PARK.

I believe it would be honorable to recognize a man who gave so much of himself to his community.

Thank you for your time.

I look forward to hearing from you.

Sherry



Friday, October 2, 2020

Dear Members of the Township of North Dundas Council,

We, the members of the Mountain Township and District Lions, moved at our October 1, 2020 meeting to support the naming of the South Mountain park, the "Rick Cauvier Park".

As Rick has recently passed away, his generosity to the community will be missed. He was a strong supporter of the work we, as Lions, do for the community. He was the first to provide us a location for our sign rentals. He allowed us to use his store to sell lottery tickets and hold barbeque fundraisers and helped to provide supplies and sponsorship for our fundraisers. His support of the community did not end with the Lions club as he extended his kindness to many other groups as well.

The Lions of Mountain Township and District hope that council considers the naming of the park, the Rick Cauvier Park, a fitting tribute for generosity spread throughout the community.

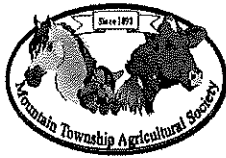
Sincerely,

Roxanne Backes

Roxanne Backes

Acting Secretary

Mountain Township and District Lions



Mountain Township Agricultural Society
P.O. Box 114
South Mountain, Ontario
K0E 1W0

www.southmountainfair.ca

September 29, 2020

Council - Township of North Dundas
636 St. Lawrence Street, P.O. Box 489
Winchester, ON
K0C 2K0

Dear Members of Council

I am writing on behalf of the Mountain Township Agricultural Society to express our support for the proposal to name the community park in South Mountain in honour of businessman and community supporter Rick Cauvier. Rick and his stores were an integral part of the Inkerman and South Mountain communities for many years and he was a generous supporter of many community events and causes - including the South Mountain Fair. His unexpected and early death was very unfortunate. It seems very fitting that he be honoured by having the park named after him.

Yours truly,

Dermid O'Farrell
President Mountain Township Agricultural Society



RICK CAUVIER MEMORIAL PARK

www.northdundas.com



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	April 27, 2021
Subject:	Sevita International - Site Plan Agreement By-law

RECOMMENDATION:

THAT By-law No. 2021-31, 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 Sevita International be read and passed in Open Council, signed and sealed this 27th day of April, 2021.

BACKGROUND:

On April 13, 2021, Council passed Zoning By-law Amendment No. 2021-28 to rezone part of 11791 Sandy Row to permit a soybean processing facility as part of an expansion to the existing business. On March 31, 2021, Josh Wagler of Stonecrest Engineering (on behalf of Sevita International) submitted a site plan application under Section 41 of the Planning Act for the property legally described as Part of Lot 22, Concession 2, Parts 2, 3, 5, 7 and the north part of Block 6 on Reference Plan 8R-5459, former Township of Mountain, now the Township of North Dundas, County of Dundas.

The property/land to which the proposed Zoning By-law Amendment applies is the subject of a consent (severance), file No. B-4-20.

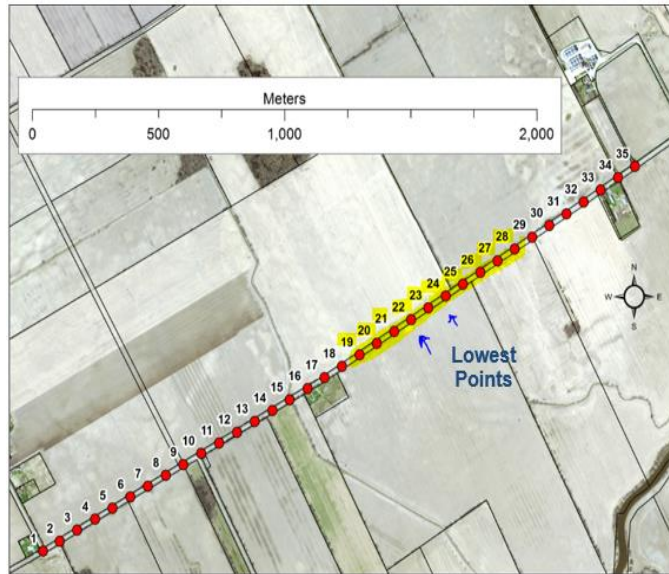
Under the United Counties of SDG Official Plan, the subject lands are designated Agricultural Resource Lands.

Surrounding the subject property is floodplain (see image above). In short, the former dwelling, buildings and structures are located outside of the floodplain, essentially putting them on an “island” during significant flood events. South Nation Conservation recommended, when the Zoning By-law Amendment was first brought forward on August 11, 2020, that approval be deferred until safe access to the site



could be demonstrated. A survey of Sandy Row identified that a section needs to be raised to provide safe access under Provincial Regulations and policies (see yellow area below).

Sevita International and North Dundas Council came up with a cost-sharing agreement to raise a portion of Sandy Row to the site to make the site safely accessible. The Township of North Dundas worked with South Nation Conservation to determine the “methods and procedures to ensure safe vehicular access” during flood events, in accordance with the Provincial Policy Statement.



The Site Plan Control group met on April 16, 2021 to review the proposed site plan and associated stormwater drainage reports. The following items were identified as needing more information or consideration:

1. Accessible parking spaces
2. Lighting in the parking areas
3. Add some landscaping (show on plan)
4. Add trees (may be available through South Nation Conservation (SNC))
5. SNC wanted to review the stormwater report
6. Note that the “island” (subject property) is regulated (SNC)
7. Must demonstrate that the western access (fire route) has safe access during a flood event
8. Show access to refill the underground water storage tank for firefighting purposes. Signage identifying the tank and capacity will be required.

Staff are expecting these items to be completed or addressed in a timely fashion, and a Site Plan Agreement is being prepared. The Site Plan Control Group indicate that the site plan is in compliance with the Zoning By-law. At this time, the draft By-law only authorizes the Township to enter into an agreement. Draft By-law No. 2021-31, being a By-law to authorize the Mayor and Clerk to enter into a Site Plan Agreement with Sevita International is attached.

OPTIONS AND DISCUSSION:

1. **Adopt By-law No. 2021-31** – recommended.
2. **Do Nothing** – not recommended. The proponents can take legal action for failing to move forward with their Site Plan Application.

- 3. Refuse the request** – not recommended. The proponents can take legal action for failing to move forward with their Site Plan Application, or proposed expansion may be abandoned.

FINANCIAL ANALYSIS:

Once the project has been completed and is operational, the Township can anticipate additional industrial property tax revenue.

OTHERS CONSULTED:

County Planning Division
South Nation Conservation
Director of Public Works
Site Plan Control Group
Design Engineer
Chief Building Official

ATTACHMENTS:

Draft By-law No. 2021-31

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-31

Being a Site Plan Agreement By-law

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 Sevita International Corporation.

WHEREAS the Council of The Corporation of the Township of North Dundas deems it necessary and in the public interest to enter into a Site Plan Agreement with the owners of lands known as 11971 Sandy Row, legally described as Part of Lot 22, Concession 2, being Parts 2, 3, 5, 7 and the north part of Block 6 on Plan 8R-5459, Geographic Township of Mountain, now the Township of North Dundas, in the County of Dundas;

AND WHEREAS the Council of The Corporation of the Township of North Dundas passed By-law No. 65-1998, being a By-law to establish a Site Plan Control Area pursuant to Section 41 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, on the aforementioned subject property;

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

- 1.0 That** the Mayor and Clerk are hereby authorized to sign a Site Plan Agreement with Sevita International Corporation.
- 2.0 That** this By-law shall come into force and take effect on the date of its final passing.

READ and passed in Open Council, signed and sealed this 27th day of April, 2021.

Mayor

Clerk



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	April 27, 2021
Subject:	By-law No. 2021-32 Part-Lot Control

RECOMMENDATION:

THAT By-law No. 2021-32, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 27th day of April, 2021.

BACKGROUND:

The applicant, Carol Robillard, wishes to exempt Lot 11 within Registered Plan 8M-12 from Part Lot Control to divide the existing lot into two (2) lots to permit the individual sale of semi-detached dwellings.

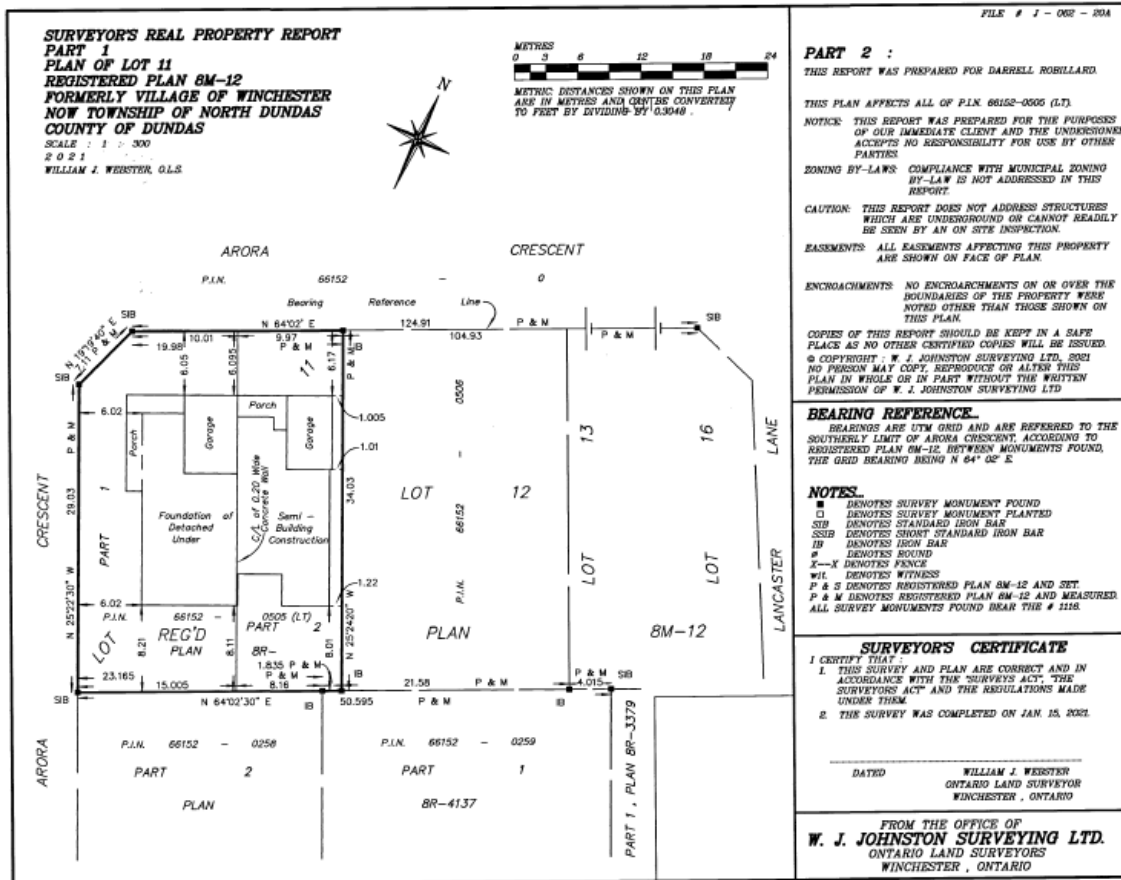
As this application is related to lots that are within an approved Plan of Subdivision, the Township is able to proceed with the removal of Part Lot Control as opposed to proceeding with a consent (severance process through the United Counties of SD&G). Part lot control enables the quick division of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

Section 50 – Planning Act, R.S.O 1990

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

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

Attached is a copy of the survey submitted by the applicant.



