

AGENDA
Township of North Dundas
636 St. Lawrence Street Winchester ON
Tuesday, July 13, 2021
The Regular Meeting will follow the Public Meeting
that starts at 6:30 PM

All meetings will be streamed live on the Township's [YouTube Channel](#)

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 - June 22, 2021](#)

4 - 6

b) [Regular Meeting - June 22, 2021](#)

7 - 13

5. Delegations

a) [Presentation of 2020 Draft Financial Statements](#)
[Annik Blanchard, CPA, CA](#)
[Partner](#)
[BDO Canada LLP](#)

14 - 57

b) [South Nation Conservation Update - Bill Smirle](#)

58 - 60

6. Closed Session

a) Pursuant to Section 239 (2) of the Municipal Act, 2001,
(f) advice that is subject to solicitor-client privilege, including
communications necessary for that purposes.

7. Open Session

8. Action Requests

a) Finance	
i. Excluded Expenses Report	61 - 66
b) Economic Development and Communications	
c) Public Works	
i. Pedestrian Crossing Locations	67 - 69
ii. 2021 Road Improvements and Budget Amendment	70 - 73
iii. Sandy Row - Road Design Award	74 - 80
iv. Wincrest Industrial Avenue - Design and Construction	81 - 88
v. Water and Sewer Allocation	89 - 91
vi. Water Supply Initiatives Update	92 - 112
d) Waste Management	
e) Planning Building and Enforcement	
i. Executive Assistant/Deputy Clerk	113 - 114
ii. New position; Applications Expediter/Building Inspector	115 - 120
f) Recreation and Culture	
i. Agreements with the EOHU	121 - 129
ii. Summer Student Staff Hires	130 - 131
g) Fire	
h) CAO	
i) Clerk	
9. Tenders and Quotations	
a) Purchase of Sidewalk Machine & Attachments	132 - 134
10. By-laws	
a) By-law No. 2021-47 Laliberte Residential Zoning Amendment	135 - 145

b)	<u>By-law No. 2021-48 Country Lane Subdivision - Part Lot Control By-law</u>	146 - 150
c)	<u>By-law No. 2021-50 Deputy Chief Building Official Appointment</u>	151 - 153
d)	<u>By-law No. 2021-49 Agreement of Purchase and Sale - St. John Street</u>	154 - 155
11. Key Information		
a)	<u>Finance - Year End 2020 Surplus by Department</u>	156 - 160
b)	<u>Recreation and Culture - Municipal Pools Updates</u>	161
12. Consent Agenda		
a)	Accounts Action Recommended: That Council receive and file.	
b)	<u>Department Activity Updates</u> <u>Action Recommended:</u> <u>That Council receive and file.</u>	162 - 175
13. Boards and Committees		
14. Motions and Notices of Motions		
15. Petitions		
16. Council Comments and Concerns		
17. Unfinished Business		
18. Ratification By-law		
a)	<u>By-law No. 2021-52</u>	176
19. Adjournment by Resolution		

TOWNSHIP OF NORTH DUNDAS
PUBLIC MEETING TO CONSIDER TWO ZONING AMENDMENTS
June 22, 2021

A Public Meeting of Council, under Section 34 of the *Planning Act, R.S.O. 1990*, as amended was held to consider two proposed zoning amendments; one to the former Township of Winchester Zoning By-law No. 12-93 and one to the former Township of Mountain Zoning By-law 79-6. The meeting was held virtually and broadcast on the Township’s You-Tube channel. Pre-registration was offered to members of the public who wished to address Council during the public meeting.

Roll Call:

Mayor Fraser	Present
Deputy Mayor Armstrong	Present
Councillor Annable	Present
Councillor Hoy	Present
Councillor Thompson	Present

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

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

Moved by Councillor Thompson and seconded by Councillor Hoy that the Public Meeting of the Council of the Corporation of the Township of North Dundas to consider two Zoning By-law Amendments be hereby called to order at 6:31 pm (Martin Reichert & Marc Bisson/Maurice Lafortune Investments.)
CARRIED.

The Chairperson confirmed that in accordance with Section 34 of the Planning Act and Ontario Regulation 545/06, Public Notices were mailed out, emailed and signs posted on June 2, 2021.

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

Detailed planning reports and draft by-laws prepared by Township Planner; Calvin Pol were previously circulated to Council and posted on the Township Website. The Chairperson then turned the meeting over to Mr. Pol who then made a power point presentation outlining the proposed amendments.

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 Ontario Land Tribunal.

Planner Calvin Pol explained the **Marc Brisson Amendment**

The Township of North Dundas has received an application to amend the former Township of Mountain Zoning By-law No. 79-6 to rezone two blocks to Estate Residential – Exception Three (ER-3) to allow the construction of single detached residential dwellings in accordance with the approved plan of subdivision.

The property/land to which the proposed Zoning By-law amendment applies is the subject of a plan of subdivision.

The applicant has applied to amend the former Township of Mountain Zoning By-law No. 79-6, on behalf of Falcon Home Construction Inc. to rezone the two blocks from Rural (RU) to Estate Residential – Exception Three (ER-3) to facilitate the development of the parcels in accordance with the plan of subdivision and the zoning will be consistent with the rest of Country Lane.

The County Official Plan designation is Rural Settlement Area, which allows for rural subdivisions and low-density residential development.

In closing, Mr. Pol commented the proposed Zoning By-law Amendment constitutes good planning and is consistent with the 2020 Provincial Policy Statement and the County Official Plan.

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

Ministries & Public Bodies:

No comments have been received to date.

Comments from the Public:

None.

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

There were no questions from Council. The Applicant was not present and there were no members of the public present.

Planner Calvin Pol explained the **Martin Reichert Amendment**

The Township of North Dundas has received an application to amend the former Township of Winchester Zoning By-law No. 12-93 to rezone a property to Light Industrial – Exception One (ML-1) to allow a custom workshop.

The lands affected by this amendment are described as Part of Lot 18, Concession 11, Part 1 on Registered Plan 8R-4740, former Township of Winchester, now the Township of North Dundas.

If the proposed by-law amendment is adopted, the subject land will be rezoned to Light Industrial – Exception One (ML-1) to allow a custom workshop, specifically for woodworking and drying and selling of garlic crops.

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

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

Ministries & Public Bodies:

No comments have been received to date.

Public Meeting Comments:

A neighbour spoke with Planning Technician, Paul Clarke during a site visit. The neighbour expressed support for the business.

The Clerk also received a written letter from a neighbour expressing their support for the proposed zoning amendment.

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

There were no questions from Council. The Applicant was not present and there were no members of the public present.

Chairperson Fraser stated the by-laws would be considered during the regular meeting of Council.

**Moved by Councillor Thompson and seconded by Councillor Hoy that the Public Meeting of the Council of the Corporation of the Township Dundas to consider two Zoning By-law Amendments be hereby adjourned at 6:45 pm. (Martin Reichert & Marc Bisson/Maurice Lafortune Investments.)
CARRIED.**

Tony Fraser, CHAIRPERSON

Jo-Anne McCaslin, CLERK

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

MINUTES

June 22, 2021

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on June 22, 2021 with Mayor Fraser in the Chair. The meeting was held virtually and broadcast on the Township's YouTube Channel.

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

1. Call Meeting to Order by Resolution
Resolution No. 01

Moved by Councillor Hoy
Seconded by Councillor Annable

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 6:48 pm.

CARRIED

2. Adoption of Agenda
Resolution No. 02

Moved by Councillor Thompson
Seconded by Deputy Mayor Armstrong

THAT Council approve the agenda as presented.

CARRIED

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

4. Adoption of Minutes

a) Public Meeting June 9, 2021

Resolution No. 03

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT the minutes of the Public Meeting of the Council of the Township of North Dundas, held June 9th, 2021 be adopted as presented.

CARRIED

b) Regular Meeting June 9, 2021

Resolution No. 04

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the minutes of the regular meeting of the Council of the Township of North Dundas, held June 9, 2021 be adopted as presented.

CARRIED

5. Delegations

a) Eric Duncan MP, Stormont-Dundas-South Glengarry

MP Duncan highlighted six topics of interest being considered by the Federal Government that directly impact North Dundas. Items included:

Constituency Office Update, Cell & Internet Services (EORN), Via Rail, 9-8-8 National Suicide Line, Affordable Housing/Rental Income and Infrastructure Funding Programs.

Resolution No. 05

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council acknowledges the presentation provided by Eric Duncan, MP Stormont-Dundas-Glengarry this 22nd day of June, 2021.

CARRIED

6. Closed Session

Resolution No. 06

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council proceed in Camera at 7:33 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.

CARRIED

7. Open Session

Resolution No. 07

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT Council move to Open Session at 7:50 pm.
CARRIED

Resolution No.08

Moved by Councillor Thompson
Seconded by Councillor Hoy

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

8. Action Requests

a) Finance – NIL

b) Economic Development and Communications – NIL

c) Public Works – NIL

d) Waste Management – NIL

e) Planning Building and Enforcement

i) Accept Zoning Amendment Application from Dario Laliberte

Resolution No. 09

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT Council hereby accepts the zoning amendment application from Dario Laliberte as complete and directs that the public meeting be held on July 13th, 2021 at 6:30 pm.

CARRIED

f) Recreation and Culture – NIL

g) Fire – NIL

h) CAO

i) Pandemic Staff Accommodation Policy

Resolution No. 10

Moved by Councillor Thompson
Seconded by Councillor Hoy

THAT Council approves policy #88-2020, a COVID-19 Staff Accommodation Policy, as amended to extend the effective date from June 30th to September 30th, 2021.

CARRIED

- i) Clerk – NIL

9. Tenders and Quotations – NIL

10. By-laws

- a) By-law No. 2021-43 Country Lane Zoning By-law Amendment

Resolution No. 11

Moved by Councillor Annable

Seconded by Deputy Mayor Armstrong

THAT By-law No. 2021-43, 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 22nd day of June, 2021.

CARRIED

- b) By-law No. 2021-44 Martin Reichert Zoning By-law Amendment

Resolution No. 12

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT By-law No. 2021-44, being a By-law to amend the former Township of Winchester Zoning By-law No. 12-93, as amended, be read and passed in Open Council, signed and sealed this 22nd day of June, 2021.

CARRIED

- c) By-law No. 2021-45 Establish Certain Fees and Charges

Resolution No. 13

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT By-law No. 2021-45, being a By-law to Establish Fees for certain Licences, Permits, Certificates and various services be read and passed in Open Council, signed and sealed this 22nd day of June, 2021.

CARRIED

11. Key Information

- a) Clerk- Flag Protocol Policy – Clerk McCaslin presented a draft policy outlining protocol relating to displaying flags and flying flags at half mast to mark a period of mourning and to commemorate special observances on properties owned and operated by the Township of North Dundas. Mayor Fraser requested the policy be amended to include flying the Pride flag at the municipal office during the month of June.

Resolution No. 14

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council approves policy #90-2021, a Flag Protocol Policy, as amended, this 22nd day of June, 2021.

CARRIED

12. Consent Agenda

Resolution No. 15

Moved by Councillor Annable
Seconded by Councillor Hoy

Support for 988 Crisis Line

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;

AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS the Township of North Dundas Council recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT the Township of North Dundas Council endorses this 988-crisis line initiative;

and that Staff be directed to forward a copy of this resolution to MP Eric Duncan, to indicate our support.

CARRIED.

13. Boards and Committees

- a) County Council: Mayor Fraser congratulated Deputy Mayor Armstrong on being elected Warden of the United Counties of SDG.

Mayor Fraser advised the Counties have agreed to revise the speed limits on County Rd 1 in Hallville. Using landmarks, travelling north on County Rd 1, the 50 km zone will be extended about 200 metres north of the existing sign, putting it south of the new road into the Wylie Creek subdivision. A new transitional 60 km zone will be extended about 250 metres north at the Hallville Fire Station and will end at the village limits.

- b) Art on the Waterfront: A social event is in the works in conjunction with the Chesterville and District Agricultural Society. More details to follow.

- c) Canada Day: Mayor Fraser –Unfortunately, no celebrations this year.

- d) Chesterville & District Historical Society: Councillor Thompson – No report.
- e) Chesterville Carnival: Councillor Thompson - No report.
- f) Dairyfest: Councillor Hoy – No report.
- g) Display of Lights: Mayor Fraser – No report.
- h) Fire Steering Committee: Fire Commissioner Armstrong – Hoping to schedule an in-person meeting in the near future in a suitably sized building.
- i) Winchester Downtown Revitalization: Councillor Annable – Flags have been repaired and erected on poles in the downtown core.

14.Motions and Notices of Motions – NIL

15.Petitions - NIL

16.Council Comments and Concerns:

a) Gypsy Lane

Mayor Fraser advised it has come to his attention that the east portion of what is commonly called “Gypsy Lane” has not been officially named. With a new business proposed in this area, he feels this is an appropriate time to properly name the road.

b) August meeting:

Mayor Fraser advised the date for the regular meeting has been changed from August 10th to August 17th.

c) Public Swimming:

Public swimming will be available this weekend, preregistration is required. Please contact the Township for details.

17.Miscellaneous/Unfinished Business – NIL

18.Ratification By-law

Resolution No.16

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT By-law No. 2021-46 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 22nd day of June, 2021.
CARRIED

19.Adjournment by Resolution
Resolution No. 17

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT Council adjourn at 8:30 pm to the call of the Chair.

CARRIED

MAYOR

CLERK



TOWNSHIP OF NORTH DUNDAS

AUDIT FINAL REPORT TO THE COUNCIL

July 13, 2021



TABLE OF CONTENTS

SUMMARY..... 2

AUDIT FINDINGS 4

INTERNAL CONTROL MATTERS..... 6

OTHER REQUIRED COMMUNICATIONS 7

APPENDICES..... 8

SUMMARY

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Council in fulfilling its responsibilities. This report has been prepared solely for the use of the Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.



Status of the Audit

As of the date of this report, we have substantially completed our audit of the 2020 financial statements, pending completion of the following items:

- ▶ Receipt of signed management representation letter
- ▶ Subsequent events review through to financial statement approval date
- ▶ Approval of financial statements by the Council

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement.

The scope of the work performed was substantially the same as that described in our Planning Report to the Council dated February 9, 2021.



Internal Control Matters

We are required to report to you in writing, any significant deficiencies in internal control that we have identified. The specifics of this communication are included in our report below. No control deficiencies were noted that, in our opinion, are of significant importance to discuss with those charged with governance.



Materiality

As communicated to you in our Planning Report to the Council, preliminary materiality was \$350,000. Final materiality remained consistent with what was planned.



Audit Findings

Our audit focused on the risks specific to your business and key accounts. Our discussion points below focus on areas of significant risks of material misstatement, or the following items:

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



Independence

Our annual letter confirming our independence was previously provided to you. We know of no circumstances that would cause us to amend the previously provided letter.



Adjusted and unadjusted Differences

We have disclosed all significant adjusted and unadjusted differences identified through the course of our audit engagement. Each of these items has been discussed with management.

Management has determined that the unadjusted differences are immaterial both individually and in aggregate to the financial statements taken as a whole. Should the Council agree with this assessment, we do not propose further adjustments.

For purposes of our discussion, a summary of adjusted and unadjusted differences omissions has been presented in Appendix A.

Please refer to the Auditor's Responsibilities for Detecting Fraud in the Planning Report to the Council.



Management Representations

During the course of our audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base our audit opinion. These representations were documented by including in the audit working papers memoranda of discussions with management and written representations received from management.



Fraud Discussion

Through our planning process, and current and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the Township.

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

AUDIT FINDINGS

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Township's accounting practices, including accounting policies, accounting estimates and financial statement disclosures. In order to have a frank and open discussion, these matters will be discussed verbally with you. A summary of the key discussion points are as follows:

SIGNIFICANT RISKS OF MATERIAL MISSTATEMENT	RISKS NOTED	AUDIT FINDINGS
Revenue recognition	Canadian Auditing Standards require the audits to include a significant risk with regards to revenue recognition.	<p>We reviewed the taxes receivable listing and assessed the reasonability of the allowance for doubtful accounts. We concluded that the allowance recorded was reasonable.</p> <p>In addition, we sent confirmations to residents to ensure the existence of outstanding balances. Based on the confirmations, we concluded that the outstanding balances existed since no discrepancies were noted.</p>
Liability for contaminated sites	There are significant estimates used to determine the liability for contaminated sites.	We reviewed the analysis performed by management to identify the sites that are affected by this Standard. Based on our testing, we concur with management's conclusions.
Management override of controls	Management override of controls is a standard risk in all audits.	We reviewed the journal entries recorded during the year and performed audit work to evaluate the risk of fraud. No issues were encountered in our testing.

OTHER RISKS AND PLANNED RESPONSE

AREAS OF FOCUS	RISKS NOTED	AUDIT FINDINGS
Estimates on the landfill obligations	Risk related to the nature of the estimate.	We reviewed the analysis performed by management to identify the sites that are affected by this Standard. Based on our testing, we concur with management's conclusions.
WSIB liability	Risk there are any claims from emergency respondents of the Township for health claims.	As in prior years, we include the estimate of the liability on our summary of unadjusted misstatements.
Potential lawsuits	Risk of potential lawsuits against the township.	We reviewed the legal expenses and received legal confirmations. No issue noted.
Recognition of grant revenue	Risk that grants are not recorded in the proper period.	We reviewed a sample of grant agreements. No issues noted in our testing.
COVID-19	The impact of COVID-19 is far reaching and continuously evolving. The virus could have an impact on the Township in the future (i.e. realization of assets and revenue streams).	We discussed the impact of COVID-19 with management, and considered the impact in each financial statement area. Adapted testing for area deemed touch by COVID-19
Accounting of Subdivisions project	Risk of capital assets transferred to the Township as part of subdivision projects are missing in the financial statement.	We reviewed all subdivision agreement and correct the financial statement upon finding some missing assets.

INTERNAL CONTROL MATTERS

During the course of our audit, we performed the following procedures with respect to the Township's internal control environment:

- ▶ Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.

The results of these procedures were considered in determining the extent and nature of substantive audit testing required.

We are required to report to you in writing, significant deficiencies in internal control that we have identified during the audit. A significant deficiency is defined as a deficiency or combination of deficiencies in

internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

As the purpose of the audit is for us to express an opinion on the Township's financial statements, our audit cannot be expected to disclose all matters that may be of interest to you. As part of our work, we considered internal control relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

Although no control deficiencies were noted that, in our opinion, are of significant importance to discuss with those charged with governance, we have issued a management letter which can be found in Appendix B.

OTHER REQUIRED COMMUNICATIONS

Potential effect on the financial statements of any material risks and exposures, such as pending litigation, that are required to be disclosed in the financial statements.

- BDO Response: There are instances of claims but it is too early to determine the outcome as such no liability has been recorded in the financial statements.

Material uncertainties related to events and conditions that may cast significant doubt on the entity's ability to continue as a going concern.

- BDO Response: None noted

Disagreements with management about matters that, individually or in the aggregate, could be significant to the entity's financial statements or our audit report.

- BDO Response: None noted

Matters involving non-compliance with laws and regulations.

- BDO Response: None noted

Significant related party transactions that are not in the normal course of operations and which involve significant judgments made by management concerning measurement or disclosure.

- BDO Response: None noted

Management consultation with other accountants about significant auditing and accounting matters.

- BDO Response: None noted

Other Matters

- BDO Response: None noted

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the attached table summarizes these additional required communications.

APPENDICES

Appendix A: Adjusted and unadjusted differences

Appendix B: Management letter

Appendix C: BDO resources

APPENDIX A: ADJUSTED AND UNADJUSTED DIFFERENCES

Township of North Dundas

Year End: December 31, 2020

Journal Entries

Date: 01/01/2020 To 12/31/2020

0.10

Prepared by	Detail Rev	Gen Rev	Quality Rev
4th Level Rev	Tax Rev	AJB 05/31/2021 IS Audit Rev	Other Rev

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
1	12/31/2020	Capital Expenditures reclassified in Cap Assets	9999	U.03		3,886,377.45		
1	12/31/2020	Investment in Tangible Capital Assets	1-6-9900-9900	U.03	3,886,377.45			
To reclassify the adjustment to the capital expenditures from an equity account to a contract account								
2	12/31/2020	Cap Exp - Materials - Administration	4000	U.03	866.07			
2	12/31/2020	Cap Exp - Materials - Protection	4005	U.03	5,924.28			
2	12/31/2020	Cap Exp - Cont. Services - Protection	4006	U.03	6,816.14			
2	12/31/2020	Cap Exp - Materials - Environmental	4010	U.03	184,300.48			
2	12/31/2020	Cap Exp - Cont. Services - Environmental	4011	U.03	220,658.75			
2	12/31/2020	Cap Exp - Materials - Parks and recreation	4015	U.03	7,416.00			
2	12/31/2020	Cap Exp - Cont. Services - Parks and Recreation	4016	U.03	17,364.45			
2	12/31/2020	Cap Exp - Materials - Planning & Development	4020	U.03	2,517.60			
2	12/31/2020	Cap Exp - Cont. Services - Planning & Development	4021	U.03	694.51			
2	12/31/2020	Cap Exp - Materials - Transportation	4025	U.03	10,053.82			
2	12/31/2020	Cap Exp - Cont. Services - Transportation	4026	U.03	85.00			
2	12/31/2020	Cap Expenditures reclassified in Materials	9997	U.03		211,078.25		
2	12/31/2020	Cap Expenditures reclassified in Cont. Services	9998	U.03		245,618.85		
To reclassify capital expenditures to materials and contributed services								
5	12/31/2020	Road Base	1-6-3101-3000	U.08. 1	561,771.67			
5	12/31/2020	Acc. Amort. - Road Base	1-6-3101-3050	U.08. 1		85,959.29		
5	12/31/2020	Road Surface	1-6-3101-3100	U.08. 1	299,533.33			
5	12/31/2020	Acc. Amort. - Road Surface	1-6-3101-3150	U.08. 1		47,950.00		
5	12/31/2020	Storm Linear	1-6-3101-3900	U.08. 1	92,000.00			
5	12/31/2020	Acc. Amort. - Storm Linear	1-6-3101-3950	U.08. 1		12,266.67		
5	12/31/2020	Illumination	1-6-3800-3600	U.08. 1	800.00			
5	12/31/2020	Acc. Amort. - Illumination	1-6-3800-3650	U.08. 1		293.33		
5	12/31/2020	Land Improvements	1-6-7260-1100	U.08. 1	20,490.00			
5	12/31/2020	Acc. Amort. - Land Improvements	1-6-7260-1150	U.08. 1		683.00		
5	12/31/2020	Water Linear	1-6-9000-6100	U.08. 1	19,133.33			
5	12/31/2020	Acc. Amort. - Water Linear	1-6-9000-6150	U.08. 1		2,296.00		
5	12/31/2020	Valves	1-6-9000-6600	U.08. 1	18,133.33			
5	12/31/2020	Acc. Amort. - Valves	1-6-9000-6650	U.08. 1		4,352.00		
5	12/31/2020	Water Linear	1-6-9010-6100	U.08. 1	57,000.00			
5	12/31/2020	Acc. Amort. - Water Linear	1-6-9010-6150	U.08. 1		5,700.00		
5	12/31/2020	Valves	1-6-9010-6600	U.08. 1	36,000.00			
5	12/31/2020	Acc. Amort. - Valves	1-6-9010-6650	U.08. 1		7,200.00		
5	12/31/2020	Sanitary Linear	1-6-9020-6200	U.08. 1	65,200.00			
5	12/31/2020	Acc. Amort. - Sanitary Linear	1-6-9020-6250	U.08. 1		7,824.00		
5	12/31/2020	Sanitary Linear	1-6-9030-6200	U.08. 1	56,000.00			
5	12/31/2020	Acc. Amort. - Sanitary Linear	1-6-9030-6250	U.08. 1		5,600.00		
5	12/31/2020	Investment in Tangible Capital Assets	1-6-9900-9900	U.08. 1		621,211.22		
5	12/31/2020	Road Base - Amortization Expense	1-7-3101-5300	U.08. 1	16,772.07			
5	12/31/2020	Parking Lots - Amortization	1-7-3101-5350	U.08. 1	10,204.44			
5	12/31/2020	Storm Linear - Amortization Expense	1-7-3101-5390	U.08. 1	1,226.67			
5	12/31/2020	Illumination - Amortization Expense	1-7-3800-5370	U.08. 1	26.67			
5	12/31/2020	Land Improvements - Amortization Expense	1-7-7260-5110	U.08. 1	683.00			
5	12/31/2020	Water Linear - Amortization Expense	1-7-9000-5610	U.08. 1	191.33			
5	12/31/2020	Valves - Amortization Expense	1-7-9000-5660	U.08. 1	362.67			
5	12/31/2020	Water Linear - Amortization Expense	1-7-9010-5610	U.08. 1	570.00			
5	12/31/2020	Valves - Amortization Expense	1-7-9010-5660	U.08. 1	720.00			
5	12/31/2020	Sanitary Linear - Amortization Expense	1-7-9020-5620	U.08. 1	652.00			
5	12/31/2020	Sanitary Linear - Amortization Expense	1-7-9030-5620	U.08. 1	560.00			
5	12/31/2020	Developers asset contributions	1-7-9900-8005	U.08. 1		456,695.00		
To book contributed asset in 2020, and the amortization of previously transferred contributed assets.								
6	12/31/2020	Transfer - Interest on Reserve and Reserve Fund	2900	UU1.03	21,610.03			
6	12/31/2020	Interest on Reserve and Reserve Fund	5500	UU1.03		21,610.03		
To record the interest income on the reserve and reserve funds.								
7	12/31/2020	Landfill Closure And Post Closure Costs	1-1-1450-1200	HH_PS.03	52,833.00			
7	12/31/2020	Landfill Closure & Post-Closure Costs	1-2-1400-1202	HH_PS.03		52,833.00		
7	12/31/2020	Landfill Obligations	1-5-4020-7811	HH_PS.03	52,833.00			

Township of North Dundas

Year End: December 31, 2020

Journal Entries

Date: 01/01/2020 To 12/31/2020

0.10-1

Prepared by	Detail Rev	Gen Rev AJB 05/31/2021	Quality Rev
4th Level Rev	Tax Rev	IS Audit Rev	Other Rev

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
7	12/31/2020	Landfill Closure/Expansion	1-5-4020-8002	HH_PS.03		52,833.00		
		To record the additional estimated landfill remediation costs						
					5,728,381.09	5,728,381.09		
Net Income (Loss)			1,074,897.33					

Township of North Dundas

Year End: December 31, 2020

Journal Entries

Date: 01/01/2020 To 12/31/2020

0.11

Prepared by	Detail Rev	Gen Rev	Quality Rev
4th Level Rev	Tax Rev	AJB 05/31/2021 IS Audit Rev	Other Rev

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
R1	12/31/2020	Accounts Receivable - BookKing	1-1-1100-1142	KK.06		57,810.75		
R1	12/31/2020	Deferred Revenue - BookKing	1-2-1100-3707	KK.06	57,810.75			
To reclassify Bookking deferred revenue also included in Bookking accounts receivable.								
R2	12/31/2020	Donations & Transfers to Others	1-5-1200-2700	TB.06		50,000.00		
R2	12/31/2020	Transfer to Reserves – Dundas Manor	1-5-1200-9002	TB.06	50,000.00			
R2	12/31/2020	Proceeds on Disposal of Capital Assets	1-7-3254-7000	TB.06	36,655.47			
R2	12/31/2020	Gain/Loss on Disposal of Capital Assets	1-7-3254-8000	TB.06		36,655.47		
PBC entry								
R4	12/31/2020	Amortization Expense - Transportation	5002		31,968.85			
R4	12/31/2020	Road Base - Amortization Expense	1-7-3101-5300			16,772.07		
R4	12/31/2020	Road Surface - Amortization Expense	1-7-3101-5310			10,204.44		
R4	12/31/2020	Storm Linear - Amortization Expense	1-7-3101-5390			1,226.67		
R4	12/31/2020	Illumination - Amortization Expense	1-7-3800-5370			26.67		
R4	12/31/2020	Land Improvements - Amortization Expense	1-7-7260-5110			683.00		
R4	12/31/2020	Water Linear - Amortization Expense	1-7-9000-5610			191.33		
R4	12/31/2020	Valves - Amortization Expense	1-7-9000-5660			362.67		
R4	12/31/2020	Water Linear - Amortization Expense	1-7-9010-5610			570.00		
R4	12/31/2020	Valves - Amortization Expense	1-7-9010-5660			720.00		
R4	12/31/2020	Sanitary Linear - Amortization Expense	1-7-9020-5620			652.00		
R4	12/31/2020	Sanitary Linear - Amortization Expense	1-7-9030-5620			560.00		
To reclassify subdivision addition amortization to roads								
R5	12/31/2020	Amortization Expense - Administration	5000	U.04. 1	80,550.82			
R5	12/31/2020	Amortization Expense - Protection	5001	U.04. 1	174,232.37			
R5	12/31/2020	Amortization Expense - Transportation	5002	U.04. 1	1,375,109.57			
R5	12/31/2020	Amortization Expense - Environmental	5003	U.04. 1	732,606.93			
R5	12/31/2020	Amortization Expense - Parks and Recreation	5004	U.04. 1	347,300.48			
R5	12/31/2020	Amortization Expense - Planning & development	5005	U.04. 1				
R5	12/31/2020	BDO Amortization reclassification	5006	U.04. 1		2,709,800.17		
To reclassify amortization expense for financial purposes - to update with final #								
R6	12/31/2020	T/F Reserves Chesterville Fire	1-4-2040-9000	PBC		500.00		
R6	12/31/2020	Donation & Transfer to Others	1-5-2040-2700	PBC	500.00			
Proposed by client entry, correct funds transfer out of reserves								
					2,886,735.24	2,886,735.24		
Net Income (Loss)			1,074,897.33					

SUMMARY OF UNADJUSTED DIFFERENCES

The following is a summary of uncorrected misstatements noted during the course of our audit engagement:

Township of North Dundas
Summary of Unadjusted Misstatements
 Thursday, December 31, 2020

Description of Misstatement	Identified Misstatements	Projections of Identified Misstatements	Estimates	Proposed Adjustments			
				Assets Dr(Cr)	Liabilities Dr(Cr)	Opening R/E Dr(Cr)	Income Dr(Cr)
Understatement of WSIB liability	126,809		126,809		(126,809)	126,809	
Likely Aggregate Misstatements Before Effect of Previous Year's Errors and Estimates	126,809	-	126,809	-	(126,809)	126,809	-
Effect of Previous Year's Errors				-	-	-	-
Likely Aggregate Misstatements				-	(126,809)	126,809	-

Details of why no adjustment has been made to the financial statements for the above items:

Amounts are not significant and only estimate and would not sway the opinion of the financial statement users

APPENDIX B: MANAGEMENT LETTER



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

BDO Canada LLP
180 Kent Street
Suite 1700
Ottawa, Ontario
K1P 0B6

July 13, 2021

Township of North Dundas

Attention: Mr. Gareau
636 St. Lawrence Street
P.O. Box 489
Winchester, ON
K0C 2K0

Dear Mr. Gareau, CPA, CA, AMCT

During the course of our audit of the financial statements of Township of North Dundas for the year ended December 31, 2020, we identified matters which may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

The responsibility for producing financial statements and ensuring adequate internal controls and sound business practices is the responsibility of the Board of Directors through management and is a part of management's overall responsibility for the ongoing activities of the township. Policies and procedures developed by the township to safeguard its assets and to provide reasonable assurance that errors and irregularities or illegal acts are promptly identified, must be properly monitored to ensure that all staff are complying with the guidelines provided. Where we determined, from our testing, that there exists a need for improvement in existing systems of internal control or if we detected that the township's staff are not complying with the critical accounting policies and procedures provided by management, we increased our year-end testing of account balances to ensure that audit risk was kept to an appropriately low level.

