



Regular Meeting Agenda Township of North Dundas

December 14, 2021, 7:00 p.m.
636 St. Lawrence St. Winchester, ON

Regular Council Meetings are open to the public and residents are encouraged to attend. However, during the COVID-19 Pandemic, individuals who wish to attend in-person must provide proof of double vaccination along with photo ID. Alternatively, the public can watch a live stream of the meeting on the Township's [YouTube Channel](#).

Pages

1. **Call Meeting to Order by Resolution**

2. **Adoption of Agenda**

3. **Disclosure of Pecuniary Interest and Nature Thereof**

4. **Adoption of Minutes**

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5. **Delegations**

6. **Closed Session**

As per Section 239(2) of the Municipal Act, S. O. 2001:

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

7. **Open Session**

8. **Action Requests**

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1. **2021 Tax Assessment Reductions**

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b. **A/R - Economic Development and Communications**

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12. Consent Agenda

a.	Accounts	
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	THAT Council receive and file.	
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Action Recommended:
 THAT Council receive and file.

13. Boards and Committees

- a. County Council: Mayor Fraser & Deputy Mayor Armstrong
- b. Canada Day: Mayor Fraser
- c. Display of Lights: Mayor Fraser
- d. Fire Steering: Fire Commissioner Armstrong
- e. Art on the Waterfront: Councillor Thompson
- f. Chesterville & District Historical Society: Councillor Thompson
- g. Chesterville Carnival: Councillor Thompson
- h. Dairyfest:
- i. Winchester Downtown Revitalization: Councillor Annable

14. Motions and Notices of Motions

15. Petitions

16. Council Comments and Concerns

17. Miscellaneous/Unfinished Business

Continued discussion regarding the vacant Council seat. As discussed at the Special Meeting held December 7, 2021 Council may fill the vacant seat through one of the following three (3) options:

- Appointing a person who has consented to accept the office if appointed; or
- Hold a by-election to be held to fill the vacancy in accordance with the Municipal Elections Act, 1996; or
- Appoint the first non-elected candidate during the last municipal election to fill the vacancy, subject to conditions in accordance to the Municipal Elections Act, 1996

18. Ratification By-Law

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By-law No. 2021-91

19. Adjournment



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

REGULAR MEETING MINUTES

Date: November 23, 2021, 6:30 pm

Location: 636 St. Lawrence St. Winchester, ON

Council Present: Mayor: Tony Fraser
Deputy Mayor: Allan Armstrong
Councillor: John Thompson
Councillor: Gary Annable
Councillor: Tyler Hoy

Staff Present: CAO: Angela Rutley
Clerk: Jo-Anne McCaslin
Director of Waste Management: Doug Froats
Director of Planning, Building and Enforcement: Calvin Pol
Deputy Clerk: Nancy Johnston
Communications Officer: Jennifer Westendorp

Others: Joe Morin, Chesterville Record

1. Call Meeting to Order by Resolution

Resolution No. 01

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 6:30 PM.

2. Adoption of Agenda

Resolution No. 02

Moved By: Councillor Thompson

Seconded By: Deputy Mayor Armstrong

THAT Council approve the agenda as amended.

3. Disclosure of Pecuniary Interest and Nature Thereof

4. Adoption of Minutes

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 November 9, 2021 be adopted as presented.

5. Closed Session

Resolution No. 04

Moved By: Councillor Annable

Seconded By: Councillor Thompson

THAT Council proceed in camera at 6:31 PM pursuant to Section 239(2) of the *Municipal Act, 2001*:

**(b) personal matters about an identifiable individual, including municipal or local board employees - specifically an identifiable individual; and,
(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.**

6. Open Session

Resolution No. 05

Moved By: Councillor Annable

Seconded By: Councillor Hoy

THAT Council return to open session at 6:49 PM.

7. Delegations

a. Golder & Associates (virtual)

A review of the environmental assessment (EA) of the Township of North Dundas' Waste Management Plan that began in 2014 was discussed. Recent project activities include the circulation of Technical Bulletin #3 in November 2021 and an open house to review the draft EA scheduled for January 2022.

Resolution No. 06

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

THAT Council acknowledges the update on the environmental assessment plan for the Township of North Dundas' Waste Management, provided by Trish Edmond and Paul Smolkin from Golder & Associates.

b. SDG Counties

Details on the historic Tour project being spearheaded by the Counties was discussed. SDG will cover the cost for three plaques to be placed in each of the six local municipalities within SDG identifying landmarks of interest for residents and tourists to visit. Council was asked to consider the locations and content for these to kick off this project. Additional plaques may be added in the future.

Resolution No. 07

Moved By: Councillor Annable

Seconded By: Councillor Hoy

THAT Council acknowledge the presentation made by Todd Lihou, Corporate Communications Coordinator for SDG regarding the SDG Historic Tour.

c. House of Lazarus

Discussion ensued on the lack of affordable housing in North Dundas as per CMHC guidelines. Currently there are 7 individuals in North Dundas that are experiencing homelessness and available housing programs currently have a five year waiting list. Council advised that there will be new affordable housing built in the next couple of years in Cornwall and that Cornwall's Council is open to considering building in other locations

within SDG if locations are identified. Additionally, 8 units in the Beachcroft in Winchester were turned over to rent geared to income for seniors.

Resolution No. 08

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

THAT Council acknowledges the presentation by Cathy Ashby, Executive Director from the House of Lazarus regarding Housing in Dundas County.

d. South Nation Conservation (SNC) Update

Activities of the South Nation Conservation Authority (SNC) were discussed and a budget for 2022 was presented. Next year is the 75th anniversary of SNC and Council was invited to participate in the 75 km challenge - one of many activities planned for 2022 and were reminded that a municipal representative for SNC needs to be appointed next year.

Resolution No. 09

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT Council acknowledge the update presented by Bill Smirle regarding the the South Nation Conservation Authority.

8. Action Requests

a. A/R - Waste Management

1. Golder- Change of Service

Resolution No. 10

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

THAT Council approve the Change in Scope of Services for continuing the Boyne Road Landfill Environmental Assessment at a cost of \$70,100; AND THAT Council authorizes the Director of Waste Management to sign the Change Order.

b. A/R - Planning Building and Enforcement

1. Work expenses to comply with Property Standards Order

Resolution No. 11

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT Council hereby authorizes the Director of Planning, Building and Enforcement to engage the By-law Division to clean up 10605 South Mountain Main Street, South Mountain, Ontario (PIN# 661070168) as per Section 29(3) of the Property Standards By-law No. 20-2012; AND THAT the Director obtain quotes for work, and that the lowest quote be granted the contract under Section (VI) Emergency Method of Policy 15-2007, as amended.

2. MTAS – Consent Fee Reduction Request

Resolution No. 12

Moved By: Councillor Annable

Seconded By: Councillor Hoy

THAT Council accept the request from the Mountain Township Agricultural Society (MTAS) to reduce the total Township Consent Review Fees for Files B-131-21, B-132-21, B-133-21 and B-134-21 from a total of \$2,520.00 to \$630.00, and that the MTAS be advised accordingly.

3. Junior Planner Position

Resolution No. 13

Moved By: Councillor Annable

Seconded By: Deputy Mayor Armstrong

THAT Council accept the recommendation of the hiring committee and approve the hiring of Danielle Ward as Junior Planner and temporary Drainage Superintendent in the Planning, Building and Enforcement Department as per the offer of employment dated November 11, 2021.

c. A/R - Clerk

1. Surplus Equipment

Resolution No. 14

Moved By: Councillor Hoy

Seconded By: Councillor Thompson

THAT Council declare the 1995 Freightliner Pumper to be surplus to the needs of the municipality and authorize that it be advertised on the Township's Website via sealed bids with a minimum bid of \$10,000.

9. Tenders and Quotations

a. Tender No. PW 2021 – 08 Roof Replacement – 5 Industrial Drive, Chesterville, ON

Resolution No. 15

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

THAT Council approve the award of Tender No. PW 2021-08 for the replacement of the roof at 5 Industrial Drive, Chesterville, ON to J & M Contracting Corp. in the amount of \$47,700.00 excluding HST; AND THAT Council authorizes the Director of Recreation and Culture to sign the contract.

10. By-Laws

a. By-law No. 2021-84 Lease Agreement - Breteler

Resolution No. 16

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT By-law No. 2021-84 being a By-law to authorize the Mayor and Clerk to enter into a lease agreement with Eric and Mariet Breteler be read and passed in Open Council signed and sealed the 23rd day of November, 2021.

- b. By-law No. 2021-85 - To Amend Road Naming By-law 42-2003

Resolution No. 17

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Annable

THAT By-law No. 2021-85 being a By-law to amend By-law 42-2003, being a By-law to name all streets and roads in the Township of North Dundas and to Establish and Implement a Comprehensive Municipal Road Inventory and Numbering System in Compliance with the Official Street Guide for Bell Canada “911” Enhancement System, be read and passed in Open Council, signed and sealed this 23rd day of November, 2021.

- c. By-law No. 2021-87 ICIP Community, Culture and Recreation

Resolution No. 18

Moved By: Councillor Annable

Seconded By: Councillor Thompson

THAT By-law No. 2021-87, being a By-law to Authorize a Transfer Payment Agreement under the Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream, be read and passed in Open Council this 23rd day of November, 2021; AND THAT the Mayor and Clerk be authorized to execute this Agreement.

- d. By-law No. 2021-86 Tile Drainage Debenture

Resolution No. 19

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Annable

THAT By-law No. 2021-86, being a by-law to impose special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act be read and passed in Open Council this 23rd day of November 2021.

11. Key Information

12. Consent Agenda

Resolution No. 20

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

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

- a. MAS - Public Works (October report added Nov 23)

13. Boards and Committees

- a. County Council: Mayor Fraser & Deputy Mayor Armstrong

Discussion ensued around rural education being a a top priority for County Council. A consultant's report focussing on Education Equity has been completed and will serve as the basis for a public symposium with the goal of making the issue of education equity an election issue. It was noted that County Council is entering into budget discussions and that County Rd 3 from Dawley Drive west to 900 metres north of Ottawa Street will be reduced to 50 km from 60 km.

b. Canada Day: Mayor Fraser

Nothing to report

c. Display of Lights: Mayor Fraser

Will take place Friday December 3rd and Saturday December 4th at the Mountain Township Agricultural Society Fairgrounds. Information is available on the website.

d. Fire Steering: Fire Commissioner Armstrong

The budget process is continuing.

e. Art on the Waterfront: Councillor Thompson

Nothing to report

f. Chesterville & District Historical Society: Councillor Thompson

Sunday December 5th The Historical Society is launching the new book "Bridging the Centuries" at the Chesterville Legion from 1-4. Council members are encouraged to attend.

g. Chesterville Carnival: Councillor Thompson

Nothing to report

h. Dairyfest: Councillor Hoy

Nothing to report

i. Winchester Downtown Revitalization: Councillor Annable

Nothing to report.

14. Motions and Notices of Motions

15. Petitions

16. Council Comments and Concerns

17. Miscellaneous/Unfinished Business

18. Ratification By-Law

Resolution No. 21

Moved By: Councillor Annable

Seconded By: Councillor Hoy

THAT By-law No. 2021-88 being a by-law to adopt confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 23rd day of November, 2021.

19. Adjournment

Resolution No. 22

Moved By: Councillor Annable
Seconded By: Deputy Mayor Armstrong

THAT Council adjourn at 9:00 PM to the call of the Chair.

MAYOR

CLERK



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

SPECIAL MEETING MINUTES

Date: December 7, 2021, 6:30 pm
Location: 636 St. Lawrence St. Winchester, ON

Council Present: Mayor: Tony Fraser
Deputy Mayor: Allan Armstrong
Councillor: John Thompson
Councillor: Gary Annable

Council Absent: Councillor: Tyler Hoy

Staff Present: CAO: Angela Rutley
Clerk: Jo-Anne McCaslin
Deputy Clerk: Nancy Johnston
Administrative Assistant: Emily Beach

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

THAT the Special Meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 6:30 PM.

Carried

2. Adoption of Agenda

Resolution No. 02

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Annable

THAT Council approve the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest and Nature Thereof

4. Action Requests

a. Policy 48-2012 Boot & Clothing Allowance

Resolution No. 03

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT Council approves policy #48-2012 as revised, to increase and establish the boot and clothing allowance for full-time staff.

Carried

- b. Director of Recreation & Culture market rate adjustment

Resolution No. 04

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 Director of Recreation & Culture, that Council hereby approves temporarily utilizing levels 6 and 7 in the compensation range for that position effective July 27, 2021. The resulting salary range is \$76,081 to \$96,246.

Carried

- c. Administrative Assistant Job Descriptions

Resolution No. 05

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT Council approves the job descriptions for the positions of Administrative Assistant reporting to the Director of Recreation and Culture and Administrative Assistant reporting to the Director of Public Works and instructs staff to proceed with filling these positions.

Carried

- d. Multi-Year Accessibility Plan – 2021 Update

Resolution No. 06

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT Council adopt the Multi-Year Accessibility Plan for 2021-2025 as presented.

Carried

- e. Resignation of Council Member

Discussion of options ensued. Council felt a by-election would not be the best option given the cost and the fact that the municipal election is next year. Council would like to discuss the options further at the next Council meeting to be held on December 14th. It was noted that two other municipalities chose to appoint a replacement and that if the candidate with the next highest votes was approached and declined, Council was not required to go down the list of alternate candidates, they could appoint anyone. Any further questions will be submitted to the Clerk before the next meeting.

Resolution No. 07

Moved By: Councillor Annable
Seconded By: Councillor Thompson

THAT Council accept the resignation of Tyler Hoy as Councillor of the Township of North Dundas effective, December 1st, 2021.

Carried

5. By-Laws

- a. By-law No. 2021-90 Part Lot Control – Moderna Homes
Resolution No. 08

Moved By: Deputy Mayor Armstrong
Seconded By: Councillor Annable

THAT By-law No. 2021-90 being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 7th day of December, 2021.

Carried

- b. By-law No. 2021-89 Part Lot Control - Moderna Homes
Resolution No. 09

Moved By: Councillor Annable
Seconded By: Deputy Mayor Armstrong

THAT By-law No. 2021-89 being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 7th day of December, 2021.

Carried

- c. By-law No. 2021-01 Officers & Committees
Resolution No. 10

Moved By: Councillor Thompson
Seconded By: Councillor Annable

THAT By-law No. 2021-01 being a By-law for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations be amended as presented this 7th day of December 2021.

Carried

6. Key Information

- a. Deputy Chief Building Official

It was noted that the Deputy Chief Building Official has resigned. There are 5 neighbouring municipalities competing for building officials. The Deputy Mayor noted that the Township cannot compete with the higher salaries offered in Ottawa and surrounding municipalities. The minimum qualifications required to conduct inspections and the potential difficulty filling this position was discussed. The Township is legally obliged to

provide an inspection within 48 hours of receiving the request. Options to continue offering inspections, like sharing services with another municipality, until the position is filled were discussed. Councillor Thompson noted that the electrical authority has modified their process and Council feels that the government should be lobbied for similar changes given the lack of trained building inspectors.

7. **Ratification By-Law**

Resolution No. 11

Moved By: Deputy Mayor Armstrong
Seconded By: Councillor Thompson

THAT By-law No. 2021-92 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 7th day of December, 2021.

Carried

8. **Adjournment**

The Mayor reminded Council of the two public meetings that precede the December 14th regular council meeting. The first public meeting starts at 6:00 PM.

Resolution No. 12

Moved By: Deputy Mayor Armstrong
Seconded By: Councillor Thompson

THAT Council adjourn at 7:14 PM to the call of the Chair.

Carried

Mayor

Clerk



ACTION REQUEST

Finance

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: 2021 Tax Assessment Reductions

RECOMMENDATION:

THAT Council authorize and approve the attached schedule of Tax Assessment Reductions for the fiscal year ending December 31, 2021, in accordance with applicable legislation.

BACKGROUND:

As a requirement of the annual audit, the Counties and School Boards, and in accordance with the *Municipal Act, 2001*, Council is requested to approve reductions in assessment and property taxes.

Throughout the year, the Township receive notifications from Municipal Property Assessment Corporation (MPAC) to process tax write-offs due to either a reduction in the assessment, change in tax class, or vacancy rebates for commercial properties. Reduction in assessment could be processed through Minutes of Settlement, under Section 36 of the *Assessment Act*, or under Sections 357/358/359 of the *Municipal Act, 2001*. A reduction due to a change in tax class, would result from a change in the use of the property.

Reductions in taxes are shared with the Counties and School Boards.

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation to reduce the tax assessments for the 2021 fiscal year as per attached schedule - recommended.**
- 2. Do not approve the recommendation to reduce the tax assessments - not recommended.**

FINANCIAL ANALYSIS:

As per the 2021 Budget, the Township allocated \$22,500 for reduction in tax revenues for assessment and tax class changes and \$3,250 for vacancy rebates. As per attached schedule, the actual amounts processed were \$51,924.54 and \$1,980.65, respectively.

The write-offs were much higher than anticipated due to 17 properties originally assessed as residential being transferred to farmland. The impact to the Township was \$29,564.03. The amount budgeted was based on past experience and we were unable to anticipate the anomaly.

Having stated that, in 2021, due to increases in assessment and changes in use to a higher

tax class, supplemental billings created \$84,142.90 in revenue for the Township. We had budgeted to process \$60,000; a difference of \$24,142.90.

OTHERS CONSULTED:

Municipal Property Assessment Corporation (MPAC)
Tax Collector, Township of North Dundas

ATTACHMENTS:

Schedule of Tax Assessment Reductions – 2021 year

Schedule of Tax Assessment Reductions									
For the 2021 Calendar Year									
Vadim	JV #	Ass't	Township	County	Eng. Pub.	Eng. Sep.	Fr. Pub.	Fr. Sep.	Total
	35	(651,382)	(3,000.61)	(4,289.08)	(1,673.01)	(790.98)	(274.06)	(1,098.39)	(11,126.13)
	39	(1,308,000)	(4,013.99)	(5,715.96)	-	-	-	(1,500.93)	(11,230.88)
	100	(919,900)	(36,649.51)	(52,796.74)	(15,753.30)	(3,005.21)	(1,097.93)	(4,200.85)	(113,503.54)
	155	(314,000)	(6,104.31)	(8,779.36)	(2,373.76)	(125.07)	(46.34)	(174.01)	(17,602.85)
	204	(366,000)	(2,156.08)	(3,096.43)	(816.95)	-	-	-	(6,069.46)
Rounding Adjustment			(0.04)	0.02	0.06				0.04
Summary		(3,193,282)	(51,924.54)	(74,677.55)	(20,616.96)	(3,921.26)	(1,418.33)	(6,974.18)	(159,532.82)
			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)	(2,601.47)	(1,245.26)	(791.78)	(279.48)	(1,099.27)	(7,844.29)
PT Voucher		(172,000)	(153.62)	(221.74)	(74.49)	(47.80)	(17.71)	(66.51)	(581.87)
Vacancy Rebates		\$ (968,441)	\$ (1,980.65)	\$ (2,823.21)	\$ (1,319.75)	\$ (839.58)	\$ (297.19)	\$ (1,165.78)	\$ (8,426.16)
			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			\$ (53,905.19)	\$ (77,500.76)	\$ (21,936.71)	\$ (4,760.84)	\$ (1,715.52)	\$ (8,139.96)	\$ (167,958.98)

ROLL NUMBER	YEAR	CLASS	ADJUSTMENT	DAYS	Twp.	County	Eng Pub	Eng Sep	Fr Public	Fr Sep	Total
011-002-33010	2020	RT	(25,400)	366	(103.93)	(147.98)	(38.86)				(290.77)
011-002-33011	2020	RT	(24,900)	366	(101.88)	(145.07)	(38.10)				(285.05)
011-010-95500	2020	RT	34,700	366	141.98	202.16	53.09				397.23
		IT	(36,700)	366	(309.86)	(441.17)	(167.24)	(106.34)	(37.53)	(147.63)	(1,209.77)
016-006-02000	2019	RT	(211,005)	190	(438.39)	(635.96)	(176.84)				(1,251.19)
	2020	RT	(231,000)	366	(945.19)	(1,345.81)	(353.43)				(2,644.43)
016-008-21000	2020	RT	(81,000)	366	(331.43)	(471.91)	(123.93)				(927.27)
	2020	FT	100	366	0.10	0.15	0.04				0.29
016-010-39000	2019	RT	82,523	365	329.37	477.81	132.86				940.04
	2019	CT	(78,800)	365	(513.91)	(745.45)	(370.99)	(237.27)	(78.62)	(329.65)	(2,275.89)
	2020	RT	84,100	366	344.12	489.97	128.67				962.76
	2020	CT	(84,100)	366	(562.29)	(800.63)	(383.24)	(243.68)	(86.01)	(338.31)	(2,414.16)
018-000-59000	2020	RT	(9,600)	366	(39.28)	(55.93)	(14.69)				(109.90)
	2020	CT	(43,400)	366	(290.17)	(413.17)	(197.77)	(125.75)	(44.39)	(174.59)	(1,245.84)
019-002-35800	2020	CT	(26,900)	366	(179.85)	(256.09)	(122.58)	(77.94)	(27.51)	(108.21)	(772.18)
			(651,382)		(3,000.61)	(4,289.08)	(1,673.01)	(790.98)	(274.06)	(1,098.39)	(11,126.13)

ROLL NUMBER	YEAR	CLASS	ADJUSTMENT	DAYS	Twp.	County	Eng Pub	Eng Sep	Fr Public	Fr Sep	Total
016-012-20400	2020	RT	(1,308,000)	366	(5,352.00)	(7,620.41)				(2,001.24)	(14,973.65)
	2020	FT	1,308,000	366	1,338.01	1,904.45				500.31	3,742.77
			0		(4,013.99)	(5,715.96)	-	-	-	(1,500.93)	(11,230.88)

ROLL NUMBER	YEAR	CLASS	ADJUSTMENT	DAYS	Twp.	County	Eng Pub	Eng Sep	Fr Public	Fr Sep	Total
011-001-77000	2021	CT	(168,000)	365	(1,099.73)	(1,587.43)	(533.23)	(342.22)	(126.82)	(476.13)	(4,165.56)
011-002-33000	2021	RT	(265,000)	365	(1,061.61)	(1,532.50)	(405.45)				(2,999.56)
	2021	FT	265,000	365	265.40	383.19	101.36				749.95
011-002-33010	2021	RT	(13,100)	365	(52.48)	(75.76)	(20.04)				(148.28)
	2021	FT	13,100	365	13.12	18.94	5.01				37.07
011-002-33011	2021	RT	(13,600)	365	(54.48)	(78.65)	(20.81)				(153.94)
	2021	FT	13,600	365	13.62	19.67	5.20				38.49
011-002-63000	2021	RT	(587,000)	365	(2,351.56)	(3,394.62)	(898.11)				(6,644.29)
	2021	FT	587,000	365	587.89	848.80	224.53				1,661.22
011-002-72000	2021	RT	(254,000)	365	(1,017.54)	(1,468.88)	(388.62)				(2,875.04)
	2021	FT	254,000	365	254.38	367.28	97.16				718.82
011-003-69000	2021	RT	(777,700)	365	(3,115.51)	(4,497.44)	(1,189.88)				(8,802.83)
	2021	FT	777,700	365	778.87	1,124.55	297.47				2,200.89
011-004-71000	2021	RT	(527,400)	365	(2,112.80)	(3,049.95)	(806.92)				(5,969.67)
	2021	FT	527,400	365	528.20	762.62	201.73				1,492.55
011-004-78600	2021	RT	(174,500)	365	(699.06)	(1,009.13)	(266.99)				(1,975.18)
	2021	FT	174,500	365	174.76	252.33	66.75				493.84
011-007-44000	2021	RT	(2,905,000)	365	(11,637.60)	(16,799.62)	(4,444.65)				(32,881.87)
	2021	FT	2,905,000	365	2,909.39	4,200.63	1,111.16				8,221.18
011-007-45000	2021	RT	(382,000)	365	(1,530.31)	(2,209.11)	(584.46)				(4,323.88)
	2021	FT	382,000	365	382.58	552.37	146.12				1,081.07
011-008-59010	2021	RT	(585,000)	365	(2,343.55)	(3,383.06)	(895.05)				(6,621.66)
	2021	FT	585,000	365	585.88	845.91	223.76				1,655.55
011-008-66600	2020	RT	56,000	366	229.14	326.26	85.68				641.08
	2021	RT	56,000	365	224.34	323.85	85.68				633.87