OPTIONS AND DISCUSSION:

1. **Adopt the resolution as presented** – recommended. Once approved, the By-law will be sent to the United Counties for stamping.
2. **Do nothing** – not recommended. Lot 11 would have to go through the lengthier severance process to be divided and sold as individual semi-detached dwellings.
3. **Refuse the request** – not recommended. Same as option 2.

FINANCIAL ANALYSIS:

No impact at this time. If approved and registered, this will increase the residential tax assessment as the lots can be sold separately.

OTHERS CONSULTED:

CBO
 Bill Webster, OLS.
 Applicant

ATTACHMENTS:

Draft By-law No. 2021-32

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-32

EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received a site-specific application to exempt one (1) lot from Part Lot Control.

The area affected by this By-law is described as Lot 11, within Registered Plan 8M-12, in the former Village of Winchester, now the Township of North Dundas.

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

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

APPLICANT:

Carol Robillard

Affected Parcel:
Roll Number: 0511-018-003-28023
PIN: 661520505

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-32

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

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

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

AND WHEREAS the Council of The Corporation of the Township of North Dundas deems it advisable to exempt Lot 11 within Registered Plan No. 8M-12 in the former Village of Winchester, now the Township of North Dundas, County of Dundas, from Part Lot Control to permit the splitting and sale of a semi-detached dwelling, together with, and subject to any easements for drainage maintenance and access.

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

- 1.0** Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, as amended, shall not apply to Lot 11 on Registered Plan No. 8M-12 in the former Village of Winchester, now the Township of North Dundas.
- 2.0** This By-law shall be effective only to the extent necessary to permit:
 - 2.1** The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged;
 - 2.2** Individual dwelling units, together with their appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
 - 2.3** Any easements, including drainage and rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit.
- 3.0** No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this By-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, as amended.
- 4.0** This By-law shall come into force upon approval and shall expire on April 27th, 2023, unless the Council of The Corporation of The Township of North Dundas has provided an extension by amendment to this By-law prior to its expiry.

READ and passed in Open Council, signed and sealed this 27th day of April, 2021.

MAYOR

CLERK



KEY INFORMATION REPORT

Planning Building and Enforcement

April 27, 2021

SUBJECT: CRINS-SINRC Report - Xplornet Tower Chesterville East

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

An application for a new 45 m self-supporting communications tower by Xplornet Communications was received and processed by CRINS (dated April 6, 2021) to be located southeast of Chesterville, off Dillabough Road. This communications tower is similar to the recent applications in Winchester and South Mountain. The CRINS-SINRC # 2102-1702-3042 report is attached.

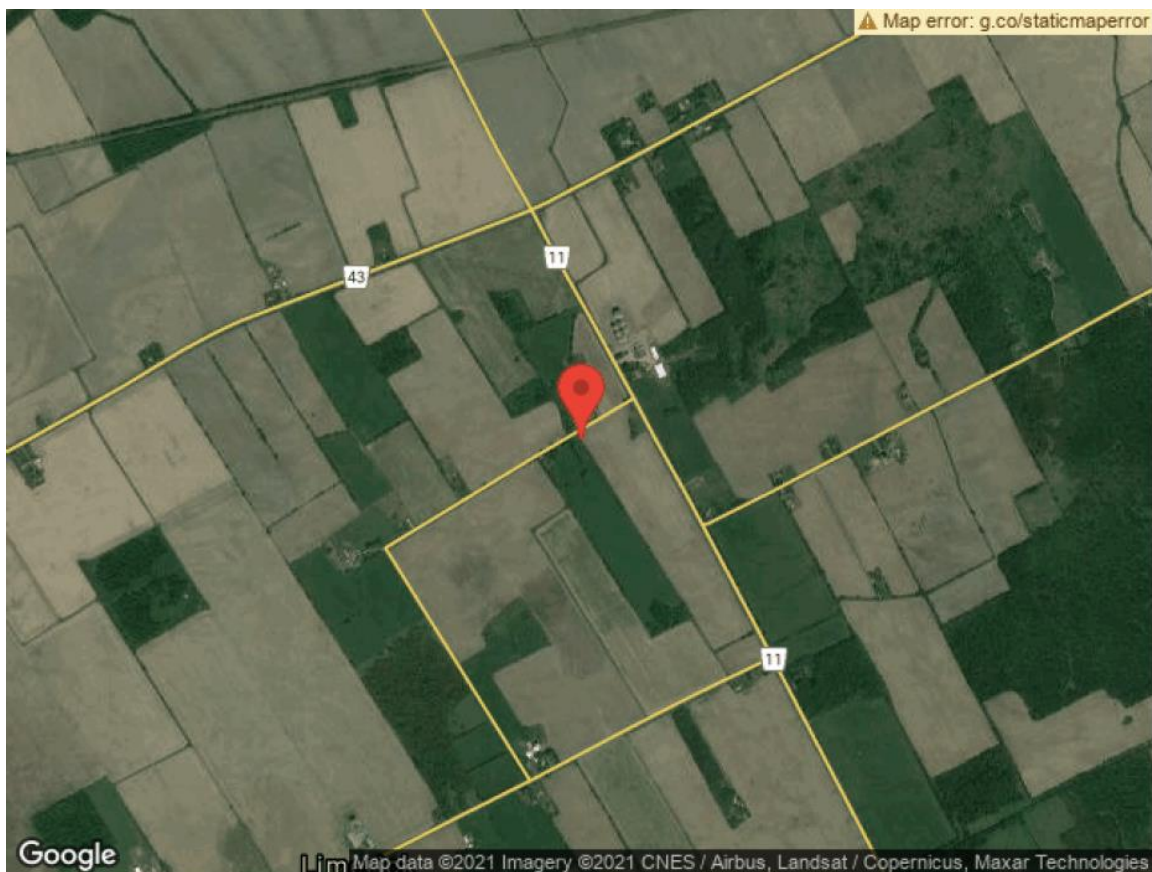




Figure 2- Example of Self Support Tower (Type S)

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

1. The site is zoned “Agricultural (AG)”.
2. Telephone and telegraph companies fall under the definition of Public Uses (Section 3.17) and are permitted uses in the Agricultural (AG) Zone.
3. Section 3.8 of Zoning By-law No. 12-93 exempts antennas and communication facilities from height limitations.
4. There are no residential dwellings within approximately 335 feet (102 metres).
5. No County Road Setback Permit will be required.
6. A building permit will be required.
7. Section 4.1 of the attached Land Use Authority Recommendation Report addresses vegetation. It is recommended that the final location capitalize on the existing screening from surrounding mature trees (see image below). Recommend that only a minimum amount of existing tree canopy be removed for the installation of the new communications tower.



Section 8.6 of the CRINS report provides an opportunity for Council to issue a statement for the Minister to consider. Does Council have a statement for consideration?



Municipality of North Dundas

Land Use Authority Recommendation Report
For

Xplornet Communications Inc
ON1846-"Chesterville East"

April 06, 2021

CRINS-SINRC# 2102-1702-3042

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1. Introduction

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

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

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

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

2. Subject Property

The proposed installation is located at coordinates **45° 6' 6.790" N, 75° 10' 16.850" W** on parcel [PIN 661470088] (**13940 Dillabough Road , Chesterville)** and is designed as a **45m Self Support** structure, with **Ground Cabinet** to house the Proponents equipment.

