

AGENDA
Township of North Dundas
636 St. Lawrence Street Winchester ON
Tuesday, September 14, 2021
The Public Meeting starts at 6:30 PM
The Regular Meeting will follow the Public Meeting

These 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) [Regular Meeting - August 17, 2021](#)

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5. Delegations

6. Closed Session

7. Open Session

8. Action Requests

a) Finance

b) Economic Development and Communications

i. [D&H Fencing CIP Application](#)

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ii. [Winchester Meadows Developments CIP Application](#)

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c) Public Works

d) Waste Management

e) Planning Building and Enforcement

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THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

MINUTES

AUGUST 17, 2021

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on August 17, 2021 with Mayor Fraser in the Chair. This meeting was 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
Treasurer: John Gareau
Economic Development Officer: Stephen Mann
Director of Public Works: Khurram Tunio
Director of Waste Management: Doug Froats
Director of Recreation and Culture: Meaghan Meerburg
Director of Planning: Calvin Pol
Fire Services Liaison Office: Mike Gruich
Communications Officer: Jenn Westendorp
Deputy Clerk: Nancy Johnston
Clerk: Jo-Anne McCaslin

1. Call Meeting to Order by Resolution
Resolution No. 01
Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson
THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:00 pm.
CARRIED
2. Adoption of Agenda
Resolution No. 02
Moved by Councillor Thompson
Seconded by Councillor Annable
THAT Council approve the agenda as amended. Addition of By-law 2021-60.
CARRIED
3. Disclosure of Pecuniary Interest and General Nature Thereof – NIL

4. Adoption of Minutes

a) Regular Meeting July 13, 2021

Resolution No. 03

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT the minutes of the Regular meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held July 13, 2021 be adopted as presented.

CARRIED

b) Public Meeting July 13, 2021

Resolution No. 04

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT the minutes of the Public meeting of the Council of the Township of North Dundas, held July 13, 2021 be adopted as presented.

CARRIED

c) Special Meeting July 27, 2021

Resolution No. 05

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT the minutes of the Special meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held July 27, 2021 be adopted as presented.

CARRIED

5. Delegations – NIL

6. Closed Session

Resolution No. 06

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council proceed in Camera 7:10 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;

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

CARRIED

Resolution No. 07

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT Council move to Open Session at 7:54 pm.

CARRIED

7. Open Session

Resolution No. 08

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

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

CARRIED

8. Action Requests

a) Finance – NIL

b) Economic Development and Communications

i) Baker Tilly CIP

Resolution No. 09

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council approve a Commercial Improvement Loan in the amount of \$15,000 for the property located at 475 Main Street, Winchester under the Township of North Dundas' Community Improvement Plan; AND THAT Council authorize the Mayor and CAO to execute the required agreement.

CARRIED

ii) Regional Incentives Program

Resolution No. 10

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT Council approves the disbursement of funding under the SDG Counties Regional Incentives Program to Cannamore Orchards \$8,775, Heritage Health & Spa \$24,475 and Upper Canada Veterinary Services \$765, for a total of \$34,015, subject to the terms of the financial agreements.

CARRIED

c) Public Works

i) 525 Church Street Sewer Allocation

Resolution No. 11

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council allocates 1 sewer unit for an existing single detached home identified by PIN 661020199, 525 Church Street, Winchester, application submitted by Linda and Eli Kelly.

CARRIED

ii) 139 Elizabeth Drive Water and Sewer Allocation

Resolution No. 12

Moved by Councillor Annable

Seconded by Deputy Mayor Armstrong

THAT Council allocates 1 water unit and 1 sewer unit for a single detached unit at a vacant lot identified by PIN 661460436, 139 Elizabeth Street, Chesterville, application submitted by Cassidy Scheepers.

CARRIED

iii) Culvert Replacement Baker Road

Resolution No. 13

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas approve the replacement of the culvert on Baker Road and authorize budget amendment 2021-13 to transfer \$11,800.00 from the Rodney Lane Culvert Reserves to fund the Baker Road culvert replacement.

CARRIED

iv) Chesterville Overhead Tank Rehabilitation

Resolution No. 14

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT the Council of the Township of North Dundas single source the award of engineering specification and tender document preparation to the Ontario Clean Water Agency in the amount of \$19,500 plus HST.

CARRIED

d) Waste Management – NIL

e) Planning Building and Enforcement

i) Junior Planner Job Description

Resolution No. 15

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council hereby approves the Junior Planner Job Description, and hereby authorizes the advertisement for either a Planning Technician or Junior Planner.

CARRIED

- ii) Zoning By-law Amendment Application 216 North Street Winchester Elsayed Ali

Resolution No. 16

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council hereby accepts the Zoning By-law Amendment application as complete from Elsayed Ali and Azza Jabakhanji and directs the public meeting to be held on September 14th 2021 at 6:30 pm.

CARRIED

- iii) Amending Deputy CBO Job Description

Resolution No. 17

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT the job description of Deputy Chief Building Official be updated, amended and approved as presented for the Building Division.

CARRIED

- iv) Zoning By-law Amendment Application 10584 Main Street South Mountain Chelsea Baker

Resolution No. 18

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council hereby accepts the Zoning By-law Amendment application as complete from Chelsea Baker and directs the public meeting to be held on September 14th, 2021 at 6:30 pm.

CARRIED

- f) Recreation and Culture

- i) Snow Maintenance for Morewood Dry Hydrant

Resolution No. 19

Moved by Councillor Annable

Seconded by Deputy Mayor Armstrong

THAT the Council of the Township of North Dundas authorize and approve K2D2 Landscaping to perform snow clearing and salting services for the 2021/2022 winter season, for the dry hydrant that is located at 1232 County Rd. 7, Russell, which services the Morewood Fire Station.

CARRIED

g) Fire

i) Budget Amendment for Fire Training Equipment

Resolution No. 20

Moved by Councillor Annable

Seconded by Deputy Mayor Armstrong

THAT the Council of the Township of North Dundas approve budget amendment #2021-14 to recognize the purchase of fire training equipment in the amount of \$7,900.

CARRIED

h) CAO

i) Office Lease with Eric Duncan MP

Resolution No. 21

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT Council authorizes the Mayor and CAO to execute the lease dated the 17th day of August, 2021 with the Office of Eric Duncan, MP for SDSG, for space at 636 St. Lawrence Street, for a two-year period with an option to renew for a further two-year period.

CARRIED

ii) Carryover of Available Time Off

Resolution No. 22

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT due to COVID-19 and the continued potential need for increased employee time off in 2022 to self-isolate or care for family members, Council approves the option to carryover unused personal time, sick time up to a maximum of one week and up to a total of two weeks of vacation or banked time, from 2021 to 2022.

CARRIED

iii) Administrative Services Assistant

Resolution No. 23

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council accepts the employment contract dated August 6, 2021 with Emily Beach for the position of Administrative Services Assistant.

CARRIED

iv) Executive Assistant Deputy Clerk Duties and Rate Adjustment

Resolution No. 24

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT in recognition of accepting additional duties related to the position of Drainage Superintendent on an interim basis, that Council hereby accepts temporarily utilizing levels 6 and 7 in the compensation range for the Executive Assistant/Deputy Clerk to the Planning, Building and Enforcement department. The resulting salary range for the position is \$49,298 to \$62,363.

CARRIED

v) Recreation Coordinator Market Rate Adjustment

Resolution No. 25

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT in an effort to respond to market pressures related to compensation for the position of Recreation Coordinator, that Council hereby accepts temporarily utilizing levels 6 and 7 in the compensation range for that position. The resulting salary range for the position is \$49,298 to \$62,363.

CARRIED

i) Clerk

i) Municipal Modernization Grant Intake 2

Resolution No. 26

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas approve budget amendment # 2021-15 to finance the municipality's portion of funding received from the Municipal Modernization Program Intake II, to purchase HR downloads, and a new laptop and software for the Communications Officer.

CARRIED

ii) Tile Drainage Loan

Resolution No. 27

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT Council accept and approve the Application for Tile Drainage Loan as submitted, for land to be drained in Part Lots 7 & 8 Concession 4 (approximately 9 hectares) at the north end, formerly bush, in the Township of Mountain in the amount of \$21,345 in accordance with the Agricultural Tile Drainage Installation Act and the Tile Drain Act.

CARRIED

iii) Drainage Maintenance Notice of Withdrawal

Resolution No. 28

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT Council accept the Notice of Withdrawal from Petition for drainage maintenance on the Undesignated Branch of the Moffat Creek Municipal Drain as submitted August 6th, 2021.

CARRIED

iv) Morewood Cenotaph Dedication Street Closure

Resolution No. 29

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council designate the dedication ceremony of the Morewood Cenotaph scheduled for Friday, September 10, 2021 be a "Public Event of Municipal Significance" and that Council seek permission from the United Counties of SDG to temporarily close a portion of County Road 13 and a portion of Moffat Street (County Road 7) to facilitate the dedication of the Morewood Cenotaph Ceremony.

CARRIED

v) Christmas Market Street Closure

Resolution No. 30

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council seek permission from the United Counties of SD&G to close a portion of County Road 3 (Winchester Main Street) from Louise Street to the intersection of County Road 3 and County Road 38, as well as a portion of County Road 38 (St. Lawrence Street) from Winchester Main Street to Caleb Street to vehicular traffic between the hours of 7am to 5pm on Saturday, November 13th, 2021 to facilitate a Christmas Market.

CARRIED

9. Tenders and Quotations - NIL

10. By-laws

a) By-law No. 2021-55 Private Water Hydrant Use

Resolution No. 31

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT By-law No. 2021-55, being a By-law to control the use of fire hydrants, be read and passed in Open Council, signed and sealed this 17th day of August, 2021.

CARRIED

- b) Bylaw No. 2021-57 Sewer Debenture Request 525 Church Street
Resolution No. 32
Moved by Councillor Hoy
Seconded by Councillor Thompson
THAT By-law No. 2021-57, being a By-law imposing Special Annual Sewer Capital Rates on 525 Church Street – Linda and Eli Kelly, be read and passed in Open Council, signed and sealed this 17th day of August, 2021.
CARRIED
- c) By-law No. 2021-53 Part Lot Control Moderna Homes
Resolution No. 33
Moved by Councillor Annable
Seconded by Deputy Mayor Armstrong
THAT By-law No. 2021-53, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 17th day of August, 2021.
CARRIED
- d) By-law No. 2021-59 Removal of Holding Symbol Wellings of Winchester
Phase 1
Resolution No. 34
Moved by Councillor Annable
Seconded by Councillor Thompson
THAT By-law No. 2021-59, being a By-law to amend the former Township of Winchester Zoning By-law No. 12-93 to remove a holding symbol from Phase 1 of the Wellings of Winchester development, be read and passed in Open Council, signed and sealed this 17th day of August, 2021.
CARRIED
- e) By-law No. 2021-60 Option to Purchase Agreement
Resolution No. 35
Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson
THAT By-law No. 2021-60, being a By-law of the Corporation of the Township of North Dundas to authorize the Mayor and CAO to enter into an Option to Purchase Agreement with 2188448 Ontario Inc. be read and passed in Open Council, signed and sealed this 17th day of August, 2021.
CARRIED

11.Key Information

- a) Economic Development and Communications – Director Mann updated Council on the Business Video Promotional Initiative. He advised he has been meeting with businesses to record the videos. To date, 16 videos have been released since July 16th. Approximately 3 videos are released each week. New videos will continue to be released until early September. The initiative has

been well received by the business community and they are thankful for the additional promotional support.

Copies of all the videos will remain on the Township's Facebook page and YouTube Channel on dedicated playlists for all to view at their leisure.

b) EODF Funding Announcement

Director Mann advised two local companies have received funding through the Eastern Ontario Development Fund. This program provides cost-shared funding to businesses, municipalities and economic development organizations to help local communities attract investment, diversify their economies, and plan for long-term sustainability and growth.

Sevita International is investing over \$3.6 million to build a new soybean processing facility in Inkerman, which will be uniquely designed to allow the processing and packaging of both seed and food-grade soybeans in the same plant.

Ontario is providing a \$500,000 grant from the Eastern Ontario Development Fund, which will support Sevita to create 7 jobs and retain 28. With this investment, Sevita will grow its seed business in Eastern Ontario by about 50 per cent.

Fortier Stark Industrial is investing \$1.5 million to construct a new facility in Winchester and purchase equipment to increase production capacity and sales into new markets.

With a \$225,000 grant from the Eastern Ontario Development Fund, the company is creating 5 jobs and retaining another 5. With this investment, the company will manufacture and clean stainless-steel tanks and process piping skids for the food, dairy and beverage industry.

c) DotCOMM Award

Director Mann proudly announced the Township's new website released this past June has been awarded a gold medal at the DotComm Awards under the Government category, administered by the Association of Marketing and Communication Professionals.

The DotCOMM Awards is an international competition honoring excellence in web creativity and digital communications, and is considered one of the most highly-regarded evaluators of creative work in the world.

d) 2021 Safe Community Project Grant

Fire Liaison Officer Gruich advised The Fire Steering Committee has applied to the 2021 Safe Community Project Zero and the 2021 Safe Community Project Assist offered through a partnership between The Fire Marshal's Public Fire Safety Council and Enbridge. The 2021 Safe Community Project Zero is a public education campaign which provides selected Ontario fire departments

with free combination smoke and carbon monoxide alarms for distribution in their communities. If selected as a recipient, this grant will assist North Dundas Fire Services to improve the safety of identified high risk households in the community against fire and carbon monoxide, and will assist with purchasing training materials to educate volunteer firefighters.

e) Street Names – Wincrest and Gypsy

CAO Rutley discussed changing the name of Wincrest Industrial Avenue to Wincrest Avenue and to officially name a portion of road directly across from Gypsy Lane, often referred to as Gypsy Lane east. Council concurred with the suggestion to rename Wincrest Avenue and suggested a portion of the road directly across Gypsy Lane be named Davidson Lane.

f) Communications for Township:

Communications Officer, Jennifer Westendorp presented a communication plan for the Township to Council. The communications plan is structured around the “five Pillars of Effective Communication for North Dundas”. The pillars are as follows: *Promote People, Advertise Amenities, Highlight History, Build Business and Good Governance.*

She also introduced a new initiative called ‘Meet Your Neighbour.’ The purpose of this project is to bring the community back together, in a safe and positive way, by showcasing local residents and telling stories about the township.

‘Meet Your Neighbour’ involves weekly articles about people within the community. These stories will be published every Thursday, starting in October, and continue for 50 consecutive weeks. If the initiative is a success, then ‘Meet Your Neighbour’ can become a permanent fixture in North Dundas and serve to keep people informed and engaged with the township.

12.Consent Agenda

Resolution No. 36

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council authorize payment of accounts as per the attached Council Report dated:

July 1, 2021 to July 16, 2021, Batch 93 to 106 in the amount of \$320,172.54

July 17, 2021 to July 31, 2021, Batch 107 to 114 in the amount of \$1,297,201.42

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

CARRIED

13. Boards and Committees

- a) Marionville Citizens Committee Update:
Resolution No. 37

Moved by Councillor Hoy
Seconded by Councillor Annable

THAT Council receive and file the Marionville Citizens Committee Update as presented August 17, 2021.

CARRIED

- b) Morewood Recreation Association Report:
Resolution No. 38

Moved by Councillor Hoy
Seconded by Councillor Annable

THAT Council receive and file the Morewood Recreation Report as presented August 17, 2021.

CARRIED

- c) County Council: Warden Armstrong advised he is currently attending the AMO Conference and meeting virtually with Ministry representatives.
- d) Art on the Waterfront: Councillor Armstrong advised the event that was planned in conjunction with the Chesterville Agricultural Society did not pan out.
- e) Canada Day: Mayor Fraser noted there were no celebrations in 2021, hopefully 2022.
- f) Chesterville & District Historical Society: Councillor Thompson advised members are painting and sprucing up the heritage centre.
- g) Chesterville Carnival: Councillor Thompson – no report.
- h) Dairyfest: Councillor Hoy – no report.
- i) Display of Lights: Mayor Fraser reported the committee hopes to build on the success of last year and hold an event in December.
- j) Fire Steering: Fire Commissioner Armstrong reported that Pumper training is taking place and budget discussions have begun.
- k) Winchester Downtown Revitalization: Councillor Annable – no report.

14.Motions and Notices of Motions – NIL

15.Petitions – NIL

16.Council Comments and Concerns

17.Miscellaneous/Unfinished Business – NIL

18.Ratification By-law

Resolution No. 39

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT By-law No. 2021-58 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 17th day of August, 2021.

CARRIED

19. Adjournment by Resolution

Resolution No. 40

Moved by Councillor Annable

Seconded by Deputy Mayor Armstrong

THAT Council adjourn at 9:28 to the call of the Chair.

CARRIED

MAYOR

CLERK



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	D&H Fencing CIP Application

RECOMMENDATION:

THAT Council approve a Signage Grant in the amount of \$1,500 for the property located at 1453 County Road 31, Winchester under the Township of North Dundas' Community Improvement Plan; AND THAT Council authorize the Mayor and CAO to execute the required agreement.

BACKGROUND:

In December 2017, Council adopted the Township of North Dundas Community Improvement Plan (CIP) and also established a Community Improvement Plan Review Committee.

- 1067253 Ontario Ltd. o/a D&H Fencing is updating their branding on their roadside pylon sign with a new sign card, painting the metal posts and upgrading to LED lighting.
- This property is within the Township of North Dundas' CIP Boundaries as per Schedule A of the CIP and meets eligibility as per Section 5.5 of the CIP.
- Estimate of work proposed totals \$3,554.08.
- The Committee proposes that a Signage Grant of \$1,500 be granted towards the signage improvements.

OPTIONS AND DISCUSSION:

1. **Approve funding of \$1,500** – recommended.
2. **Do not fund the application** – not recommended.

FINANCIAL ANALYSIS:

The amount recommended for funding falls within the 2021 Community Improvement Plan budget.

OTHERS CONSULTED:

Committee members:

- Mr. Al Armstrong, Deputy Mayor
- Mr. Vince Zandbelt, Community Representative
- Ms. Angela Rutley, Township CAO
- Mr. Calvin Pol, Township Director of Planning, Building & By-law


ATTACHMENTS:

There are no attachments.

PREPARED BY:


Stephen Mann
Economic Development &
Communications Officer

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Economic Development and Communications	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Winchester Meadows Developments CIP Application

RECOMMENDATION:

THAT Council approve a Facade Grant in the amount of \$2,354.04 for the property located at 545 St. Lawrence St, Winchester under the Township of North Dundas' Community Improvement Plan; AND THAT Council authorize the Mayor and CAO to execute the required agreement.

BACKGROUND:

In December 2017, Council adopted the Township of North Dundas Community Improvement Plan (CIP) and also established a Community Improvement Plan Review Committee.

- Winchester Meadows Developments is upgrading the windows on their building to get the site ready to be a co-working space for rent in the near future.
- This property is within the Township of North Dundas' CIP Boundaries as per Schedule A of the CIP and meets eligibility as per Section 5.5 of the CIP.
- Estimate of work proposed totals \$4,708.07.
- The Committee proposes that a Facade Grant of \$2,354.04 be granted towards the window improvements.

OPTIONS AND DISCUSSION:

1. **Approve funding of \$2,354.04** – recommended.
2. **Do not fund the application** – not recommended.

FINANCIAL ANALYSIS:

The amount recommended for funding falls within the 2021 Community Improvement Plan budget.

OTHERS CONSULTED:

Committee members:

- Mr. Al Armstrong, Deputy Mayor
- Mr. Vince Zandbelt, Community Representative
- Ms. Angela Rutley, Township CAO
- Mr. Calvin Pol, Township Director of Planning, Building & By-law

ATTACHMENTS:

There are no attachments.

PREPARED BY:


Stephen Mann
Economic Development &
Communications Officer

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Development Charge Background Study

RECOMMENDATION:

THAT Council approve the award of the PB-2021-01 Request for Proposal to update the Development Charges Background Study to

_____ in
the amount of \$ _____ plus HST.

BACKGROUND:

In 2017, Council adopted Development Charges By-law No. 2017-02, which came into force on January 25, 2017. Under the Development Charges Act and Section 23.2 of the Development Charges By-law, this By-law and its charges remain in effect for 5 years.

Due to its expiry, a new Development Charges background study must be prepared before a replacement By-law can be passed by Council. If a new Development Charges By-law is not passed by January 24, 2022, the Township can no longer apply Development Charges.

The Background Study must be available and placed on the Township website a minimum of 60 days before Council can pass a new Development Charges By-law.

A Request for Proposal (RFP) was issued for the preparation of the development charges background report. The RFP PB-2021-01 will close on September 14, 2021 at 12:00 pm. An additional report will be provided to Council and the public outlining tender submissions and a revised recommendation, as at the time of agenda publishing submissions were not yet available.

All bid submissions will be analyzed for completeness and timeframe to complete the work. Based on the review completed, staff will provide a recommendation to Council to award PB-2021-01 to the lowest bid being in conformance with the requirements outlined in the tender package PB-2021-01.

OPTIONS AND DISCUSSION:

1. **Approve the recommendation-** recommended.
2. **Do not approve the recommendation** – not recommended, as the Township will no longer be able to apply Development Charges.

FINANCIAL ANALYSIS:

Costs and fees to prepare the Development Charges Background Study are eligible growth-related costs and are 100% recoverable from Development Charges. The Development Charge Reserve Fund for studies currently has a balance of almost \$34,000.00.

OTHERS CONSULTED:

CAO
Treasurer
CBO

ATTACHMENTS:

n/a

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Choose an item.	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	2021-2022 Winter Staff Hires

RECOMMENDATION:

THAT Council approve the recommendation of the hiring committee regarding the 2021/2022 winter staff hires for Rink Attendants and Call-In Facility Operators.

BACKGROUND:

We are seeking to hire individuals for our annual winter positions. Positions were advertised and interviews conducted for winter employment opportunities. Ice season is scheduled to begin in both the Winchester & Chesterville arenas on Friday, September 24th, provided the replacement of the Winchester Arena chiller has been completed.

Total number of applicants	22
Number of resident applicants	17
Number of non-resident applicants	5
Total number of applicants interviewed	13

OPTIONS AND DISCUSSION:

- 1. Authorize the hiring of the recommended Rink Attendants and/or Call-In Facility Operators for the 2021/2022 ice season - recommended.**
- 2. Request that a position be awarded to another candidate - not recommended.**

FINANCIAL ANALYSIS:

The winter positions outlined were all approved during our 2021 budget process.

OTHERS CONSULTED:

Facilities Manager
Facilities Lead Hand

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



Meaghan Meerburg
Director of Recreation



Angela Rutley, BBA
CAO



ACTION REQUEST – Choose an item.	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Little Free Library

RECOMMENDATION:

THAT Council approve the Rotary Club of Chesterville’s request to situate a ‘Little Free Library’ at the corner of Main & South Street in Chesterville.

BACKGROUND:

The Rotary Club of Chesterville has a ‘Little Free Library’, located at 54 Victoria Street in Chesterville. The Rotary is seeking Council’s permission to proceed with the installation of another ‘Little Free Library’, to be located at the corner of Main & South Street, in Chesterville. The Rotary will be responsible for maintaining the library and contents. Please see attached, for the letter of request submitted by Chris Cross-Barkley, President, Rotary Club of Chesterville.

OPTIONS AND DISCUSSION:

- 1. Approve the Rotary Club of Chesterville’s request to situate a ‘Little Free Library’ at the corner of Main & South Street in Chesterville – recommended.**
- 2. Do not approve the request – not recommended.**

FINANCIAL ANALYSIS:

There is no financial commitment for this project. The Rotary Club of Chesterville is asking for Council support by way of granting space for the ‘Little Free Library’.

ATTACHMENTS:

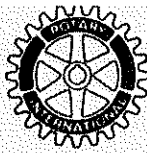
Letter of request

PREPARED BY:

Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO



The Rotary Club of Chesterville

Club No. 4568 of Rotary International

CHESTERVILLE, ONTARIO

P.O. Box 70, K0C 1H0

Member of District 7040

August 26, 2021

The Honourable Tony Fraser, Mayor
Township of North Dundas
636 St. Lawrence St.
Winchester, ON K0C 2K0

Dear Mayor Fraser,

REGARDING LITTLE FREE LIBRARY in CHESTERVILLE

I am writing on behalf of the Rotary Club of Chesterville. Our request is to install a Little Free Library at the corner of Main and South St., Chesterville. Little Free Libraries are becoming more and more popular in communities and are known to support literacy, help form partnerships with students, parents and schools and is a welcome service to any community.

The Rotary Club of Chesterville has two Little Free Libraries. One has been operating on private property at 54 Victoria St. Chesterville for close to two years. There have been absolutely no issues with vandalism or garbage. We have had all ages use the library. Some people glance the titles when they are out for a walk, some bring their children to pick up children's stories, and others come on bike with a back pack to pick up books and drop off new titles. It has been well received by the community and is open 24x7.