ROLL NUMBER	YEAR	CLASS	ADJUSTMENT	DAYS	Twp.	County	Eng Pub	Eng Sep	Fr Public	Fr Sep	Total
011-012-32100	2021	RT	(77,000)	365	(308.47)	(445.29)	(117.81)				(871.57)
	2021	FT	77,000	365	77.12	111.34	29.45				217.91
011-013-71000	2021	RT	(545,000)	365	(2,183.30)	(3,151.74)	(833.85)				(6,168.89)
	2021	FT	545,000	365	545.82	788.07	208.46				1,542.35
011-013-73000	2021	RT	(508,000)	365	(2,035.08)	(2,937.76)	(777.24)				(5,750.08)
	2021	FT	508,000	365	508.77	734.57	194.31				1,437.65
011-013-93000	2021	RT	(504,600)	365	(2,021.46)	(2,918.10)	(772.04)				(5,711.60)
	2021	FT	504,600	365	505.36	729.65	193.01				1,428.02
016-003-23550	2021	RT	(45,000)	365	(180.27)	(260.24)	(68.85)				(509.36)
016-008-62000	2020	RT	(1,265,000)	366	(5,176.05)	(7,369.89)	(1,935.45)				(14,481.39)
	2020	FT	1,265,000	366	1,294.02	1,841.84	483.86				3,619.72
016-009-79000	2021	JT	(45,400)	365	(375.29)	(541.71)	(144.10)	(92.48)	(34.27)	(128.67)	(1,316.52)
		RT	45,400	365	181.88	262.55	69.46				513.89
016-010-39000	2021	RT	84,100	365	336.91	486.35	128.67				951.93
	2021	CT	(84,100)	365	(550.52)	(794.66)	(266.93)	(171.31)	(63.48)	(238.35)	(2,085.25)
016-011-11000	2021	RT	(428,800)	365	(1,717.80)	(2,479.75)	(656.06)				(4,853.61)
	2021	FT	428,800	365	429.45	620.04	164.02				1,213.51
018-000-59000	2021	RT	(9,600)	365	(38.46)	(55.52)	(14.69)				(108.67)
	2021	CT	(43,400)	365	(284.10)	(410.09)	(137.75)	(88.41)	(32.76)	(123.00)	(1,076.11)
018-002-57000	2021	RT	(50,000)	341	(187.13)	(270.14)	(71.47)				(528.74)
018-003-04200	2021	CT	(60,000)	365	(392.76)	(566.94)	(190.44)	(122.22)	(45.29)	(170.05)	(1,487.70)
018-005-13010	2021	GF	(118,000)	365	(772.43)	(1,114.98)	(532.00)	(341.43)	(126.53)	(475.04)	(3,362.41)
018-005-74800	2021	GF	(24,000)	365	(157.10)	(226.78)	(108.20)	(69.44)	(25.73)	(96.62)	(683.87)
018-005-76000	2021	GF	(63,000)	365	(412.40)	(595.29)	(284.04)	(182.29)	(67.55)	(253.62)	(1,795.19)

ROLL NUMBER	YEAR	CLASS	ADJUSTMENT	DAYS	Twp.	County	Eng Pub	Eng Sep	Fr Public	Fr Sep	Total
019-000-56800	2017	CT	(24,500)	365	(169.92)	(237.53)	(123.43)	(75.93)	(28.82)	(112.37)	(748.00)
	2018	CT	(49,000)	365	(332.28)	(473.39)	(236.02)	(145.43)	(57.52)	(217.63)	(1,462.27)
	2019	CT	(73,500)	365	(479.35)	(695.31)	(346.04)	(221.31)	(73.33)	(307.48)	(2,122.82)
	2020	CT	(98,000)	366	(655.23)	(932.96)	(446.59)	(283.96)	(100.23)	(394.23)	(2,813.20)
	2021	CT	(98,000)	365	(641.51)	(926.00)	(311.05)	(199.63)	(73.98)	(277.74)	(2,429.91)
019-002-35800	2021	CT	(26,900)	365	(176.09)	(254.18)	(85.38)	(54.80)	(20.31)	(76.24)	(667.00)
019-004-60801	2020	CX	(124,500)	366	(582.69)	(829.67)	(567.35)	(360.74)	(127.33)	(500.83)	(2,968.61)
	2021	CX	(124,500)	365	(570.49)	(823.48)	(395.16)	(253.61)	(93.98)	(352.85)	(2,489.57)
			(919,900)		(36,649.51)	(52,796.74)	(15,753.30)	(3,005.21)	(1,097.93)	(4,200.85)	(113,503.54)

ROLL NUMBER	YEAR	CLASS	ADJUSTMENT	DAYS	Twp.	County	Eng Pub	Eng Sep	Fr Public	Fr Sep	Total
011-000-38000	2021	RT	(69,300)	365	(277.62)	(400.74)	(106.03)				(784.39)
	2021	FT	69,300	365	69.40	100.18	26.51				196.09
011-005-11000	2021	RT	(654,600)	365	(2,622.37)	(3,785.34)	(1,001.54)				(7,409.25)
	2021	FT	654,600	365	655.59	946.34	250.38				1,852.31
016-000-62010	2021	RT	(415,400)	365	(1,664.12)	(2,402.12)	(635.56)				(4,701.80)
	2021	FT	415,400	365	416.03	600.53	158.89				1,175.45
016-004-52005	2021	RT	(138,400)	365	(554.44)	(800.32)	(211.75)				(1,566.51)
	2021	FT	138,400	365	138.61	200.08	52.94				391.63
016-002-92000	2020	RT	(537,000)	366	(2,197.26)	(3,128.56)	(821.61)				(6,147.43)
	2020	FT	537,000	366	549.32	781.87	205.40				1,536.59
016-009-79000	2021	JT	21,600	365	178.55	257.73	68.56	44.00	16.31	61.22	626.37
		RT	100	365	0.40	0.58	0.15				1.13
		FT	(252,700)	365	(253.08)	(365.32)	(96.66)				(715.06)
018-004-32400	2021	CT	(83,000)	365	(543.32)	(784.27)	(263.44)	(169.07)	(62.65)	(235.23)	(2,057.98)
			(314,000)		(6,104.31)	(8,779.36)	(2,373.76)	(125.07)	(46.34)	(174.01)	(17,602.85)

ROLL NUMBER	YEAR	CLASS	ADJUSTMENT	DAYS	Twp.	County	Eng Pub	Eng Sep	Fr Public	Fr Sep	Total
019-000-08800	2021	RT	(37,000)	365	(148.22)	(213.96)	(56.61)				(418.79)
011-008-66600	2020	RT	(265,000)	366	(1,084.31)	(1,543.89)	(405.45)				(3,033.65)
	2020	FT	265,000	366	271.08	385.84	101.36				758.28
	2021	RT	(265,000)	365	(1,061.61)	(1,532.41)	(405.45)				(2,999.47)
	2021	FT	265,000	365	265.40	383.10	101.36				749.86
011-002-33000	2021	FT	(265,000)	365	(265.40)	(383.10)	(101.36)				(749.86)
016-000-02000	2021	RT	(77,000)	92	(77.75)	(112.23)	(29.69)				(219.67)
016-003-25000	2021	RT	(35,600)	154	(60.17)	(86.86)	(22.98)				(170.01)
	2021	FT	11,600	154	4.90	7.08	1.87				13.85
			(366,000)		(2,156.08)	(3,096.43)	(816.95)	-	-	-	(6,069.46)

ROLL NO.	CLASS	YEAR	CHANGE	Days	Twp.	Cty	Eng Pub	Eng Sep	Fr Pub	Fr Sep	Total
019-003-82000	CT	2020	(243,000)	279	(371.55)	(529.04)	(253.24)	(161.02)	(56.84)	(223.55)	(1,595.24)
018-004-32400	CT	2020	(190,000)	330	(343.62)	(489.27)	(234.20)	(148.91)	(52.56)	(206.74)	(1,475.30)
018-000-57800	CT	2020	(150,890)	184	(152.15)	(216.65)	(103.70)	(65.94)	(23.27)	(91.55)	(653.26)
018-000-55400	CT	2020	(77,800)	245	(104.46)	(148.74)	(71.20)	(45.27)	(15.98)	(62.85)	(448.50)
018-001-46200	CT	2020	(99,400)	275	(149.80)	(213.30)	(102.10)	(64.92)	(22.92)	(90.13)	(643.17)
018-003-74800	CT	2020	(163,130)	366	(327.21)	(465.90)	(223.02)	(141.80)	(50.05)	(196.87)	(1,404.85)
018-003-04200	CT	2020	(207,000)	92	(104.37)	(148.61)	(71.13)	(45.23)	(15.96)	(62.79)	(448.09)
019-003-34000	CT	2020	(98,221)	366	(197.01)	(280.52)	(134.28)	(85.38)	(30.14)	(118.54)	(845.87)
019-003-34000	CT	2020	(51,186)	274	(76.86)	(109.44)	(52.39)	(33.31)	(11.76)	(46.25)	(330.01)
			(796,441)		(1,827.03)	(2,601.47)	(1,245.26)	(791.78)	(279.48)	(1,099.27)	(7,844.29)
016-009-01100	XT	2021	(172,000)	166	(153.62)	(221.74)	(74.49)	(47.80)	(17.71)	(66.51)	(581.87)



ACTION REQUEST

Public Works

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: Winter Operators

RECOMMENDATION:

THAT Council approve the recommendation of the hiring committee and authorize the hiring of Barry Holmes and Andrew St. Louis as part-time labourers for the 2021/2022 winter season, as per the letters of offer issued November 25, 2021 and December 10, 2021, respectively.

BACKGROUND:

The contract positions were advertised and interviews were conducted for these seasonal part-time labourer positions. These contract positions are for the morning shift, extending from December 20, 2021, to April 1, 2022, with a minimum of forty (40) hours per week. Two positions remain to be filled for the afternoon shift.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The costs associated with these positions were included in the 2021 budget.

OTHERS CONSULTED:

CAO
Clerk/Deputy CAO
Lead Hand

ATTACHMENTS:

N/A



ACTION REQUEST

Waste Management Services

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: Truck Driver Labourer

RECOMMENDATION:

THAT Council approve the recommendation of the Director of Waste Management and authorize the hiring of Jedadiah Murphy as a full-time truck driver/labourer in the Waste Management Department, as per the offer of employment letter dated November 25th, 2021.

BACKGROUND:

The addition of another full-time truck driver/labourer for the Waste Management Department replaces a previous part-time position. The position was advertised on the Township website and Facebook page for a two-week duration, resulting in seven applicants. There were a total of six applicants residing in North Dundas and one non-North Dundas applicant. A total of four applicants were interviewed. Due to Covid restrictions, phone interviews were performed.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The cost for this position is included in the 2022 budget.

OTHERS CONSULTED:

Robert Durant
CAO



ACTION REQUEST

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: DACG Agreement

RECOMMENDATION:

THAT Council authorize and approve the agreement, dated January 1, 2022, with the Dundas Agricultural Community Group, for non-exclusive use of the north-west basement meeting room in the Nelson LaPrade Centre, located at 9 William Street, Chesterville.

BACKGROUND:

The Township has been renting a section of the basement in the Nelson LaPrade Centre, located at 9 William Street in Chesterville, to the Dundas Agriculture Community Group (DACG) for several years. The attached rental agreement is presented under the same terms and conditions as the current agreement, with a 2-year term. The Agreement will commence on January 1, 2022, with an expiry date of December 31, 2023.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The rental revenue would remain the same as in previous years.

OTHERS CONSULTED:

N/A

ATTACHMENTS:

Lease Agreement

This agreement made in duplicate this 1st day of January, 2022.

Between:

DUNDAS AGRICULTURAL COMMUNITY GROUP

and referred to in this agreement as the
'Applicant' OF THE FIRST PART

-and-

CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

A municipal corporation having its offices at
636 St. Lawrence Street, Winchester, ON
and referred to in this agreement as the 'Township'
OF THE SECOND PART

WITNESSETH THAT:

WHEREAS the Township is the owner of the building situated at 9 William Street, in the village of Chesterville referred to as the Nelson LaPrade Centre;

AND WHEREAS the Applicant, a community-based, not-for-profit agricultural group has made it known that it wishes to utilize the north west basement meeting room of the Nelson LaPrade Centre for monthly meetings;

AND WHEREAS the Township operates the Nelson LaPrade Centre, including the north west basement meeting room, for rental to the public and as such cannot offer exclusive use of the desired space within the facility;

THEREFORE the parties agree as follows:

1. In exchange for the Applicant paying to the Township the sum of one hundred and sixty-six dollars and sixty-seven cents (\$166.67) plus HST monthly, totalling two thousand dollars (\$2,000.00) plus HST annually, the Applicant shall be allowed non-exclusive use of the north west basement meeting room in the Nelson LaPrade Centre for conducting monthly meetings. Payment must be made in advance of the first day of each month. Post dated cheques may be submitted at any time, payable on the 1st of each month. All payments shall be made to the Corporation of the Township of North Dundas, 636 St. Lawrence Street, P.O. Box 489, Winchester, Ontario K0C 2K0.
2. This agreement is in place for a term of two (2) years, commencing January 1, 2022. If, at the end of this contract agreement, neither the Applicant nor the Township acts to renew, update or terminate the agreement, both parties will continue to follow the terms of the contract until termination or the signing of a new agreement.
3. The Applicant shall not transfer its rights and privileges under this agreement to any other persons, parties, organizations or associations without the express written permission of the Township.
4. Should either party wish to terminate the agreement prior to the expiration of the term, written notice must be given thirty (30) days in advance of termination.
5. Should the Applicant become inactive, cease operations or dissolve, then the agreement shall become null and void and the Township's decision in regard to such shall be final and unchallenged.
6. Booking requests by the Applicant are to be submitted to the Recreation Co-ordinator and are subject to availability.

- 7. The Applicant agrees to follow all the rules and regulations contained within the most current Township Facility Rental Agreement. The current version is attached hereto as ‘Schedule A’.
- 8. The Applicant hereby acknowledges that they were provided with a copy of the Facility Rental User Insurance document. The current version is attached hereto as ‘Schedule B’.
- 9. The Township shall not be responsible for or liable to the Applicant for any loss or damage of property owed by the Applicant, as a result of the acts or omissions of other parties occupying any part of the Nelson LaPrade Centre. All property belonging to the Applicant, which is kept in the Nelson LaPrade Centre, is understood by both the Applicant and the Township, to be left in the building at the Applicant’s own risk.

Signed this_____day of_____20____ by the parties to the contract.

DUNDAS AGRICULTURAL COMMUNITY GROUP
“We have the authority to bind the Tenant”

Witness Signature

APPLICANT Signature

(Print Name) Witness

(Print Name & Title)

Witness Signature

APPLICANT Signature

(Print Name) Witness

(Print Name & Title)

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
“We have the authority to bind the Township”

Witness Signature

Tony Fraser, Mayor

(Print Name) Witness

Witness Signature

Angela Rutley, CAO

(Print Name) Witness



Schedule A

Facility Rental Agreement – Rules and Regulations

Regulations covering the rental of any facility owned and controlled by the Township of North Dundas are as follows:

1. The applicant shall comply with all federal, provincial and municipal laws governing taxes, licenses, etc. that may apply to the functions for which this Rental Agreement is issued.
2. Maximum attendance will be governed by Fire Regulations, the Alcohol and Gaming Commission of Ontario and the Eastern Ontario Health Unit.
3. No glass containers may be passed over the counter during a rental. All drinks must be poured into a plastic container or served in cans.
4. The applicant must have copies of all permits readily available at all times. The Special Occasions Permit or Liquor Sales License must be posted and clearly visible during the function.
5. Alcoholic beverages shall not be allowed on the premises nor be consumed, without a proper Special Occasions Permit or Liquor Sales License and must comply with all rules and regulations set forth by the Alcohol and Gaming Commission of Ontario.
6. Alcoholic beverages must remain within the licensed arena during the function. All other areas of the facility must remain alcohol free.
7. The applicant will be responsible for providing security which is adequate to cover the following:
 - a) Preventing disturbances of any nature.
 - b) Remain on site until everyone has left the facility.
 - c) Assure that the rented premise is cleared within 45 minutes of bar closing, as set out in the rental agreement.
 - d) Where minors are allowed on the premises for the event, assure that no minors consume alcohol.
 - e) Where no minors are allowed on the premises for the event, assure that no minors gain access to facility.
8. At its discretion, the Township of North Dundas or its agents may deem it necessary to hire extra security at the renter's expense. Notice of special requirements will be given at the time of signing the Rental Agreement.
9. The use of decoration and/or special effects that are not provided by the facility, must comply with public safety and fire regulations. Decorations must not be attached to the light fixtures or any emergency fixtures. Decorations must be approved in advance by the Township of North Dundas or its agents. Tacks, nails, adhesives, confetti, and glitter, are not permitted. All decorations must be removed from the facility at the end of the facility rental.

10. This agreement is to be used in conjunction with all policies established by the Eastern Ontario Health Unit.
11. The use of any flame or pyrotechnics is prohibited.
12. All exits must be kept clear from obstructions in case of fire. Emergency lights and signs shall not be covered, so as to obstruct visibility.
13. No animals are allowed in the hall unless written permission is obtained from the Township of North Dundas. Exception to all service animals which are allowed access to our facilities.
14. The Applicant must pay for all loss and/or damage to the facility and/or furnishings belonging to the Township of North Dundas or its agents, arising from the use of the facility.
15. All garbage must be put in containers and the kitchen must be left clean. All dishes, cutlery, etc. must be washed and put away in the cupboards once the function is finished.
16. The Township of North Dundas will not be responsible for any articles or materials left in the facility after function is finished. Suitable arrangements may be made with the Township for pick-up of items at later date.
17. To ensure public safety, all set-up and installation of equipment and supplies must be approved by Township of North Dundas or its agents.
18. Set-up and decorating times must be pre-arranged with Township of North Dundas.
19. If cancellation is made, a fee will be charge based on the following rates:
 - Less than one week prior to facility rental = 50% of full rental fee.
 - More than one week prior to facility rental = \$10.00 administration fee.
20. The Township of North Dundas and its agents may, at any time, cancel the Rental Agreement or close down the function if:
 - a) The applicant fails comply with any rules and regulations set forth in this document and/or set forth by the Alcohol and Gaming Commission of Ontario, the Eastern Ontario Health Unit, and the Ontario Fire Marshall.
 - b) The facility is required for municipal purposes (e.g. elections).
 - c) The rental was obtained by misrepresentation or transferred without authority.
 - d) The condition of the grounds, building or equipment is judged unacceptable by the Township of North Dundas or its agents.
 - e) Unforeseen circumstances arise.
 - f) The facility requires technical or emergency repairs which cannot be performed at any other time.
21. The Township of North Dundas shall not be responsible for any loss incurred as a result of the cancellation of the permit.

COVID-19 Section

1. Prior to entering the facility, everyone must complete the COVID-19 self-assessment at the entrance door. If you answer yes to any of the questions or are not feeling well, please do not enter the facility.
2. Facility users will be required to show proof of vaccination (two doses plus 14 days), as well as proof of ID, to designated staff/volunteers at the main entrance of the facility, prior to entering.
3. The user group is responsible for having an active screener at the entrance of the facility. The active screener shall ensure that everyone who enters the facility, provides their name and contact information and has completed the COVID-19 screening. The renter is responsible for keeping the contact tracing document for 1 month after the facility rental.
4. Masks are mandatory for everyone who is entering the facility. Masks can only be removed during fitness activities or while eating or drinking.
5. Guests should refrain from touching their eyes, nose, mouth and face whenever they are not wearing a mask (e.g. while participating in fitness activities or while eating or drinking).
6. The total number of people permitted indoors must comply with current COVID-19 provincial gathering restrictions.
7. Facility users are encouraged to wash/ sanitize their hands frequently and to exhibit good respiratory etiquette (e.g. sneezing into elbow).
8. Facility users should not share any personal items/equipment, unless the items/equipment has been disinfected between each use.

The facility user understands that the risk of becoming exposed to or infected by COVID-19 at/in the facility, may be increased, as a result of the actions, omissions, or negligence of himself/herself, participants, spectators, and others, including, but not limited to, staff, students, or volunteers.

The facility user releases, waives, discharges, and covenants, not to sue the board, its members, employees, volunteers and agents, for any and all liability to the user, members, personal representatives, assigns, heirs, and next of kin, for any loss or damage, and any claim or demands on account of any property damage or any injury to, or an illness or the death of, the undersigned or such participants, and spectators who may contract or suspect they have contracted COVID19, directly or indirectly, whether caused by the negligence, or other action.

I/We have read the Facility Rental Agreement and agree to the terms and conditions contained herein. I/We agree to exercise the utmost care in the use of the premises and property and to make good any damage arising from our use of facility.



Schedule B

Facility Rental User Insurance

Facility Rental User Insurance

The Township of North Dundas offers a number of facilities for rental for the purposes of sport, events and activities. User groups are encouraged to have insurance liability coverage to protect them and the Township of North Dundas against any financial impact of claims associated with the use of the rental.

User groups who have a Commercial General Liability Insurance Policy (CGLIP), are requested to contact their insurer and have the Township of North Dundas added to the CGLIP as Additional Insured, for the duration of the facility rental. A copy of the extended CGLIP is to be provided to the Township.

Should the user group not possess a CGLIP, the user is asked to exercise one (1) of the three (3) following options:

1. Purchase insurance liability coverage from the Township of North Dundas. (Please see *Facility User Group Insurance Program* below.)
2. Contact their insurer and have the Township of North Dundas added to their Homeowner's Insurance Policy as Additional Insured, for the duration of the facility rental. A copy of the extended CGLIP is to be provided to the Township.
3. Sign a copy of the *Release of Liability & Assumption of Risk* document, provided by the Township.

Facility User Group Insurance Program

The Facility User Group Insurance Program may provide individuals and/or groups renting a Township of North Dundas facility, the opportunity to obtain affordable liability insurance protection. The intention of the insurance coverage is to protect facility users from financial exposure resulting from claims that may result during their activity or event.

The facility user group insurance option will be made available to the user at the time of booking the facility. The premium will depend on the type of event, sport or activity and the coverage is subject to approval by the insurance company. The cost of the insurance will be added to the Rental Agreement. Coverage will depend on the User Group Policy in place at the time and is subject to change.

Description of Coverage - Commercial General Liability

- Covers the legal liability imposed by law for damages resulting from Bodily Injury or Property Damage including loss of use to a Third Party, subject to the policy terms, conditions and exclusions
- Limits of Liability –
 - \$5,000,000. Bodily Injury & Property Damage Any One Occurrence
 - \$5,000,000. Products & Completed Operations Aggregate
 - \$2,000,000. Personal Injury & Advertising Liability
 - \$10,000. Medical Payments – Per Person
 - \$50,000. Medical Payments – Per Accident
 - \$5,000,000. Tenants Legal Liability
 - \$5,000,000. Incidental Medical Malpractice Liability
 - \$2,000,000. Non-Owned Automobile Liability
 - \$1,000,000. Fire Fighting Expense Liability
 - \$50,000. SEF 94- Legal Liability for Damage to Hired Automobiles

Deductible:

- \$1,000 per occurrence but only with respect to Property Damage Liability, Tenants Legal Liability and SEF 94 – Legal Liability for Damage to Hired Automobiles

Insurance rates are based on the type of activity and perceived risk categories associated with the activity. There are certain activities that are excluded unless referred and approved by the underwriters of the policy. Rates specific to a user group's activity, sport or event, can be provided by the Township of North Dundas.