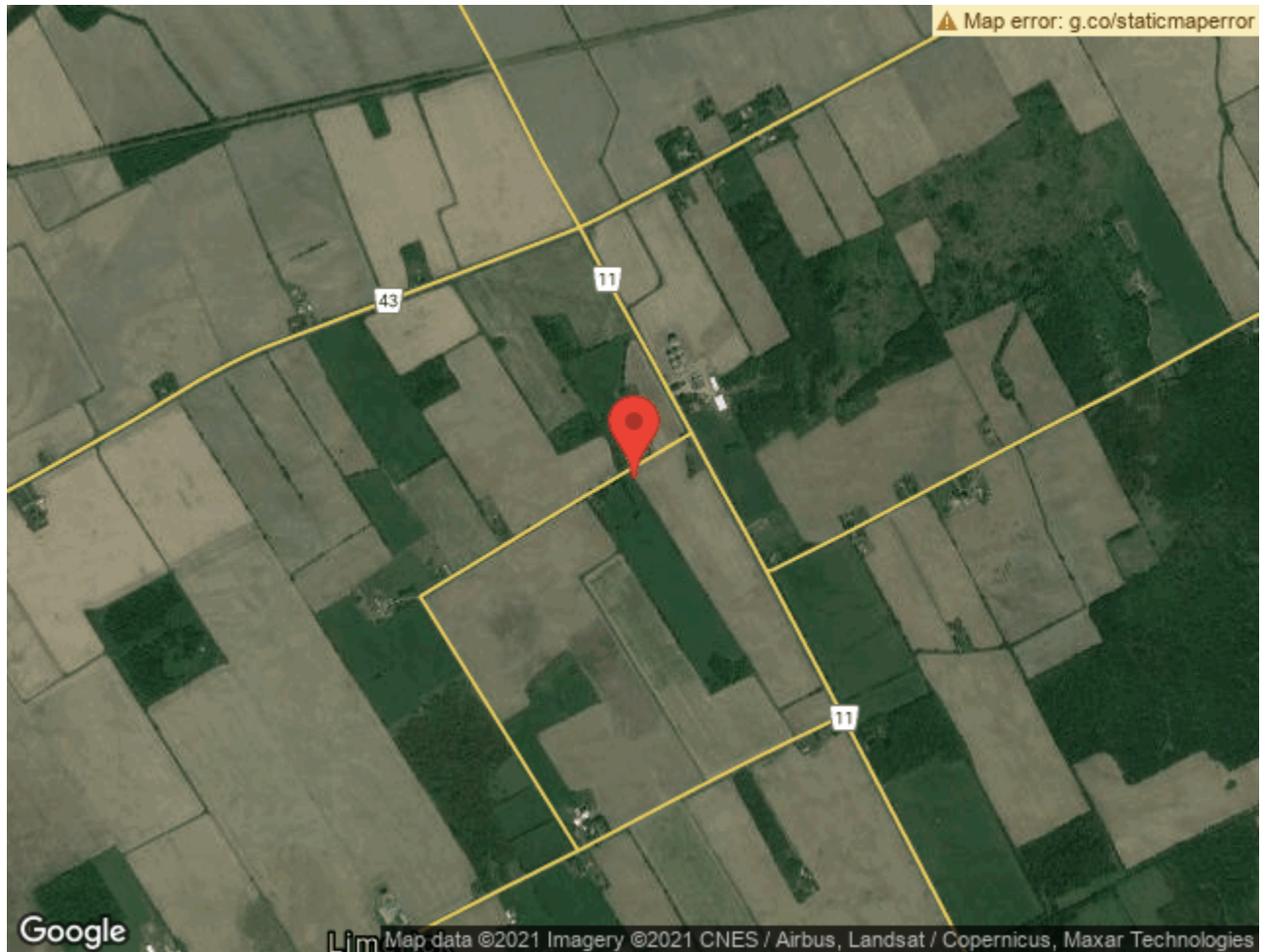


Figure 1 - Location Overview

2.1. Justification Statement by Proponent



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

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

3. Statement on Land Use

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

3.1. Community Sensitive Locations

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

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

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

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

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

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

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

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

3.2. Zoning and Compatibility with Existing Plans

The proposed site exists in a **Agricultural (A) zone**. Based on the allowable uses and in reference to the current proposal we advise the Minister that the proposed antenna system:

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

3.3. Fire Routing and Access – National Fire Code

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

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

3.4. Health Canada Safety Code 6

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

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

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

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

3.5. Structural Review – National Building Code

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

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

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

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

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

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

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

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

4. Antenna Siting Design Framework (ASDF) Review

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

This results in 3 specific metrics:

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

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

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

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





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

Visibility	15
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Compatibility (%)	87.5	Low
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4.1. Design Targets

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

	 Poles and Towers	 Antenna Mounts	 Equipment Cabins	 Antennas and Cables
Land Use				
Agricultural	Select poles or towers that respond to the Topographic and Built form recommendations.	Respond to agricultural context in relation to antenna mount construction. Limit use of head frames or complex configurations	Co-locate with other agricultural infrastructure. Match the colour and materiality to reduce visual effect.	Maintain uniform antennas positions that respond to the construction of the pole or antenna mount. Develop consistent cable connections and shroud cables.
Topography				
Undulating	Locate poles and towers in areas where the greatest topographic variations occur. Use topographic variations to offset height of pole relative to surrounding landscape.	Develop simple support structures that respond to the landscape character.	Avoid elevated areas. Locate units on level low lying ground ensuring that the foundation pad design is level with minimal stepping.	Maintain regular antennas and cables positions.
Built form				
Small scale / Low density	Select narrow profile poles and avoid lattice towers to limit the vertical visual effect. Pole or tower height should respond to single storey built form (10 to 15m) or a ratio of 1:1.3-1.5.	Use simple support structures and avoid complex cross bracing support configurations. Mounts and panels should be flush mounted or shrouded to achieve a uniform profile.	Capitalise on the existing utility areas and service lanes for cabin locations. Ensure that concrete foundation pads respond to the small-scale built form (avoid steps in the pad in excess of 150 to 200mm).	Antennas should be proportional to the built form, not exceeding a ratio of 1: 1.3 of the building height. Increase set back of antenna to allow for increased antenna height. Cable trays should be located to the rear or side facades.
Sky lining				
Uniform	Reduce the vertical profile of poles and towers to reduce the impact on the skyline. Select monopoles and avoid lattice towers with tension cables to limit both the vertical and horizontal effects.	Develop a consistent rectangular antenna mount and headframe design. Avoided angled cross bracing. Maintain uniform structural member sizes, connections and positions that do not contrast the uniform skyline.	Locate cabins with adequate setbacks to avoid any skylining in relation to prominent facades and viewpoints. Consider co-locations with more visible rooftop equipment or develop ground based site.	Uniformly position antennas to reduce the visual impact and establish a consistent alignment and height. Avoid significant vertical projections. Ensure a consistent alignment for cables, connections and cable trays.

Containment				
Fragmented boundaries	Capitalise on the existing containment or consider increased setbacks to provide additional screening of the pole or tower. Avoid major view corridors. Maintain a consistent vertical profile to reduce the visual complexity of the tower.	Capitalise on the existing containment to provide additional screening or back screening. Avoid highly visible or open areas where containment is limited.	Design and locate outdoor base units that respond to the existing containment. Develop a compatible form, scale and materiality in relation to the surrounding enclosure.	Limit the impact of cables on the surrounding containment. Align cable runs and avoid complex directional changes. Locate with other service runs and ensure that cables do not project over the edge of the containment and/or building parapet.
Vegetation				
Tree groups	Assess the tree height and design responses relative to the canopy of the trees. Avoid vertical extensions that exceed a ration of 1:1.2 relative to the adjacent trees.	Select locations that capitalise on tree screening.	Use screening from tree groups. Avoid locations that impact on the tree canopy, structure or root plate.	Locate antennas, cables and cable runs to capitalise on screening potential of surrounding trees.
Existing Telcom-equipment (adjacent to site)				
Isolated items	Respond to existing height of infrastructure. Avoid significant variation in form and height. Select pole or tower with reference to the ASDF recommendations.	Maintain a consistent height and form in relation to existing infrastructure.	Establish a consistent location and positional relationship with existing equipment cabins.	Cluster and position antennas as well as align and co-location cables with reference to existing infrastructure.
Colour				
Mixed (complimentary)	Identify prominent colours, colour match or select neutral colours to minimise of visual effect.	Identify prominent colours of roofscape or surrounding area and colour match or select neutral colours to maintain consistency in relation surrounding built form.	Colour match through applied paint finishes all surfaces in response to dominant colours of adjacent land use.	Colour match to surrounding landscape and built form. Select neutral colours if antennas or cables are elevated or sky lining.

4.2. Design Recommendations

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

No recommendations.

5. Compliance with General Design Requirements

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

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

6. Siting of Facility Relative to Existing Use

The following requirements apply to antenna systems seeking concurrence:

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

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

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

7. Statement of Concurrence

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

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

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

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

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

8. Public Consultation

8.1 Consultation Participation Summary

Category	#	%
Total number of adjacent landowners notified:	4	100
Total number of adjacent landowners who had no comments after receiving the consultation information:	4	
Total number of responses received:	0	0
Total number of adjacent landowners who provided comments:	0	0
Total number of public responses (if applicable):	0	100

8.2 Stakeholder Survey Summary

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

8.3 Public Survey Summary

Please rate your agreement or disagreement with the following statements on a scale of one (1) to six (6): (Q20)							
Question	Strongly Disagree (1)	Disagree (2)	Neither Agree or Disagree (3)	Somewhat Agree (4)	Agree (5)	Strongly Agree (6)	Did not Answer
In my opinion, the proposed site negatively impacts a community view / landscape which is a tourist attraction?	0	0	0	0	0	0	0
In my opinion, the proposed site negatively impacts a scenic view from a community use area such as a park, recreational facility, historic /cultural site or public facility?	0	0	0	0	0	0	0
In my opinion, the proposed site impairs or interferes with a community use area such as a park, recreational facility, historic /cultural site or public facility?	0	0	0	0	0	0	0
The proposed site negatively impacts the view from my primary residence?	0	0	0	0	0	0	0

8.4 Public Comments Summary

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

Comments revolved primarily around visual amenity. Specifically, 13967 Dillabough Road was evaluated. Tree cover at the ground, and on the property at 13967 Dillabough Road will reduce the visual impact.

8.5 CRINS-SINRC Reporting Statement

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

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

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

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

	CRINS-SINRC has not deemed it necessary to include a Reporting Statement for the Minister's review.	
	CRINS-SINRC has included a Reporting Statement as Schedule 'A' for the Minister's consideration.	

8.6 Statement by Council

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

	Council has not deemed it necessary to include a statement for the Minister's consideration.	
	Council has provided a statement as Schedule 'B' for the Minister's consideration.	

8.7 Justification for Concurrence Statement

The Proponent has addressed all relevant concerns of the public, and the Land Use Authority has no further concerns about the proposal, subject to the Proponent's compliance with all conditions as may be set forth in Section 9.

9. LUA Confirmation of Report and Conditions

We hereby advise that the attached report accurately reflects the position of the **Municipality of North Dundas** with respect to the radiocommunications facility proposed by **Xplornet Communications Inc**, designated **ON1846-"Chesterville East"** (CRINS-SINRC # 2102-1702-3042).