Rotary would like permission to install the second Little Free Library at the corner of Main St. and South St. Chesterville (where the Ad Bags are). Rotary would be responsible for maintaining the Library, ensuring books are always available, and ensuring a refresh of paint when necessary. Rotary will also provide the 4x4 post and look after installation.

It was recommended that I speak with Karen Franklin of the SD&G Library. I did speak with Karen on Wednesday, August 25th. She is very supportive of our initiative and actually suggested I contact the Little Free Library Association to become a franchise. I will certainly look into this.

The Library was received as a donation and is only 11.5 x 28 inches. There is no cost to Rotary and no cost to the Township to operate the Little Library. It is a friendly service for the community.

We are hoping this request meets with your approval. If further information is required, please do not hesitate to contact me at the number or email below.

Sincerely,

A handwritten signature in cursive script that reads "Chris Cross-Barkley".

Chris Cross-Barkley

President

Rotary Club of Chesterville

613-448-1689

613-619-5960 (cell)

rotaryclubofchesterville@gmail.com



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Budget Amendment - Canada Cultural Spaces Fund

RECOMMENDATION:

THAT Council approve Budget Amendment #2021-18 to recognize an additional \$5,500 in grant funding from the Canada Cultural Spaces Fund, for a total of \$31,408 in funding support; AND THAT Council approve an increase of \$5,500 in project expenses.

BACKGROUND:

The Recreation & Culture Department applied for \$25,908 in grant funding from the Canada Cultural Spaces Fund, for the replacement of the HVAC system in the Old Town Hall theatre. This anticipated funding amount was included in the 2021 budget.

Due to the pandemic, the cost of materials and project related expenses, has increased. The funding committee also requested that an additional component be added to the system, which would help to eliminate any airborne viruses that pass through it.

The additional costs are anticipated to be \$5,500. In order to afford the additional expenses, the grant request was amended. Approval for the full request of \$31,408 (\$25,908 + \$5,500) was approved.

The attached budget amendment will formalize the additional \$5,500 in grant revenue.

OPTIONS AND DISCUSSION:

- 1. Approve Budget Amendment #2021-18 for the acquisition of an additional \$5,500 in grant funding from the Canada Cultural Spaces Fund, for a total of \$31,408 and approve an increase in the estimated project expenses of \$53,558 – recommended.**
- 2. Do not approve Budget Amendment #2021-18 – not recommended.**

FINANCIAL ANALYSIS:

The total cost of the project is \$53,558, and the Township has been approved for funding from the Dundas County Players in the amount of \$ 12,000 and \$ 31,408

from Canada Cultural Spaces Fund. Thus, the net cost to the Township is \$10,150.

OTHERS CONSULTED:

Deputy Treasurer

ATTACHMENTS:

Budget Amendment #2021-18

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - September 14, 2021

Budget Amendment - 2021-18 - Recreation and Culture

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Old Town Hall - HVAC upgrades	1-5-7600-8000	48,058	53,558	5,500
		\$ 48,058	\$ 53,558	\$ 5,500
Financing				
Donation and Grants - Capital - Canada Culture Spaces Fund	1-4-7600-8005	25,908	31,408	5,500
		\$ 25,908	\$ 31,408	\$ 5,500



ACTION REQUEST – Choose an item.	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Winchester & Chesterville Fire Hall Exhaust Systems

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve Budget Amendment #2021-21 to fund additional costs of up to \$4,000 for the Chesterville Fire Hall exhaust system and additional costs of up to \$2,000 for the Winchester Fire Hall exhaust system.

BACKGROUND:

The installation of exhaust systems in both the Winchester & Chesterville Fire Halls was included in the 2021 Recreation & Culture Dept. budget. The cost of a special sensor that is required for the Chesterville Fire Hall exhaust system, as well as other incidental charges and fees for both projects, is resulting in an anticipated additional cost of up to \$4,000 for the Chesterville Fire Hall and up to \$2,000 for the Winchester Fire Hall.

OPTIONS AND DISCUSSION:

- 1. Approve Budget Amendment #2021-21 to fund additional costs of up to \$4,000 for the Chesterville Fire Hall exhaust system and additional costs of up to \$2,000 for the Winchester Fire Hall exhaust system – recommended.**
- 2. Do not approve Budget Amendment #2021-21 – not recommended.**

FINANCIAL ANALYSIS:

Capital structural updates to the Chesterville & District Arena came in \$24,400 under budget. The budgetary pricing was provided in 2020 by the engineering firm that completed the building assessment. The funding for the structural updates was to come from the Recreation & Culture General Reserves. It is recommended that up to \$6,000 from the Recreation & Culture General Reserves be reallocated to funding the remaining project costs for the 2 fire hall exhaust systems.

OTHERS CONSULTED:

Deputy Treasurer
Facilities Manager

ATTACHMENTS:

Budget Amendment #2021-21

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - September 14, 2021

Budget Amendment - 2021-21 - Other Facilities (Fire Buildings)

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Winchester Fire Station - Exhaust Fan	1-5-2030-8001	3,450	5,450	2,000
Chesterville Fire Station - Exhaust Fan	1-5-2040-8001	7,100	11,100	4,000
		\$ 10,550	\$ 16,550	\$ 6,000

Financing

Winchester Fire Station - Transfer from Reserves - Recreation General Reserves (1-3-2000-8069)	1-4-2030-9001	-	2,000	2,000
Chesterville Fire Station - Transfer from Reserves - Recreation General Reserves (1-3-2000-8069)	1-4-2040-9001	-	4,000	4,000
		\$ -	\$ 6,000	\$ 6,000



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Budget Amendment - ICIP COVID Stream Grant

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve Budget Amendment #2021-20 for the acquisition of \$100,000 in grant funding from the ICIP: COVID Stream – Local Government Intake and for the reallocation of 2021 funds, to support additional project costs.

BACKGROUND:

It was noted in the 2021 approved budget, that the purchase of new AODA compliant playground components and second pool lift, were contingent upon receipt of grant funding. Those projects were included in the budget, as revenue neutral.

The replacement of the lights for the Chesterville ball field was not included in the approved budget, nor was resurfacing the Chesterville Tennis Courts; however, Council had expressed an interest in moving forward with both capital projects, should grant funding become available.

The Recreation & Culture Department was approved as a recipient of \$100,000 through the ICIP: COVID Stream – Local Government Intake. The funding revenue was not included in the 2021 approved budget as notification of award was received on April 27th, 2021. As expenses are now being incurred for these 4 capital projects, the \$100,000 in grant funding must now be formally included in the 2021 budget so that the revenue can off-set the eligible expenses.

As Council is aware, the pool lift was purchased for the Chesterville Public Pool prior to our municipal pools opening for the season. The Chesterville ball field lights have also been replaced.

Three AODA approved park components were ordered and are waiting to be received & installed; complete with ground preparation, which will allow us to provide an AODA compliant path of travel to the new park features.

The funding will also pay for most of the cost of replacing the Chesterville Tennis Courts, including fence repair.

OPTIONS AND DISCUSSION:

1. **Approve Budget Amendment #2021-20 for the acquisition of \$100,000 in grant funding from the ICIP: COVID Stream – Local Government Intake and for the reallocation of 2021 funds, to support additional project costs.** – recommended.
2. **Do not approve the budget amendments as presented** – not recommended.

FINANCIAL ANALYSIS:

The Recreation & Culture Department was approved for \$100,000 in funding through the ICIP: COVID Stream – Local Government Intake. Community Living Dundas County, one of our amazing community partners, graciously donated \$1,500 towards the purchase of the new pool lift. A rebate of \$9,350 is anticipated to be received from the Save on Energy program, for the replacement of the Chesterville ball field lights. The total anticipated revenue for the 4 capital projects, is \$110,850.

The purchase of the pool lift and the replacement of the ball field lights have both been completed. After accounting for the Save on Energy program rebate and the donation from Community Living Dundas County, these 2 projects have used a total of \$24,315 from the ICIP grant. This leaves \$75,685 in grant funding.

Resurfacing the Chesterville Tennis Courts, complete with required fence repairs/replacement, is estimated to cost up to \$65,000. AODA playground components & ground preparation, is anticipated to cost up to \$22,000. These additional project expenses are anticipated to be up to \$87,000, collectively; leaving an anticipated funding shortfall of \$11,315.

Capital structural updates to the Chesterville & District Arena came in \$24,400 under budget. The budgetary pricing was provided in 2020, by the engineering firm that completed the building assessment. The funding for the structural updates was to come from the Recreation & Culture General Reserves.

As per Budget Amendment #2021-20, it is recommended that \$11,315 from the Recreation & Culture General Reserves, be allocated to funding the remaining project costs for the Chesterville Tennis Courts and AODA playground components.

Upon approval of Budget Amendments #2021-17 (Winchester Library Upgrades), #2020-20 (ICIP COVID Grant), and #2021-21 (Fire Hall Exhaust Systems) , the anticipated balance in the Recreation General Reserves as of December 31, 2021, will be \$31,138.

OTHERS CONSULTED:

CAO

Deputy Treasurer

ATTACHMENTS:
Budget Amendment #2021-20

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - September 14, 2021

Budget Amendment - 2021-20 - Recreation and Culture

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment	Notes
Costs					
<u>Project No. 1</u>					
100 Club Park - Additional Park Components	1-5-7270-8000	15,525	7,334	(8,191)	
Rick Cauvier Memorial Park - Additional Park Components	1-5-7260-8000	-	7,333	7,333	
Morewood Community Park- Additional Park Components	1-5-7215-8000	-	7,333	7,333	
Sub-total		15,525	22,000	6,475	
<u>Project No. 2</u>					
Chesterville Pool - Pool Lift	1-5-7550-8000	10,000	8,048	(1,952)	
<u>Project No. 3</u>					
Chesterville Ball Diamond - Upgrade Lighting	1-5-7200-8000	-	27,117	27,117	
<u>Project No. 4</u>					
Chesterville Tennis Courts - Resurface Courts and upgrade fencing	1-5-7210-8000	-	65,000	65,000	
		\$ 41,050	\$ 144,165	\$103,115	
Financing					
<u>Project No. 1</u>					
100 Club Park - Donations and Grants Capital (ICIP - COVID Stream)	1-4-7270-8005	15,525	7,334	(8,191)	Note 2
Rick Cauvier Memorial Park - Donations and Grants Capital (ICIP - COVID Stream)	1-4-7260-8005	-	7,333	7,333	Note 2
Morewood Community Park - Donations and Grants Capital (ICIP - COVID Stream)	1-4-7215-8005	-	4,310	4,310	Note 2
Morewood Community Park - Transfer from Reserves - Recreation General Reserves (1-3-2000-8069)	1-4-7215-9000	-	3,023	3,023	Note 1
Sub-Total		\$15,525	\$22,000	\$6,475	
<u>Project No. 2</u>					
Chesterville Pool - Donations and Grants Capital (Community Living Dundas County)	1-4-7550-8005	-	1,500	1,500	Note 3
Chesterville Pool - Donations and Grants Capital (ICIP - COVID Stream)	1-4-7550-8005	10,000	6,548	(3,452)	Note 2
Sub-Total		\$10,000	\$8,048	(\$1,952)	
<u>Project No. 3</u>					
Chesterville Ball Diamond - Save on Energy Funding	1-4-7200-7150	-	9,350	9,350	Note 3
Chesterville Ball Diamond - Donations & Grants Capital (ICIP - COVID Stream)	1-4-7200-8005	-	17,767	17,767	Note 2
Sub-Total		\$0	\$27,117	\$27,117	
<u>Project No. 4</u>					
Chesterville Tennis Courts - Donations & Grants - Capital Projects (ICIP - COVID Stream)	1-4-7210-8005	-	56,708	56,708	Note 2
Chesterville Tennis Courts - Transfer from Reserves - Recreation General Reserves (1-3-2000-8069)	1-4-7210-9000	-	8,292	8,292	Note 1
Sub-Total		\$0	\$65,000	\$65,000	
		\$ 25,525	\$ 122,165	\$ 96,640	

Notes:

- 1) \$ 11,315 overall shortfall - funds coming from Recreation and Cultural General Reserves
- 2) Total funding to be received from ICIP - COVID Stream = \$ 100,000
- 3) Total funding from other sources = \$ 10,850



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Policy #36-2012 Statutory Holidays

RECOMMENDATION:

That Council approve Policy #36-2012 as amended, to include September 30th, the federally established statutory holiday known as the National Day for Truth and Reconciliation, as a holiday with pay for North Dundas full-time employees.

BACKGROUND:

The Federal Government has established a new statutory holiday, the National Day for Truth and Reconciliation, to be observed on September 30th. This day provides an opportunity to recognize and commemorate the legacy of residential schools by participating in a community event or through private reflection.

This federal statutory holiday will be observed by federal employees including bank and post office employees. It has not been recognized as a statutory holiday by the Province of Ontario, but it is being observed by many of our neighbouring municipalities, including the City of Cornwall, North Stormont, South Stormont and South Glengarry.

In an attempt to follow the lead of the Federal government and many of our neighbouring municipalities, I am asking that Council include September 30th as a holiday with pay for North Dundas full-time employees.

OPTIONS AND DISCUSSION:

- 1. Approve the Policy as amended. Recommended.**
- 2. Do not approve the amended policy. Not recommended.**

FINANCIAL ANALYSIS:

September 30th is a tax due date, but this deadline would be extended to October 1st with little or no cost to the municipality.

Waste management staff would proceed with waste and recycling pickup that day, so four employees would be working and would be paid the premium for working on the statutory holiday, at a cost of approximately \$500 in total for the day.

If arenas are open on Sept 30th to honour contract rentals, there would be a similar estimated \$500 total premium for those employees that work on the statutory holiday.

OTHERS CONSULTED:

SDG CAOs

ATTACHMENTS:

Revised policy #36-2012

PREPARED BY:

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

Angela Rutley, BBA
CAO

POLICY MANUAL	Policy No. 36-2012
Township of North Dundas	Effective Date: January 1, 2009 Amended: February 14, 2018 Amended: September 14, 2021
Subject: Statutory Holidays	Page 1 of 1

Purpose:

To establish statutory holiday pay for Township of North Dundas employees.

Policy:

Employees working a statutory holiday shall receive pay in accordance with the Employment Standards Act.

Township of North Dundas full-time employees will be granted the following holidays with pay at their regular daily rate:

New Year's Day
 Family Day (February)
 Good Friday
 Easter Monday
 Victoria Day
 Canada Day
 Civic Holiday (August)
 Labour Day
 National Day for Truth and Reconciliation (Sept 30)
 Thanksgiving Day
 Christmas Day
 Boxing Day

Employees that are not full time shall receive statutory holidays and pay in accordance with the Employment Standards Act or their contract, whichever is greater.

Approved by Council
 Date:
 Resolution #:



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Christmas Market Street Closure

RECOMMENDATION:

THAT Council seek permission from the United Counties of SD&G to close a portion of County Road 3 (Winchester Main Street) from 507 Winchester Main St to 482 Winchester Main St and a portion of County Road 38 (St. Lawrence Street) to Caleb Street to vehicular traffic between the hours of 7am to 5pm on Saturday, November 13th, 2021 to facilitate a Christmas Market.

BACKGROUND:

Kelly Windle has received a great response from vendors who wish to participate at the Christmas Market. She has requested Winchester Main Street be closed to 482 Winchester Main Street (Winchester Legion – Centre Street) to accommodate additional vendors.

As protocol dictates, this request will be forwarded to County Engineer, Ben deHaan for permission relating to the temporary closure of County Roads within the Winchester core.

OPTIONS AND DISCUSSION:

- 1. Approve the request to the United Counties of SD&G - recommended.**
- 2. Do not approve the request - not recommended.**

FINANCIAL ANALYSIS:

No financial impact on Municipal budgets.

OTHERS CONSULTED:

Ec Dev Officer – Stephen Mann

ATTACHMENTS:

Request from Kelly Windle.

PREPARED BY:

Jo-Anne McCaslin, CMO
Municipal Clerk

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO

Jo-Anne McCaslin

From: The Planted Arrow Flowers & Gifts <headsheldhighflorist@gmail.com>
Sent: August 30, 2021 12:52 PM
To: Jo-Anne McCaslin; Stephen Mann
Subject: Re: Road Closure 2021 - The Planted Arrow Garden Party Market

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jo-Anne and Stephen

Do you think we could get an extension on the closure down to Centre St
We have had a wonderful response from vendors who would like to join and I believe we could use more space.

I figured to redirect traffic closing at centre street like Dairyfest should hopefully be okay?

Let me know anytime in Sept, after the meeting. I probably should have respiration this to begin with but I didn't think it would be this much of a hit.

Cheers,

Have a magical day!
Kelly Windle
the Planted Arrow flowers & gifts
Owner/Designer
613-774-3825
www.theplantedarrow.com



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Award of Guide Rail Replacements & Installation Works

RECOMMENDATION:

THAT the Council of the Township of North Dundas approves the award of the single source contract for Guide Rails Replacements / Installation Works to Peninsula Construction Inc. in the amount of \$383,347.54 plus HST.

BACKGROUND:

Peninsula Construction Inc. was hired by SDG Counties through a competitive bidding process for the repair, replacement and installation of guide rails along County Roads for the year 2021. Further Peninsular Construction Inc. completed the guiderail replacements for the Township of North Dundas for the year 2020.

Township of North Dundas staff completed the patrol inspection of existing cable and posts as well as guide rails at various culvert and bridge locations in 2020. Based on condition inspections of post and cable, as well as guide rail protection systems, staff identified approximately 43 locations for improvements. The (16) sixteen locations (approximate) were replaced by Peninsula Construction Inc. in the year 2020.

In 2021, staff have received the quotation from Peninsula Construction Inc. for the following (19) nineteen locations:

Site # 9, River Road
 Site # 12, Forward Road
 Site # 13, River Road
 Site # 14, River Road
 Site # 10, River Road
 Site # 5, Nesbitt Road
 Site # 16, Finch-Winchester Boundary Road
 Site #15, Liscumb Road
 Site # 20, Cayer Road
 Site # 22, Cayer Road
 Site # 18, Ormond Road
 Site # 23, Kerrs Ridge Road
 Site # 34, Levere Road
 Site # 36, Development Road

Site # 35, Van Camp Road
Site # 32, Timmins Road
Site # 33, Kirkwood Road
Site # 41, Bridge Street
Site # 42, Nation River Road

According to Peninsula Construction, the benefits of single source are as follows:

1. The unit prices in the quotation to the Township of North Dundas are similar or better than those provided to SDG and City of Ottawa, through the competitive bidding process in an open public tender of Spring 2021.
2. The unit prices in the quotation provided to the Township of North Dundas are approximately 5-10% lower than current market unit prices or recent tenders.

OPTIONS AND DISCUSSION:

1. **Award the Guide Rail Replacements to Peninsula Construction Inc.** – recommended.
2. **Tender the Guide Rail Replacements** – not recommended. According to Peninsula, they will not be able to honor these unit prices thus the project cost may be higher.
3. **Do not award the Guide Rail Replacements** – not recommended, as these locations will continue to pose safety hazards to road users.

FINANCIAL ANALYSIS:

The cost of guiderail replacement is within \$400,000 approved as part of 2021 budget.

OTHERS CONSULTED:

ATTACHMENTS:

Guide Rail Improvements Map

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



Guide Rail Improvements & Replacements

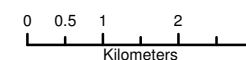
Legend

Guide Rail

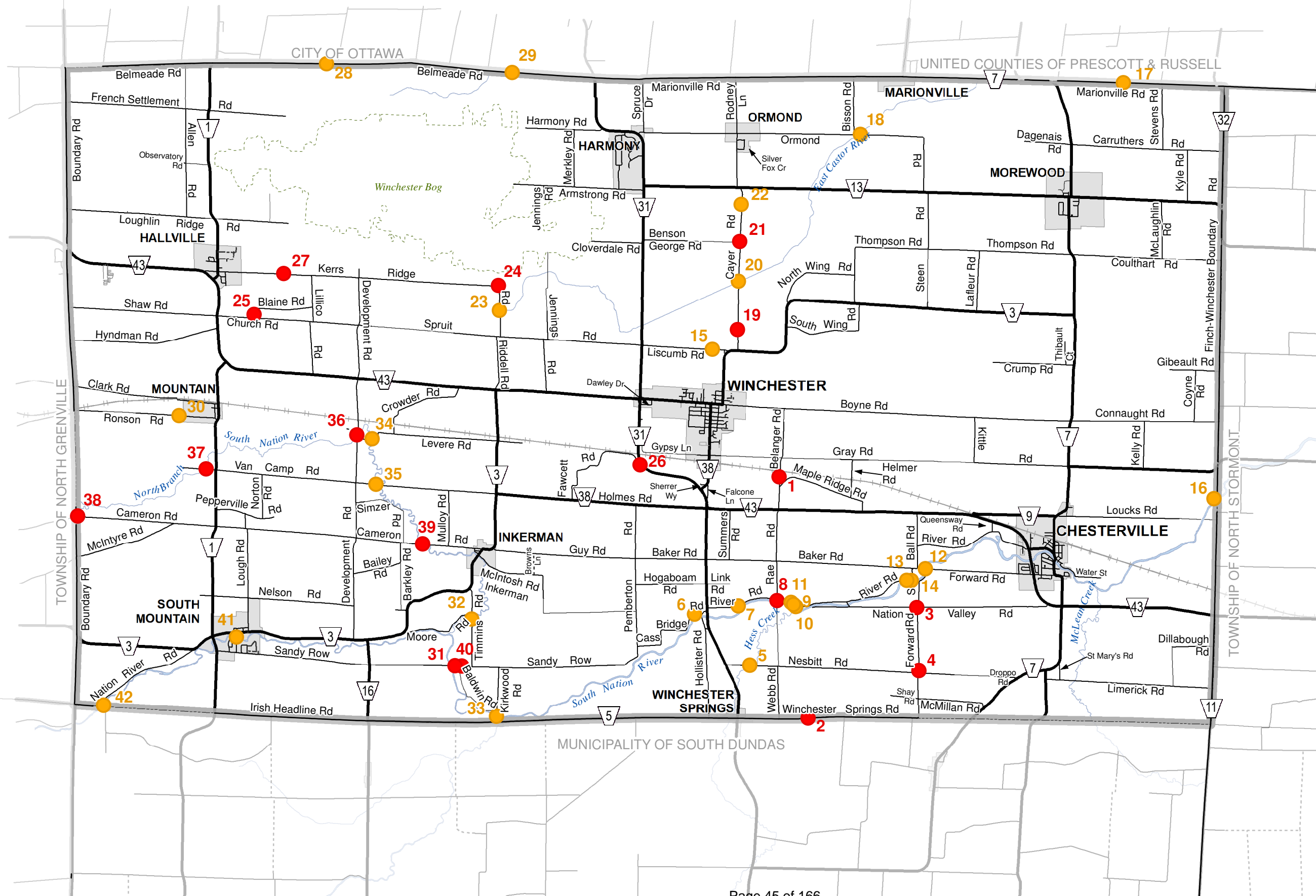
- Improvements
- Required Immediate Replacement
- Highway
- County Road
- Township Road
- Private/Other Road
- Road Allowance / Seasonal Road
- Under Construction
- Railroad
- Settlement Area
- Township Boundary



1:100,000



Produced by:
The United Counties of
Stormont, Dundas and Glengarry,
Transportation and Planning Services
with Data supplied under Licence by Members
of the Ontario Geospatial Data Exchange
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ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Engineering Services of Various Water and Sewer Infrastructure Expansion and Upgrades

RECOMMENDATION:

THAT Council award the RFP#PW-2021-06 Engineering Services for Various Water and Sewer Infrastructure Expansion and Upgrades to J. L. Richards & Associates Limited in the amount of \$985,130 plus HST; AND THAT \$435,130 remain unfunded for the project, which will be funded through 2022 water and wastewater budget.

BACKGROUND:

Request for proposal (RFP) for Engineering Services of Various Water and Sewer Infrastructure Expansion and Upgrades was issued on July 20, 2021 and advertised on the Township website and Municipal World. The RFP was closed on August 26, 2021. J. L. Richards & Associates Limited submitted the technical and financial proposal for the project.

The technical proposal was evaluated based on various criteria and found to meet technical criteria, complete and in conformance to the requirements of the RFP.

J. L. Richards & Associates Inc. is also undertaking a Class Environmental Assessment for additional water supply system capacity expansion for the Township, in the amount of \$325,708 plus HST. J. L. Richards has not only decades of background information, modelling work and as-builts of Township infrastructures, but also the technical capabilities and resources to undertake this type of the project.

J. L. Richards has placed together a strong team and a tight schedule to ensure that the project is delivered successfully within the tight schedule to ensure ongoing developments are not stalled. The project also includes consideration of an iron filtration system to address high iron / magnesium in Chesterville wells.