The comments and concerns expressed herein did not have a material effect on the township's financial statements and, as such, our opinion thereon was without reservation. However, in order for the township to ensure the safeguarding of its assets and the accuracy of its records, we believe our comments and concerns should be taken into consideration by management. Our comments are not intended to reflect upon the honesty or competence of the township's employees.

The matters we have identified are discussed in Appendix 1.

This communication is prepared solely for the information of management and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.



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

BDO Canada LLP
180 Kent Street
Suite 1700
Ottawa, Ontario
K1P 0B6

Yours truly,

A handwritten signature in black ink that reads "Annik Blanchard". The signature is written in a cursive style with a large, stylized initial "A".

Annik Blanchard, CPA, CA
Partner
BDO Canada LLP
Chartered Professional Accountants, Licensed Public Accountants



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

BDO Canada LLP
 180 Kent Street
 Suite 1700
 Ottawa, Ontario
 K1P 0B6

Appendix 1

Subdivisions

During the course of the audit, we noticed the Township hadn't been accounting for transferred tangible capital assets (roads, sewer and water infrastructure, etc.) when a subdivision ends and the Township takes ownerships of these assets. The Township must account for all its assets. We recommend that the Finance team and the Planning, Building and Enforcement team perform a yearly review of the on-going subdivision project, and ensure to account for the asset when they are transferred to the Township.

Points from the information systems auditors

A) BDO noted that a terminated user that exited on October 30, 2020 was still active on the Vadim Application as at March 17, 2021 when the list of users was generated. The account of terminated staff may be used to gain unauthorized access to the application.

BDO recommends that user access to all applications should be disabled when they exit the organization. A formal user access review should be performed to ascertain that only current and active staff have access to the application

B) BDO noted that there was no evidence of periodic user access review for all in-scope applications.

The lack of user access review could result in the following:

1. Segregation of duties issues if an employee moves to a new department, but retains system privileges from the previous department;
2. Misuse of dormant administrative accounts that are still active
3. System compromise using vendor passwords that never expire

BDO recommends that the organization performs a formal user access review and formalizes the process through documentation of the result of the user access review.

C) BDO noted Segregation of Duties conflicts between users with business admin function and technical admin function on the BookKing application where some members of the Finance Department have privileged access on the application. There exists a risk that privileged accounts could potentially be used to modify system setting or provisioned access, which could result in unauthorized changes being made to system settings, user permissions or could lead to such accounts being used to perform unauthorized transactions. BDO recommends that the organization (1) only assign the power user role to those with the technical need to have it in order to perform their job function and (2) implement a business review control with a set frequency that will ensure that no business transaction is performed using the power user assigned to technical employee.



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

BDO Canada LLP
 180 Kent Street
 Suite 1700
 Ottawa, Ontario
 K1P 0B6

D) BDO noted approvals for creation of users on the RBC and BMO online banking portals were verbal and informal. There were no emails, tickets, or forms as evidence of approvals used to create users hence there are no proper documentations of approval and access level to be provisioned for new users on the RBC and BMO online banking portal. Unauthorized users may be created on the online banking application. These unauthorized users may be granted excessive access privileges and they may be used to process erroneous financial transactions.

BDO recommends that a formal process be established for the creation of users on the RBC and BMO banking portals, such that access level is defined for the new users are defined and documented for reference purposes.

Point carry-over from 2020: Stalled project in deferred revenue account

During the course of the audit, we noticed there are amounts in deferred revenue for contracts which haven't moved for some years. Per discussion with the Director of Planning, Building and Enforcement, it's unclear if some of those contracts will be completed at all.

We recommend an overall analysis of the stalled project by the Township and that the ones who won't be complete be written off.

Point carry-over from 2017: Whistle blower policy

There are a number of ethical and legal reasons for an organization to have a strong whistle blower policy. Having a clearly defined policy not only encourages whistle blowing, but the guidelines outlined in the policy protect both the employee and the employer should a situation arise.

We recommend that the Township adopt a whistle blower policy in order to strengthen its control environment surrounding potential fraud or illegal acts. If any employee reasonably believes that some policy, practice or activity of the Township is in violation of law, they would be protected when reporting such activity. We consider this to be best-practice for larger organizations.

APPENDIX C: BDO RESOURCES

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

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

PSAS PUBLICATIONS

BDO's national department issues a number of publications on PSAS.

- Public Sector Accounting Standards Annual Update
- A Guide to Financial Instruments in the Public Sector
- PSAB at a Glance Series of Publications

For additional information, please refer to the following link:

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

COVID-19 RESOURCES

As global reactions and responses to coronavirus (COVID-19) continue to evolve and change, BDO has issued a number of publications on the financial reporting and tax implications resulting from the outbreak to assist organizations in navigating these challenging times. This includes publications on the accounting implications arising from changing economic conditions, understanding available government assistance, crisis management and responding to liquidity changes.

For additional information on the impact of COVID-19 can have on all aspects of an organization's operations, refer to the following link: [COVID-19 Resources | BDO Canada](#)

EVENTS

BDO also hosts a number of live and web-based events throughout the year. Many of our events are eligible for professional development hours (MyPDR) for individuals with a financial professional designation.

A comprehensive list of events is available at:

- <https://www.bdo.ca/events/>

Corporation of the Township of North Dundas Financial Statements

For the year ended December 31, 2020

Contents

Management's Responsibility for the Financial Statements	2
Independent Auditor's Report	3 - 4
Financial Statements	
Statement of Financial Position	5
Statement of Operations	6
Statement of Changes in Net Financial Assets	7
Statement of Cash Flows	8
Summary of Significant Accounting Policies	9 - 10
Notes to Financial Statements	11 - 24

Management's Responsibility for the Financial Statements

The accompanying financial statements are prepared in accordance with Canadian public sector accounting standards.

The financial statements are the responsibility of management and have been approved by the municipal council.

To assess certain facts and operations, management has made estimates based on its best judgement of the situation and by taking into account materiality.

Management is responsible for maintaining appropriate internal control and accounting systems that provide reasonable assurance that the Township's policies are adopted, that its operations are carried out in accordance with the appropriate laws and authorizations, that its assets are adequately safeguarded, and that the financial statements are based on reliable accounting records.

The Township's power and responsibilities are exercised by the municipal council.

The responsibilities of the municipal council include overseeing financial reporting and presentation procedures, which includes reviewing and approving the financial statements.

The independent auditor, BDO Canada LLP, has audited the financial statements and presented the following report.

Angela Rutley
Chief Administrative Officer

John Gareau, CPA, CA
Treasurer

Winchester, Ontario
Report date

Independent Auditor's Report

To the members of council, inhabitants and ratepayers of the Corporation of the Township of North Dundas

Opinion

We have audited the financial statements of the Corporation of the Township of North Dundas ("the Township"), which comprise the statement of financial position as at 2020, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Township as at 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Restated Comparative Information

We draw attention to Note 1 to the financial statements, which explains that certain comparative information for the year ended December 31, 2019 has been restated. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Ontario
Report date

Corporation of the Township of North Dundas

Statement of Financial Position

December 31	2020	2019 Restated
Financial assets		
Cash	\$ 8,511,058	\$ 10,876,142
Investments (Note 2)	5,161,406	2,235,625
Taxes receivable	2,150,641	2,135,359
Accounts receivable	1,272,548	1,147,654
Long-term receivables (Note 3)	141,949	205,003
	<u>17,237,602</u>	<u>16,599,783</u>
Liabilities		
Accounts payable and accrued liabilities	1,189,215	1,183,312
Other current liabilities	706,947	565,499
Landfill closure and post-closure (Note 4)	1,833,845	1,773,658
Deferred revenue (Note 5)	1,993,450	1,662,623
Net long-term liabilities (Note 6)	913,445	1,069,513
	<u>6,636,902</u>	<u>6,254,605</u>
Net financial assets	<u>10,600,700</u>	<u>10,345,178</u>
Non-financial assets		
Tangible capital assets (Note 7)	55,746,173	54,766,969
Prepaid expenses	24,550	68,524
Inventory	48,236	71,976
	<u>55,818,959</u>	<u>54,907,469</u>
Accumulated surplus (Note 12)	<u>\$66,419,659</u>	<u>\$ 65,252,647</u>
Commitments (Note 14)		
Contingency (Note 15)		
On behalf of the council:		
_____ Mayor	_____ Deputy Mayor	

Corporation of the Township of North Dundas

Statement of Operations

For the year ended December 31	2020 Budget (Note 13)	2020 Actual	2019 Actual Restated
Revenues			
Taxation	\$ 6,871,092	\$ 6,884,254	\$ 6,324,754
User charges	4,099,552	3,910,716	3,918,011
Government transfers			
Government of Canada	476,364	548,434	681,722
Province of Ontario	1,298,180	1,582,213	1,883,025
Other municipalities	409,440	385,340	147,267
Other revenues (Note 8)	555,120	912,792	606,573
	<u>13,709,748</u>	<u>14,223,749</u>	<u>13,561,352</u>
Expenses (Note 9)			
General government	1,729,294	1,673,858	1,554,779
Environmental services	2,899,336	3,440,871	2,610,716
Planning and development	747,371	492,091	492,344
Protection services	1,367,249	1,318,143	1,296,891
Recreation and cultural services	2,184,232	1,960,639	2,031,151
Transportation services	3,868,156	4,223,260	3,603,974
	<u>12,795,638</u>	<u>13,108,862</u>	<u>11,589,855</u>
Other			
Obligatory reserve funds revenue recognized (Note 5)	<u>115,451</u>	<u>52,125</u>	<u>3,952</u>
Annual surplus	1,029,561	1,167,012	1,975,449
Accumulated surplus, beginning of the year	<u>65,252,647</u>	<u>65,252,647</u>	<u>63,277,198</u>
Accumulated surplus, end of the year	<u>\$ 66,282,208</u>	<u>\$66,419,659</u>	<u>\$ 65,252,647</u>

Corporation of the Township of North Dundas

Statement of Changes in Net Financial Assets

For the year ended December 31	2020 Budget (Note 13)	2020 Actual	2019 Actual Restated
Annual surplus	\$ 1,029,561	\$ 1,167,012	\$ 1,975,449
Acquisition of tangible capital assets	(5,843,852)	(4,736,739)	(3,245,685)
Amortization of tangible capital assets	2,741,768	2,741,768	2,569,909
Loss (gain) on disposal of tangible capital assets	-	558,888	(599,364)
Proceeds on disposal of tangible capital assets	77,165	456,879	651,615
	<u>(1,995,358)</u>	<u>187,808</u>	<u>1,351,924</u>
Decrease (increase) in inventory	-	23,740	(9,873)
Decrease (increase) in prepaid expenses	-	43,974	(22,334)
	<u>-</u>	<u>67,714</u>	<u>(32,207)</u>
Net change in net financial assets	(1,995,358)	255,522	1,319,717
Net financial assets, beginning of the year	10,345,178	10,345,178	9,025,461
Net financial assets, end of the year	<u>\$ 8,349,820</u>	<u>\$10,600,700</u>	<u>\$ 10,345,178</u>

Corporation of the Township of North Dundas

Statement of Cash Flows

For the year ended December 31	2020	2019 Restated
Operating transactions		
Annual surplus	\$ 1,167,012	\$ 1,975,449
Items not affecting cash:		
Amortization of tangible capital assets	2,741,768	2,569,909
Loss (gain) on disposal of tangible capital assets	558,888	(599,364)
	<u>4,467,668</u>	<u>3,945,994</u>
Changes in non-cash operating balances:		
Increase in taxes receivable	(15,282)	(146,952)
Increase in accounts receivable	(124,894)	(53,875)
Decrease in long-term receivables	63,054	21,918
Increase in accounts payable and accrued liabilities	5,903	113,046
Increase in other current liabilities	141,448	97,820
Increase in landfill closure and post-closure	60,187	9,779
Increase in deferred revenue	330,827	396,398
Decrease (increase) in inventory	23,740	(9,873)
Decrease (increase) in prepaid expenses	43,974	(22,334)
	<u>4,996,625</u>	<u>4,351,921</u>
Capital transactions		
Acquisition of tangible capital assets	(4,736,739)	(3,245,685)
Proceeds on disposal of tangible capital assets	456,879	651,615
	<u>(4,279,860)</u>	<u>(2,594,070)</u>
Investing transactions		
Change in investments	<u>(2,925,781)</u>	<u>(35,223)</u>
Financing transactions		
Repayment of long-term liabilities	<u>(156,068)</u>	<u>(128,262)</u>
Net (decrease) increase in cash	(2,365,084)	1,594,366
Cash, beginning of the year	<u>10,876,142</u>	<u>9,281,776</u>
Cash, end of the year	<u>\$ 8,511,058</u>	<u>\$ 10,876,142</u>

Corporation of the Township of North Dundas

Summary of Significant Accounting Policies

December 31, 2020

Nature and Purpose of the Entity	The Corporation of the Township of North Dundas (the "Township") was created through provincial legislation and commenced operations on January 1, 1998. The Township is responsible for providing municipal services such as community services, emergency and protective services including police and fire and public works including roads, sewers and wastewater, drinking water, garbage and recycling.
Basis of Accounting	The financial statements have been prepared in accordance with Canadian public sector accounting standards.
Use of Estimates	The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the statement of financial position, and the reported amounts of revenues and expenses during the reporting year. The amounts that include estimates are those relating to tangible capital assets as well as those relating to the landfill closure and post-closure.
Revenue Recognition	<p>Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurred. For property taxes, the taxable event is the year for which the tax is levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts.</p> <p>Government transfers are recognized as revenue in the financial statements when the transfer is authorized and all eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.</p> <p>Charges for sewer and water usage are recorded as user charges. Connection fee revenues are recognized when the connection has been established.</p> <p>Interest income earned on available funds, other than obligatory reserve funds, are reported as revenue in the year earned. Investment income earned on obligatory reserve funds is added back to the reserve fund balance and forms part of the deferred revenue balance.</p> <p>Sales of services, included in user charges, are recognized on an accrual basis, as the services are rendered.</p>

Corporation of the Township of North Dundas Summary of Significant Accounting Policies

December 31, 2020

Landfill	The estimated costs to close and maintain the landfill site are based on estimated future expenses in current dollars, discounted, adjusted for estimated inflation, and are recognized and charged to expense as the landfill site's capacity is used.														
Counties and School Boards	The Township collects taxation revenue on behalf of the school boards and the United Counties of Stormont, Dundas and Glengarry. The taxation, other revenue, expenses, assets and liabilities with respect to the operations of the school boards and the United Counties of Stormont, Dundas and Glengarry are not reflected in these financial statements.														
Deferred Revenue	Revenues restricted by legislation, regulation or agreement and not available for general municipal purposes are reported as deferred revenue on the statement of financial position. The revenue is recognized on the statement of operations in the year in which it is used for the specified purpose.														
Inventory	Inventory of goods not held for resale is measured at cost. Cost is determined on a first in, first out basis.														
Tangible Capital Assets	<p>Tangible capital assets are stated at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is provided on the basis of their useful lives using the straight-line method as follows:</p> <table> <tr> <td>Land improvements</td><td>15 to 75 years</td></tr> <tr> <td>Buildings</td><td>15 to 50 years</td></tr> <tr> <td>Roads, sidewalks and bridges</td><td>7 to 75 years</td></tr> <tr> <td>Equipment, furniture and machinery</td><td>3 to 30 years</td></tr> <tr> <td>Water infrastructure</td><td>20 to 100 years</td></tr> <tr> <td>Sewer infrastructure</td><td>75 to 100 years</td></tr> <tr> <td>Vehicles</td><td>7 to 20 years</td></tr> </table> <p>Landfill sites are amortized using the units of production method based upon capacity used during the year.</p>	Land improvements	15 to 75 years	Buildings	15 to 50 years	Roads, sidewalks and bridges	7 to 75 years	Equipment, furniture and machinery	3 to 30 years	Water infrastructure	20 to 100 years	Sewer infrastructure	75 to 100 years	Vehicles	7 to 20 years
Land improvements	15 to 75 years														
Buildings	15 to 50 years														
Roads, sidewalks and bridges	7 to 75 years														
Equipment, furniture and machinery	3 to 30 years														
Water infrastructure	20 to 100 years														
Sewer infrastructure	75 to 100 years														
Vehicles	7 to 20 years														

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

1. Prior Period Correction

During the year-end audit, the Corporation of the Township of North Dundas's management realized there was a significant amount of capital assets missing, due to the fact the tangible capital assets transferred as part of subdivision agreement had never been accounted for. The work performed led to the addition of significant capital assets that should have been accounted for between 2009 and 2015. These assets were accounted for at the fair market value depending on the date it was actually transferred to the Township and amortized over the estimated useful life of the asset. The balance affected opening 2019 accumulated surplus. The impact of this correction of error was as follows:

	<u>2019</u>
<u>Statement of Financial Position</u>	
Increase in non-financial assets	\$ 620,413
Increase in accumulated surplus	<u>\$ 620,413</u>
<u>Statement of Operations</u>	
Decrease in annual surplus	<u>\$ 18,691</u>
Increase in opening accumulated surplus	<u>\$ 639,104</u>

2. Investments

	<u>2020</u>	<u>2019</u>
Guaranteed investment certificates, 2.15% to 3.47%, maturing no later than December 2023.	\$ 5,161,406	\$ 130,173
Mutual funds	-	<u>2,105,452</u>
	<u>\$ 5,161,406</u>	<u>\$ 2,235,625</u>

3. Long-Term Receivables

	<u>2020</u>	<u>2019</u>
Mortgage receivable, 3.5%, due July 2021, receivable by annual instalments of \$29,926, principal and interest	\$ 28,905	\$ 56,825
Municipal drain debentures	82,815	105,570
Loan receivable, Community improvement plans	<u>30,229</u>	<u>42,608</u>
	<u>\$ 141,949</u>	<u>\$ 205,003</u>

The payments receivable for the mortgage receivable for the next two years amount to: 2021, \$27,920; 2022, \$28,905.

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

4. Landfill Closure and Post-Closure

The Environmental Protection Act sets out the regulatory requirements to properly close and maintain all active and inactive landfill sites. Under environmental law, there is a requirement for closure and post-closure care of solid waste landfill sites. This requirement is to be provided for over the estimated remaining life of the landfill site based on usage.

Landfill closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, pumping of groundwater and leachates from the site, ongoing environmental monitoring, site inspection and maintenance and reporting to the Ministry. The reported liability is based on estimates and assumptions with respect to events extending over a 30 year period using the best information available to management. Future events may result in significant changes to the estimated total expenses, capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

		2020	2019
	Total estimated expenses	Accrued liabilities	Accrued liabilities
Boyne landfill site	\$ 1,487,693	\$ 1,487,693	\$ 1,429,559
Mountain landfill site	346,152	346,152	344,099
	<u>\$ 1,833,845</u>	<u>\$ 1,833,845</u>	<u>\$ 1,773,658</u>

The estimated remaining capacity of the landfill sites, being a percentage of the total estimated capacity and the estimated remaining life of the sites are indicated below. The estimated number of years for post-closure care is also indicated.

	% of remaining capacity	Remaining life	Post-closure period
Boyne landfill site	-	-	25
Mountain landfill site	-	-	25

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

5. Deferred Revenue

	2020	2019
Obligatory Reserve Funds		
Development charges	\$ 1,296,801	\$ 968,380
Recreational land	282,063	244,218
Federal Gas Tax	-	110,187
Ontario Community Infrastructure Fund (OCIF)	2,803	2,038
Other		
Building code act	326,497	278,137
Deposits	85,286	59,663
	<u>\$ 1,993,450</u>	<u>\$ 1,662,623</u>

The net change during the year in the restricted deferred revenue balance is made up of the following:

	Development charges	Recreational land	Federal Gas Tax	OCIF
Deferred revenue, beginning of the year	\$ 968,380	\$ 244,218	\$ 110,187	\$ 2,038
Restricted funds received during the year	368,305	34,550	342,132	274,880
Interest earned	12,241	3,295	2,875	765
Revenue recognized during the year	(52,125)	-	(455,194)	(274,880)
	<u>\$ 1,296,801</u>	<u>\$ 282,063</u>	<u>\$ -</u>	<u>\$ 2,803</u>

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

6. Net Long-Term Liabilities

	2020	2019
Loan, 1.52%, due April 2022, payable by monthly instalments of \$4,309, principal plus interest (LED street light conversion).	\$ 68,938	\$ 120,641
Loan, 2.24%, due April 2030, payable by monthly instalments of \$3,475, principal plus interest (Winchester arena slab).	389,186	430,885
Loan, 2.24%, due April 2030, payable by monthly instalments of \$3,326, principal plus interest (Chesterville arena upgrades).	372,506	412,417
Tile drainage loans bear interest at 6% and are repayable in annual instalments. The loans are due between 2020 and 2029 and are recoverable from benefiting landowners	82,815	105,570
	<u>\$ 913,445</u>	<u>\$ 1,069,513</u>

The principal payments for the next five years amount to: 2021, \$156,068; 2022, \$156,713; 2023, \$116,203; 2024, \$98,366; 2025, \$90,255.

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

7. Tangible Capital Assets

	2020				
	Land	Land improvements and landfill sites	Buildings	Roads, sidewalks and bridges	Equipment, furniture and machinery
Cost, beginning of year	\$ 2,365,567	\$ 9,920,917	\$ 9,726,151	\$ 39,641,827	\$ 5,366,603
Acquisitions of tangible capital assets	47,717	285,498	433,837	2,396,731	245,788
Disposals of tangible capital assets	(20,096)	(145,758)	(126,505)	(1,514,862)	(451,992)
Cost, end of year	2,393,188	10,060,657	10,033,483	40,523,696	5,160,399
Accumulated amortization, beginning of year	-	3,170,575	4,171,100	19,081,030	3,274,551
Amortization of tangible capital assets	-	188,434	289,510	1,215,466	289,866
Disposals of tangible capital assets	-	(110,012)	(43,017)	(944,386)	(364,883)
Accumulated amortization, end of year	-	3,248,997	4,417,593	19,352,110	3,199,534
Net carrying amount, end of year	\$ 2,393,188	\$ 6,811,660	\$ 5,615,890	\$ 21,171,586	\$ 1,960,865

	Water infrastructure	Sewer infrastructure	Vehicles	Total
Cost, beginning of year	\$ 14,721,339	\$ 8,821,281	\$ 4,359,000	\$ 94,922,685
Acquisitions of tangible capital assets	166,822	131,986	1,028,360	4,736,739
Disposals of tangible capital assets	(77,848)	(158,515)	(199,671)	(2,695,247)
Cost, end of year	14,810,313	8,794,752	5,187,689	96,964,177
Accumulated amortization, beginning of year	4,917,076	3,002,811	2,538,573	40,155,716
Amortization of tangible capital assets	314,770	139,040	304,682	2,741,768
Disposals of tangible capital assets	(21,742)	-	(195,440)	(1,679,480)
Accumulated amortization, end of year	5,210,104	3,141,851	2,647,815	41,218,004
Net carrying amount, end of year	\$ 9,600,209	\$ 5,652,901	\$ 2,539,874	\$ 55,746,173

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

7. Tangible Capital Assets (continued)

	2019				
	Land	Land improvements and landfill sites	Buildings	Roads, sidewalks and bridges	Equipment, furniture and machinery
Cost, beginning of year	\$ 2,367,186	\$ 9,735,092	\$ 9,122,513	\$ 38,963,716	\$ 4,554,355
Acquisitions of tangible capital assets	-	203,572	603,638	1,373,233	863,145
Disposals of tangible capital assets	(1,619)	(17,747)	-	(695,122)	(50,897)
Cost, end of year	2,365,567	9,920,917	9,726,151	39,641,827	5,366,603
Accumulated amortization, beginning of year	-	2,943,998	3,926,447	18,587,175	3,022,155
Amortization of tangible capital assets	-	240,065	244,653	1,188,977	268,209
Disposals of tangible capital assets	-	(13,488)	-	(695,122)	(15,813)
Accumulated amortization, end of year	-	3,170,575	4,171,100	19,081,030	3,274,551
Net carrying amount, end of year	\$ 2,365,567	\$ 6,750,342	\$ 5,555,051	\$ 20,560,797	\$ 2,092,052

	Water infrastructure	Sewer infrastructure	Vehicles	Total
Cost, beginning of year	\$ 14,689,309	\$ 8,710,079	\$ 4,505,072	\$ 92,647,322
Acquisitions of tangible capital assets	38,946	111,202	51,949	3,245,685
Disposals of tangible capital assets	(6,916)	-	(198,021)	(970,322)
Cost, end of year	14,721,339	8,821,281	4,359,000	94,922,685
Accumulated amortization, beginning of year	4,605,209	2,856,745	2,562,149	38,503,878
Amortization of tangible capital assets	315,250	146,066	166,689	2,569,909
Disposals of tangible capital assets	(3,383)	-	(190,265)	(918,071)
Accumulated amortization, end of year	4,917,076	3,002,811	2,538,573	40,155,716
Net carrying amount, end of year	\$ 9,804,263	\$ 5,818,470	\$ 1,820,427	\$ 54,766,969

The book value of tangible capital assets not being amortized because they are under construction is \$961,399 (2019 - \$800,002).

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

8. Other Revenues

	2020 Budget	2020 Actual	2019 Actual
Donations	\$ 61,854	\$ 554,693	\$ 55,260
Interest and penalties on taxes	330,000	254,481	320,273
Interest income	163,266	103,618	231,040
	<u>\$ 555,120</u>	<u>\$ 912,792</u>	<u>\$ 606,573</u>

9. Expenses by Object

Total expenses for the year reported on the statement of operations are as follows:

	2020	2019 Restated
Amortization of tangible capital assets	\$ 2,741,768	\$ 2,569,909
Contracted services	2,248,728	2,175,719
Contributions to other organizations	197,543	234,027
Loss (gain) on disposal of tangible capital assets	558,888	(599,364)
Materials	2,764,065	2,768,746
Rents and financial expenses	55,262	46,627
Salaries, wages and benefits	4,542,608	4,394,191
	<u>\$13,108,862</u>	<u>\$ 11,589,855</u>

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

10. Pension Agreement

The Township is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Township has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles. The Township records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the Plan for past employee service.

OMERS provides pension services to almost 500,000 active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of the OMERS Primary Pension Plan (the Plan) by comparing the fair market value of the invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2020. The results of this valuation disclosed total actuarial liabilities of \$113,055 million in respect of benefits accrued for service with fair market assets at that date of \$109,844 million indicating an actuarial deficit of \$3,211 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Township does not recognize any share of the OMERS pension surplus or deficit. The amount contributed to OMERS by the Township for 2020 was \$266,877 (2019 - \$248,836).