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

- 1) *Confirmation by CRINS-SINRC that the Proponent has addressed all relevant concerns of the public according to the Protocol and that the above conditions have been met such that a Notice of Completion is warranted.*
- 2) *Application made for, and receipt of, all necessary permits prior to construction of the foundation of the tower and building to house proponent's equipment.*
- 3) *Submission of "as-built" drawings to CRINS-SINRC no later than 30 days after the completion of construction.*
- 4) *Receipt of the Safety Code 6 report by a Professional Engineer licensed in the Province which confirms compliance with Safety Code 6 prior to the commissioning of the tower.*
- 5) *Receipt of an attestation or stamped drawings by a Professional Engineer licensed in the Province which confirms compliance with the National Building Code and CSA S37-XX Standard prior to construction.*

DATED this _____ day of _____, 20____

Calvin Pol
Manager of Planning, Building and
Bylaw Enforcement
Municipality of North Dundas

OAK VALLEY PIONEER PARK

ANNUAL REPORT 2020

For The Volunteers of Oak Valley Pioneer Park

2020 can be characterized as the “P” Year. We started with a pirate raid stealing one panel of our farm gate, 6 metal tree tour sign stands, our garbage bin and the body of our barbeque. The latter had been made by prison labour and perhaps was just being reclaimed by its maker.

Then with the arrival of Covid-19, the park was locked down before it could be opened for the season. Consequently our field day and Annual General meeting was postponed. When Parks were hastily opened we pivoted and drew on South Nation staff to do a quick clean up, remove some dangerous trees and prepare for the public. The cleanup set the tone for the year as the chain saws sang and the wood chipper thumped and screeched arpeggios. It was the start of an artsy summer when the neighbor removed the boulder used to prevent vehicle access.

With eased health restrictions we did a pirouette and held our Field Day and AGM in July. The Chesterville and District Historical Society came for their annual picnic and a wedding was held in early fall.

Many local residents came for the natural setting and to escape the tedium of limited daily life. Many visitors brought guitars, fiddles and other instruments. They filled the air with music just as the mating birds had done earlier in the spring. Others read singly or to others and one small group was seen reading lines from a play. Many enjoyed picnics and wandering around the site.

A cleanup day was held after Thanksgiving and the Park remained open to vehicles until December. Pedestrians continued to access the Park after snow fell.

Oak Valley Pioneer Park experienced an active year:

- \$ tree growth was good despite spring and early summer drought conditions;
- \$ visitors met very few flies and mosquitos;
- \$ there was very light nut production;
- \$ South Nation Conservation commenced a tree risk assessment and trimmed some of the trees in public areas. The balance of this project is expected to be completed in 2022.

The Park is unique among South Nation Conservation (SNC), Conservation Areas. It was developed and continues to be managed by the Volunteers who have a formal management agreement with SNC. The Volunteers are responsible for the management, operation and development of the Park. They also manage the education, science and other activities carried out at the Park. Their fund raising and in kind labour reduces costs which would otherwise require substantial funds from the SNC tax levy.

The park remains in transition to a hardwood forest as the nursery pines are removed due to disease, diminished light and death. The pines and selected hardwood trees continue to be culled though at a slower rate and a backlog exists. We are approaching what in the wild would be recognized as a mature forest where the hardwoods: oaks, walnuts, buckeye, hickories and other varieties have succeeded the coniferous forest.

For over a decade river bank erosion of the engineered banks from the 1980's river channeling are yielding to spring ice and river currents. We have planted willows and Manitoba maples which cope with the abuse of ice flows. SNC wishes to do some rehabilitation of the river banks. Applications for grants to fund the project have not been successful.

Activities and events included:

- \$ two field days were held in July and October;
- \$ Volunteers carried out maintenance throughout the summer;

\$ A local couple were married at the Park in October;

Field Day and Annual General Meeting were held in July. The minutes of the AGM are attached. The executive of Lester McInnis and Margaret Johnson were reelected. Trees were trimmed and general maintenance was carried out as part of field day.

Regular visitors included Non-resident descendants of local families recognizing their ancestors' roles in settling the region; Geocachers; the wedding party; fishers and those who enjoy the Parks beauty and repose.

Funding for the Park is based on: grants from North Dundas Township and from South Nation Conservation; memorial and other donations; and funds raised by the Volunteers. We appreciate the support of our funding organizations and request that financial support be continued for 2021.

The Volunteers funds are administered by South Nation Conservation in the Oak Valley Fund Reserve. The 2020 annual budget was balanced.

Baldwin Road access to the Park was graveled by North Dundas. This is greatly appreciated by the Volunteers and South Nation Conservation.

The Volunteers wish to recognize Finch Feed and Seed who donated a gate panel to replace the panel stolen during the previous winter.

Publicity is provided by brochures distributed locally, news articles, word of mouth, our various web sites and presentations to SNC, local groups and North Dundas Council.

The Park has selected information available on the SNC web site, www.nation.on.ca, and more detailed information is on www.johnsankey.ca/ovpp/ . There are other references on www.songonline.ca/ecsong/groves.html#oakvalley and web.ncf.ca/bf250/ovpp/John . The latter includes a detailed history of the Park.

A brief account of the establishment of the Park is included in the 2013 SNC 65th Anniversary book: AOur Watershed, Our Heritage@.

Oak Valley Pioneer Park is a unique asset which contributes to the economic, natural and cultural life of North Dundas and draws visitors from beyond the county. We hope to continue to work with our partners to make the Park better for visitors and residents. The goal is to increase public knowledge about: forestry, the importance of forest cover in an agricultural region; the history of the region and the benefits of conservation. We are pleased that it helped residents cope with the stresses visited on us by Covid-19.

Lester McInnis,
President,
Volunteers of Oak Valley Pioneer Park.
March 13, 2021

Minutes Volunteers of Oak Valley Pioneer Park, Annual General Meeting

Minutes

2020 Annual General Meeting

Volunteers of Oak Valley Pioneer Park

12 PM on July 11, 2020, at Oak Valley Pioneer Park

Present: Lester McInnis, Murray Inch, Barkley Cormac, Gerry Johnson, Kim McInnis, Verne McMillan, Margaret Johnson.

The day started with rain. We were happy because there had been so much drought. It did let up for this meeting.

President Lester McInnis welcomed everyone. The AGM which was usually held in May was deferred until July to conform to the Public Health Pandemic Safety Protocols.

Approval of 2019 AGM Minutes:

Moved by Murray Inch and seconded by Kim McInnis that the minutes as circulated with the 2019 Annual Report be adopted. Carried.

2019 Annual Report

Moved by Lester McInnis and seconded by Gerry Johnson that the 2019 Annual Report be adopted. Carried.

Business arising

1. The request for a civic address number was not successful. South Nation Conservation the property continues to work on the matter.
2. The municipal access road was not gravelled as requested. Local farmers had filled some pot holes with very rough to provide access for their farm equipment. Bill Smirle was raising the matter with Township Officials.
3. The Sharing Nature Network partnership is defunct, though a Facebook site, possibly running on the St. Lawrence Park Commission Site could be used to list events.
4. The Volunteers executive met with the North Dundas Council to brief them on our work and plans. A second meeting was cancelled due to the Pandemic.
5. The viewing platform continues to deteriorate and needs repairs. The matter will be discussed with the donors. In case they cannot contribute to the costs, Murray Inch moved seconded by Gerry Johnson that up to \$1000. of the Volunteers' Trust Funds be expended on the repairs. Carried.
6. River Bank erosion is a long standing issue. SNC has submitted a Grant request to aid with the work.

7. Removal of dead pines continues and will become part of a SNC Tree Risk Safety Assessment and grounds maintenance project.
8. The Butternut Archive was visited by Rose Fluegal, Butternut Canker assessor and she recommended the removal of one tree, part of a second, and one black walnut. She plans to review the archive further to determine whether some branches might be taken for grafting to stock at the Ferguson Forest Archive in Kemptville. The work recommended was completed.

Financial Report

Revenues from North Dundas, South Nation and the Public are stable and covered our expenses, SNC also provides in kind services such as tree removal. Moved by Lester McInnis seconded by Gerry Johnson that the Financial Report be adopted. Carried.

Election of Officers

President: Lester McInnis - nominated by Barkley Cormac, seconded by Murray Inch. There being no other nominations, Lester was declared elected.

Secretary: Margaret Johnson – nominated by Lester McInnis, seconded by Kim McInnis. There being no other nominations, Margaret was declared elected.

Directors: Murray Inch, John Adams, Kim McInnis, Gerry Johnson, Verne McMillan and Jo Saunders were nominated. Carried.

New Business

Our Plan is to continue the trimming and cutting of dead trees, and to clean up the Nursery area. This will be led by Caroline Goulet, a Forest Tech with South Nation who will join us to assess the conditions of trees and will later in the fall remediate, dangerous trees.

Murray has agreed to continue cutting the grass.

The meeting was adjourned as the rain returned.

Margaret Johnson,

Secretary

CORPORATION OF THE TOWNSHIP OF ELIZABETHTOWN-KITLEY

February 22, 2021 Session

RES. NO. 052-21

Moved by

R. Smith

Seconded by

S. Prettejohn

Report A-21-14

That Report A-21-14 be received;

And that the Township of Elizabethtown-Kitley request that the Association of Municipalities Ontario advocate for the cancellation of the emergency exercise as a compulsory requirement of the Emergency Management and Civil Protection Act for 2021;

And that a formal request to waive the annual emergency exercise for the year 2021 be given directly to the Ministry of the Solicitor General.

- ☒ Carried
☐ Lost
☐ Tabled


Brant Burrow, Mayor

I, Alison Merkley, Deputy Clerk
Corporation of the Township of Elizabethtown-Kitley
in the County of Leeds, do hereby certify that
the foregoing is a true copy of
RESOLUTION 052-21
passed by the council of the said Corporation
the 22nd day of FEBRUARY 2021
Alison Merkley

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
Toronto ON M7A 1Y6
Tél. : 416 325-0408
MCSCS.Feedback@Ontario.ca



132-2021-404
By email

March 18, 2021

Dear Heads of Council and First Nations Chiefs:

I am writing to provide you with an update on the new Ontario Provincial Police (OPP) detachment boards under the *Community Safety and Policing Act, 2019* (CSPA).

As you may remember, in February 2020, the Ministry of the Solicitor General conducted seven regional roundtable sessions across the province. Discussions at these sessions focused on new OPP-related regulatory requirements under the CSPA. Municipalities and First Nation communities receiving policing services from the OPP were invited to learn more about new OPP-related legislative and regulatory requirements and provide the ministry with feedback to inform the development of related regulatory proposals. In addition, we heard from many of you through various letters and engagement opportunities, including meetings with the Association of Municipalities of Ontario MOU Table and Rural Ontario Municipal Association about what you would like your new OPP detachment board to look like.