Readvertising the project will significantly impact the project schedule delivery, as some of the field works may not be completed in time before the winter season. Further there is no guarantee of project costs or number of responses from other consultants, as the consultants/market is very busy and costs are only going up. Hence, it is recommended to award the RFP#PW-2021-26 issued through competitive process, to J. L. Richards and Associates.

OPTIONS AND DISCUSSION:

- 1. Award the RFP#2021-06 to J. L. Richards and Associates – recommended.**
- 2. Do not award the RFP#2021-06 – not recommended.**
- 3. Re-issue RFPs with separate water and sewer components – not recommended,** as it will significantly delay the project schedule and likely increase project costs. RFP process will likely take two months to complete and field investigations will be deferred to Spring of 2022. There is also no guarantee that the project costs will decrease, as there will be some duplication of project management and overhead costs, if awarded to two different consulting firms.

FINANCIAL ANALYSIS:

J. L. Richards & Associates Limited submitted the financial proposal in the amount of \$1,373,310 plus HST. The price includes detailed design and contract administration for the project. Contract administration items are provisional and prices were secured for 2022/2023 budgeting purposes and to allow for smooth transition from detailed design phase to construction phase for this type of project.

Excluding contract administration, J. L. Richards & Associates Limited fees for the EA (if needed), preliminary design, detailed design and tender document for the project is in the amount of \$985,130 plus HST

2021/2022 Design Fees:

Detailed design for watermain loop - \$166,490
Detailed design for forcemain and PS – 246,300
Detailed design for water reservoir - \$156,260
Detailed design for wastewater treatment plant - \$385,160
Pumping Station EA (provisional) - \$30,920

Total Fees for Detailed Design from J. L. Richards - \$985,130 plus HST

2021 Budget:

Main Street PSP upgrades design initiation - \$300,000
Lagoon expansion design initiation - \$100,000
Reservoir expansion design initiation - \$100,000
Watermain loop design initiation - \$50,000

Total 2021 budget for the project - \$550,000

Variance: \$435,130 plus HST. Due to the high cost of the project and to manage cashflows, the 2021 budget includes sufficient funds only to initiate the detailed design for various components of this project. The variance in the detailed design

and remaining project (contract administration) to remain unfunded and will be funded through 2022 budget approval process.

The total cost of the project including construction costs, once completed will be approximately \$14M-\$16M. Hence J. L. Richards & Associates fees is approximately \$10% of the total cost of the project. Typically, detailed design is 5-6% of the overall project cost and contract administration is 3-4% of the overall project costs. Hence, the fees proposal submitted is reasonable in price for the complexity and magnitude of this project.

OTHERS CONSULTED:

ATTACHMENTS:

Map of Water and Sewer Initiatives

PREPARED BY:

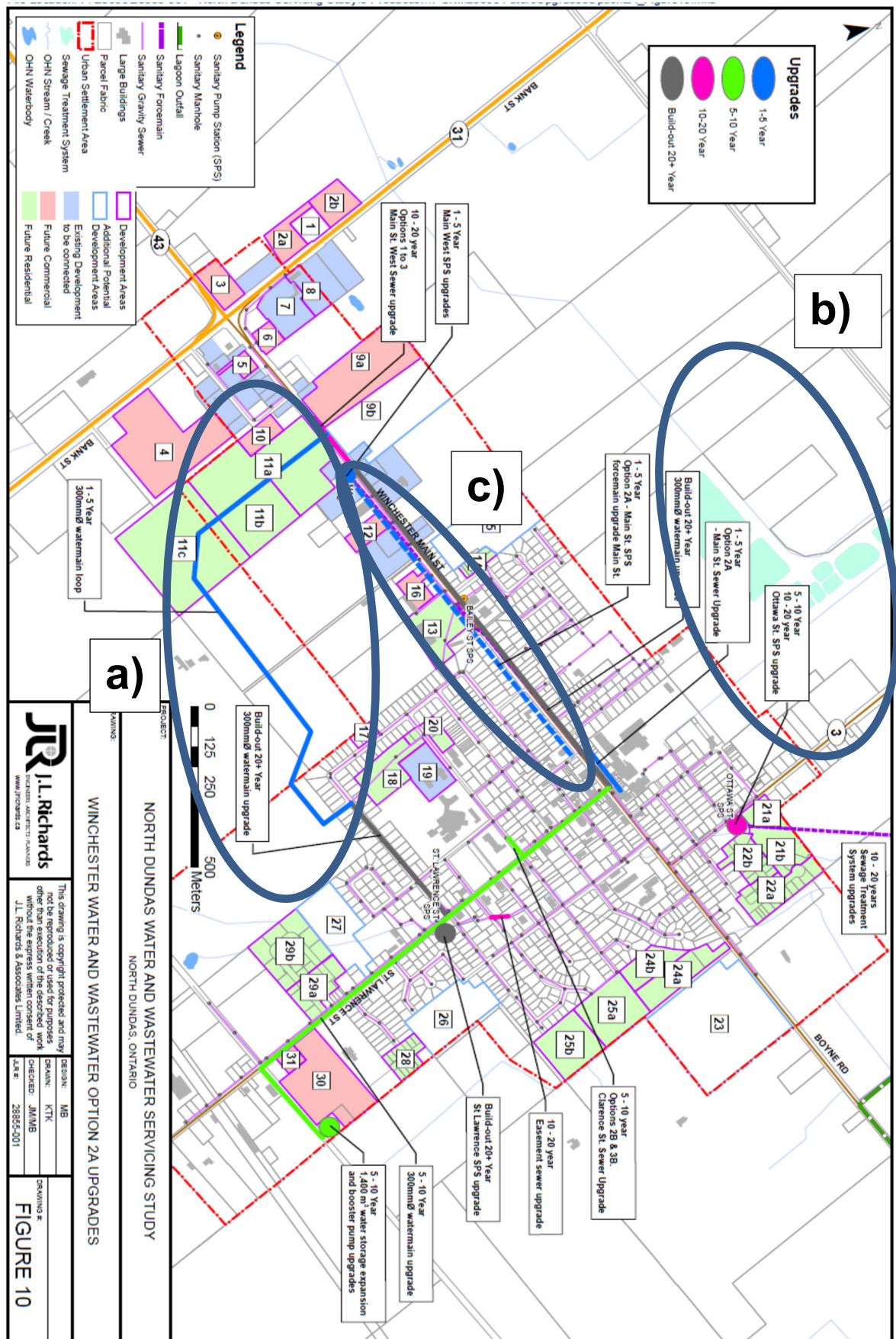


Khurram Tunio, M. Eng., P. Eng.
Director of Public Works

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO





ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Marionville Road Culvert Replacement

RECOMMENDATION:

THAT Council authorize the Director of Public Works to enter into a Boundary Road Culvert Agreement with the City of Ottawa for the cost sharing of the Marionville Road culvert replacement; AND THAT Council award the Marionville Culvert replacement project to H&E Contracting in the amount of \$39,700 plus HST.

BACKGROUND:

In the 2020 budget, the Township allocated \$40,000 for the Marionville culvert. The design was not initiated due to lack of resources. In 2021, the City of Ottawa requested the Township of North Dundas replace the Marionville Road Culvert located about 100m west of 8th Line Road, due to very poor condition. Staff requested a quote from three local contractors with experience undertaking similar type of works: A. L. Blair, H&E Contracting and Willis Kerr Contracting Ltd.

Staff have received a quotation from H&E Contracting to complete the work at the cost of \$39,700 plus HST. Contractors are extremely busy and there is lack of interest in undertaking this work, in a cost-effective manner. The quotation received from H&E is well below City of Ottawa's estimate of replacement in the amount of \$80k to \$100k.

As the culvert is located on a shared boundary, the City of Ottawa will reimburse the Township 50% of the total costs of the replacement.

The culvert will be replaced with a 15m long 0.6m diameter aluminized CSP culvert with 2.8mm wall thickness. The work will be completed in 3 days and will likely require full closure of the roadway for a day.

OPTIONS AND DISCUSSION:

- 1. Approve the Agreement with the City of Ottawa and award the Marionville Culvert replacement to H&E Contracting for the stipulated price of \$39,700 plus HST – recommended.**
- 2. Do not approve the Agreement with the City of Ottawa and request that an alternate company be awarded the project– not recommended.**

FINANCIAL ANALYSIS:

The 2021 budget includes funds in the amount of \$40,0000 to undertake the detailed design of various bridge works. The Township's share of Marionville Culvert replacement in the amount of \$20,000 will be funded through this budget line, as it includes the field investigations for Marionville culvert replacements. Remaining funds to be utilized for detailed design in 2021 for another 2022 culvert/bridge rehabilitation project.

OTHERS CONSULTED:

ATTACHMENTS:

Boundary Road Capital Renewal Agreement
H&E Contracting estimate for replacement of the Marionville Culvert

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

BOUNDARY ROAD CAPITAL RENEWAL AGREEMENT

PARTY OF THE FIRST PART

The City of Ottawa

Infrastructure Services Branch

100 Constellation Dr, Ottawa, K2G 6J8

Phone (613) 580-2424 x23556

Fax (613) 560-6068

Representative

Kosta Karadakis
Infra Assessment Engineer - Structures
Asset Management Branch

PARTY OF THE SECOND PART

Township of North Dundas

636 St. Lawrence Street, P.O. Box 489

Winchester, ON K0C 2K0

Phone 613-774-2105, ext. 292

Fax 613-774-5699

Representative

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

It is hereby agreed by the first party to contract with the second party, which shall provide boundary road renewal on specific roads according to the following conditions:

1. Both parties have agreed to the general renewal strategy, scope of work, schedule and budget for the replacement of Marionville Rd Culvert (L882095) as summarized in Appendix A: Scope of Work.
2. The Township of North Dundas will undertake and manage the project. The Project Manager for the Township of North Dundas will be Khurram Tunio and can be reached at 613-614-2450.
3. The parties agree that Township of North Dundas shall perform the services identified above in paragraph 1. The City of Ottawa shall be responsible for reimbursing the Township of North Dundas 50% of the total cost of the design and construction work carried out including external (e.g., labour, equipment, vehicles and material cost) and internal costs (e.g., contract administration, construction supervision) plus applicable taxes. The total cost is estimated to be \$50,000 plus applicable taxes; however, invoicing will be based on actual costs at the end of the project.

4. The City of Ottawa will commit funds in 2021 for their share of the services outlined in paragraph 3, currently projected to be \$25,000 plus applicable taxes. In 2021, if the necessary budget approval is received from both parties, Township of North Dundas will undertake the construction, informing the City of Ottawa at critical stages of the project.
5. All invoices shall be sent to ap-cf@ottawa.ca and to the attention of Bing Liu.
6. Payment (including applicable taxes) shall be made for actual incurred costs upon completion of the project within thirty (30) days of invoicing at the completion of the project.
7. The parties agree that the value of the road infrastructure assets is shared at 50% for accounting purposes.
8. Other considerations:

The undersigned parties hereby agree to abide by the above conditions until notice to withdraw from this agreement is appropriately given by one party to the other with no less than one month's notice, but not for more than two years from the date of signing of this agreement.

This agreement shall be effective from the 18th day of August, 2021.

Signed and sealed this, _____ day of _____, 2021.

PARTY OF THE FIRST PART

Signed _____

Carina Duclos, P.Eng.
Position : Director,
Planning, Infrastructure and Economic
Development Department,
City of Ottawa

Date _____

PARTY OF THE SECOND PART

Signed _____

Khurram Tunio, M. Eng., P. Eng.
Position: Director of Public Works
Township of North Dundas

Date _____

APPENDIX A

SCOPE OF WORK

Marionville Rd Culvert (L882095) is a 0.45 m diameter Corrugated Steel Pipe (CSP) that was installed circa 1980 and is 14.4 m long with a depth of cover of approximately 0.9 m. Marionville Rd, at the culvert location, is a two-lane asphalt roadway with gravel shoulders. There is a guide rail system at the south side of the culvert. The roadway is on a municipal boundary between the City of Ottawa and Township of North Dundas.

According to the site inspection completed by the City of Ottawa on April 29, 2021, the culvert is in 'very poor' condition. Significant findings include severely corroded inverts extending up to high water line, embankments encroaching into waterway, severe joint separation with granular infiltration, asphalt patch from a previous sinkhole at edge of roadway, and severe asphalt pattern cracking throughout.

The recommended renewal strategy entails the following major components:

- Open-cut replacement with a 0.6 m diameter aluminized Corrugated Steel Pipe (CSP) with 2.8 mm wall thickness
- Install rip-rap protection at inlet and outlet
- Locally remove and re-instate existing steel beam guide rail as required
- Reinstall asphalt surface



Key Map

Schedule – The Township of North Dundas will schedule to complete the construction project in 2021 including obtaining all permit and approvals.

Budget - Based on previous construction projects of similar scope, the total class C estimated cost for the replacement is \$50,000. The City of Ottawa and Township of North Dundas have each allocated \$25,000 for the works in 2021.



H. & E. CONTRACTING

ASPHALT SERVICES LTD.

Marionville Road Culvert Replacement
11667 Armstrong Rd. Tel: 613-774-4224
Winchester, ON Cell: 613-227-8850
K0C 2K0 Fax: 613-774-2150
service@hecontracting.ca

Estimate # 0954

Date: July 27/2021

CLIENT NAME AND BILLING ADDRESS

Township of North Dundas

JOB LOCATION

Marionville Road

DESCRIPTION

AMOUNT

Road Culvert 15 m long x 0.6 m wide aluminized CSP culvert with 2.8 mm wall thickness

Cut and remove existing asphalt offsite APP.5m x 8m

Excavate gravel area and remove existing culvert

Install new gravel for base, compact, complete one half of roadway per day.

All traffic control to be supplied by beacon lite in our tender.

Supply all labour, material, and equipment to complete said work

One (1) layer of HL8 Asphalt- 50mm

One (1) layer of HL3 Asphalt- 50 mm

RIP-RAP supplied and installed at each end of culvert

39700 00

SUBTOTAL 39700 00

HST 5161 00

TOTAL 44861 00

THANK YOU FOR YOUR BUSINESS

HST # 802578625





ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Tender RC2021-03 Replacement of the Winchester Library Flooring

RECOMMENDATION:

THAT Council award tender RC2021-03 for the replacement of the Winchester Library Branch flooring, to S&R Flooring Concepts Inc., for the stipulated price of \$16,420.56 + HST; AND THAT Council approve Budget Amendment #2021-17 to increase the scope and budget of the project to include painting the interior of the library branch.

BACKGROUND:

A tender for the replacement of the Winchester Library Branch flooring was advertised. The tender documents were issued to a number of area suppliers/installers, both by the Director of Recreation & Culture, as well as the flooring representative. Four companies attended the mandatory site visit. On the tender closing date of Tuesday, August 24th, 2 bid submissions were received and opened. Only one of the bids was complete. Based on the review and evaluation of the complete bid submission, it is recommended that the project be awarded to S&R Flooring Concepts Inc., for the stipulated price of \$14,858.09 + HST. The bid price for the incomplete submission, was \$39,000 + HST.

All floor space that the branch occupies on the second level of 547 St. Lawrence St., Winchester, was tendered to be replaced, with the exception of the washroom tile. After review of the one complete bid submission, the determination was made that the budget could still potentially allow for the branch to be repainted and the washroom flooring be replaced. As a result, the flooring contractor was asked to provide a price to replace the washroom flooring. Quotations to repaint the branch were obtained prior to the tender being released, in preparation for the possibility that the improvement might be financially feasible.

With respect for the flooring replacement project budget of \$20,000 and in consideration of the quotations received for replacement of the washroom flooring and repainting of the branch, it is recommended that Council approve additional funds of up to \$1,500 so that the painting and full flooring replacement can be completed this year.

OPTIONS AND DISCUSSION:

1. Award tender RC2021-03 for the replacement of the Winchester Library Branch flooring, to S&R Flooring Concepts Inc., for the stipulated price of \$16,420.56 + HST and approve Budget Amendment #2021-17 to increase the scope of the project to include painting the interior of the library branch and increase the project budget by \$1,500 to \$21,500 – recommended.
2. Do not award the flooring replacement and do not approve Budget Amendment #2021-17 – not recommended.
3. Approve the flooring replacement only, at a cost of \$16,420.56 + HST. Do not approve painting.

FINANCIAL ANALYSIS:

The project budget to resurface the library floors, was \$20,000. This included a \$1,200 donation from the SD&G Library, with the remaining \$18,800 being raised through taxation.

The total of the flooring replacement, including the washrooms, as well as repainting the space and required incidentals, is estimated to be up to \$21,500. The SD&G Library has recently increased their donation to \$1,700 (an additional \$500), in order to help with the additional cost. This leaves an anticipated budget shortfall of only \$1,000.

It is recommended that \$4,100 of the \$20,000 be reallocated to painting the interior of the library branch at the same time as the flooring is replaced. It is also recommended that the additional expenses of up to \$1,500, which will provide a \$500 contingency, be funded by Recreation General Reserves.

OTHERS CONSULTED:

Facilities Manager
Deputy Treasurer

ATTACHMENTS:

Budget Amendment #2021-17

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - September 14, 2021

Budget Amendment - 2021-17 - Recreation and Culture

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
547 St. Lawrence Street - Upgrades to Library	1-5-7030-8000	20,000	21,500	1,500
		\$ 20,000	\$ 21,500	\$ 1,500

Financing

Donations and Grants - Capital (SD&G Library)	1-4-7030-8005	1,200	1,700	500
Transfers from Reserves - Recreation General Reserves (1-3-2000-8069)	1-4-7030-9000	-	1,000	1,000
		\$ 1,200	\$ 2,700	\$ 1,500



ACTION REQUEST – Choose an item.	
To: Date of Meeting: Subject:	Mayor and Members of Council September 14, 2021 Tender RC2021-08 Asphalt Paving

RECOMMENDATION:

THAT Council award tender RC2021-08 for Asphalt Paving to H&B Contracting Inc. for the price of \$178,180.00 + HST; AND THAT Council approve budget amendment #2021-19 authorizing additional funding up to \$40,000 for the repaving of the Municipal Administration Building parking lot.

BACKGROUND:

A tender for asphalt paving at various municipal locations was advertised. The tender closing date was Tuesday, August 24th. Three bid submissions were received, reviewed and evaluated. It is recommended that all 5 tendered locations, be awarded to H&B Contracting Inc., for the price of \$178,180.00 + HST.

OPTIONS AND DISCUSSION:

- 1. Approve the award of tender RC2021-08 for Asphalt Paving, to H&B Contracting Inc. for the price of \$178,180.00 + HST and approve budget amendment #2021-19 as presented – recommended.**
- 2. Do not approve the award of tender RC2021-08 for Asphalt Paving to H&B Contracting Inc. and do not approve budget amendment #2021-19 as presented – not recommended.**

FINANCIAL ANALYSIS:

The front parking lot at 636/656 St. Lawrence St., in Winchester, which services the Municipal Administration Building, Hydro One Winchester Detachment, and Emergency Services Building, was budgeted to cost \$48,904, based on measurements & advice that was provided in 2020 by former municipal employees. It was recommended by our current Director of Public Works and Drainage Superintendent, that the scope of work be expanded to include a larger area (due to further deterioration over the past winter), as well as drainage solutions.

The asphalt paving was tendered for various locations and the lowest bid that was submitted for the 636/656 St. Lawrence St. location, came in at \$86,980. The bid amount is \$38,076 above the allocated 2021 budget for this location.

The ambulance building tenant is anticipated to pay up to \$7,715, which is 70% of their proportional share of \$11,022, as per their lease agreement. We are currently in negotiations with Hydro One to determine the cost sharing split for the remaining balance of \$79,625.

Although a portion of the additional funding could potentially be taken from some of the Recreation & Culture Department's remaining reserve balances, as well as from savings in capital projects that are still underway and/or planned to be carried out this year, it is recommended that up to the \$79,625 be financed through a combination of the remaining General Working Funds Reserves and Recreation General Reserves. Completing the asphalt replacement and drainage solutions recommended for 636/656 St. Lawrence St., will prevent the condition of the designated areas from getting worse or expanding, due to winter maintenance over the upcoming winter season.

The bid price for Items 2 (7 King Street, Chesterville) & 3 (100 Club Park, Winchester) were slightly over the allotted budgets for those locations. Any overages are anticipated to be covered by efficiencies found during construction.

ITEM 1

Address: 9 William Street, Chesterville

Description: Chesterville Tennis Courts

ITEM 2

Address: 7 King Street, Chesterville

Description: Parking Lot 11

ITEM 3

Address: 577 Main Street, Winchester

Description: 100 Club Park

ITEM 4

Address: 636/656 St. Lawrence Street, Winchester

Description: Municipal Administration Building & Ambulance Building

ITEM 5

Address: 10543 South Mountain Main Street

Description: Rick Cauvier Memorial Park Tennis Courts

OTHERS CONSULTED:

CAO

Deputy Treasurer

Facilities Manager

Director of Public Works

Drainage Superintendent

ATTACHMENTS:

Tender Opening Summary
Budget Amendment #2021-19

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

TENDER OPENING
TENDER # RC2021-08
ASPHALT PAVING

TOWNSHIP OF NORTH DUNDAS MUNICIPAL OFFICE – Tuesday, August 24th, 2021 at 11:00 am

COMPANY NAME	ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	TOTAL
Coco Paving Inc.	\$65,702.00	\$21,620.00	\$9,356.40	\$101,478.00	\$23,504.00	\$221,660.40
Brenning Construction Ltd.	\$51,863.30	\$21,774.80	\$6,879.36	\$91,848.40	\$15,115.00	\$187,480.86
H&B Contracting Inc.	\$56,900.00	\$21,900.00	\$2,950.00	\$86,980.00	\$9,450.00	\$178,180.00

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - September 14, 2021

Budget Amendment - 2021-19 - Recreation and Culture

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment	Notes
Costs					
Administration - Asphalt municipal, Hydro One, ambulance building parking lot	1-5-7010-8000	16,921	51,962	35,041	Municipal Office - share of the costs
	1-5-7011-7150	25,920	25,920	-	Hydro One - share of the costs
	1-5-7020-2400	6,063	11,022	4,959	Ambulance Building 12.4 % of the costs
		\$ 48,904	\$ 88,904	\$ 40,000	

Financing

Transfer from Reserves - General Working Funds (1-3-2000-8010)	1-4-7010-9000	18,740	55,269	36,529	Municipal Office 100% of our share of (1-5-7010-8000) 30 % of the Ambulance Building (1-5-7020-2400)
Hydro One - Re-imbursement of Costs	1-4-7010-7161	221,451	221,451	-	Hydro One 100 % of their share (1-5-7011-7150)
Ambulance Building - Re-imbursement of Costs	1-4-7020-7161	12,568	16,039	3,471	Ambulance Building pays 70 % of their share (1-5-7020-2400)
		\$ 252,759	\$ 292,759	\$ 40,000	



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	RFP AM2021-01 North Dundas Building Condition Assessment

RECOMMENDATION:

THAT Council award the project identified as Priority 1 in RFP# AM2021-01 for the North Dundas Building Condition Assessment, to Roth IAMS Ltd., for the stipulated price of \$47,467.50 excluding HST; AND THAT Council approve Budget Amendment #2021-16 to transfer \$8,500.00 from Reserves.

BACKGROUND:

A Request for Proposal for the North Dundas Building Condition Assessment was advertised. Submissions were received and opened on Thursday, August 12th. Four bids were received. A summary of the bids received, is attached.

The purpose of this Building Condition Assessment is to comply with Asset Management Legislation O.Reg 588/17 and to assist the departments in the efficient management and maintenance of the Township's various facilities. Currently, buildings are inventoried as a whole. It is necessary for the progression of the Asset Management Plan that buildings be broken down into componentized parts – electrical, plumbing, roof, foundation, etc. – so as to properly assess current condition and plan for future repairs, replacements, or upgrades. This is in addition to the required life cycles, risk assessments, cost estimates, and 15-year repair schedule which is required for the legislation.

It will be necessary for all facilities of the Township to undergo this evaluation.

Department heads indicated which of their buildings needed this assessment on a rating scale: Priority 1 was assigned to buildings which either had current condition concerns or were critical to Township operations, Priority 2 was assigned to buildings of an average concern for the same reasons, Priority 3 were buildings of a lesser concern and a final list were buildings of minimal impact which were excluded for the time being.

When submitting the tender, the Township was unaware of what bid prices to expect. It was the original intention of the tender to award all three Priorities, if funding permitted.

Priority 1 includes 20 buildings:

- Chesterville Firehall, OCWA building, Water Tower, Arena, and Heritage Museum;
- Morewood Firehall;
- Winchester Landfill Office, Hazardous Waste Facility, Public Works Operations Centre, Public Works Maintenance Garage, Storage Garage, Old Town Hall, Arena, Firehall, Township Offices, 3 Sewage Pumping Stations, an Aeration Blower Building, and a Well Pump House.