Claims

In the event of an accident or claim, the user must contact the Recreation & Culture Department at the Township of North Dundas as soon as possible to complete and submit an Incident Report, to ensure that the incident / claim is recorded in a timely fashion.

In the event of accident or injury please, contact the respective emergency services to ensure that safety and appropriate medical attention is provided to those involved.

In the event of a claim, please allow the insurer to provide their service by their response to the third party making the claim. It is recommended that insureds of the Facility User Group Insurance program do not admit liability or make any commitments. It is the role of the insurer to investigate, determine liability, and settle claims under their policy.



ACTION REQUEST

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: Golden Years Society Rental Request

RECOMMENDATION:

THAT Council approves the Golden Years Society's use the Joel Steele Community Hall at no charge _____ times per month for the purpose of their group's meeting.

BACKGROUND:

The Golden Years Society (GYS) is a not-for-profit group that meets twice each month to plan and organize fundraising efforts. Any proceeds are donated to organizations in Winchester and the close area, such as the Winchester & District Memorial Hospital, Remembrance Day ceremonies, and an annual bursary for North Dundas District High School.

Their meetings, which were previously held in the Winchester Lions Club Hall, included 20-30 members. As Council is aware, the hall is being used as a COVID-19 testing centre, until further notice.

The GYS does not have a future fundraising event scheduled at this time, as they have not been able to host a meeting since 2020, due to COVID-19. They are planning to schedule a meeting in the new year. The GYS are requesting Council's consideration for free use of the Joel Steele Community Hall for their two monthly meetings, until they are able to return to the Lion's Hall.

The President has indicated that the group is willing to pay our not-for-profit rental rate for the use of the Joel Steele Community Hall, as they typically paid a rental fee for the Winchester Lion's Club Hall.

OPTIONS AND DISCUSSION:

- 1. Approve the Golden Years Society's request to use the Joel Steele Community Hall, free of charge, commencing in January and until further notice, for the purposes of two monthly meetings.**
- 2. Approve the Golden Years Society to have use of the Joel Steele Community Hall, free of charge, commencing in January and until further notice, for the purposes of one monthly meeting, and charging the not-for-profit rental rate of \$40 for the subsequent second monthly meeting.**
- 3. Do not approve the Golden Years Society's request for use of the Joel Steele Community Hall, free of charge.**

FINANCIAL ANALYSIS:

The not-for-profit rental rate for the Joel Steele Community Hall, is \$40 for a half day rental. The GYS are requesting free rental of the hall twice per month, which amounts to \$80/month.

OTHERS CONSULTED:

Recreation Coordinator

ATTACHMENTS:

Letter of Request from the Golden Years Society

United Senior Citizens of Ontario

Club #690 Golden Years Society

Past President:	Doris Prescott
President:	Deborah Patenaude
Secretary:	Roberta Giberson
Treasurer:	Edgar McBride
1st Vice:	Margaret McChesney
2nd Vice:	Doris Prescott

October 26, 2021

**Mr. Brendon Cousineau
Recreation Co-ordinator
636 St. Lawrence St.
P.O. Box 489
Winchester, Ontario
K0C 2K0
e-mail address: bcousineau@northdundas.com**

Dear Mr. Cousineau:

I want to thank-you so much for taking time to speak with me last week.

**Winchester Golden Years is a non-profit group that gets together twice a month, once for an executive meeting and once again for our regular meeting.
We meet on the third Thursday of every month.**

We try and raise money for difference organizations by having in-house bake sales and other things so we can send money to the Winchester District Memorial Hospital and other organizations around town.

We are asking about renting the space upstairs at the Joel Steele Community Centre.

I look forward in hearing from you,

**For the Betterment of Seniors
Deborah Patineau
President Winchester Golden Years.
613-448-2617**



ACTION REQUEST

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: Facilities Attendant Job Description

RECOMMENDATION:

THAT Council approve the attached job description for the position of Facilities Attendant, as presented.

BACKGROUND:

The Recreation & Culture Department has had the position of Arena (Rink) Attendant for many years. The duties of this position include, but are not limited to: moving and changing nets during ice resurfacing, event set-up/take down, small general maintenance, shoveling snow, general housekeeping duties including sweeping and mopping floors, vacuuming, cleaning washrooms and dressing rooms, and sanitizing. During this ice season, the position is also responsible for conducting active screening for patrons at the entrances to our facilities. Candidates must be 16 years of age + and willing to work evenings and weekends. First-Aid & CPR certification, as well as a valid G2 driver's license, are considered assets.

The position does not have a formal job description on record. As such, one was created and is presented for Council review and approval.

The title of the position has been changed to Facilities Attendant, as the incumbents are responsible for aiding with the maintenance and operation of all of the facilities that are under the portfolio of the Recreation & Culture Dept.; not only the arenas.

OPTIONS AND DISCUSSION:

- 1. Approve the updated job title and the accompanying job description as proposed** - recommended.
- 2. Do not approve the recommendation** - not recommended.

FINANCIAL ANALYSIS:

The compensation for this position was approved by Council during the September 28th Council meeting, as part of the 2021 Part-Time Wage Schedule.

OTHERS CONSULTED:

Facilities Manager

ATTACHMENTS:

Facilities Attendant Job Description

TOWNSHIP OF NORTH DUNDAS

JOB DESCRIPTION - DRAFT

JOB TITLE: Facilities Attendant	TO BE APPROVED BY: Council
REPORTS TO: Facilities Manager	EFFECTIVE DATE: December 14, 2021

Position Summary:

To provide operational and maintenance services to all recreation and other municipal facilities, grounds and areas controlled by the Township of North Dundas, in order to ensure that clean and safe facilities are available and that a positive Township image is portrayed.

Key Responsibilities:

- Establish safe and efficient work habits to ensure all WHMIS requirements, safety policies and proper clothing requirements are followed
- Prepare recreation facilities for special events as required
- Keep recreation halls and facilities clean and neat at all times
- Perform general maintenance on recreation and other municipal facilities
- Perform janitorial maintenance at recreation and other municipal facilities, such as cleaning toilets, sinks, taps, counters and mirrors, sweeping and mopping floors, cleaning players' benches, emptying garbage receptacles, etc.
- Responsible for the condition of all municipal facilities inside and out, including established preventative care maintenance, to assure maximum safety of public and staff
- Work to achieve good public relations with users and the general public to encourage proper use of facilities
- Be accessible to the public at all times to provide information and assistance as required while performing other related duties
- Active screening and checking for proof of identification to enforce COVID-19 vaccination as required
- Perform other related duties as assigned

Human Resources

- Works with decorators, caterers and facility users to ensure that all user policies and requirements are followed

Knowledge, Skills and Abilities

- Basic knowledge of maintenance and operation of recreation facilities and equipment

- Knowledge and constant awareness of all safety standards, emergency procedures, and Township policies and procedures
- Excellent verbal and written communication skills to deal with public and staff
- Ability to manage stress
- Time management skills
- Analytical and problem-solving skills
- Ability to prioritize work load to allow for trouble-free flow of operations
- Knowledge of sports fields and pool maintenance

Personal Attributes

- Be respectful to the Township, both on and off shift
- Be flexible
- Demonstrate a dedication to the position and the community
- Demonstrate sound work ethics

Working Conditions & Demands

- Some risk of physical hazard when working with chemicals and equipment
- Unruly patrons may be confrontational (not required to use physical force)
- Work in a smoke-free environment
- Ability to perform duties in ever changing environment (hot and cold)
- Continuous walking and standing, occasional climbing, manual dexterity in performing assigned tasks and repairing equipment and facilities
- Must be prepared to climb ladders, work on ice surface, and some heavy lifting

Working Schedule

- Some odd or extended shifts required to complete special requests/projects or to accommodate special events

Qualifications

- Certification in first-aid, CPR, AED and WHMIS regulations
- Valid G2 class driver's licence
- Experience in the cleaning and maintenance of buildings

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.



ACTION REQUEST

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: Additional Facilities Attendant

RECOMMENDATION:

THAT Council approve the recommendation of the hiring committee to hire one additional Facilities Attendant for the period of November 27th, 2021 to January 22nd, 2022.

BACKGROUND:

Job Zone has a student placement program that offers workplaces a subsidy of \$13.50/hour to recruit a student who is registered in the program. The student must work for up to 10 hours per week, for 8 weeks. A Job Zone representative contacted the Director of Recreation & Culture because they had a registrant who is a Winchester resident and wanted to work for our Recreation & Culture Department. The student commenced his placement with us on Saturday, November 27th and was instrumental in helping our team to put-up the Christmas lights throughout our villages.

OPTIONS:

- 1. Authorize the hiring of the Job Zone student as Facilities Attendant for the remainder of the 2021/2022 ice season - recommended.**
- 2. Do not authorize the hiring - not recommended.**

FINANCIAL ANALYSIS:

The current hourly rate for a Facilities Attendant is \$14.35. Job Zone is funding \$13.50/hour, leaving the Township to pay just \$0.85/hour. Over the 8-week employment period, the student will work 10 hours/week, for a total of 80 hours, at a total cost to the Township of only \$68 + eligible benefits. Job Zone's total contribution will be \$1,080, which will be reimbursed at the end of the placement. The student's contract will be November 27th, 2021 to January 22nd, 2022.

OTHERS CONSULTED:

Facilities Manager



ACTION REQUEST

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: Proposed Hall Rental Rates 2022-2023

RECOMMENDATION:

THAT Council authorize and approve the North Dundas Hall & Facility Rental Rates as outlined in Appendix A (attached), effective for 2022 & 2023.

BACKGROUND:

Due to restrictions and closures that were put in place both by the Province and the Eastern Ontario Health Unit (EOHU) as a result of COVID-19, our community halls have experienced a substantial decrease in the number of rentals over the period of 2020-2021. As hall rentals are just starting to increase again, it is recommended that the hall rental rates remain unchanged, in order to encourage our residents and guests to book our wonderful facilities.

OPTIONS AND DISCUSSION:

- 1. Renew the existing rental rates with no changes - recommended.**
- 2. Make changes to the current hall rental rates - not recommended.**

FINANCIAL ANALYSIS:

If the current rental rates remain unchanged, we are hoping that the aesthetic improvements made over the past few years, paired with our affordable rental rates, will result in more rental contracts.

OTHERS CONSULTED:

Recreation Coordinator

ATTACHMENTS:

2022-2023 Proposed Hall Rental Rates

North Dundas Facility Rental Rates

Proposed rates effective for any rentals or bookings taking place between January 1, 2022 and December 31, 2023

Definitions/Notes		
A	Not-For-Profit	Local: service clubs, sports, seniors, non-commercial
B	General	Set-up, take down and cleaning are included
	Township Sponsored Recreation Associations & Festivals	Rental rates for all Township facilities are waived for these users (Example: Dairyfest, Art on the Waterfront, Ormond Harmony Recreation Association, Morewood Recreation Association) Responsibilities: clean-up and tie garbage, clean kitchen, sweep, mop. No bathrooms.

Boardroom/Meeting Room

		1/2 Day	Daily
A	Not-For-Profit	\$15.00	\$30.00
B	General	\$30.00	\$60.00

South Mountain Resource Room/
Nelson LaPrade Centre

		1/2 Day	Daily
A	Not-For-Profit	\$30.00	\$50.00
B	General	\$85.00	\$120.00

Old Town Hall

		1/2 Day	1/2 Day with Operator	Daily
A	Not-For-Profit	\$30.00	\$80.00	\$50.00
B	General	\$85.00	\$135.00	\$120.00

Chesterville Community Hall

	Capacticy 250	1/2 Day	Daily
A	Not-For-Profit	\$40.00	\$70.00
B	General	\$130.00	\$185.00

Morewood Community Hall

	Capacticy 250	1/2 Day	Daily	Evening Event
A	Not-For-Profit	\$40.00	\$70.00	\$100.00
B	General	\$130.00	\$185.00	\$250.00

Joel Steele Community Hall

	Capacity 300	1/2 Day	Daily	Evening Event
A	Not-For-Profit	\$40.00	\$70.00	\$100.00
B	General	\$130.00	\$185.00	\$250.00

Joel Steele & Chesterville Slabs

	Capacity 1000	Daily/ 5 pm-2 am
A	Not-For-Profit	\$200.00
B	General	\$250.00

ALL LISTED PRICES SUBJECT TO A \$50 KEY DEPOSIT + INSURANCE



ACTION REQUEST

Chief Administrative Officer

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: Staff Recognition Policy 77-2019 revision

RECOMMENDATION:

THAT Council approve Staff Recognition policy 77-2019 as amended.

BACKGROUND:

In September 2019, Council approved policy 77-2019 which established staff recognition and staff years of service awards.

The three categories of staff recognition awards are:

- 1) Customer Service
- 2) Safety Smart
- 3) Innovation, Sustainability and Leadership

Nominations for the above three awards can be made by any staff member or resident of the Township of North Dundas. The awards include a \$50 gift card to the North Dundas business of the winner's choice.

In the existing policy, it indicates that the application deadline for nominations for staff recognition awards is sixty days prior to the staff recognition ceremony each year. Review of nominations can be completed in less than 60 days; hence, it is not necessary to have a deadline that far in advance of the ceremony. It is therefore recommended that this portion of the policy be revised to establish an application deadline that is at least 3 weeks prior to the staff recognition ceremony each year.

This year's application deadline has been established as December 20th. If the policy revision is approved, the awards will be presented at the January 18th Council meeting.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

Funds will be included in the 2022 budget to cover the \$150 in recognition awards and the years of service awards, estimated at \$1,100.

OTHERS CONSULTED:

Clerk

Deputy Treasurer

ATTACHMENTS:

Revised policy 77-2019 Staff Recognition

POLICY MANUAL	Policy No. 77 - 2019
Township of North Dundas	
Subject: Staff Recognition Policy	Original: Sept 2019 Revised: December 14, 2021

The Township recognizes that its employees are its greatest asset. Many of its employees often go above and beyond the regular expectations of their day-to-day responsibilities, and many of its employees have remained dedicated and loyal in serving the residents of North Dundas throughout their career.

This policy's intent is to provide a framework to pay tribute to these employees based on two pillars of staff recognition: Staff Recognition Awards for special contributions and achievements and years of service. Recognition awards for staff for each of these pillars will occur in conjunction with a regular Council meeting and/or staff training event each year. This policy will be managed and maintained by the Chief Administrative Officer, except where otherwise stated herein.

1. Staff Recognition Awards

Staff Recognition Awards provide an opportunity for employees to be duly recognized by their peers for any actions or undertakings that are above and beyond the expectations of their regular job responsibilities. Such contributions may occur in a variety of environments and circumstances that result in new ideas, work processes and/or standards, or policy initiatives that benefit the municipality and its taxpayers. As such, three award categories have been created to reflect this diversity. A maximum of one award will be presented per category, per year. The categories are as follows:

- Customer Service Excellence
- Safety Smart
- Innovation, Sustainability, and Leadership

Customer Service Excellence (\$50 gift card)

The intent of this award is to recognize that all Township employees provide customer service to a variety of clientele, whether it is an internal (Council support, payroll and benefit support, etc.), or external (the public or other stakeholders) customer. The Customer Service Excellence award recognizes an employee who:

- Consistently displays high levels of expertise, enthusiasm, and initiative in dealing with internal or external customers;
- Is pro-active in taking action to ensure a customer or client is satisfied before there is a problem;
- Provides a service in which customers or clients express, or show, a high level of satisfaction; and/or
- Displays exceptional follow-through in the handling of requests and/or complaints.

Safety Smart (\$50 gift card)

The Safety Smart award recognizes an employee who:

- Consistently exhibits safe work practices;
- Identifies and reports potential hazards which could affect an employee or group of employees; and/or
- Regularly goes above and beyond the expected safety standards.

Innovation, Sustainability, and Leadership (\$50 gift card)

The Innovation, Sustainability, and Leadership award recognizes an employee who:

- Displays outstanding creativity and/or innovation;
- Volunteers their time for the benefit of the community, while portraying a positive image of the Township;
- Has demonstrated superior leadership or mentoring skills with fellow employees; and/or
- Has provided a suggestion that results in increased productivity, reduced expenses, increased revenues or improved services.

Employees who are a recipient of a Staff Recognition Award will be invited to the annual staff recognition ceremony to be duly recognized by Council and senior staff for their contribution to the municipality.

Governance

Nominations for Staff Recognition Awards may be made by any staff member or resident of The Township of North Dundas. Nominations must be made by someone who has directly observed the effort and/or contribution made by the nominee, and must be seconded by a colleague concurring with the nomination. Public nominations are not required to be seconded.

Nomination forms can be found as an Appendix to this policy, as well as on the Township server.

Employee nominations for Staff Recognition Awards may only be made in one award category per employee per year. Neither the Chief Administrative Officer (CAO) nor Department Heads are eligible for nomination in any award category.

Implementation

Nominations for Staff Recognition Awards will be accepted throughout the course of each year and are to be forwarded to the Clerk, who shall compile the information for the review of the CAO. The application deadline for nominations will be **at least three (3) weeks** prior to the staff recognition ceremony each year, the date of which will be determined by the CAO.

Each year a notice will be circulated to all Township Departments to solicit interest in serving on the evaluation panel. The CAO will name the members of the panel from those who express interest.

The evaluation panel should, to the greatest extent possible, reflect a cross-section of Township personnel to fairly assess the contributions of each nomination. Evaluation panel members are not eligible to receive a Staff Recognition Award.

Once the evaluation panel has been formed, selection of the panel chair will be made by its members. There shall be a maximum of one representative from each Department on the evaluation panel. Representation of the evaluation panel will consist of:

Council – 1 representative – Mayor or Mayor’s designate
Chief Administrative Officer (or designate) – 1 representative
Department Head or Supervisory staff– 1 representative
Non-supervisory staff member – 1 representative

Nominations for each of the three Staff Recognition Award categories will be determined by the Staff Recognition Award evaluation panel. In the event of a split decision by the evaluation panel on any matter before it, the panel chair may cast the deciding vote. The evaluation panel may also recommend to the CAO that an award in any category not be granted should the panel believe the applications received do not adequately meet the established evaluation criteria.

Staff support to assist the evaluation panel may be requested by the Chief Administrative Officer. The CAO, or designate, will ensure that a budget for reasonable costs associated with the Staff Recognition Award program and this policy will be brought forward to Council each year.

2. Years of Service Awards

The Township formally recognizes all employees achieving specified years of service. A “gift card” will be awarded to employees according to the employee’s years of active service (not including leaves of absence) as follows:

Years	Value
5 years of service	\$50 value
10 years of service	\$100 value
15 years of service	\$150 value
20 years of service	\$200 value
25 years of service	\$400 value
30 years of service	\$400 value
35 years of service	\$400 value
40 years of service	\$500 value

40 years is the maximum service that a Township employee will receive financial recognition for.

Individuals who were previously employed by the Township prior to their most recent starting date, and who left its employ voluntarily, will receive credit for all periods of past service in calculating their years of service for eligibility for service awards.

Employees who have reached a Years of Service milestone listed within this policy will be invited to the staff recognition ceremony to be duly recognized for their contributions to the Township.

Initial Implementation:

In 2019, employees will be recognized for the highest level of years of service that they have achieved as of December 31, 2019 and presented with the applicable recognition.

Nomination Application

NAME OF NOMINEE: _____

Department: _____

Award Category: Customer Service Excellence ☐

 Safety Smart ☐

 Innovation, Sustainability, and Leadership ☐

Reason for Nomination:

Attachments:

Nominated by: _____

Seconded by: _____

Signature: _____

Signature: _____

Date: _____

OFFICIAL USE ONLY

Panel Chair:

Panel

Members:

COMMENTS:

RECOMMENDATION:

Panel Chair

Date: _____



Subject: By-law No. 2021-82 DiZazzo Garden Suite Zoning Amendment

is being considered, the servicing of the garden suite, and the housing needs of the occupant(s) of the unit.

A detailed planning report is attached. The proposed amendment constitutes good planning, as it conforms with the Official Plan and Planning Act, and will create an addition affordable dwelling unit in the Township. Should Council approve the Garden Suite Zoning Amendment, the Owners will have to enter into an agreement with the Township for occupancy and removal of the Garden Suite.

OPTIONS AND DISCUSSION:

1. **Approve the recommendation** - recommended.
2. **Do not approve the recommendation** - not recommended. The proponent can take the amendment to the Ontario Land Tribunal immediately.

FINANCIAL ANALYSIS:

No financial impact at this time.

OTHERS CONSULTED:

Applicant
CBO

ATTACHMENTS:

Draft By-law No. 2021-82



Planning Report

Re:	Rezoning Request by Jeremy Dizazzo of 10608 Sandy Row, legally described as West ½ of the East ¼ of Lot 7, Concession 1.
Date of Meeting:	December 14 th 2021
Official Plan:	Agricultural Resource Area
Current Zoning:	Rural (RU)
Proposed Zoning:	Rural - Temporary Use Nine (RU-T9)
Subject Area:	Approximately 122215 m ² (30.2 acs)
Existing Use:	Single Detached Dwelling
Proposed Use:	Same with Garden Suite

1. Purpose:

The Township of North Dundas received a site-specific application to amend the former Township of Mountain Zoning By-law No. 79-6, as amended, to rezone the subject property from “Rural (RU)” to “Rural Temporary Use Nine (RU-T9).”

The proposed Zoning By-law Amendment would allow the owners to install a temporary dwelling unit on their property for a maximum of 20 years (renewable for three (3) year periods thereafter).



2. Background:

The subject area is located within the Agricultural Resource Lands under the United Counties of Stormont, Dundas and Glengarry's Official Plan. The subject area also contains provincially significant wetlands and woodlands on the southern portion of the parcel. The northern portion of the lands are currently being used as a single detached dwelling.



The surrounding uses are primarily residential and agricultural.

3. Policy Direction:

3.1 Planning Act

The Planning Act first introduced "garden suites" in 2002 as a way to keep up with the aging population of Ontario.

Relevant excerpts are as follows:

- "39.1** (1) *As a condition to passing a by-law authorizing the temporary use of a garden suite under subsection 39 (1), the council may require the owner of the suite or any other person to enter into an agreement with the municipality dealing with such matters related to the temporary use of the garden suite as the council considers necessary or advisable...*
- (2) *In this section, "garden suite" means a one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary to an existing residential structure and that is designed to be portable.*



(3) Despite subsection 39 (2), a by-law authorizing the temporary use of a garden suite shall define the area to which it applies and specify the period of time for which the authorization shall be in effect, which shall not exceed 20 years from the day of the passing of the by-law.”

3.2 Provincial Policy Statement (PPS):

Since April 30, 2014, the Planning Act requires that all decisions of Council affecting planning matters “shall be consistent with” the Provincial Policy Statement (2014).

Relevant excerpts are as follows:

Proposed Location of Garden Suite

“1.4.3 *b) permitting and facilitating:*

- 1. all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements; and*
- 2. all forms of residential intensification, including second units, and redevelopment in accordance with policy 1.1.3.3;”*

3.3 United Counties of Stormont, Dundas and Glengarry Official Plan:

The lands subject to this amendment are designated as Residential Lands in the United Counties Official Plan.

Relevant excerpts are as follows:

3.5.4 Housing

2. Garden Suites

Garden suites may be permitted as a one-unit, detached, portable, self-contained residential structure that is accessory to and separated from an existing permitted residential dwelling on the same lot. Garden suites are intended to provide supportive housing.

Garden suites may be established in any Land Use District which permits a residential use as per Table 3.5 by the enactment of a Temporary Use By-law under the Planning Act. A Local municipality may require the property owner to enter into an agreement to govern the occupancy, sewage and water services, appearance, maintenance and removal of the unit, and the conditions and penalties for failure to remove the unit. The installation of any garden suite shall have regard to the planning principles set out in Section 3.5.1 and to the requirements for SDG Official Plan a temporary use By-law in Section 8.12.9).

