

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## MINUTES

**AUGUST 17, 2021**

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A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on 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

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

7. 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

8. Tenders and Quotations - NIL

9. 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 16<sup>th</sup>. 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 17<sup>th</sup> 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

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MAYOR

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CLERK

These minutes are approved as presented September 14, 2021.