Priority 2 includes 10 buildings:

- Chesterville Park Pavilion Building and Nelson LePrade Centre;
- Hallville Firehall;
- Morewood Community Centre and Rink House/Garage;
- Mountain Well Pump House;
- South Mountain Firehall and Library;
- Winchester Cover-All Shed and Ambulance Building.

Priority 3 includes 21 buildings:

- Chesterville Reservoir Building, a Well Pump House, 3 Sewage Pumping Stations, an Aeration Blower Building, Community Hall/Library, Pool Building, and Picnic Pavilion;
- Inkerman Rink Building;
- Mountain Landfill Office and Memorial Park Building;
- Winchester Water Tower, Salt Dome, Reservoir Building, Pool Building, 2 Sewage Pumping Stations, Office and 2 Well Pump Houses.

OPTIONS AND DISCUSSION:

- 1. Award Priority 1 in RFP# AM2021-01 for the North Dundas Building Condition Assessment, to Roth IAMS Ltd., for the stipulated price of \$47,467.50 excluding HST; AND approve Budget Amendment #2021-16 to transfer \$8,500.00 from Reserves - recommended.**
- 2. Request that an alternate company be awarded the project - not recommended.**

FINANCIAL ANALYSIS:

\$40,000 was included in the 2021 budget for the building condition assessment to be completed. The bid submission from Roth IAMS Ltd. is \$62,920 over the allocated budget for all three Priority Levels. In order to complete all three Priorities, it is recommended that Priority 1 be awarded at \$47,467.50 taxes excluded, and further FCM grants are sought to help fund Priorities 2 and 3. If such grants are not available, the Township may request further budget amendments to award Priorities 2 and 3.

\$20,000 of the current budget is being financed from the FCM grant.

OTHERS CONSULTED:

Asset Management Coordinator
Deputy Treasurer
Director of Recreation & Culture
Director of Public Works

ATTACHMENTS:

Tender Opening Summary
Budget Amendment #2021-16

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

REQUEST FOR PROPOSAL OPENING
RFP # AM2021-01
NORTH DUNDAS BUILDING CONDITION ASSESSMENT
THURSDAY, AUGUST 12TH, 2021 AT 10:00 AM

COMPANY NAME	PHASE 1	PHASE 2	PHASE 3
Stephenson Engineering Ltd.	\$82,250.00	\$34,620.00	\$48,410.00
Roth IAMS Ltd.	\$47,467.50	\$21,786.20	\$33,666.30
EVb Engineering	\$94,232.00	\$36,374.00	\$77,336.00

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - September 14, 2021

Budget Amendment - 2021-16 - Recreation and Culture

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Professional Fees - Building Condition Assessment	1-5-7000-2210	40,000	48,500	8,500
		\$ 40,000	\$ 48,500	\$8,500

Financing

Transfer from Reserve - Previous Year Surplus (1-3-2000-9670)	1-4-7000-9000	-	8,500	8,500
		\$ -	\$ 8,500	\$ 8,500



ACTION REQUEST – Public Works	
To: Date of Meeting: Subject:	Mayor and Members of Council September 14, 2021 By-law No. 2021-56 Consent for Road Cuts

RECOMMENDATION:

THAT By-law No. 2021-56, being a By-law to regulate the entry onto and the cutting and reinstatement of municipal roadways, be read and passed in Open Council, signed and sealed this 14th day of September, 2021.

BACKGROUND:

Cuts into roadways, sidewalks and pathways as part of development construction, or by the Township or utility companies maintaining water, sewer, gas, hydro and telecommunications infrastructure have a serious impact on the Township's transportation network, in some instances quickening the need for replacement. For example, cuts in roads, sidewalks and pathways increase the potential for water to enter and damage infrastructure. It is important the Township manage when, where and how such works are occurring as part of its comprehensive asset management, and that repairs following this work are done to Township standards.

When work occurs within the right-of-way (ROW), it has an impact on mobility within communities and around the township, including disruption to morning and afternoon commutes as well as access to local businesses and residences. It is vital that the Township coordinate work within the right-of-way to minimize these impacts.

The Township's By-Law is one of the tools that will be used to:

1. Regulate work within the right-of-way to control and minimize disruptions to traffic;
2. Provide rules for how the Township's roads, sidewalks, pathways and boulevards must be restored following this work; and,
3. Ensure people doing the work are insured and bonded.

Under the Road Cut By-law, anyone needing to excavate the right-of-way must obtain a road cut permit. The by-law also requires that before any work within the right-of-way occurs, surrounding residents and businesses are notified.

OPTIONS AND DISCUSSION:

1. **Adopt the by-law as presented** – recommended. Once approved, the Township will have a formal application form for road cuts, and application fees will be implemented.
2. **Do not adopt the by-law** – not recommended. The Township will have to continue using the informal road cut application system, and the Township will not be able to collect fees for road cut applications.

FINANCIAL ANALYSIS:

If approved, fees for road cuts will be implemented in the Township of North Dundas. As indicated on the Application for Municipal Consent form, fees will be as follows:

\$50 (Standard Application Classification, 15 days);
\$250 (Priority Application Classification, 10 days); and,
\$425 (Rush Application Classification, 5 days).

Also, there will be \$3,000 security deposit to ensure that restoration work is done according to Township requirements. Currently, no fees are being collected for road cut applications.

OTHERS CONSULTED:

Jacob Forget, CBO

ATTACHMENTS:

Draft By-law No. 2021-56
Application for Municipal Consent form

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2021-56

Being a By-law of the Corporation of the Township of North Dundas to regulate the entry onto and the cutting and reinstatement of municipal roadways.

WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 391 authorizes a municipality to impose fees or charges on persons for service or activities provided or done by or on behalf of it;

AND WHEREAS the Township has deemed it necessary to regulate the obstructing, encumbering, injuring or fouling of roadways and bridges.

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

1.0 SHORT TITLE

1.1 That this By-law shall be known as the “Municipal Consent for Road Cut”.

2.0 DEFINITION

2.1 “Officer” means a Municipal Law Enforcement Officer appointed by the Township under Section 15 of the Police Services Act, R.S.O. 1990, cP.15

2.2 “Road Cut” means a surface or subsurface cut in any part of a Highway made by any means, including any excavation, reconstruction, cutting, saw cutting, overlaying, crack sealing, breaking, boring, jacking or tunneling operations.

3.0 That the installation, alteration or repair of underground structures including pipelines, utilities and other services to property on municipal road allowances be subject to the requirements outlined in the Standards, Specifications and Requirements regulating the obstructing, encumbering, injuring or fouling of highways or bridges attached hereto as Schedule “A” and forming part of this By-law.

4.0 That the fees for Municipal Consent for Road Cuts and Road Cut Deposits are as prescribed in Schedule “B” of this By-law and must be paid upon submission of the “Application for Municipal Consent” form to the Township.

4.1 A submitted “Application for Municipal Consent” form shall not be approved by the Township until payment of fees and deposits as prescribed in Schedule “B” has been made.

5.0 GENERAL PROHIBITIONS

5.1 No person shall:

- a. Complete a road cut without a permit;
- b. Fail to correct a deficiency after receiving a notice; and,
- c. Fail to produce a copy of a permit upon request of an officer.

5.2 Except as per 5.3 and 5.4, no person shall conduct work between 5:00 pm and 7:00 am the next day.

5.3 No person shall conduct work at any time on a Saturday, Sunday and during statutory holidays.

5.4 Work may be completed in the case of emergency repairs.

5.5 No person shall hinder, obstruct, or attempt to hinder or obstruct, an Officer in the exercise of a power or the performance of a duty.

6.0 OFFENCES

6.1 Any person who contravenes any provisions of this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.

6.2 Where a person is convicted of an offence under this By-law, the Ontario Court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

6.3 If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law, and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

7.0 That any By-law inconsistent to this By-law is hereby repealed.

READ and passed in Open Council, signed and sealed this 14th day of September, 2021.

MAYOR

CLERK

Schedule “A”
Municipal Consent for Road Cut By-law No. 2021-56

The granting of a permit under By-law No. 2021-56 shall be subject to the following Standards, Specifications and Requirements:

1. The applicant/owner must apply to the Corporation of the Township of North Dundas for permission to undertake a road cut and agree to conform to the Township's conditions, standards and specifications governing the road cut reinstatement if a permit is issued.
2. Approval for excavation and open cut crossings shall not be given unless it is determined to be to the satisfaction of the Township that auguring, pushing, drilling or boring is not deemed to be expedient or practical for the intended work.
3. The work cannot be performed until:
 - a. A completed application for Municipal Consent has been submitted;
 - b. The prescribed fees have been paid;
 - c. A plan showing the proposal layout has been submitted; and
 - d. A permit issued by the Township has been received by the applicant/owner.
4. All costs associated with the construction and geotechnical inspections shall be borne entirely by the applicant/owner.
5. Any person or contractor wanting approval to perform work for any of the aforementioned purposes shall be required to provide a deposit, pursuant to Schedule “B”, by certified cheque to the Township of North Dundas as surety for satisfactory performance of the work to be undertaken. The value of the surety may be increased by the Township if the scope of the proposed work exposes the Township to potential damages greater than the minimum deposit amount.
6. Full time geotechnical inspection/compaction tests are required by a recognized soil testing company during reinstatement of the trench at the applicant's cost. If geotechnical testing has not been undertaken, or test results indicate that minimum compaction and/or geotechnical requirements are not met, the Township reserves the right to withhold release of the surety for 1 year to confirm that trench settlement has not occurred. If trench settlement has occurred, the repair will be undertaken at the applicant's expense.
7. The certified deposit cheque shall be released when the following has been met:
 - a. The work has been performed to the satisfaction of the Township;
 - b. The reinstated grassed areas have been established;
 - c. All test results indicate compliance with geotechnical requirements; and

- d. As-built drawings showing the location and elevation of the new services crossing the road have been provided to the Township
- 8. Any deficiency or non-compliance that is not corrected to the satisfaction of the Township within the period of 2 months following the written notice, shall be corrected by the Township at its sole discretion and the cost thereof, less the surety amount, will be recovered from the owner of the property receiving the benefit of the underground structure.
- 9. No open trench/road cuts allowed on newly paved roads for two years, unless otherwise approved by the Council.

PROVIDE THE FOLLOWING INFORMATION TO YOUR CONTRACTOR PRIOR TO OBTAINING A PRICE TO COMPLETE THE WORK:

- 1. All work for which approval is given, except for emergency repairs, shall be conducted during normal working hours, 07:00 to 17:00 hours, local time, and on regular working days, Monday to Friday inclusive, except statutory holidays.
- 2. The following is the general prescribed method to restore road cuts on Township roadways. The Township's Director of Public Works, or designate, may modify these requirements based on existing conditions or recommendations from a geotechnical engineer/consultant.

General Method to Reinstate Roadway Cuts

Step 1: Excavation

Excavate to the required depth. Excavation shall comply with the Occupational Health and Safety Act (OHSA) and all other applicable legislative requirements. Separate the native soil from any other granulars.

Where asphalt, sawcut asphalt.

Step 2: Trench Backfill

Following installation of the pipe(s), pipe bedding and surround, the trench shall be backfilled with native soil placed in compact layers at a maximum pre-compaction thickness of 300mm. In the event that the existing soil is not suitable for use as backfill, appropriate backfill material as approved by a geotechnical engineer must be used. Backfill shall be compacted to a minimum of 95% Standard Proctor Density (SPD). The trench backfill shall extend from the pipe cover to the bottom of the granular base layer.

Trench Backfill Under Roadway

Following installation of the pipe(s), the trench shall be backfilled with U-fill or high-performance bedding material requiring no compaction.

Step 3: Granular Reinstatement (Alternate to U-fill)

The existing granular base shall be cut back at a 15:1 slope. Reinstatement of granular material shall match existing. At minimum, Granular "B" sub-base material shall be 300mm thick and Granular "A" base material shall be 150mm thick. The minimum accepted compaction for the granulars shall be 100% Standard Proctor Density (SPD) in lifts not exceeding 200mm thick. The top of the Granular "A" base material shall be shaped to slope from the centreline down at 2% towards the edge of the shoulder and level with the bottom of the existing asphalt. The minimum asphalt thickness to be reinstated shall be 50mm thick if the existing asphalt is less than 50mm thick.

Step 4: Asphalt Reinstatement

The existing asphalt shall be saw cut a minimum of 300mm back from the top of the edge of the new granular/U-fill. HL-3 asphalt shall be installed in 50mm lifts as a minimum or if otherwise stated by the Director of Public Works. The asphalt shall be compacted in a direction parallel to the direction of traffic flow. Asphalt shall be compacted to 100% Standard Proctor Density (SPD). Roadside restoration shall be conducted as noted; the Township may modify these requirements based on existing conditions:

Topsoil and Seeding/Topsoil and Sod

A minimum of 100mm of topsoil shall be spread and compacted over the area to be reinstated. In rural areas, the area shall be reinstated with standard roadway seed mixture. In urban areas, the lawns and boulevards shall be repaired with sod.

Step 5: Sidewalks

If a concrete sidewalk is removed, the entire sidewalk bay must be replaced with a 150mm thick concrete bay.

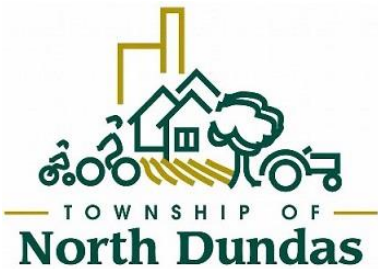
Materials

All materials shall conform to the Ontario Provincial Standard Specifications (OPSS).

Schedule “B”
Municipal Consent for Road Cut By-law No. 2021-56

The granting of a permit under By-law No. 2021-56 shall be subject to the following fees:

1. Application fee:
 - a. Standard Application Classification, 15 days; \$50
 - b. Priority Application Classification, 10 days; \$250
 - c. Rush Application Classification, 5 days; \$425
2. Security Deposit fee:
 - a. For all road cuts; \$3,000



ROADS DEPARTMENT

636 St. Lawrence Street, Winchester, Ontario K0C 2K0

Tel: 613-774-2105 • Fax: 613-774-5699 • Email ktunio@northdundas.com • www.northdundas.com

APPLICATION FOR MUNICIPAL CONSENT

APPLICATION CLASSIFICATION: ☐ STANDARD (\$50, 15 DAYS), ☐ PRIORITY (\$250, 10 DAYS), ☐ RUSH (\$425, 5 DAYS)
If applicable, please complete payment information section at bottom of page.

APPLICANT:	
MAILING ADDRESS:	
	EMAIL:
PHONE:	FAX:
CELL:	CONTACT:

COUNTY ROAD #: LOCAL ROAD NAME: CIVIC NO:

FORMER TOWNSHIP: MUNICIPALITY:

LOT(S): CONCESSION: SIDE OF ROAD:

ROAD CUT REQUIRED: YES ☐ NO ☐ IF YES, SIZE OF EXCAVATION REQUIRED (AT SURFACE): m x m

☐ DETAILED DRAWING (TO SCALE) ATTACHED: # OF PAGES: AREA MARKED BY A STAKE / PAINT: YES ☐ NO ☐

PROPOSED START DATE: PROPOSED COMPLETION DATE:

PROPOSED WORK WILL BE CONSTRUCTED BY OUR OWN FORCES ☐, OR BY THE FOLLOWING CONTRACTOR ☐:

NAME:

CONTACT:

TELEPHONE/CELL: FAX:

I/We hereby apply to the Corporation of the Township of North Dundas for permission to construct, alter, change the utility described above and do hereby agree to conform to the Township's conditions, standards and specifications.

SIGNATURE DATED

COMMENTS/ CONDITIONS:
See attached Schedule "A" Municipal Consent for Road Cut By-law No. 2021-56

APPROVAL:

DATE APPROVED:
(Consent valid for 12 months from date of approval)



ACTION REQUEST – Choose an item.	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	By-law No. 2021-64 Entranceways

RECOMMENDATION:

THAT By-law No. 2021-64, being a By-law to regulate the installation and usage of entranceways and to prohibit the obstruction of certain drains, be read and passed in Open Council, signed and sealed this 14th day of September, 2021.

BACKGROUND:

Currently, By-law No. 44-2013 is a by-law to regulate the installation and usage of entranceways and to prohibit the obstruction of certain drains. This by-law makes it a requirement that residents must obtain a permit and pay a fee to erect or alter an entranceway, including a temporary entranceway, onto a Township Road to ensure that all entranceways are constructed in accordance with the standards and specifications established by the Director of Public Works.

Draft By-law No. 2021-64 sets the same permit and fee regulations as the existing by-law, with the addition of authorizing the Township of North Dundas to take action to rectify entranceways that have been erected or altered contrary to the Township's standards or specifications, and will replace the above-noted by-law. This section of the by-law declares that residents shall rectify the issues with their entranceway. If action is not taken after two notices in the form of registered letters and 45 days, the Township will then have authority to take action to rectify the issue and bill the resident the cost of the work.

OPTIONS AND DISCUSSION:

- 1. Approve the By-law** – recommended. We would also like feedback from Council regarding increasing fees for entrance permits and civic address blades.
- 2. Do not approve the By-law** – not recommended.

FINANCIAL ANALYSIS:

Once passed, draft By-law No. 2021-64 will allow the Township to charge residents for the cost of rectifying unsatisfactory entranceways.

Entranceway permit fees since 2005 has been maintained at \$100 for entrance approval and \$75 for the civic blade/municipal number. Significant staff resources

are allocated to review the new entrance locations, ensure construction conforms to Township standards, etc. and hence it is requested that Council consider increasing the following fees included in By-law No. 2021-45.

Entrance Permit – from \$100 to \$150

Civic Address Number – from \$75 to \$100

OTHERS CONSULTED:

ATTACHMENTS:

By-law No. 44-2013 (to be repealed)

By-law No. 22-1998 (to be repealed)

By-law No. 2021-64

By-law No. 2021-45

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 44-2013

A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS TO REGULATE THE INSTALLATION AND USAGE OF ENTRANCE WAYS AND TO PROHIBIT THE OBSTRUCTION OF CERTAIN DRAINS

WHEREAS in accordance with the *Municipal Act 2001*, a municipality may pass by-laws to prohibit or regulate the construction or alteration of any private road, entranceway, gate or other structure or facility that permits access to a road and any change in use of any private road, entranceway, gate or other structure or facility that permits access to a road, and also for permitting and regulating the size and mode of construction of culverts and bridges that cross any drain or water course situated on a highway under the jurisdiction of the municipality; and for prohibiting the obstruction of any drain on a water course;

AND WHEREAS it is deemed expedient to regulate the installation and use of entrance ways over ditches and water courses upon or providing outlet to any roadway forming part of the Township of North Dundas Road System that is under the jurisdiction of the Corporation of the Township of North Dundas.

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

1) In this By-law:

- a) Entranceway means any driveway, laneway, private road, entrance or other structure or facility constructed or used as a means of access and/or egress to and/or from a roadway under the jurisdiction of the Corporation, herein defined as a Township Road, and includes the tiling and covering or filling in of a roadside ditch for any purpose whatsoever;
- b) "Corporation" means the Corporation of the Township of North Dundas;
- c) "Applicant" means any person, group or corporate body who applies to the Corporation for permission to construct an entranceway;
- d) Temporary Entranceway:
A temporary entranceway is an entranceway that will be used for a short period of time to permit construction or other short term access. All temporary entrance ways will be removed on or before six months from the granting of the permit.

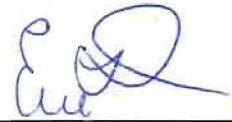
2) Permit Requirements:

- a) No person shall construct, alter, or change the use of an entranceway onto a Township Road unless and until the prescribed fee has been paid and a permit has been issued by the Corporation.
- b) A permit shall be effective and valid upon the completion of the terms and conditions contained therein.

- 3) No person shall change the use or classification of any entranceway onto a Township Road unless a permit has been issued by the Corporation and the terms of that permit have received compliance including the payment of the prescribed fee.

- 4) The granting of a permit shall be subject to provisions of this by-law and shall be issued on behalf of the Corporation by the Director of Public Works or designate.
- 5) The cost of construction, repair or alteration of all entrance ways, including construction of catch basins, curbs, gutters, islands or other necessary appurtenances, shall be borne entirely by the applicant.
- 6) The locations and modes of construction of all entrance ways shall be in accordance with standards and specifications established by the Director of Public Works, from time to time, and approved by the Council for the Corporation.
- 7) a) No person shall obstruct any drain or water course either situated on a Township Road Allowance or providing an outlet for water discharged from a Township Road Allowance.
- b) Any person found to be obstructing a drain or water course, as provided in (a) shall, when requested by the Director of Public Works, or his designate to do so, remove the obstruction and in default thereof, same shall be done by the Corporation at such person's expense, and the cost recovered by the Corporation.
- 8) Temporary Entranceway:
A person wishing to construct a temporary entranceway must obtain a permit before constructing the temporary entranceway. The fee for a temporary entranceway permit shall be fixed at an amount determined by the Council for the Corporation and will include an amount to cover the removal of said entrance and an administration fee.
- 9) Fees:
All entranceway permits shall be prepaid. The fee shall be established on an annual basis, by the Director of Public Works and approved by the Council for the Corporation and which shall include inspection and administration costs.
- 10) No permanent entranceway will be installed between December 1st and April 15th of any year unless a specific exemption to this clause is issued by the Director of Public Works.
- 11) An application for an entranceway that is not covered by the provisions of this by-law may without affecting the continued application of the provisions herein, and with the concurrence of the Council for the Corporation, be accepted and approved for the issuance of a permit.
- 12) Reconstruction:
Where an existing entranceway is affected by the reconstruction of a Township Road, the Corporation will reinstate the entranceway at its cost. The reinstatement will conform to this policy. Any original materials of construction salvaged shall remain the property of the Corporation.
- 13) Any person(s) contravening any provision of this by-law shall be guilty of an offence, and upon conviction, shall be subject to the imposition of a fine of not more than \$2,000.00.
- 14) That By-law 13-2005 is hereby repealed.
- 15) That this By-law shall come into force and effect on the date of its passing.

READ A FIRST, SECOND AND THIRD TIME and Passed in Open Council, this 13th day of August, 2013.

A handwritten signature in blue ink, appearing to read 'Eric Duncan', written over a horizontal line.

Eric Duncan, MAYOR

A handwritten signature in blue ink, appearing to read 'Jo-Anne McCaslin', written over a horizontal line.

Jo-Anne McCaslin, CLERK

TOWNSHIP OF NORTH DUNDAS
By-Law 22-98

1

Being a By-Law to provide for the installation and usage of entranceways

A By-law of the Corporation of the Municipality of the Township of North Dundas to regulate the installation and usage of entranceways and to prohibit the obstruction of certain drains.

WHEREAS Section 207 (16), (17) of the Municipal Act, R.S.O. 1990, Chapter c.M. 45 provides that Councils of all municipalities may pass by-laws for prohibiting the obstruction of any drain or water course, and for permitting and regulating the size and mode of construction of culverts and bridges that cross any drain or water course situated on a highway under the jurisdiction of the municipality; and

WHEREAS the Public Transportation and Highway Improvement Act, R.S.O. 1990, Chapter P.50, as amended, Section 97 (1) (2) provides that a Township by by-law prohibit or regulate the construction or alteration of any private road, entranceway, gate or other structure or facility that permits access to a road and any change in use of any private road, entranceway, gate or other structure or facility that permits access to a road; and

WHEREAS it is deemed expedient to regulate the installation and use of entranceways over ditches and water courses upon or providing outlet to any highway forming part of the Road System that is under the jurisdiction of the Corporation of the Township of North Dundas

NOW THEREFORE BE IT ENACTED a By-law of the Corporation of the Township of North Dundas as follows:

1. In this By-law:

- (a) Entranceway means any driveway, laneway, private road, entrance or other structure or facility constructed or used as a means of access and/or egress to and/or from a highway under the jurisdiction of the Corporation, herein defined as a Township Road, and includes the tiling and covering or filling in of a roadside ditch for any purpose whatsoever;
- (b) "Corporation" means the Corporation of the Township of North Dundas;
- (c) "Applicant" means any person, group or corporate body who applies to the Corporation for permission to construct an entranceway.
- (d) Temporary Entranceway

A temporary entranceway is an entranceway that will be used for a short period of time to permit construction or other short term access. All temporary entranceways will be removed on or before six months from the granting of the permit.