11. Operations of School Boards and the United Counties of Stormont, Dundas and Glengarry

During the year, the following taxation revenues were raised and remitted to the school boards and the United Counties of Stormont, Dundas and Glengarry:

	2020	2019
School boards	<u>\$ 3,974,555</u>	<u>\$ 3,945,934</u>
United Counties of Stormont, Dundas and Glengarry	<u>\$ 9,784,723</u>	<u>\$ 9,189,278</u>

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

12. Accumulated Surplus

	2020	2019
Reserves		
Working fund	\$ 2,332,308	\$ 2,140,408
Fire	840,570	740,193
Recreation and culture	254,403	347,103
Roads	1,141,243	1,454,404
Sewer and water	4,887,251	4,309,827
Waste management	382,036	414,662
Other	210,064	177,090
	<u>10,047,875</u>	<u>9,583,687</u>
Reserve funds		
Association and events	117,195	82,087
Infrastructure	2,185,931	2,185,931
Recreation and culture	37,803	53,900
Roads	-	20,220
Sewer and Water	869,155	565,869
South Mountain Union Cemetery	17,996	18,176
Waste management	532,297	1,132,830
	<u>3,760,377</u>	<u>4,059,013</u>
Investment in tangible capital assets		
Invested in tangible capital assets	55,746,173	54,766,969
Unfinanced tangible capital assets	(470,291)	(419,421)
Related net long-term liabilities	(830,630)	(963,943)
	<u>54,445,252</u>	<u>53,383,605</u>
Unfinanced landfill closure and post-closure	<u>(1,833,845)</u>	<u>(1,773,658)</u>
Accumulated surplus	<u>\$66,419,659</u>	<u>\$ 65,252,647</u>

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

13. Budget

The Financial Plan (Budget) By-Law adopted by Council was not prepared on a basis consistent with that used to report actual results (Canadian public sector accounting standards). The budget was prepared on a modified accrual basis while Canadian public sector accounting standards requires a full accrual basis. In addition, the budget expenses all tangible capital assets rather than including amortization of tangible capital assets expense. As a result, the budget figures presented in the statements of operations and changes in net financial assets represents the Financial Plan adopted by Council with adjustments as follows:

	<u>2020</u>
Budget for the year	\$ -
Add:	
Acquisition of tangible capital assets	5,843,852
Less:	
Proceeds on disposal of tangible capital assets	(77,165)
Transfers from accumulated surplus	(1,995,358)
Amortization of tangible capital assets	<u>(2,741,768)</u>
Budgeted surplus per statement of operations	<u>\$ 1,029,561</u>

14. Commitments

The Township has signed a non-expiring contract for fire services. The amount agreed upon for those services is \$39,053 per year.

The Township has signed a three year contract for an environmental assesement for a landfill which expires in December 2021. The amount agreed upon for those services is \$60,747 for 2021.

The total minimum annual payments over the next five years are as follows:

2021	\$ 329,634
2022	\$ 99,800
2023	\$ 39,053
2024	\$ 39,053
2025	\$ 39,053

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

15. Contingency

During 2014, the Government of Ontario expanded regulations to include six additional cancers presumed to be work-related for firefighters under the Workplace Safety and Insurance Act. This change is retroactive to January 1, 1960. During the years 1997 to 2010, the Township was a Schedule 2 employer for WSIB, meaning that the Township self-insured for WSIB benefits. This change in regulations may give rise to liabilities of the Township for work-related cancers incurred by firefighters during that period. The Township is assessing the impact of this change and is unable to determine whether a liability exists at year end. Consequently, no provision has been made in these financial statements for any liability that may result.

16. Uncertainty due to COVID-19

The global pandemic linked to the COVID-19 virus continues to disrupt economic activities. It has also impacted the Township's operations and, in particular, its ability to provide services to its citizens as normal; this includes temporary closures of municipal sites, the reduction of services offered and more reliance on online services. Although the operational disruption resulting from the virus is expected to be temporary, given the dynamic nature of these circumstances and the duration of the disruption, the financial impacts cannot be reasonably estimated at the date of this report. The Township's ability to pay for its operating costs depends on its ability to continue to maintain liquidity and collect payments from taxation and user charges.

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

17. Segmented Information

The Township is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire, water and sewer, transportation and recreational. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

Environmental

Environmental services consists of providing the Township's drinking water, waste disposal as well as garbage and recycling collection to citizens, processing and cleaning sewage and ensuring the water and sewer system meet all Provincial standards.

Planning and Development

This department provides a number of services including city planning and review of all property development plans through its application process. It also provides maintenance of municipal drains, which ensures proper drainage for agricultural properties and tile drainage, whereas the Township acts an intermediate between the landowners and the province.

Protection

Protection is comprised of police services, fire protection, conservation authority, protective inspection, control and emergency measures and enforcement of building and construction codes. The police services work to ensure the safety and protection of the citizens and their property. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The inspection and control department includes building inspection, by-law enforcement and dog control services.

Recreation and Cultural

Recreation and cultural consists of providing services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure programs and facilities including community halls, libraries, parks, recreation fields and arenas.

Transportation

Transportation is responsible for providing the winter and summer maintenance, the repair and construction of the Township's roads system including bridges, sidewalks and culverts.

General Government

This item relates to the revenues and expenses from operations of the Township itself and cannot be directly attributed to a specific segment.

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

17. Segmented Information (continued)

For the year ended December 31	Environmental	Planning and Development	Protection	Recreation and Cultural	Transportation	General Government	2020 total
Revenues							
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,884,254	\$ 6,884,254
User charges	2,874,447	147,219	190,229	301,644	3,575	393,602	3,910,716
Government transfers - Federal	-	-	-	63,840	478,714	5,880	548,434
Government transfers - Provincial	-	16,483	2,287	-	363,807	1,199,636	1,582,213
Government transfers - Other municipalities	4,542	21,034	16,807	36,139	125,973	180,845	385,340
Other revenues (Note 8)	50,810	456,695	28,329	70,427	25,000	281,531	912,792
Obligatory reserve funds revenue (Note 5)	61	-	5,451	-	46,613	-	52,125
	2,929,860	641,431	243,103	472,050	1,043,682	8,945,748	14,275,874
Expenses							
Amortization of tangible capital assets	732,607	-	174,232	347,300	1,407,078	80,551	2,741,768
Contracted services	1,294,664	128,319	119,472	87,810	451,491	166,972	2,248,728
Contributions to other organizations	-	50,472	91,937	31,134	-	24,000	197,543
Loss on disposal of tangible capital assets	90,096	3,826	13,973	43,277	359,477	48,239	558,888
Materials	583,414	45,030	233,737	565,607	940,537	395,740	2,764,065
Rents and financial expenses	652	596	571	20,001	24,102	9,340	55,262
Salaries, wages and benefits	739,438	263,848	684,221	865,510	1,040,575	949,016	4,542,608
	3,440,871	492,091	1,318,143	1,960,639	4,223,260	1,673,858	13,108,862
Annual surplus (deficit)	\$ (511,011)	\$ 149,340	\$ (1,075,040)	\$ (1,488,589)	\$ (3,179,578)	\$ 7,271,890	\$ 1,167,012

Corporation of the Township of North Dundas

Notes to Financial Statements

December 31, 2020

17. Segmented Information (continued)

For the year ended December 31	Environmental	Planning and Development	Protection	Recreation and Cultural	Transportation	General Government	2019
Revenues							
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,324,754	\$ 6,324,754
User charges	2,527,280	115,640	198,842	663,074	12,000	391,148	3,907,984
Government transfers - Federal	35,651	-	-	37,240	608,831	-	681,722
Government transfers - Provincial	614,769	30,010	23,172	9,357	299,017	906,700	1,883,025
Government transfers - Other municipalities	45,357	19,734	11,604	36,689	11,140	32,770	157,294
Other revenues (Note 8)	50,810	-	28,329	23,987	-	503,447	606,573
Obligatory reserve funds revenue (Note 5)	-	-	-	-	-	3,952	3,952
	<u>3,273,867</u>	<u>165,384</u>	<u>261,947</u>	<u>770,347</u>	<u>930,988</u>	<u>8,162,771</u>	<u>13,565,304</u>
Expenses							
Amortization of tangible capital assets	632,432	30,686	187,535	315,504	1,327,385	76,367	2,569,909
Contracted services	1,296,310	93,654	135,320	111,113	337,045	202,277	2,175,719
Contributions to other organizations	-	41,413	86,792	96,822	-	9,000	234,027
(Gain) loss on disposal of tangible capital assets	(591,248)	-	(1,429)	(13,558)	6,871	-	(599,364)
Materials	573,317	55,693	266,596	583,353	920,299	369,488	2,768,746
Rents and financial expenses	-	655	625	19,879	14,898	10,570	46,627
Salaries, wages and benefits	699,905	270,243	621,452	918,038	997,476	887,077	4,394,191
	<u>2,610,716</u>	<u>492,344</u>	<u>1,296,891</u>	<u>2,031,151</u>	<u>3,603,974</u>	<u>1,554,779</u>	<u>11,589,855</u>
Annual surplus (deficit)	\$ 663,151	\$ (326,960)	\$ (1,034,944)	\$ (1,260,804)	\$ (2,672,986)	\$ 6,607,992	\$ 1,975,449

July 13, 2021

To: North Dundas Council Members

From: Bill Smirle

Re: South Nation Conservation Authority Update

Mayor Tony Fraser;

Deputy Mayor Al Armstrong;

Councilors: Gary Annable;

Tyler Hoy;

John Thompson

CAO: Angela Coleman

Deputy CAO/Clerk: Jo-Anne McCaslin

Sirs and Madames:

I am pleased to bring you this update from my Meetings at the South Nation Conservation Authority.

As well, I have oral comments in a few other areas that I believe will be of interest to you and with your permission, I will at the end of my SNCA Report, give you very brief updates on: ALUS (Alternative Land Use Services); The Dundas Manor Project; The Morewood Cenotaph Project:

SNCA Report:

- 1) Two day “Fish Camps” will be scheduled with four in English and one in French, although students can be accommodated at all. Staff has adapted all procedures to follow the strict health rules necessitated by Covid:
 - Cass Bridge Conservation Area, Winchester (July 07 & 08);
 - High Falls CA, Casselman (July 14 & 15);
 - Jessup’s Falls CA, Plantagenet (July 21 & 22
 - High Falls CA, Casselman (August 04 & 05)
 - Cass Bridge CA, Winchester (August 11 & 12)

- 2) Ongoing Conservation Area Restoration:
 - Ash Tree Management at Cass Bridge – the Park was closed June 07 & 08
 - Site clean-up, dead tree removal at Oschmann Forest CA – Park closed June 15-18, (And the firewood was donated to Lazarus House)
 - Several other sites around the Watershed have also received “clean-ups”
- 3) With grants requested and received SNCA has hired a few very well qualified students to work with us during the summer
- 4) At the May Meeting the Board endorsed three key actions developed by the Conservation Ontario Governance Accountability and Transparency Initiative to: i) Update Administrative Bylaws; ii) report proactivity on Priorities; iii) promote/demonstrate results; As well, staff will assist Conservation Ontario to identify additional improvements and best management practices
- 5) We have received a number of grants (from 50 – 100% of costs) and staff is continuing to review/look for available grants that would assist us - and to make requests
- 6) The Natural Heritage System Project (a joint venture with SD&G and P&R – a first in Ontario) has been very successfully completed
- 7) June was a very busy month for our committees. Two met June 01 - Fish & Wildlife and Forestry (and note that over a quarter million trees were planted in our watershed this spring); June 02 - Joint Occupational Health & *Planning Act*; Joint Occupational Health and Safety Committee; June 07 – Clean Water; June 11 – Leitrim Wetland Advisory; June 16 – Communications. All of these Reports were approved at our June 17, Meeting.

On June 30 the Low Water Review Committee met to confirm that we remain in Level #1 re Low Water.
- 8) I would recommend that you consider reviewing these four Reports posted on the SNCA website from the Agenda of the June 2021 Meeting. They are: **i) “Update: Conservation Authority Programmes: Current SNCA Partnerships”** (pages 44-46); **ii) Update: Programme and Service Agreements”** (pages 47-49); **iii) “Update; Requirement for Community Advisory Boards”** (page 50); **iv) Update on the Minister of Municipal Affairs and Housing’s use of Minister Zoning Orders under the *Planning Act*”.** (page 51)

- I believe that you will find them of interest and will note that our Authority is – and has been - following the new Ministry guidelines.
- 9) Permits issued and Planning Activity in both of May and June really exceed those of similar months in recent years.
 - 10) SNCA Continues to add more property to its holdings through gifts and purchases or combinations of these. Most are forested, partial wetlands with a few grassland areas for “at risk species”.
 - 11) It has been a busy couple of months!

Thanks for the opportunity to present.

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

Respectively submitted,

Bill Smirle



ACTION REQUEST – Finance	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	Excluded Expenses Report

RECOMMENDATION:

THAT Council adopt the attached 2021 Excluded Expenses Report, dated July 13th, 2021, regarding additional financial disclosure requirements for the 2021 budget year pursuant to Ontario Regulation 284/09.

BACKGROUND:

Ontario Regulation 284/09 (O. Reg. 284/09) permits a municipality to exclude from their annual budget, three specific expenses. They are:

1. Amortization expenses;
2. Post-employment benefits expenses; and
3. Solid waste landfill closure and post-closure expenses.

The intent of O. Reg. 284/09 is to encourage municipalities to plan and budget for the three types of expenses listed above.

If these expenses are excluded, the municipality shall prepare a report on the impact and adopt the report by resolution

Since 2009, Section 3150 of the Public Sector Accounting Board Handbook (PSAB), has required municipalities to record the cost of tangible capital assets and related amortization expense in their annual financial statements. However, these accounting standards do not require that budgets be prepared on the same basis. Property tax rates are determined on a cash basis and exclude costs for non-cash transactions such as amortization. This is common practice with the majority of municipal budgets in Ontario and most continue to prepare budgets on this “modified cash basis”.

Amortization Expenses:

The Township’s budget excludes amortization (a non-cash expense) but includes transfers to reserves and reserve funds as well as estimated amounts to acquire capital assets. These transfers are held in reserve to fund future asset replacements as needed.

The 2021 budget includes transfers to reserves in the amount of \$217,600, acquisition of capital assets in the amount of \$6,620,757, financing of unfinanced

capital in the amount of \$104,500 and budgeted drawdown of reserves in the amount of \$2,288,511. For 2021, amortization is estimated to be \$2,741,769.

Post-employment Benefits Expenses

The Township has no post-employment benefits expenses and as such this section of the O. Reg. 284/09 requirement is not applicable.

Solid Waste Landfill Closure and Post-Closure Expenses

The PSAB adjustment made to landfill closure and post-closure costs for the 2020 fiscal year-end was an increase in the estimated liability by an amount of \$60,187. The estimate for the 2021 fiscal year is unknown at this time.

OPTIONS AND DISCUSSION:

1. **Approve the following 2021 Excluded Expenses Report - recommended:** Approval of this Report is in compliance with legislation and would result in these transactions being included in the Township of North Dundas' 2021 audited Financial Statements.
2. **Do not approve the 2021 Excluded Expenses Report.** This option is **not recommended**; non-approval would result in non-compliance with Ontario Regulation 284/09. Without an Excluded Expenses Report, the 2021 approved budget would require an amendment to include these costs.

FINANCIAL ANALYSIS:

The 2021 Excluded Expenses Report has no direct financial impact on the Township since it is simply providing information on non-cash related transactions. The Township's budget is cash based and non-cash transactions such as amortization expenses, post-employment benefits expenses and solid waste landfill closure and post-closure costs have not been included. The Excluded Expenses Report is the reconciliation between the two reporting methods and this information will be included in the Township's 2021 audited Financial Statements.

OTHERS CONSULTED:

CAO
Deputy-Treasurer
Auditors

ATTACHMENTS:

Excluded Expenses Report, Appendix # 1
Ontario Regulation 284/09, Appendix # 2
Reconciliation of 2020 Surplus to Audited FS, App # 3

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

TOWNSHIP OF NORTH DUNDAS
2021 EXCLUDED EXPENSES REPORT, DATED JULY 13TH 2021
O. REG 284/09

Summary of Excluded Expenses

Amortization Expense	\$2,741,769
Landfill Closure and Post-Closure	60,187
Post-Employment Benefits	<u>Nil</u>

Net Adjustment to amounts recorded in Audited FS	<u><u>\$2,801,956</u></u>
--	---------------------------

Allocation of Estimated Amortization Expense by Asset Class:

Bridges (including guide rails)	\$ 111,063
Buildings	286,762
Equipment	269,692
Land Improvements	105,568
Transportation Network (roads, parking lots, sidewalks, traffic signal)	1,127,197
Vehicles	266,365
Water and Sewer	575,122
Total	<u>\$ 2,741,769</u>

Allocation of Estimated Amortization Expense by Department:

General Government	\$ 72,291
Protection to Persons and Property	182,492
Transportation Services	1,406,086
Waste Management	128,914
Recreation	347,300
Planning and Development	29,564
Water and Sewer	575,122
Total	<u>\$ 2,741,769</u>

**Municipal Act, 2001
ONTARIO REGULATION 284/09
BUDGET MATTERS — EXPENSES**

Exclusion

1. In preparing the budget for a year, a municipality or local board may exclude from the estimated expenses described in paragraph 3 of subsection 289 (2) and in paragraph 3 of subsection 290 (2) of the Act all or a portion of the following:

1. Amortization expenses.
2. Post-employment benefits expenses.
3. Solid waste landfill closure and post-closure expenses. O. Reg. 284/09, s. 1.

Report

2. (1) For 2011 and subsequent years, the municipality or local board shall, before adopting a budget for the year that excludes any of the expenses listed in section 1,

- (a) prepare a report about the excluded expenses; and
- (b) adopt the report by resolution. O. Reg. 284/09, s. 2 (1).

(2) If a municipality or local board plans to adopt or has adopted a budget for 2010 that excludes any of the expenses listed in section 1, the municipality or local board shall, within 60 days after receiving its audited financial statements for 2009,

- (a) prepare a report about the excluded expenses; and
- (b) adopt the report by resolution. O. Reg. 284/09, s. 2 (2).

Contents

3. A report under section 2 shall contain at least the following:

1. An estimate of the change in the accumulated surplus of the municipality or local board to the end of the year resulting from the exclusion of any of the expenses listed in section 1.
2. An analysis of the estimated impact of the exclusion of any of the expenses listed in section 1 on the future tangible capital asset funding requirements of the municipality or local board. O. Reg. 284/09, s. 3.

Review

4. The Ministry of Municipal Affairs and Housing shall initiate a review of this Regulation on or before December 31, 2012. O. Reg. 284/09, s. 4.

Commencement

5. This Regulation is deemed to have come into force on January 1, 2009.

Appendix # 2

[illegible]



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	Pedestrian Crossing Locations

RECOMMENDATION:

THAT Council authorize Public Works to replace the existing pedestrian crossovers located at Main Street at Christie Lane in Winchester, and Main Street at Church Street in Chesterville, with level 2, Type C crossovers; AND THAT Council approves budget amendment #2021-12 in the amount of \$5,000.

BACKGROUND:

The Township of North Dundas currently has two mid-block controlled pedestrian crossing locations, as follows:

1. St. Lawrence Street and Clarence Street, Traffic Signals, 50km/hr.
2. St. Lawrence Street and Wintonia Drive, Pedestrian crossover, level 2, Type C, 50km/hour.

In 2020, staff received requests for additional controlled pedestrian crossings within the Township, specifically at Christie Lane in Winchester and Church Street in Chesterville. A pedestrian crossing assessment was completed with the following results:

1. Pedestrian volume is greater than 100 during 8-hours (during school times)
2. 8-hour vehicle volume is greater than 750 vehicles (SDG 3 / Main Street Winchester – 8,700 vpd (vehicles per day) and SDG 7 / Main Street, Chesterville – 2500 vpd)
3. 200m minimum distance is maintained with the next crossing
4. AADT is less than 35,000

Hence, this report recommends the following:

Convert the existing Pedestrian crossover level 2, Type D with level 2, Type C (flashing lights on top of signs) at:

1. Main Street at Christie Lane, Winchester
2. Main Street at Church Street, Chesterville

These crossings will be similar to the crossing at St. Lawrence Street and Wintonia Drive in Winchester. This type of crossing will also create consistency across SDG on Counties Road for pedestrian crossings.

OPTIONS AND DISCUSSION:

1. **Allow the replacement of pedestrian crossovers** – recommended.
2. **Do not allow the replacement of pedestrian crossovers** – not recommended.

FINANCIAL ANALYSIS:

There is no impact to tax rate. The pedestrian crossing lights and poles were purchased as part of the 2020 budget. The installation work will be completed in-house at the cost of approximately \$5000 (equipment rentals, materials, etc.) through sidewalk reserve funds as per budget amendment 2021-12, see attached.

OTHERS CONSULTED:**ATTACHMENTS:**

Budget Amendment # 2021-12

PREPARED BY:

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

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - July 13, 2021

Budget Amendment - 2021-12 - Transportation Services

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
----------------	--------------------	-------------------------------------	---------------------------	-----------------------------------

Costs

Sidewalks - Installation of Level 2, Type C Crosswalks	1-5-3035-8000	30,000	35,000	5,000
		\$ 30,000	\$ 35,000	\$ 5,000

Financing

Transfer from Reserve - Sidewalks (1-3-2000-8111)	1-4-3035-9000	28,898	33,898	5,000
		\$ 28,898	\$ 33,898	\$ 5,000



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	2021 Road Improvements and Budget Amendment

RECOMMENDATION:

THAT Council receives the 2021 Road Improvements and Budget Update; AND THAT Council approves budget amendment No. 2021-11 in the amount of \$150,000 incl. HST.

BACKGROUND:

Council, on May 12, 2021, approved the award of asphalt paving of various roads to A. L. Blair in the amount of \$2,984,471.91 including HST.

As there was variance between the approved budget and the award amount, it was committed that during construction, staff would work with the contractor to find efficiencies, through the provisional items, to reduce the overall project cost by approximately \$170,000. Furthermore, should a budget amendment be required at a future date, it would be brought forward to Council for approval.

A. L. Blair, in working with the staff, identified potential cost savings in the amount of \$220,000. These savings will be utilized to keep the asphalt paving of various roads within the existing budget and will also be applied towards other projects such as the gravel maintenance contract, performance of ditching work along Silver Fox Crescent, etc.

Following is brief update on the project:

Schedule:

Overall, the project is on schedule for completion by October 2021. Paving of St. John Street, Christina Street, Levere Road and Kerrs Ridge Road are completed and deficiencies identified to the contractor for rectification. It is anticipated that the project will be completed within budget.

Cost and Scope – Additional Projects:

As part of this project update, staff would like to seek Council's direction on four road additional public works projects:

1. Levere Road from Development Road to Crowder Road:

As per the 2021 approved budget and the tender, the section of Levere Road from Crowder Road to CR 3 is planned for removal of existing surface treatment and placement of asphalt. However, the existing gravel section of Levere Road from Development Road to Crowder Road was not identified for paving. It is recommended by the contractor to convert the gravel section of the Levere Road from Development Road to Crowder Road to a paved section, similar to the rest of Levere Road. A. L. Blair has submitted a cost estimate of approximately \$125,000 for this work. The section of Levere Road from CR3 to the dead end will remain as gravel.

2. Catch Basin Repairs on Clark Road:

The Clark Road catch basins need parging as well replacement of the frame and grates. The cost to do this additional work is around \$5500. The work is recommended as it will ensure proper drainage on the roadway as well enhance the life of the pavement.

3. Sidewalk Raise on Clark Road:

Further, as part of another project, the sidewalk on Clark Road is planned for replacement by D-Squared Construction. However, in discussion with the A. L. Blair (road contractor), it is recommended to raise the sidewalk to improve the grades on the roadway and to eliminate existing ponding areas on the pavement. There is a potential cost associated with raising the sidewalk as additional granular material are required.

The raised sidewalk will create a safety buffer for pedestrians. The sidewalk will be lowered at the driveways to match existing grades. At a few areas, a swale will be required behind the sidewalk to direct water flows towards the low point to cross the sidewalk and move towards the roadway.

Estimated cost to raise the sidewalk will be approximately \$10,000.

4. Material Testing:

The Township has hired St. Lawrence testing to undertake material and compaction testing of granular and asphalt placement for approximately \$5,000.

OPTIONS AND DISCUSSION:

1. **Council approves the four additional public works projects and approves Budget Amendment No. 2021-11 – recommended.**
2. **Council approves some of the four additional public works projects – not recommended.**
3. **Council approves none of the additional public works projects – not recommended.**

FINANCIAL ANALYSIS:

The budget amendment will be funded through gas tax reserves/revenue.

OTHERS CONSULTED:

ATTACHMENTS:

Budget Amendment 2021-11

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - July 13, 2021

Budget Amendment - 2021-11 - Transportation Services

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Levere Road extending construction to include section from Development Road to Crowder Road	1-5-3101-8002 LEVERE	300,000	428,000	128,000
Clark Road - Catch Basin replacement and raising sidewalks	1-5-3101-8002 CLARK	160,000	177,000	17,000
St. Lawrence Testing	1-5-3101-8002	-	5,000	5,000
		\$ 460,000	\$ 610,000	\$ 150,000

Financing

Transfer from Reserve Funds - Gas Tax Revenue (3-3-2000-9115)	1-4-1600-9000	357,864	507,864	150,000
		\$ 357,864	\$ 507,864	\$ 150,000



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	Sandy Row - Road Design Award

RECOMMENDATION:

THAT Council approves the single source award of the road design for Sandy Row to CIMA Canada Inc. in the amount of \$15,942.50 +HST and authorizes the Director of Public Works to sign the agreement.

BACKGROUND:

The 0.8 km long gravel section of Sandy Row east of Kirkwood to west of Pemberton Road is in a flood plain. The road profile needs to be raised for "Safe Access" for expansion at the Sevita International property. At the November 17, 2020 council meeting, Council agreed to fund this road improvement provided Sevita International committed \$100K towards the road improvements, which they did. The proposed improvements include placement of granular materials, signs/markers and culvert installation.

The project is part of 2021 budget. Earlier this year, the tender for placement of gravel on the Sandy Row was awarded to A. L. Blair and ditching on Sandy Row was completed by Fawcett Brothers.

CIMA Canada Inc. has been providing engineering peer review services to the Township on various development applications including Wellings of Winchester. This section of the road is identified as part of a condition to the site plan agreement for the expansion of Sevita International Property. The project will provide safe access to the development once completed.

CIMA Canada Inc. has submitted a fee estimate to undertake geometric detailed design including survey, ditching, culvert twining, etc. See attached fees proposal for additional details. CIMA Canada Inc. has scheduled the survey work for July 6 and 7 and plan to complete the design within three weeks of the topographical survey. Given that CIMA Canada Inc. has been extensively involved in development reviews for the Township, their local knowledge and delivery schedule, it is prudent to single source the award of the detailed design.

OPTIONS AND DISCUSSION:

- 1. Award the road design to CIMA Canada Inc. – recommended.**
- 2. Do not award the road design to CIMA Canada Inc. – not recommended.**

FINANCIAL ANALYSIS:

2021 Budget - \$200,000

Supply and Placement of granular Materials - \$73,640

Ditching on Sandy Row - \$13,000

Detailed Design Fees - \$15,942.50

Available funds to be used for supply and installation of markers / signs, equipment rentals, culvert extension, hydro seed, etc.

OTHERS CONSULTED:

Planning

CAO

ATTACHMENTS:

Engineering Fee Proposal – Sandy Row Grade Raise (Step 1)

O/Ref: A000831I (001)

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



June 25, 2021

Mr. Khurram Tunio, M. Eng., P. Eng.
 Director of Public Works,
 Township of North Dundas
 636 St. Lawrence Street,
 P.O. Box 489
 Winchester, ON K0C 2K0

Subject: Engineering Fee Proposal – Sandy Row Grade Raise (Step 1)
Sandy Row, North Dundas, ON
O/Ref: A000831I (001)

Dear Mr. Tunio,

As per your request, we submit the following proposal to provide engineering services for the grade raise of Sandy Row over 800m as described in the following documents provided:

- Safe Access Letter prepared by SNCA, October 26, 2020; and,
- Action Request prepared by North Dundas Public Works, November 3, 2020.

In summary, the work will generally consist in raising the existing road profile of Sandy Row up to the 100-year flood elevation to provide safe access to the Sevita International property located at 11791 Sandy Row. The grade raise is to provide safe access will be completed in a two-step approach:

- The initial step (Step 1) raises the road to an elevation no more than 300 mm below the 100-year flood elevation;
- The second step (Step 2) is to pursue opportunities to further raise the road, using a factor of safety as appropriate based on site conditions.

Although this assignment is to complete Step 1, CIMA+ will have to consider additional possible grade raises (Step 2) in their initial design (Step 1).