In response to your feedback, an OPP detachment board framework has been developed that we hope will provide municipalities and First Nation communities receiving direct and/or supplemental services from the OPP the flexibility to create a board that reflects your community and local needs.

Under this framework, municipalities and First Nation communities receiving direct and/or supplemental services from an OPP detachment are being asked to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board.

Municipalities and First Nations within a detachment are asked to work together to determine the composition of their board(s) as well as the manner in which they will submit their proposal to the ministry. For example, after determining the composition of the detachment board(s), municipalities and First Nations within a detachment area may select one municipality or First Nation to complete and submit the proposal.

Dear Heads of Council and First Nations Chiefs
Page 2

Proposals must meet base requirements set by the ministry, which include a minimum number of five members per board and a requirement that each board should be composed of 20% community representatives and 20% provincial appointees. To that end, municipalities and First Nations are not required at this time to identify the names of the individuals that will be participating on the detachment board. Rather, you are only asked to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.

To streamline and support the proposal process, the ministry has developed a digital form that can be accessed using the link included [here](#).

The ministry will work with municipalities and First Nations to obtain outstanding information/proposals and support you in submitting a completed proposal. If, however, a proposal still does not meet the minimum requirements, or a proposal is not submitted and/or if no consensus is reached on the composition of the board then the ministry will determine the composition of the detachment board.

Completed proposals are to be submitted to the ministry by **Monday, June 7, 2021**.

We recognize the significant implications that the current COVID-19 emergency has had on municipalities and First Nations across the province. To this end, in addition to the written supporting material attached here, we are also pleased to work with you directly through virtual information sessions.

If you have questions related to OPP detachment boards under the CSPA, please contact Sarah Caldwell, Director of Community Safety and Intergovernmental Policy, at sarah.caldwell@ontario.ca. If you have questions about the proposal process or would be interested in a virtual information session, please contact Joanna Reading, Senior Policy Advisor, at joanna.reading@ontario.ca

Sincerely,



Sylvia Jones
Solicitor General

Enclosures

c: Chief Administrative Officers

Municipal Clerks

**STORMONT, DUNDAS & GLENGARRY POLICE SERVICES BOARD
RESOLUTION**

MOVED BY Jim Wert

DATE April 6, 2021

SECONDED BY Dan Parkinson

THAT the Stormont, Dundas and Glengarry Police Services Board recommends to the province that subsequent to the proclamation of the *Community Safety and Policing Act, 2019*, that the composition of the SDG Police Services Board remain unchanged, and further

THAT this recommendation be forwarded to all local SDG municipalities for their information.

X CARRIED

☐ DEFEATED

☐ DEFERRED

Original signed by
Dennis Fife, Chair



Butterflyway Project

Mayor Tony Fraser, Township of North Dundas
Deputy Mayor Al Armstrong
Councillor John Thompson
Councillor Gary Annable
Councillor Tyler Hoy

Gentlemen,

We were recently selected by the David Suzuki Foundation to lead the **2021 Butterflyway Project** in the United Counties of Stormont, Dundas, and Glengarry.

As Ambassadors of this important initiative, our volunteer role involves recruiting individuals, businesses, municipalities, and others to create small “pollinator patches”, thereby building a new pathway for our local pollinators (insects, bees, butterflies, bats, hummingbirds, etc.) and working together to replace vital habitat lost through urban development, clear cutting, roadside cutting, herbicides, and climate change.

We would like to therefore invite you – the leaders of the Township of North Dundas – to create your very own Township “pollinator patch” in North Dundas. This task is not as daunting as it sounds!

A pollinator patch can be any size or dimension, unbordered or within a contained object (such as an old canoe, water trough, or even a wheel barrow, for example); the only requirement is that it consist of at least 50% native plants.*

**A list of native plants, flowers, shrubs, and trees native to the United Counties of Stormont, Dundas, and Glengarry is attached to this letter.*

We will be making Butterflyway signage available (for a nominal cost-recovery fee) to participants to identify their 2021 Butterflyway pollinator patches. The Butterflyway signage represents a wonderful opportunity to raise awareness about this initiative and your involvement with it.

.../2



In addition to creating a dedicated Township of North Dundas pollinator patch, we would also like to ask that you:

- **challenge** TEN (10) businesses within your geographic boundaries to create pollinator patches of their own, and
- **communicate** your participation in this initiative within your constituency.

We recently met with **Eric Duncan**, PC, MP and he graciously provided advice and guidance in total support of SD&G's participation in the 2021 Butterflyway Project.

We have also been talking about this initiative with

- **Ben De Haan**, Director, Transportation and Planning for SD&G, and have met with **Stephen Lalonde**, SD&G Transportation Services, to discuss a number of projects to add native plants and flowers ("pollinator patches") to specific county roadside locations where maintenance is difficult;
- **John Mesman** and **Taylor Campbell** of the South Nation Conservation Authority, and we look forward to working together with them this summer; and
- multiple horticultural organizations, area garden centres, orchards, berry farms, and vegetable producers.

Finally, as Butterflyway Ambassadors, we will be preparing a detailed report at the end of the summer to capture for the David Suzuki Foundation

- the number of active Butterflyway Project participants in SD&G in 2021;
- the number and location of pollinator patches added as a result; and
- the number and varieties of plants, flowers, bushes, and trees added.

Our report will also be made available to all participants.

There are so many challenges our local pollinators face — the DS Foundation believes that if we all work together to create little patches of their natural habitat within our own spaces, we can help replace some of what they've lost.

We truly hope that we can count the Township of North Dundas among our participants.

Sincerely,

Christina Enright

Christina Enright
Williamsburg
christinaenr@gmail.com

Carole Fiddler

Carole Fiddler
Ingleside
farmerfidd@hotmail.com

Don't forget to join our Facebook group! [SD&G Butterflyway Project](#)



Native Plants

Flowers

- Asters, such as Panicked, Calico, New England or Purple-stemmed – *Symphyotrichum* (formerly *Aster*) *lanceolatum*, *S. lateriflorum*, *S. novae-angliae* or *S. puniceum*
- Bergamot
- Black-eyed Susan
- Blazing Star
- Blue Flag – *Iris versicolor*
- Canada Anemone – *Anemone canadensis*
- Columbine
- Coneflower
- Coreopsis - lanced-leaved
- Fireweed
- Golden Alexander
- Goldenrods, including Tall, Canada, Zigzag, Early or Rough – *Solidago altissima*, *S. canadensis*, *S. flexicaulis*, *S. juncea* or *S. rugosa*
- Lobelia - *Cardinalis*
- Lobelia - Great Blue
- Lupine - large-leaved
- Milkweeds, such as Common, Swamp, and the increasingly popular Butterfly-weed – *Asclepias syriaca*, *A. incarnata*, and *A. tuberosa*
- Mints, such as Wild Bergamot, Wild Mint, or Northern Bugleweed – *Monarda fistulosa*, *Mentha canadensis*, *Lycopus uniflorus*
- Oxeye - aka false sunflower (*Heliopsis*)
- Spring-beauty – *Claytonia caroliniana*
- Trilliums, including White or Red – *Trillium grandiflorum* or *T. erectum*
- Turtlehead
- Wild Columbine – *Aquilegia canadensis*
- Wild Geranium
- Wild Ginger
- Wild strawberries

Shrubs

- Canada Yew (evergreen) – *Taxus canadensis*
- Chokeberry – *Aronia melanocarpa* (also known as *Photinia melanocarpa*)
- Common Juniper (evergreen) – *Juniperus communis*

- Dogwood, such as Grey (Panicked) or Red-osier – *Cornus racemosa* or *C. sericea*
- Elderberry, either Common or Red – *Sambucus canadensis* or *S. pubens* (also known as *S. racemosa* ssp. *pubens*)
- High bush Cranberry, Maple-leaved Viburnum or Nannyberry – *Viburnum opulus* var. *americanum* (also known as *V. trilobum*), *V. acerifolium*, or *V. lentago*
- Northern Bush-honeysuckle – *Diervilla lonicera*
- Purple-flowered Raspberry (large, showy flowers and leaves) – *Rubus odoratus*
- Staghorn Sumac (large shrub/small tree; spreads by roots) – *Rhus typhina*
- Winterberry (bright red berries in fall and winter) – *Ilex verticillata*

Trees

- Alternate-leaved Dogwood – *Cornus alternifolia*
- Blue-beech – *Carpinus caroliniana*
- Hawthorn – *Crataegus chrysocarpa*, *C. flabellata* or *C. submollis*
- Pin Cherry – *Prunus pensylvanica*
- Maple, either Mountain or Striped – *Acer spicatum* or *A. pensylvanicum*
- Serviceberry – *Amelanchier arborea*
- White Cedar (evergreen) – *Thuja occidentalis*
- American Beech – *Fagus grandifolia*
- Balsam Fir (evergreen) – *Abies balsamea*
- Birch, either White or Yellow – *Betula papyrifera* or *B. alleghaniensis*
- Bitternut Hickory – *Carya cordiformis*
- Black Cherry – *Prunus serotina*
- Maple, either Red, Silver, United (hybrid) or Sugar – *Acer rubrum*, *A. saccharinum*, *A. x freemanii* or *A. saccharum*
- Oak, either Red or Bur – *Quercus rubra* or *Q. macrocarpa*
- Tamarack – *Larix laricina*
- White Pine (evergreen) – *Pinus strobus*
- White Spruce (evergreen) – *Picea glauca*

Source: City of Ottawa

Chesterville and District Historical Society – Report to Council 2020

Chesterville and District Historical Society

14 Victoria Street
P.O. Box 693
Chesterville, Ontario
K0C 1H0
613-448-9130

Ont. Corporation #000594149
Date Incorporated: 15 June 1984
Bus. Regist. #18851492 RR0001

CDHS 2020-2021 Executive & Active Member Contact List

Executive:

President: Caroline Roberts	carolineroberts47@gmail.com	613 448-3534
Vice President: Gerry Johnson	gjohnson_2003@hotmail.com	613-448-1423
Past President: Ashley Harper	adrhaprer@gmail.com	
Treasurer: Verne McMillan	vernegup@gmail.com	613-448-3348
Secretary: Kim McInnis	mcinnislk@live.ca	613-989-2607

Directors:

Carol Goddard	carol.goddard@sympatico.ca	613-938-2455
Murray Inch	minch@storm.ca	
	murray.inch.consulting@bell.net	613-989-1802
Lester McInnis	mcinnislk@live.ca	613-989-2607
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Chesterville and District Historical Society – Report to Council 2020

The Chesterville and District Historical Society had a challenging but busy year in 2020, carrying out its mandate, namely, promoting public interest in and preserving local history. In February members supported the well-established annual Spin-In, held at the Chesterville Legion, attracting spinners and vendors selling related supplies from all over Eastern Ontario. The event raised a record \$881.60 after expenses, for the benefit of CDHS.