- 2. (a) No person shall construct, alter, or change the use of an entranceway onto a Township Road unless and until the prescribed fee has been paid and a permit has been issued by the Corporation.
- (b) A permit shall be effective and valid upon the completion of the terms and conditions contained therein.
- 3. The granting of a permit shall be subject to provisions of this by-law and shall be issued on behalf of the Corporation by the Township Works Superintendent.
- 4. The cost of construction or alteration of all entranceways, including construction of catch basins, curbs, gutters, islands or other necessary appurtenances, shall be borne entirely by the applicant.
- 5. The locations and modes of construction of all entranceways shall be in accordance with standards and specifications established by the Township Works Superintendent, from time to time, and approved by the Council for the Corporation.
- 6. (a) No person shall obstruct any drain or water course either situated on a Township Road Allowance or providing an outlet for water discharged from a Township Road Allowance.

TOWNSHIP OF NORTH DUNDAS
By-Law 22-98

2

- (b) Any person found to be obstructing a drain or water course, as provided in (a) shall, when requested by the Township Works Superintendent to do so, remove the obstruction and in default thereof, same shall be done by the Corporation at such person's expense, and the cost recovered by the Corporation as provided in Section 326 of the Municipal Act, R.S.O. 1990, Chapter c.M.45.

7. Temporary Entranceway

A person wishing to construct a temporary entranceway must obtain a permit before constructing the temporary entranceway. The fee for a temporary entranceway permit shall be fixed at an amount determined by the Council for the Corporation and will include an amount to cover the removal of said entrance and an administration fee.

8. Fees

All entranceway permits shall be prepaid. The fee shall be established, by the Township Works Superintendent and approved by the Council for the Corporation and which shall include inspection and administration costs.

9. No permanent entranceway will be installed between December 1st and April 15th of any year unless a specific exemption to this clause is issued by the Township Works Superintendent.

10. An application for an entranceway that is not covered by the provisions of this by-law may without affecting the continued application of the provisions herein, and with the concurrence of the Council for the Corporation, be accepted and approved for the issuance of a permit.

11. Re-construction


Where an existing entranceway is affected by the re-construction of a Township Road, the Corporation will reinstate the entranceway at its cost. The reinstatement will conform to this policy. Any original materials of construction salvaged shall remain the property of the Corporation.

12. Any person contravening any provision of this by-law shall be guilty of an offence, and upon conviction, shall be subject to the imposition of a fine of not more than \$2,000.00.

13. That this By-law take force and effect upon being finally passed by Council.


Read a first and second time in Open Council this 19th day of May, 1998.


 MAYOR


 CLERK-ADMINISTRATOR

Read a third time, passed, signed and sealed in Open Council this 19th day of May, 1998.


 MAYOR


 CLERK-ADMINISTRATOR

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2021-64

Being a By-law to regulate the installation and usage of entranceways and to prohibit the obstruction of certain drains.

WHEREAS the *Municipal Act, 2001, S.O. 2001, Chapter 25*, as amended, provides that a municipality may pass by-laws to prohibit or regulate the construction or alteration of any private road, entranceway, gate or other structure or facility that permits access to a road and any change in use of any private road, entranceway, gate or other structure or facility that permits access to a road, and also for permitting and regulating the size and mode of construction of culverts and bridges that cross any drain or water course situated on a highway under the jurisdiction of the municipality; and for prohibiting the obstruction of any drain on a water course;

AND WHEREAS it is deemed expedient to regulate the installation and use of entrance ways over ditches and water courses upon or providing outlet to any roadway forming part of the Township of North Dundas Road System that is under the jurisdiction of the Corporation of the Township of North Dundas.

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

1.0 Short Title

1.1 That this By-law shall be known as the “Entranceways By-law”.

2.0 Definitions

2.1 “Applicant” means any person, group or corporate body who applies to the Corporation for permission to construct an entranceway.

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

2.3 “Entranceway” means any driveway, laneway, private road, entrance or other structure or facility constructed or used as a means of access and/or egress to and/or from a roadway under the jurisdiction of the Corporation, herein defined as a Township Road, and includes the tiling and covering or filling in of a roadside ditch for any purpose whatsoever.

2.4 “Officer” means a Municipal Law Enforcement Officer appointed by the Township under Section 15 of the *Police Services Act, R.S.O. 1990, c. P.15*.

- 2.5 “Temporary Entranceway” is an entranceway that will be used for a short period of time to permit construction or other short-term access. All temporary entranceways will be removed on or before six months from the granting of the permit.

3.0 Permit Requirements

- 3.1 No person shall construct, alter, or change the use of an entranceway onto a Township Road unless and until the prescribed fee has been paid and a permit has been issued by the Corporation.
- 3.2 A permit shall be effective and valid upon the completion of the terms and conditions contained therein.
- 4.0 No person shall change the use or classification of any entranceway onto a Township Road unless a permit has been issued by the Corporation and the terms of that permit have received compliance including the payment of the prescribed fee.
- 5.0 The granting of a permit shall be subject to provisions of this by-law and shall be issued on behalf of the Corporation by the Director of Public Works or designate.
- 6.0 The cost of construction, repair or alteration of all entranceways, including construction of catch basins, curbs, gutters, islands or other necessary appurtenances, shall be borne entirely by the applicant.
- 7.0 The locations and modes of construction of all entranceways shall be in accordance with standards and specifications established by the Director of Public Works, from time to time, and approved by the Council for the Corporation.

8.0 OBSTRUCTION

- 8.1 No person shall obstruct any drain or water course either situated on a Township Road Allowance or providing an outlet for water discharged from a Township Road Allowance.
- 8.2 Any person found to be obstructing a drain or water course, as provided in 8.1, shall, when requested by the Director of Public Works, or his designate to do so, remove the obstruction and in default thereof, same shall be done by the Corporation at such person’s expense, and the cost recovered by the Corporation.
- 9.0 A person wishing to construct a temporary entranceway shall obtain a permit before constructing the temporary entranceway. The fee for a temporary entranceway permit shall be fixed at an amount determined by the Council for the Corporation and will include an amount to cover the removal of said entrance and an administration fee.

- 10.0** All entranceway permits shall be prepaid. The fee shall be established on an annual basis, by the Director of Public Works and approved by the Council for the Corporation and which shall include inspection and administration costs.
- 11.0** No permanent entranceway will be installed between December 1st and April 15th of any year unless a specific exemption to this clause is issued by the Director of Public Works.
- 12.0** An application for an entranceway that is not covered by the provisions of this by-law may without affecting the continued application of the provisions herein, and with the concurrence of the Council for the Corporation, be accepted and approved for the issuance of a permit.
- 13.0** Where an existing entranceway is affected by the reconstruction of a Township Road, the Corporation will reinstate the entranceway at its cost. The reinstatement will conform to this policy. Any original materials of construction salvaged shall remain the property of the Corporation.

14.0 COMPLIANCE

- 14.1 In the case that an entranceway does not satisfy the standards of the Corporation:
- 14.1.1 A registered letter shall be sent to the resident stating that their entranceway for use of access to a specific roadway must be rectified;
 - 14.1.2 If after 30 days, the entranceway has not been rectified to the satisfaction of the Corporation, a second registered letter shall be sent to the resident notifying them that action must be taken to rectify their entranceway within 15 business days of the date on which the second registered letter was sent, and if action is not taken, the Corporation will then have authority to rectify the issue and bill the resident for the work; and,
 - 14.1.3 If the resident does not pay the bill issued by the Corporation for the work that was completed, the amount shall be added to the resident's taxes.

15.0 ENFORCEMENT

- 15.1 An Officer may enter upon land, at any reasonable time, for the purpose of carrying out an inspection to determine whether any of the following are being complied with:
- 15.1.1 The provisions of this By-law;

- 15.1.2 A notice sent pursuant to this By-law; or,
- 15.1.3 An order made under section 431 of the *Municipal Act, S.O. 2001, c25*, as amended.
- 15.2 The Township, its employees, Officers and agents may enter onto the land, at any reasonable time, for the purpose of carrying out the work described in Section 14.
- 15.3 No person shall hinder, obstruct, or attempt to hinder or obstruct, an Officer in the exercise of a power or the performance of a duty.

16 OFFENCES

- 16.1 Any person who contravenes any provisions of this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided for by the *Provincial Offences Act, R. S. O. 1990, c. P.33*, as amended.
 - 16.2 Where a person is convicted of an offence under this By-law, the Ontario Court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.
 - 16.3 If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law, and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.
- 17 That By-law 44-2013 and by-law 22-1998 are hereby repealed.
- 18 That this By-law shall come into force and effect on the date of its passing.

READ and passed in Open Council, signed and sealed this 14th day of September, 2021.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2021-45

Being a by-law to Establish Fees for certain Licences, Permits, Certificates and for various services

- WHEREAS** the *Municipal Act, 2001*, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;
- AND WHEREAS** the *Municipal Act, 2001*, as amended, provides that the powers of the Council shall be exercised by by-law;
- AND WHEREAS** the Council of the Corporation of the Township of North Dundas is desirous of establishing fees for certain licences, permits certificates and for various services;
- AND WHEREAS** there is authorization to add unpaid fees and charges imposed by the municipality to the tax roll for which the owners are responsible for paying the fees and charges;
- NOW THEREFORE** the Council of the Corporation of the Township of North Dundas enacts as follows:
- 1.0** That By-law No 2017-12 is hereby repealed.
 - 2.0** That the Schedule of Fees and Charges for various Township services as set out in Schedule “A” attached hereto and forming part of the by-law is hereby adopted.
 - 3.0** That any other by-law inconsistent with the by-law is hereby repealed.
 - 4.0** That this by-law takes effect on the date of passing.

READ and passed in Open Council, signed and sealed this 22nd day of June, 2021.

MAYOR

CLERK

SCHEDULE “A”
to By-law No. 2021-45

ITEM	FEE
Legal Tax Certificate	\$ 50.00 minimum
Property Detail Certificate	\$ 25.00/ each
Drain Assessment Report	\$ 25.00/each
1 year income tax receipt (for income tax purposes)	\$5.00/account
Water & Sewer Certificate	\$25.00
Water Charges added to Tax Roll	\$25.00/transfer
Tax/Water Account Printouts (multiple years)	\$10.00/account
NSF Returned Cheques	\$25.00
Interest Rate for Miscellaneous Accounts Receivable	1.25%/month
Fax Transmission	\$1.00/minute
Photocopies	\$.25/page
Bingo Licences	\$ 10.00/Year
Raffle Licences	\$ 10.00/Year
Break Open Ticket Licences	\$ 100.00/Year
Marriage Licences	\$ 100.00 (Resident)
	\$125.00 (Non-Resident)
Civil Marriage Service	\$300.00
Fire Inspections	\$100.00
Fire Orders Search	\$100.00
Burn Permits	\$15.00
Code of Conduct Complaint Fee Municipal Investigator	\$125.00
Freedom of Information Requests	\$5.00+cost of search
Closed Meeting Investigator Services	\$125.00
Death Registration	\$20.00 (Resident)
	\$25.00 (Death out of Township)
	\$30.00 (Funeral Home outside Twp.)
Commissioner of Oaths	\$10.00/document

Transient Trader Licence	\$300.00
Entrance Permit	\$100.00
Civic Address Number	\$75.00
Waste Management Tipping Fees:	
a) Regular Waste	\$ 15.00/c. yard
	\$30.00/compacted yard
b) Shingles	\$ 25.00/c. yard
c) Contaminated Waste	\$ 25.00/MT
d) Removal of Freon	\$20.00



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	By-law 2021-61 E. Ali Residential Zoning Amendment

RECOMMENDATION:

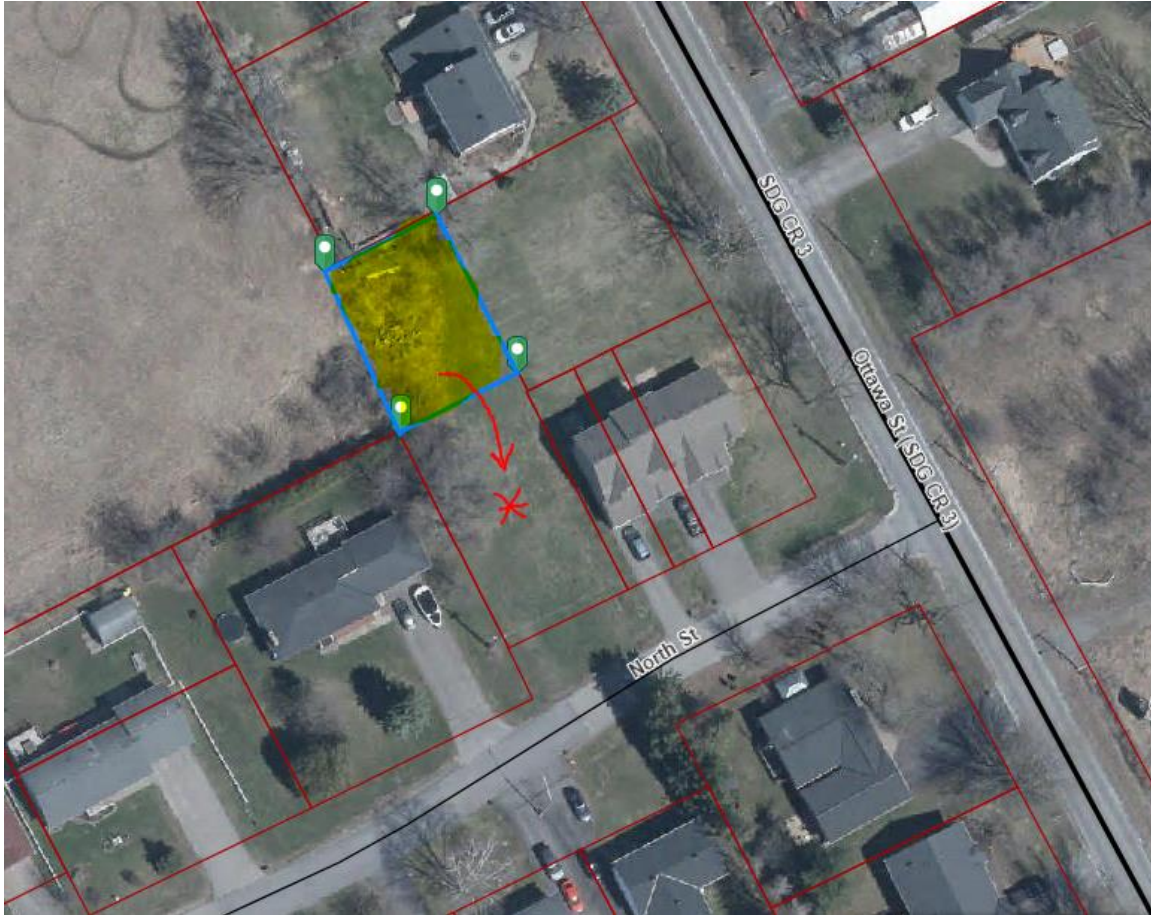
THAT By-law No. 2021-61, being a By-law to amend the former Township of Winchester By-law No. 12-93, as amended, be read and passed in Open Council, signed and sealed this 14th day of September, 2021.

BACKGROUND:

The purpose of the application is to rezone a small portion of a property from Agricultural (AG) to Residential Second Density Special Exemption 6 (R2-6). This area is the backyard of a newly created lot, where the front yard permits the construction of three townhome dwellings.

The applicant has applied to rezone a portion of the property (*yellow area shown below*) to permit the development of the property. The subject area was vacant farmland. The applicant has submitted preliminary site plan of the proposed development:





The developer can build a single, semi or a three-unit townhouse on the front part of the lot (red star - which is within the former village limits). The “new” lot created has a backyard (shown in yellow- which is outside the former Village limits) currently zoned Agricultural (AG). The proposed amendment seeks to match these up, and will enable the proposed unit(s) to be pushed further back and allow more space for off-street parking in the front yard. A detailed planning report and draft by-law is attached.

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

ATTACHMENTS:

Draft By-law 2021-61

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



Planning Report Zoning Amendment

RE:	Elsayed Ali and Azza Jabakhanji - Residential Amendment
Meeting Date:	September 14, 2021
Current Zoning:	Agricultural (AG)
Proposed Zoning:	Residential Second Density – Special Exception Six (R2-6)
Official Plan:	Residential District and Urban Settlement Area
Subject Area:	0.15 acres out of the 6.95 acres
Existing Use:	Vacant Farmland
Proposed Use:	Three townhome dwellings.

1. Purpose and Effect

The Township of North Dundas has received a Zoning By-law Amendment application to amend the former Township of Winchester Zoning By-law No. 12-93 under Section 34 of the *Planning Act* for the property legally described as as Part of Lot 4, Concession 7, former Township of Winchester, now the Township of North Dundas, County of Dundas. The purpose is to rezone the property from Agricultural (AG) to Residential Second Density - Special Exemption 6 (R2-6) to include the permitted uses and zoning provisions from R3 zoning in the Village of Winchester By-law 25-96, in order to match the existing zoning in the front of the lot . If approved, the subject land will be rezoned to Residential Second Density-Special Exemption Six (R2-6) to permit the construction of three (3) townhome dwellings.

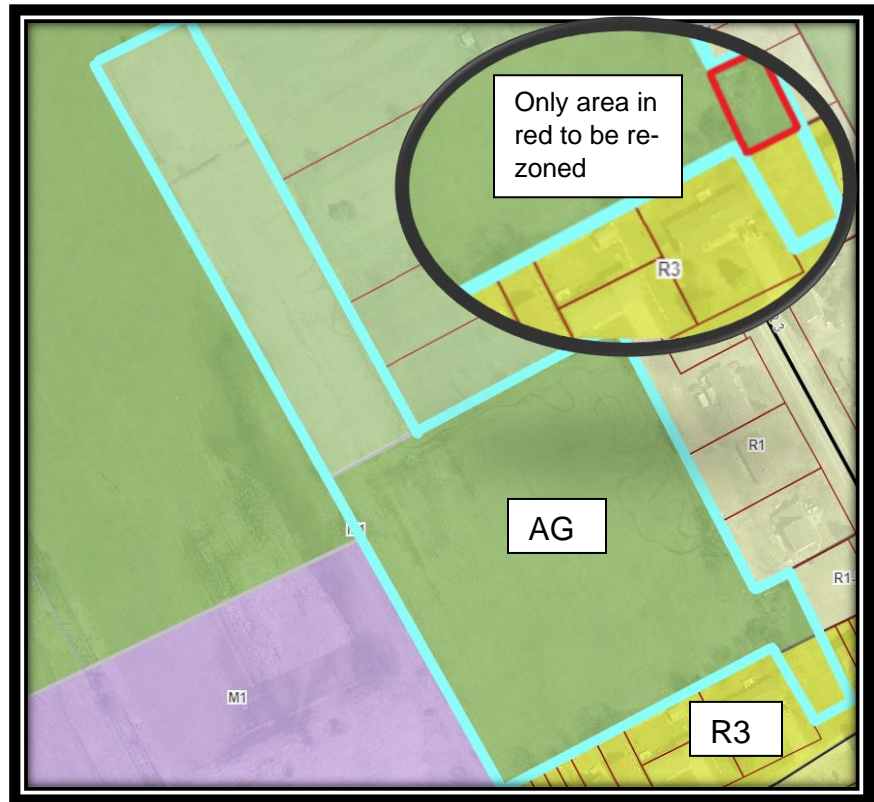
2. Background

The subject property is vacant farmland. The current owner, Elsayed Ali, has purchased the property and would like to redevelop the front portion of the land along North Street into three townhome dwellings. The area requiring rezoning is currently zoned Agricultural (AG) under the former Township of Winchester

Zoning By-law. The front portion of the property, the portion along North Street, is currently zoned Residential Third Density (R3) within the Village of Winchester's Zoning By-law therefore creating conflicting uses with the front portion.

The subject property to which the proposed Zoning By-law amendment applies is the subject of another application under the Planning Act (SDG File No. B-66-21).

In the consent application, the remaining AG zoned land is being added as a lot addition to the neighbouring Parmalat Food Inc. property and maintaining its AG zoning status. The portion retained, identified in red in the image, is the only portion of the existing property to be re-zoned. The property currently falls under both Winchester Township and the Village of Winchester Zoning By-laws, due to being located along the boundary line.



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 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 in the Official Plan as Residential District and within the Urban Settlement Area. 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 a Residential District include uses such as low, medium, and high-density housing, specialized housing, and neighbourhood serving uses.

Table 3.5 – Designations and Associated Permitted Uses

Residential District

- *Full range of low, medium and high-density housing*
- *Specialized housing types (e.g. group homes, crisis care, social assisted, additional residential units)*
- *Neighborhood serving uses (e.g. convenience commercial, open space, institutional)*

This application is in general conformity with the Official Plan as the proposed amendment will allow construction of medium density housing within a residential district, while the portion of agricultural resource lands will remain for agricultural use under a separate application under the Planning Act file No. B-66-21.

3.3 Zoning By-law No. 12-93

The subject land is currently zoned Agricultural (AG) in the Township of Winchester Zoning By-law No. 12-93. The proposed amendment will change the zoning of the subject land to Residential Second Density-Special Exemption 6 (R2-6) to include the permitted uses and zoning provisions from Residential Third Density (R3) zoning in the Village of Winchester By-law 25-96, in order to match the existing zoning in the front of the lot. This will permit the current owner to construct three townhome dwellings on the lot.



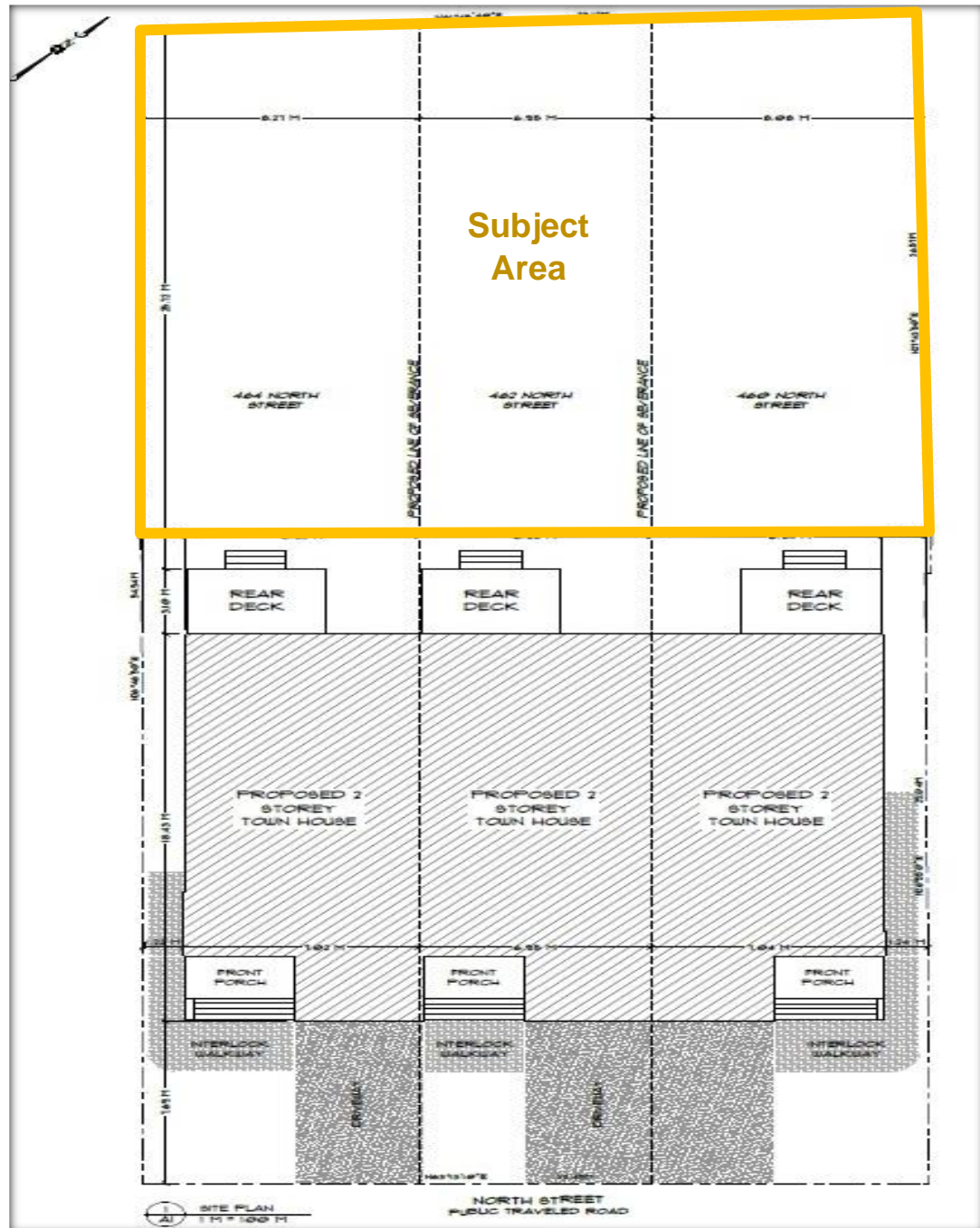
4. Analysis

The proposed Zoning By-law Amendment will change the zoning of a parcel on North Street in Winchester from Agricultural (AG) to Residential Second Density Special Exemption 6 (R2-6) to allow the construction of three townhome dwellings.