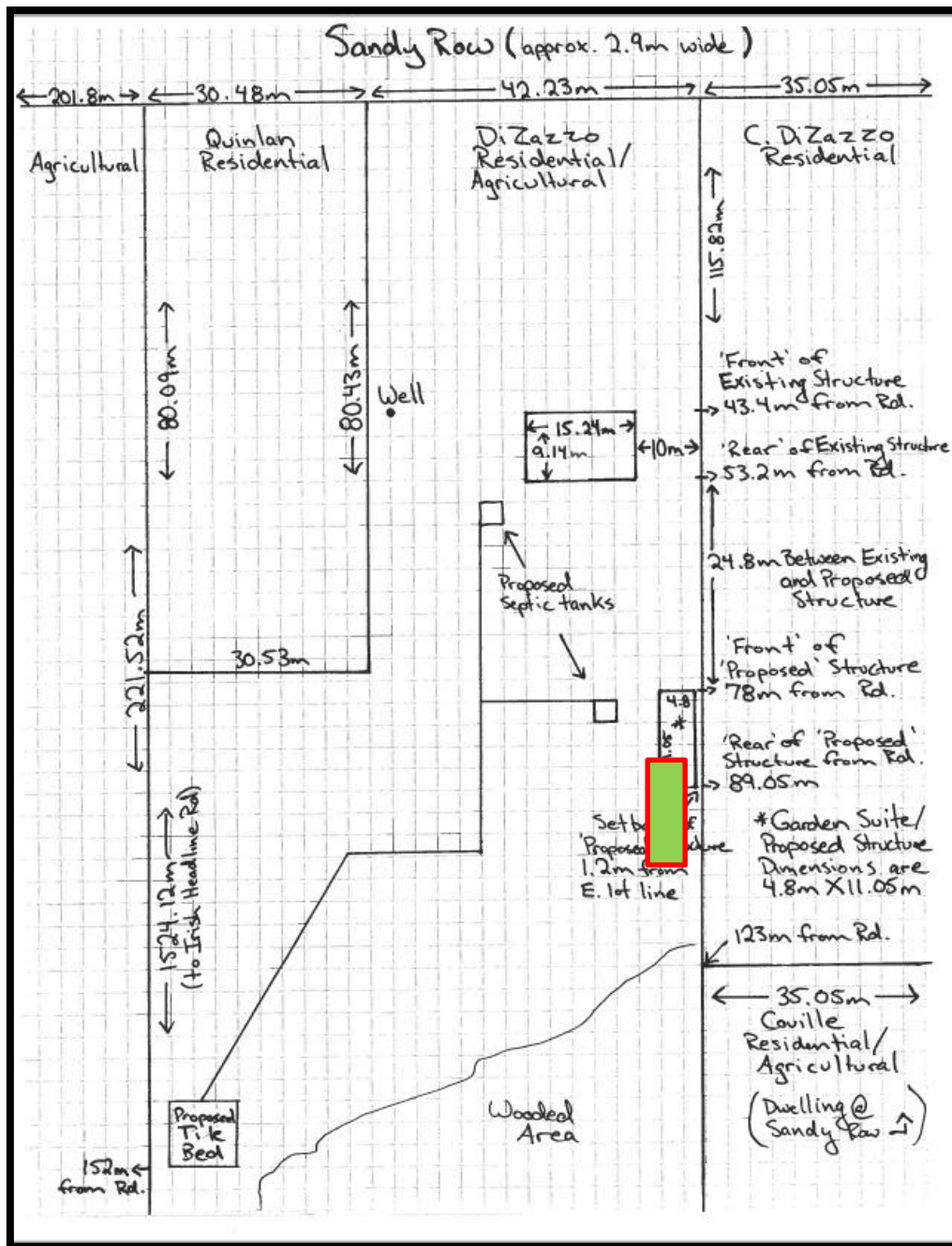
3.4 Zoning By-law 79-6:

The proposed temporary use zone (RU-T9) is required due to the limited timeline of a “garden suite.” In 2011, the Province of Ontario extended the time limit in the Planning Act to allow for garden suites for a term not exceeding 20 years (formerly was 10 years).

4. Analysis:

When considering a new garden suite in the Township, several site specific issues must be considered such as:

1. The location of the garden suite: setbacks from property lines and other buildings for aesthetic and fire safety considerations;
2. The location and availability of parking;
3. The type and size of property where the garden suite is being considered;
4. The servicing of the garden suite;
5. The housing needs of the occupant of the unit.



Owners will have to enter into an agreement with the Township for the occupancy and removal of the Garden Suite (draft by-law attached).

This application for a temporary use follows the intent of the *Planning Act*, *Provincial Policy Statement* and the *County Official Plan* for garden suites.

5. Comments:

No comments have been received.

6. Recommendation:

The proposed amendment constitutes good planning, conforms with the Official Plan and Planning Act and therefore Township Council should consider approving the proposed temporary use amendment. Secondly, that Council consider any comments from the public and adjacent neighbours during the public meeting before considering the proposed amendment.

Prepared by:	
<u>Original Signed</u> Danielle Ward, Junior Planner	Date: November 14 th , 2021
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.	
<u>Original Signed</u> Calvin Pol, MCIP, RPP, BES Director of Planning, Building and Enforcement	Date: December 9 th , 2021

BY-LAW No. 2021-82

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 Rural (RU) to Rural Temporary Use Nine (RU-T9) to permit the construction of a garden suite.

The lands affected by this amendment are described as West ½ of the East ¼ of Lot 7, Concession 1, former Township of Mountain, now the Township of North Dundas, County of Dundas, municipally known as 10608 Sandy Row, South Mountain (PIN# 661070351).

If the proposed by-law amendment is adopted, the subject land will be rezoned to Rural - Temporary Use Nine to allow the construction of a garden suite. As per Section 39.1.3 of the Planning Act, a by-law authorizing the temporary use of a garden suite, shall define the area to which it applies and specify the period of time for which the authorization shall be in effect, with a maximum of 20 years from the day of passing the by-law. In order to ensure the period of time outlined in Section 39.1.3 of the planning act is followed, the Owners will have to enter into an agreement with the Township for the occupancy and removal of the Garden Suite.

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

Applicant:

Jeremy DiZazzo

Owners

Edward DiZazzo and Christine DiZazzo

Roll Number:

0511-011-000-25000

***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 Sections 34 and 39.1 of the *Planning Act, R.S.O. 1990*, as amended, the Council of a Municipality may enact by-laws and temporary use 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 authorize the temporary use of land, buildings or structures for the purposes set out herein, that is otherwise prohibited by Zoning By-law Number 79-6 as amended, of the former Township of Mountain; 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 West ½ of the East ¼ of Lot 7, Concession 1, former Township of Mountain, municipally known as 10608 Sandy Row, being PIN# 661070351;

2.0 That (the former Township of Mountain) By-law Number 79-6, as amended, is hereby amended as follows:

2.1 That Subsection 10.1 Rural Zone (RU) of By-law Number 79-6, is hereby amended by inserting the following new subsection immediately after the contents thereof:

10.1(e) Temporary Uses:

(9) Rural - Temporary Use Nine (RU-T9)

Notwithstanding the provisions of subsection 10.1 (a) to the contrary, on lands zoned RU-T9 (10608 Sandy Row), (Roll #0511-011-000-25000-0000), a Garden Suite shall be permitted as a temporary use and shall be located a minimum of 1.2 metres from the easterly side lot line.

Condition: That the owners enter into an agreement with the municipality dealing with:

- a) the installation, maintenance and removal of the garden suite;
- b) the period of occupancy of the garden suite by any of the persons named in the agreement; and
- c) the monetary or other form of security that the council may require for actual or potential costs to the municipality related to the garden suite.

.../2

2.2 That Schedule “A” of (Township of Mountain) Zoning By-law No. 79-6 is hereby amended as follows:

2.2.1 That the area affected by Section 1 and shown on Schedule “1” of this By-law, shall henceforth be zoned “Rural - Temporary Use 9 (RU-T9)” and shall cease to be zoned “Rural (RU)”.

- 3.0** All other applicable provisions of (the former Township of Mountain) By-law Number 79-6, as amended, shall continue to apply.
- 4.0** Date By-law Effective and Term
- 4.1** Subject to the giving of notice of passing of this by-law, in accordance with Section 34 (18) of the *Planning Act, 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, 1990*, as amended.
- 4.2** This by-law shall continue in force and effect for a term not to exceed twenty (20) years, unless it is repealed at an earlier date.
- 5.0** 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 December, 2021.

MAYOR

CLERK

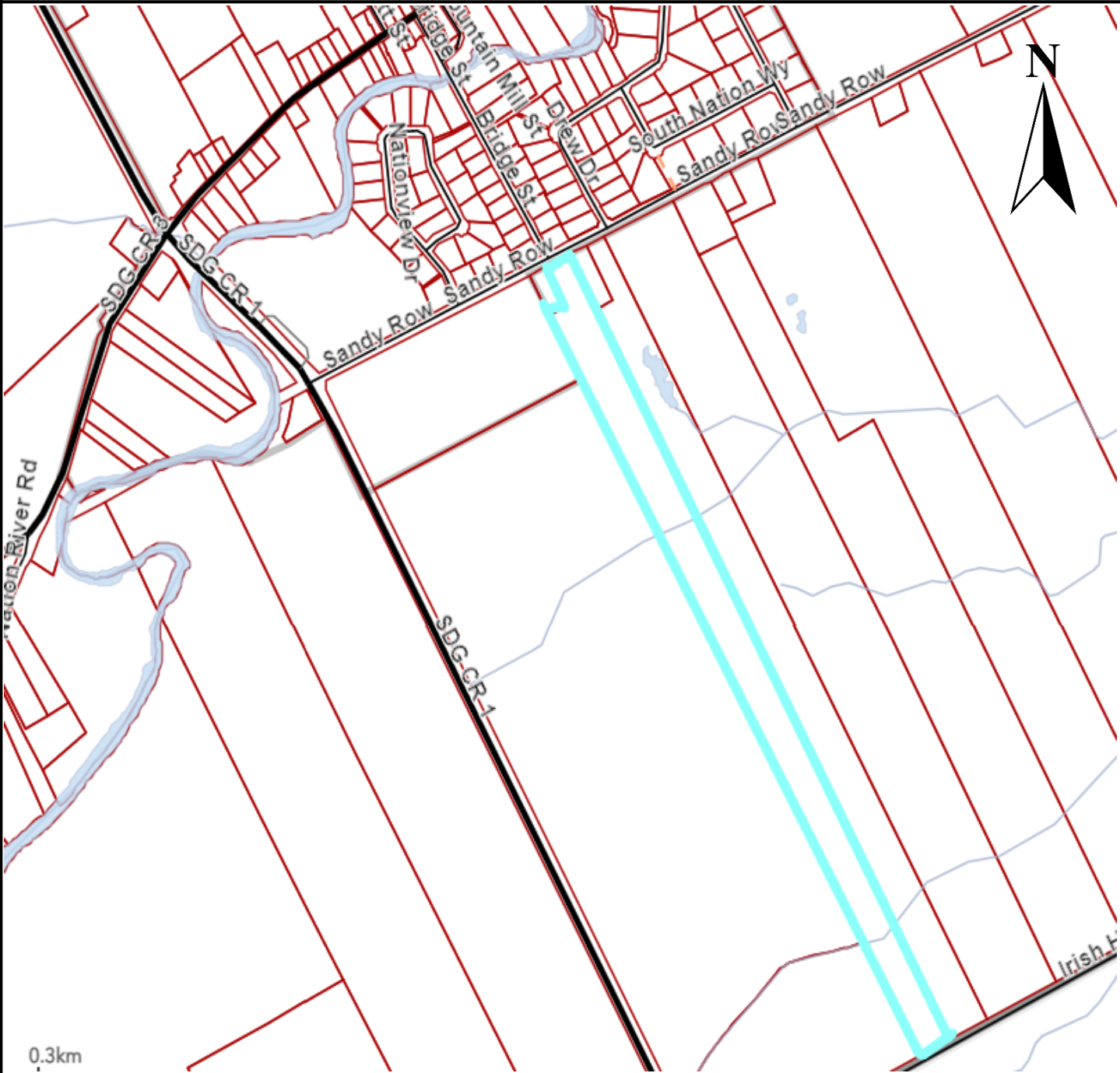
SCHEDULE “1”

BY-LAW No. 2021-82

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

Mayor

Clerk



Area to be changed from Rural (RU) to Rural - Temporary Use 9 (RU-T9).

West ½ of the East ¼ of Lot 7, Concession 1, former Township of Mountain, now Township of North Dundas, municipally known as 10608 Sandy Row, South Mountain (PIN# 661070351, Roll# 0511-011-000-25000-0000).



ACTION REQUEST – BY-LAW

Planning, Building & Enforcement

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: By-law No. 2021-83 Garden Suite Agreement - Dizazzo

RECOMMENDATION:

THAT By-law No. 2021-83 being a By-law to Authorize the Mayor and Clerk to enter into a Garden Suite Agreement between the Township of North Dundas and Edward and Christine DiZazzo, be read and passed in Open Council, signed and sealed this 14th day of December, 2021.

EXECUTIVE SUMMARY:

A public meeting to hear the merits of a proposed garden suite at 10608 Sandy Row is scheduled for December 14th, 2021 at 6:30 pm. If the Temporary Use By-law to permit the garden suite is adopted by Council, then the garden suite agreement can be considered by Council. The agreement contains provisions for the occupancy of the unit and for the removal of the garden suite (legally, it is a temporary use under Section 39.1 of the Planning Act).

BACKGROUND:

By-law No. 2021-82 is a by-law to permit a garden suite at 10608 Sandy Row, South Mountain, as a temporary use. Under the revised Section 39.1 (3) of the Planning Act, municipalities can permit garden suites on a property for up to 20 years. Council may, by by-law, grant three (3) year extensions thereafter.

The purpose of the garden suite agreement (By-law No.2021-83) is to manage matters related to the temporary use of the garden suite, including:

- (a) The installation, maintenance, and removal of the garden suite;
- (b) The period of occupancy of the garden suite by any of the persons named in the agreement; and
- (c) The monetary or other form of security that the council may require for actual or potential costs to the municipality related to the garden suite.

Back in the early 2000s, North Dundas developed a garden suite agreement. This standardized agreement has been used for over six garden suites throughout the Township.

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation - recommended.**

- 2. Do not approve the recommendation** - not recommended. The Township would not have the ability to effectively manage many aspects of the garden suite.

FINANCIAL ANALYSIS:

The Township will have the monetary or other form of security that Council may require for actual or potential costs to the municipality related to the garden suite.

OTHERS CONSULTED:

Building Department

ATTACHMENTS:

By-law No.2021-83, being a By-law to enter into a Garden Suite Agreement.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2021-83

*Being a By-law to Authorize the entering into of an Agreement concerning
a Garden Suite.*

WHEREAS Section 39.1 of the *Planning Act, R.S.O., 1990 C-P. 13*, as amended,
permits a municipality to enact By-laws to authorize the temporary use of a
Garden Suite;

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

- 1.0** The Corporation of the Township of North Dundas be and is hereby authorized to enter into an agreement relating to the location of a Garden Suite on those lands in the Township described as the area affected by this By-law described as Part West ½ of the East ¼ of Lot 7, Concession 1, former Township of Mountain, now the Township of North Dundas, County of Dundas, known as 10608 Sandy Row, PIN # 661070351.
- 2.0** The Mayor and Clerk be and are hereby authorized to execute such an Agreement with the Owners of the said lands, Edward DiZazzo and Christine DiZazzo. The Agreement may deal with such matters related to the temporary use of the garden suite as Council considers necessary or advisable including:
- i) the installation, maintenance and removal of the garden suite;
 - ii) the period of occupancy of the garden suite by any of the persons named in the agreement; and,
 - iii) the monetary or other form of security that Council may require for actual or potential costs to the municipality related to the garden suite.
- 3.0** This By-law shall come into force and take effect on the final day of passing thereof.

READ and passed in open Council, signed and sealed this 14th day of December 2021.

Mayor

Clerk



ACTION REQUEST – BY-LAW

Finance

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: By-law No. 2021-93 – Borrowing Debenture from OILC

RECOMMENDATION:

THAT By-law No. 2021-93 being a By-law of the Corporation of the Township of North Dundas to authorize the borrowing upon serial debentures in the principal amount of \$2,000,000.00 towards the cost of capital roadways and guiderail improvements be read and passed in Open Council, signed and sealed this 14th day of December, 2021.

BACKGROUND:

On November 9, 2021, Council passed By-law No. 2021-76, as amended, approving the submission of an application to Ontario Infrastructure and Lands Corporation (OILC) for long-term financing for capital works projects.

In addition, Council authorized the entering into a Rate Offer Letter Agreement pursuant to which the municipality will issue debentures to OILC. This was completed on December 6, 2021. The debenture is a 10-year serial debenture at an interest rate of 2.27% dated December 22, 2021.

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation** - recommended.
- 2. Do not approve the recommendation** - not recommended. Should the Township not adopt the by-law, the Township will not be able to receive financing from OILC.

FINANCIAL ANALYSIS:

The Ontario Infrastructure debenture is a serial 10-year loan with an interest rate of 2.27 %. Payment of the loan will come from revenues generated through taxation.

The annual payments will be:

Year	Amount	Principal	Interest	Year End Balance
2022	\$ 243,316.60	\$ 200,000.04	\$ 43,316.56	\$ 1,799,999.96
2023	238,776.60	200,000.04	38,776.56	1,599,999.92
2024	234,334.04	200,000.04	34,334.00	1,399,999.88
2025	229,696.61	200,000.04	29,696.57	1,199,999.84
2026	225,156.61	200,000.04	25,156.57	999,999.80
2027	220,616.61	200,000.04	20,616.57	799,999.76
2028	216,124.30	200,000.04	16,124.26	599,999.72
2029	211,536.62	200,000.04	11,536.58	399,999.68
2030	206,996.63	200,000.04	6,996.59	199,999.64
2031	202,456.22	199,999.64	2,456.58	(0.00)

OTHERS CONSULTED:

Infrastructure Ontario

ATTACHMENTS:

By-law No. 2021-93

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NUMBER 2021-93

A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS TO AUTHORIZE THE BORROWING UPON SERIAL DEBENTURES IN THE PRINCIPAL AMOUNT OF \$2,000,000.00 TOWARDS THE COST OF CAPITAL ROADWAYS AND GUIDERAILS IMPROVEMENT

WHEREAS subsection 401 (1) of the *Municipal Act, 2001*, as amended (the “**Act**”) provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS subsection 408 (2.1) of the Act provides that a municipality may issue a debenture or other financial instrument for long-term borrowing only to provide financing for a capital work;

AND WHEREAS the Council of The Corporation Of The Township Of North Dundas (the “**Municipality**”) has passed the By-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law to authorize the capital work(s) described in column (2) of Schedule “A” (the “**Capital Work(s)**”), to authorize the long-term borrowing from Ontario Infrastructure and Lands Corporation (“**OILC**”) in respect of the Capital Work(s) and to confirm, ratify and approve the execution by the Treasurer of the application to OILC for financing the Capital Works (the “**Application**”) and the submission by such authorized official of the Application; and to execute and deliver to OILC the rate offer letter agreement in respect of such long-term borrowing for the Capital Works;

AND WHEREAS before authorizing the Capital Work(s) and before authorizing any additional cost amount and any additional debenture authority in respect thereof (if any) the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing in accordance with the applicable regulation and, prior to the Council of the Municipality authorizing the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), the Treasurer determined that the estimated annual amount payable in respect of the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), would not cause the Municipality to exceed the updated limit and that the approval of the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), by the Local Planning Appeal Tribunal pursuant to such regulation was not required;

AND WHEREAS the Municipality has submitted the Application to OILC and the Application has been approved;

AND WHEREAS to provide long-term financing for the Capital Work(s) it is now deemed to be expedient to borrow money by the issue of serial debentures in the aggregate principal amount of \$2,000,000.00 dated December 22, 2021 and maturing on December 22, 2031, and payable in monthly instalments of combined equal principal and diminishing interest amounts on the twenty-second day of January 2022 and the twenty-second day of

each month thereafter in each of the years 2022 to 2031, both inclusive on the terms hereinafter set forth;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS ENACTS AS FOLLOWS:

1. For the Capital Work(s), the borrowing upon the credit of the Municipality at large of the aggregate principal amount of 2,000,000.00 and the issue of serial debentures therefor to be repaid in monthly instalments of combined of principal and interest as hereinafter set forth, are hereby authorized.
2. The Mayor and the Treasurer of the Municipality are hereby authorized to cause any number of serial debentures to be issued for such amounts of money as may be required for the Capital Work(s) in definitive form, not exceeding in total the said aggregate principal amount of \$2,000,000.00 (the "**Debentures**"). The Debentures shall bear the Municipality's municipal seal and the signatures of the Mayor and the Treasurer of the Municipality, all in accordance with the provisions of the Act. The municipal seal of the Municipality and the signatures referred to in this section may be printed, lithographed, engraved or otherwise mechanically reproduced. The Debentures are sufficiently signed if they bear the required signatures and each person signing has the authority to do so on the date he or she signs.
3. The Debentures shall be in fully registered form as one or more certificates in the aggregate principal amount of \$2,000,000.00, in the name of OILC, or as OILC may otherwise direct, substantially in the form attached as Schedule "B" hereto and forming part of this By-law with provision for payment of principal and interest (other than in respect of the final payment of principal and outstanding interest on maturity upon presentation and surrender) by pre-authorized debit in respect of such principal and interest to the credit of such registered holder on such terms as to which the registered holder and the Municipality may agree.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. The Debentures shall all be dated December 22, 2021, and as to both principal and interest shall be expressed and be payable in lawful money of Canada. The Debentures shall bear interest at the rate of 2.27% per annum and mature during a period of 10 years from the date thereof payable monthly in arrears as described in this section. The Debentures shall be paid in full by December 22, 2031 and be payable in monthly instalments of combined equal principal and diminishing interest amounts on the twenty-second day of January 2022 and the twenty-second day of

each month thereafter in each of the years 2022 to 2031, both inclusive, save and except for the last instalment of principal which may vary slightly from the preceding equal instalments, as set forth in Schedule "C" attached hereto and forming part of this By-law ("**Schedule "C"**").

6. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed (a "**Business Day**") and if any date for payment is not a Business Day, payment shall be made on the next following Toronto Business Day.
7. Interest shall be payable to the date of maturity of the Debentures and on default shall be payable on any overdue amounts both before and after default and judgment at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debentures for such amounts plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amounts become overdue for so long as such amounts remain overdue and the Municipality shall pay to the registered holders any and all costs incurred by the registered holders as a result of the overdue payment. Any amounts payable by the Municipality as interest on overdue principal or interest and all costs incurred by the registered holders as a result of the overdue payment in respect of the Debentures shall be paid out of current revenue. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular monthly interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.

"**Prime Rate**" means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of the Debentures: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the "**Reference Banks**") as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the "**Prime Rate**" shall be the arithmetic mean of the rates quoted by those Reference Banks.

8. In each year in which a payment of monthly instalments of combined equal principal and diminishing interest amounts becomes due in respect of the Capital Work(s) including the last 'non-equal' instalment of principal, there shall be raised as part of the Municipality's general levy the amounts of principal and interest payable by the Municipality in each year as set out in Schedule "C" to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.

9. The Debentures may contain any provision for their registration thereof authorized by any statute relating to municipal debentures in force at the time of the issue thereof.
10. The Municipality shall maintain a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of the cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.
11. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of the Debentures as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. When a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.
12. The Debentures will be transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, the Mayor and the Treasurer shall issue and deliver a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.
13. The Mayor and the Treasurer shall issue and deliver new Debentures in exchange or substitution for Debentures outstanding on the registry with the same maturity and of like form which have become mutilated, defaced, lost, subject to a mysterious or unexplainable disappearance, stolen or destroyed, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case when a Debenture is mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed) furnished the Municipality with such evidence (including evidence as to the certificate number of

the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.

14. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of this By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
15. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
16. Reasonable fees in respect of the Debentures, in the normal course of business, other than reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of any of the principal and interest cheques (if any) that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder.
18. The Mayor and the Treasurer are hereby authorized to cause the Debentures to be issued, one or more of the Clerk and Treasurer are hereby authorized to generally do all things and to execute all other documents and other papers in the name of the Municipality in order to carry out the issue of the Debentures and the Treasurer is authorized to affix the Municipality's municipal seal to any of such documents and papers.
19. The money received by the Municipality from the sale of the Debentures to OILC, including any premium, and any earnings derived from the investment of that

money, after providing for the expenses related to their issue, if any, shall be apportioned and applied to the Capital Work(s) and to no other purpose except as permitted by the Act.

20. Subject to the Municipality's statement of investment policies and goals, the applicable legislation and the terms and conditions of the Debentures, the Municipality may, if not in default under the Debentures, at any time purchase any of the Debentures in the open market or by tender or by private contract at any price and on such terms and conditions (including, without limitation, the manner by which any tender offer may be communicated or accepted and the persons to whom it may be addressed) as the Municipality may in its discretion determine.
21. This By-law takes effect on the day of passing.

Read a first and second time this 14th day of December, 2021.

Read a third time and finally passed this 14th day of December, 2021.

Tony Fraser
Mayor

Jo-Anne McCaslin
Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

Schedule "A" to By-law Number 2021-93

(1)	(2)	(3)	(4)	(5)	(6)
By-law	Project Description	Approved Amount to be Financed Through the Issue of Debentures	Amount of Debentures Previously Issued	Amount of Debentures to be Issued	Term of Years of Debentures
2021-76	Capital Roadways and Guiderails Improvement	\$2,000,000.00	\$0.00	\$2,000,000.00	10 year(s)

Schedule “B” to By-law Number 2021-93

No. 2021-93

\$2,000,000.00

C A N A D A
Province of Ontario
THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

FULLY REGISTERED 2.27% SERIAL DEBENTURE

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS (the “**Municipality**”), for value received, hereby promises to pay to

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“**OILC**”)

or registered assigns, subject to the Conditions attached hereto which form part hereof (the “**Conditions**”), upon presentation and surrender of this debenture (or as otherwise agreed to by the Municipality and OILC) by the maturity date of this debenture (December 22, 2031), the principal amount of

TWO MILLION DOLLARS

----- (2,000,000.00) -----

by monthly instalments of combined equal principal and diminishing interest amounts on the twenty-second day of January 2022 and the twenty-second day of each month thereafter in each of the years 2022 to 2031, both inclusive, save and except for the last instalment of principal which may vary slightly from the preceding equal instalments, in the amounts set forth in the attached Serial Debenture Schedule (the “**Amortization Schedule**”) and subject to late payment interest charges pursuant to the Conditions, in lawful money of Canada. Subject to the Conditions: interest shall be paid until the maturity date of this debenture, in like money in monthly payments from the closing date (December 22, 2021), or from the last date on which interest has been paid on this debenture, whichever is later, at the rate of 2.27% per annum, in arrears, on the specified dates, as set forth in the Amortization Schedule; and interest shall be paid on default at the applicable rate set out in the Amortization Schedule both before and after default and judgment. The payments of principal and interest and the outstanding amount of principal in each year are shown in the Amortization Schedule.

The Municipality, pursuant to section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011* (the “**OILC Act, 2011**”) hereby irrevocably agrees that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness under this debenture, and to pay such amounts to OILC from the Consolidated Revenue Fund.

This debenture is subject to the Conditions.

DATED at The Corporation Of The Township Of North Dundas as at the 22nd day of December, 2021.

IN TESTIMONY WHEREOF and under the authority of By-law Number 2021-93 of the Municipality duly passed on the 14th day of December, 2021 (the “**By-law**”), this debenture is sealed with the municipal seal of the Municipality and signed by the Mayor and by the Treasurer thereof.

Date of Registration: December 22, 2021.

Tony Fraser, Mayor

(Seal)

Johanna Barkley,
Deputy Treasurer

<p>OILC hereby agrees that the Minister of Finance is entitled to exercise certain rights of deduction pursuant to section 25 of the OILC Act, 2011 as described in this debenture.</p> <p>Ontario Infrastructure and Lands Corporation</p> <table><tr><td>by: _____ Authorized Signing Officer</td><td>by: _____ Authorized Signing Officer</td></tr></table>		by: _____ Authorized Signing Officer	by: _____ Authorized Signing Officer
by: _____ Authorized Signing Officer	by: _____ Authorized Signing Officer		

LEGAL OPINION

We have examined the By-law of the Municipality authorizing the issue of serial debentures in the aggregate principal amount of \$2,000,000.00 dated December 22, 2021 and maturing on December 22, 2031 in monthly instalments of combined equal principal and diminishing interest amounts on the twenty-second day of January 2022 and the twenty-second day of each month thereafter in each of the years 2022 to 2031, both inclusive, save and except for the last instalment of principal which may vary slightly from the preceding equal instalments as set out in Schedule "C" to the By-law.

In our opinion, the By-law has been properly passed and is within the legal powers of the Municipality. The debenture issued under the By-law in the within form (the "**Debenture**") is the direct, general, unsecured and unsubordinated obligation of the Municipality. The Debenture is enforceable against the Municipality subject to the special jurisdiction and powers of the Local Planning Appeal Tribunal over defaulting municipalities under the *Municipal Affairs Act*. This opinion is subject to and incorporates all the assumptions, qualifications and limitations set out in our opinion letter.

December 22, 2021

Ault & Ault LLP [no signature required]

CONDITIONS OF THE DEBENTURE

Form, Denomination, and Ranking of the Debenture

1. The debentures issued pursuant to the By-law (collectively the “**Debentures**” and individually a “**Debenture**”) are issuable as fully registered Debentures without coupons.
2. The Debentures are direct, general, unsecured and unsubordinated obligations of the Municipality. The Debentures rank concurrently and equally in respect of payment of principal and interest with all other debentures of the Municipality except for the availability of money in a sinking or retirement fund for a particular issue of debentures.
3. This Debenture is one fully registered Debenture registered in the name of OILC and held by OILC.

Registration

4. The Municipality shall maintain at its designated office a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

Title

5. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of Debentures, including this Debenture, as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.

Payments of Principal and Interest

6. The record date for purposes of payment of principal of and interest on the Debentures is as of 5:00 p.m. on the sixteenth calendar day preceding any payment date including the maturity date. Principal of and interest on the Debentures are payable by the Municipality to the persons registered as holders in the registry on the relevant record date. The Municipality shall not be required to register any transfer, exchange or substitution of Debentures during the period from any record date to the corresponding payment date.
7. The Municipality shall make all payments in respect of monthly instalments of combined equal principal and diminishing interest amounts on the Debentures on the 22nd day of January and the 22nd day of each month thereafter, commencing on January 22, 2022 and ending on December 22, 2031, as set out in Schedule "C" to the By-law, by pre-authorized debit in respect of such interest and principal to the credit of the registered holder on such terms as the Municipality and the registered holder may agree.
8. The Municipality shall pay to the registered holder interest on any overdue amount of principal or interest in respect of any Debenture, both before and after default and judgment, at a rate per annum equal to the greater of the rate specified on the Amortization Schedule as attached to and forming part of the Debenture for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the Municipality shall pay to the registered holder any and all costs incurred by the registered holder as a result of the overdue payment.
9. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular monthly interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.
10. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed (a "**Business Day**"), and if any date for payment is not a Business Day, payment shall be made on the next following Business Day as noted on the Amortization Schedule.
11. The Debentures are transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, a new Debenture or Debentures of an equal aggregate principal amount in any authorized

denomination or denominations will be delivered as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.

12. The Municipality shall issue and deliver Debentures in exchange for or in substitution for Debentures outstanding on the registry with the same maturity and of like form in the event of a mutilation, defacement, loss, mysterious or unexplainable disappearance, theft or destruction, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case of a mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed Debenture) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
13. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of the By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
14. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
15. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed principal and interest cheques (if any) may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
16. If OILC elects to terminate its obligations under the rate offer agreement entered into between the Municipality and OILC, pursuant to which the Debentures are issued, or if the Municipality fails to meet and pay any of its debts or liabilities when due, or uses all or any portion of the proceeds of any Debenture for any purpose other than for a Capital Work(s) as authorized in the By-Law, the Municipality shall pay to OILC the

Make-Whole Amount on account of the losses that it will incur as a result of the early repayment or early termination.

Notices

17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder. If the Municipality or any registered holder is required to give any notice in connection with the Debentures on or before any day and that day is not a Business Day (as defined in section 10 of these Conditions) then such notice may be given on the next following Business Day.

Time

18. Unless otherwise expressly provided herein, any reference herein to a time shall be considered to be a reference to Toronto time.

Governing Law

19. The Debentures are governed by and shall be construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in Ontario.

Definitions:

- (a) **"Prime Rate"** means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of this Debenture: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the **"Reference Banks"**) as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the **"Prime Rate"** shall be the arithmetic mean of the rates quoted by those Reference Banks.
- (b) **"Make-Whole Amount"** means the amount determined by OILC as of the date of prepayment of the Debenture, by which (i) the present value of the remaining future scheduled payments of principal and interest under the Debenture to be repaid from the prepayment date until maturity of the Debenture discounted at the Ontario Yield exceeds (ii) the principal amount under the Debenture being repaid provided that the Make-Whole Amount shall never be less than zero.

- (c) **"Ontario Yield"** means the yield to maturity on the date of prepayment of the Debenture, assuming monthly compounding, which a non-prepayable Debenture made by the Province of Ontario would have if advanced on the date of prepayment of the Debenture, assuming the same principal amount as the Debenture and with a maturity date which is the same as the remaining term to maturity of the Debenture to be repaid minus 100 basis points.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
SCHEDULE "C" TO BY-LAW NUMBER 2021-93

Name.....: North Dundas, The Corporation Of The Township Of
Principal: 2,000,000.00
Rate.....: 02.2700
Term.....: 120
Matures...: 12/22/2031

Pay #	Date	Amount Due	Principal Due	Interest Due	Rem. Principal

1	01/22/2022	20,522.56	16,666.67	3,855.89	1,983,333.33
2	02/22/2022	20,490.43	16,666.67	3,823.76	1,966,666.66
3	03/22/2022	20,091.36	16,666.67	3,424.69	1,949,999.99
4	04/22/2022	20,426.16	16,666.67	3,759.49	1,933,333.32
5	05/22/2022	20,273.79	16,666.67	3,607.12	1,916,666.65
6	06/22/2022	20,361.90	16,666.67	3,695.23	1,899,999.98
7	07/22/2022	20,211.60	16,666.67	3,544.93	1,883,333.31
8	08/22/2022	20,297.63	16,666.67	3,630.96	1,866,666.64
9	09/22/2022	20,265.50	16,666.67	3,598.83	1,849,999.97
10	10/22/2022	20,118.31	16,666.67	3,451.64	1,833,333.30
11	11/22/2022	20,201.24	16,666.67	3,534.57	1,816,666.63
12	12/22/2022	20,056.12	16,666.67	3,389.45	1,799,999.96
13	01/22/2023	20,136.97	16,666.67	3,470.30	1,783,333.29
14	02/22/2023	20,104.84	16,666.67	3,438.17	1,766,666.62
15	03/22/2023	19,743.09	16,666.67	3,076.42	1,749,999.95
16	04/22/2023	20,040.57	16,666.67	3,373.90	1,733,333.28
17	05/22/2023	19,900.64	16,666.67	3,233.97	1,716,666.61
18	06/22/2023	19,976.31	16,666.67	3,309.64	1,699,999.94
19	07/22/2023	19,838.45	16,666.67	3,171.78	1,683,333.27
20	08/22/2023	19,912.04	16,666.67	3,245.37	1,666,666.60
21	09/22/2023	19,879.91	16,666.67	3,213.24	1,649,999.93
22	10/22/2023	19,745.16	16,666.67	3,078.49	1,633,333.26
23	11/22/2023	19,815.65	16,666.67	3,148.98	1,616,666.59
24	12/22/2023	19,682.97	16,666.67	3,016.30	1,599,999.92
25	01/22/2024	19,751.38	16,666.67	3,084.71	1,583,333.25
26	02/22/2024	19,719.25	16,666.67	3,052.58	1,566,666.58
27	03/22/2024	19,492.25	16,666.67	2,825.58	1,549,999.91
28	04/22/2024	19,654.98	16,666.67	2,988.31	1,533,333.24
29	05/22/2024	19,527.49	16,666.67	2,860.82	1,516,666.57
30	06/22/2024	19,590.72	16,666.67	2,924.05	1,499,999.90
31	07/22/2024	19,465.30	16,666.67	2,798.63	1,483,333.23
32	08/22/2024	19,526.46	16,666.67	2,859.79	1,466,666.56
33	09/22/2024	19,494.32	16,666.67	2,827.65	1,449,999.89
34	10/22/2024	19,372.01	16,666.67	2,705.34	1,433,333.22
35	11/22/2024	19,430.06	16,666.67	2,763.39	1,416,666.55

36	12/22/2024	19,309.82	16,666.67	2,643.15	1,399,999.88
37	01/22/2025	19,365.79	16,666.67	2,699.12	1,383,333.21
38	02/22/2025	19,333.66	16,666.67	2,666.99	1,366,666.54
39	03/22/2025	19,046.54	16,666.67	2,379.87	1,349,999.87
40	04/22/2025	19,269.40	16,666.67	2,602.73	1,333,333.20
41	05/22/2025	19,154.34	16,666.67	2,487.67	1,316,666.53
42	06/22/2025	19,205.13	16,666.67	2,538.46	1,299,999.86
43	07/22/2025	19,092.15	16,666.67	2,425.48	1,283,333.19
44	08/22/2025	19,140.87	16,666.67	2,474.20	1,266,666.52
45	09/22/2025	19,108.73	16,666.67	2,442.06	1,249,999.85
46	10/22/2025	18,998.86	16,666.67	2,332.19	1,233,333.18
47	11/22/2025	19,044.47	16,666.67	2,377.80	1,216,666.51
48	12/22/2025	18,936.67	16,666.67	2,270.00	1,199,999.84
49	01/22/2026	18,980.20	16,666.67	2,313.53	1,183,333.17
50	02/22/2026	18,948.07	16,666.67	2,281.40	1,166,666.50
51	03/22/2026	18,698.27	16,666.67	2,031.60	1,149,999.83
52	04/22/2026	18,883.81	16,666.67	2,217.14	1,133,333.16
53	05/22/2026	18,781.19	16,666.67	2,114.52	1,116,666.49
54	06/22/2026	18,819.54	16,666.67	2,152.87	1,099,999.82
55	07/22/2026	18,719.00	16,666.67	2,052.33	1,083,333.15
56	08/22/2026	18,755.28	16,666.67	2,088.61	1,066,666.48
57	09/22/2026	18,723.14	16,666.67	2,056.47	1,049,999.81
58	10/22/2026	18,625.71	16,666.67	1,959.04	1,033,333.14
59	11/22/2026	18,658.88	16,666.67	1,992.21	1,016,666.47
60	12/22/2026	18,563.52	16,666.67	1,896.85	999,999.80
61	01/22/2027	18,594.61	16,666.67	1,927.94	983,333.13
62	02/22/2027	18,562.48	16,666.67	1,895.81	966,666.46
63	03/22/2027	18,349.99	16,666.67	1,683.32	949,999.79
64	04/22/2027	18,498.22	16,666.67	1,831.55	933,333.12
65	05/22/2027	18,408.04	16,666.67	1,741.37	916,666.45
66	06/22/2027	18,433.95	16,666.67	1,767.28	899,999.78
67	07/22/2027	18,345.85	16,666.67	1,679.18	883,333.11
68	08/22/2027	18,369.69	16,666.67	1,703.02	866,666.44
69	09/22/2027	18,337.56	16,666.67	1,670.89	849,999.77
70	10/22/2027	18,252.56	16,666.67	1,585.89	833,333.10
71	11/22/2027	18,273.29	16,666.67	1,606.62	816,666.43
72	12/22/2027	18,190.37	16,666.67	1,523.70	799,999.76
73	01/22/2028	18,209.03	16,666.67	1,542.36	783,333.09
74	02/22/2028	18,176.89	16,666.67	1,510.22	766,666.42
75	03/22/2028	18,049.40	16,666.67	1,382.73	749,999.75
76	04/22/2028	18,112.63	16,666.67	1,445.96	733,333.08
77	05/22/2028	18,034.89	16,666.67	1,368.22	716,666.41
78	06/22/2028	18,048.36	16,666.67	1,381.69	699,999.74
79	07/22/2028	17,972.70	16,666.67	1,306.03	683,333.07
80	08/22/2028	17,984.10	16,666.67	1,317.43	666,666.40
81	09/22/2028	17,951.97	16,666.67	1,285.30	649,999.73
82	10/22/2028	17,879.41	16,666.67	1,212.74	633,333.06
83	11/22/2028	17,887.70	16,666.67	1,221.03	616,666.39
84	12/22/2028	17,817.22	16,666.67	1,150.55	599,999.72

85	01/22/2029	17,823.44	16,666.67	1,156.77	583,333.05
86	02/22/2029	17,791.30	16,666.67	1,124.63	566,666.38
87	03/22/2029	17,653.45	16,666.67	986.78	549,999.71
88	04/22/2029	17,727.04	16,666.67	1,060.37	533,333.04
89	05/22/2029	17,661.74	16,666.67	995.07	516,666.37
90	06/22/2029	17,662.77	16,666.67	996.10	499,999.70
91	07/22/2029	17,599.55	16,666.67	932.88	483,333.03
92	08/22/2029	17,598.51	16,666.67	931.84	466,666.36
93	09/22/2029	17,566.38	16,666.67	899.71	449,999.69
94	10/22/2029	17,506.26	16,666.67	839.59	433,333.02
95	11/22/2029	17,502.11	16,666.67	835.44	416,666.35
96	12/22/2029	17,444.07	16,666.67	777.40	399,999.68
97	01/22/2030	17,437.85	16,666.67	771.18	383,333.01
98	02/22/2030	17,405.72	16,666.67	739.05	366,666.34
99	03/22/2030	17,305.17	16,666.67	638.50	349,999.67
100	04/22/2030	17,341.45	16,666.67	674.78	333,333.00
101	05/22/2030	17,288.59	16,666.67	621.92	316,666.33
102	06/22/2030	17,277.19	16,666.67	610.52	299,999.66
103	07/22/2030	17,226.40	16,666.67	559.73	283,332.99
104	08/22/2030	17,212.92	16,666.67	546.25	266,666.32
105	09/22/2030	17,180.79	16,666.67	514.12	249,999.65
106	10/22/2030	17,133.11	16,666.67	466.44	233,332.98
107	11/22/2030	17,116.52	16,666.67	449.85	216,666.31
108	12/22/2030	17,070.92	16,666.67	404.25	199,999.64
109	01/22/2031	17,052.26	16,666.67	385.59	183,332.97
110	02/22/2031	17,020.13	16,666.67	353.46	166,666.30
111	03/22/2031	16,956.90	16,666.67	290.23	149,999.63
112	04/22/2031	16,955.86	16,666.67	289.19	133,332.96
113	05/22/2031	16,915.44	16,666.67	248.77	116,666.29
114	06/22/2031	16,891.60	16,666.67	224.93	99,999.62
115	07/22/2031	16,853.24	16,666.67	186.57	83,332.95
116	08/22/2031	16,827.33	16,666.67	160.66	66,666.28
117	09/22/2031	16,795.20	16,666.67	128.53	49,999.61
118	10/22/2031	16,759.96	16,666.67	93.29	33,332.94
119	11/22/2031	16,730.93	16,666.67	64.26	16,666.27
120	12/22/2031	16,697.37	16,666.27	31.10	0.00

2,229,010.84	2,000,000.00	229,010.84
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No. 2021-93

\$2,000,000.00

C A N A D A
Province of Ontario
THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

FULLY REGISTERED 2.27% SERIAL DEBENTURE

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS (the “**Municipality**”), for value received, hereby promises to pay to

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“**OILC**”)

or registered assigns, subject to the Conditions attached hereto which form part hereof (the “Conditions”), upon presentation and surrender of this debenture (or as otherwise agreed to by the Municipality and OILC) by the maturity date of this debenture (December 22, 2031), the principal amount of

TWO MILLION DOLLARS

----- (2,000,000.00) -----

by monthly instalments of combined equal principal and diminishing interest amounts on the twenty-second day of January 2022 and the twenty-second day of each month thereafter in each of the years 2022 to 2031, both inclusive, save and except for the last instalment of principal which may vary slightly from the preceding equal instalments, in the amounts set forth in the attached Serial Debenture Schedule (the “**Amortization Schedule**”) and subject to late payment interest charges pursuant to the Conditions, in lawful money of Canada. Subject to the Conditions: interest shall be paid until the maturity date of this debenture, in like money in monthly payments from the closing date (December 22, 2021), or from the last date on which interest has been paid on this debenture, whichever is later, at the rate of 2.27% per annum, in arrears, on the specified dates, as set forth in the Amortization Schedule; and interest shall be paid on default at the applicable rate set out in the Amortization Schedule both before and after default and judgment. The payments of principal and interest and the outstanding amount of principal in each year are shown in the Amortization Schedule.

The Municipality, pursuant to section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011* (the “**OILC Act, 2011**”) hereby irrevocably agrees that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness under this debenture, and to pay such amounts to OILC from the Consolidated Revenue Fund.

This debenture is subject to the Conditions.

DATED at The Corporation Of The Township Of North Dundas as at the 22nd day of December, 2021.

IN TESTIMONY WHEREOF and under the authority of By-law Number 2021-93 of the Municipality duly passed on the 14th day of December, 2021 (the “**By-law**”), this debenture is sealed with the municipal seal of the Municipality and signed by the Mayor and by the Treasurer thereof.

Date of Registration: December 22, 2021

_____	(Seal)	_____
Tony Fraser, Mayor		Johanna Barkley, Deputy Treasurer

OILC hereby agrees that the Minister of Finance is entitled to exercise certain rights of deduction pursuant to section 25 of the OILC Act, 2011 as described in this debenture.

Ontario Infrastructure and Lands Corporation

by: _____	by: _____
Authorized Signing Officer	Authorized Signing Officer

LEGAL OPINION

We have examined the By-law of the Municipality authorizing the issue of serial debentures in the aggregate principal amount 2,000,000.00 dated December 22, 2021 and maturing on December 22, 2031 in monthly instalments of combined equal principal and diminishing interest amounts on the twenty-second day of January 2022 and the twenty-second day of each month thereafter in each of the years 2022 to 2031, both inclusive, save and except for the last instalment of principal which may vary slightly from the preceding equal instalments as set out in Schedule "C" to the By-law.

In our opinion, the By-law has been properly passed and is within the legal powers of the Municipality. The debenture issued under the By-law in the within form (the "**Debenture**") is the direct, general, unsecured and unsubordinated obligation of the Municipality. The Debenture is enforceable against the Municipality subject to the special jurisdiction and powers of the Local Planning Appeal Tribunal over defaulting municipalities under the *Municipal Affairs Act*. This opinion is subject to and incorporates all the assumptions, qualifications and limitations set out in our opinion letter.

December 22, 2021

Ault & Ault LLP [no signature required]

CONDITIONS OF THE DEBENTURE

Form, Denomination, and Ranking of the Debenture

1. The debentures issued pursuant to the By-law (collectively the “**Debentures**” and individually a “**Debenture**”) are issuable as fully registered Debentures without coupons.
2. The Debentures are direct, general, unsecured and unsubordinated obligations of the Municipality. The Debentures rank concurrently and equally in respect of payment of principal and interest with all other debentures of the Municipality except for the availability of money in a sinking or retirement fund for a particular issue of debentures.
3. This Debenture is one fully registered Debenture registered in the name of OILC and held by OILC.

Registration

4. The Municipality shall maintain at its designated office a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

Title

5. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of Debentures, including this Debenture, as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.