The AGM was held at the Heritage Centre, also in February 2020, in which the Executive was elected, with Caroline Roberts replacing Ashley Harper as President (see current Executive and Directors listed above). Shortly thereafter, the CoVid-19 pandemic caused our monthly meetings to be suspended, but work has nevertheless continued, with dedicated members and work groups continuing to be active, respecting pandemic protocols in place at any one time. (At the February Zoom AGM 2021, it was agreed to waive membership fees for the year due to CoVid-19, so the above list remains valid for 2021. The Executive and Directors listed above were re-elected to remain in current positions).

Beginning in April, Ian Reveler prepared audio snippets from our collection of Clarence Cross recordings, (which he had previously digitized), that I (Caroline) sent out daily to members. This became a highlight for many members and others through the first weeks of shutdown and isolation. In some cases, participants responded that it was wonderful to hear the voices of loved ones again, who have long since passed. These daily snippets were shared for two full months, until the end of May.

At the AGM in February 2020, the membership approved that a committee headed by Gail Parker begin work on a book to update Chesterville's history, in part to commemorate the 130th anniversary of the incorporation of the Village of Chesterville in 1890. Yet to be officially titled, *A History of Chesterville, 1988-2020*, is a continuation of two previous local histories; *The Time That Was*, a Tweedsmuir History of the Chesterville area assembled by the Heritage Committee of the Women's Institute in celebration of its 75th anniversary, 1902-1977, and, a subsequent smaller Supplement, *A History of Chesterville and District, 1977-1987*.

The committee comprising several members of CDHS, with myself as President participating ex officio, immediately began work, compiling lists and contacting businesses, service organizations, politicians, churches and schools for information. The committee later decided to add farms bordering Chesterville to the list, and since they had not been included in earlier histories, these stories often covered a longer time frame, (predating 1988).

Our volunteers spent months gathering information. In October work began on editing the material. Kim and Bruce Henbest, who have some previous experience in publishing, kindly agreed to take on the task of the final edit, which included fact checking, contacting contributors for clarification, and sometimes requesting further information. They have worked tirelessly for several months and this work is now almost complete. The next step will be to work on the graphic lay-out, and the committee is now considering hiring a graphic artist to prepare the book for printing. Since estimated

Chesterville and District Historical Society – Report to Council 2020

printing costs were high, the committee began fundraising in the summer of 2020, which is still ongoing. CDHS agreed to back the project financially, with the understanding that all proceeds from book sales will be paid to the Society. A Bank account was temporarily opened to receive donations and members and contributors to the book have been very generous. The donors will be recognized in the book. The membership has agreed that we should not charge more than \$50 for the book. (A final report will be submitted on completion of the project).

The Federal Government announced CoVid 19 Emergency funding to support smaller organizations such as ours, and with our annual budget we were eligible for up to \$2000. With the help of the Township, I submitted an application which was approved, and we received the \$2000 grant in September (Appendix 1: Treasurer's Report).

Society members enjoyed two outdoor meetings - the first in July at the Oak Valley Pioneer Memorial Park, and the second in October on the property of Verne McMillan, to walk and learn about the history of the Old Morewood Road (now a track through the bush).

In December CDHS organized a self-guided Historical Hunt through the village, to commemorate Chesterville's 130th anniversary. There were two categories, one for adults and one for children. The hunt was advertised through the Chesterville Record, the Nation Valley News, and social media. Question sheets relating to village history were available for pickup at the Post Office and the Scotiabank. Schoolchildren participated as well as others, and prizes were awarded.

Kim McInnis, the society's genealogical researcher and secretary, continued to respond to requests for information. Her experience in research and knowledge of local history is invaluable to the society (Appendix 2: Family Research Report).

Bob Petruniak continues to conduct extensive research, which he is compiling on a database entitled "Chesterville's Stories". He has made this available to several members for comment. The plan is that research stations will be installed at the Heritage Centre, providing access to our pictorial collection, our audio recordings and other information, that would not otherwise be readily available. He has scanned many of our photographs and documents. He continues to work on accessioning artifacts with a committee. This committee suspended biweekly meetings because of the pandemic, but there was much to catch up on (Appendix 3: Collections Committee Annual Report).

Respectfully submitted by Caroline Roberts, President CDHS

Chesterville and District Historical Society – Report to Council 2020

Appendix 1

CDHS Financial Report 2020				
Date	Description	Debits	Credits	Balance
1 January	Balance Forward			1990.50
20 January	Legion Poppy Fund	21.00		1969.50
24 January	EOGL printing membership cards	22.60		1946.90
31 January	Membership fees		140.00	2086.90
18 February	Funds raised - Spin-In		881.60	2968.50
20 February	Chesterville Record subscription	35.00		2933.50
24 February	Membership fees		180.00	3113.50
13 April	Purchase extra hard-drive	101.69		3011.81
28 April	Purchase lap-top parts	78.19		2933.62
27 July	GIC Interest		97.37	3030.99
3 September	Transfer GIC into savings acct.		7186.10	10,217.09
18 September	Federal Govt. Grant		2000.00	12,217.09
31 December	Bank Service Charges	29.70		12,187.39
Scotiabank GIC Investments Total: 20,485.65				

Prepared by Treasurer Verne McMillan Telephone 613 448 3348

Chesterville and District Historical Society – Report to Council 2020 – Appendix 2

Research Kim McInnis
2020 – 2021

Col (ret'd) Bill Shearing, Morrisburg	February: Locating of family and contact with, in regards to the possible discovery of the remains of Pvt. Wallace Ace. No known grave. SD&G Highlanders. Killed on October 31, 1944. Age 33 years. Remembered Groesbeek Memorial, [Panel 10], The Netherlands.
Col (ret'd) Bill Shearing, Morrisburg	July: Research: The family of Colonel George Merkley, 2 nd Dundas Regiment Battle of the Windmill, [Captain Henry Stopel Merkley Rev War/Colonel Henry G Merkley Dundas Militia War of 1812] in regards to the raising of a plaque at the headstone of Col George Merkley, St. Jame's Anglican Cem., Morrisburg, in recognition of his military contribution by the SD&G Highlanders Glens Foundation.
Marnie Fossit, Winchester	August: Info in regards to the place of death of Pvt. Leonard Spotton, SD&G Highlanders. Died on July 11, 1944. Age 21 Years. Remembered Beny-sur-Mer, Canadian Cemetery, Calvados, France. Research in co-ordination with Col (ret'd) Bill Shearing CD, Greg Pollard SD&G Highlanders Archivist.
Marnie Fossit, Winchester	August: Info in regards to Pvt. Leonard McKee, Royal Canadian Artillery.
Jeff Anderson, Washington, DC	September: Research re: Slater, Church and Stewart families.
Daisy Armstrong, BC	September: Research re: Waugh, Merrick families Leeds and Grenville.
Alan Smith, Grimsby, On	October: Location of headstone, Browns Cemetery (overgrown condition of the cemetery)
Paul Hodgson, Scorton, North Yorkshire, Eng.	November: Location of final resting place of aunt and uncle WWI Veteran in Toronto.
Chesterville Record Supplement	November: History of Mountain Township.
Tom Clement, Toronto	January 2021: Research re: Clement, McCloskey, Fitzgibbon (Gibbon) families.
Raymonde, Cayer, Ottawa	February: Research in conjunction with Carol Thompson Goddard. Acquisition of photo of the Cayer residence 1945 -51, the Masterson log house on Loucks Rd.

CDHS Collection Committee Annual Report

February, 2021

Since the last CDHS AGM, the Collection Committee had only one formal meeting before the covid shutdown but we have not been idle.

Corrie McRae gave us names for as many of the Nestle employees as possible from the photos in the Nestle Quarter Century Club binders and these names have been entered into our records, making the photos searchable by name.

During the summer we had 4 safe and separated meetings with Harold Merkley to get his comments about buildings, businesses and people. We do recognize that we are losing our older residents and were trying to get and retain as many memories as possible.

Gerry has been lead in researching a replacement for our current spreadsheet which is all we have to record our collection. Bob has been working on normalizing our recorded catalog numbers to ensure that whatever solution we choose, we will have records that sort properly by catalog number.

That is the end of the Committee portion of this report. I would now like to make some personal comments about what else I have been doing.

There is a class of maps in existence called “Fire Insurance Plans” that were developed for the fire insurance business to help insurance companies to assess risk. Many of these are available online and I have accumulated a collection for the villages in our area. The Chesterville plans were not online.

There are only 2 such plans in existence for Chesterville. The 1928 plan is available at a few institutions but none close to Chesterville. There is only one copy of the 1908 plan in existence and that one is held at the University of Western Ontario in London. I have obtained high resolution e-copies of both plans for us and am thrilled at what these fire insurance plans offer us. The 1908 plan is especially valuable because it shows us what was where in Chesterville just before the 2 major fires of 1909.

For the first time, as examples, we can see exactly where the CPR train station and freight sheds were located. Some of you may have memories of the approximate locations but your grandchildren do not know. We can see exactly where the Holiness Church/Orange Lodge stood; we can see exactly where the footprint of what we call the “Temperance Hotel” was; we can see where the “Chesterville Public Gardens” were; we can see the location of the Chesterville Foundry; we can see the path of the mill race for the old mill; we can see where the 3 livery stables stood etc etc All these examples are of information we did not previously possess.