The scope of work for this assignment includes the following:

- Schedule and facilitate Start-Up Meeting, including preparation of meeting minutes;
- Gather, compile and review available information provided by North Dundas;
- Perform a site visit, including visual inspection of existing culvert (1);
- Perform topographical survey (edge of gravel, ditches, culverts, private approaches, large tress, etc.) and prepare Topographical Survey Plan;

Mr. Khurram Tunio, M.Eng. P.Eng.
Township of North Dundas

2021-06-25
O/Ref.: A000831I

- Prepare a sketch of the proposed road profile and a revised spreadsheet that clarifies the elevations for the first road elevation increase (Step 1) for review by SNCA;
- Prepare Engineering Drawings:
 - Road Profile, Drainage and Grading Plan, including ditches and culvert;
 - Details Plan and Cross-Sections (50m intervals);
 - General Notes (technical specifications).
- Submissions:
 - Detailed Design (75%) for review and approval;
 - Final Design (100%), for construction;

We propose a fixed fee of **\$15,942.50 (excl. HST)** including disbursements for the above-noted scope of work and with the noted exclusions and with a planned level-of-effort breakdown in the following 'Task' table:

TASK	Role								COST BREAKDOWN	
	Level of effort (hours)	Principal/Director	PM/Senior Engineer	Intermediate Engineer	Intermediate Designer	Junior Engineer	CAD	Admin. Support	Expenses	Total
Start-Up Activities	6	1,0	2,0			2,0		1,0		\$775,00
Gather, compile and review available information provided by North Dundas	3		1,0			1,0		1,0		\$325,00
Coordination with North Dundas	5		4,0					1,0		\$675,00
Coordination with Conservation Authority	0		0,0					0,0		\$0,00
Site Review, including one site visit and visual inspection of culvert	7		6,0					0,5	\$500,00	\$937,50
Topographical Survey Plan	10		2,0				8,0		\$2 500,00	\$980,00
Preliminary Design Drawings	0	0,0	0,0			0,0	0,0			\$0,00
Detailed Design Drawings	74	4,0	14,0			28,0	28,0			\$8 080,00
Final Design Drawings	9	1,0	4,0			2,0	2,0			\$1 170,00
Cost Estimate (Class B)	0		0,0			0,0				\$0,00
Total - Level of Effort (hours)	114	6	33	0	0	33	38	4	\$3 000,00	\$12 942,50
Hourly Rates		\$200,00	\$150,00	\$125,00	\$110,00	\$100,00	\$85,00	\$75,00		
Total - Level of Effort Budget		\$1200	\$4 950	\$0	\$0	\$3 300	\$3 230	\$263	\$3 000,00	\$15 942,50

Fees for additional services based upon per diem rates (2021):

.1 Principal:	\$200.00/hour
.2 PM/Senior Engineer:	\$150.00/hour
.4 Intermediate Engineer:	\$125.00/hour
.4 Intermediate Designer:	\$110.00/hour
.5 Junior Engineer	\$100.00/hour
.6 CAD Operator	\$ 85.00/hour
.7 Administrative Staff:	\$ 75.00/hour

Assumptions

1. The grade raises proposed along Sandy Row will have an impact on the overall flooding of the watershed. We have assumed that this impact was already considered by SNCA when agreeing with the Township on the preferred approach.
2. We have assumed that the project is pre-approved under MCEA – Schedule A, and that CIMA+ is requested to provide engineering services for Phase 5 “Implementation” of the MCEA.
3. We have assumed that no geotechnical investigation report would be required for the proposed grade raise. Should it be of concern, a geotechnical investigation report would be required to determine the impact of this grade raise on existing underlying subgrade soils.
4. We have assumed that no further studies would be required.
5. We have assumed that all work would remain within the existing ROW limit.
6. We have assumed the existing culvert would have to be extended.
7. We have assumed that the existing ditches can be relocated within the ROW limit.
8. We have assumed that determining the exact location of existing underground utilities and municipal services would not be required during the design phase and that this would be confirmed by the awarded Contractor before construction start. We expect drawings will simply be circulated to utilities during the design process to see if they have any plant that may be impacted by ditch relocation. The Municipality will follow-up with the Utilities.
9. We have assumed that this project will be completed in a maximum of three (3) weeks after completion of the topographical survey. Additional fees will be required if project requires more time to complete.

Excluded Services

- .1 Geotechnical Investigation.
- .2 Environmental Studies, including Tree Survey and Phase 1 ESA.
- .3 Management of Contaminated Soils.
- .4 SUE and locates (utilities and municipal services).

Mr. Khurram Tunio, M.Eng. P.Eng.
Township of North Dundas

2021-06-25
O/Ref.: A000831I

- .5 Legal Plan (to be provided by Owner).
- .6 Site Servicing (sewers and watermain).
- .7 Site Lighting.
- .8 Landscaping (except for reinstatements).
- .9 SWM modeling.
- .10 Consent-to-enter and work on neighboring properties.
- .11 Permit and Approvals.
- .12 Tendering process.
- .13 Construction administration (CA) and Site Inspection (SI)
- .14 All services not specifically mentioned.

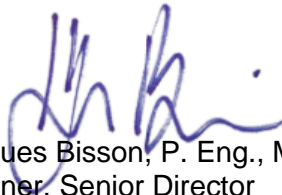
Documents to be provided

- .1 Legal Plan (ROW).

Should you have any questions please do not hesitate to call the undersigned.

Yours truly,

CIMA Canada Inc. (CIMA+)



Hugues Bisson, P. Eng., MBA
Partner, Senior Director

Email: Hugues.bisson@cima.ca
Tel: (613) 860-2462 ext. 6660

By signing this proposal, the Client authorizes CIMA Canada Inc. to deliver professional services in accordance with the terms and conditions specified above.

_____	Khurram Tunio, M.Eng. P.Eng.	_____
Township of North Dundas	Name of authorized signatory	Date
Authorized signature		
_____	Hugues Bisson, P.Eng. MBA	2021-06-25
CIMA Canada Inc.	Name of authorized signatory	Date

TERMS OF PAYMENT AND GENERAL CONDITIONS
--

PAYMENT

All invoices shall be paid in full within thirty (30) days following submission of an invoice. Any amount that is overdue shall bear interest at the rate of one and a half percent (1 1/2%) per month, or eighteen percent (18%) per annum, commencing thirty-one (31) days following the billing date.

INTERRUPTION OR MODIFICATIONS

If the project is suspended for a period exceeding thirty (30) days or halted indefinitely for any reason, our fees will be invoiced on an hourly basis for the completed portion of the contract, based on actual services rendered under the project, and will become due within fifteen (15) days of invoicing, in addition to costs incurred.

If changes are made, the resulting modification of our documents will be subject to an additional charge, based on our hourly rates. The same applies to any additional work requested by the Client.

Information provided to the Engineer by the Client, the Client's authorized representative or a public department for the preparation of documents is deemed to be accurate. Therefore, the Engineer may not be held responsible for any damages resulting from inaccuracy or error in the aforementioned documents. In such cases, the Engineer is authorized to make the necessary changes to the documents and the work at the Client's expense where necessary.

COMPLIANCE WITH ACTS, CODES AND REGULATIONS

The Engineer-Consultant shall interpret the codes and

regulations for their application to the project. However, the Client acknowledges that the interpretation of such codes and regulations by the authorities having jurisdiction may be different than those of the Engineer-Consultant that they could not have reasonably foreseen. In such cases, the Engineer may not be held responsible for any damages and is authorized to make the necessary changes to documents at the Client's expense.

If codes, standards or regulations are amended during or after preparation of the plans and specifications, the Engineer shall be remunerated at the aforementioned hourly rates for any changes required to these documents.

The financial liability of CIMA Canada Inc. is limited to the amount of fees under this agreement, regardless of the case in litigation. All claims under this contract shall be submitted to CIMA Canada Inc. Under no circumstances will its employees, directors or administrators be held personally liable for any damages incurred by the Client.

PROPRIETARY RIGHTS AND CONFIDENTIALITY OF DOCUMENTS

The Client may not use documents prepared by the Engineer for the purposes of this contract or allow third parties to use them in whole or in part for other construction work or additional work under the project without obtaining the written consent of the Engineer in advance and providing compensation to the Engineer in accordance with the fees in effect at the time that aforementioned documents are reused.



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	Wincrest Industrial Avenue - Design and Construction

RECOMMENDATION:

THAT Council approves the single source award of Wincrest Industrial Avenue design to CIMA Canada Inc. at a cost not to exceed \$21,937.50 plus HST; AND THAT subject to the signing of a cost sharing agreement with adjacent developers to secure the budgeted funds, Council approves the award of construction of Wincrest Industrial Avenue to A. L. Blair in the amount of \$246,445 plus HST; AND THAT Council authorizes the Director of Public Works to sign the agreements.

BACKGROUND:

2021 budget includes the budget for the extension of Wincrest Industrial Avenue. The road will be a brand new 2-lane with rural cross-section and culvert crossing to maintain the drainage. The project will be funded by the Township and adjacent developers. Negotiations and a draft agreement are currently underway.

CIMA Canada Inc. has been providing engineering peer review services to the Township on various development applications including Wellings of Winchester. This section of the road is identified as part of the condition to the subdivision/site plan agreement for the ultimate development of Wellings of Winchester and other developments. The project will provide construction access on an interim basis and alternate access to the development once completed.

CIMA Canada Inc. has submitted a fee proposal in the amount of \$21,937 plus HST to undertake geometric detailed design including survey, phase 1 ESA, sediment and erosion control plans, ditching, culvert, etc. See attached fees proposal for additional details. CIMA Canada Inc. has scheduled the survey work for July 6th and 7th, and plan to complete the design within three weeks of the topographical survey. Given that CIMA Canada Inc. has been extensively involved in development reviews for the Township, their local knowledge and delivery schedule, it is prudent to single source the award of the detailed design.

As the lowest bidder on the road construction tender, A. L. Blair was awarded the tender and are currently working on construction of various roads in the Township. A. L. Blair is willing to honor the unit rates in the original tender for road construction for the construction of Wincrest road. Based on estimated quantities, A. L. Blair

has submitted the price of \$245,445 plus HST to complete the Wincrest road construction.

Given that A. L. Blair has provided the lowest price for the construction of various roads in the Township in 2021, are familiar with the Wincrest road site, has done foundations / site services for adjacent development, it is recommended to award the project to A. L. Blair in the amount of \$245,445 plus HST contingent on finalization and Council's acceptance of a cost sharing agreement with applicable developers.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

Total Budgeted expense - \$300,000

Detailed Design - \$21,937.50 plus HST

Construction Costs - \$245,445 plus HST

Additional funds may be required for unanticipated scope change / impact, additional field investigations and/or material testing.

Financing of the project included:

\$125,000 from Township reserves/development charges

\$125,000 anticipated from Wellings of Winchester, no agreement in place yet.

\$50,000 from another adjacent developer, invoices issued, \$25,000 was received and is being held in trust by our lawyer pending signing of an agreement.

Without a signed agreement(s), the funding is not in place to complete the road construction portion of the project at this time. Township funds are currently in place to complete the design work. Construction can be approved once a funding agreement secures the remaining \$175,000.

ATTACHMENTS:

Engineering Fee Proposal – Wincrest Industrial Avenue

O/Ref: A000831J (001)

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



June 22, 2021

Mr. Khurram Tunio, M. Eng., P. Eng.
Director of Public Works,
Township of North Dundas
636 St. Lawrence Street,
P.O. Box 489
Winchester, ON K0C 2K0

**Subject: Engineering Fee Proposal – Wincrest Industrial Avenue
Wincrest Industrial Avenue, North Dundas, ON
O/Ref: A000831J (001)**

Dear Mr. Tunio,

As per your request, we submit the following proposal to provide engineering services for the preparation of engineering drawings and specifications for the construction of a new road (7m wide and 300m in length) on un-opened road allowance to provide for construction access and to accommodate growth. Refer to the attached sketch showing approximate work limit.

The proposed improvement includes excavation, placement of granular A and B road base, paving two-lifts, ditching, culvert and shouldering, as described in your email dated June 11th, 2021.

It must be noted that the cost estimate provided for this work appears to be quite low, with some unit prices much lower than the ones recently observed in the industry. Furthermore, some of the amounts shown in the copy of the Capital Justification – 2021 Budget document appears to be erroneous.

It is our understanding that this new road falls under item 23 of *Appendix I – Project Schedule* of the Municipal Class EA, whereby the “construction of local roads which are required as condition of approval on a site plan, consent, plan of subdivision or plan of condominium which will come into affect under the Planning Act prior to the construction of the road” falls under Schedule A of the Municipal Class EA and is therefore considered to be pre-approved.

The scope of work for this assignment includes the following:

- Schedule and facilitate Start-Up Meeting, including preparation of meeting minutes;
- Gather, compile and review available information provided by North Dundas;
- Perform a site visit;
- Perform topographical survey and prepare Topographical Survey Plan;

- Prepare Engineering Drawings:
 - Road Layout Plan.
 - Road Profile, Drainage and Grading Plan, including ditches and culvert;
 - Sediment and Erosion Control Plan;
 - Cross-Sections (20m intervals);
 - Details Plan;
 - General Notes (technical specifications).
- Prepare Class B Cost Estimate.
- Submissions:
 - Preliminary Design (75%) for review and approval;
 - Detailed Design (90%) for tender;
 - Final Design (100%), for construction;

We propose a fixed fee of **\$21,937.50 (excl. HST)** including disbursements for the above-noted scope of work and with the noted exclusions and with a planned level-of-effort breakdown in the following 'Task' table:

TASK	Role								COST BREAKDOWN	
	Level of effort (hours)	Principal/Director	PM/Senior Engineer	Intermediate Engineer	Intermediate Designer	Junior Engineer	CAD	Admin. Support	Expenses	Total
Start-Up Activities	6	1,0	2,0			2,0		1,0		\$775,00
Gather, compile and review available information provided by North Dundas	3		1,0			1,0		1,0		\$325,00
Coordination with North Dundas	5		4,0					1,0		\$675,00
Coordination with Conservation Authority	9		8,0					1,0		\$1275,00
Site Review, including one site visit and visual inspection of culvert	7		6,0					0,5	\$500,00	\$937,50
Topographical Survey Plan	10		2,0				8,0		\$2 500,00	\$980,00
Preliminary Design Drawings	66	2,0	16,0			24,0	24,0			\$7 240,00
Detailed Design Drawings	34	2,0	8,0			12,0	12,0			\$3 820,00
Final Design Drawings	17	1,0	4,0			6,0	6,0			\$1 910,00
Cost Estimate (Class B)	8		4,0			4,0				\$1 000,00
Total - Level of Effort (hours)	165	6	55	0	0	49	50	5	\$3 000,00	\$18 937,50
Hourly Rates		\$200,00	\$150,00	\$125,00	\$110,00	\$100,00	\$85,00	\$75,00		
Total - Level of Effort Budget		\$1200	\$8 250	\$0	\$0	\$4 900	\$4 250	\$338	\$3 000,00	\$21 937,50

Fees for additional services based upon per diem rates (2021):

.1 Principal:	\$200.00/hour
.2 PM/Senior Engineer:	\$150.00/hour
.4 Intermediate Engineer:	\$125.00/hour
.4 Intermediate Designer:	\$110.00/hour
.5 Junior Engineer	\$100.00/hour
.6 CAD Operator	\$ 85.00/hour
.7 Administrative Staff:	\$ 75.00/hour

Assumptions

1. We have assumed that the project is pre-approved under MCEA – Schedule A, and that CIMA+ is requested to provide engineering services for Phase 5 “Implementation” of the MCEA.
2. We have assumed that no work would be required in the existing intersection.
3. We have assumed that the culvert sizing would be based on a desktop assessment of the watershed mapping provided by the municipality.
4. We have assumed that no soil improvements would be required (removal/replacement of native subgrade soils, dewatering, dynamic compaction, etc.).
5. We have assumed that no special environmental mitigation measures would be required.
6. We have assumed that no special removals would be required, except for the removal of a few shrubs and topsoil.
7. We have assumed that no further studies would be required.
8. We have assumed that there would be no drainage issues and that only one new culvert would be required.
9. We have assumed that determining the exact location of existing underground utilities and municipal services would not be required during the design phase and that this would be confirmed by the awarded Contractor before construction start.

Excluded Services

- .1 Geotechnical Investigation, including asphalt pavement road design.
- .2 Environmental Studies, including Tree Survey and Phase 1 ESA.
- .3 Management of Contaminated Soils.
- .4 SUE and locates (utilities and municipal services).
- .5 Legal Plan (to be provided by Owner).
- .6 Site Servicing (sewers and watermain).
- .7 Private approaches (by others, except for two along existing road section).

Mr. Khurram Tunio, M.Eng. P.Eng.
Township of North Dundas

2021-06-22
O/Ref.: A000831J

- .8 Site Lighting.
- .9 Landscaping (except for reinstatements).
- .10 SWM modeling.
- .11 Consent-to-enter and work on neighboring properties.
- .12 Permit and Approvals.
- .13 Tendering process.
- .14 Construction administration (CA) and Site Inspection (SI)
- .15 All services not specifically mentioned.

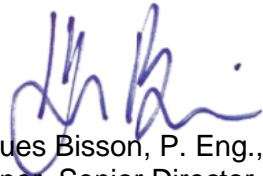
Documents to be provided

- .1 Legal Plan (existing ROW).
- .2 Plan of subdivision (future ROW).
- .3 Geotechnical Report, including asphalt pavement road design.
- .4 Environmental Studies.
- .5 Traffic Study.

Should you have any questions please do not hesitate to call the undersigned.

Yours truly,

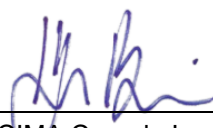
CIMA Canada Inc. (CIMA+)



Hugues Bisson, P. Eng., MBA
Partner, Senior Director

Email: Hugues.bisson@cima.ca
Tel: (613) 860-2462 ext. 6660

By signing this proposal, the Client authorizes CIMA Canada Inc. to deliver professional services in accordance with the terms and conditions specified above.

Township of North Dundas Authorized signature	Khurram Tunio, M.Eng. P.Eng. Name of authorized signatory	Date
 CIMA Canada Inc.	Hugues Bisson, P.Eng. MBA Name of authorized signatory	2021-06-22 Date

Mr. Khurram Tunio, M.Eng. P.Eng.
Township of North Dundas

2021-06-22
O/Ref.: A000831J

TERMS OF PAYMENT AND GENERAL CONDITIONS

PAYMENT

All invoices shall be paid in full within thirty (30) days following submission of an invoice. Any amount that is overdue shall bear interest at the rate of one and a half percent (1 1/2%) per month, or eighteen percent (18%) per annum, commencing thirty-one (31) days following the billing date.

INTERRUPTION OR MODIFICATIONS

If the project is suspended for a period exceeding thirty (30) days or halted indefinitely for any reason, our fees will be invoiced on an hourly basis for the completed portion of the contract, based on actual services rendered under the project, and will become due within fifteen (15) days of invoicing, in addition to costs incurred.

If changes are made, the resulting modification of our documents will be subject to an additional charge, based on our hourly rates. The same applies to any additional work requested by the Client.

Information provided to the Engineer by the Client, the Client's authorized representative or a public department for the preparation of documents is deemed to be accurate. Therefore, the Engineer may not be held responsible for any damages resulting from inaccuracy or error in the aforementioned documents. In such cases, the Engineer is authorized to make the necessary changes to the documents and the work at the Client's expense where necessary.

COMPLIANCE WITH ACTS, CODES AND REGULATIONS

The Engineer-Consultant shall interpret the codes and

regulations for their application to the project. However, the Client acknowledges that the interpretation of such codes and regulations by the authorities having jurisdiction may be different than those of the Engineer-Consultant that they could not have reasonably foreseen. In such cases, the Engineer may not be held responsible for any damages and is authorized to make the necessary changes to documents at the Client's expense.

If codes, standards or regulations are amended during or after preparation of the plans and specifications, the Engineer shall be remunerated at the aforementioned hourly rates for any changes required to these documents.

The financial liability of CIMA Canada Inc. is limited to the amount of fees under this agreement, regardless of the case in litigation. All claims under this contract shall be submitted to CIMA Canada Inc. Under no circumstances will its employees, directors or administrators be held personally liable for any damages incurred by the Client.

PROPRIETARY RIGHTS AND CONFIDENTIALITY OF DOCUMENTS

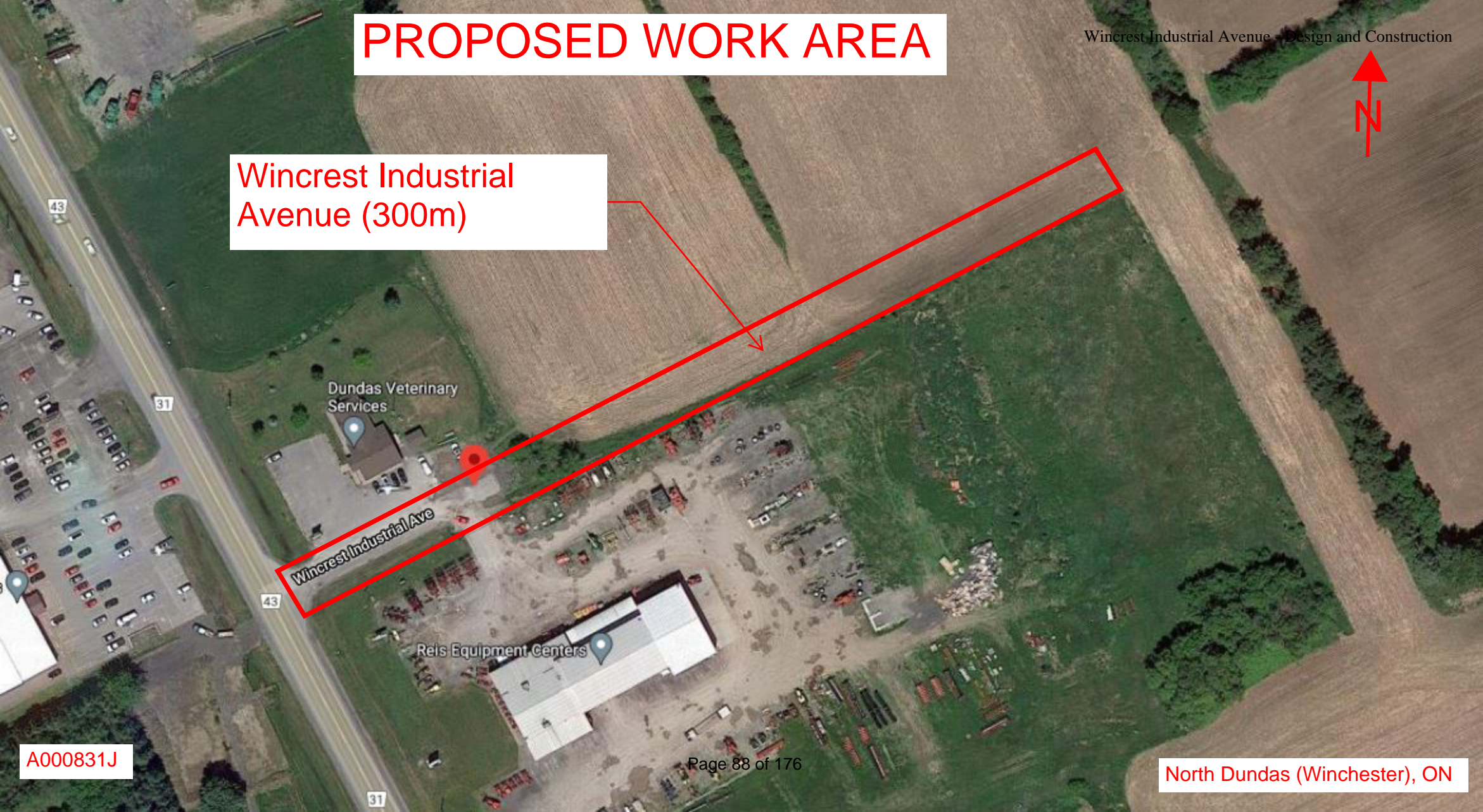
The Client may not use documents prepared by the Engineer for the purposes of this contract or allow third parties to use them in whole or in part for other construction work or additional work under the project without obtaining the written consent of the Engineer in advance and providing compensation to the Engineer in accordance with the fees in effect at the time that aforementioned documents are reused.

PROPOSED WORK AREA

Wincrest Industrial Avenue - Design and Construction



Wincrest Industrial
Avenue (300m)



A000831J



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	Water and Sewer Allocation

RECOMMENDATION:

THAT Council allocates 2 water units and 2 sewer units for two (2) semi-detached units at a vacant lot identified by PIN 661500155, Albert Street, Winchester, application submitted by Chesterville Property Holdings Inc.

BACKGROUND:

On June 4, 2021, Chesterville Property Holdings Inc. submitted an application for water and sewer allocations for a total of 2 residential units comprised of semi-detached units. These 2 residential units will require an equivalent of 2 units of water and 2 units of sewers as per the By-Law No. 2020-23.

The request in the application is consistent with the water capacity analysis presented to the Council on December 15, 2020, which allows for a total of 4 in-fill residential units within the Village of Winchester. This request will exceed the planned allocation for the area, but it will still be within the overall available allocation.

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

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

\$200 application fees received.

OTHERS CONSULTED:

Planning
CAO

ATTACHMENTS:

Summary of Water Allocation

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF MARCH 2021 AND ALLOCATION								
Date	Description	Address	Village	Applicant	Construction Type	Available	Requested	Approved
2020	Wellings - 11a	12046 County Road 3	Winchester	Wellings of Winchester Inc.	69 senior unit	350	33.8	28-May-19
23-Dec-20	Infill	lot 94, Mary Street	Chesterville	Madison Mulder Enterprise	Semi Detached	316.2	2	19-Jan-21
06-Jan-21	Win Meadows #22A & 22B	Arora Crescent, RPlan8M12-BR-5193	Winchester	Winchester Meadows Inc.	Towns	314.2	48	19-Jan-21
19-Jan-21	Infill	Lot 51 & 52 BLK A S/S Nation River	Chesterville	Knowledge Hub Online Inc	Fourplex	266.2	4	09-Feb-21
25-Jan-21	Winch, daycare	547 Louise St., Winchester	Winchester	Upper Canada District School	Daycare	262.2	5	09-Feb-21
01-Feb-21	Infill	Plan 35, 051101 90046 0706	Chesterville	Derks Holdings Inc	single	257.2	1	23-Feb-21
17-Feb-21	Infill	80 Tabitha Crescent	Chesterville	John Brugmans	single	256.2	1	23-Feb-21
17-Feb-21	Infill	72 Erin Avenue	Chesterville	John Brugmans	single	255.2	1	23-Feb-21
2020	Maverick	Winchester	Winchester	12005 County Road 3	Restaurant	254.2	13.5	30-Jan-20
2020	Win Meadows 21b	Lancaster lane (BUILT)	Winchester	Moderna Homes	singles / semis	240.7	36	09-Mar-21
2020	Guy Racine 20	Clarence Street (BUILT)	Winchester	Allan Racine	singles	204.7	5	09-Mar-21
2020	Davidson	James Street (BUILT)	Winchester	Vriend	single	199.7	1	09-Mar-21
2020	Winfields	Bailey & Winfield (BUILT)	Winchester	Wayne Robinson	singles	198.7	4	09-Mar-21
04-Feb-21	Wellings - phase 2	12046 County Road 3	Winchester	Wellings of Winchester Inc.	76 senior unit	194.7	37.2	09-Mar-21
04-Feb-21	Wellings - phase 3	12046 County Road 3	Winchester	Wellings of Winchester Inc.	80 senior unit	157.5	39.2	09-Mar-21
05-Feb-21	Infill	109 James & May Streets	Winchester	Vriend Construction	singles / semis	118.3	3	09-Mar-21
10-Feb-21	Infill	Lot 1-6 Queen Street	Chesterville	Movestment Inc.	singles / semis	115.3	11	09-Mar-21
19-Feb-21	Infill	2 Winfield Avenue	Winchester	Steven & Renee Robinson	Duplex	104.3	2	09-Mar-21
17-Feb-21	Infill	24,40,68,72 and 85 Tabitha Cres	Chesterville	Brian & Catharina Shane	1 single, 8 semis	102.3	9	09-Mar-21
17-Feb-21	Infill - Clarence St.	Pt lots 39&40, pt blk 127, lots 54 & 55	Winchester	Allan Racine	singles	93.3	4	09-Mar-21
Feb. 2021	Infill	138 Elizabeth Drive	Chesterville	Andrew & Emma Harbers	single	89.3	1	09-Mar-21
Feb. 2021	Infill	142 Elizabeth Drive	Chesterville	Henry and Bonnie Brunveld	single	88.3	1	09-Mar-21
Feb. 2021	Infill	146, 150 & 154 Elizabeth Drive	Chesterville	Michael Aube	single	87.3	3	09-Mar-21
26-Feb-21	Esper Lane	Dream Haven subdivision	Winchester	Terry Sloane/990984 Ontario Ltd	Towns	84.3	51	09-Mar-21
12-Feb-21	Gypsy Lane	430 Gypsy Lane, Winchester	Winchester	Fortier Stark Industrial Inc.	Project	33.3	1	09-Mar-21
03-Mar-21	Infill	68 Erin Avenue	Chesterville	Pierre Geneau	Single	32.3	1	13-Apr-21
12-Mar-21	Infill	56 Tabitha Crescent	Chesterville	Sean & Trudy Donovan	Single	31.3	1	13-Apr-21
26-Mar-21	Infill	522 Church Street	Winchester	Courtney Thompson	Single	30.3	1	13-Apr-21
30-Mar-21	Infill	1 Lori Lane	Chesterville	Mark and Bonnie Thompson	2 duplex	29.3	4	13-Apr-21
31-Mar-21	Infill	64 Erin Avenue	Chesterville	Matthew Thompson	Single	25.3	1	13-Apr-21
31-Mar-21	Dundas Manor	533 Clarence Street West	Winchester	Winchester District Hospital	Long-term facility	24.3	9.5	13-Apr-21
06-Apr-21	Infill	216 North Street, Winchester	Winchester	Elsayed Ali and Azza Jabakhanji	townhomes	14.8	3	13-Apr-21
16-Apr-21	Infill	29/31 Main Street	Chesterville	Charbel Bouroufai	Single	11.8	1	12-May-21
21-Jun-21	Infill	Albert Street, Roll#051101800183600	Winchester	Chesterville Property Holdings Inc.	Semi Detached	10.8	2	
						8.8		
					Summary	8.8	341.2	



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	Water Supply Initiatives Update

RECOMMENDATION:

THAT Council receives the Water Supply Initiatives Update and approves the change in scope of work of the EA Study as per the attached Scope Change 3 – Additional Studies for South Dundas Water Supply Alternative to advance the option of water supply from South Dundas.

BACKGROUND:

The Township of North Dundas has retained J. L. Richards & Associates to undertake a Schedule “C” Municipal Class Environmental Assessment (Class EA) for the Township water capacity expansion to address and evaluate potable water supply needs for the 20-year planning horizon.

As part of Phase 2 of the EA Study, following list of potential alternatives are being considered:

1. Do nothing
2. Expanding the groundwater supply system – additional new well(s)
3. Connecting to other water system – South Dundas
4. A new surface water treatment plant
5. Combination of alternative 2 and 3.

Further to the Council direction at the December 15, 2020 meeting, for option 2, staff held negotiations with potential property owners for the option to purchase land(s) for pumping test(s). Also, for option 3, staff also held discussions with the Township of South Dundas for the supply of surface water.

