

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
MINUTES
SEPTEMBER 14, 2021

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on September 14, 2021 with Mayor Fraser in the Chair. Technical difficulties prevented this meeting from being broadcast live 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 Recreation and Culture: Meaghan Meerburg
Director of Waste Management: Doug Froats
Director of Planning, Building & Enforcement: Calvin Pol
Communications Officer: Jennifer Westendorp
Clerk: Jo-Anne McCaslin

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

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 6:53 pm.

CARRIED

2. Adoption of Agenda
Resolution No. 02

Moved by Councillor Hoy
Seconded by Councillor Annable

THAT Council approve the agenda as presented.

CARRIED

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

4. Adoption of Minutes

- a) Regular Meeting August 17 2021
Resolution No. 03

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT the minutes of the Regular Meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held August 17, 2021 be adopted as presented.

CARRIED

5. Delegations – NIL

6. Closed Session – NIL

7. Open Session – NIL

8. Action Requests

- a) Finance – NIL

- b) Economic Development and Communications

- i) D&H Fencing CIP Application
Resolution No. 04

Moved by Councillor Annable
Seconded by Councillor Hoy

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.

CARRIED

- ii) Winchester Meadows Developments CIP Application
Resolution No. 05

Moved by Councillor Thompson
Seconded by Councillor Hoy

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.

CARRIED

- c) Public Works – NIL

- d) Waste Management – NIL

e) Planning Building and Enforcement

i) Development Charge Background Study

Resolution No. 06

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT Council approve the award of PB2021-01 Request for Proposal to update the Development Charges Background Study to Watson & Associates Economists Ltd. In the amount of \$28,720.00 Plus HST.

CARRIED

f) Recreation and Culture

i) 2021/2022 Winter Staff Hires

Resolution No. 07

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

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

CARRIED

ii) Little Free Library

Resolution No. 08

Moved by Councillor Annable

Seconded by Deputy Mayor Armstrong

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.

CARRIED

iii) Budget Amendment Canada Cultural Spaces Fund

Resolution No. 09

Moved by Councillor Hoy

Seconded by Councillor Annable

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.

CARRIED

iv) Winchester & Chesterville Fire Hall Exhaust Systems

Resolution No. 10

Moved by Councillor Hoy

Seconded by Councillor Annable

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.

CARRIED

- v) Budget Amendment ICIP COVID Stream Grant
Resolution No. 11

Moved by Councillor Annable
Seconded by Councillor Hoy

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.

CARRIED

- g) Fire – NIL

- h) CAO

- a) Truth and Reconciliation Commission:
Resolution No 12

Moved by Councillor Annable
Seconded by Councillor Hoy

WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation;

AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

AND WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a Federal statutory holiday;

THEREFORE, BE IT RESOLVED THAT the Council of the Township of North Dundas does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

CARRIED

b) Policy 36-2012 Statutory Holidays

Resolution No. 13

Moved by Councillor Annable

Seconded by Councillor Hoy

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.

DEFEATED

i) Clerk

i) Christmas Market Street Closure

Resolution No. 14

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

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 7 am to 5 pm on Saturday, November 13th, 2021 to facilitate a Christmas Market.

CARRIED

9. Tenders and Quotations

a) Award of Guide Rail Replacements & Installation Works

Resolution No. 15

Moved by Councillor Hoy

Seconded by Councillor Annable

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.

CARRIED

b) Engineering Services of Various Water and Sewer Infrastructure Expansion and Upgrades

Resolution No. 16

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

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.

CARRIED

- c) Marionville Road Culvert Replacement
Resolution No. 17

Moved by Councillor Annable
Seconded by Councillor Hoy

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.

CARRIED

- d) Tender RC 2021-03 Replacement of the Winchester Library Flooring
Resolution No. 18

Moved by Councillor Thompson
Seconded by Councillor Hoy

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.

CARRIED

- e) Tender RC 2021-08 Asphalt Paving
Resolution No. 19

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

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.

CARRIED

- f) RFP#AM2021-01 North Dundas Building Condition Assessment
Resolution No. 20

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT Council award the project identified as Priority 1 RFP# AM2021-01 for the North Dundas Building Condition Assessment, to Roth IAMS Ltd., for the stipulated price of \$47,457.50 excluding HST; AND THAT Council approve Budget Amendment #2021-16 to transfer \$8500.00 from reserves.

CARRIED

10. By-laws

- a) By-law No. 2021-56 Consent for Road Cuts
Resolution No. 21

Moved by Councillor Thompson
Seconded by Councillor Annable

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.

CARRIED

- b) By-law No. 2021-64 Entranceways
Resolution No. 22

Moved by Councillor Hoy
Seconded by Councillor Thompson

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.

CARRIED

It is so noted that Council does not wish to increase the established fees for entrance permits or civic address numbers at this time.

- c) By-law No. 2021-61 E. Ali Residential Zoning Amendment
Resolution No. 23

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

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.

CARRIED

- d) By-law No. 2021-62 Baker Residential Zoning Amendment
Resolution No. 24

Moved by Councillor Hoy
Seconded by Councillor Thompson

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.

CARRIED

- e) Bylaw No. 2021-63 Committee of Adjustment - Member Reappointment
Resolution No. 25
Moved by Councillor Thompson
Seconded by Deputy Mayor Armstrong
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.
CARRIED

- f) Bylaw No. 2021-65 Parking Bylaw Amendment
Resolution No. 26
Moved by Councillor Hoy
Seconded by Councillor Annable
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.
CARRIED

- g) Bylaw No. 2021-51 Drainage Superintendent Appointment
Resolution No. 27
Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson
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.
CARRIED

- h) Bylaw No. 2021-66 Appointment of a Drainage Engineer
Resolution No. 28
Moved by Councillor Thompson
Seconded by Councillor Annable
THAT By-law No. 2021-66, being a By-law to appoint McIntosh Perry as the Drainage Engineer for the Bourgeois Municipal Drain project for Major Drainage Improvement Works be read and passed in Open Council signed and sealed this 14th day of September, 2021.
CARRIED

11. Key Information

- a) Finance Budget 2022 – Proposed Timetable: Treasurer Gareau presented a proposed 2022 budget calendar to Council and also invited Council to bring

forward any items or suggestions that they would like to see added to the draft budget for consideration.

- b) Economic Development & Communications – Christmas Market Donation: Officer Mann provided an update on the Christmas Market event hosted by Kelly Windle of the Planted Arrow and Lisa Williams of the Main Street Clothing Company scheduled for November 13th in Winchester. Council expressed support for this event and authorized payment in the amount of \$2,142.90 + HST to assist with portable washrooms and propane heaters to be placed in the downtown core.
- c) Waste Management Services – Hazardous Waste Transition: Director Froats updated Council on changes to our current household hazardous plan effective October 1, 2021 when we begin operating as a Producer Responsibility Organization (PRO)

12. Consent Agenda

Resolution No. 29

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

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

August 1, 2021 to August 16, 2021, Batch 115 to 120 in the amount of \$491,587.97;

August 17, 2021 to August 31, 2021 Batch 121 to 131 in the amount of \$2,931,832.23

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

CARRIED

13. Boards and Committees – NIL

14. Motions and Notices of Motions – NIL

15. Petitions – NIL

16. Council Comments and Concerns – NIL

17. Miscellaneous/Unfinished Business - NIL

18. Ratification By-law

Resolution No. 30

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT By-law No. 2021-67 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 14th day of September, 2021.

CARRIED

19. Adjournment by Resolution
Resolution No. 31

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT Council adjourn at 8:38 pm to the call of the Chair.
CARRIED

MAYOR

CLERK