During my short time with CDHS I have become concerned about the fact that visitors spend very little time in our building because we have a collection of stuff on display without explanations. We also have

Chesterville and District Historical Society – Report to Council 2020 – Appendix 3

almost nothing on display about what I call “old Chesterville”. I was also concerned about the fact that there is a lot of stuff in storage that nobody but me sees or is aware of.

As an example, Carol Goddard donated recordings of the NDDHS Band from the 1970s. Today, we could get these out of storage and show visitors the recording but how exciting is it to look at records? Very soon there will be few people who know how to play the records and we do not have the equipment in house to do it.

I decided to try to make some of that hidden information easily available and to provide us a way to highlight some of our artifacts and to explain some of our history with extracts from the fire insurance plans. I have developed a computer-based presentation in the form of a web site that is NOT intended to go online but to remain in house only. I call this presentation “Stories of Chesterville” and have included

- historical photos
- written histories of Chesterville, including the new-to-me history published by Ella Harrison in 1929
- all the maps we have or I could find
- the fire insurance plans, for Chesterville and the surrounding villages
- chapters on the business blocks, mill, fair, schools, train station, livery stables, selected artifacts and more
- our recorded sounds from records including the bridge opening ceremony speeches and the NDDHS Band recordings
- a proposed home and supporting structure for the Clarence Cross interviews
- our collection of videos including the Graemme Roy presentation on railway history; the CDHS interview with Dick Casselman; the presentations at the CDHS 2017 annual dinner and more
- a start at recording property ownership history

And much, much more

I have been working on this project for a year – it has been my main “covid project”. I hope to install it on a computer in the public part of our building where visitors will be able to spend time with it. It is a work in progress and it continues to grow every day but I do need volunteers to try it and offer comments on how to make it better. If you have a computer at home and some time, please contact me and I will get a copy to you. I guarantee that you will learn things about Chesterville that you did not know previously.

Bob Pitruniak

Archives Committee Meeting April 1, 2021 - Archivist's Report

Updates since last meeting: (November 9, 2019)

The St Lawrence Branch of the United Empire Loyalist Association and Lynne Cook Collections:

Many research enquiries continue to be received for the archives which include topics for which the UEL and Lynne Cook collections can offer different resources. The archives may have records that the UEL collection does not. When I receive an enquiry from a researcher, I do share it with Larry, Darlene or Lorraine if I feel that they are able to assist in providing the researcher results. There still seems to be much confusion with the public about the fact that the Dundas County Archives and the St Lawrence Branch UEL Family Resource Centre are two separate entities.

Researcher Requests:

While in the past we had a number of researchers coming to visit from well out of the region, COVID 19 has changed that. In the previous summer we had people come from as far away as Seattle and Massachusetts, and one person from South Dakota specifically to conduct family research. There were others who came here from elsewhere in Canada to do family research. I had a few students working on University and College courses and a couple of authors doing research for books. Several of these people also offered monetary donations to the archives when they came. This did not happen last summer, however, as the archives has been closed to the public since March 15, 2020.

I have continued to **provide research assistance** to staff members of the municipalities in locating files, photographs, building permits and historic reports. I have also continued to respond to emails requesting research assistance to members of the general public, (family history, and requests to search newspapers), and also reporters of local newspapers. There have been a few requests from reporters of the National Post, and the Ottawa Citizen as well. The newspaper collection is the largest collection that researchers have requested to search. I have also had requests for newspaper articles from the OPP. Last year there were a number of requests from college and university students to come and do research. Once we were closed to the public I was no longer able to permit these visits. Once the Newspaper Digitization Project is complete and online then some of these research requests will become self-serve, and it will free up some of my time.

I often get requests for people asking me to conduct research for them. Often this is for newspaper searches - some over lengthy ranges of time, such as "can you find a photo of myself at the Chesterville fair somewhere between a range of 10 years". I honestly do not have time to do these long searches. If it is a short request, then I can accommodate but being part time and being heavily occupied with archival processing and the newspaper digitization

process this is simply not possible. Once the Newspaper Digitization Project is complete and online then they will be able to do these searches themselves.

Donations:

In the previous year, we had the occasional monetary donation when people came to visit the archives. Several of these were for \$100 US each. Since we have been closed to the public since March 15, 2020, this has not occurred. We have continued to receive some donations of archival materials from the general public. Most of these have been back issues of newspapers. There have been some donations of historic photos or documents. Since our last meeting, most donations have included:

Iroquois Tweedsmuir Scrapbooks from the Iroquois Public Library. They have also donated wooden shelving after they replaced their shelves. These are yet to be installed but they are in our building

Denzil Crowder family papers, including his scrap books of the time he was with the Inkerman Rockets and played hockey in Scotland post Rockets. The collection also includes photos, a trophy, and programs from hockey games associated with Denzil Crowder with the Rockets or in Scotland and commemorative events pertaining to the Inkerman Rockets. This amounts to 2 Banker's Boxes.

The Denzil Crowder donation led to the donation of Inkerman Rocket DVD created by Samantha Armstrong, daughter of a former Inkerman Rocket. She has donated all of her unsold DVDs and offered that we can sell them and keep the receipts as a donation to the archives.

The Caldwell family has permitted me to copy their records of the Caldwell Linen Mill in Iroquois. This amounts to about one banker's box of files.

Original Coroner Inquest transcript and charge documents for a murder inquest from 1879. After reading my article in the North Dundas Times about the Brown Murders in Winchester from 1879, an individual called me to tell me that he found trial transcripts between the walls of his farm house. When I met him to retrieve them it was apparent that they were the original transcripts and charge documents, complete with signatures and seals for the inquest of Lydia Brown. As these were not noted in the Ontario Archives Coroner Inquest Files I communicated with a senior archivist there that these had been located. These will be transferred to the Ontario Archives to be added to their Coroner Inquest Collections. I have signed their paperwork and at some point in the future, post COVID restrictions I will personally take these original inquest papers into their custody. I will maintain copies here for our collection. How they ended up sealed between the walls of an old farm house is anyone's guess. Why they were there is an even bigger issue. Apparently the home was originally owned by an individual who worked in the court system. Their rightful place is in the collection of Coroner Inquests at the Ontario Archives. We will maintain a colour copy of all of these files, including various other articles about these cases in our collection.

James Jordan has donated a number of binders of research on buildings and individuals in the Morrisburg area, as well as some paintings of streetscapes in historic Morrisburg. He has also donated a number of photographs of historic Morrisburg.

North Dundas Township has delivered more drain records, Council minutes, “history” records, building permits, and Council Motions and Resolutions. These have all been filed with the North Dundas Records.

I have received some documents pertaining to the St Lawrence Seaway, including maps and published materials. These have been added to our collection.

Materials which left the archives:

There had been 6 bankers’ boxes of historic police records which were found in the basement of the Old Town Hall in Winchester. After the OPP had requested that I provide them with some historic newspaper clippings pertaining to a homicide case I pointed out to them that I had these records from the 1950’s and 1960’s. As per their request, I delivered them to the Long Sault OPP station and they were turned over to the custody of the OPP. They have officially been signed off to them.

Social Media promotion of the archives:

I have continued to post new arrivals on the **Facebook** page and on **Instagram** for the Dundas County Archives - thanking donors and providing updates on progress. Many of these posts offer an update on the progress of the Newspaper Digitization project. Several have also included pictures of the exhibits in the South Dundas Municipal Centre Lobby.

Since January 2021 I have been submitting history articles to the **North Dundas Times** on a weekly basis. I am also doing this on my own time. These are done to promote local history and also the Dundas County Archives. It has generated some small donations of documents. It has also generated some requests for information or research.

Display case at South Dundas Municipal Building

This **display case** will have a rotation of displays showcasing local history, (both North and South Dundas). These will link to items in our collection as promotion for the archives. These were typically changed over about every 2 months pre COVID but with the Municipal Building being closed to the public this has not been the case of late. I have changed the display this week.

Volunteers:

As we were shut down last March, Volunteers have not been permitted in the archives. Prior to this, Howard and Leslie Kirkby had been volunteering one afternoon a week. They were return to assist with the newspapers as of this week. However, they felt that since the region is in Red status they felt it would be safer to wait until the COVID status is lowered. Howard's late father, Ken Kirkby, had been the publisher of the Iroquois Post, Iroquois Chieftain and the Dundas County Farmer. Howard Kirkby had previously donated issues of the St Lawrence News from 1905, 1918 and 1919 and some corporate records of the Chieftain. Their assistance is gratefully appreciated.

Newspaper Digitization Project.

After a number of shut downs, the Newspaper Digitization Project had been very slow to progress. We were shut down on March 15, 2020 and I did not return to the archives until June. Under the new restrictions as of June, only I or the UEL could occupy the building at any time. I was scheduled to access the building on Tuesday, Thursday and Friday and the UEL on Monday, Wednesday and Sunday. During the province wide shut down, Image Advantage also closed, and when they returned they were in limited capacity due to COVID distancing restrictions. This all served to slow down the progress with the Newspaper Digitization Project. Image Advantage had continued to pick up newspapers which I have prepared for scanning. Most of the older issues were very fragile and required a lot of stabilization and repair. It is, however, a process which is required to be completed. The papers are stabilized by using a pressure sensitive acid free archival tissue to bind it together. This is costly but the only proper way to approach the process. The tissue tape is \$34.50 per 95-foot roll. Most of the earlier papers need a lot of this tissue to repair them.

The archival repair tissue tape and the archival newspaper boxes were funded by generous donations noted in the spring by local service Clubs. To date we have used 110 newspaper boxes to house these historic newspaper collections. 223 Bankers boxes have been used for more modern newspapers. Banker's boxes are used for the newer papers as they are much less expensive and the papers are in much better condition.

As of the end of this week, Image Advantage estimates that they will have completed scanning between 195,000 and 200,000 pages for the entire Newspaper Digitization Project. Our part was one third of this when split between ourselves, the Lost Villages Historical Society and the Glengarry Archives. I am awaiting word from Image Advantage as to the amount of scans which have been completed for the Dundas County Archives. This information has not yet been received from Image Advantage.