Following is the brief update with regards to the above two options:

Additional Wells:

Five sites within Morewood Esker and Maple Ridge Esker, were shortlisted for negotiation with the property owners. The Township is working toward securing an option to purchase agreement, subject to a successful pumping test. The intent is to perform the pumping test in August. The Ministry of Environment has issued the permit for the pumping test that includes all sites, subject to an agreement with the property owner. It is anticipated that cost of drilling one new production well, pump house, land purchase, hydro/generator and watermain extension will be

approximately \$3M to \$4M, but varies greatly depending on the proximity of the well site to our existing watermains and hydro lines.

Connecting to Other Water System – South Dundas:

J. L. Richards has reviewed the existing South Dundas water supply system as well as their projected growth over the next 20-year period. Based on the review, J. L. Richards has confirmed that South Dundas has the capacity to supply additional water to fulfill North Dundas' 20-year water supply deficit of 39.7 L/S (3,429m³/day) as well as provides for long-term flexibility to supply water beyond a 20-year planning initiative.

In order to further assess this alternative, J. L. Richards has proposed a revision to the scope of work of the original EA Study. (Please see attached Scope Change 3 – Additional Studies for South Dundas Water Supply Alternative.) The cost to undertake these works have been offset by deletion of certain tasks within phases 2, 3, 4 and 5 of the original study fees proposal. There is no impact to the overall EA Study from the scope change.

The revised scope of work will allow for additional desktop environmental and field investigations to assess the extension of watermain alignment from South Dundas and will assist in confirming the cost associated the alternative along with the potential benefits.

The Township currently has eight active wells with a total combined rated capacity of 102.75 L/S. However, through years of operations and proven yield, the total combined current operation rated capacity is 59.5 L/S. The addition of one or two new wells is an interim solution, as the planned growth demand is at a minimum of 39.7 L/S. The Township is experiencing significant growth and this demand may be realized within 5 to 10 years versus over the 20-years based on current growth trends. Further, based on past experience, the well(s) rated capacity reduced significantly over the years. For the Township to continue to accommodate the growth and provide for water security as well as quality for existing and new residents, it is highly recommended to secure alternate sources of water i.e., surface water from South Dundas.

Next Steps:

1. Finalize option to purchase agreement with the property owner.
2. Conduct drill for test well to allow for pumping test.
3. Conduct environmental and field investigations related to watermain extension from South Dundas.
4. Conduct Public Information Centre in fall 2021.
5. Present the study findings and public input to the Council.
6. Finalize the EA Study in late 2021 / early 2022.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

There are no financial impacts. 2021 Budget carries funding to complete the EA Study and to initiate the detailed design of the preferred option, subject to completion of the environmental assessment study.

OTHERS CONSULTED:

ATTACHMENTS:

J. L. Richards: Township of North Dundas Water Supply Capacity Expansion Class Environmental Assessment: Scope Change No. 3 - Additional Studies for South Dundas Water Supply Alternative

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



**J.L. Richards
& Associates Limited**
700 - 1565 Carling Avenue
Ottawa, ON Canada
K1Z 8R1
Tel: 613 728 3571
Fax: 613 728 6012

June 21, 2021
Our File No.: 28855-000

VIA: E-MAIL

Mr. Dave Markell
Project Manager
Ontario Clean Water Agency
5 Industrial Drive
Chesterville, ON K0C 1H0

Dear Mr. Markell:

Re: Township of North Dundas Water Supply Capacity Expansion Class Environmental Assessment: Scope Change No. 3 - Additional Studies for South Dundas Water Supply Alternative

J.L. Richards & Associates Limited (JLR) and Golder Associates (Golder) have been retained by the Township of North Dundas (Township) to conduct a Municipal Class Environmental Assessment to expand the Township's water supply. One of the alternative solutions being evaluated is connecting to the water treatment plant at Morrisburg, in the Township of South Dundas. For this alternative, the treated surface water from South Dundas would be transported to Winchester by a transmission watermain and booster pumping station(s) to supplement water supply from the Township's existing groundwater system. Additional studies are required for this alternative in order to identify risks and challenges, support the Class EA findings for potential future funding opportunities and refine cost assumptions for a more fulsome evaluation. For the purposes of the evaluation of the alternative, the assumed route for the transmission watermain from Morrisburg to Winchester will be along County Road 31 within the road corridor that connects to the existing water distribution system at St. Lawrence Street and Gypsy Lane in Winchester.

Background

Our original financial proposal included provisional items for a Desktop Stage 1 Archaeological Assessment and Desktop Natural Environmental Screening associated with development of a new Well Site to increase communal water supply. At the project initiation, the Township/OCWA advised that these two studies were removed from the project scope. It was anticipated that a new redundant well with a slight increase in water supply at an existing well site would be required. However, following Phase 1, the high growth projections developed in consultation with the Township resulted in a 20-year water supply deficit of 3,429 m³/d (39.7 L/s). While proven groundwater supply is known to exist in the Morewood Esker (Well Field 7) and Maple Ride Esker (Chesterville Wells No. 5 and 6), the Township is interested in securing an alternative water supply that can provide long-term operational flexibility beyond the 20-year planning timeline.

Mr. Dave Markell, Ontario Clean Water Agency

Desktop Stage 1 Archaeological Assessment

Golder will conduct a Desktop Stage 1 Archaeological Assessment, to identify the potential for archaeological resources in the vicinity of the watermain route. The current MEA Class EA classifies a watermain extension in an established right-of-way as a Schedule A (pre-approved) undertaking; however, the 25 km transmission watermain length and associated booster pumping station (Schedule B undertaking) represents an increased potential impact to archaeological resources particularly in the vicinity of the South Nation River. The Desktop Stage 1 Archaeological Assessment will be required to proactively respond to regulatory and First Nation feedback to complete the Class EA evaluation. The Desktop Stage 1 Archaeological Assessment will also be needed when applying for potential future funding opportunities, should this alternative be identified as the preferred servicing solution. Refer to Attachment No. 2 for Golder's scope of work for this task.

Desktop Species at Risk (SAR) Assessment

Golder will conduct a Desktop Species at Risk (SAR) Assessment along the proposed route. The background review would identify potential SAR habitats and gather historical information on the natural environment. Similar to the Archaeological Assessment, the Desktop SAR will proactively address regulatory feedback in the evaluation of this alternative and increase the success of potential future funding opportunities. As a minimum, the SAR will identify areas of concern along the proposed transmission watermain route that may require additional mitigation measures to be included as part of the detailed design process. Refer to Attachment No. 3 for Golder's scope of work for this task.

Blended Water Operations Review

The Blended Water Operations Review will outline potential risks to be considered in the Class EA when blending treated water from surface water and groundwater sources. Completely switching the Township's existing water supply system from groundwater to surface water supply is not considered a readily available option; however, supplementing water supply from the Township of South Dundas has been identified as a potential servicing alternative. This supplemental water system will likely involve new operational hurdles that would be unique to any communal water supply systems in Eastern Ontario. Typically, blended water systems are operated in southern Ontario with much larger service populations and water demands than communities in Eastern Ontario. While the challenges of operating a blended water system are expected to be mitigated through operations, it is warranted the Class EA identify these challenges as part of the evaluation. The information will allow the project team to make an informed decision during evaluation, provide improved cost curtailing opportunities when comparing to alternative solutions, and facilitate proactive responses to potential regulatory comments. JLR proposes to develop an operations survey and conduct interviews with interested municipalities in Ontario that operate blended water systems. Willing participant contacts could include the Region of Waterloo, the Region of Peel, and the City of Barrie. The interviews will inquire about the challenges of maintaining water quality, challenges in operating the system, requirements for additional treatment, etc. Following the interviews, JLR will prepare a Memorandum of Findings of the Operations survey to be included within the Phase 2 Report.

Mr. Dave Markell, Ontario Clean Water Agency

Regulatory and Stakeholder Consultations

Due to the extensive length of the watermain route, various crossings that will be encountered, and pumping station(s) anticipated, additional consultation with regulatory agencies and stakeholders will be required. JLR proposes to undertake the additional consultation which would include coordinating and consulting with the following stakeholders:

- Ministry of Transportation (HWY 401 crossing);
- Ministry of Natural Resources and Forestry (SAR);
- Ministry of Heritage, Sport, Tourism and Cultural Industries (MHSTCI) (Stage 1 Archaeological Assessment);
- South Nation Conservation (water crossings);
- Railway Owners (railway crossings);
- Ministry of Indigenous Affairs First Nations.

Professional Fees

The table below outlines the fees associated with the additional studies and modified scope for completion of Phase 2 Activities as a Schedule 'B' undertaking. Refer to Attachment No. 1 for Detailed Breakdown of Level of Effort for this scope change and project credits associated with tasks within Phases 2, 3, 4 and 5 of the original financial proposal:

Item	Fees, including Disbursement (excl. HST)
Project Management	\$10,185
Desktop Stage 1 Archaeological Assessment	\$15,510
Desktop Species at Risk (SAR) Assessment	\$12,085
Blended Water Operations Review	\$21,105
Additional Regulatory and Stakeholder Consultations	\$7,455
Total for Additional Studies	\$66,340
Additional Items for Completion of Phase 2 Activities (Schedule B)	\$10,587
Credit for Tasks within Phases 2, 3, 4 and 5	(\$76,899)
Total Requested Fee Increase From Original Purchase Order	\$0

Based on the above, no additional fee above the previously approved purchase order is being requested, only reallocation of various fees associated with tasks within Phase 2, Phase 3, Phase 4 and Phase 5 of the original financial offer.

Schedule

Following receipt of the authorization to proceed, the estimated schedules for the tasks are as follows:

Desktop Stage 1 Archaeological Assessment:

- Draft Report within 6 weeks;
- Final Report within 2 weeks of receipt of comments;

June 21, 2021
Our File No.: 28855-000

-4-

J.L.Richards
ENGINEERS · ARCHITECTS · PLANNERS

Mr. Dave Markell, Ontario Clean Water Agency

- Approximately 6 months for review and acceptance by the Ministry of Heritage, Sport, Tourism and Cultural Industries (MHSTCI). An expedited review can be requested if necessary.

Desktop Species at Risk (SAR) Assessment:

- Draft Report within 6 weeks;
- Final Report within 2 weeks of receipt of comments.

Blended Water Operations Review:

- Draft and undertake survey within 4 weeks;
- Memorandum of findings 2 weeks following completion of survey.

Additional Regulatory and Stakeholder Consultations:

- Consultation within 6 weeks.

Please review and advise your agreement with the foregoing scope change to reallocate tasks associated with the approved budget and we will coordinate a date to commence the additional studies. Based on the current project schedule and depth of resources available, we expect to incorporate the findings of these studies in the Draft Phase 2 Report by October 29, 2021 (contingent upon completion of the well test), based on an approval of this scope change by June 30, 2021.

Please contact the undersigned should you have any questions.

Yours very truly,

J.L. RICHARDS & ASSOCIATES LIMITED

Prepared by:

Reviewed by:



Mark Buchanan, P.Eng.
Senior Civil Engineer

Sarah Gore, P.Eng.
Executive Director

JM/MB/SG:jd

Attachments:

1. Detailed Breakdown of Level of Effort for Scope Change No. 3
2. Proposal for Stage 1 Archaeological Assessment to Support the Municipal Class EA
3. Proposal for Desktop Species at Risk Assessment to Support the Municipal Class EA

**Township of North Dundas Water Supply Capacity Expansion Class
Environmental Assessment - Scope Change No. 3 –
Additional Studies for South Dundas Water Supply Alternative**

Attachment 1

Detailed Breakdown of Level
of Effort for Scope Change No. 3

NORTH DUNDAS DRINKING WATER SUPPLY SYSTEM CAPACITY EXPANSION CLASS ENVIRONMENTAL ASSESSMENT - SCOPE CHANGE NO. 3 - DETAILED BREAKDOWN OF LEVEL OF EFFORT- ADDITIONAL STUDIES FOR SOUTH DUNDAS WATER SUPPLY ALTERNATIVE



Work Phase/Task	J.L. Richards & Associates Limited					Total Hours	JLR Fees	Golder Associates Limited - Fees	Total Fees
	Principal-In-Charge	Project Manager	Assistant PM / Class EA Lead	Engineering and CAD Support Staff	Clerical Support				
	Brian Hein	Sarah Gore	Mark Buchanan	Various	Various				
	225.00	185.00	150.00	110.00	80.00				
ADDITIONAL STUDIES FOR SOUTH DUNDAS WATER SUPPLY ALTERNATIVE									
Project Management									
Additional Project Management		20	40			60	\$ 9,700		\$ 9,700
Blended Water Operations Review - South Dundas Water Supply Option									
Identification and Evaluation of New Alternative (incl. 2 meetings)		2	20	40	2	64	\$ 7,930		\$ 7,930
Preparation of Operations Survey		1	2	4	1	8	\$ 1,005		\$ 1,005
Coordination and Interviews of Municipalities		1	16	24		41	\$ 5,225		\$ 5,225
Preparation of Memorandum of Findings of the Operations Survey		4	16	24	2	46	\$ 5,940		\$ 5,940
Desktop Stage 1 Archaeology Assessment									
Phase 1 Archaeology Assessment (including JLR Coordination)		2	8	16		26	\$ 3,330	\$ 11,600	\$ 14,930
Desktop Species at Risk Assessment									
SAR Assessment (including JLR Coordination and Mapping)		2	8	24		34	\$ 4,210	\$ 7,500	\$ 11,710
Additional Regulatory and Stakeholder Consultations									
Coordination and Consultation with Agencies		4	16	36		56	\$ 7,100		\$ 7,100
DUTIES AND TAXES (IE. EXPENSES) - EXCLUDING HST									\$ 2,800
TOTAL LEVEL OF EFFORT - SCOPE CHANGE NO. 3	0	36	126	168	5	335			
TOTAL FEES - SCOPE CHANGE NO. 3	\$ -	\$ 6,660	\$ 18,900	\$ 18,480	\$ 400		\$ 44,440	\$ 19,100	\$ 66,340
ADDITIONAL ITEMS FOR COMPLETION OF PHASE 2 ACTIVITIES (SCHEDULE B)									
2.14	Finalize Phase 2 Report for Mandatory Public Review	FROM FINANCIAL SUBMISSION - WORK PLAN AND LEVEL OF EFFORT (SCHEDULE 'B" CLASS EA)				45	\$ 2,300	\$ 5,173	\$ 7,473
2.15	Implement Consultation Requirements and Prepare Notice of Completion for Phase 2 Report					10	\$ 1,340	\$ -	\$ 1,340
2.17	Finalize Phase 2 Report (Project File), including Council Resolution					6	\$ 970	\$ -	\$ 970
2.18	Close Out Project					2	\$ 300	\$ -	\$ 300
DUTIES AND TAXES (IE. EXPENSES) - EXCLUDING HST									\$ 504
TOTAL FEES - ADDITIONAL ITEMS FOR COMPLETION OF PHASE 2 ACTIVITIES (SCHEDULE B)									\$ 10,587
CREDIT FOR ITEM WITHIN PHASE 2 - IDENTIFICATION AND EVALUATION OF ALTERNATIVE SOLUTIONS									
Credit for Item 2.14 - Preferred Alternative in Phase 2 Report and Confirm Project Schedule		FROM FINANCIAL SUBMISSION - WORK PLAN AND LEVEL OF EFFORT (SCHEDULE 'C" CLASS EA)				24	\$ (3,530)		\$ (3,530)
DUTIES AND TAXES (IE. EXPENSES) - EXCLUDING HST									\$ (177)
CREDIT FOR PHASE 3 - IDENTIFICATION AND EVALUATION OF ALTERNATIVE DESIGN CONCEPTS									
Credit for Item 3.1 to Item 3.17 of Phase 3		FROM FINANCIAL SUBMISSION - WORK PLAN AND LEVEL OF EFFORT (SCHEDULE 'C" CLASS EA)				341	\$ (47,284)		\$ (47,284)
DUTIES AND TAXES (IE. EXPENSES) - EXCLUDING HST									\$ (2,364)
CREDIT FOR PHASE 4: PREPARATION OF ENVIRONMENTAL STUDY REPORT									
Credit for Item 4.1 to Item 4.5 of Phase 4		FROM FINANCIAL SUBMISSION - WORK PLAN AND LEVEL OF EFFORT (SCHEDULE 'C" CLASS EA)				85	\$ (12,463)		\$ (12,463)
DUTIES AND TAXES (IE. EXPENSES) - EXCLUDING HST									\$ (623)
CREDIT FOR PHASE 5: PROVISIONAL ITEMS									
Credit for Item 5.4 -Part II Order (Bump-up) - (1 meeting and 1 formal response)		FROM FINANCIAL SUBMISSION - WORK PLAN AND LEVEL OF EFFORT (SCHEDULE 'C" CLASS EA)				72	\$ (9,960)		\$ (9,960)
DUTIES AND TAXES (IE. EXPENSES) - EXCLUDING HST									\$ (498)
TOTAL CREDIT - PHASE 2, PHASE 3, PHASE 4 and PHASE 5									\$ (76,899)
TOTAL REQUESTED FEE INCREASE FROM ORIGINAL PURCHASE ORDER									
									\$ -

**Township of North Dundas Water Supply Capacity Expansion Class
Environmental Assessment - Scope Change No. 3 –
Additional Studies for South Dundas Water Supply Alternative**

Attachment 2

Proposal for Stage 1
Archaeological Assessment to
Support the Municipal Class EA



16 March 2021

Project No. 19125451-006

Mark Buchanan, P.Eng., Associate, Senior Civil Engineer

J.L. Richards & Associates Limited

700-1565 Carling Avenue

Ottawa, Ontario

K1Z 8R1

PROPOSAL FOR STAGE 1 ARCHAEOLOGICAL ASSESSMENT TO SUPPORT THE MUNICIPAL CLASS EA FOR THE NORTH DUNDAS DRINKING WATER SUPPLY SYSTEM EXPANSION

Dear Mr. Buchanan:

Golder Associates Ltd. (Golder) is pleased to provide J.L. Richards & Associates Limited (JLR) with the following proposal to complete a Stage 1 archaeological assessment associated with the proposed watermain expansion between Morrisburg and Winchester, Ontario. It is our understanding that the project corridor for the watermain extension will be approximately 24 km in length and generally follow the right-of-way of County Road 31.

Stage 1 Approach

The primary objectives of the Stage 1 archaeological assessment will be to identify potential archaeological resources and provide Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) compliant mitigation strategies that may include, where necessary, strategies for field investigations to assess the presence/absence of archaeological resources that may be impacted by the proposed infrastructure project.

Preliminary research completed in the preparation of this proposal indicates that at least two Indigenous archaeological sites have been registered with the Province within 150 m of the proposed alignment, including a Late Woodland Period Village identified in the 1960s. The Stage 1 assessment will provide an overview of known archaeological resources and sites within the vicinity of the proposed alignment to determine appropriate mitigation strategies for the potential archaeological resources.

A visual site inspection will also be completed within the proposed project corridor to identify areas of previous landscape disturbances that may have negated the potential for archaeological resources. The visual site inspection will be conducted from publicly accessible lands and will include the documentation of representative landscape conditions and does not include excavation or collection of archaeological resources.

More specifically, this Stage 1 assessment will include the following tasks:

- Review of relevant environmental, historical and archaeological literature.
- Review of cartographic resources including maps, atlases and aerial imagery.

Golder Associates Ltd.
1931 Robertson Road, Ottawa, Ontario, K2H 5B7, Canada

T: +1 613 592 9600 F: +1 613 592 9601

- Review of relevant previously completed archaeological studies.
- Review of the updated MHSTCI archaeological sites database.
- Field reconnaissance to document the existing landscape within the project corridor.
- Provision of appropriate mitigation strategies for areas identified as possessing archaeological potential, if necessary.

The Stage 1 archaeological assessment will be undertaken by a licenced archaeologist in accordance with the *Ontario Heritage Act* and in compliance with the *MHSTCI Standards and Guidelines for Consultant Archaeologists* (2011).

Scheduling and Deliverables

All archaeological assessments completed in the Province of Ontario are regulated by the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI), which requires the consultant to submit project specific information prior to initiating the assessment. Once the authorization to proceed is provided, the professionally licensed archaeologist will submit the required Project Information Form (PIF) to the MHSTCI. The submission of a PIF will register the project with the MHSTCI and requires the licensed archaeologist to submit a final report within one calendar year.

A draft report summarizing the results of the Stage 1 archaeological assessment will be provided to JLR for review and comment within six (6) weeks following receipt of the authorization to proceed.

The report will include an overview of the project corridor's geography, previous archaeological and historic research, current landscape conditions, an assessment of the areas retaining archaeological potential and appropriate proposed mitigation strategies in compliance with Ontario MHSTCI *Standards and Guidelines for Consultant Archaeologists* (2011).

Following review of the draft report by JLR, Golder will address the comments and submit the final report to the MHSTCI for technical review and inclusion in the public registrar. The MHSTCI review process can take up to six months, or longer; however, an expedited review can be requested to accelerate the MHSTCI review process, if necessary. Following the completion of the MHSTCI technical review and acceptance into the public registrar, the MHSTCI will issue a compliance letter indicating the acceptance of the report recommendations.

Cost Estimate

The cost estimate for undertaking the Stage 1 archaeological assessment detailed in this proposal is \$11,600 (excluding applicable taxes). All work will be carried out in accordance with the project specific contract between Golder and JLR (dated November 12, 2019) and will be invoiced to JLR on a time and expenses basis.

Assumptions and Budgetary Considerations

Archaeological assessments include the inherent possibility of discovering additional cultural heritage resources beyond what can be expected for a particular area. While the proposed project work plan and cost estimate are based on professional experience and previous archaeological investigations completed in the general area of the proposed project corridor, this proposal also includes several assumptions, which if changed or altered in any way, may affect the costing and scheduling of the project and may require a change order to accommodate the variances. These assumptions include:

- This scope of work does not include consultation or engagement with Indigenous communities, and it is assumed where consultation or engagement is required it will be facilitated by JLR and/or the Township of North Dundas. Golder will make best efforts to provide any additional information to the representative(s) from Indigenous communities when requested by JLR or other approved project Stakeholders (e.g., Township of North Dundas) during the work on site.
- In order to conform to the MHSTCI *Standards and Guidelines for Consultant Archaeologists* (2011), the Stage 1 archaeological visual site inspections must be completed under suitable conditions that allow good visibility of land features. In order to document previous landscape disturbances that may have negated archaeological potential, the visual site inspections cannot be completed when weather conditions (e.g., snow cover, frozen ground, excessive rain or drought) may reduce the chances of observing features of archaeological potential.
- Golder will not be responsible for delays resulting from the discovery of significant Indigenous historical materials that prevent the continuation of the project within a timely manner. Should Indigenous community members, JLR and/or approved project Stakeholders (e.g., Township of North Dundas, etc.) require a delay to the archaeological assessment to assess the context and/or significance of Indigenous materials documented during the archaeological investigation, a change order may be required to accommodate variances to the labour and disbursement costs and/or proposed project scheduling.
- The cost developed for this proposal assumes one round of revisions to the Draft Report from JLR and/or project Stakeholders combined.
- The above proposal does not include Golder personnel attending project meetings in person. If Golder is required to attend any meetings, then a change order may be required.
- This proposal has taken into consideration certain efforts required due to the COVID-19 pandemic, but it is acknowledged that the full impacts of the COVID-19 pandemic are still not apparent. The proposed scope of services, cost and schedule do not consider additional potential impacts caused by COVID-19, beyond what has been described in the proposal. Any adjustments required due to any additional impacts to accommodate COVID-19 related concerns (including but not limited to, additional travel restrictions, delays, economic interruption, supply chain issues, or any governmental guidance) will require an equitable adjustment in scope, schedule and cost.
- Finally, every archaeological investigation involves the risk of finding human remains. If human remains are encountered during the course of the project, Golder will inform JLR, and all site work performed by Golder will cease until the necessary authorities are notified and approvals to resume work are obtained, if required. The discovery of human remains will be deemed to be a changed condition and work will resume after agreement with JLR regarding any changes, if necessary, in the scope, schedule, and the cost of the project. Golder will not be responsible for delays or for additional costs, such as those relating to the discovery, treatment and repatriation of the remains, and will be paid for such services.

Mark Buchanan, P.Eng., Associate, Senior Civil Engineer
J.L. Richards & Associates Limited

Project No. 19125451-006
16 March 2021

Thank you for the opportunity to provide this proposal. If you wish us to proceed with this work, please sign and return the attached Change Order Form. If you have any questions concerning this proposal, or if we can modify it in any way to better suit your needs, please feel free to contact us at your convenience.

Golder Associates Ltd.



Aaron Mior, M.MA
Senior Archaeologist



Michael Teal, MA
Associate, Senior Archaeologist

AM/MT/ca

[https://golderassociates.sharepoint.com/sites/111089/project files/2 contractual/co3_archaeology assessment/19125451_north dundas stage 1 aa proposal_16march2021.docx](https://golderassociates.sharepoint.com/sites/111089/project%20files/2%20contractual/co3_archaeology%20assessment/19125451_north%20dundas%20stage%201%20aa%20proposal_16march2021.docx)

Attachments: Change Order Form

CHANGE ORDER # 03

Client Name	Project Name	Contract Date	Golder Project No.
J.L. Richards & Associates Ltd.	North Dundas Water Supply Municipal Class EA	November 12, 2019	19125451

CHANGE IN SCOPE OF SERVICES

Refer to letter P19124541-006 " Proposal for Stage 1 Archaeological Assessment to Support the Municipal Class EA for the North Dundas Drinking Water Supply System Expansion ", dated March 16, 2021.

CHANGE IN AGREEMENT COST (\$CAD)

Original Agreement Cost:	\$142,181.93
Change in Agreement Cost due to Change Order # <u>02</u>	\$2,083
Change in Agreement Cost due to Change Order # <u>03</u>	\$11,535
Change in Agreement Cost due to Change Order # _____	
Current Agreement Cost:	\$155,799.93

CHANGE IN AGREEMENT TIME

Original Completion Date:	N/A
Current Completion Date (as adjusted by previous Change Orders):	N/A
Change in Agreement time (calendar days) due to this Change Order:	N/A
New Completion Date due to this Change Order:	N/A

The work covered by this Change Order shall be performed under the same terms and conditions as those included in the original Agreement. All other terms and conditions of said Agreement, as it may have been modified, shall be and remain the same.

The foregoing modification of said Agreement is hereby accepted.

GOLDER ASSOCIATES LTD.

J.L. RICHARDS & ASSOCIATES LTD.

Authorized Signatory
Name: _____
Title: _____
Date: _____

Authorized Signatory
Name: _____
Title: _____
Date: _____

**Township of North Dundas Water Supply Capacity Expansion Class
Environmental Assessment - Scope Change No. 3 –
Additional Studies for South Dundas Water Supply Alternative**

Attachment 3

Proposal for Desktop
Species at Risk Assessment to
Support the Municipal Class EA



March 15, 2021

Project No. 19125451-007

Mark Buchanan, P.Eng., Associate, Senior Civil Engineer

J.L. Richards & Associates Limited

700-1565 Carling Avenue

Ottawa, Ontario

K1Z 8R1

PROPOSAL FOR DESKTOP SPECIES AT RISK ASSESSMENT TO SUPPORT THE MUNICIPAL CLASS EA FOR THE NORTH DUNDAS DRINKING WATER SUPPLY SYSTEM EXPANSION

Dear Mr. Buchanan:

Golder Associates Ltd. (Golder) is pleased to provide J.L. Richards & Associates Limited (JLR) with the following proposal to complete a desktop Species at Risk (SAR) Assessment associated with the proposed watermain extending approximately 24 km in length between Morrisburg and Winchester, generally following the right-of-way of County Road 31, Ontario (the Site).

Scope of Work

Golder will conduct a desktop review of published natural heritage data and information available for the Site and the area within 120 m of the Site (Study Area). This information will serve to identify SAR known to be present or having the potential to be present. Information sources to be consulted will consist of:

- Ministry of Natural Resources and Forestry (MNRF) Natural Heritage Information Centre (NHIC) Make-a-Map geographic explorer for SAR, rare (S1-S3) species reported as occurring in the vicinity of the Site (MNRF 2021a);
- Environment and Climate Change Canada's SAR Public Registry including COSEWIC status reports, assessments, and recovery strategies;
- Ministry of the Environment, Conservation and Parks (MECP) list of SAR in Ontario (O.Reg. 230/08) including COSSARO species assessment reports;
- Atlas of Breeding Birds of Ontario (Cadman et al. 2007);
- eBird online database (eBird 2021);
- Atlas of the Mammals of Ontario (Dobbyn 1994);

- Bat Conservation International (BCI 2021);
- Ontario Odonata Atlas (Jones et al. 2021);
- Ontario Reptile and Amphibian Atlas (Ontario Nature 2021);
- Fisheries and Oceans Canada (DFO) Aquatic Species at Risk Maps (DFO 2021);
- MNRF Land Information Ontario Aquatic Resources Area Layer (MNRF 2021b);
- Information contained in natural heritage related map layers from Land Information Ontario (LIO; 2021) and the Ontario Land Cover Compilation (MNRF 2021c); and,
- Existing high-resolution aerial imagery and mapping.

A SAR screening will be completed for the Study Area and will focus on the review of records and range maps pertaining to species that are designated as threatened, endangered or special concern under the Ontario *Endangered Species Act*, 2007, and species that are protected under Schedule 1 of the *Species at Risk Act*, 2002.

The published SAR data will help to determine the potential for habitats of SAR to be present. Data from desktop habitat mapping described below will be used in combination with the desktop data to determine a final probability of SAR and/or SAR habitats on the Site or within the Study Area.