Payments of Principal and Interest

6. The record date for purposes of payment of principal of and interest on the Debentures is as of 5:00 p.m. on the sixteenth calendar day preceding any payment date including the maturity date. Principal of and interest on the Debentures are payable by the Municipality to the persons registered as holders in the registry on the relevant record date. The Municipality shall not be required to register any transfer, exchange or substitution of Debentures during the period from any record date to the corresponding payment date.
7. The Municipality shall make all payments in respect of monthly instalments of combined equal principal and diminishing interest amounts on the Debentures on the 22nd day of January and the 22nd day of each month thereafter, commencing on January 22, 2022 and ending on December 22, 2031, as set out in Schedule “C” to the By-law, by pre-authorized debit in respect of such interest and principal to the credit of the registered holder on such terms as the Municipality and the registered holder may agree.
8. The Municipality shall pay to the registered holder interest on any overdue amount of principal or interest in respect of any Debenture, both before and after default and judgment, at a rate per annum equal to the greater of the rate specified on the Amortization Schedule as attached to and forming part of the Debenture for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the Municipality shall pay to the registered holder any and all costs incurred by the registered holder as a result of the overdue payment.
9. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular monthly interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.
10. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed (a “**Business Day**”), and if any date for payment is not a Business Day, payment shall be made on the next following Business Day as noted on the Amortization Schedule.
11. The Debentures are transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder’s duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, a new Debenture or Debentures of an equal aggregate principal amount in any authorized

denomination or denominations will be delivered as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.

12. The Municipality shall issue and deliver Debentures in exchange for or in substitution for Debentures outstanding on the registry with the same maturity and of like form in the event of a mutilation, defacement, loss, mysterious or unexplainable disappearance, theft or destruction, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case of a mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed Debenture) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
13. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of the By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
14. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
15. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed principal and interest cheques (if any) may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
16. If OILC elects to terminate its obligations under the rate offer agreement entered into between the Municipality and OILC, pursuant to which the Debentures are issued, or if the Municipality fails to meet and pay any of its debts or liabilities when due, or uses all or any portion of the proceeds of any Debenture for any purpose other than for a Capital Work(s) as authorized in the By-Law, the Municipality shall pay to OILC the

Make-Whole Amount on account of the losses that it will incur as a result of the early repayment or early termination.

Notices

17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder. If the Municipality or any registered holder is required to give any notice in connection with the Debentures on or before any day and that day is not a Business Day (as defined in section 10 of these Conditions) then such notice may be given on the next following Business Day.

Time

18. Unless otherwise expressly provided herein, any reference herein to a time shall be considered to be a reference to Toronto time.

Governing Law

19. The Debentures are governed by and shall be construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in Ontario.

Definitions:

- (a) **"Prime Rate"** means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of this Debenture: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the **"Reference Banks"**) as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the **"Prime Rate"** shall be the arithmetic mean of the rates quoted by those Reference Banks.
- (b) **"Make-Whole Amount"** means the amount determined by OILC as of the date of prepayment of the Debenture, by which (i) the present value of the remaining future scheduled payments of principal and interest under the Debenture to be repaid from the prepayment date until maturity of the Debenture discounted at the Ontario Yield

exceeds (ii) the principal amount under the Debenture being repaid provided that the Make-Whole Amount shall never be less than zero.

- (c) **"Ontario Yield"** means the yield to maturity on the date of prepayment of the Debenture, assuming monthly compounding, which a non-prepayable Debenture made by the Province of Ontario would have if advanced on the date of prepayment of the Debenture, assuming the same principal amount as the Debenture and with a maturity date which is the same as the remaining term to maturity of the Debenture to be repaid minus 100 basis points.

Name.....: North Dundas, The Corporation Of The Township Of
Principal: 2,000,000.00
Rate.....: 02.2700
Term.....: 120
Matures...: 12/22/2031

Pay # Date	Amount Due	Principal Due	Interest Due	Rem. Principal
1 01/22/2022	20,522.56	16,666.67	3,855.89	1,983,333.33
2 02/22/2022	20,490.43	16,666.67	3,823.76	1,966,666.66
3 03/22/2022	20,091.36	16,666.67	3,424.69	1,949,999.99
4 04/22/2022	20,426.16	16,666.67	3,759.49	1,933,333.32
5 05/22/2022	20,273.79	16,666.67	3,607.12	1,916,666.65
6 06/22/2022	20,361.90	16,666.67	3,695.23	1,899,999.98
7 07/22/2022	20,211.60	16,666.67	3,544.93	1,883,333.31
8 08/22/2022	20,297.63	16,666.67	3,630.96	1,866,666.64
9 09/22/2022	20,265.50	16,666.67	3,598.83	1,849,999.97
10 10/22/2022	20,118.31	16,666.67	3,451.64	1,833,333.30
11 11/22/2022	20,201.24	16,666.67	3,534.57	1,816,666.63
12 12/22/2022	20,056.12	16,666.67	3,389.45	1,799,999.96
13 01/22/2023	20,136.97	16,666.67	3,470.30	1,783,333.29
14 02/22/2023	20,104.84	16,666.67	3,438.17	1,766,666.62
15 03/22/2023	19,743.09	16,666.67	3,076.42	1,749,999.95
16 04/22/2023	20,040.57	16,666.67	3,373.90	1,733,333.28
17 05/22/2023	19,900.64	16,666.67	3,233.97	1,716,666.61
18 06/22/2023	19,976.31	16,666.67	3,309.64	1,699,999.94
19 07/22/2023	19,838.45	16,666.67	3,171.78	1,683,333.27
20 08/22/2023	19,912.04	16,666.67	3,245.37	1,666,666.60
21 09/22/2023	19,879.91	16,666.67	3,213.24	1,649,999.93
22 10/22/2023	19,745.16	16,666.67	3,078.49	1,633,333.26
23 11/22/2023	19,815.65	16,666.67	3,148.98	1,616,666.59
24 12/22/2023	19,682.97	16,666.67	3,016.30	1,599,999.92
25 01/22/2024	19,751.38	16,666.67	3,084.71	1,583,333.25
26 02/22/2024	19,719.25	16,666.67	3,052.58	1,566,666.58
27 03/22/2024	19,492.25	16,666.67	2,825.58	1,549,999.91
28 04/22/2024	19,654.98	16,666.67	2,988.31	1,533,333.24
29 05/22/2024	19,527.49	16,666.67	2,860.82	1,516,666.57
30 06/22/2024	19,590.72	16,666.67	2,924.05	1,499,999.90
31 07/22/2024	19,465.30	16,666.67	2,798.63	1,483,333.23
32 08/22/2024	19,526.46	16,666.67	2,859.79	1,466,666.56
33 09/22/2024	19,494.32	16,666.67	2,827.65	1,449,999.89
34 10/22/2024	19,372.01	16,666.67	2,705.34	1,433,333.22
35 11/22/2024	19,430.06	16,666.67	2,763.39	1,416,666.55
36 12/22/2024	19,309.82	16,666.67	2,643.15	1,399,999.88
37 01/22/2025	19,365.79	16,666.67	2,699.12	1,383,333.21
38 02/22/2025	19,333.66	16,666.67	2,666.99	1,366,666.54
39 03/22/2025	19,046.54	16,666.67	2,379.87	1,349,999.87
40 04/22/2025	19,269.40	16,666.67	2,602.73	1,333,333.20
41 05/22/2025	19,154.34	16,666.67	2,487.67	1,316,666.53

42	06/22/2025	19,205.13	16,666.67	2,538.46	1,299,999.86
43	07/22/2025	19,092.15	16,666.67	2,425.48	1,283,333.19
44	08/22/2025	19,140.87	16,666.67	2,474.20	1,266,666.52
45	09/22/2025	19,108.73	16,666.67	2,442.06	1,249,999.85
46	10/22/2025	18,998.86	16,666.67	2,332.19	1,233,333.18
47	11/22/2025	19,044.47	16,666.67	2,377.80	1,216,666.51
48	12/22/2025	18,936.67	16,666.67	2,270.00	1,199,999.84
49	01/22/2026	18,980.20	16,666.67	2,313.53	1,183,333.17
50	02/22/2026	18,948.07	16,666.67	2,281.40	1,166,666.50
51	03/22/2026	18,698.27	16,666.67	2,031.60	1,149,999.83
52	04/22/2026	18,883.81	16,666.67	2,217.14	1,133,333.16
53	05/22/2026	18,781.19	16,666.67	2,114.52	1,116,666.49
54	06/22/2026	18,819.54	16,666.67	2,152.87	1,099,999.82
55	07/22/2026	18,719.00	16,666.67	2,052.33	1,083,333.15
56	08/22/2026	18,755.28	16,666.67	2,088.61	1,066,666.48
57	09/22/2026	18,723.14	16,666.67	2,056.47	1,049,999.81
58	10/22/2026	18,625.71	16,666.67	1,959.04	1,033,333.14
59	11/22/2026	18,658.88	16,666.67	1,992.21	1,016,666.47
60	12/22/2026	18,563.52	16,666.67	1,896.85	999,999.80
61	01/22/2027	18,594.61	16,666.67	1,927.94	983,333.13
62	02/22/2027	18,562.48	16,666.67	1,895.81	966,666.46
63	03/22/2027	18,349.99	16,666.67	1,683.32	949,999.79
64	04/22/2027	18,498.22	16,666.67	1,831.55	933,333.12
65	05/22/2027	18,408.04	16,666.67	1,741.37	916,666.45
66	06/22/2027	18,433.95	16,666.67	1,767.28	899,999.78
67	07/22/2027	18,345.85	16,666.67	1,679.18	883,333.11
68	08/22/2027	18,369.69	16,666.67	1,703.02	866,666.44
69	09/22/2027	18,337.56	16,666.67	1,670.89	849,999.77
70	10/22/2027	18,252.56	16,666.67	1,585.89	833,333.10
71	11/22/2027	18,273.29	16,666.67	1,606.62	816,666.43
72	12/22/2027	18,190.37	16,666.67	1,523.70	799,999.76
73	01/22/2028	18,209.03	16,666.67	1,542.36	783,333.09
74	02/22/2028	18,176.89	16,666.67	1,510.22	766,666.42
75	03/22/2028	18,049.40	16,666.67	1,382.73	749,999.75
76	04/22/2028	18,112.63	16,666.67	1,445.96	733,333.08
77	05/22/2028	18,034.89	16,666.67	1,368.22	716,666.41
78	06/22/2028	18,048.36	16,666.67	1,381.69	699,999.74
79	07/22/2028	17,972.70	16,666.67	1,306.03	683,333.07
80	08/22/2028	17,984.10	16,666.67	1,317.43	666,666.40
81	09/22/2028	17,951.97	16,666.67	1,285.30	649,999.73
82	10/22/2028	17,879.41	16,666.67	1,212.74	633,333.06
83	11/22/2028	17,887.70	16,666.67	1,221.03	616,666.39
84	12/22/2028	17,817.22	16,666.67	1,150.55	599,999.72
85	01/22/2029	17,823.44	16,666.67	1,156.77	583,333.05
86	02/22/2029	17,791.30	16,666.67	1,124.63	566,666.38
87	03/22/2029	17,653.45	16,666.67	986.78	549,999.71
88	04/22/2029	17,727.04	16,666.67	1,060.37	533,333.04
89	05/22/2029	17,661.74	16,666.67	995.07	516,666.37
90	06/22/2029	17,662.77	16,666.67	996.10	499,999.70

91	07/22/2029	17,599.55	16,666.67	932.88	483,333.03
92	08/22/2029	17,598.51	16,666.67	931.84	466,666.36
93	09/22/2029	17,566.38	16,666.67	899.71	449,999.69
94	10/22/2029	17,506.26	16,666.67	839.59	433,333.02
95	11/22/2029	17,502.11	16,666.67	835.44	416,666.35
96	12/22/2029	17,444.07	16,666.67	777.40	399,999.68
97	01/22/2030	17,437.85	16,666.67	771.18	383,333.01
98	02/22/2030	17,405.72	16,666.67	739.05	366,666.34
99	03/22/2030	17,305.17	16,666.67	638.50	349,999.67
100	04/22/2030	17,341.45	16,666.67	674.78	333,333.00
101	05/22/2030	17,288.59	16,666.67	621.92	316,666.33
102	06/22/2030	17,277.19	16,666.67	610.52	299,999.66
103	07/22/2030	17,226.40	16,666.67	559.73	283,332.99
104	08/22/2030	17,212.92	16,666.67	546.25	266,666.32
105	09/22/2030	17,180.79	16,666.67	514.12	249,999.65
106	10/22/2030	17,133.11	16,666.67	466.44	233,332.98
107	11/22/2030	17,116.52	16,666.67	449.85	216,666.31
108	12/22/2030	17,070.92	16,666.67	404.25	199,999.64
109	01/22/2031	17,052.26	16,666.67	385.59	183,332.97
110	02/22/2031	17,020.13	16,666.67	353.46	166,666.30
111	03/22/2031	16,956.90	16,666.67	290.23	149,999.63
112	04/22/2031	16,955.86	16,666.67	289.19	133,332.96
113	05/22/2031	16,915.44	16,666.67	248.77	116,666.29
114	06/22/2031	16,891.60	16,666.67	224.93	99,999.62
115	07/22/2031	16,853.24	16,666.67	186.57	83,332.95
116	08/22/2031	16,827.33	16,666.67	160.66	66,666.28
117	09/22/2031	16,795.20	16,666.67	128.53	49,999.61
118	10/22/2031	16,759.96	16,666.67	93.29	33,332.94
119	11/22/2031	16,730.93	16,666.67	64.26	16,666.27
120	12/22/2031	16,697.37	16,666.27	31.10	0.00

2,229,010.84	2,000,000.00	229,010.84
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CERTIFICATE OF THE CLERK

To: Ault & Ault LLP

And To: OILC

IN THE MATTER OF an issue of a 10 year(s), 2.27% serial debenture of The Corporation Of The Township Of North Dundas (the “**Municipality**”) in the aggregate principal amount of \$2,000,000.00 for the capital work(s) of the Municipality, authorized by Debenture By-law Number 2021-93 (the “**Debenture By-law**”);

AND IN THE MATTER OF authorizing by-law(s) of the Municipality enumerated in Schedule “A” to the Debenture By-law.

I, Jo-Anne McCaslin, Clerk of the Municipality, **DO HEREBY CERTIFY THAT:**

1. The Debenture By-law was finally passed and enacted by the Council of the Municipality on the December 14, 2021 in full compliance with the *Municipal Act, 2001*, as amended (the “**Act**”) at a duly called meeting at which a quorum was present. Forthwith after the passage of the Debenture By-law, the same was signed by the Mayor and the Clerk and sealed with the municipal seal of the Municipality.
2. The authorizing by-law(s) referred to in Schedule “A” to the Debenture By-law (the “**Authorizing By-law(s)**”) have been enacted and passed by the Council of the Municipality in full compliance with the Act at meeting(s) at which a quorum was present. Forthwith after the passage of the Authorizing By-law(s) the same were signed by the Mayor and by the Clerk and sealed with the municipal seal of the Municipality.
3. With respect to the undertaking of the capital work(s) described in the Debenture By-law (the “**Capital Work(s)**”), before the Council of the Municipality exercised any of its powers in respect of the Capital Work(s), and before authorizing any additional cost amount and any additional debenture authority in respect thereof (if any), the Council of the Municipality had its Treasurer complete the required calculation set out in the relevant debt and financial obligation limits regulation (the “**Regulation**”). Accordingly, based on the Treasurer’s calculation and determination under the Regulation, the Council of the Municipality authorized the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), without the approval of the Local Planning Appeal Tribunal pursuant to the Regulation.
4. No application has been made or action brought to quash, set aside or declare invalid the Debenture By-law or the Authorizing By-law(s) nor have the same been in any way repealed, altered or amended, except insofar as some of the Authorizing By-law(s) may have been amended by any of the Authorizing By-law(s), and the Debenture By-law and the Authorizing By-law(s) are now in full force and effect.

5. All of the recitals contained in the Debenture By-law and the Authorizing By-law(s) are true in substance and fact.

6. To the extent that the public notice provisions of the Act are applicable, the Authorizing By-law(s) and the Debenture By-law have been enacted and passed by the Council of the Municipality in full compliance with the applicable public notice provisions of the Act.

7. None of the debentures authorized to be issued by the Authorizing By-law(s) have been previously issued.

8. All of the sewer and water works which constitute part of the Capital Works and which require the approval of the Ministry of the Environment, Conservation and Parks will be or have been completely and properly approved by the Ministry of the Environment, Conservation and Parks, as the case may be.

9. The Municipality is not subject to any restructuring order under Part V of the Act or other statutory authority, accordingly, no approval of the Authorizing By-law(s) and of the Debenture By-law and/or of the issue of the OILC Debentures is required by any transition board or commission appointed in respect of the restructuring of the Municipality.

10. The Authorizing By-law(s) and the Debenture By-law and the transactions contemplated thereby do not conflict with, or result in a breach or violation of any statutory provisions which apply to the Municipality or any agreement to which the Municipality is a party or under which the Municipality or any of its property is or may be bound, or, to the best of my knowledge, violate any order, award, judgment, determination, writ, injunction or decree applicable to the Municipality of any regulatory, administrative or other government or public body or authority, arbitrator or court.

DATED at The Corporation Of The Township Of North Dundas as at the 22nd day of December, 2021.

[AFFIX SEAL]

Jo-Anne McCaslin, Clerk

CERTIFICATE OF THE TREASURER

To: Ault & Ault LLP

And To: OILC

IN THE MATTER OF an issue of a 10 year(s), 2.27% serial debenture of The Corporation Of The Township Of North Dundas (the “**Municipality**”) in the aggregate principal amount of \$2,000,000.00, for Capital Work(s) of the Municipality authorized by Debenture By-law Number 2021-93 the “**Debenture By-law**”);

AND IN THE MATTER OF authorizing by-laws of the Municipality enumerated in Schedule “A” to the Debenture By-law.

I, Johanna Barkley, Deputy Treasurer of the Municipality, **DO HEREBY CERTIFY THAT:**

1. The Municipality has received from the Ministry of Municipal Affairs and Housing its annual debt and financial obligation limit for the relevant years.
2. With respect to the undertaking of the capital work(s) described in the Debenture By-law (the “**Capital Work(s)**”), before the Council of the Municipality authorized the Capital Work(s), and before authorizing any additional cost amount and any additional debenture authority in respect thereof (if any), the Treasurer calculated the updated relevant debt and financial obligation limit in accordance with the applicable debt and financial obligation limits regulation (the “**Regulation**”). The Treasurer thereafter determined that the estimated annual amount payable in respect of the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), would not cause the Municipality to reach or to exceed the relevant updated debt and financial obligation limit as at the date of the Council’s approval. Based on the Treasurer’s determination, the Council of the Municipality authorized the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), without the approval of the Local Planning Appeal Tribunal pursuant to the Regulation.
3. As at the date hereof the Municipality has not reached or exceeded its updated annual debt and financial obligation limit.
4. In updating the relevant debt and financial obligation limit(s), the estimated annual amounts payable described in the Regulation were determined based on current interest rates and amortization periods which do not, in any case, exceed the lifetime of any of the purposes of the Municipality described in such section, all in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the relevant Public Sector Accounting Board.

5. The term within which the debentures to be issued for the Municipality in respect of the Capital Work(s) pursuant to the Debenture By-law are made payable does not exceed the lifetime of such Capital Work(s).
6. The aggregate principal amount now being financed through the issue of debentures pursuant to the Debenture By-law in respect of the Capital Work(s) does not exceed the net cost of each such Capital Work.
7. The money received by the Municipality from the sale of the debentures issued pursuant to the Debenture By-law, including any premium, and any earnings derived from the investment of that money after providing for the expenses related to their issue, if any, shall be apportioned and applied to the Capital Work(s), and to no other purpose except as permitted by the *Municipal Act, 2001*.
8. On or before December 22, 2021, I as Deputy Treasurer, signed the fully registered serial debenture numbered 2021-93 in the aggregate principal amount of \$2,000,000.00, dated December 22, 2021, registered in the name of Ontario Infrastructure and Lands Corporation and authorized by the Debenture By-law (the "**OILC Debenture**").
9. On or before December 22, 2021, the OILC Debenture was signed by Tony Fraser, Mayor of the Municipality at the date of the execution and issue of the OILC Debenture, the OILC Debenture was sealed with the seal of the Municipality, the OILC Debenture is in all respects in accordance with the Debenture By-law and in issuing the OILC Debenture the Municipality is not exceeding its borrowing powers.
10. The said Tony Fraser, is the duly elected Mayor of the Municipality and that I am the duly appointed Deputy Treasurer of the Municipality and that we were severally authorized under the Debenture By-law to execute the OILC Debenture in the manner aforesaid and that the OILC Debenture is entitled to full faith and credence.
11. No litigation or proceedings of any nature are now pending or threatened, attacking or in any way attempting to restrain or enjoin the issue and delivery of the OILC Debenture or in any manner questioning the proceedings and the authority under which the same is issued, or affecting the validity thereof, or contesting the title or official capacity of the said Mayor or myself as Deputy Treasurer of the Municipality, and no authority or proceedings for the issuance of the OILC Debenture or any part of it has been repealed, revoked or rescinded in whole or in part.
12. The representations and warranties of the Municipality set out in the rate offer letter agreement (as described in the Debenture By-law) were true and correct as of the date of the request to purchase the debentures in respect of the Capital Work(s) pursuant to the Debenture By-law and are true and correct as of the date hereof and the Municipality is not in material default of any of its obligations under such rate offer letter agreement.

DATED at The Corporation Of The Township Of North Dundas as at the 22nd day of December, 2021.

[AFFIX SEAL]

Johanna Barkley, Deputy Treasurer

I, Jo-Anne McCaslin, Clerk of the Municipality do hereby certify that the signature of Johanna Barkley, Deputy Treasurer of the Municipality described above, is true and genuine.

[AFFIX SEAL]

Jo-Anne McCaslin, Clerk



ACTION REQUEST – BY-LAW

Clerk/Deputy CAO

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: By-law No. 2021-94 Emergency Response Plan

RECOMMENDATION:

THAT By-law No. 2021-94 being a By-law to adopt an Emergency Response Plan be read and passed in Open Council signed and sealed this 14th day of December, 2021.

BACKGROUND:

All municipalities in Ontario are required to establish and maintain an emergency management program in accordance with the requirements of the *Emergency Management and Civil Protection Act*.

The primary reason for an emergency management program is to improve public safety through a coordinated and pre-identified process for responding to critical situations. A realistic emergency management program will assist in protecting lives, infrastructure, and property, protect the environment, promote economic stability, and help ensure the continuance of critical assets and government.

The purpose of this report is to provide Council with an update on the status of the Township of North Dundas Emergency Management Program and to inform of amendments to the Emergency Response Plan. A year-end update from Emergency Planner, Kevin Spencer is attached.

Meetings of the North Dundas Municipal Emergency Control Group and the Emergency Management Program Committee were held in Council Chambers and via Zoom on May 10th, 2021 and September 15th, 2021 to review and discuss the annual Emergency Program.

The Municipal Emergency Management Control Group participated in an exercise entitled “Don’t Stop Believing” on November 30th, 2021. The main focus of this exercise was to review the mental health of staff during COVID-19.

Recommendations from the Emergency Management Program Committee have been included in the Emergency Response Plan.

These include amending the composition of the Municipal Emergency Control Group and the Emergency Management Program Committee and updating contact information to ensure member accuracy. Because this personal information is confidential, it is not included with this report. Council’s copy will be provided in hard copy format for reference.

OPTIONS AND DISCUSSION:

1. **Approve the recommendation to adopt the by-law** – recommended. All municipalities in Ontario are required to establish and maintain an Emergency Management Program.
2. **Do not approve the recommendation** - not recommended.