The subject land is on the North side of North Street in a residential neighborhood with existing townhomes.



The applicant has provided Township planning staff with a draft site plan showing the location of the proposed townhome units, all three units will have frontage on North Street with front and rear setbacks greater than the minimum required by the Zoning By-law. This development represents the potential of an increase of three dwelling units in Winchester through the development of an underutilized lot and allows the Township to increase overall housing stock without the need to increase the settlement boundaries of the Village of Winchester.



5. Comments

The United Counties of Stormont, Dundas, and Glengarry requested that the rezoning for R2-6 only apply to the retained portion of Consent Application B-66-21. This is in accordance with the re-zoning application submitted by the applicant.

6. Recommendation

The proposed Zoning By-law Amendment constitutes good planning and is consistent with the Provincial Policy Statement and in general conformity with the Official Plan, therefore Council should approve the rezoning. Secondly, that Council considers comments from the public, public bodies and adjacent neighbours during the public meeting before rendering a decision on the proposed amendment.

Prepared by:

Original Signed

Date: August 27, 2021

Danielle Ward, BES, MES
Executive Assistant, Deputy Clerk

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

Date: September 3, 2021

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

BY-LAW No. 2021-61
EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received an application to amend the former Village of Winchester By-law No. 12-93 to rezone a property to Residential Second Density - Special Exemption 6 (R2-6) to permit the construction of three townhome dwellings.

The lands affected by this amendment are described as Part of Lot 4, Concession 7, former Township of Winchester, 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 Exemption 6 (R2-6) to allow the construction of three townhome dwelling units on a newly created lot (Consent Application B-66-2021).

The property/land to which the proposed Zoning By-law amendment applies is the subject of another application under the *Planning Act*.

Applicant/Owner:
Elsayed Ali and Azza Jabakhanji

Roll Number:
0511-016-006-90000

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2021-61

***Being a By-law to amend the former Township of Winchester Zoning
By-law No. 12-93, 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. 12-93, as amended, regulates the use of land and the use and erection of buildings and structures within the former Township of Winchester, 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. 12-93, 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 4, Concession 7, former Township of Winchester, now the Township of North Dundas, County of Dundas.
- 2.0** That the former Township of Winchester Zoning By-law No. 12-93, as amended, is hereby amended as follows:
- 2.1 That Section 5.2(c) “Residential Second Density – Special Exceptions” is hereby amended by inserting the following new subsection immediately after the contents thereof:

5.2 (c) Residential Second Density – Special Exception Six (R2-6)

On lands zoned Residential Second Density – Special Exception Six (R2-6), only the following uses are permitted:

- Single Dwelling
- Semi-Detached Dwelling
- Three (3) Unit Townhouse
- Accessory uses to the foregoing
- Secondary Dwelling Units shall not be permitted.

Notwithstanding the Zone Provisions of Section 5.2 (b) to the contrary, the Zone Provisions contained in Section 8.2 of Village of Winchester Zoning By-law No. 25-96 shall apply to land zone R2-6.

- 3.0** That Schedule “A” of (Township of Winchester) Zoning By-law No. 12-93 is hereby amended as follows:

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2021-61

- 3.1 That the area affected by Section 1 and shown on Schedule “1” of this By-law, shall henceforth be zoned “Residential Second Density Special Exemption 6 (R2-6)” and shall cease to be zoned “Agricultural (AG)”.
- 4.0 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.
- 5.0 All other applicable provisions of the former Village of Winchester Zoning By-law No. 12-93, as amended, shall continue to apply.

READ and passed in Open Council, signed and sealed this 14th day of September, 2021.

MAYOR

CLERK

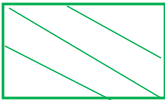
SCHEDULE “1”

BY-LAW No. 2021-61

Enacted by the Council of the Township of North Dundas this 14th Day of September, 2021.

Mayor

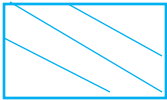
Clerk



Area to be maintain Agricultural Zoning (AG) under Township of Winchester By-law 12-93



Area to maintain Residential Third Density (R3) under Village of Winchester By-law 25-96



Area to be re-zoned from Agricultural (AG) to Residential Second Density (R2-6) under Township of Winchester By-law 12-93

Part of Lot 4, Concession 7, former Village of Winchester, now the Township of North Dundas, County of Dundas.

To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	By-law 2021-62 Baker Residential Zoning Amendment

THAT By-law No. 2021-62, 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 14th day of September, 2021.

The purpose of the application is to rezone the property from General Commercial (C1) to Residential First Density (R1) to permit the construction of a residential single detached dwelling.

The diagram illustrates a proposed development area situated between Main Street (County Rd 3) to the north and the South Nation River to the south. Key features include:

- Main Street (County Rd 3):** Located at the top left, running North-South.
- South Nation River:** Located at the bottom right, forming a boundary for the development area.
- Proposed Development Area:** A large rectangular area outlined in blue dashed lines, oriented diagonally relative to the main street.
- Setbacks and Dimensions:**
 - A 66.76 R± dimension is shown along the northern boundary near Main Street.
 - An N86° 21' 45" E bearing is indicated for the northern boundary line.
 - A 201.1 R± dimension is shown along the western boundary line.
 - An N91° 00' 00" W bearing is indicated for the western boundary line.
 - Internal dimensions include 41 R±, 207 R±, and 30m setbacks from the river.
 - Red hatched areas represent specific building footprints or structures within the development area.
 - Various setback distances are marked in red, such as 3m, 9m, and 30m.

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

ATTACHMENTS:

Draft By-law 2021-62

PREPARED BY:



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

REVIEWED & APPROVED BY:

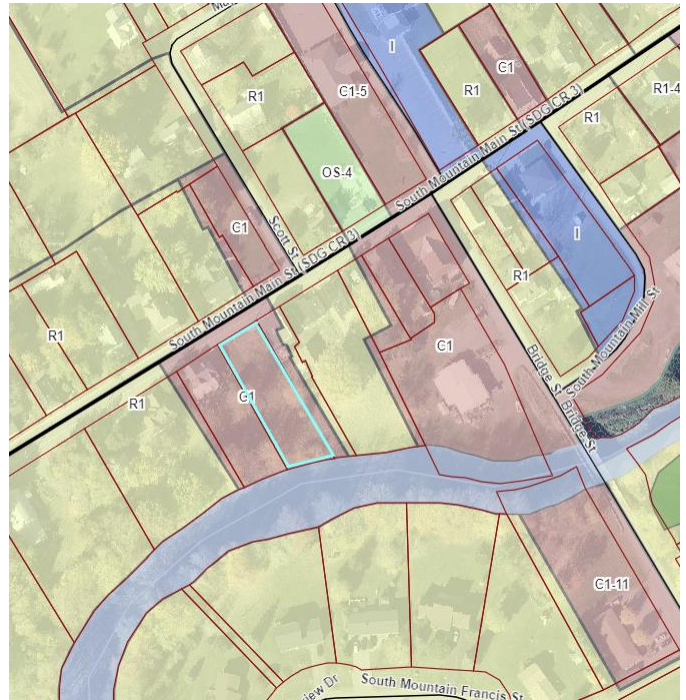


Angela Rutley, BBA
CAO

2. Background

The subject property is vacant commercial property. The current owner, C. Baker, has purchased the property and would like to build a single family detached home along Main Street. The area requiring rezoning is currently zoned Residential First Density (R1) under the former Township of Mountain By-Law.

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



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 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 in the Residential District as Rural Settlement Area. The Official Plan has text related to the acceptability of the proposed use in this area:

- 3.2.1.4 *Characterization of Rural Settlement Areas Rural Settlement Areas are characterized as small communities within the rural area that have a mix of land uses including public service uses and facilities. These communities have the potential for growth and the expansion of municipal water and sewage services in the future. All development must be adequately serviced with water and sewage systems in conformity with Section 4.3.3 of this Plan. Land division will primarily be by consent.*
- 3.4.4 *Rural Settlement Areas Commercial uses within the Rural Settlement Areas shall be subject to the Local Municipality's zoning by-laws. Generally, these types of uses shall be required to be compatible with adjacent uses.*

Table 3.5 lists the permitted uses associated with all land use designations in the United Counties, the permitted uses in a Residential District include uses such as low, medium, and high-density housing, specialized housing, and neighbourhood serving uses.

Residential

Low and medium density housing in keeping with the character and scale of the Area

Commercial

Retail, service commercial, automotive and personal service uses which are deemed suitable by the Local municipality

Industrial

Class I and II industrial uses (see reference documents) which are deemed suitable by the Local municipality

This application is in general conformity with the Official Plan as the proposed amendment will allow construction of a single family detached home which keeps with the character and scale of the neighbouring area.

3.3 Zoning By-law No. 12-93

The subject land is currently zoned General Commercial (C1) in the Township of Mountain Zoning By-law No. 79-6. The proposed amendment will change the zoning of the subject land to Residential First Density (R1) in order to permit the construction of a single family detached home.

4. Analysis

The proposed Zoning By-law Amendment will change the zoning of a parcel on Main Street in South Mountain from General Commercial (C1) to Residential First Density (R1) to allow the construction of a single family detached home.



The subject land is on the South Side of Main Street in a mixed residential and commercial neighbourhood.

The construction of a single family detached home represents the potential of an increase of one dwelling unit in South Mountain through the development of an underutilized lot and allows the Township to increase overall housing stock.

5. Comments

No comments have been received at this time.

6. Recommendation

The proposed Zoning By-law Amendment constitutes good planning and is consistent with the Provincial Policy Statement and in general conformity with the Official Plan, therefore Council should approve the rezoning. Secondly, that Council considers comments from the public, public bodies and adjacent neighbours during the public meeting before rendering a decision on the proposed amendment.

Prepared by:

Original Signed

Date: August 27, 2021

Danielle Ward, BES, MES

Executive Assistant, Deputy Clerk

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

Date: September 3, 2021

Calvin Pol, MCIP, RPP, BES

Director of Planning, Building and Enforcement

BY-LAW No. 2021-62
EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received an application to amend the former Township of Mountain By-law No. 79-6 to rezone a property from General Commercial (C1) to Residential First Density (R1) to permit the construction of a residential single-family dwelling.

The lands affected by this amendment are described as Part of Lot 7, Concession 2, former Township of Mountain, now the Township of North Dundas, County of Dundas, municipally known as 10584 Main Street, South Mountain.

If the proposed by-law amendment is adopted, the subject land will be rezoned to Residential First Density (R1) to allow the construction of a residential single-family dwelling.

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

Applicant/Owner:
Chelsea Baker

Roll Number:
0511-011-001-17000

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2021-62

***Being a By-law to amend the former Township of Mountain Zoning
By-law No. 79-6, 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. 79-6, as amended, regulates the use of land and the use and erection of buildings and structures within the former Township of Mountain, 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. 79-6, 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 7, Concession 2, former Township of Mountain, now the Township of North Dundas, County of Dundas, municipally known as 10584 Main Street, South Mountain.
- 2.0** That Schedule “A” of (Township of Mountain) Zoning By-law No. 79-6 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 First Density (R1)” and shall cease to be zoned “General Commercial (C-1)”.
- 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 Township of Mountain Zoning By-law No. 79-6, as amended, shall continue to apply.

READ and passed in Open Council, signed and sealed this 14th day of September, 2021.

MAYOR

CLERK

SCHEDULE “1”

BY-LAW No. 2021-62

Enacted by the Council of the Township of North Dundas this 14th Day of September, 2021.

Mayor

Clerk



Area to be changed from Commercial General to Residential First Density.

Part of Lot 7, Concession 2, former Township of Mountain, now the Township of North Dundas, County of Dundas, municipally known as 10584 Main Street, South Mountain.



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Committee of Adjustment- Member Reappointment

RECOMMENDATION:

THAT By-law 2021-63 being a By-law to reappoint a member of the Committee of Adjustment be read and passed in Open Council, signed and sealed this 14th day of September, 2021.

BACKGROUND:

In September 2020, Council appointed Councillor Gary Annable as a member of the Committee of Adjustment and Property Standards.

The Committee of Adjustment is responsible for making decisions regarding applications for minor variances to existing zoning by-laws and the Property Standards Committee is responsible for hearing appeals regarding property standards issues.

Section 44 (3) of the Planning Act permits a member to be a member of the public or a Council member.

Under the Planning Act Section 44(3) it states: “*the members of the committee who are members of a municipal council shall be appointed annually.*” Councillor Annable has served a year term; however, has expressed that he would be interested in serving an additional term.

OPTIONS AND DISCUSSION:

- 1. Adopt the By-law as presented-** recommended
- 2. Do not adopt the By-law-** not recommended
- 3. Modify the proposed By-law-** Council can appoint another individual or Council member

FINANCIAL ANALYSIS:

No impact on the Township budget. The Committee of Adjustment pay is covered by the Minor Variance Application Fees.

OTHERS CONSULTED:

CAO

ATTACHMENTS:

Draft By-law No. 2021-63

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. 2021-63

***Being a By-law to Appoint Members to the
Township of North Dundas Committee of Adjustment***

WHEREAS section 44 of the Planning Act, R.S.O. 1990, c. P.13, as amended, permits municipal councils by by-law to constitute and appoint committees of adjustment;

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

1.0 The following individuals shall be appointed to the Township of North Dundas Committee of Adjustment and shall hold office for the term of this Council or until their successors are appointed:

Gary Annable (Member of Council)
Shirley Coons
Don Johnston
John Havekes
Nicole McDonald

2.0 Remuneration

Members of the Committee of Adjustment shall receive the following remuneration:

Chairperson	\$85.00 per meeting
Members	\$75.00 per meeting

Each member shall be paid car mileage while using their vehicle on Committee business in accordance with the Township's approved policy.

3.0 By-law No. 2020-35 is hereby repealed.

READ and passed in Open Council, signed and sealed this 14th day of September, 2021.

MAYOR

CLERK



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	Parking By-law Amendment

RECOMMENDATION:

THAT By-law No. 2021-65, being a By-law to amend By-law No. 25-2001, being a By-law for the purpose of regulating parking on Clarence Street Township of North Dundas, be read and passed in Open Council, signed and sealed this 14th day of September 2021;

AND THAT the Council hereby authorizes the Mayor and Clerk to enter into a parking agreement for the use of four (4) parking spaces behind the Winchester Fire Hall with Winchester Meadows Developments Inc., being the owner of 545 St. Lawrence Street, Winchester.

BACKGROUND:

The current Parking and Traffic By-law was enacted in June 2001 and amended in November 2002. In its 19 years of tenure, its intent on regulating parking and traffic has been fulfilled and continues to do so.

REQUEST:

A formal request has been submitted from the owner of 545 St. Lawrence St (former Winchester Press Building) requesting a 20-minute parking zone be added to the South side of Clarence Street by the Winchester Fire Station (currently no parking, but there are no signs). As well, he requested to utilize four (4) parking spaces on the East side of the Fire Department parking lot along the fence. The parking spaces would be required Mon-Sat from 8:00am to 6:00pm. The addition of a 20-minute parking zone to Clarence St would limit employee on-street parking and allow for deliveries to the warehouse and office space that is being renovated at this location.

Currently, the parking limit on Clarence St. East of St. Lawrence for 70 meters is a “No Parking” zone on both the North and South side of Clarence St. The intent of the “No Parking” zone is to ensure that no stopped vehicle may impede emergency vehicles leaving the Fire Hall. The requested space for a 20-minute loading zone would be located on the South side of Clarence St. and extend 20 meters East of St. Lawrence.

The 20-minute loading space would not interfere with emergency vehicles departing the Fire Hall. The proposed request has been reviewed by the By-law Department and the Winchester Fire Chief and both have agreed the proposed change would not impede emergency vehicles departing from the Fire Hall





The current “No parking/No Stopping” signs installed on the North side of Clarence St. would remain in effect so as not to allow vehicles to impede emergency vehicles leaving the Fire Hall.

The proposed parking spaces in the parking lot behind the Fire Hall would have a time and day limit to their use. The requested days are Monday to Saturday from 8:00am to 6:00pm. These parking spaces would be in place for staff of 545 St. Lawrence St.



OPTIONS AND DISCUSSION:

1. **Adopt the By-law as presented** – recommended.
2. **Do not adopt the By-law** – not recommended.
3. **Modify the proposed By-law** – not recommended.

FINANCIAL ANALYSIS:

Minor cost will be generated by ordering new signs. Income will be generated from the rental of the four parking spaces.

OTHERS CONSULTED:

Winchester Fire Chief
Municipal Law Enforcement Officer

ATTACHMENTS:

Parking By-law Amendment

PREPARED BY:

Nic Hubble
By-law Enforcement Officer

Jacob Forget
CBO & Supervisor of By-law Enforcement

REVIEWED 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. 2021-65

Being a By-law to amend By-law No. 2020-37, which amended By-law No. 25-2001 as amended, for the purpose of regulating traffic and parking on the highways within the Township of North Dundas

WHEREAS the Council of The Corporation of the Township of North Dundas did enact By-law No. 25-2001 to regulate Traffic and Parking;

AND WHEREAS the Council of The Corporation of the Township of North Dundas deems it advisable to amend By-law No. 25-2001;

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

1.0 That By-law No. 25-2001, as amended, is hereby amended as follows:

1.1 That Schedule “I” – Parking Prohibited, Section 11, Winchester is hereby amended by removing “South” from Column 2 of item 6.

1.2 That Schedule “III” - Parking – Specified Period of Time, Section 16.1 is hereby amended by adding Item 5 with the following:

Clarence Street Winchester	South	From the corner of St. Lawrence Street Winchester, 20m East	Mon-Sat 8 a.m. – 6 p.m.	20 Minute
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2.0 That By-law No. 2020-37 be amended as follows:

2.1 That subsection 1.6 is hereby amended by removing “South” in Column 2.

3.0 That this By-law shall come into force and take effect on the date of its final passing.

READ and passed in Open Council, signed and sealed this 14th day of September, 2021.

MAYOR

CLERK



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	By-law No. 2021-51 - Drainage Superintendent Appointment

RECOMMENDATION:

THAT By-law No. 2021-51, being a By-law to Appoint a Drainage Superintendent be read and passed in Open Council, signed and sealed this 14th day of September, 2021.

BACKGROUND:

As previously discussed at the August 17th meeting of Council, in order to qualify for the Provincial drainage grant, the Township is required to have a certified Drainage Superintendent.

Executive Assistant/Deputy Clerk, Danielle Ward, is a certified Drainage Superintendent and has agreed to assist with the responsibilities of Drainage Superintendent until such time as Patrol Supervisor, Jamie Cheney completes the Drainage Superintendent's Course.

OPTIONS AND DISCUSSION:

- 1. Approve the By-law – recommended.** This provides the Township with a certified Drainage Superintendent on an interim basis.
- 2. Do not approve the By-law – not recommended.** The Township would not qualify for the Provincial drainage grant.

FINANCIAL ANALYSIS:

There are funds within the approved budget to cover this appointment.

OTHERS CONSULTED:

CAO Rutley

ATTACHMENTS:

By-law No, 2021-51

PREPARED BY:

REVIEWED & APPROVED BY:



Jo-Anne McCaslin, CMO
Municipal Clerk



Angela Rutley, BBA
CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2021-51

Being a By-law to appoint a Drainage Superintendent pursuant to the Drainage Act, RSO 1990, as amended

WHEREAS Section 93 of The *Drainage Act, R.S.O. 1990*, as amended, authorizes the Council of a local Municipality to appoint a Drainage Superintendent and provide for his/her remuneration for the purposes and in the manner set out therein;

AND WHEREAS Section 227 of The *Municipal Act, S. O. 2001, C.25*, as amended, identifies that it is the role of officers and employees of the Municipality:

- to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- to undertake research and provide advice to Council on the policies and programs of the Municipality; and
- to carry out other duties required under this or any Act and other duties assigned by the Municipality.

NOW THEREFORE, pursuant to The *Drainage Act, RSO 1990*, as amended, the Council of the Township of North Dundas enacts as follows:

- 1.0 That Danielle Ward is hereby appointed Drainage Superintendent for the Corporation of the Township of North Dundas.
- 2.0 The Drainage Superintendent appointed hereunder shall receive such remuneration as shall be mutually agreed upon by herself and Council and shall hold office until such time as she resigns or her employment is terminated by resolution of Council.
- 3.0 The Drainage Superintendent shall carry out the duties imposed upon her, pursuant to The *Drainage Act, RSO 1990*, as amended, and shall submit such reports and carry out such other duties as may be required of her by Council from time to time.
- 4.0 That By-law 17-2015 is hereby rescinded.
- 5.0 This By-law takes effect on September 15th, 2021.

READ and passed in Open Council, signed and sealed this 14th day of September, 2021.

MAYOR

CLERK



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	September 14, 2021
Subject:	By-law No. 2021-66 Appointment of a Drainage Engineer

RECOMMENDATION:

THAT Council appoint McIntosh Perry as the Drainage Engineer for the Bourgeois Municipal Drain project for Major Drainage Improvement Works.

BACKGROUND:

At the July 13, 2021 Council meeting Council approved a request for Major Drainage Improvement Works under the *Ontario Drainage Act, R.S.O. 1990, c. D.17, subs.78 (1.1)* for the Bourgeois Municipal Drain.

Once the request was approved by Council, OMAFRA and the Conservation Authority were given 30 days to review the request and provide comments. To date South Nation Conservation has provided the following comments for the Engineer to consider:

A permit is required under the CA Act for the proposed changes to the watercourse. Typically, would expect to see within the application and report: new channel dimensions and capacity details, side slopes should be 2:1 or 3:1 if possible and vegetated, erosion protection in any sharp bends/corners, termination points of the section to be filled need to be described to ensure there will be no erosion or sediment transfer from those points, and a sediment and erosion control plan is to be provided to SNC for review before the works are undertaken.

OMAFRA has not submitted any comments for the Engineer to review at this time.

As part of the Drainage Act, Council must now appoint an engineer whose duty will be to review the Major Drainage Improvement Request, Agency comments, and set up a site meeting to determine project scope and projected timeline.

Staff contacted three separate drainage engineers for hourly rates associated with this Petition, the following were received:

1. McIntosh Perry
 - a. Engineer Hourly Rate: \$165.00
 - b. Engineering Technician Rate: \$105.00
2. Robinson Consultants
 - a. Engineer Hourly Rate: \$210.00
 - b. Engineering Technician Rate: \$135.00
3. Matthew Ford
 - a. No bid submitted

OPTIONS AND DISCUSSION:

1. **Appoint McIntosh Perry as the Drainage Engineer for the Bourgeois Municipal Drainage Major Improvement Works** - recommended.
2. **Do nothing** - not recommended. The works would be delayed and the process would violate the timelines outlined in the Drainage Act, and the applicant may submit an appeal to the Drainage Referee.
3. **Refuse the request** - not recommended. The applicant may submit an appeal to the Drainage Referee to appeal Council's decision.

FINANCIAL ANALYSIS:

Under the Municipal Drainage Act the assessed property owners in the Watershed are responsible for the costs of Major Drainage Works.

As part of this particular request, the landowner has agreed to pay for the full amount of the Major Drainage Works, meaning no assessment will be carried out and passed along to other property owners in the Watershed.

OTHERS CONSULTED:

Patrol Supervisor
Drainage Superintendent
Clerk

ATTACHMENTS:

By-law 2021-66

PREPARED BY:



**Jo-Anne McCaslin, CMO
Municipal Clerk**

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

BY-LAW No. 2021-66

EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received an application to complete major drainage improvement works for the Bourgeois Municipal Drain.

Major Drainage Improvement Works on a Municipal Drain need to be completed under the Ontario Drainage Act, R.S.O. 1990, c. D. 17, subs.78 (1.1). This requires the person requesting the maintenance to file a petition requesting the Municipality complete maintenance on the drain. In July 2021, Council approved a petition for maintenance from a property owner assessed into the Bourgeois Municipal Drain Watershed. Once Council accepts the petition for drainage maintenance, agencies such as OMAFRA and the Conservation Authority are notified. These agencies have 30 days to provide any initial comments for the Drainage Engineer to consider. In order for the petition to move forward a Drainage Engineer must be appointed by Council. The role of the Drainage Engineer is to perform an examination of the area requiring drainage and to prepare a report which shall include plans, profiles, and specifications of the drainage work, an estimate of the total cost, an assessment of the amount or proportion of the cost of the works, allowances to be paid to the owners and any other matters within this act.