To assess the potential SAR habitats on the Site or in the Study Area, a desktop habitat mapping exercise is proposed. A biologist trained in Ecological Land Classification (ELC) (Lee et al. 1998) will review publicly available aerial imagery of the Site and Study Area, and map habitats to the Community Series level. Boundaries of wetlands will be determined based on MNRF mapping (LIO 2021).

Scheduling and Deliverables

The results of the desktop SAR assessment will be summarized in a technical memorandum, with supporting information including appendices and figures. The technical memorandum will describe the existing conditions at the Site and in the Study Area and outline the SAR with moderate or high potential to be present. The technical memorandum will outline potential negative effects on SAR or their suitable habitat from the proposed project, discuss the related regulatory implications under the ESA, recommend high-level mitigation measures, and identify the need for further study or agency consultation, if necessary.

Golder will prepare a draft technical memorandum six (6) weeks following receipt of the authorization to proceed and, following receipt of one set of consolidated comments, Golder will finalize the draft document and provide an electronic copy to J.L. Richards & Associates Ltd. It is expected the final technical memorandum can be prepared within two (2) weeks of receiving comments on the draft.

Cost Estimate

The cost estimate for undertaking the desktop SAR assessment detailed in this proposal is \$7,500 (excluding applicable taxes). All work will be carried out in accordance with the project specific contract between Golder and JLR (dated November 12, 2019) and will be invoiced to the J.L. Richards on a time and expenses basis.

Assumptions and Budgetary Considerations

This scope of work and costing has been prepared based on the following assumptions:

- No permitting under the ESA or other legislation will be required. If permitting or registration is required, or if additional agency consultation is required (such as an Information Gathering Form), a revised scope and costing will be prepared.
- No fieldwork has been included in this scope of work or costing. If targeted surveys are required, a revised scope and costing will be prepared.
- No review of existing project materials, such as past reports, are included in this scope and costing. If review of previous studies or other materials specific to the Study Area need to be reviewed, a revised scope and costing will be prepared.
- No assessment of significant natural features other than SAR (e.g., provincially significant wetlands, fish habitat) has been included in this scope of work or costing.
- The cost developed for this proposal assumes one round of revisions to the draft deliverable from JLR and/or project Stakeholders combined.
- The above proposal does not include Golder personnel attending project meetings in person. If Golder is required to attend any meetings, then a change order may be required.

This proposal has taken into consideration certain efforts required due to the COVID-19 pandemic, but it is acknowledged that the full impacts of the COVID-19 pandemic are still not apparent. The proposed scope of services, cost and schedule do not consider additional potential impacts caused by COVID-19, beyond what has been described in the proposal. Any adjustments required due to any additional impacts to accommodate COVID-19 related concerns (including but not limited to, additional travel restrictions, delays, economic interruption, supply chain issues, or any governmental guidance) will require an equitable adjustment in scope, schedule and cost.

Mark Buchanan, P.Eng., Associate, Senior Civil Engineer
J.L. Richards & Associates Limited

Project No. 19125451-007
March 15, 2021

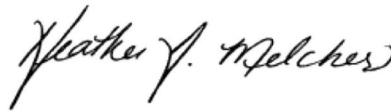
Closing

Thank you for the opportunity to provide this proposal. If you wish us to proceed with this work, please sign and return the attached Change Order Form. If you have any questions concerning this proposal, or if we can modify it in any way to better suit your needs, please feel free to contact us at your convenience.

Golder Associates Ltd.



Gwendolyn Weeks, H.B.Sc.Env.
Senior Ecologist



Heather Melcher, M.Sc.
Senior Ecologist, Principal

GAW/HM/PAS/sg

[https://golderassociates.sharepoint.com/sites/111089/project files/2 contractual/co4_species_at_risk/19125451-007-co4-north dundas sar assessment proposal_march 2021.docx](https://golderassociates.sharepoint.com/sites/111089/project%20files/2%20contractual/co4_species_at_risk/19125451-007-co4-north%20dundas%20sar%20assessment%20proposal_march%202021.docx)

CC: Brian Henderson, Golder

Attachments: Change Order Form

CHANGE ORDER # 04

Client Name	Project Name	Contract Date	Golder Project No.
J.L. Richards & Associates Ltd.	North Dundas Water Supply Municipal Class EA	November 12, 2019	19125451

CHANGE IN SCOPE OF SERVICES

Refer to letter 19124541-007 " Proposal for Desktop Species at Risk Assessment to Support the Municipal Class EA for the North Dundas Drinking Water Supply System Expansion", dated March 15, 2021.

CHANGE IN AGREEMENT COST (\$CAD)

Original Agreement Cost:	\$142,181.93
Change in Agreement Cost due to Change Order # <u>02</u>	\$2,083
Change in Agreement Cost due to Change Order # <u>03</u>	\$11,535
Change in Agreement Cost due to Change Order # <u>04</u>	\$7,500
Current Agreement Cost:	\$163,299.93

CHANGE IN AGREEMENT TIME

Original Completion Date:	N/A
Current Completion Date (as adjusted by previous Change Orders):	N/A
Change in Agreement time (calendar days) due to this Change Order:	N/A
New Completion Date due to this Change Order:	N/A

The work covered by this Change Order shall be performed under the same terms and conditions as those included in the original Agreement. All other terms and conditions of said Agreement, as it may have been modified, shall be and remain the same.

The foregoing modification of said Agreement is hereby accepted.

Golder Associates Ltd. _____

J.L. Richards & Associates Ltd. _____

Authorized Signatory
Name: _____
Title: _____
Date: _____

Authorized Signatory
Name: _____
Title: _____
Date: _____



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	Executive Assistant/Deputy Clerk

RECOMMENDATION:

That Council accept the recommendation of the hiring committee and approve the hiring of Danielle Ward as Executive Assistant/Deputy Clerk in the Planning, Building and Enforcement Department as per the offer of employment dated June 29, 2021.

BACKGROUND:

The vacant position of Executive Assistant/Deputy Clerk for the Planning, Building and Enforcement Department was advertised with a closing date of May 25, 2021. Numerous applications were received and the hiring committee conducted interviews with seven candidates.

As a result of the interviews and reference checks conducted, the hiring committee recommends that Danielle Ward be hired for the position. Danielle Ward has both a Bachelor degree and a Master's degree. She brings 11 years of municipal experience. The Letter of Engagement has been signed with a starting date of July 5, 2021.

OPTIONS AND DISCUSSION:

1. **Accept the recommendation.** Recommended.
2. **Do not accept the recommendation and re-advertise the position.** Not recommended.

FINANCIAL ANALYSIS:

The salary for this position was included in the 2021 budget

OTHERS CONSULTED:

Deputy Clerk
 CAO
 Chief Building Official
 References
 Hiring Committee

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	New position; Applications Expediter/Building Inspector

RECOMMENDATION:

THAT the new position of Applications Expediter/Building Inspector be created and approved for the Building Division and that the attached job description for this newly created position be approved as presented.

BACKGROUND:

Since 2006, the Building Code has changed the way municipalities must conduct business. The number of inspections, the issuance of permits, the type and quality of inspections, the qualifications of its inspectors, liability insurance, and the reporting requirements have all evolved to have a significant impact on Building Departments.

In 2020, the Township issued a record-breaking number of building permits, far exceeding the years since amalgamation in 1998. Based on the current permits issued for 2021, it is estimated that 250 permits (excluding permit renewals) will be issued this year surpassing last year's total. Prior to 2019, an average of 150 permits (including permit renewals) were issued per year. In order to address the surge in the number of permits and applications received in 2021, the Building Division has been working overtime regularly.

The Township is expecting a continued and sustained increase in construction activity over the next 4-to-5-year period. Based on the water/sewer allocations granted by Council, it is expected that approximately 400 permits will be issued within the Villages of Winchester and Chesterville over the next 2 years. This number does not include all other construction projects taking place outside of the two Villages where water and sewer is not provided. The department also has developers waiting to apply for water and sewer allocations; thus, showing a sign that the current surge in construction will continue well beyond the next two 2 years. A few examples of current large-scale projects include:

- Welling's of Winchester (423 units)
- Woods subdivision (132 units + apartments)
- Wylie Creek subdivision (26 lots)
- Silver Creek subdivision (35 lots)
- Parkview Homes (107 proposed units)

- Winchester Meadows (36-48 Townhome units)

The purpose of the new position is to improve customer service by expediting the intake of building permits, and facilitating the exchange of information while adhering to the policies established by Council and the Building Code. This individual would meet with applicants and residents to assist them with what information is required for a complete application.

Legislation requires the Township to perform an inspection within 2 business days after receiving a request. This position will be expected to help out with inspections when the requests exceed the capacity of current inspectors or when they are on vacation or training. This person will have to be qualified in or become qualified with the Ministry of Municipal Affairs and Housing prior to conducting any inspections.

The proposed title for the position is: "Applications Expediter/Building Inspector" Rather than the term "Applications Expeditor," municipalities have used other titles as follows:

- Permit Administrator
- Permit Technician Clerk
- Permit Expediter
- Permit Clerk
- Permit Technician
- Technical Assistant
- Building Permit Clerk

OPTIONS AND DISCUSSION:

1. **Approve the new job position and job description** – recommended.
2. **Modify the current job description** – not recommended.
3. **Do not approve the new position** – not recommended. The Building Code Act requires that the Council of each municipality must appoint such Inspectors as are necessary for the enforcement of the Building Code Act within its municipal jurisdiction.
4. **Modify the job title**

FINANCIAL ANALYSIS:

The proposed Grade 6 would be the same as the previous "Technical Assistant" position which required similar qualifications. The anticipated increase in building permit activity (permit fees) will help offset the salary. Council can also consider increasing building permit fees for inflation (current fees have not changed nor been adjusted for inflation since 2016 (9.5% CPI since)). Based on 2020 permit revenues and 2021 projected revenues (\$170,000), this adjustment for inflation would provide an additional \$16,150 in revenue.

OTHERS CONSULTED:

Chief Administrative Officer

Director of Planning, Building and By-law Enforcement
Neighbouring municipal building departments

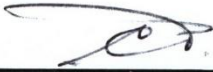
ATTACHMENTS:

Applications Expediter/Building Inspector Job Description

PREPARED BY:

Jacob Forget

REVIEWED & APPROVED BY:



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



**Angela Rutley, BBA
CAO**

**TOWNSHIP OF
NORTH DUNDAS**
JOB DESCRIPTION

JOB TITLE: Applications Expediter/Building Inspector	LAST REVISION DATE: N/A
REPORTS TO: Chief Building Official	APPROVED BY: Township Council
SALARY RANGE: To be reviewed by the Committee	EFFECTIVE DATE: July 13 th , 2021

Position Summary:

Reporting to the Chief Building Official, this position will provide both technical and administrative support to the Building Division.

Position Qualifications:

- A minimum two year post secondary education in Architectural, Construction, Design, Engineering or similar field of study.
- Ability to read and understand plans, blueprints, building construction drawings and subdivision and site plan agreements; familiarity with all types of building materials, construction and procedures.
- Possess knowledge of construction methodology and terminology.
- Must be eligible for membership in the Ontario Building Officials Association.
- Ability to communicate effectively with all levels of staff and government, elected officials, consultants, builders, contractors, lawyers, developers, architects, the general public and others in building industry organizations.
- Able to obtain provincial qualifications as set out in the Ontario Building Code (Div. C. 3.1.4. for Legal/Process and House).
- Willingness to learn and conduct research.
- Adaptable to changing work environments and multi-tasking between unrelated disciplines.
- Willing to accept responsibility and demonstrate initiative.
- Skills in problem solving and must be solution-oriented.
- Emphasis is placed on the practical demands of the job, confidentiality and professional ethics.
- Strong computer skills, and a good knowledge of standard business software.
- Strong math skills and an ability to balance cash receipts.
- Strong organizational skills.
- Exceptional interpersonal and communication skills with a confident and pleasant disposition able to defuse tense situations.

Position Description and Duties:

- Responsible for the delivery of the Building Division's front line customer service including acting as primary contact for both internal and external customers.
- Responding to inquiries from customers attending the Division; advising applicants of various approvals which may be required and assisting customers at the counter with Building related matters.
- Conducting introductory meetings between the Division and clients to prepare accurate and complete permit application submissions; providing guidance and clarification in person, in writing and by telephone to clients.
- Following up on approvals relevant to permit issuance with Ontario Building Code mandated timeframes.
- Receiving building, plumbing/drainage and sewage applications; adding information into the software system and accepting payments.
- Reviewing applications for building permits for completeness and accuracy in accordance with policies and procedures.
- Exceptional interpersonal and communication skills with a confident and pleasant disposition able to defuse tense situations.
- Provide background reports and other research of internal files and archived information.
- Maintain property files and general archives of the Division.
- Process refunds and performance deposit returns where applicable.
- Complete monthly statistics for MPAC, Stats Canada, CMHC and Council.
- Maintain all Building files and record systems.
- Prepare notices, letters, orders and similar documents for outstanding permits, illegal construction activities or compliance reports being requested by lawyers.
- Assist the Division of Planning, By-law Enforcement and Fire when required.
- Conduct field inspections in accordance with the Building Code or other By-laws when required.
- Other duties as assigned.

Disposition of Job Description (reason for education requirements):

Architectural Technician, Engineering Technology, etc.

A two-year Ontario College Diploma program, accredited by the Canadian Technology Accreditation Board (CTAB) under the National Technology Benchmarks, which prepares candidates for a career in construction document preparation in the construction and architectural fields. The individual will have the ability to understand working drawings, construction methods and materials, building science, and computer-aided drafting.

Graduates will have acquired the necessary knowledge and skills to meet the requirements of this position. Similar with this work environment, this Diploma shows a serious effort and focus by applicants and demonstrates a strong commitment of dedication and discipline, as well as time and energy over-and-above the minimum hours required.

This position is well-suited for applicants who:

- Think visually and creatively.
- Are detail-oriented, organized and committed to achieving excellence in their work.
- Are imaginative and enjoy solving problems.
- Prefer working in a dynamically-driven environment.

Other disciplines that would augment the required skill set are:

- Bilingualism
- Carpentry
- Municipal Experience
- Blue Print Reading
- Civil Engineering Surveying
- Building Code Courses
- Conflict Resolution
- Technical Writing
- Business, Accounting, or Legal Courses



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	Agreements with the EOHU

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve the attached Services Agreement and Facility User Agreement between the Township of North Dundas and the Eastern Ontario Health Unit, effective April 16th, 2021.

BACKGROUND:

With Council consent & support, the Eastern Ontario Health Unit (EOHU) has been utilizing the Joel Steele Community Centre as a COVID-19 vaccination clinic venue, since March of this year.

On Friday, April 16th, the EOHU moved the clinic from the upstairs hall, down to the arena slab, in order to double the number of vaccines administered in our facility on each clinic date. On April 16th, the Township of North Dundas also began organizing municipally-employed volunteers to aid with clinic functions.

The attached 2 agreements, which are presented for Council review and approval, formalize the terms under which the EOHU is using both the Joel Steele Community Centre and our municipal staff team.

The EOHU currently has the slab booked until Friday, September 3rd, 2021. After this date, the refrigeration plant in Winchester Arena will be turned on and the 2021/2022 ice season will commence. The Recreation Coordinator will work with the EOHU to book either the Joel Steele Community Hall and/or a combination of other municipally-owned facilities, in order to carryout COVID-19 vaccination clinics that will be scheduled during the ice season, while the slab is occupied.

Our Recreation & Culture Department team continues to work closely with the Eastern Ontario Health Unit regarding the scheduling & set-up of these clinics and we continue to show support, flexibility, and dedication towards these clinics, which are benefiting our residents and guests.

OPTIONS AND DISCUSSION:

- 1. Adopt the Agreements as presented** - recommended.
- 2. Do not adopt the Agreements** - not recommended.

FINANCIAL ANALYSIS:

From March 2021, until September 3rd, 2021, the Township of North Dundas has waived approximately \$6,610 in facility rental fees, in support of 28 EOHU COVID-19 vaccination clinics. Revenues for such were not included in the 2021 budget, nor were any additional operating costs incurred by the clinics.

OTHERS CONSULTED:

CAO

Facilities Manager

Recreation Coordinator

ATTACHMENTS:

Services Agreement

Facility User Agreement

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

Services Agreement

BETWEEN:

Township of North Dundas
(hereinafter referred to as "TOWNSHIP")

-and-

THE EASTERN ONTARIO HEALTH UNIT
(hereinafter referred to as "EOHU")

PREAMBLE:

WHEREAS the purpose and scope of this Service Agreement is for the TOWNSHIP to support and assist the EOHU with the COVID-19 vaccination program.

AND WHEREAS the EOHU has requested and the TOWNSHIP have agreed to provide staff/volunteers, as needed, to assist with the COVID-19 vaccination program throughout the TOWNSHIP area.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

- 1- Term of Agreement.** The term of this Agreement shall commence on April 16th, 2021, and continue for an indefinite period of time. Notwithstanding the above, either party may terminate this Agreement upon providing the other party with a thirty (30) day written notice.
- 2- Services provided.** The TOWNSHIP will provide support to the EOHU to
 - Greet clients;
 - Observe clients who have received the vaccination,
 - Facilitate parking and as act as flow monitors and
 - Other tasks as requested by EOHU and agreed upon by TOWNSHIP
- 3- Vaccination and Personal Protective Equipment.**
EOHU will also provide all necessary PPE to the TOWNSHIP employees/volunteers assigned to the COVID-19 vaccination program.



CORNWALL • ALEXANDRIA • CASSELMAN • HAWKESBURY • ROCKLAND • WINCHESTER

www.EOHU.ca • 1 800 267-7120 • www.BSEO.ca

If you require this information in an alternate format, please call 1 800 267-7120 and press 0.
Si les renseignements sont requis dans un autre format, veuillez appeler au 1 800 267-7120 et faire le 0.

4- Workplace Safety & Insurance Board. The TOWNSHIP employees/volunteers assigned to the COVID-19 vaccination program remain, at all times, the employees/volunteers of the TOWNSHIP. Consequently, any work-related injury or illness sustained by an employee/volunteer of the TOWNSHIP will be reported to the WSIB by the TOWNSHIP.

5- Invoicing. The TOWNSHIP will invoice the EOHU, on a monthly basis, all hours worked by the TOWNSHIP employees assigned to the COVID-19 vaccination program at the rate of between \$16.02 and \$47.45 per hour plus an administration fee of 10% on the amount invoiced. HST shall be charged in addition to the applicable hourly rate and administration fee.

The EOHU agrees to cover the travelling costs of the TOWNSHIP employee at the rate of \$0.50 per kilometer in the event the TOWNSHIP employee is required to use his/her personal vehicle to attend a vaccination site. The TOWNSHIP will make every effort to avoid travelling costs.

6- Insurance. Each party shall, at their own expense, within 10 days of notification of acceptance of this Agreement, obtain and maintain until the termination of the Agreement or otherwise stated, provide the other party with evidence of:

A. Commercial General Liability Insurance

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000. per occurrence / aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; Medical Malpractice; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; Owners & Contractors Protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause

EOHU shall add the TOWNSHIP as Additional Insured to the CGL with respect to the operations of the EOHU. TOWNSHIP shall add EOHU as Additional Insured to the CGL with respect to the operations of the TOWNSHIP.

Any and all deductibles shall be the sole responsibility of the Named Insured and the additional Insured shall not be responsible for any deductibles.

Each party is responsible to keep their property / assets insured – failure do to so shall not impose any liability on the other party.

The Policies shown above shall not be cancelled unless the Insurer notifies the additional Insured in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company licensed to carry on business in Ontario.

7- Confidentiality, Privacy and Security The TOWNSHIP agrees that all TOWNSHIP employees identified under this Agreement will: (i) be responsible for protecting the confidentiality of Confidential Information; (ii) keep Confidential Information and Copies thereof strictly confidential and secure; and (iii) use and disclose Confidential Information and Copies thereof only in accordance with this Agreement and only for purposes of fulfilling their duties and will not directly or indirectly use or disclose any Confidential Information for any other purpose. The TOWNSHIP acknowledges that Confidential Information includes confidential information of third parties to whom the Eastern Ontario Health Unit owes an obligation of confidence and agrees to preserve and protect the confidentiality of such information to the same extent, and on the same basis, as the Confidential Information. Despite the foregoing, the TOWNSHIP may disclose Confidential Information if expressly permitted by the Eastern Ontario Health Unit or such disclosure is required by applicable laws. Upon the request of the Eastern Ontario Health Unit, the TOWNSHIP will return or destroy the Confidential Information and all Copies thereof in any form in its possession, provided that it will be entitled to retain Confidential Information other, than Personal Information or Personal Health Information, if so, required by applicable laws.

8- Communications. All communications exchanged between the parties under this Agreement shall be by email and addressed to the following individuals:

Township of North Dundas Meaghan Meerburg, Director of Recreation & Culture
Email: mmeerburg@northdundas.com

EOHU Paul Roumeliotis, Medical Officer of Health/CEO
Email: proumeliotis@eohu.ca

9- Indemnification.

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

The TOWNSHIP shall indemnify, defend and save harmless the EOHU and their elected officials, officers, employees, volunteers and agents from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest, or damages of every nature and kind whatsoever, including, but not limited to, bodily injury or damage to or destruction of tangible property including loss of

revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the TOWNSHIP, their officers, employees, volunteers, invitees, guests, agents, or others for whom the TOWNSHIP is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the TOWNSHIP in accordance with this Agreement and shall survive this Agreement.

IN WITNESS WHEREOF the parties have signed this Agreement.

Date: June 17, 2021

EOHU



Dr. Paul Roumeliotis
Medical Officer of Health/CEO

Date: June 18, 2021

TOWNSHIP OF NORTH DUNDAS



Meaghan Meerburg
Director of Recreation & Culture

FACILITY USER AGREEMENT

BETWEEN:

THE TOWNSHIP OF NORTH DUNDAS
(hereinafter referred to as the "Township")

-and-

THE EASTERN ONTARIO HEALTH UNIT
(hereinafter referred to as the "EOHU")

PREAMBLE:

WHEREAS the purpose and scope of this Service Agreement is for the Township to support and assist the EOHU with the COVID-19 vaccination program.

AND WHEREAS the EOHU has requested and the Township has agreed to provide municipally-owned facilities as needed, in order to assist with offering the COVID-19 vaccination program throughout the Township of North Dundas area.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. **Term.** The term of this Agreement shall commence on April 16th, 2021 and continue for an indefinite period of time.
2. **Bookings.** All dates for the EOHU's COVID-19 vaccination clinics must be pre-booked and pre-approved by the Township. Written confirmation or refusal of requested dates & times, will be issued by the Township, to the EOHU.
3. **Compliance.**
 - a) The EOHU shall comply with all Federal, Provincial and Municipal laws governing taxes, licenses, etc. that may apply to the functions for which this Facility User Agreement is issued.
 - b) Maximum attendance will be governed by Fire Regulations, the Alcohol and Gaming Commission of Ontario and the EOHU.
 - c) All exits must be kept clear from obstructions in case of fire. Emergency lights and signs shall not be covered, so as to obstruct visibility.



CORNWALL • ALEXANDRIA • CASSELMAN • HAWKESBURY • ROCKLAND • WINCHESTER

www.EOHU.ca • 1 800 267-7120 • www.BSEO.ca

If you require this information in an alternate format, please call 1 800 267-7120 and press 0.

Si les renseignements sont requis dans un autre format, veuillez appeler au 1 800 267-7120 et faire le 0.

4. Cancellation & Termination. The Township and its agents may, at any time, cancel this Facility User Agreement or close down the function if:

- a) The condition of the grounds, building or equipment is judged unacceptable by the Township or its agents.
- b) Unforeseen circumstances arise.
- c) The facility requires technical or emergency repairs which cannot be performed at any other time.

The Township shall not be responsible for any loss incurred as a result of the cancellation of this Facility User Agreement and/or of a particular rental date.

Notwithstanding the above, either party may terminate this Agreement upon providing the other party with a thirty (30) day written notice.

5. COVID-19.

- a) Prior to entering facility everyone must complete a COVID-19 self-assessment at the entrance door. Individuals who answer "Yes" to any of the questions or are not feeling, will not be permitted to enter the facility.
- b) The EOHU is responsible for having an active screener at entrance to ensure everyone that has entered has completed COVID-19 screening. The names of all clients will be recorded in the clinic database.
- c) Mask are mandatory for everyone who is entering any Township facility. Masks can only be removed during fitness activity or during eating or drinking.

6. Invoicing.

- a) The EOHU's use of Township-owned facilities for the purpose of administering the COVID-19 vaccination program, shall be provided free of charge.
- b) It is agreed the EOHU will reimburse the Township for any reasonable extraordinary expense not covered in the regular rental of municipal facilities and which resulted from a request in writing via e-mail or otherwise made by the EOHU through its representative Dr. Paul Roumeliotis and/or Thérèse Bourgeois. The municipality will provide an itemized invoice describing the items/services that made up the extraordinary expense.

7. Insurance. The EOHU shall, at their own expense, within 10 days of notification of acceptance of this agreement, obtain and maintain until the termination of the agreement or otherwise stated, provide the Township with evidence of:

a) Commercial General Liability Insurance

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000. per occurrence / aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; Owners & Contractors Protective; occurrence property

damage; products; employees as Additional Insured(s); contingent employers' liability; tenants' legal liability; cross liability and severability of interest clause.

Such insurance shall add the Township as Additional Insured with respect to the operations of the EOHU.

Any and all deductibles shall be the sole responsibility of the EOHU. The Township shall not be responsible for any deductibles.

EOHU is responsible to keep their property / assets insured – failure to do so shall not impose any liability on the Township.

The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company licensed to carry on business in Ontario which are, in all respects, acceptable to the Township.

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

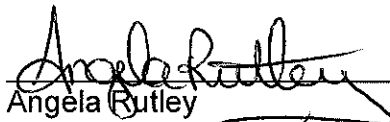
IN WITNESS WHEREOF the parties have signed this Agreement.

Date: June 17, 2021

Date: June 22/21



Dr. Paul Roumeliotis
Medical Officer of Health/CEO
proumeliotis@eohu.ca



Angela Rutley
Chief Administrative Officer
arutley@northdundas.com



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	Summer Student Staff Hires

RECOMMENDATION:

THAT Council approve the recommendation of the hiring committees and authorize the hiring of Mallory Hutchinson, Curtis Bell and Alanah McRae as Casual/Part-Time Lifeguards; Zoe Rivera as Lifeguard/Swim Instructor; Nakita Steele & Seth Christoffersen as Head Lifeguard (alternate); and Patrick Cayer as Maintenance/Parks Labourer for the 2021 summer season.

BACKGROUND:

Additional Casual/Part-Time Lifeguard/Swim Instructors are required for this summer, in order to provide more staffing support for pool operations. Mallory Hutchinson, Curtis Bell, and Alanah McRae were interviewed and are being recommended for hire.

Zoe Rivera was interviewed as an additional Lifeguard/Swim Instructor and is recommended for hire.

The Head Lifeguards are unable to be at the pools during all operating hours, so an alternate Head Lifeguard is required for each facility. It is recommended that current Lifeguard/Swim Instructors Nakita Steele & Seth Christoffersen be compensated at the Head Lifeguard wage rate when acting in the role.

Recently, one of our Maintenance/Parks Labourers left our employ for another opportunity. Patrick Cayer was interviewed and is being recommended for the position.

OPTIONS AND DISCUSSION:

- 1. Authorize the hiring of Mallory Hutchinson, Curtis Bell and Alanah McRae as Casual/Part-Time Lifeguards; Zoe Rivera as Lifeguard/Swim Instructor; Nakita Steele & Seth Christoffersen as Head Lifeguard (alternate); and Patrick Cayer as Maintenance/Parks Labourer for the 2021 summer season - recommended.**
- 2. Do not authorize the hiring of these individuals for the respective positions – not recommended.**

FINANCIAL ANALYSIS:

These summer positions were all approved during our 2021 budget process.

OTHERS CONSULTED:

Recreation Coordinator

Pool Coordinator

Facilities Manager

Facilities Lead Hand

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	Purchase of Sidewalk Machine & Attachments

RECOMMENDATION:

THAT Council award Tender #PW 05-2021, for the purchase of one 2021 Sidewalk Machine along with attachments, to Sontrac Equipment in the amount of \$113,550 plus HST; AND THAT Council approve financing in accordance with budget amendment #2021-10.

BACKGROUND:

The request for quotation was closed on May 31, 2021 for the purchase of a new 2021 sidewalk machine/tractor with attachments. Four bids were received (none local) and were evaluated on technical specifications, after-service/warranty and cost.

Based on the technical evaluation criteria and financial proposal, Sontrac Equipment received the highest points. Therefore, it is recommended that Sontrac Equipment be awarded the tender for the supply and delivery of the sidewalk machine and attachments. The following summarizes the scoring of the submissions:

SUPPLIER	JOHNSON EQUIPMENT	HOLDER TRACTOR INC / KARACHER	HOLDER TRACTOR INC / KARACHER	SONTRAC
CRITERIA	JOHN DEERE 4CYC 74HP	HOLDER 4 CYC 65HP (71 HP GROSS)	HOLDER 4 CYC 75 HP	PERKINS 4 CYC 60HP
TECHNICAL	32.5	36	36.5	39
WARRANTY / AFTER SERVICE	7	7.5	7.5	8.5
PRICE POINT	42	47	42	50
TOTAL POINTS	81	90	86	98

The original budget did not include the attachments for the new sidewalk machine, as it was anticipated that some of the old available attachments could be used. Unfortunately, the new machine will require its own attachments, and it is recommended to at least purchase the blade and the spreader. These attachments are included in this request to Council.