FINANCIAL ANALYSIS:

OTHERS CONSULTED:

Emergency Planner

ATTACHMENTS:

Emergency Management Year-end Update
By-law No. 2021-94

EMERGENCY MANAGEMENT YEAR-END UPDATE TO COUNCIL

Meetings of the North Dundas Municipal Emergency Control Group and the Emergency Management Program Committee were held in Council Chambers and via Zoom on May 10th, 2021 and September 15th, 2021 to review the annual Emergency Program of the Township of North Dundas. The discussion ensued around possible changes due to occurrences throughout 2020 and 2021. Due to Covid-19, the meetings were held virtually via Zoom platform. The Municipal Emergency Management Control Group participated in a group exercise on November 30th, 2021. The main focus of this exercise was the review the mental health of staff during COVID-19. Kevin Spencer of KC Spencer & Associates Ltd. provided facilitation for all the above noted meetings

The Township of North Dundas has all training required, complete. There is a form which has been provided to all the Control Group members stating that the criteria set out by the province for the training and competency requirements have been met and those forms will be provided to the Province during the compliance process.

The Emergency Plan, Critical Infrastructure and Hazard Identification and Risk Analysis have all been reviewed but due to the increased workload of Covid-19, no in-depth updates were completed.

Constant communication through the Municipal Facebook page, on the Township's Website and messages provided by Mayor Fraser and various Staff constitutes the Public Information and Education component of the requirements by the Province for the year.

The meeting of the Program Committee occurred directly after the Control Group Meeting and all updates were shared. There will be an overall message sent out to the Program Committee via email in the coming weeks to detail the program for the year and the hope to be able to meet face to face in 2022.

This information is being provided to the Council for awareness of the compliance requirements of the Township of North Dundas Emergency Management Program Committee. Compliance information will be provided to the Province via the Emergency Management portal online and will be completed in the coming days. The final report of the compliance measures input to the EMO Portal will be provided at your January Council Meeting.

Submitted by,

Kevin Spencer
KC Spencer & Associates.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2021-94

Being a by-law to adopt an Emergency Response Plan

WHEREAS the Emergency Management & Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended, and its associated regulations and standards, requires the implementation of a mandatory emergency management program by all Ontario municipalities;

AND WHEREAS every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency;

AND WHEREAS the designated emergency management coordinator shall develop, implement and maintain the emergency management program;

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

- 1.0** THAT the Emergency Response Plan as attached as Schedule “A” to this by-law is hereby approved and adopted;
- 2.0** THAT an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario;
- 3.0** THAT the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the Emergency Response Plan;
- 4.0** THAT certain appointed officials or their designated alternates, as provided in the approved Emergency Response Plan are empowered to cause an emergency notification to be issued to members of the Municipal Emergency Control Group, and to respond to an emergency in accordance with the Emergency Response Plan where an emergency exists but has not yet been declared to exist;
- 5.0** THAT the Emergency Management Program Committee will cause the Emergency Management Program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval.
- 6.0** THAT By-Law No. 2017-49 be repealed in its entirety.

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

MAYOR

CLERK

TOWNSHIP OF NORTH DUNDAS EMERGENCY RESPONSE PLAN
BY-LAW No. 2021-94
Schedule “A”

PART 1: INTRODUCTION

1. Emergencies are defined as situations or impending situations that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that are caused by forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. They can affect public safety, meaning health, welfare and property, as well as the environment and economic health of the Township of North Dundas.

2. North Dundas is a growing municipality located just 30 minutes south of the City of Ottawa and is home to a population of nearly 12,000 people that enjoy a mix of rural and urban lifestyles, excellent health care facilities, essential municipal services, positive population growth, natural heritage and much more. Major centers include Winchester and the scenic Village of Chesterville and several rural hamlets and settlements. North Dundas has a diversified rural economy and prides itself on having some of Eastern Ontario's finest agricultural land. Located in the center of North Dundas is “Canada's Dairy Capital,” as the largest milk processing plant in Canada is located in the Village of Winchester. North Dundas also boasts cutting-edge soya beans processors and the first flaxseed de-hulling and processing plant in the world. Major employers include Lactalist, MB Foster, Guildcrest Homes, Natunola Health Inc., Sevita International Corp., SynAgri, and Winchester District Memorial Hospital.

North Dundas offers easy access to the urban centers, with Ottawa less than 30 minutes to the north and Montreal 1.5 hrs away, and the U.S. market, just 30 minutes to the south. The Township is also located within a 30-minute radius of the Ottawa International Airport, an international bridge, a major seaway port and Highways 401, 416 and 417. The main railway line of the Canadian Pacific Railway runs through the Villages of Winchester and Chesterville.

3. In order to protect residents, businesses and visitors, the Township of North Dundas requires a coordinated emergency response by a number of agencies with strategic direction, oversight, and support provided by the township's Community Control Group (MECG). The MECG will appoint a select team to assume incident management functions and operate within a township Emergency Operations Centre (EOC).
4. Actions outlined in this emergency response plan are arrangements and procedures distinct from the normal, day-to-day operations carried out by our local emergency services.

5. The North Dundas Emergency Management Program Committee developed this emergency response plan.
6. Every official, municipal department and supporting agency must be prepared to carry out assigned responsibilities in an emergency. This emergency response plan has been prepared to provide key officials, municipal departments and supporting agencies of the Township of North Dundas important emergency response information related to:
 - a. Roles and responsibilities during an emergency; and,
 - b. Arrangements and services.
7. Should the Township of North Dundas be requested to provide a person with a disability a copy of this Emergency Response Plan, the Township will take into consideration the communication needs of the person with a disability and endeavour to provide the information in a format that takes into account the person's disability. (Amendment December 2012)
8. Copies of the Township of North Dundas Emergency Response Plan may be viewed at the Township Office to provide residents, businesses and interested visitors with the opportunity to be aware of its provisions. In addition, a copy of the plan is posted on the Township Website.

For more information, contact:
Community Emergency Management Coordinator
Township of North Dundas
P.O. Box 489
636 St. Lawrence Street
Winchester, ON K0C 2K0
(613) 774-2105

PART 2: AIM

9. The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors to the Township of North Dundas when faced with an emergency.
10. The plan enables a centralized controlled and coordinated response to emergencies in the Township of North Dundas. It meets the legislated requirements of the *Emergency Management and Civil Protection Act*. (Reference: R.S.O. 1990, Chapter E.9)
11. Emergencies can occur within the Township of North Dundas. Based on a Hazard Identification and Risk Assessment (HIRA) process, the North Dundas

Emergency Management Program Committee has identified the following as priority risks:

- a. Severe weather storms;
 - b. Hazardous materials emergencies – fixed, road, and rail;
 - c. Human health emergencies and epidemics; and,
 - d. Transportation accidents – rail.
12. The HIRA process will be reviewed on an annual basis by the North Dundas Emergency Management Program Committee and risk priorities revised as required.
 13. For further details, contact the Community Emergency Management Coordinator (CEMC).

PART 3: AUTHORITY

General

14. The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this emergency response plan in Ontario.
15. The *EMCPA* states that the:

“the head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”
16. As enabled by the *EMCPA*, this emergency response plan and its elements have been:
 - a. Issued under the authority of the Township of North Dundas By-Law No. 2021-94 dated December 14, 2021; and,
 - b. Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

Definition of an Emergency

17. The *EMCPA* defines an emergency as:

“An emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a

disease or other health risk, an accident or an act whether intentional or otherwise.”

Activation of Emergency Response Plan

18. Under the *EMCPA*, this emergency response plan authorizes employees of the municipality to take action to protect property and the health, safety and welfare of the citizens of the Township of North Dundas under the plan where an emergency exists but has not yet been declared to exist. The subordinate plans for high risks, attached within Appendix 5 (Township Confidential), may also be implemented, in whole, or in part in the absence of a formal declaration.
19. When such a situation exists, the appropriate member(s) of the MCEG will activate the emergency response plan by causing the other members of the MCEG to be notified of the situation.

PART 4: EMERGENCY NOTIFICATION PROCEDURES

20. Only a member of the MCEG may initiate the notification procedures.
21. When a member of the MCEG receives a warning of a real or potential emergency, that member will immediately contact the township’s alert network provider and direct them to initiate the notification of the MCEG. The member initiating the call must provide pertinent details (e.g. – a time and place for the MCEG to meet) as part of the notification procedure. The recommended format is contained in Appendix 1.
22. If deemed appropriate, the individual MCEG members may initiate their own internal notification procedures of their staff and volunteer organizations.
23. The members of the MCEG involved in activating the notification procedure must record the date and time MCEG members were contacted.
24. The contact phone numbers and addresses of the MCEG members (and their alternates) are contained in Appendix 1 (Township Confidential).

PART 5: REQUEST FOR ASSISTANCE

25. Assistance may be requested from the United Counties of Stormont, Dundas & Glengarry at any time by contacting the Counties Warden. The request shall not be deemed to be a request that the United Counties assume authority and control of the emergency.

26. Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.
27. A list of contact numbers for requesting assistance is attached as Appendix 3 (Township Confidential).

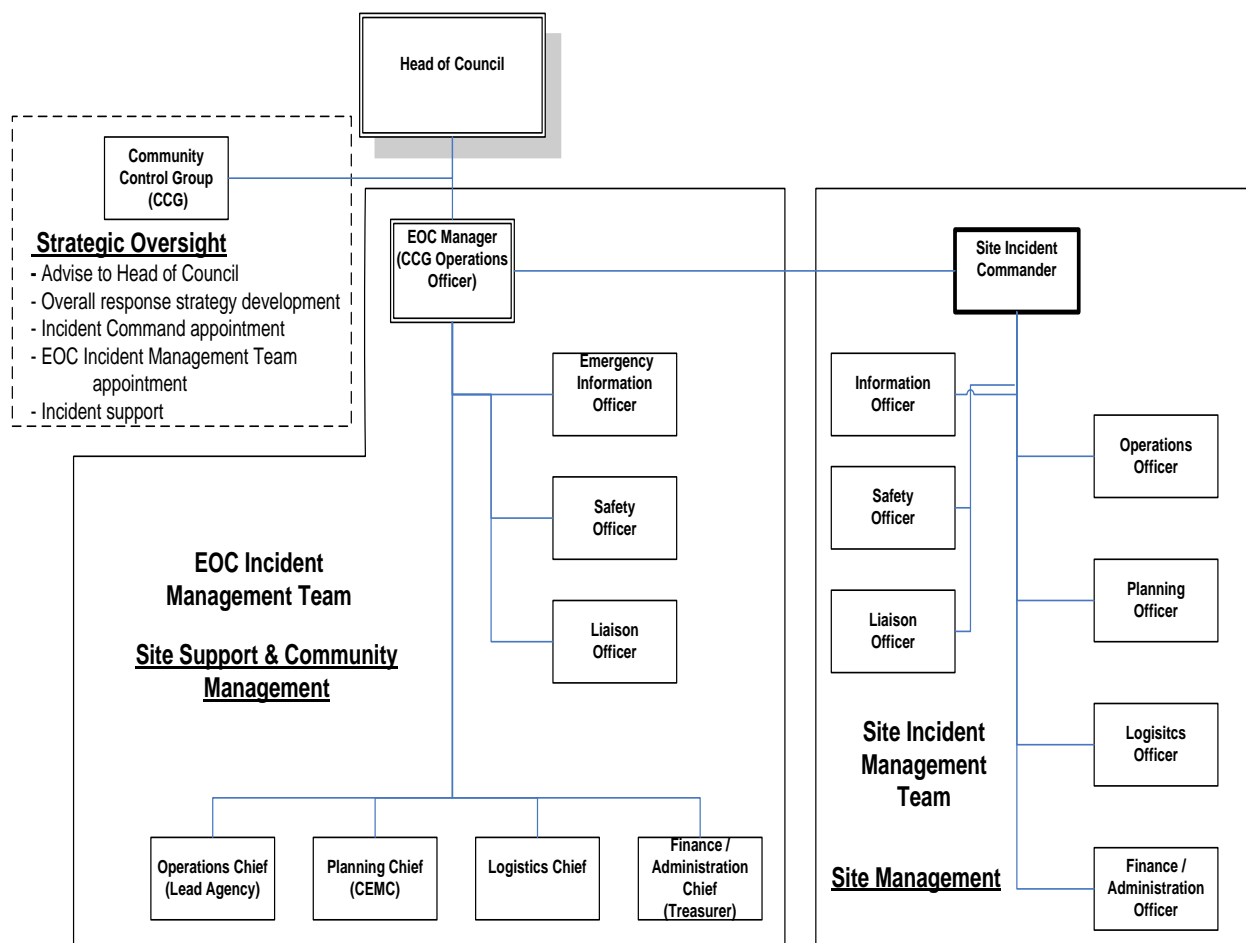
PART 6: A DECLARED COMMUNITY EMERGENCY

28. The Head of Council of the Township of North Dundas is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MCEG.
29. Upon declaring an emergency, the Head of Council will ensure that the following are notified:
 - a. Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
 - b. Members of the Municipal Council;
 - c. United Counties Warden, as appropriate;
 - d. Public;
 - e. Neighbouring community officials, as required;
 - f. Local Member of the Provincial Parliament (MPP); and,
 - g. Local Member of Parliament (MP).
30. A community emergency may be terminated at any time by;
 - a. Mayor or alternate Head of Council;
 - b. Township Council; or,
 - c. Premier of Ontario.
31. When terminating an emergency, the Head of Council will ensure that the following are notified:
 - a. Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
 - b. Members of the Municipal Council;
 - c. United Counties Warden, as appropriate;
 - d. Public;
 - e. Neighbouring community officials, as required;
 - f. Local member of Provincial Parliament (MPP); and,
 - g. Local Member of Parliament (MP).

PART 7: COMMUNITY EMERGENCY MANAGEMENT ORGANIZATION

Overall Emergency Management Organization

32. The community emergency management organization will normally consist of three components as follows:
- A site incident management team;
 - A community control group; and
 - An emergency operations centre incident management team.
33. The above organization is shown in diagrammatic form as follows:



34. The MECG will recommend to the Head of Council the best organization structure to manage each emergency.

Incident Site Management

35. **Concept**

- a. The MECG and the EOC Incident Management Team are not normally responsible for managing the emergency site. Therefore, one of the first actions of the MECG is the validation or appointment of an Incident Commander for the emergency site who will be responsible for managing all operations at the site.
- b. The Incident Commander will be appointed from one of the response agencies at the emergency site. The Incident Commander can be changed as a reflection of the stage of the emergency.
- c. In an emergency, it may be necessary to establish more than one emergency site. In such circumstances, an Incident Commander should be appointed for each site.
- d. In the case of an emergency covering a large geographic area and involving many response agencies, the MECG may decide to establish a number of Task Forces with each having a respective commander.

36. **Incident Command Organization.** The ICP should be staffed as necessary based on an Incident Management System (IMS) organization as follows:

- a. Command - Incident Commander
- b. Command Staff
- c. Emergency Information Officer
- d. Safety Officer
- e. Liaison Officer
- f. General Staff
- g. Operations Section Chief
- h. Planning Section Chief
- i. Logistics Section Chief
- j. Finance / Administration Section Chief

Community Emergency Control Group (MECG)

37. **General.** The overall strategic response to the incident will be directed by the MECG – a group of officials who are responsible for coordinating the provision of essential services necessary to minimize the effects of the emergency on the community.

38. **Composition.** The MCEG will be composed of the following:
- a. Head of Council;
 - b. Chief Administrative Officer who becomes the Operations Officer in the MCEG and EOC Manager for the EOC Incident Management Team;
 - c. Public Works Designate
 - d. Community Emergency Management Coordinator
 - e. Emergency Information Officer
 - f. Designated Senior Fire Official
 - g. Scribe or alternate
 - h. Emergency Planner

Emergency Management Program Committee (EMPC)

39. **General.** The EMPC shall be established to provide the Township with a higher-level co-ordinating body that will facilitate inter-departmental and municipal level co-operation regarding policy for emergency management and its four components: mitigation, preparedness, response and recovery. The EMPC shall review the state of emergency management in the Township and provide policy advice regarding emergency management to facilitate co-ordination between the various jurisdictions in the Township/County.
40. **Composition.** The EMPC will be composed of the following or their alternates:
- a. Head of Council;
 - b. Chief Administrative Officer who becomes the Operations Officer in the MCEG and EOC Manager for the EOC Incident Management Team;
 - c. Public Works Official
 - d. Community Emergency Management Coordinator
 - e. Emergency Information Officer
 - f. SD&G OPP Detachment Commander
 - g. Designated Senior Fire Official
 - h. Emergency Medical Services Designate
 - i. Scribe or alternate
 - j. Emergency Planner
41. **Special Advisers.** Special advisers may be called upon from public and private agencies having specialist knowledge and advice to give to the MCEG. These people may be called upon individually if required. Examples of special advisers are as follows:
- a. Emergency Management Ontario representative;
 - b. Local conservation authority representative;
 - c. Liaison staff from provincial ministries; and,
 - d. Any other officials, experts or representatives from the public or private sector as deemed necessary.

42. **Function.** The principal function of the MCEG is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency. The MCEG may operate with only a limited number of persons depending upon the emergency. While the MCEG may not require the presence of all the people listed as members, all members of the MCEG must be notified.

Emergency Operations Centre (EOC)

43. The MCEG will normally meet in the EOC. The EOC can be activated for any emergency for the purposes of managing an emergency by maintaining services to the community and supporting the emergency site. The locations of the Township of North Dundas primary and alternate EOCs are detailed in Appendix 2 (Township Confidential).

PART 8: EMERGENCY RESPONSE SYSTEM

Emergency Site Operations

44. Site Command

- a. Command is the first and primary organizational component to be established. The site command element consists of the person or team with the responsibility for managing the response to the incident.
- b. The Incident Commander's responsibilities include:
 - (1) Ensuring the safety of all responders;
 - (2) Assessing and reassessing the situation;
 - (3) Determining goals, strategies, objectives and priorities appropriate to the level of response;
 - (4) Establishing an appropriate site command structure;
 - (5) Coordinating all site incident management activities;
 - (6) Establishing and maintaining liaison with supporting, or cooperating organizations;
 - (7) Providing information to / briefing the MCEG as required;
 - (8) Establishing incident management facilities as needed;
 - (9) Approving an Incident Action Plan (IAP);
 - (10) Managing incident resources (including approval of volunteers);
 - (11) Managing sensitive issues arising from the incident;
 - (12) Authorizing the release of emergency information to the public in cooperation with other levels of response subject to guidelines issued by the Head of Council; and,

(13) Ordering incident demobilization as appropriate.

45. **Lines of Communication.** The Incident Commander will maintain a communications link with the EOC Manager. This is the primary information channel between the emergency site and the EOC Incident Management Team. Secondary information channels may be through agency communications links between agency officers at the site and their respective agency officials in the MCEG and in the EOC Incident Management Team.
46. **Perimeters.** The Incident Commander is responsible for isolating the emergency site. Outer and inner perimeters will be established by the Incident Commander. Access within the outer perimeter will be restricted to emergency response teams and others, such as the media, with specific functions to perform. The inner perimeter will be established around the actual site of the emergency. Access to the site within the inner perimeter will be limited to those directly involved in dealing with the emergency.
47. **Site Layout.** A protracted emergency will require support facilities to be established within the outer perimeter.
48. **Coordination.** The Incident Commander should establish an Incident Command Post (ICP). At first, the Incident Commander may consider operating from a vehicle. Later, the Incident Commander should relocate the ICP to an existing structure or in a mobile command centre to ensure the actions of all response teams at the site are coordinated.
49. **Resources.** The Incident Commander may allocate resources at the site and request additional resources if necessary. The EOC Incident Management Team is responsible for finding the necessary resources and making them available to the Incident Commander.

Municipal Community Control Group Operations

50. **Assembly.** Upon learning of a potential emergency, members of the MCEG should consider the possible need for activation of the emergency response plan and, if warranted, trigger the emergency notification procedure outlined at Appendix 1. Immediately after that they will report to the EOC. Upon assembling, the Mayor with the advice of other members of the MCEG may make a decision to declare an emergency and invoke the provisions of this emergency response plan.

51. General.

- a. The role of the MCEG can best be accomplished by round table assessment of events as they occur and by agreeing on an overall strategic response to overcome specific problem areas or situations.
- b. Normally, the MCEG ensures that an EOC incident management team is assembled under the direction of the Chief Administrative Officer as EOC Manager. The EOC incident management team will develop a community incident action plan (IAP) in support of the site IAP based on the strategy provided by the MCEG.
- c. The MCEG will validate or appoint Incident Commander(s) depending on the complexities of the emergency.
- d. The MCEG will ensure that the Incident Commander(s) have the resources to carry out the overall strategic response.
- e. The MCEG will ensure community services continue to function as best possible under the constraints of the emergency.

52. **Operations Cycle.** Members of the MCEG will gather at regular intervals for operational briefings, evaluations, and strategy revisions. The frequency of meetings and agenda items will be established by the MCEG Operations Officer / EOC Manager. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

53. **Log Keeping.** It is essential that all members of the MCEG maintain detailed records of decisions made and actions taken during the course of the emergency to provide records for historical purposes and possible litigation actions against the community.

54. **Coordination.** Once decisions have been made by the MCEG, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This vital function will normally fall to the EOC Manager who will be responsible for coordinating the activities of the EOC incident management team and for ensuring good communications between all agencies involved in emergency operations.

55. **Communications.** An important function of every agency is to provide timely information for the benefit of the emergency management decision-making process. This will necessitate reliable systems of communication between the incident site and the EOC for every agency involved.

56. **Emergency Information Management.** An Emergency Information Centre (EIC) will be established to meet the information needs of the media and the public. An

Emergency Information Plan is included in this emergency response plan as Appendix 4.

Municipal Community Control Group Responsibilities

57. **Municipal Community Control Group.** The actions or decisions which the members of the MECG are likely to be responsible for are:
- a. Calling out and mobilizing their emergency service, agency and equipment;
 - b. Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
 - c. Determining if the location and the composition of the MECG are appropriate;
 - d. Advising the Mayor as to whether the declaration of an emergency is recommended;
 - e. Advising the Mayor on the need to designate all or part of the township as an emergency area;
 - f. Ensuring that an Incident Commander is appointed for command of operations at the incident site;
 - g. Ensuring support for the Incident Commander by offering equipment, staff and resources as required;
 - h. Determining the overarching objectives and strategies for the emergency;
 - i. evaluating community IAP task results against objectives and strategies set by the MECG;
 - j. Providing assistance to the EOC Incident Management Team in relations to matters such as:
 - Discontinuing utilities or services provided by public or private concerns, i.e., hydro, water, gas, closing down a shopping plaza / mall;
 - Arranging for services and equipment from local agencies *not* under community control i.e., private contractors, volunteer agencies, service clubs;
 - Notifying, requesting assistance from and / or liaison with various levels of government and any public or private agencies *not* under community control, as considered necessary;
 - k. Determining the need to establish advisory groups and / or sub-committees / working groups for any aspect of the emergency including recovery;
 - l. Authorizing expenditure of money required to deal with the emergency;
 - m. Advising the Mayor on the termination of the emergency; and,
 - n. Participating in the debriefing following the emergency.