If the proposed by-law is adopted, Josh Smith, a Professional Engineer with McIntosh Perry, will be appointed under the Drainage Act to complete the required work associated with the Drainage Petition.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2021-66

Being a By-law to appoint Josh Smith, from McIntosh Perry as the Drainage Engineer for the Bourgeois Municipal Drain

WHEREAS pursuant to the provisions of Section 8 (1) of the *Drainage Act R.S.O. 1990*, as amended, the Council of the initiating municipality, shall appoint an engineer to make an examination of the area requiring drainage;

AND WHEREAS pursuant to the provisions of Section 78 (1.1) of the *Drainage Act R.S.O. 1990*, as amended, the Council of the municipality that is responsible for maintaining and repairing the drainage works considers it appropriate to undertake one or more of the projects listed in subsection (1.1) for the better use, maintenance or repair of the drainage works or of lands or roads, the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it,

NOW THEREFORE pursuant to the *Drainage Act, RSO 1990*, the Council of The Corporation of the Township of North Dundas enacts as follows:

- 1.0** That Josh Smith, from McIntosh Perry, is hereby appointed Drainage Engineer for the Corporation of the Township of North Dundas
- 2.0** The Drainage Engineer appointed hereunder shall receive such remuneration as agreed to between his firm and Council and shall hold office until such time that he resigns or his contract is terminated by a resolution of Council.
- 3.0** The Drainage Engineer shall carry out the duties imposed upon him, pursuant to the *Drainage Act, RSO 1990*, and shall submit such reports and carry out duties as may be required of him by Council from time to time.
- 4.0** This By-law takes effect on September 15th 2021.

READ and passed in Open Council, signed and sealed this 14th day of September, 2021.

MAYOR

CLERK



KEY INFORMATION REPORT

Finance

September 14, 2021

SUBJECT: Budget 2022- Proposed Timetable

We would like to apprise Council of the “proposed budget calendar” as it currently exists regarding the 2022 draft budget.

A budget planning memo was circulated to all department heads on September 1st and had been previously discussed at our managers’ meeting of August 30th. Its main purpose was to focus some attention to our budgeting process over the course of the next several months.

The exact unfolding of events is uncertain, but at this juncture we are proposing the following timeline:

- Sept 14th - opportunity for Council to bring forward any items that they would like to have included for consideration in the draft budget and/or to provide any budget targets that they would like to set for the draft budget. Staff would then align their budgets to meet any targets or include any identified projects as specified by council.
- Oct 4th @ 9:00 am Managers to get First Draft into Finance Dept
- Oct 11th – Oct 22nd – meetings with Dept Heads, Treasurer, Deputy-Treasurer and CAO
- Oct 29th – First DRAFT complete
- Nov 9th – Treasurer to prepare KIR for council regarding budget process and update as to where we are
- Dec 14th 2021 – Presentation of DRAFT budget to Council
- January – February 2022 – Second Presentation of DRAFT budget to Council

We would also invite council to bring forward any items or suggestions that they would like to see added to the DRAFT budget for consideration by Council.



KEY INFORMATION REPORT

Economic Development and Communications

September 14, 2021

SUBJECT: Christmas Market Donation

- On Saturday, November 13, 2021 there will be a Christmas Market set up along a portion of Main Street and St. Lawrence Street in Winchester between 10am-3pm. The event will feature a variety of street vendors, Christmas music and Santa walking around for photos.
- The event is a collaboration between the Garden Party Markets run by Kelly Windle, Planted Arrow and the Shop Crawl run by Lisa William, Main Street Clothing.
- Kelly Windle has supplied two invoices for expenses related to the event, specifically \$450 + HST for porta potty (2 regular toilets, 1 handicap toilet and 2 wash stations) and \$1,692.90 + HST for propane heaters (6 heaters with propane), for a total of \$2,142.90 + HST.
- Kelly has requested the Townships support to help cover these costs. To do this, we would like to redirect the \$1,000 Dairyfest donation and the \$1,000 Canada Day donation from GL#1-5-1401-2700, as both events were not able to occur in 2021, nor where these funds distributed to the event organizers.
- With Council approval, we will pay the porta potty and propane heater companies directly up to \$2,000, as per the invoices supplied.
- Additionally, as Art on the Waterfront did not occur in 2021, the \$1,000 that would normally be sent to them, but was not, could also be redirected to help cover any additional costs the Christmas Market may incur, if that is the desire of Council.
- Note that the \$4,500 donation each that the MTAS and CAS typically receive annually have already been provided to each organization in 2021.



KEY INFORMATION REPORT Waste Management Services

September 14, 2021

SUBJECT: Hazardous Waste Transition

Currently, the North Dundas hazardous waste program is partially compensated for disposal and operating costs by three entities: Product Care, Stewardship Ontario and Automotive Materials Service. When the new regulation 449/21 comes into effect on October 1st, 2021 the current Household Hazardous Waste Plan will officially end.

Stewardship Ontario will cease to exist. The other two entities will continue to compensate the program at the rate which was established prior to the October 1st regulation change with Product Care absorbing the costs associated with the previous commitment by Stewardship Ontario.

Thus, the funding received by the Township will not change from what was received in previous years, with the exception that fertilizers will not be compensated under the new program.

Any questions or concerns, please contact me.

Thanks,

Doug Froats

August 23rd, 2021

To: Head of Municipal Hazardous Waste Management

Subject: Wind-up of the Stewardship Ontario MHSW Program

As you are aware, Stewardship Ontario has been directed by the Minister of the Environment, Conservation and Parks to wind-up the current Municipal Hazardous or Special Waste (MHSW) Program. Upon wind-up, hazardous materials collected under the MHSW Program will be managed according to an individual producer responsibility (IPR) framework under the *Resource Recovery and Circular Economy Act, 2016*.

Wind-up for the MHSW program is scheduled to take place on September 30, 2021. This letter is to provide notice, as per sections 2.5 and 19.3 of the Amended Municipal MHSW Service Agreement, that Stewardship Ontario will have no further responsibility to pay for the MHSW services (collection, transportation and processing) related to MHSW materials that remain with Stewardship Ontario (pressurized containers) performed after September 30, 2021, thereby terminating the Agreement. Should the Minister extend the wind-up date of the program prior to the current September 30th cut-off, Stewardship Ontario will send further communications updating any changes in timelines or activities.

As per the approved [MHSW Wind-Up Plan](#), the deadline for collection and post collection activities are listed below:

Cut-off Date	Activity
September 30, 2021	MHSW program termination date: <ul style="list-style-type: none"> - Materials (Pressurized Containers) collected by this date eligible for transportation and processing incentives; - Municipalities eligible for material related incentives (depot hours and collection events).
October 15, 2021	Deadline for pick-up (by approved transporters) of pressurized containers collected by September 30th
November 30, 2021	Deadline: <ul style="list-style-type: none"> - Submission of municipal claims for pressurized containers-related incentives occurring prior to September 30, 2021 (i.e., MHSW collection events); - Submission of service provider claims for material incentives (final submission).

Please be advised that Stewardship Ontario will have no ability or authority to continue any payments after the timelines stated in the approved Wind-up Plan, unless there has been an extension or change of date initiated by the minister's office prior to the Wind-up of the program.

Any questions can be sent to Cynthia Hyland at mhsw@stewardshipontario.ca.

Regards,

Cullen Hollister
Director of Operations – Blue Box and MHSW

July 22, 2021

Dear Municipal and First Nation partner:

AMS is pleased to provide the **attached Services Agreement** for Municipal and First Nation Automotive Materials Services that will **take effect October 1, 2021**, when we begin operating as a Producer Responsibility Organization (PRO).

As a PRO, AMS is inviting your participation in its robust collection and processing network that will enable producer compliance for **recycling antifreeze, oil containers and oil filters** under Ontario's new [Hazardous and Special Products \(HSP\) Regulation](#). AMS is required to revise its current agreements with producers and service providers to comply with the HSP Regulation.

The attached Services Agreement includes various minor changes from your current agreement with AMS. The **financial terms are unchanged**. Please note:

- Execution of the new Services Agreement will terminate all prior agreements and amendments as per section 22.1.
- If a new Services Agreement is not executed by October 1, 2021, the current Services Agreements will terminate automatically as a result of this notice as per Section 19.3 effective 90 days from the date of this letter.

Please review the agreement and ensure your information is complete and accurate before signing. A digitally signed copy or a scan of the original signed copy of the agreement is preferred and can be emailed to operations@autostewardship.ca – mailing a **hard copy is not required**.

If you have any questions about the Services Agreement or you wish to decline the offer to participate in the AMS PRO, please contact Scott Krysa (skrysa@cssalliance.ca) or Drew Berketo (dberketo@cssalliance.ca).

AMS values the relationships that have been established with our service provider partners since we began operating in 2017. We look forward to continuing to work together to provide safe and efficient management of automotive HSP.

**WRITTEN REMINDER OF TERMINATION OF MHSW MUNICIPAL HAZARDOUS OR SPECIAL
WASTE SERVICES AGREEMENT (AS AMENDED)**

FROM: STEWARDSHIP ONTARIO (“SO”)

TO: TOWNSHIP OF NORTH DUNDAS (the “Municipality”)

WHEREAS SO and the Municipality entered into a Municipal Hazardous or Special Waste Services Agreement, which was amended from time to time (the “**Agreement**”);

AND WHEREAS the Agreement was amended by, *inter alia*, adding the following section 2.5:

2.5 The Parties also understand that the Minister of the Environment, Conservation and Parks has directed SO to wind-up the MHSW Program Plan under the *Resource Recovery and Circular Economy Act, 2016*, following which individual producers will become responsible for materials collected under the MHSW Program Plan. The Parties agree that effective on the date of wind up of the MHSW Program Plan in respect of a specific MHSW material (a “Materials Wind-Up”), SO will have no further responsibility to pay for MHSW Services provided by the Municipality with respect to such MHSW materials. As a courtesy, SO will provide a written reminder to the Municipality at least 30 days prior to the effective date of such Materials Wind-Up.

AND WHEREAS, effective September 30, 2021, the following MHSW Program materials will be wound up:

- (a) Antifreeze
- (b) Fertilizers
- (c) Oil Containers
- (d) Oil Filters
- (e) Paints & Coatings
- (f) Pesticides
- (g) Pressurized Containers (Refillable & Non-Refillable)
- (h) Solvents

NOW THEREFORE in accordance with section 2.5 of the Agreement, SO hereby provides the Municipality with a reminder that:

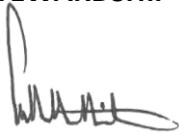
- (a) the Agreement will be automatically terminated on September 30, 2021; and

(b) SO will have no further responsibility to pay for MHSW Services provided by the Municipality with respect to such MHSW materials

unless the MHSW Program Wind-up date is further extended by the Minister of the Environment, Conservation and Parks.

Dated as of August 23rd 2021.

STEWARDSHIP ONTARIO



Name: Cullen Hollister

Title: Director of Operations

July 22, 2021

Dear Municipal and First Nation partner:

AMS is pleased to provide the **attached Services Agreement** for Municipal and First Nation Automotive Materials Services that will **take effect October 1, 2021**, when we begin operating as a Producer Responsibility Organization (PRO).

As a PRO, AMS is inviting your participation in its robust collection and processing network that will enable producer compliance for **recycling antifreeze, oil containers and oil filters** under Ontario's new [Hazardous and Special Products \(HSP\) Regulation](#). AMS is required to revise its current agreements with producers and service providers to comply with the HSP Regulation.

The attached Services Agreement includes various minor changes from your current agreement with AMS. The **financial terms are unchanged**. Please note:

- Execution of the new Services Agreement will terminate all prior agreements and amendments as per section 22.1.
- If a new Services Agreement is not executed by October 1, 2021, the current Services Agreements will terminate automatically as a result of this notice as per Section 19.3 effective 90 days from the date of this letter.

Please review the agreement and ensure your information is complete and accurate before signing. A digitally signed copy or a scan of the original signed copy of the agreement is preferred and can be emailed to operations@autostewardship.ca – mailing a **hard copy is not required**.

If you have any questions about the Services Agreement or you wish to decline the offer to participate in the AMS PRO, please contact Scott Krysa (skrysa@cssalliance.ca) or Drew Berketo (dberketo@cssalliance.ca).

AMS values the relationships that have been established with our service provider partners since we began operating in 2017. We look forward to continuing to work together to provide safe and efficient management of automotive HSP.



DEPARTMENT ACTIVITY UPDATES

Finance

September 14, 2021

KEY FINANCIAL DATA:

Bank Balances	2021 Aug 31st	Last Month July 31st 2021	Last Year-2020 Aug 31st
General Operating Acct	13,919,596.45	16,016,495.83	9,266,692.35
Cash, GIC's, (Reserve Fund)	5,208,359.47	5,204,909.59	7,325,253.20
Total	\$19,127,955.92	\$21,221,405.42	\$16,591,945.55

Taxes Receivable Outstanding	Aug 31 2021	Aug 31 2020	Aug 31 2019
Current Year (2021)	4,690,845.72	5,543,143.98	5,233,153.26
One Year in Arrears (2020)	522,948.04	597,549.77	629,220.67
Two Years in Arrears (2019)	310,226.41	378,008.88	313,689.08
Three Years in Arrears (2018+)	431,272.91	459,419.95	361,750.32
Penalty & Interest	226,524.92	256,275.72	247,565.66
Sub-Total	6,181,818.00	7,234,398.30	6,785,378.99
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(93,604.52)
Taxes Receivable	<u>\$6,088,213.48</u>	<u>\$7,140,793.78</u>	<u>\$6,691,774.47</u>
Taxes Billed to Date	20,453,104.60	20,711,490.10	19,614,017.11
Percentage o/s Over Levy	29.767%	34.477%	34.117%

Net taxes receivable last month were **\$6,517,437.93**; this month's balance of **\$6,088,213.48**, a decrease over last month in the amount of **\$429,224.45**) represents the net impact of billings less collections for the month of August.

Taxes billed are collectible in two instalments (June 30th and September 30th) – hence the reason outstanding taxes are so high at this time of year.

The final tax billing for this year (2021) represents a deviation from the previous year shown, in that last year, the final billing had due dates of July 31st and October 31st. This year, the tax due dates have been realigned with previous years' normal due dates, which accounts for the large decrease this year as compared to the previous year.

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

STATE OF THE UNION:

Cash balances are very healthy as evidenced by the cash balances reported above. They are down approximately \$2M from last month - the main reason for this was the payment of the county levy on August 31st in the amount of \$2,434,199 (2020 - \$2,428,300). Conversely, the bank balances are up approximately \$2.5M over last year at this time – due mainly to capital projects that are still to be completed.

ACTIVITIES:

- Preparing for and attending at department head meeting of Aug 30th 2021.
- The second tax instalment of Taxes Receivable in the amount of approximately \$4.9M is not due until September 30th; thus, the large percentage and dollar amount of taxes still outstanding.
- The cash inflow from the June instalment was extremely helpful in paying the summer construction costs as well as our third instalment to the Counties (due August 31st) in the amount of \$2,434,199 (2020 - \$2,428,300) – so we had some heavy demands on our cash flows over the previous 2 months.
- First run of supplementary/omit taxes (dated May/June) was received from MPAC and we mailed them out in August. Due dates were August 31st and October 30th. Second run from MPAC (dated August) – was billed in August, with due dates of September 30th and November 30th.
- **Supps/Omits:** Finance billed a total of \$157,245.15 in additional taxes to August 31st 2021 from MPAC's Supp runs of May/June/August, (previous YTD - \$100,423.20). Of this amount **\$53,493.48** was for Township purposes (previous year - \$35,811.98) with the remainder being for Counties and School Boards. **Budgeted** amount of supplemental revenue for 2021 was **\$60,000** (2020 - \$80,000). See Appendix # 1.
- Finance also processed tax reductions and vacancy rebates to date in the amount of \$143,704.81 – of which **\$45,491.17** were for Township purposes. Total **budgeted** expense for this line item in 2021 was **\$25,750**. See Appendix # 2.
- Reminder notices were sent out to anyone with taxes in arrears.
- Entered into a Tax Extension Agreement with a delinquent taxpayer in the amount of \$112,277.11.
- **FIR - 2020;** the Financial Information Return was submitted Aug 20th (last year - Aug 12th) with the Ministry of Municipal Affairs. A copy was left in the Councillors' ante-room for their perusal and at the front counter for any interested members of the public. A link to the FIR was also posted on our website.
- Year-to-date financials attached as Appendix # 3.

TOWNSHIP OF NORTH DUNDAS										
2021 Summary of Supp's and Omit to August 2021										
		Assess't		Twp.	County	Eng. Pub	Eng. Sep	Fr Public	Fr Sep	Total
SUPP FT 2021		94,000		55.20	79.67	21.08	-	-	-	155.95
SUPP RT 2021		3,167,500		10,540.26	15,214.66	4,025.58	-	-	-	29,780.50
OMITT FT2020		17,800		6.07	8.64	2.27	-	-	-	16.98
OMITT RT 2020		1,367,500		865.84	1,232.82	323.76	-	-	-	2,422.42
OMITT XT 2020		81,200		141.23	201.10	75.47	47.99	16.94	66.62	549.35
OMITT RT 2021		1,508,500		6,043.15	8,723.16	2,092.28	215.73	-	-	17,074.32
OMITT FT 2021		65,600		65.70	94.83	25.09	-	-	-	185.62
OMITT XT 2021		182,400		1,194.00	1,723.51	578.94	371.56	137.68	516.94	4,522.63
exempt		(90,000)								
adjustment due to rounding										-
		\$ 6,394,500	Run D	\$ 18,911.45	\$ 27,278.39	\$ 7,144.47	\$ 635.28	\$ 154.62	\$ 583.56	\$ 54,707.77
From MPAC run May/June			Run A&B	34,582.03	49,809.39	13,663.65	1,628.77	589.25	2,264.29	102,537.38
Total Supplementals and OMITS to August 2021				\$ 53,493.48	\$ 77,087.78	\$ 20,808.12	\$ 2,264.05	\$ 743.87	\$ 2,847.85	\$ 157,245.15
Budget Amt per 2021 Budget				60,000.00						
Budget Shortfall				\$ (6,506.52)						

2021 TAX WRITE-OFFS, VADIM									
Summary of JV# 35 TO JV# 39									
			Township	County	Eng. Pub.	Eng. Sep.	Fr. Pub.	Fr. Sep.	Total
				2014	0.37357	0.23060	0.06921	0.32662	1.00000
				2015	0.36988	0.22725	0.07379	0.32908	1.00000
				2016	0.36775	0.22347	0.07917	0.32961	1.00000
				2017	0.36243	0.22296	0.08463	0.32998	1.00000
				2018	0.35946	0.22149	0.08760	0.33145	1.00000
				2019	0.36496	0.23341	0.07734	0.32429	1.00000
				2020	0.36456	0.23180	0.08182	0.32182	1.00000
Vadim	JV #	Ass't	Township	County	Eng. Pub.	Eng. Sep.	Fr. Pub.	Fr. Sep.	Total
	39	-	(4,013.99)	(5,715.96)	-	-	-	(1,500.93)	(11,230.88)
	35	(651,382)	(3,000.62)	(4,289.09)	(1,673.02)	(790.98)	(274.06)	(1,098.39)	(11,126.16)
	PT	(1,087,900)	(36,649.51)	(52,796.74)	(15,753.27)	(3,005.21)	(1,097.93)	(4,200.85)	(113,503.51)
Rounding Adjustment			(0.02)	0.02	0.02				0.02
Summary		(1,739,282)	(43,664.14)	(62,801.77)	(17,426.27)	(3,796.19)	(1,371.99)	(6,800.17)	(135,860.53)
			1-5-1300	1-5-8090	1-5-8050	1-5-8070	1-5-8060	1-5-8080	
			-7120	-1002	-1002	-1002	-1002	-1002	
Vacancy Rebates									
PT Voucher		(796,441)	(1,827.03)	(2,601.46)	(1,245.26)	(791.78)	(279.48)	(1,099.27)	(7,844.28)
PT Voucher									
Vacancy Rebates		\$ (796,441)	\$ (1,827.03)	\$ (2,601.46)	\$ (1,245.26)	\$ (791.78)	\$ (279.48)	\$ (1,099.27)	\$ (7,844.28)
			1-5-1300	1-5-8090	1-5-8050	1-5-8070	1-5-8060	1-5-8080	
			-1003	-1003	-1003	-1003	-1003	-1003	
Total Reductions, YTD, Aug 31 2021			\$ (45,491.17)	\$ (65,403.23)	\$ (18,671.53)	\$ (4,587.97)	\$ (1,651.47)	\$ (7,899.44)	\$ (143,704.81)
Budget Amt per 2021 Budget			25,750.00						
Budget Shortfall			\$ (19,741.17)						

**Township of North Dundas
Year To Date Budget to Actual
As of August 31, 2021**

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	1,762,490	1,333,334	429,156	76%	1,661,017	1,014,527	646,490	61%	(101,473)	(318,807)	217,334	-214%
Economic Development & Public Relations	161,284	53,873	107,411	33%	315,034	131,198	183,836	42%	153,750	77,325	76,425	50%
Fire Services	631,840	590,457	41,383	93%	1,499,895	1,161,528	338,367	77%	868,055	571,071	296,984	34%
Planning & Development	59,500	80,961	(21,461)	136%	198,065	119,552	78,513	60%	138,565	38,591	99,974	72%
Building Department	214,685	292,141	(77,456)	136%	307,641	179,023	128,618	58%	92,956	(113,118)	206,074	222%
By-law Enforcement	8,500	10,098	(1,598)	119%	133,900	95,046	38,854	71%	125,400	84,948	40,452	32%
Animal Control	15,500	13,525	1,975	87%	82,300	45,810	36,490	56%	66,800	32,285	34,515	52%
Transportation Services	4,716,938	2,310,384	2,406,554	49%	7,661,934	2,807,527	4,854,407	37%	2,944,996	497,143	2,447,853	83%
Municipal / Tile Drainage	232,950	88,369	144,581	38%	309,450	27,283	282,167	9%	76,500	(61,086)	137,586	180%
Recreational Services	1,065,943	605,773	460,170	57%	2,675,972	1,269,196	1,406,776	47%	1,610,029	663,423	946,606	59%
Other Facilities	509,096	299,701	209,395	59%	525,420	275,687	249,733	52%	16,324	(24,014)	40,338	247%
Volunteer Organizations	69,000	10,428	58,572	15%	69,000	9,149	59,851	13%	-	(1,279)	1,279	
Waste Management	549,068	404,373	144,695	74%	1,268,586	783,319	485,267	62%	719,518	378,946	340,572	47%
Total - General Operations	9,996,794	6,093,417	3,903,377	61%	16,708,214	7,918,845	8,789,369	47%	6,711,420	1,825,428	4,885,992	73%
North Dundas Water Services	1,888,883	1,316,149	572,734	70%	1,888,883	757,238	1,131,645	40%	-	(558,911)	558,911	
Winchester Sewer	1,452,955	924,419	528,536	64%	1,452,955	738,594	714,361	51%	-	(185,825)	185,825	
Chesterville Sewer	391,698	211,697	180,001	54%	391,698	214,289	177,409	55%	-	2,592	(2,592)	
Total - Water and Sewer Operations	3,733,536	2,452,265	1,281,271	66%	3,733,536	1,710,121	2,023,415	46%	-	(742,144)	742,144	
Grand Totals	13,730,330	8,545,682	5,184,648	62%	20,441,750	9,628,966	10,812,784	47%	6,711,420	1,083,284	5,628,136	84%



DEPARTMENT ACTIVITY UPDATES

Economic Development and Communications

September 14, 2021

Economic Development

- The second application intake for the Regional Incentives Program closed on August 31st. Five applications from North Dundas businesses have been submitted for this round, which will be reviewed by the committee in mid-September, with their recommendations going to the October 18th County Council Meeting. Thereafter, the applicants will be notified of the results and can commence with their projects.
- Attended the virtual EDO Working Group meeting on Aug. 25th and received updates from area Municipalities, as well as details on funding programs.
- Worked with D&H Fencing to prepare their CIP signage grant application that is now before Council for consideration.
- Worked with Winchester Meadows Development to prepare their CIP façade grant application that is now before Council for consideration.
- In discussions with a health care professional to organize a signage CIP grant that should be coming forth to a future Council meeting and connected them with ACCFutures.
- In discussions with a mechanical shop to organize a façade CIP grant that should be coming forth to a future Council meeting.
- In discussions with a professional service firm to organize a façade CIP grant that should be coming forth to a future Council meeting.
- Continuing in conversations with a processing company seeking to setup operations in North Dundas.
- Connected a start-up health care business with the Cornwall Business Enterprise Centre to develop a business and marketing plan.
- Assisted local businesses promote vacancies through the Township website and through JobZone to attract candidates.
- Presented funding options to a non-profit organization to help with their website upgrade project.
- Connecting with approved RIP and CIP applicants to ensure their projects are completed within the deadlines as per the financial agreements, as well as processing receipts and final reports to ensure prompt payment for completed works.
- Created a listing of key funding programs currently available for businesses, which was added to the Business Funding Support page on our website.
- Updated the Demographics page on our website to include links to the Counties SDG Census Made Simple Statistical Data Sheets.
- Submitted photos of the downtowns of Winchester and Chesterville to “My Main Street”, a project by the Economic Developers Council of Ontario (EDCO) that’ll promote rural communities this fall to encourage tourism and support local businesses.
- Assisting the organizers of the Garden Party Christmas Market/Shop Crawl event to communicate to area businesses of the temporary road closure, arranging Township staff to manage guests traffic flow, provided EOHU

contacts, involved our Communications Officer to create a story on the event, added the event to our website for promotion and arranging road barricades.