A rear tow behind single axle 1 cubic yard attachment (\$18,700) and Hydraulic snow blower (\$18,000) were identified as provisional items and were removed from the award price, due to budgetary constraints. A newer version of the snow blower attachment will be available by the end of this year and if a demo is successful, may be procured as part of 2022 budget.

The removal of the provisional items mentioned above, from the award price, did not change the scoring and/or recommendation. Further the dealer has mentioned that the price of equipment has increased over the years and the supply / cost of equipment is further impacted due to COVID.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The 2021 budget included \$80,000 for the purchase of the sidewalk machine. The purchase will include a rear drop spreader and blade as attachments resulting in a \$33,550 budget shortfall. It is recommended that \$26,550 of this shortfall be covered by development charges and \$9,000 be covered by the 2020 surplus.

OTHERS CONSULTED:

Treasurer
Deputy Treasurer

ATTACHMENTS:

Budget Amendment No. 2021-10

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - July 13, 2021

Budget Amendment - 2021-10 - Transportation Services

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
----------------	--------------------	-------------------------------------	---------------------------	-----------------------------------

Costs

Trackless Sidewalk Machine & Attachments	1-5-3273-8000	80,000	115,550	35,550
		\$ 80,000	\$ 115,550	\$ 35,550

Financing

Transfer from Development Charges - Unlicensed Vehicles (3-3-2000-9590)	1-4-3273-9500	-	26,550	26,550
Transfer from Reserve - Previous Year Surplus (1-3-2000-9670)	1-4-3273-9000	-	9,000	9,000
		\$ -	\$ 35,550	\$ 35,550



ACTION REQUEST – Planning Building and Enforcement

To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	By-law 2021-47 Laliberte Residential Zoning Amendment

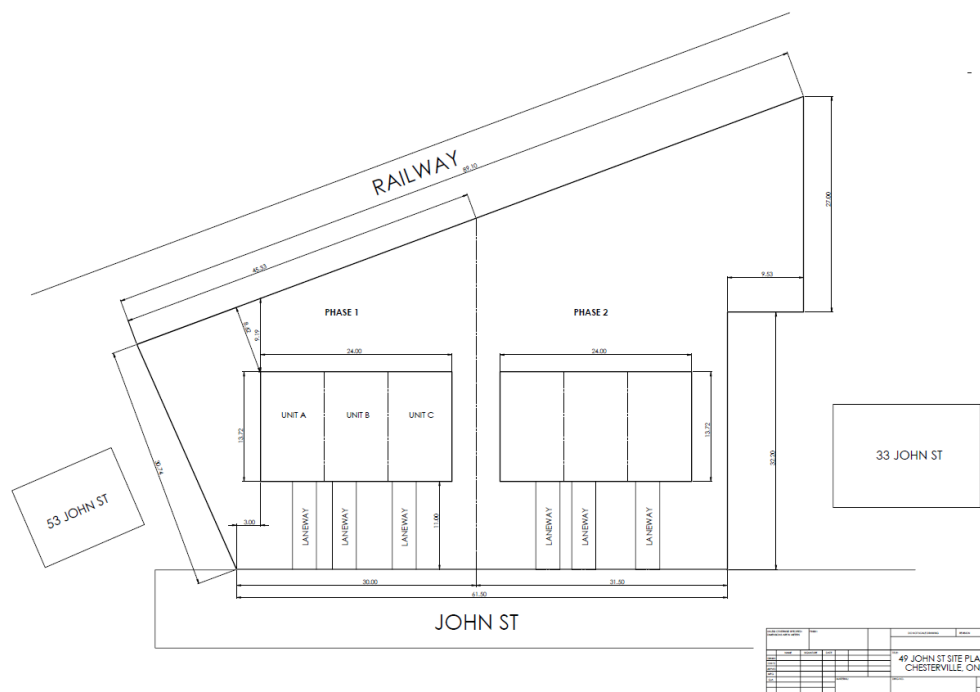
RECOMMENDATION:

THAT By-law No. 2021-47, being a By-law to amend the former Village of Chesterville Zoning By-law No. 04-95, as amended, be read and passed in Open Council, signed and sealed this 13th day of July, 2021.

BACKGROUND:

The purpose of the application is to rezone the property from General Commercial (CG) to Residential Second Density (R2) to permit the construction of six (6) townhouse dwelling units.

The applicant has applied to rezone the property to permit the redevelopment of the property and the construction of six (6) townhome dwellings. The existing building was a former martial arts studio and is currently being demolished by the applicant. The applicant has submitted a preliminary site plan of the proposed development:



OPTIONS AND DISCUSSION:

1. **Adopt the Resolution as Presented** – recommended.
2. **Do Nothing** – not recommended. The proponent can take the amendment to the Ontario Land Tribunal (OLT) for Council's failure to proceed (applicant must wait 150 days – Section 34(11) of the Planning Act).
3. **Refuse the Request** – not recommended. The proponent can take the amendment to the Ontario Land Tribunal immediately

FINANCIAL ANALYSIS:

No financial impact at this time. Possibility of increase in the assessment in the future.

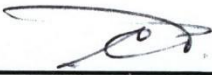
OTHERS CONSULTED:

Applicant
CBO
CP Rail

ATTACHMENTS:


Draft By-law 2021-47

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



Planning Report Zoning Amendment

RE:	Dario Laliberte - Residential Amendment
Meeting Date:	July 13, 2021
Current Zoning:	General Commercial (CG)
Proposed Zoning:	Residential Second Density (R2)
Official Plan:	Commercial District
Subject Area:	0.79 acres.
Existing Use:	Commercial building (martial arts school)
Proposed Use:	Six townhome dwellings in two (2) three-unit blocks.

1. Purpose and Effect

The Township of North Dundas has received a Zoning By-law Amendment application to amend the former Village of Chesterville Zoning By-law No. 04-95 under Section 34 of the *Planning Act* for the property legally described as Part of Lot 122, Block I and Part of Block V on Registered Plan 35, being Part 1 on Registered Plan 8R-4197, former Village of Chesterville, now the Township of North Dundas, municipally known as 49 John Street, Chesterville. The purpose is to rezone the property from General Commercial (CG) to Residential Second Density (R2). If approved, the subject land will be rezoned to Residential Second Density (R2) to permit the construction of up to six (6) townhome dwellings.

2. Background

The subject property is a commercial building that was occupied by the Therien Martial Arts and Fitness Centre (see image below). The owner, Dario Laliberte, has purchased the property and would like to redevelop the land into six townhome dwellings. The existing residential use on the second floor will not be affected by the proposed zoning amendment. The



Picture Courtesy of
Google 2021

subject property is designated as Commercial District in the Official Plan and abuts the Canadian Pacific Railway Line at the rear; however, the surrounding properties are primarily residential and the subject property is located far from Chesterville's downtown commercial area.



Picture Courtesy of
Google 2021

3. Policy Direction

3.1 Provincial Policy Statement

Ontario has a set of Provincial Policy Statements (2020), of which Council must have regard for the following relevant excerpts:

- 1.1.3.2 *Land use patterns within settlement areas shall be based on densities and a mix of land uses which:*
- a) efficiently use land and resources;*
 - b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
 - c) minimize negative impacts to air quality and climate change, and promote energy efficiency;*
 - d) prepare for the impacts of a changing climate;*
 - e) support active transportation;*
 - f) are transit-supportive, where transit is planned, exists or may be developed; and*
 - g) are freight-supportive.*

This proposal is somewhat consistent with the *PPS* as the proposed By-law Amendment meets the standards of land use patterns within settlement areas, and represents a form of residential intensification and redevelopment of an underutilized site.

3.2 Official Plan – United Counties of Stormont, Dundas and Glengarry

The land subject to this amendment is designated as Commercial District. The Official Plan has text related to the acceptability of the proposed use in this area:

Table 3.5 lists the permitted uses associated with all land use designations in the United Counties, the permitted uses in the Commercial District include residential uses, either mixed or standalone.

Table 3.5 – Designations and Associated Permitted Uses

Commercial District – Full range of retail, service commercial, automotive, and personal service uses
– Residential uses (mixed or standalone)

This application is in general conformity with the Official Plan as the proposed amendment will allow the redevelopment of a commercial site into six residential units, increasing the available housing stock in Chesterville. In general, the conversion of commercial buildings to standalone residential is not recommended, however in this case, the commercial building being converted is not within downtown Chesterville and is located in a residential neighborhood.

3.3 Zoning By-law No. 04-95

The subject land is currently zoned General Commercial (CG) in the Village of Chesterville Zoning By-law No. 04-95. The proposed amendment will

change the zoning of the subject land to Residential Second Density (R2) and permit the owner to construct six townhome dwellings on the lot. The dwellings shall be constructed in two phases – one for each block, with each block containing three units.



The owner of the subject land has begun to demolish the building formerly occupied by the martial arts school in preparation for the proposed development. This site is unique in the surrounding area as it is more than double the size of most lots in the area making it ideally suited to the proposed intensified residential development.

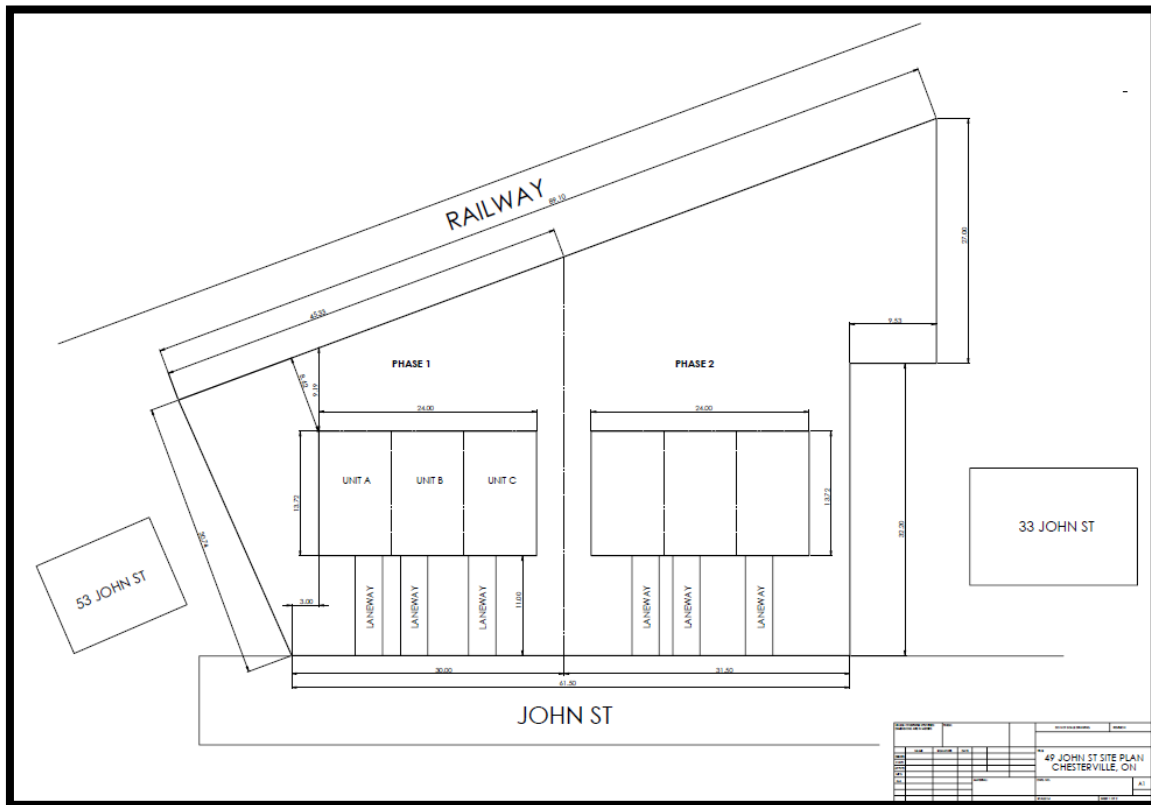
4. Analysis

The proposed Zoning By-law Amendment will change the zoning of a parcel on John Street in Chesterville from General Commercial (CG) Residential Second Density (R2) to allow the construction of six townhome dwellings.

The subject land is located west of Chesterville Main Street in a primarily residential neighbourhood.

The applicant has provided Township planning staff with a draft site plan showing the location of the proposed townhome units, all six units will have

frontage on John St with front and rear setbacks greater than the minimum required by the Zoning By-law. This development has the potential to increase affordable type housing by six dwelling units in Chesterville through the redevelopment of an underutilized lot. This increases the overall housing stock without increasing the settlement boundaries of the Village of Chesterville.



5. Comments

The Canadian Pacific Railway Company submitted an email to the Township Clerk stating the following:

“CP’s approach to development in the vicinity of rail operations is encapsulated by the recommended guidelines developed through collaboration between the Railway Association of Canada and the Federation of Canadian Municipalities. Those guidelines are found at the following website address:

<http://www.proximityissues.ca/>

The safety and welfare of residents can be adversely affected by rail operations and CP is not in favour of residential uses that are not

compatible with rail operations. CP freight trains operate 24/7 and schedules/volumes are subject to change.

Should the captioned development proposal receive approval, CP respectfully requests that the recommended guidelines be followed.”

No other written comments were received.

6. Recommendation

That Council approve the zoning amendment as the proposal constitutes good planning, is consistent with the 2020 Provincial Policy Statement and in general conformity with the Official Plan. Secondly, that Council consider comments from the public, public bodies and adjacent neighbours during the public meeting prior to rendering a decision on the proposed amendment.

Prepared By:

Original Signed
Paul Clarke
Planning Technician

June 25, 2021
Date

I hereby certify that this report was prepared under the supervision of a Registered Professional Planner within the meaning of the Ontario Professional Planners Institute Act, 1994.

Original Signed
Calvin Pol, MCIP, RPP, BES
Director of Planning, Building and Enforcement

July 9, 2021
Date

BY-LAW No. 2021-47
EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received an application to amend the former Village of Chesterville Zoning By-law No. 04-95 to rezone a property to Residential Second Density (R2) to permit the construction of six townhome dwellings.

The lands affected by this amendment are described as Part of Lot 122, Block I and Part of Block V on Plan 35, Part 1 on Registered Plan 8R-4197, former Village of Chesterville, now the Township of North Dundas, County of Dundas.

If the proposed by-law amendment is adopted, the subject land will be rezoned to Residential Second Density (R2) to allow the construction of six townhome dwelling units comprised of two three-unit blocks.

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

Applicant/Owner:
Dario Laliberte

Roll Number:
0511-019-000-21000

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2021-47

***Being a By-law to amend the former Village of Chesterville Zoning
By-law No. 04-95, as amended***

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

AND WHEREAS By-law No. 04-95, as amended, regulates the use of land and the use and erection of buildings and structures within the former Village of Chesterville, now the Township of North Dundas;

AND WHEREAS the Council of The Corporation of the Township of North Dundas deems it expedient and advisable to amend certain requirements of By-law No. 04-95, as amended; insofar as they relate to certain lands to which said By-law applies as hereinafter set forth;

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

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

- 1.0** The lands affected by this amendment are described as Part of Lot 122, Block I and Part of Block V on Registered Plan # 35, being Part 1 on Registered Plan 8R-4197, former Village of Chesterville, now the Township of North Dundas, County of Dundas.
- 2.0** That Schedule “A” of (former Township of Mountain) Zoning By-law No. 04-95 is hereby amended as follows:
 - 2.1** That the area affected by Section 1 and shown on Schedule “1” of this By-law, shall henceforth be zoned “Residential Second Density (R2)” and shall cease to be zoned “General Commercial (CG)”.
- 3.0** Subject to the giving of Notice of Passing of this By-law, in accordance with Section 34(18) of the *Planning Act, R.S.O. 1990*, as amended, this By-law shall come into force on the date of passing by The Council of the Corporation of the Township of North Dundas where no notice of appeal or objection is received, pursuant to Section 34(21) of the *Planning Act*, as amended.
- 4.0** All other applicable provisions of the former Village of Chesterville Zoning By-law No. 04-95, as amended, shall continue to apply.

READ and passed in Open Council, signed and sealed this 13th day of July, 2021.

MAYOR

CLERK

SCHEDULE "1" BY-LAW No. 2021-47

Enacted by the Council of the Township of North Dundas this 13th day of July, 2021.

Mayor

Clerk



Area to be rezoned from General Commercial (CG) to Estate Residential Second Density (R2).

Part of Lot 122, Block I on Plan 35, Part 1 on Registered Plan 8R-4197, former Village of Chesterville, now the Township of North Dundas.

Municipally known as 49 John Street.



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	Country Lane Subdivision - Part Lot Control By-law

RECOMMENDATION:

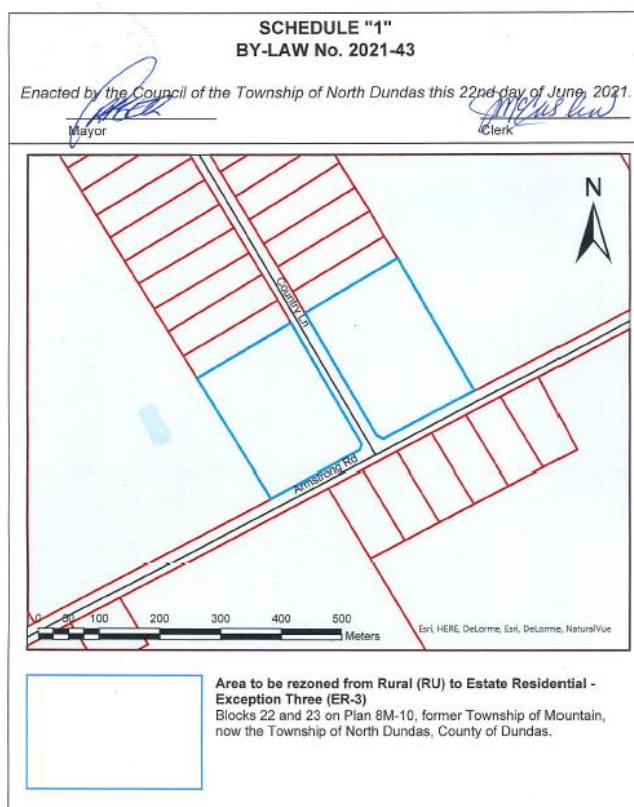
THAT By-law No. 2021-48, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 13th day of July, 2021

BACKGROUND:

The applicant, Falcon Home Construction Inc., wishes to exempt Blocks 22 and 23 within Registered Plan 8M-10 from Part Lot Control to divide the existing two Blocks into twelve (12) lots to permit the individual sale of lots for single detached dwellings.

The Township of North Dundas approved a site-specific zoning amendment application to rezone the two blocks from Rural (RU) to Estate Residential – Exception Three (ER-3) on June 22, 2021 (By-law No. 2021-44).

As this application is related to the creation of 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 lots to be parceled off and sold individually.



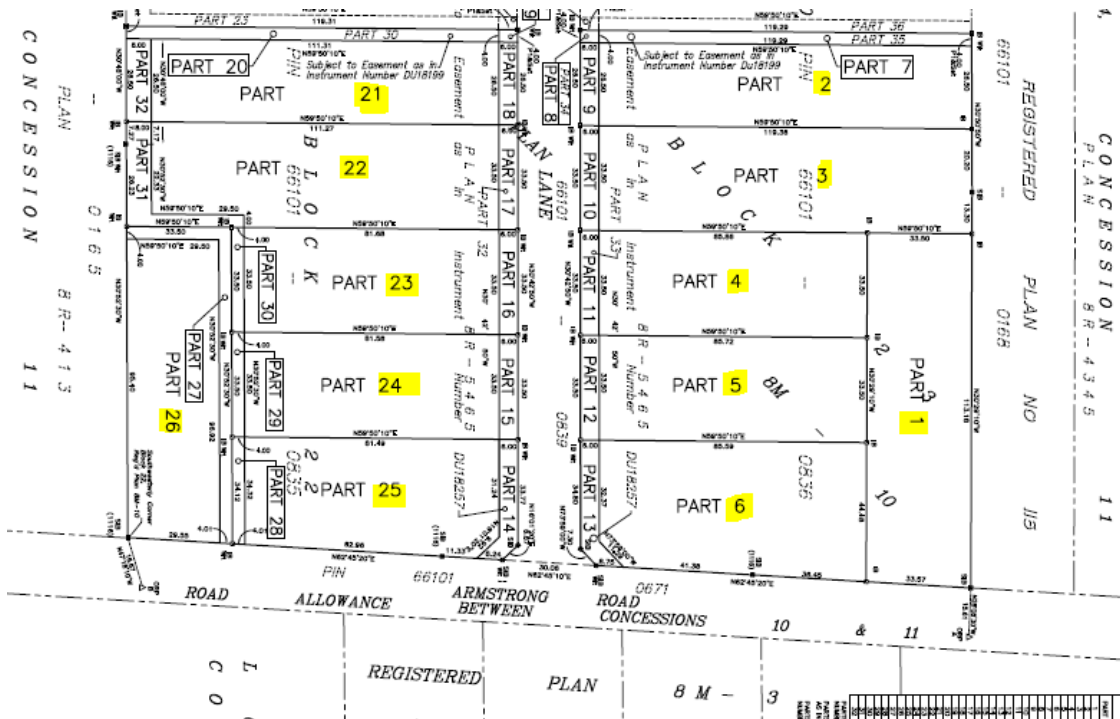
Section 50 – Planning Act, R.S.O. 1990

- (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.

The applicant has deposited security amounts for site works and engineering review to the Township. The parkland fee has also been paid. It is the Township's understanding that most of the site works have been completed, and that Hydro is being connected. The Township's Engineering Consultant still has to sign off on these works.

Attached and referenced below is a copy of the survey submitted by the applicant.

**OPTIONS AND DISCUSSION:**

- 1. Adopt the By-law as presented – recommended.** Once approved, the By-law will be sent to the United Counties for stamping.

2. **Do nothing** – not recommended. Blocks 22 and 23 would have to go through the lengthier severance or subdivision process to be divided and sold as individual lots.

3. **Refuse the request** – not recommended. Same as option 2

FINANCIAL ANALYSIS:

No impact at this time. If approved, this will lead to an increase in residential tax assessment.

OTHERS CONSULTED:

Township's Consulting Engineer
Developer's Engineer
CBO
Applicant

ATTACHMENTS:

Draft By-law 2021-48
Draft Reference Plan

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. 2021-48

EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received a site-specific application to exempt two (2) Blocks from Part Lot Control.

The areas affected by this By-law are described as Blocks 22 and 23, within Registered Plan 8M-10, in the former Township of Mountain, 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 the subject of a rezoning application (By-law No. 2021-44 adopted on June 22, 2021) any other application under the Planning Act.

APPLICANT:

Falcon Home Construction Inc. on behalf of
Maurice Lafortune Investments Ltd.

Affected Parcels:

Roll Number: 0511-011-013-80095
PIN: 661010835

Roll Number: 0511-011-013-80096
PIN: 661010836

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-48

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 Blocks 22 and 23 within Registered Plan No. 8M-10 in the former Township of Mountain, now the Township of North Dundas, County of Dundas, from Part Lot Control to permit the splitting and sale of 12 residential lots, together with, and subject to any easements for access and maintenance.

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

- 1.0** Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, as amended, shall not apply to Blocks 22 and 23 on Registered Plan No. 8M-10 in the former Township of Mountain, 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** Twelve (12) individual residential lots, together with their appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
 - 2.3** Any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit.
- 3.0** No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this By-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, as amended.
- 4.0** This By-law shall come into force upon approval and shall expire on July 13th, 2022, unless the Council of The Corporation of The Township of North Dundas has provided an extension by amendment to this By-law prior to its expiry.

READ and passed in Open Council, signed and sealed this 13th day of July, 2021.

MAYOR

CLERK



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	By-law No. 2021-50 Deputy Chief Building Official Appointment

RECOMMENDATION:

THAT By-law No. 2021-50 being a By-law to appoint Brooke Radi as a Deputy Chief Building Official and a Building Inspector be read and passed in Open Council signed and sealed this 13th day of July 2021.

BACKGROUND:

Mrs. Brooke Radi has been working as a Building Inspector with the Township since October 15th, 2019. During her employment with the Township, she has successfully obtained numerous qualifications and experience. Mrs. Radi is now qualified to become a Deputy Chief Building Official. This appointment will allow Mrs. Radi to issue building permits in the absence of the Chief Building Official and have other powers given under the Building Code Act.

The Municipalities of South Dundas, South Stormont, North Glengarry, South Glengarry, Russell and North Grenville all have the position of Deputy Chief Building Official as a back-up to their Chief Building Official.

OPTIONS AND DISCUSSION:

1. **Adopt the By-law as presented** – recommended.
2. **Do Nothing** – not recommended.
3. **Modify By-law** – not recommended. Mrs. Radi has all of the qualifications for which the By-law appoints her.

FINANCIAL ANALYSIS:

Expenses associated with the appointment of a Deputy Chief Building Official will be approximately \$2,700.00. This amount can be accommodated within the 2021 budget with the recent departure of two employees from the PBE Department to the City of Ottawa.

OTHERS CONSULTED:

Chief Administrative Officer
Neighbouring Municipalities

ATTACHMENTS:

By-law No. 2021-50

PREPARED BY:

Jacob Forget

RECOMMENDED 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. 2021-50

BEING a By-law to appoint a Deputy Chief Building Official, and a Building Inspector

WHEREAS Section 3(2) of the *Building Code Act*, S.O. 1992, c.23 as amended, requires the Council of each municipality to appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of the Building Code Act within its municipal jurisdiction;

AND WHEREAS Section 9 of the *Municipal Act*, 2001, S.O. 2001, c.25, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 13 of the *Municipal Act*, 2001, S.O. 2001, c.25, provides that a single-tier municipality may pass by-laws respecting matters within the spere of jurisdiction set therein.

NOW THEREFORE, be it resolved that the Council of the Corporation of the Township of North Dundas enacts as follows:

- 1.0** That Brooke Radi is hereby appointed as the Deputy Chief Building Official for the Township of North Dundas to carry out the duties of the Chief Building Official, when required.
- 2.0** That Brooke Radi is hereby appointed as a Building Inspector for the Township of North Dundas.
- 3.0** That the by-law shall come into force and effect immediately upon the final passing thereof.

READ and passed in Open Council, signed and sealed this 13th day of July, 2021.

MAYOR

CLERK



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	July 13, 2021
Subject:	By-law No. 2021-49 Agreement of Purchase and Sale - St. John Street

RECOMMENDATION:

THAT By-law 2021-49, being a By-law to authorize the Mayor and Clerk to enter into an Agreement of Purchase and Sale with Berean Homes Inc. for the sale of the vacant land at 10515 St. John Street in Hallville, be read and passed in Open Council, signed and sealed this 13th day of July, 2021.

BACKGROUND:

With the recent announcement that the Township of North Dundas has received 2 million in funding for the development of the new Hallville Park, the municipally-owned property located at 10515 St. John Street is no longer planned to provide recreational opportunities for our residents; therefore, Council declared this property to be surplus to the needs of the municipality and authorized that it be advertised for public sale. The property was listed for sale by Royal LePage Team Realty on June 23rd, 2021 and also advertised on the municipal Facebook page. An offer of purchase in the amount of \$152,250.00 was received from Berean Homes Inc. on June 30th, 2021 with a closing date set for August 16th, 2021.

OPTIONS AND DISCUSSION:

1. **Accept the offer of purchase – recommended.**
2. **Do not accept the offer – not recommended.**

FINANCIAL ANALYSIS:

The net funds from the sale of the property can be used toward the Township's portion of the new Hallville Park development.

ATTACHMENTS:

By-law No. 2021-49

PREPARED BY:

Jo-Anne McCaslin, CMO
Municipal Clerk

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2021-49

Being a By-law of the Corporation of the Township of North Dundas to authorize the Mayor and Clerk to enter into an Agreement of Purchase and Sale with Berean Homes Inc. for the sale of vacant land at Lot 17, St. John Street, Hallville.

WHEREAS the Council of the Corporation of the Township of North Dundas declared the above noted property to be surplus to the needs of the municipality and authorized that it be sold by public sale;

AND WHEREAS the Council of the Corporation of the Township of North Dundas deems it appropriate to dispose this property,

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

1. That the Township of North Dundas enter into an Agreement of Purchase and Sale with Berean Homes Inc. Inc. for the sale of vacant land known as Lot 17, Plan 86, 10515 St. John Street, geographic Village of Hallville, now in the Township of North Dundas, County of Dundas as per the terms of the Agreement of Purchase of Sale shown as Schedule “A” attached hereto and forming part of this by-law;
2. And that the Mayor and Clerk be authorized to execute all necessary documents.

READ and passed in Open Council, signed and sealed this 13th day of July, 2021.

MAYOR

CLERK



KEY INFORMATION REPORT

Finance

July 13, 2021

SUBJECT: Year End 2020 Surplus by Department

BACKGROUND:

Finance Dept prepares an Annual Report for Council detailing the annual surplus (deficit) for the year by department; in addition, we provide recommendations for the allocation of this surplus – final determination is made by Council and the surplus (deficit) is then allocated in accordance with Council's wishes.

COMMENTS:

Attached to this report is a "*Summary of Surplus (Deficit) By Department*" for the fiscal year ending December 31st 2020. We are pleased to report that we ended fiscal 2020 with an overall surplus in the amount of \$341,301.99. This amount has been broken down by department – see Appendix # 2 attached. A large portion of the surplus balance has been appropriated by 2021 projects as depicted in attached Appendix # 1.