Newspapers digitized thus far:

Most of our collection of newspapers has been scanned, with some gaps noted, (see below). The majority of the remaining collection is the **Morrisburg Leader**. They were slow to release the papers to me, and they still maintain many back issues. It was also a challenge when I had to rent a van to collect these papers, (at my own expense). I was only able to obtain the Leaders just before the last shut down

in December. The papers came in a much frayed condition so the next step was to find a way to box them, when there was no further budget for boxes. Alan Favreau came to our rescue. He worked diligently to find a source of cardboard and has designed a box that will fit the various formats of the Morrisburg Leader. He was able to deliver a sizable collection of these boxes, as a donation, a couple of weeks ago. I am now working to box these papers so that they can now be sent to be digitized. They could not be processed until they were in order, repaired and boxed.

While we maintain the original back issues of all of the other newspapers, the Morrisburg Leaders are on loan to us only for the Newspaper digitization project. They are all to be returned to the Leader office once digitized, but they are being returned organized, repaired and boxed. They still have newspapers for the years that end in 01, which they have maintained for their “from the archives” section. These have yet to be scanned at some point and I do not have custody of them.

Winchester Press – When the Winchester Press was about to declare bankruptcy I received a heads up that I needed to gather the back issues immediately. I was able to get the assistance of Howard and Leslie Kirkby and Evonne and Ron Delegarde to assist me with this. Unfortunately I had to rent a van (at my expense) as I did not have a car big enough for this task. I do thank them for their assistance as I would not have been able to do this on my own. We now have custody of all of the back issues of this publication, with a few gaps in publication range. These have all been scanned. Some are still at Image Advantage but have reportedly been scanned.

Our newspaper collections currently contain:

- **Chesterville Record** (Chesterville) 1902 to the present with some gaps. 1902 to 1920, 1976 - 1994 scanned. still need to scan 1906 - 1908 which first need extensive archival repair. Need to confirm when the electronic version began and send to be scanned up to that date.
- **Dundas County Herald and St Lawrence reporter** (Morrisburg) 3 issues between 1874 – 1877. All scanned
- **Dundas Courier** (Morrisburg) 3 issues all scanned Januar 13, 1865, October 12, 1866, Sept 12, 1892
- **Iroquois Chieftain** (Iroquois) 1981 to end of publication in October 8, 2008 scanning complete
- **Iroquois Post and Matilda Advocate** (Iroquois) 1930's (some issues) 1940 – 1981. 1930's to 1970 scanned (missing 1951). All scanned
- **Morrisburgh Courier and Dundas County General Advertiser** (Morrisburg) May 22, 1885, Feb 1886, April 15, 1887, June 3, 1887. Scanned
- **Morrisburg Banner** (Morrisburg) 1977 – 78. Scanned

- **Morrisburgh [sic] Courier** a few separate issues located from the 1860s all repaired and scanned.
- **Morrisburg Leader** (Morrisburg) 1917 to the present but 1925 onward are still in the Leader office and need to be brought to the archives and processed. Scanned 1911 – 1912, 1917 – 1918. Yet to be scanned 1950 to 2006 , as I just received them from the Leader office. United Counties has the electronic version of the papers from 2007 on
- **Mountain Herald** (Mountain) one issue Mar 2, 1905. scanned
- **St Lawrence News** (Iroquois - donated by Howard Kirkby) a few issues from the 1890s, 1905 (bound), a few issues from 1906, 1909, 1917, 1918, 1919. scanned
- **Williamsburg Times** (Williamsburg) 2 issues: July 12, 1935 and July 22, 1938 scanned
- **Winchester Press** (Winchester) scattered issues from 1895, 1896, 1897, 1898, 1901, 1910, 1918 to 1987 No issues were found for 1989. All scanned still need to scan 1990 - 2012

Professional development:

In order to keep up to date with new techniques, I had engaged in an Archives Association of Ontario workshop in materials Preservation held in the Ottawa City Archives in the fall / winter of 2019. This was at my own expense, on my own time. I have also taken a few webinars in the process of researching and applying for potential grants, and updates on resources such as the Ontario Land records. This was also on my own time. In 2020 I took several Ontario Archives Association online sessions on emergency preparedness and Emergency planning. These were conducted on my own time.

Trillium Grant:

In November 2019 for the 2020 period we applied for a Trillium Grant. The purpose of this grant was to permit the necessary repairs to the roof. At that point we also designed community outreach programmes such as workshops and guest speakers. It would have permitted the purchase of display cases. The Grant was proposed to have permitted us to bring our computer and facilities up to archival standard, and provided cataloguing software, which we do not have currently. It would also have permitted me to be full time and to add an assistant role. Unfortunately, we were not successful in the grant application.

Electronic Cataloguing:

We do not as yet have any cataloging software or data base management software. This is important for the efficient location of documents / files. At present only pre amalgamation South Dundas materials have been catalogued. This is a priority in order to meet archival standards and to ensure that materials can be efficiently located when needed by municipal staff. I have looked at a few different options:

Many archives, museums such as the Lennox and Addington County Museum and Archives, including Carman House museum use **Past Perfect**. This is US \$870 There is a web based version and a software version. (Past Perfect software Inc)

ReDiscovery Software for archives data base management is \$65 a month for hosting/support and \$975 one time license to install locally with \$322 a year for support.

Archives Space is another programme used by many archives in Ontario. It is an open source archives information management application, so downloadable for free. There is a membership fee for support and training. I am still trying to get a response as to the costs associated. I will update when I can get this.

I asked Alan MacDonald of the Glengarry Archives which option they use. He highly recommends **MINISIS**, as he was previously with the Archives of Ontario and that is what they use. When I got a quote from MINISIS they offered a few different options but software starts at \$2,500 and template design and web interface adds thousands more. Training was between \$750 and \$3,000 so not very accessible.

Archeion is an online catalogue of archives with Institutional Memberships with the Archives Association of Ontario. While it is useful for collections which we would like to promote online, it is not as useful with respect to in house database management and locating documents and files. I would consider this something to post any special collections that may be of interest outside of our region but I do not see this as an option for in-house cataloguing.

I was attempting to get a quote from **LUCIDEA** for their small archives solutions. I am as yet unable to reach anyone to get figures and this is not on their web site. I would presume it would be similar to MINISIS though.

A to M Open source Archival Description Application (www.accesstomemory.org) may be an option. It is to be used in the Newspaper Digitization project. I find that there is a learning curve for this so I looked into training sessions. They are \$299 for online training. Not having ever used this I cannot at this point say whether it is user friendly or not.

There are a number of other options but most are based in USA with USA applications and prices. Past Perfect is based in USA but used in many Canadian institutions, including the Carman House Museum.

Moving forward:

We have applied for a summer student grant. To date we do not yet have knowledge as to whether we are successful in the application.

Plans, moving forward are to continue organizing and cataloguing records of the municipalities, as well as any donations from individuals or groups, assisting researchers and facilitating the process by which we can serve our research clientele.

When someone emails me with a research request, I have always worked to promptly assist them in their query. This will continue. Many people seem to request that I do their research for them. This is not possible for me to do, due to time constraints. But time is spent each time communicating this to people. To date, all research enquiries have commenced with an email, (or a message through the Archives Facebook page), as we are still not as yet open to the public.

At some point it would be desirable to schedule the installation of the wooden shelving that was donated by the Iroquois Public Library for our reading room.

Once we have some archival cataloguing software, one can start creating a catalogue. However, this task is not possible without the software or application.

During the time when we were shut down, I had been actively working on adding to our collection of finding aids and local histories. These tasks were all done on my own time. These will continue. I had also been in contact with a senior archivist at the Ontario Archives. We have made plans that we can repatriate the records of Dundas County that are in their collections. This includes historic newspapers from Dundas Counties. This will be deferred until COVID is no longer an issue. The Ontario Archives has remained closed to the public and most of the archivists were working from home.

Ideally, I would like to be able to obtain a display case to be able to rotate small exhibits. This is of more interest once we are again open to the public. In the past one was sometimes able to find used cases for free when museums have upgraded. These are offered through museum / archives mail lists. Due to COVID-19, these have not been offered as most museums and archives have been closed. Ideally, once we are again able to open to the public I would anticipate we will be busy with researchers.

I would love to be able to host events once we are permitted to do so. Workshops and guest speakers could promote the archives and local history. There has been interest in providing a showcase of local history. A potential fund raiser for the archives was offered by Noreen Gervais of Stone Crop Acres and Tom Schoch (formerly of the Winchester Press). Both have offered to participate in an event to promote local history and to showcase the stories of Dundas County in the past. Noreen has offered to donate the use of her Winery for this event.

Obviously, this will have to wait until the COVID – 19 threat has been alleviated, but it is something to consider for the future.

Susan Peters

dundascountyarchives@gmail.com

<https://northdundas/town-hall/clerk/dundas-county-archives/> and
<http://southdundas.com/residents/dundas-county-archives/>

Job description for Communications position

Responsibilities would include:

Maintaining the Township social media presence on all platforms (increasing and improving our current profile)

Prepare draft media releases, newspaper articles, speeches and presentations as required

Write and edit communications pieces, newsletters, advertisements, tax inserts, brochures, etc

Develop promotional materials when applicable for Departments such as Recreation, and Public Works for example

Undertake special projects and other duties as required

Also of great importance to myself, and I believe all of Council, is to have someone in place whose function includes telling the story of the Township. To improve communication with our Residents, In clear language, with explanation of how decisions will effect lifestyle for example. Or give explanation to the purpose of Council Items of discussion.

We also have a great use for a position which celebrates and advertises successes, opportunities, accomplishments, etc. within our Township

I do not believe this function is currently being fulfilled.

Skills and requirements:

Oral and written communication skills are key

Superior ability/comfort with all social media platforms

Ability to work within the Township framework with Dept Heads, fellow employees, outside agencies and the public, with respect, diplomacy and confidentiality

Evening and weekend hours will be required

Having experience of storytelling will be an asset

Ability to work unsupervised and develop relationships within the Township (ie. with business leaders, agricultural leaders, etc)

Photography skills, and some level of graphic design would be bonus assets

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-33

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

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

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

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

- 1.0** That the Minutes of the In Camera Meetings held March 3, 10 and 23 and the Public Meeting held on April 13, 2021 and the Regular and In Camera Meetings held on April 13, 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 April 27th, 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 27th day of April, 2021.

MAYOR

CLERK