Communications

- Regularly updating the Township website and Facebook with Provincial and EOHU COVID-19 news.
- Working with our Communications Officer to ensure Community Events are promoted on our website and social media.



DEPARTMENT ACTIVITY UPDATES

Public Works

September 14, 2021

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

Administration:

1. Conducted site visits for operational and road construction activities.
2. Prepared sidewalk design on Clark and performed construction inspection.
3. Worked with the contractor to find efficiencies for cost savings, etc.
4. Meeting with property owners to review their concerns with regard to ditching, road condition, trees, truck traffic, etc.
5. Worked with the City of Ottawa to develop cost sharing arrangement and project scope for Marionville culvert replacement.
6. Worked on developing scope of work for replacement of guiderails for pricing.
7. Reviewed Sandy Row and Wincrest design plans.
8. Applied for funding grant for ICIP Green Intake two for a new water well.
9. Continue to work on plans to install additional signages on roads.
10. Continue to streamline public works.
11. Implemented extensive training plan for staff in 2021 to ensure operators are considered as competent according to ministry's definition.
12. Worked with Township lawyer and insurance on various legal and theft issues.
13. Continue to close off E-11s.
14. Continue to approve invoices.
15. Reviewed and scored building condition assessment proposals.
16. Continue to work on process to install pedestrian crossings.
17. Reviewed and issued ten new entrance permits.
18. Developed municipal consent approach and continue to issue clearance to utilities for municipal road cuts.

Transportation:

Roads Operations:

1. Work on E11s and replace damaged mail boxes as required.
2. Completed pulverizing of Clarence Street.
3. Repaired Belmeade Rd. shoulder after huge rain washed out a huge section.
4. Completion of new catch basins on Clarke Rd.
5. Completion of new asphalt Clarke Rd.
6. One cross culvert changed on Loughlin Ridge Rd.
7. Two cross culverts changed on Cameron Rd.

8. Completion of asphalt on Loughlin Ridge Rd.
9. Completion of asphalt on Cameron Rd.
10. Cutting and cleanup of at least ten damaged/dead trees throughout the whole Township.
11. Completed training courses for: Book 7 for all staff and Working at Heights for six staff, and Chipper Operation for four staff.
12. Continuing with our on-going road patrols as stated per Minimum Maintenance Standards.
13. Continuing with sending locates for new signs to be installed where necessary.
14. Watering Clarence Street once a day to keep dust down.
15. Hot mix patching has been completed on dead end section of Belmeade Rd., Forward Rd., Nesbitt Rd., VanCamp Rd., Limerick Rd., River Rd., 50% completed on Development Rd.
16. Replaced damaged boards and posts on Bailey Ave.
17. Turned parts of Forward Rd. from tar & chip to gravel.
18. Regraded Hollister Rd., Baker Rd., Steen Rd., Lillico Rd., Riddell Rd., Fawcett Rd., Church Rd., Clarke Rd., Rae Rd., and added calcium.
19. Excavator grinding has been completed on Boundary Rd. from Loughlin Ridge Rd. to French Settlement Rd.
20. Whipper snapping has come to end with all signs and guiderails completed at least once.
21. All roads have had two mower passes, except north east quadrant. Poison parsnip has been addressed (where safe to do so) with the exception of Harmony Rd., Merkley Rd., Jennings Rd., Armstrong Rd., Spruce Dr., Rodney Ln., Ormond Rd., Liscumb rd., North Wing Rd., South Wing Rd., Thompson Rd., Lafleur Rd., Dagenais Rd., Carruthers Rd., Kyle Rd., McLaughlin Rd., Coulthart Rd., Crump Rd., Thibault Ct.
22. Replaced/Installed 72 signs on various roads. All failed signs from 2021 survey have been completed, except few that require locates.
23. Anticipated road closure for Nesbitt Road from September 21 to September 24 – detour plan pending.
24. Anticipated road closure for Nation Valley Road from September 27 to October 8 – detour plan pending.

Fleet:

1. Annual Inspections completed – 3206, R3 and TR3.
2. Mechanical Fitness Inspections completed – 3203, 3253, 3254, 3210, 2100, 3216.
3. Mechanical Fitness Inspection of 3208 not completed.
4. Annual Inspection of Forklift completed.
5. 3242 – begin winter prep.
6. 3224 – A/C belt – blown hydraulic hose replace – replace left hand inner door handle.
7. 3217 – inspect for cause of brake pressure warning light – sensor failure – parts ordered.

8. 3213-2060 – remove fence wire and replace damaged PTO shaft – 2nd PTO shaft replacement – install slip clutch at mower gear box.
9. 3213-2070 – hydraulic leak at loader valve.
10. 3216 – oil and filter.
11. 3272 – excessive engine blow by and noise – out of service.
12. 3253 – right side frame repair @ Rush Truck Center.
13. 3254 – blower motor.
14. 3206 – swing blade reassemble.
15. 3274 – decals install.
16. 3210 – batteries replace – replace broken steer axle U bolts – oil and filter – replace seized ABS modulator valve and R front brake chamber - dump box sill repairs @ Dundas Machine (rotten).
17. 3211 – fuel line recall at Freightliner.
18. T1 – inspect for driveline noise – repair suspension air leak.
19. R3 – replace leaking water pump.
20. S4 – replace battery.
21. T3 – air leak repair near air drier – replace siren driver.
22. T2 – replace leaking p/s reservoir.
23. P1 – Battleshield – monitor repairs.
24. P3 – Battleshield - pump panel gauge.
25. P2 – back in service following warranty brake issues.
26. 7747 – engine seized.
27. 7763 – R brake light – inspect for rear bumper damage.
28. 7745 – aerator – replace damaged spoons.
29. 7759 – mower deck inspect and blades replace.
30. 2100 – oil and filter - rear brakes replace.
31. 44 – hydraulic leak in left hopper – unseized tailgate locks.
32. 45 – unseized tailgate locks – R hopper hose bracket repair.
33. 252B – replace left drive motor and main hydraulic pump.

Water and Wastewater:

1. Prepared and issued RFP for hiring of consultant to undertake detailed design of various water and sewer projects.
2. Reviewed fees proposal and recommended the award of tender preparation of Chesterville overhead tank to OCWA.
3. Reviewed and recommended award of water allocations to various applicants.
4. Worked on by-law on enforcement of use of fire hydrants including at private property.
5. Continue to review and address brown water issues in Chesterville.
6. Continue to review and discuss with J. L. Richards with regard to water and wastewater capacity constraints.
7. Continue to work on water class environmental assessment study.
8. Various operation and maintenance activities by OCWA.



DEPARTMENT ACTIVITY UPDATES

Waste Management Services

September 14, 2021

FINANCIAL INFORMATION:

July

Total Fees.....\$9,964.75
 Fees Charged.....\$ 4,006.50
 Fees Paid.....\$5,958.25
 Cash on Hand.....\$100.00

August

Total Fees.....\$9,760.00
 Fees Charged.....\$5,150.00
 Fees Paid.....\$4,610.00
 Cash on Hand.....\$100.00

Wards	JULY	AUGUST
1. (Twp of Win)	640	720
2. (Twp of Mtn)	600	480
3. (Vill of Win)	720	720
4. (Vill of Ches)	400	320
5. Other (Boyne)	593	603
Total Cubic Yards	2953	2843
Total Metric Tonnes	268.45	258.45

Recyclables

Removed all bales of Alum as of September 1st.

Tonnages of Processed Material Year to Date

August 1st to August 15th

Fibre-----	10.51 MT	262.45 MT
Plastic/Cans/Glass—	7.09 MT	162.31 MT
Total		424.76 MT

WORK COMPLETED (up to September 1st)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working with Golder on Technical Studies
- Boyne Road Landfill clean up and waste covering
- August 7th - HHW Day – 72 vehicles
- Webinars for Blue Box transition and Hazardous Waste transition
- Meeting in Alexandria with Drain All and meet with RARE
- Shipped Aluminum (All bales of recyclables have been shipped)
- Meeting with Derek Ali and SDG working group



DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

September 14, 2021

PLANNING:

- Received five (5) new severance applications, performed site visits and provided comments to the Counties.
- Issued four (4) compliance reports. Responded to various zoning, minor variance and severance inquiries from landowners.
- Received, reviewed, and presented four (4) minor variance applications.
- Received two (2) Zoning amendment applications.
- Continued to provide background reports, and attended an Ontario Land Tribunal hearing regarding the Official Plan Appeal.
- Attended a pre-consultation for a proposed subdivision in Morewood.
- Attended a site visit in Smiths Falls to view a Parkview Homes development.
- Completed a site plan application review for Phase 2 and 3 for Wellings of Winchester.
- Attended a pre-consultation for a proposed subdivision in Chesterville.
- Attended a pre-consultation with Cornwall Gravel, the United Counties of SD&G for the proposed Cinanni Pit (County Road #1/French Settlement Road).
- Attended a meeting and conducted a site visit at the Winchester Public School.
- Worked on developing a Request for Proposal for Development Charges review.

BUILDING:

- Conditional permit was issued for the Wellings of Winchester Clubhouse.
- The new Applications Expeditor/Building Inspector position was approved and created.
- A & W building permit was issued.
- Brooke Radi, having successfully completed several ministry exams, was promoted to Deputy Chief Building Official.
- There are 2 active prosecutions with regards to Building Code infractions.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

Building Department	Aug. 2021	Aug. 2020	Aug. 2019	Aug. 2018	Aug. 2017	Aug. 2016
Permits Issued:	20	28	17	26	20	19
New Dwellings	4	7	2	8	3	2
Value of Permits:	\$6,058,737	\$2,679,100	\$989,200	\$3,964,513	\$2,363,343	\$1,616,000
Building Permit Fees:	\$39,025	\$14,991	\$8,060	\$10,092	\$11,686	\$14,547
Development Charges:	\$66,483	\$38,821	\$9,296	\$18,614	\$5,880	\$12,294

BY-LAW ENFORCEMENT:

- 2 Parking Penalty Notices issued, 3 Parking warnings issued, 0 Fines issued
- 4 new By-law Complaints received: 1 Dog issue, 1 Zoning issue, 1 Property Standards issue, 1 Nuisance Burning issue.
- 19 properties are being monitored under the Clean Yards By-law. Four (4) are in non-compliance. Contractors were hired to maintain the subject properties and the property owners were invoiced. The remaining 15 properties were satisfactorily maintained by the property owners.
- 1 Pool Infraction: No Enclosure, Owner decided to remove the pool.
- The owner of a dog was served a summons to appear for a first appearance date in September, based on a dog bite that occurred earlier this year.
- A property was identified with an unlicensed dog kennel with 12 hunting dogs. The Township by-law prohibits the issuing of a kennel licence at this location due to the close proximity to a dwelling on a neighbouring property.
- A fireworks complaint was received from a resident in Chesterville.
- Property Standards issues have been on the forefront again this month. An Order issued last month is being complied with and the owner is obtaining quotes to have the building removed by the September date. As well, there are multiple issues of people living in trailers. We are working with the owners and tenants to get individuals/occupants into proper housing before the cold months.
- The remainder of the Property Standards issues will be an ongoing challenge through the next month, as we work with owners to clean up their properties.
- Completed Fire Hydrant By-law (fines).
- Working on Road Cut By-law (fines).



DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

September 14, 2021

- A tender is being prepared for the replacement of the Joel Steele Community Hall's flat roof. The project is planned to be completed this year. A tender is also currently being prepared to retain the services of a project consultant for the main roof section replacement, which will take place in 2022.
- The Facilities Manager and Director of Recreation & Culture attended a meeting to review the AODA updates that have been completed to our facilities this year and the ones that are targeted for the future. The updates will be included in the Township of North Dundas' report to the Accessibility Committee, that will be presented via a virtual meeting, which is anticipated to be scheduled for a date in November. The Director of Recreation & Culture will have the pleasure of attending the meeting and aiding with the presentation.
- The two new picnic tables and one new park bench that were donated by the Mountain & District Lions Club, for the Lions Club Pavilion in the Rick Cauvier Memorial Park, were installed in late August. The Recreation & Culture Dept. team was instrumental in the transportation of the furnishings to and from the welding shop, the powder coating shop, and to the park pavilion. Our team also met with Lions on site and installed the furnishings, according to their directions. A second park bench was relocated from its former place at the old Scotia Bank location in South Mountain and fastened in place, under the pavilion.
- Tennis & pickleball lines were painted on the South Mountain Tennis Courts. Basketball nets were previously installed at each end of the South Mountain Outdoor Rink. Basketball lines were recently painted on the outdoor rink slab, so that the rink can be used as a multi-purpose pad. The rink boards were also repaired and the new sections of wood were painted. The parking lot lines were also repainted. The lights and poles for the tennis courts are anticipated to be replaced at the end of September and the asphalt around the tennis courts is planned to be completed by mid-November. The pot lights for the Lions Club Pavilion will soon be installed in the new checkerboard ceiling.
- The Facilities Manager and Director of Recreation & Culture attended a site meeting at the Old Town Hall to review the new design for the theatre HVAC system. The engineered design drawings were just received and the project will be tendered in the near future, in anticipation that the system will get replaced this year.

- The window frames, doors, and bell tower on the Old Town Hall were all sanded and repainted. A budgetary price was obtained for repainting the theatre seat frames, which will be included in the 2022 proposed budget.
- The foundation repairs were completed to the Morewood Fire Hall.
- A woodchipper training course was facilitated by the Director of Recreation & Culture. One team member from the Waste Management Dept., who aids the Recreation & Culture Dept. with tree cutting & removal, attended. Two team members from the Recreation & Culture Dept. also attended, along with four team members from the Public Works Dept.
- The Recreation & Culture Dept., Waste Management Dept., and Public Works Dept., continue to share tools, equipment and team members, in order to save the municipality money and achieve the desired level of customer service. Three of our Recreation & Culture Dept. team members periodically fill-in for the Waste Management Dept. when staffing shortages occur in Waste Management. The Recreation & Culture Dept. is typically able to back-fill with part-time, seasonal employees. The departments also periodically loan or swap employees based on skills and training, rather than hiring contractors. The Supervisors and Department Heads in these three departments are very supportive of this approach when/where feasible and believe that it encourages and fosters a cross departmental team environment and group success.
- The Facilities Manager and Director of Recreation & Culture attended a site meeting with a local contractor to obtain budgetary pricing for renovating the baseball/soccer accessory building in Chesterville (which is located on the Chesterville Agricultural Society's property), to include a public washroom.
- A security camera was installed at the Winchester Centennial Pool to monitor for nighttime trespassers. Alerts are sent to the Facilities Manager's cell phone. Several incidents were reported to the OPP regarding trespassing and vandalism before the cameras were installed. We are hopeful that the cameras will deter trespassers and also support the OPP efforts.
- The EOHU completed the last COVID-19 vaccine clinic in the Winchester Arena on Friday, August 27th.
- The Winchester and Chesterville Arenas are both scheduled to open on Friday, September 24th.
- Ice contracts have been signed and submitted by all user groups, except by NDMHA, as their contract requires minor changes. Two old-timers hockey

teams are unsure if they will have enough participants to play this year, due to concerns regarding COVID-19 & affiliated protocols.

- Multiple table and chair rentals have been booked for resident outdoor events like weddings and birthday parties.
- Fall recreation program registration is open and programs have been advertised on the Township Facebook page and website. The 12-week program session is scheduled to start the week of September 20th.
- Arena advertising invoices have been sent out to all businesses/organizations.
- An application was submitted for a Liquor Sales License extension at the Joel Steele Community Centre, for a Township function.
- A propane handling course is being scheduled for Facility Operators and Call-in/Part-Time Facility Operators.
- The Facilities Manager attended a Book 7 training course (traffic control), which was hosted by the Public Works Department.
- The Director of Recreation & Culture and the Recreation Coordinator are both currently taking a 7-week course called *Leadership Skills for Recreation Professionals*, which is offered by the Ontario Recreation Facilities Association.
- The passive park in the Sandy Row Subdivision in South Mountain, was cut and regular maintenance of the space will begin.
- Prices are being obtained for the 2022 draft budget.



DEPARTMENT ACTIVITY UPDATES

Fire

September 14, 2021

DEPARTMENTAL OVERVIEW:

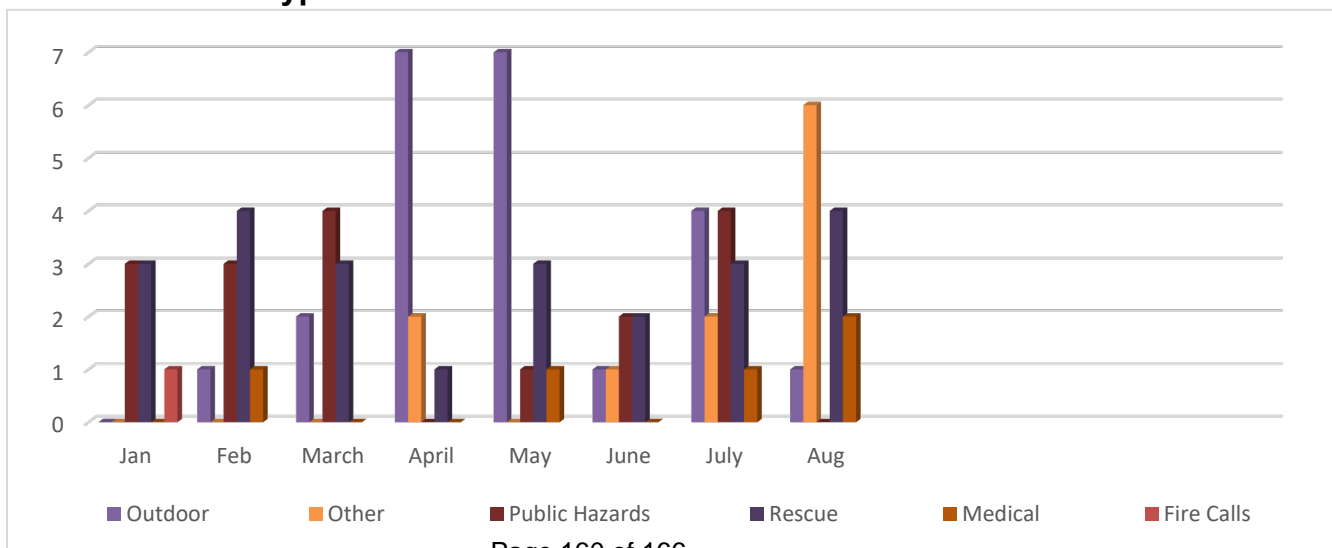
Glossary of Terms

Fire calls	Are counted as working fires that affect structures of value
Outdoor calls	Are grass/brush fires or any other fires of non-value
Other calls	Are mutual aid (assisting other township), automatic aid (assisting departments within out township), and assisting other agencies such as Police, MOL, TSSA, MOE, etc.
Public hazard	Include CO alarms, gas leaks, hydro, false alarms, etc.
Rescue calls	Consist of vehicle fires and collisions, confined space rescue, and all other types of rescues
Medical calls	Are either to assist the ambulance or first response

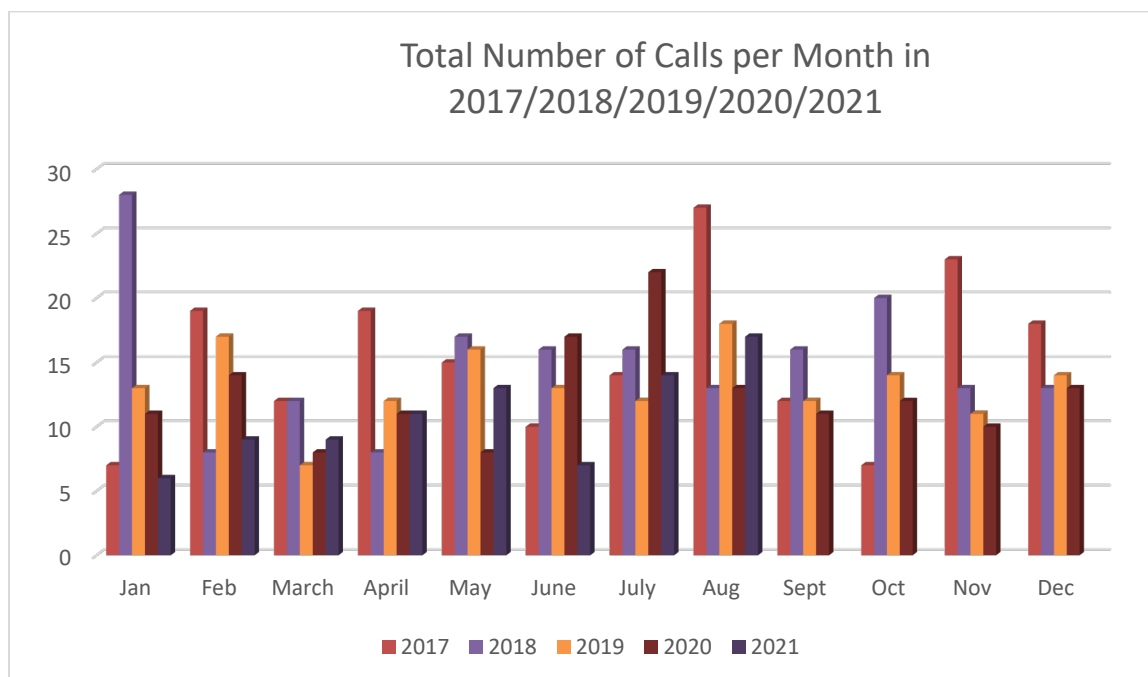
Monthly Call Statistics for 2021

Type of Calls	Jan	Feb	March	April	May	June	July	Aug
Fire calls	0	0	0	1	1	1	0	4
Outdoor	0	1	2	7	7	1	4	1
Other	0	0	0	2	0	1	2	6
Public Hazards	3	3	4	0	1	2	4	0
Rescue	3	4	3	1	3	2	3	4
Medical	0	1	0	0	1	0	1	2
Total	6	9	9	11	13	7	14	17

Number of Calls/Types of Calls



Total Number of Calls per Month in 2017/2018/2019/2020/2021



Monthly Call Break Down

August

- 1 brush fire Mutual Aide for South Dundas
- 1 outside fire
- 4 MVC
- 2 medical assistance to resident
- 3 false alarms
- 4 structural fires

Fire Prevention Activities

August

- Online Public Safety Announcements continue, and volunteers have been using social media to share useful fire safety tips
- Home/property inspections have been suspended unless there is an immediate threat to life/property safety
- Preparing for Fire Prevention Week in October
- In contact with school boards to conduct fire drills for the upcoming school year.

Training

August

- Back to full station training – Half inside & Half outside. Inside portion utilizing new tech equipment for NFPA training.
- Purchased and installed equipment with the funds received from the provincial grant.
- Applied for Enbridge Safety Grant. No response yet.



DEPARTMENT ACTIVITY UPDATES

CAO

September 14, 2021

- Finalized Option to Purchase for new well site which permits well installation of test well to move forward
- Visited Parkview subdivision in Smiths Falls to evaluate design elements in relation to a potential similar development in Winchester
- Meeting with developer regarding water and sewer allocation for a new subdivision and timing of availability of additional capacity so that he can apply for a water and sewer allocation
- Participation in Regional Waste Management Meeting
- Participation in Dr. Paul's bi-weekly virtual meetings to provide COVID updates
- Meeting with South Dundas regarding the Archive agreement
- Discussions with Bill Smirle regarding Cenotaph Celebration
- Met with department heads on issues as needed and in preparation for Council meeting
- Extensive research and discussions with lawyers on legal issues
- Purchased computers and TVs for fire training purposes
- Responded to inquiries from Council and the public as required

Commemorate Project

- Meetings with Lactalis to coordinate project
- Researched and selected suitable images for the mural
- Worked with artist Carrie Kellar to finalize mural design
- Liaised with Shane Signs regarding mural production
- Pursued design and pricing of street signage related to the project
- Working on event details



DEPARTMENT ACTIVITY UPDATES

Clerk

September 14, 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.
- On-going Escribe Training.
- Assisting with Township Special Events.
- Assisted with Gordon Collingridge "Snowshoe" dedication ceremony.
- 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 – September 14.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-67

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

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

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

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

- 1.0** That the Minutes of the Regular and In Camera Meetings held on August 17th, 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 September 14th, 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 14th day of September, 2021.

MAYOR

CLERK

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