OPTIONS:

- Allocate surplus (deficit) to reserves by department in accordance with balances as depicted in Appendix # 2
- Finance Unfinanced Capital Projects carried forward from previous years
- Replenishment of Reserves – most particularly Recreation Dept
- Increase Tax Rate Stabilization Reserve
- Transfer balance to General Working Funds Reserve
- Set funds aside to deal with financial impact of COVID-19
- Other projects, as deemed worthy by council
- Undertake additional projects for 2021
- Leave in 2020 Surplus Account

ATTACHMENTS:

2020 Surplus Amounts Allocated to 2021
2020 Surplus (Deficit) by Department

Addendum to Key Information Return

Finance Department - 2020 Financial Data Presentation

2020 Surplus	\$ 341,302
---------------------	-------------------

Amounts Allocated to 2021

Approval Document	Particulars	Designated Amount from 2020 Surplus
--------------------------	--------------------	--

General Government

BA 2021-08 (Jun 9/21)	Additional costs for a Communications Officer	17,500
--------------------------	---	---------------

Planning, Building & Enforcement

BA 2021-02 CR 9 (Apr 27/21)	Retain CIMA for professional services	6,500
--------------------------------	---------------------------------------	--------------

Public Works

Final Budget	Purchase of dump truck	50,000	
Final Budget	Paving of parking lot in Chesterville	20,000	
BA 2021-01 CR 15 (Mar 23/21)	Hiring of 2 additional summer students	26,200	
BA 2021-06 (Jun 9/21)	Additional cost for the purchase of a passenger vehicle	10,800	
BA 2021-10 (Jul 13/21)	Pending Approval - Additional cost for attachments to Trackless Sidewalk machine	9,000	
Allocated to Public Works			116,000

Recreation & Culture

BA 2021-05 CR 9 (May 25/21)	Replacement of the Winchester Arena chiller	93,500	
BA 2021-09 (Jun 9/21)	Morewood Fire Hall Cistern Pump	5,000	
Allocated to Recreation & Culture			98,500

Total Amounts Appropriated

\$ 238,500

Balance Remaining from 2020 Surplus - Propose to Transfer to General Working Funds Reserves	\$ 102,802
--	-------------------

Surplus (Deficit) by Department		2020 Budget	2020 Actual After COVID 19 Adjustments	2020 Surplus (Deficit)
General Government		\$ 19,934	\$ (107,875)	\$ 127,809
Economic Development		\$ 154,765	\$ 145,527	\$ 9,238
Fire Services				
	North Dundas Fire Services	231,450	223,708	7,742
	North Dundas Fire Training	90,200	70,335	19,865
	North Dundas Fire Prevention	28,100	11,877	16,223
	Morewood Fire Department	105,710	96,903	8,807
	Mountain Fire Department	117,516	116,504	1,012
	Winchester Fire Department	116,900	116,898	2
	Chesterville Fire Department	81,210	86,236	(5,026)
Fire Services - Total		\$ 771,086	\$ 722,460	\$ 48,626
Planning, Building, & Enforcement				
	Planning	144,875	141,416	3,459
	Building	133,150	92,824	40,326
	By-law Enforcement	126,400	114,348	12,052
	Animal Control	70,025	50,537	19,488
Planning, Building, Etc. - Total		\$ 474,450	\$ 399,126	\$ 75,324
Public Works				
	Transportation Services	3,104,383	3,195,902	(91,519)
	Municipal Drainage	70,620	45,362	25,258
Public Works - Total		\$ 3,175,003	\$ 3,241,264	\$ (66,261)
Recreation & Culture				
	Recreational Services	1,402,431	1,254,786	147,645
	Other Facilities	8,234	(8,821)	17,055
Recreational & Culture - Total		\$ 1,410,665	\$ 1,245,965	\$ 164,700
Waste Management		\$ 781,954	\$ 800,088	\$ (18,134)
Variance - Budget vs. Actual - Surplus (Deficit)		\$ 6,787,857	\$ 6,446,556	\$ 341,301

Surplus (Deficit) by Department		2020 Budget	2020 Actual After COVID 19 Adjustments	2020 Surplus (Deficit)
Analysis of Surplus (Deficit)				
General Government		\$ 127,809		
	Net of Supplementary Taxes and Write-Offs	(67,750)	(80,761)	13,011
	Summer Student Grants	-	(5,880)	5,880
	Council Spending/conferences	140,740	125,612	15,128
	Salaries & Benefits	844,800	801,170	43,630
	Insurance	83,100	58,044	25,056
	Accounting/Audit	21,500	18,114	3,386
	Postage, Courier, Office Supplies	59,450	51,004	8,446
	Miscellaneous Revenues	(25,550)	(32,627)	7,077
		\$ 1,056,290	\$ 934,676	\$ 121,614
Economic Development		\$ 9,238		
	Wages & Benefits	\$ 87,800	\$ 77,964	\$ 9,836
North Dundas Fire Services		\$ 7,742		
	Driver Training	7,000	170	6,830
	Advertising	1,000	-	1,000
		\$ 8,000	\$ 170	\$ 7,830
North Dundas Fire Training		\$ 19,865		
	Wages & Benefits	61,000	52,371	8,629
	Training & Courses	21,000	3,388	17,612
	Capital - Fire Training	17,800	21,757	(3,957)
		\$ 99,800	\$ 77,516	\$ 22,284
North Dundas Fire Prevention		\$ 16,223		
	Wages & Benefits	10,500	5,573	4,927
	Public Relations	10,000	1,942	8,058
		\$ 20,500	\$ 7,515	\$ 12,985
Morewood Fire Department		\$ 8,807		
	Materials and Supplies	9,400	6,623	2,777
	Equipment Repairs	3,500	1,329	2,171
	Small Tools	2,000	271	1,729
		\$ 14,900	\$ 8,223	\$ 6,677
Planning		\$ 3,459		
	Training & Conferences	\$ 4,350	\$ 2,017	\$ 2,333
Building		\$ 40,326		
	Revenue Sources	(130,000)	(158,314)	28,314
	Computer Services	5,000	43	4,957
		\$ (125,000)	\$ (158,271)	\$ 33,271

Surplus (Deficit) by Department		2020 Budget	2020 Actual After COVID 19 Adjustments	2020 Surplus (Deficit)
By-law Enforcement		\$ 12,052		
	Wages & Benefits	\$ 118,800	\$ 108,355	\$ 10,445
Animal Control		\$ 19,488		
	Wages and Benefits	44,900	35,543	9,357
	Dog Pound Costs	18,000	13,718	4,282
	Dog Tags Purchased	1,000	-	1,000
	Dog Catcher Fees	17,000	13,028	3,972
		\$ 80,900	\$ 62,289	\$ 18,611
Transportation Services		\$ (91,519)		
	Revenue from Aggregates	(55,000)	(88,927)	33,927
	Summer Student Grants	-	(23,520)	23,520
	Salting	275,000	310,208	(35,208)
	Vehicle & Equipment Maintenance	142,300	167,905	(25,605)
	Dust Control	100,000	119,828	(19,828)
	Roads Maintenance	435,000	453,582	(18,582)
	Miscellaneous	33,500	47,952	(14,452)
	Building Maintenance - Main Garage	1,000	17,523	(16,523)
	Equipment Rentals	15,000	22,625	(7,625)
	Street Lights Operating Expenses	106,781	113,351	(6,570)
	Ditching	-	5,022	(5,022)
		\$ 1,053,581	\$ 1,145,549	\$ (91,968)
Municipal Drainage		\$ 25,258		
	Provincial Funding - Drainage Works	\$ 33,500	\$ 10,603	\$ 22,897
Recreational Services		147,645		
	Summer Student Grant	(18,000)	(63,840)	45,840
	Net Savings in Pool Operations due to closure	106,840	49,495	57,345
	Wages & Benefits	923,200	881,095	42,105
		\$ 1,012,040	\$ 866,750	\$ 145,290
Other Facilities		17,055		
	Hydro - Municipal Office	40,000	32,529	7,471
	Snow Removal - Municipal Office	10,000	4,776	5,224
	Cleaning - Municipal Office	6,205	4,259	1,946
	Building Maintenance - Municipal Office	6,580	5,394	1,186
		\$ 62,785	\$ 46,958	\$ 15,827
Waste Management		\$ (18,134)		
	Blue Box Funding	(102,565)	(116,310)	13,745
	Contracted Services	262,289	278,010	(15,721)
	Recycling - Wages & Benefits	425,300	440,078	(14,778)
		\$ 585,024	\$ 601,778	\$ (16,754)



KEY INFORMATION REPORT Recreation and Culture

July 13, 2021

SUBJECT: Municipal Pools Updates

- Swim lessons started on June 29th at the Winchester Centennial Pool and on June 30th at the Chesterville Public Pool. As of July 6th, there is a total of 79 swimming lesson registrants enrolled in Session 1 and 71 registrants enrolled in Session 2; both pools combined. Out of a total of 70 available time slots for public swimming at our pools, as of July 6th, we have only reached maximum capacity of 15 people, a total of 7 times.
- The feedback from the public regarding the opening of the pools this season, has been extremely positive. Many residents have commented that they are thankful that we opened the pools, as it provides something for their kids to do. The only negative feedback that we have received was regarding the rules set out by the Red Cross and Lifesaving Society, which require that an adult accompany each child into the pool if the child is enrolled in any preschool swim lesson level, up to swim kids 4. In order to avoid having issues at the pool on the day swim lessons started, we made sure to send out 2 reminder emails to all parents/guardians that had children registered in such swim lesson levels.
- All public swimming slots for each pool, for the duration of the summer, have been entered into our recreation registration software. Available slots will open for registration three weeks in advance of the applicable booking dates.
- Public Swimming currently allows 15 registrants per 45-minute time slot. This number will be increasing to 20 slots as lifeguards feel comfortable that they can accommodate more patrons, while acting in accordance with COVID-19 rules and restrictions.
- 78% of participants that have registered for public swimming or swimming lessons to date, have registered online.
- The possibility of offering Aquafit is currently being investigated.
- Adult lane swim will be added to the pool schedules. This will take place Mondays from 5:30-6:15 pm at the Chesterville Public Pool and on Wednesdays from 5:30-6:15 pm at the Winchester Centennial Pool. 4 lanes will be available during this time slot.
- Due to additional lifeguards being hired, the Chesterville Public Pool will be opening on Monday & Tuesday afternoons. The Winchester Centennial Pool will be adding Wednesday afternoons.



DEPARTMENT ACTIVITY UPDATES

Finance
July 13, 2021

KEY FINANCIAL DATA:

Bank Balances

Bank Balances	2021 June 30 th	Last Month May 31 st 2021	Last Year-2020 June 30 th
General Operating Acct	15,525,079.98	11,771,032.03	7,096,286.98
Cash, GIC's, (Reserve Fund)	5,201,468.67	5,256,487.52	7,314,350.92
Total	\$20,726,548.65	\$17,027,519.55	\$14,410,637.90

Taxes Receivable Outstanding	June 30 2021	June 30 2020	June 30 2019
Current Year (2021)	5,698,064.92	10,400,031.53	6,124,727.52
One Year in Arrears (2020)	571,623.41	680,915.49	653,268.70
Two Years in Arrears (2019)	329,999.89	414,424.14	317,335.70
Three Years in Arrears (2018+)	447,200.30	473,713.78	372,119.09
Penalty & Interest	204,417.81	221,514.34	215,858.15
Sub-Total	7,251,306.33	12,190,599.28	7,683,309.16
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(93,604.52)
Taxes Receivable	<u>\$7,157,701.81</u>	<u>\$12,096,994.76</u>	<u>\$7,589,704.64</u>
Taxes Billed to Date	20,223,599.57	20,551,105.05	19,407,605.79
Percentage o/s Over Levy	35.393%	58.863%	39.107%

Net taxes receivable last month were **\$2,374,248.49**; this month's balance of **\$7,157,701.81** (an increase over last month in the amount of **\$4,783,453.32**), represents the net impact of billing our final taxes during the month, less the collections made. They are collectible in two instalments – June 30th and September 30th - (last year the due dates were, July 31st and October 30th) – hence the reason outstanding taxes are so much lower this year compared to last, at this time.

Final tax bills were printed week ending May 28th – mailed out to taxpayers on June 3rd (mailing date last year was June 8th).

The total amount of our final billing was \$9,838,088.42; (2020 - \$10,840,299.25); - due in two instalments of approximately \$4.92M each.

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

Year-End DRAFT Audited Financial Statements – 2020

The auditors completed their annual audit of our books and records and are in position to present the DRAFT financial statements for the year ended December 31 2020, to council at this meeting of July 13th.

ACTIVITIES:

- Preparing for and attending at council meeting of June 9th
- Managers' meetings – June 23rd and 24th
- Several telephone calls and meetings with taxpayers – after tax bills went out at the beginning of June.
- Report back to Ministry of Infrastructure – OCIF, re: Formula-Based Project Information – on actuals for 2020 fiscal year.
- Assisted Deputy-Treasurer and Public Works department with filing to Ministry of Infrastructure – OCIF, re: Formula-Based Project Information form regarding estimates for 2021 fiscal year.
- Report back on 2021 COVID-19 Recovery Funding for Municipalities – due June 30th
- Reviewing DRAFT financial statements from auditors – made finalization entries in books for 2020 fiscal year end.
- Cash balances are up considerably due to June being a tax instalment due date with approximately \$4.9M due at end of June.
- Transferred \$5M from a one-year GIC at 1.2% (taken out June 29 2020) – back into our general bank account. Rates are considerably better on our “loose cash” than anything we can get on term deposits at the current time.
- Final tax bills were printed week ending May 28th – mailed out to taxpayers on June 3rd (mailing date last year was June 8th).
- The total amount of our final billing was \$9,838,088.42 (2020 - \$10,840,299.25); this amount is due in two instalments of approximately \$4.92M each; Instalment due dates are June 30th and September 30th. This cash inflow will be extremely helpful in paying the summer construction costs as well as the Education and County levies;
- Payment of the second instalment to the School Boards in the amount of \$814,525.28, due June 30th.
- County payment was due May 31st in the amount of \$2,423,720 - (2020 amount of \$2,566,927 was due the end of June).

We have attached a Year-to-Date Summary of Budget to Actual Expenditures for Council's information

Township of North Dundas
Year To Date Budget to Actual
As of June 30, 2021

Appendix # 1

Particulars	Revenues				Expenditures				Impact on Taxation			
	As Per Budget	Year to Date Actual	Variance		As Per Budget	Year to Date Actual	Variance		Budgeted (Surplus) Draw from Taxation	Actual to Date	Variance	
			Amount	%age Earned			Amount	%age Spent			\$ Amt (Over) Under Budget	%age (Over) Under Budget
General Government	1,749,990	520,508	1,229,482	30%	1,648,517	763,721	884,796	46%	(101,473)	243,213	(344,686)	340%
Economic Development & Public Relations	161,284	20,874	140,410	13%	315,034	101,572	213,462	32%	153,750	80,698	73,052	48%
Fire Services	624,540	37,442	587,098	6%	1,492,595	808,848	683,747	54%	868,055	771,406	96,649	11%
Planning & Development	59,500	36,826	22,674	62%	198,065	88,627	109,438	45%	138,565	51,801	86,764	63%
Building Department	214,685	176,321	38,364	82%	307,641	125,126	182,515	41%	92,956	(51,195)	144,151	155%
By-law Enforcement	8,500	4,059	4,441	48%	133,900	61,774	72,126	46%	125,400	57,715	67,685	54%
Animal Control	15,500	12,980	2,520	84%	82,300	20,992	61,308	26%	66,800	8,012	58,788	88%
Transportation Services	4,514,588	904,991	3,609,597	20%	7,459,584	1,260,912	6,198,672	17%	2,944,996	355,921	2,589,075	88%
Municipal / Tile Drainage	232,950	28,369	204,581	12%	309,450	19,193	290,257	6%	76,500	(9,176)	85,676	112%
Recreational Services	1,065,943	74,146	991,797	7%	2,675,972	839,129	1,836,843	31%	1,610,029	764,983	845,046	52%
Other Facilities	509,096	291,127	217,969	57%	525,420	164,232	361,188	31%	16,324	(126,895)	143,219	877%
Volunteer Organizations	69,000	10,068	58,932	15%	69,000	6,891	62,109	10%	-	(3,177)	3,177	
Waste Management	549,068	70,258	478,810	13%	1,268,586	533,992	734,594	42%	719,518	463,734	255,784	36%
Total - General Operations	9,774,644	2,187,969	7,586,675	22%	16,486,064	4,795,009	11,691,055	29%	6,711,420	2,607,040	4,104,380	61%
North Dundas Water Services	1,888,883	587,586	1,301,297	31%	1,888,883	384,062	1,504,821	20%	-	(203,524)	203,524	
Winchester Sewer	1,452,955	345,652	1,107,303	24%	1,452,955	178,571	1,274,384	12%	-	(167,081)	167,081	
Chesterville Sewer	391,698	115,042	276,656	29%	391,698	92,077	299,621	24%	-	(22,965)	22,965	
Total - Water and Sewer Operations	3,733,536	1,048,280	2,685,256	28%	3,733,536	654,710	3,078,826	18%	-	(393,570)	393,570	
Grand Totals	13,508,180	3,236,249	10,271,931	24%	20,219,600	5,449,719	14,769,881	27%	6,711,420	2,213,470	4,497,950	67%



DEPARTMENT ACTIVITY UPDATES

Economic Development and Communications

July 13, 2021

- Worked extensively with several businesses to determine if the SDG Regional Incentives Program was the best fit for their needs, which resulted in six applications being submitted and reviewed by the committee on June 30th.
- Promoted the July 6th Business Plan virtual meeting hosted by the Chamber of Commerce, the Canada Community Revitalization Fund and the June 24th Multi-Sectoral Technical Briefing with Lisa MacLeod.
- The curbside pick-up signage project has been well received by local businesses with thirty-two photos having been taken to date and shared on the Township's Facebook page, as well shared with the Chamber of Commerce. These social media posts will taper off once the virtual business expo videos start to be released in July.
- Nine videos from local businesses have been submitted for the Virtual Business Expo initiative at the time of writing this report, with many more in the works to be recorded by business owners or myself. The videos will be reviewed by the Expo Committee and released in July once a significant volume is gathered.
- Contacted past Community Improvement Plan and Regional Incentive Program approved applicants to ensure their improvements are completed within the specified timeframes to receive their funding.

Communications

- The Township's new website was officially launched on June 11th to the public and our old website has been removed from public viewing. I continue to work with all department heads to update and fine tune the website's content to reflect current service offerings.
- Regularly updating the Township website and Facebook with Provincial and EOHU COVID-19 news.



DEPARTMENT ACTIVITY UPDATES

Public Works

July 13, 2021

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

Administration:

1. Recommended award of sidewalk machine tender.
2. Conducted site visits for operational and road construction activities.
3. Worked with the contractor on construction of various roads, construction pricing for Wincrest Road, deficiencies, etc.
4. Completed ditching work on various roads through three (3) local ditching contractors along roadways identified for paving in 2021.
5. Monitor construction initiatives of various roadways and sidewalks by the contractors.
6. Meeting with property owners to review their concerns with regard to ditching, road condition, trees, truck traffic, etc.
7. Continue to work on plans to install additional signages on roads.
8. Printed daily activity sheets for operation staff.
9. Meeting with many residents over concerns of ditching, entrance culverts, dead tree removal and drainage questions.
10. Operational procedures have been templated and work is to begin shortly.
11. Continue to streamline public works.

Transportation:

Roads Operations:

- 1) Work on E11s and replace damaged mail boxes as required.
- 2) completion of asphalt on Kerrs Ridge rd.
- 3) completion of asphalt on Levere rd.
- 4) completion of asphalt on St. John street and Christina Street
- 5) 90% completion of asphalt on Crump rd.
- 6) Silver Fox rd. is ready for asphalt
- 7) Clarke rd. is ready for sidewalks and asphalt
- 8) Roads have 1 mower pass with the exception of Spruce dr., Rodney lane, Bisson rd., Cayer rd., North Wing rd., South Wing rd., Thompson rd., Ormond rd., Steen rd. and Lafleur rd.
- 9) Hot mix patching has been completed on River rd., Nation Valley rd., Cameron rd., Kittle rd., Nation River rd., Law rd. and some of Baker rd. where the crew is now.
- 10) Excavator grinding has been completed on McIntosh rd., Guy rd., Levere rd., Nesbitt rd. and 90% completed on Loughlin Ridge rd.

- 11) All deficient signs have been changed to date. Some name signs need to be changed but we are waiting on those to be made. Some warning signs (stop ahead) need to be erected but waiting on locates to be completed.
- 12) Whipper snipping has commenced full strength as summer students have started.

Fleet:

1. Annual Inspections completed – 3209, 3260, 3290, 45 and T4
2. Mechanical Fitness Inspections completed – 3211, 3215, 3291, 44 and 7751
3. 3206 – remove manual spreader controls and retrofit to Dickey John Control Point spreader controls
4. Air bag recalls completed at Upper Canada Motors – 7755, 42, 3252 and S1
5. Pump Testing completed – P1, PT2B, P3 and P4
6. P1 – hose reel repair drive chain – rebuild #8 valve – pressure relief valve inspect
7. P2 – recurring right rear brake overheating issue – was at Freightliner from May 31 to June 7 and again from June 15 to present with no resolution at this point
8. P3 – inspect for overheating issue – replace coolant reservoir due to defective fill neck – replace primer motor
9. S2B – replace damaged left side mirror – repair high idle circuit
10. R2 – rear compartment light replace
11. T2 – fabricate tool box mounting brackets and install new toolbox on left side frame rail
12. S3 – completion of toolbox interior compartment lighting, installation of rear work lighting, grab handle installation and fabrication of mounting brackets and installation of gas struts for compartment doors
13. 3295 – replacement and programming of the dash cluster module to repair the park brake issue – Oil and filter change
14. 3254 – air conditioning repair
15. 3212 – air conditioning repair
16. 3224 – switch cutting edges from scarfing to straight edges
17. 3213-2060 – replace damaged PTO shaft – remove iron bar from mower and replace damaged belts
18. 3213-2070 – replace rear tires due to excessive sidewall split in right rear tire – replace blown hydraulic hose
19. 3217 – air conditioning inspect – parts ordered
20. 3273 – split machine and rebush center steering hinge
21. 44 and 45 – replacement of drive axle tires
22. 42 – replace fuel tank filler hose due to vandals
23. 43 – remove fuel tank and repair

Water and Wastewater:

1. Continue to review and discuss with J. L. Richards with regard to water and wastewater capacity constraints.
2. Continue to work on water class environmental assessment study.
3. Various operation and maintenance activities by OCWA.
4. Flushing of sewers in the villages of Winchester and Chesterville.



DEPARTMENT ACTIVITY UPDATES

Waste Management Services

July 13, 2021

FINANCIAL INFORMATION:

May

Total Fees..... \$15,578.25
 Fees Charged.....\$ 6,463.25
 Fees Paid.....\$9,115.00
 Cash on Hand..... \$100.00

June

Total Fees..... \$21,471.50
 Fees Charged.... \$13,088.25
 Fees Paid..... \$8,383.25
 Cash on Hand.....\$100.00

Wards	MAY	JUNE
1. (Twp of Win)	640	800
2. (Twp of Mtn)	480	480
3. (Vill of Win)	720	640
4. (Vill of Ches)	320	320
5. Other (Boyne)	936	1313
Total Cubic Yards	3096	3553
Total Metric Tonnes	281.45	323

Recyclables

Bales on Hand of December 31st

ONP-0 OCC-0 PLASTIC -0 ALUM-99

Estimated Value

\$19,800.00

Tonnages of Processed Material

Year to Date

May 16th to June 30th

Fibre----- 49.06 MT

Plastic/Cans/Glass—29.59 MT

216.29 MT

132.03 MT

Total

348.32 MT

WORK COMPLETED (up to July 2nd)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working with Golder on Technical Studies
- Boyne Road Landfill clean up and organizing
- June 12th - HHW Day – 190 vehicles
- Worked on and completed Landfill Gas Survey and Landfill Statistics Survey
- Working on 2020 Data Call for Blue Box Funding



DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

July 13, 2021

- New stick rack carts have been fabricated for the Chesterville & District Arena. The Rockets had donated 4 wall racks when the changeroom expansion was underway. Due to wall space limitations, the stick racks were taken to Dundas Machine, where they were used as a component in the creation of 4 rolling racks. Special thanks to the Rockets for their donation and to Dundas Machine for their custom design and excellent welding.
- 5 park benches, 3 picnic tables, and 9 garbage receptacles were commissioned from local businesses. This included 1 park bench and 2 picnic tables, which were purchased by the Mountain & District Lions Club, for the Lions Club Pavilion, located in the Rick Cauvier Park in South Mountain. These new furnishings will soon be installed throughout the municipality, in the coming weeks.
- The South Mountain Resource Centre was just repainted. The board and batten was completed on the new maintenance shed, as well as on the ends of the Lions Club Pavilion. Soil and seed were spread around the pavilion and maintenance shed and is being watered regularly. Granular was also reapplied on the laneway from the parking lot, back to the rink. The lines for the tennis courts are scheduled to be painted during the first 2 weeks of July.
- Roller skating will be held in the Chesterville & District Arena this year, instead of in the Joel Steele Community Centre. The anticipated start date is Friday, July 23rd, pending the province enters into Stage 3 by that date. Details will be advertised once determined.
- Zumba classes are currently being offered on Wednesdays nights from 7:00-8:00 pm, on Sox Field in Winchester. Online registration will open on July 9th for a new session, which will begin on July 21st.
- The EOHU COVID-19 vaccine clinics are booked until September 3rd on the Joel Steele Community Centre slab. Any bookings after September 3rd, will take place in the upper-level community hall, in order to allow the 2021/2022 ice season to proceed. Township of North Dundas Firefighters have been providing traffic control at the vaccination clinics, however, it is getting harder to find Firefighters that are available to do so.
- All baseball user groups have started for the season.

- The Recreation Coordinator has started to draft ice contracts for the 2021/2022 season. Both the Winchester & Chesterville Arenas will open on Friday, September 24th. With ice going in late in Winchester, due to the slab being utilized by vaccination clinics, opening the Chesterville & District Arena will help accommodate groups that will miss out on pre-season ice in Winchester.
- The ball field infield groomer has arrived and the staff team was trained on how to use it. Our new ball field maintenance program has begun.
- North Dundas United Soccer is scheduled to start their soccer programs on Tuesday, July 13th. They are scheduled to use both the Chesterville & Mountain soccer fields every Tuesday and Thursday until Thursday September 16th.
- All doors on the Mountain Memorial Park building were repainted, as was the bell. The old shrubs and mulch that surrounded the Hill 70 monument, were replaced with hostas and fresh mulch. The parking lot was recently graded.
- Prices were obtained for various new playground components and ground base, which will be included in the 2022 draft budget. Other prices are being obtained for the draft 2022 budget as well.
- The side emergency door for the Chesterville Public Library was replaced.
- A new set of automatic taps was installed in the men's washroom at the municipal administration office.
- Areas that are targeted to get asphalt replacement in 2021 were measured and specifications were included in a tender document.
- The new signs were picked-up for Veteran's View Park in Morewood and the Rick Cauvier Park in South Mountain. They will be put-up in the near future.
- Repainting and repair work to the window trim, doors and bell tower on the Old Town Hall was awarded and is anticipated to commence in September.
- The Director of Recreation & Culture and the Facilities Manager met with the SDG Library District Supervisor and a carpet representative to review carpet samples for the Winchester Library Branch.
- A letter was received from the Department of Canadian Heritage, informing us that our application for funding under the Canada Cultural Spaces Program Fund, for the replacement of the HVAC system in the Old Town Hall, has been approved. We will be receiving \$31,407.50 for the project.

A program representative will be in contact with us in the near future to review the terms and conditions related to this funding.

- Volunteer Kathleen Hallam taught tennis to 4 children and 3 adults on the repaved South Mountain Tennis Courts, during the month of June. An empty and clean container was provided for the courts, to store rackets and balls for residents to utilize when they visit the courts.



DEPARTMENT ACTIVITY UPDATES

CAO

July 13, 2021

- Attended weekly updates from Dr. Paul of the EOHU
- Worked with Recreation staff to determine the best way to open our pools for the season taking into account EOHU recommendations, COVID protocol, a reduced number of lifeguards and Red Cross recommendations regarding swimming lessons
- Met with real estate agent regarding two Township properties, one of which has since been listed
- Mayor Fraser and I attended the Public Works Operations Center to make a presentation to Carl Munro for achieving 15 years of service with the Township
- Met with Department heads on files and issues as required and in preparation of Council meetings
- Actions to pursue an option for land for a potential municipal drinking water well
- Follow up with lawyers as required on several files
- Review of new municipal website prior to launch
- Respond to inquiries from the public and Council members as required
- Updated COVID Staff Accommodation Policy
- Picnic tables were purchased for at the Municipal Office to promote taking lunch outdoors while maintaining social distancing
- Assist with contracts and IT set up of new employees
- Participated in meetings with SDG CAOs to share information and best practices

Deputy Clerk:

- participated in interviews for several positions
- submitted annual BPS reporting
- Participated in ongoing training and setup of Escribe
- Detailed website review prior to launch of new website



DEPARTMENT ACTIVITY UPDATES

Clerk

July 13, 2021

- Participating in weekly scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul) and Emergency Management Ontario.
- Weekly calls Emergency Planner, Kevin Spencer.
- Participating in Escribe Training.
- Meetings with Real Estate Agent re: municipal property listing.
- Insurance matters – ongoing discussions with Municipal Broker.
- Corresponding with Lawyers – re: property matters.
- On-going discussions with Committees of Council and Delegations.
- On-going discussions with couples regarding marriage ceremonies.
- Assisting Council & Staff – routine duties.
- Assisting Ratepayers – routine duties.
- Preparations for Council meetings – June 22 & July 13.
- Work with Deputy Clerk on lottery files and chip truck licences.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-52

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 Public, Regular and In Camera Meetings held on June 22nd, 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 July 13th, 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 Ontario Land 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 13th day of July, 2021.

MAYOR

CLERK