Individual Responsibilities of Municipal Community Control Group Members

58. The **Head of Council** will perform the following responsibilities:
- a. Provides overall leadership in responding to an emergency;
 - b. Declares an emergency within the designated area;
 - c. Ensures Emergency Management Ontario, Ministry of Community Safety and Correctional Services has been notified of the declaration of an emergency;
 - d. Makes decisions, determine priorities and issue operational direction through the MCEG Operations Officer / EOC Manager and the heads of response agencies;
 - e. Requests assistance from senior levels of government when required;
 - f. Ensures members of Council are advised of the declaration and are kept informed of the emergency situation;
 - g. Approves news releases and public announcements submitted by the MCEG Operations Officer / EOC Manager; and,
 - h. Terminates the emergency at the appropriate time and ensure all concerned have been notified including the Emergency Management Ontario, Ministry of Community Safety and Correctional Services and the members of Council (Note: Council may also terminate the emergency).
59. **Chief Administrative Officer (CAO).** The CAO or alternate will perform the duties and responsibilities of the MCEG Operations Officer / EOC Manager and as such will:
- a. Coordinates all operations within the EOC through the formation of an EOC Incident Management Team based on the ISM Model;
 - b. Advises the Mayor on policies and procedures, as appropriate;
 - c. Approves, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the MCEG;
 - d. Ensures that a communications link is established between the EOC and the Incident Commander; and,
 - e. Calls out additional staff to provide assistance, as required.
60. **Police Official.** The Police Official will perform the following functions and duties:
- a. Provide the MCEG with information and advice on law enforcement matters;
 - b. Call out additional resources as required;
 - c. Notify the coroner of fatalities;
 - d. Liaise with other police agencies, as required; and,
 - e. Provide an Incident Commander if required.
61. **Fire Official.** The Fire Official will perform the following functions and duties:
- a. Provides the MCEG with information and advice on firefighting and rescue

- matters;
 - b. Informs the Mutual Aid Fire Coordinator and trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed;
 - c. Determines if additional or special equipment is needed and recommend possible sources of supply (e.g., breathing apparatus, protective clothing);
 - d. Provides assistance to other municipal departments and agencies if necessary; and,
 - e. Provides an Incident Commander if required.
62. **Emergency Medical Services (EMS) Designate.** The EMS Designate will perform the following functions and duties:
- a. Establishes contact with the Central Ambulance Communications Centre (CACC) to keep abreast with the situation at the scene of the emergency;
 - b. Provides the MCEG with information on the triage, treatment and transportation of casualties;
 - c. Notifies area hospitals of the emergency situation;
 - d. Establishes on-going communications with emergency department personnel at area hospitals and the Health Official;
 - e. Liaise with other ambulance agencies, as required;
 - f. Advise if other means of transportation are required for those with minor injuries in a large scale response; and,
 - g. Provide an Incident Commander if required.
63. **Public Works Designate.** The Public Works Designate will perform the following functions and responsibilities:
- a. Provides information and advice on public works matters;
 - b. Liaises with public works officials in neighbouring communities and at the Counties to ensure a coordinated response;
 - c. Maintains liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
 - d. Provides public works materials, supplies and equipment and if not available within the municipality's inventory make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.;
 - e. Provides resources to assist traffic control, evacuations, and other tasks by clearing emergency routes, marking obstacles, providing road signs, etc.;
 - f. Maintains liaison with utility organizations (electrical, gas, telephone, etc.) and makes recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;
 - g. Obtains engineering assistance as necessary;
 - h. Constructs temporary roads, repairs unsafe roads, and maintains roads within the township system;
 - i. Makes recommendations and demolishes unsafe structures following

- appropriate legal procedures:
 - j. Maintains contact with the agency that operates and maintains sanitary sewage and water systems;
 - k. Provides equipment for emergency pumping operations;
 - l. Liaises with the Fire Official concerning emergency water supplies for firefighting purposes;
 - m. Provides emergency potable water and sanitation supplies and facilities to the requirements of the Health Official;
 - n. Ensures liaison with the Counties Engineer;
 - o. Provides an Incident Commander if required; and,
 - p. Re-establishes essential public works services at the end of an emergency.
64. **Health Official.** The Health Official will either perform the following functions or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the MECG, as the situation warrants:
- a. Acts as a coordinating link for all emergency health services at the EOC;
 - b. Ensures liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
 - c. Ensures liaison with the EMS representative and local hospitals;
 - d. Provides advise on any matters which may adversely affect public health;
 - e. Provides authoritative instructions on health and safety matters to the public through the Emergency Information Officer (EIO);
 - f. Coordinates the response to disease related emergencies or anticipated emergencies such as epidemics, according to the Ministry of Health and Long Term Care policies;
 - g. Ensures coordination of care for bed-ridden citizens and invalids at home and in reception / evacuation centres during an emergency;
 - h. Ensures liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
 - i. Ensures coordination of all efforts to prevent and control the spread of diseases during an emergency;
 - j. Notifies the Public Works Official regarding the need for potable water supplies and sanitation facilities;
 - k. Ensures liaison with the Social Services Official on areas of mutual concern regarding health services in reception / evacuation centres; and,
 - l. In human health emergencies and epidemics provides an Incident Commander.
65. **Social Services Official.** The Social Services Official will perform the following responsibilities and duties:
- a. Provide information and advice on social services matters;
 - b. Provides a social services emergency response plan to ensure the well-being of residents who have been displaced from their homes or are

- sheltered within their homes;
 - c. According to the nature of the emergency, implements appropriate aspects of a social service plan to provide for:
 - (1) Reception centres and / or evacuation centres that will provide accommodation, feeding, and other emergency welfare services for those who will have to be evacuated for any reason;
 - (2) Distribution of clothing and other essentials to evacuees;
 - (3) Operation of a Registration and Inquiry (R&I) system within the reception centres and evacuation centres;
 - (4) Ongoing communications between R&I staff in reception / evacuation centres and staff in the community's EIC; and,
 - (5) Emergency purchases of food, supplies, etc., that cannot be obtained in any other way;
 - d. Liaises with the Police Official with respect to pre-designated reception / evacuation centres that can be opened on short notice;
 - e. Liaises with the Health Official on areas of mutual concern regarding operations in reception / evacuation centres;
 - f. Ensures a representative of local school boards are notified when their facilities are required as reception / evacuation centres, and that staff and volunteers utilizing school facilities take direction from a Board representative(s) with respect to their maintenance, use and operations; and,
 - g. Ensures liaison with local Community Care Access Centre (CCAC) resources as required.
66. **Community Emergency Management Coordinator.** On being notified to report to the EOC, the Community Emergency Management Coordinator will report on arrival to the MCEG Operations Officer / EOC Manager and perform the following functions and responsibilities:
- a. Sets up the EOC ensuring all have the necessary plans, resources, supplies, maps and equipment;
 - b. Opens and maintains the main event log;
 - c. Provides advice and clarification about the implementation details of the emergency response plan;
 - d. Ensures that the operations cycle is met and related documentation is maintained and kept for future reference;
 - e. Assumes the responsibilities of the EOC Planning Section Head in the EOC incident management team;
 - f. Maintains the records and logs of the MCEG and incident management teams for the purpose of the debriefs and post-emergency reporting;
 - g. Supervises EOC and EIC decommissioning activities;
 - h. Produces the post-emergency report; and,
 - i. Replenishes EOC and EIC supplies in preparation for the next emergency.

67. **Emergency Information Officer (EIO).** On being notified to report to the EOC, the Emergency Information Officer will report on arrival to the MCEG Operations Officer / EOC Manager and perform the following functions and responsibilities:
- a. Establishes a communications link with the site media spokesperson, the community spokesperson, community call-takers and any other media coordinator(s) (i.e., provincial, federal, private industry, etc.) involved;
 - b. Ensures the EIC is set up and staffed;
 - c. Ensures the media telephone number is provided to the necessary persons and organizations;
 - d. Provides direction and regular updates to community call-takers;
 - e. Drafts public service announcements and media releases for approval by the MCEG Operations Officer / EOC Manager and distributes them on approval;
 - f. Organizes news conferences;
 - g. Monitors news coverage and correct any erroneous information; and
 - h. Maintains copies of public service announcements, media releases and articles pertaining to the emergency.
68. **MCEG Scribe.** On being notified to report to the EOC, the MCEG Scribe will report on arrival to the MCEG Operations Officer / EOC Manager and perform the following functions and responsibilities:
- a. Keeps a detailed log of all information received and disseminated in the EOC by the MCEG;
 - b. Monitors the steps followed in MCEG meetings in relation to the MCEG Meeting Checklist;
 - c. Ensures all important decisions made and actions taken by the MCEG are recorded;
 - d. Facilitates the development of Status Reports and outline Incident Action Plans;
 - e. Provides minutes of all MCEG meetings to MCEG members prior to their next meeting, if possible;
 - f. Ensures maps and status boards are kept up to date;
 - g. Provides a process for registering MCEG members and maintaining a MCEG member list including Special Advisers;
 - h. Assist MCEG Operations Officer / EOC Manager as required; and,
 - i. After the closure of the EOC, ensures that all MCEG meeting minutes are typed and along with the detailed log mentioned above are given to the CEMC for filing and safekeeping.

Emergency Operations Centre Incident Management Team

69. **Concept.** The MCEG may appoint an EOC incident team management team to assume all IMS functions to manage the incident. The MCEG will continue to

provide support and oversight as necessary. If the requisite expertise does not reside within the township jurisdiction, the MCEG may call for external support to assist in managing the emergency.

70. IMS Functions

a. Command

- (1) Reporting to the Head of Council, the CAO as EOC Manager will assume responsibility for managing the emergency responses in support of the site incident management team and the remainder of the community.
- (2) With the primary responsibility of the CAO as EOC (Incident Management Team) Manager being the overall safety of responders and the public, additional responsibilities include:
 - (a) Assessing and reassessing the situation;
 - (b) Determining goals, strategies, objectives and priorities;
 - (c) Establishing an appropriate command structure using IMS;
 - (d) Coordinating all EOC incident management activities;
 - (e) Coordinating overall incident activities with other levels of response;
 - (f) Establishing and maintaining liaison with supporting, or cooperating organizations;
 - (g) Providing information to / briefing the MCEG as required;
 - (h) Establishing or activating facilities in support of the emergency, as needed;
 - (i) Establishing an operational planning cycle as required;
 - (j) Approving a Community Incident Action Plan (IAP);
 - (k) Managing incident resources including approval of volunteers;
 - (l) Managing sensitive issues arising from the incident;
 - (m) Authorizing the release of emergency information to the public in cooperation with other levels of response after receiving concurrence from the Head of Council; and,
 - (n) Ordering incident demobilization as appropriate.

b. Command Staff

- (1) The EOC Manager will be supported by the community's Emergency Information Officer (EIO) and possibly a Safety Officer, a Liaison Officer, and other subject matter experts such as a Provincial Emergency Response Team (PERT).
- (2) The EIO will be responsible for the development and after approval, the release of emergency information regarding the incident to the public.
- (3) The Safety Officer will be tasked with creating systems and

procedures related to the overall health and safety of the community during the emergency.

- (4) The Liaison Officer (LO) will serve as the primary contact for organizations cooperating with, or supporting the incident at the EOC level.
- (5) More detailed information on the responsibilities of the EIO, Safety Officer, and LO will be provided in the EOC Procedures Manual.

c. General Staff.

- (1) The General Staff will support the EOC Manager in planning, coordinating, and carrying out the response to the incident. The General Staff may consist of an Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance / Administration Section Chief. The staff will be expanded following the IMS Model as necessary to meet the complexities of the incident. In turn, contraction will occur when the incident activities scale down.
- (2) The Operations Section will implement the community IAP. The lead response agency will be prepared to provide a section chief.
- (3) The Planning Section will develop the community IAP. The CEMC will be prepared to act as section chief.
- (4) The Logistics Section will provide all supporting resources. The section chief will be appointed by the EOC Manager after assessing the skills and knowledge required in support of the emergency.
- (5) The Finance / Administration Section will provide the financial and cost analysis support to the incident. The Township Treasurer will normally act as section chief.
- (6) More detailed information on the responsibilities of the General Staff based on the IMS Model will be provided in the EOC Procedures Manual.

71. Supporting Agencies.

a. **Area Boards of Education.** Area boards of education are responsible for the following:

- (1) Providing of any school, as appropriate and when available, for use as an evacuation or reception centre as per signed agreements between the Cornwall / S.D.& G. Social Services and the respective Board of Education;
- (2) Upon being contacted by the Social Services Officer, the provision of board representatives to coordinate and provide direction with respect to maintenance, use and operation of the facilities being utilized as an evacuation or reception centre;
- (3) Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and

- implementing the school evacuation procedure); and,
 - (4) Maintaining a personal log of all actions taken by board representatives.
 - b. **Area Hospitals.** The chief executive officer of each area hospital is responsible for:
 - (1) Implementing the hospital emergency response plan;
 - (2) Maintaining contact with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters as required;
 - (3) Contacting the Ministry of Health and Long Term Care as required; and,
 - (4) Maintaining a personal log of all actions taken.
 - c. **Canadian Red Cross Society.** The senior officer of the local Canadian Red Cross Society unit is responsible for taking action as follows in accordance with a signed agreement between the Cornwall / S.D. &G. Social Services and the agency:
 - (1) Implementing the local Red Cross notification (fan-out) system;
 - (2) Maintaining contact with the Social Services Official to assist in providing food, clothing, accommodation, and personal services to persons in need due to the emergency;
 - (3) Assisting in the operation and staffing of a Registration and Inquiry Centre;
 - (4) Assisting in the management of reception centres and evacuation centres;
 - (5) Ensuring all volunteers responding to the emergency are registered with the Canadian Red Cross Society and the Township of North Dundas; and
 - (6) Maintaining a personal log of all actions taken.
 - d. **Area Amateur Radio Club.** The senior officer of a local amateur radio club when supporting an emergency is responsible for:
 - (1) Providing radio communications under the direction of the EOC Manager; and,
 - (2) Ensuring all radio operators and supporting staff responding to the emergency are registered with the area amateur radio club and the Township of North Dundas.
 - e. **Ontario Society for the Protection of Cruelty to Animals (Ontario SPCA).** The senior officer of the SD & G Branch of the Ontario SPCA when supporting an emergency is responsible for:

- (1) Identifying and coordinating local animal protection activities: and,
- (2) Ensuring all volunteers responding to the emergency are registered with the Ontario SPCA and the Township of South Stormont.

f. **Other Agencies.**

- (1) The Township may enter into agreements with other area agencies to assist with the emergency such as the following:
 - (a) Salvation Army
 - (b) St. John Ambulance
 - (c) Service Clubs
- (2) Senior officers of the above organizations when responding to an emergency will ensure that all members serving as volunteers are registered with that organization and with the Township of North Dundas.

72. **Emergency Management Procedures.** An emergency management procedures manual will supplement this emergency response plan. This manual will define the emergency management process and will provide checklists and forms to enhance the efficiency and the effectiveness of the response by township personnel to an emergency.
73. **Resource Inventory.** A resource directory will be developed to assist in identifying the source of resources that are beyond those of the township and that may be required to meet the needs of an emergency, especially those risks that have been identified as highly probable and / or will cause significant consequences.
74. **Annual Review.** In accordance with the EMPCA and Ontario Regulations 380 /04, the emergency response plan will be reviewed annually and revisions to it will be submitted to EMO.



KEY INFORMATION

Economic Development & Communications

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: Shop Local and Win

- This report is an update on the “Shop Locally and You Can Win” key information report that was brought to the November 9th Council Meeting.
- The initiative is in an effort to support shopping local this holiday season, by offering six (6) weekly \$100 gift card draws and one (1) \$500 final gift card draw. Shoppers are entered into the contest by submitting receipts or selfie photos from local businesses.
- The initiative has been financially supported by the Counties SDG for \$1,500 and by the North Dundas Chamber of Commerce for \$500.
- At the time of writing this report, we are in week five of a six week contest, which started on November 1st and concludes on December 10th.
- There has been newspaper and social media ads placed in the North Dundas Times, Chesterville Record and Nation Valley News to help promote the contest. Ads are also up the Township’s website and Facebook page.
- We have had significant interest in the contest, with 131 entries to date.
- The receipts and selfie photos being submitted are from a variety of businesses including grocery stores, clothing retailers, hardware stores, restaurants, auto garages and more.
- All of the weekly winners are getting their photos taken with the gift cards, which is posted to the Township’s Facebook page to further promote the shopping local.
- Sandy Burns - Week 1 Winner picked \$100 Main Street Clothing gift card
Susan Smith – Week 2 Winner picked \$100 Main Street Clothing gift card



Roger Seguin – Week 3 Winner picked \$100 Winchester BMR Gift Card

Emily Brunet – Week 4 Winner picked \$100 North Dundas Building Supplies gift card.

- The feedback from local business has been nothing but positive accolades for the support this holiday season.



KEY INFORMATION

Planning, Building & Enforcement

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: Building Permit Fees

SUMMARY:

The Building Division is seeking approval to update the 2016 Building Permit fees to include an adjustment for inflation and to better reflect the services rendered while performing permit reviews and inspections, while balancing the desire of Council for residents to obtain reasonably priced and affordable permits in relation to the work being performed.

BACKGROUND:

Key information reports were presented to Council on February 11, 2020, April 13, 2021 and on May 5, 2021 in order to identify that the Building Division was not achieving the percentage of cost recovery that was intended when the Building Permit Fees By-law was passed in 2016. Based on Council's input on these reports, a revised schedule has been prepared for Council's consideration.

The previous reports presented to Council indicated that the Building Division faced challenges upon calculating fees for various types of projects as this older By-law did not account for numerous important factors, nor did it consider the complexity of buildings. It was mentioned that most fees would increase. However, in some instances they would actually be lowered, while creating more permit categories to better reflect each building project. North Dundas building permit fees haven't been increased since early 2016. Current fees were compared with adjacent Townships and were found to be significantly lower.

COMMENTS/OBSERVATIONS:

The Building Division has faced its busiest year on record so far, and projections are for continued growth pressures and increased building activity. Council has approved a new position in the Building Division order to assist with the additional work load and to maintain good customer service. The increased permit activity does have a positive impact on revenue; however, it will require paying additional staff, consultants, obtaining another vehicle for inspections and obtaining necessary equipment. Completing a permit fee study at this time would be ideal as it will allow to account for those new factors.

The Ministry of Housing recommends periodic reviews to ensure permit fees remain relevant to the costs of providing the service. Building Departments typically complete permit fee studies every 5 years (N.D. is at 7 years). The Building Code Act stipulates that building permit fees may not be higher than the anticipated cost of providing the service.

DISCUSSION:

Subject to Council's approval, staff will bring forward a draft schedule of proposed fees, comparing them to existing fees and neighbouring municipalities. This will give Council the opportunity to evaluate which fees are suitable for North Dundas. In keeping with Council's recent discussions on permits, some types fees would be frozen or only increased for inflation in an effort to keep permits affordable and attractive to obtain (not cost prohibitive).

NEXT STEPS:

If Council is in favor of a permit fee review/evaluation at this time, staff will prepare the necessary table and reports such as: previous and anticipated permit activity, proposed permit fees, enforcement costs, average time spent per permit type, permit fee justification, etc.

Following a review of the proposed fee adjustments by Council, a public meeting will be arranged in accordance with the requirements of the Building Code. The public's comments will be included in the presentation of the final proposed building permit fee structure provided to Council.



MONTHLY ACTIVITY SUMMARY

Finance

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: MAS – Finance – December 14, 2021

KEY FINANCIAL DATA:

Bank Balances	Current November 30, 2021	Last Month October 31, 2021	Previous Year November 30, 2020
General Operating Fund	\$ 10,026,182.98	\$ 10,244,539.11	\$ 9,397,577.85
Cash, GICs (Reserve Fund)	6,251,202.87	6,214,478.37	7,341,586.10
Totals	\$ 16,277,385.85	\$ 16,459,017.48	\$ 16,739,163.95

The cash balances are down approximately \$200,000 from previous month and \$450,000 from previous year.

In 2020, the September payment to the school board for property taxes billed was deferred until December. This would have caused an increase in our cash flow of 3 months of approximately \$900,000.

Thus, it appears are cash balances are consistent and very healthy.

Taxes Receivable	Current - November 30, 2021	One Year - November 30, 2020	Two Years - November 30, 2019
Current Year	\$ 984,065.28	\$ 1,287,002.29	\$ 1,137,392.12
One Year in Arrears	434,241.76	460,113.20	560,702.06
Two Years in Arrears	270,057.95	289,776.29	281,080.14
Three Years in Arrears	376,321.08	323,736.24	334,804.87
Penalties and Interest	208,631.08	208,927.06	251,519.30
Sub-total	\$ 2,273,317.15	\$ 2,569,555.08	\$ 2,565,498.49
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(93,604.52)
Taxes Receivable	\$ 2,179,712.63	\$ 2,475,950.56	\$ 2,471,893.97
Taxes Billed to Date	\$ 20,085,237.34	\$ 20,879,044.84	\$ 19,804,332.54
Percentage Outstanding over Levy	10.852%	11.859%	12.482%

The total amount in arrears included any charges that have been added to the tax account, including but not limited to, tile drainage loans, unpaid water and sewer charges, unpaid property standards costs.

The net taxes receivable last month were \$2,894,428.22, this month the balance is \$2,273,317.15; a net decrease of \$621,111.07.

In January 2022, the Township will be proceeding with registration of tax arrears for 2 properties.

Attached, please find a year-to-date summary of the Budget to Actual.

ACTIVITIES:

- Department heads and staff have been working diligently on the 2022 budget. Meetings with the CAO and Finance team have been completed for Economic Development, Waste Management, Planning, Building & By-law Enforcement, Recreation, Public Works and Fire Services.
- Supplemental tax billings were processed for 8 properties. If the tax adjustment became a refund, the balance was applied to the account. Adjustments that caused a balance due, have the option to pay the amount in two installments; December 17, 2021 and February 11, 2022.
- Total of \$36,817.42 in overdue water billings for customers who own their property, were transferred to the applicable property tax account.
- Notices were forwarded to property owners that will have a direct impact on drainage works to be completed.
- The Interim Audit for the 2021 year is in process.
- Finance Staff are in the process of completing the annual Statistics Canada – Canada's Public Infrastructure Survey.

PROVINCIAL UPDATE:

November 4, 2021 the province released the 2021 Ontario Economic Outlook and Fiscal Review: Build Ontario. A few of the items of interest to the municipality are:

- As announced in the Federal Economic Statement, the Province will double its annual investment in Ontario Community Infrastructure Fund (OCIF) with an additional \$1 billion over 5 years. (North Dundas 2021 share is \$ 934,000).
- Property Assessments for the 2021 and 2022 were postponed to provide stability and certainty to residents and businesses and to allow municipalities to focus on responding to the challenges posed by the COVID-19 pandemic. Upon the advice of the Property Assessment and Taxation Review, the government has concluded that the priority is to maintain stability for taxpayers and municipalities, thus the property assessment for 2022 and 2023 tax years will continue to be based on the same valuation dates that were used in 2021 (January 1, 2016).
- On-farm business property assessment will be amended to increase the small-scale on-farm value-added business assessment threshold from \$ 50,000 to \$ 100,000.
- The Minister of Municipal Affairs and Housing (MMAH) will establish a Housing Affordability Tax Force to provide recommendations on making housing more

affordable.

- The provincial government is proposing to increase the general minimum wage from \$14.35 to \$15.00 per hour effective January 1, 2022. In addition, the special minimum wage for liquor servers (currently at \$12.45 per hour) will be eliminated.
- The province plans to spend \$3.7B beginning in 2024/25 to build an additional 10,000 new long-term care beds and upgrade over 12,000 existing beds.
- \$57.6 M starting in 2022/23 to hire 225 nurse practitioners in the long-term care sector
- \$72.3 M over 3 years to increase enforcement including doubling the number of long-term care home inspectors.
- \$11 M in additional funding to help residents of retirement homes stay safe through the pandemic.
- An additional \$1.8B in 2021/2 for hospitals to:
 - i) support 3100 new beds (\$760M);
 - ii) reduce surgical and diagnostic imaging backlogs (\$300M); and,
 - iii) assist with hospitals for patient need and increase access to high-quality care (\$778M).
- \$30.2B in infrastructure over 10 years to address hospital bed shortages.



MONTHLY ACTIVITY SUMMARY

Economic Development & Communications

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: EDC MAS

Economic Development

- The Township's "Shop Locally and You Can Win" contest concludes on December 10th. A report is now before Council with an update on this initiative.
- Attended the virtual Teeny Tiny Summit on December 1st, hosted by OMAFRA.
- Finalized the second intake Regional Incentive Financial Agreements with the respective applicants.
- Attended the World Skills Employment Centre virtual meeting on November 23rd that was hosted by the Ministry of Economic Development.
- Attended on December 8th the Economic Forecast virtual meeting from the BDC hosted by the Counties SDG, which was also shared with our business community.
- Promoted the November 30th "Evening with Doug Griffiths – Make your community better" webinar hosted by the Municipality of South Dundas and shared it with our business community.
- Promoted on the Township website, social media and to our business community the Counties SDG's "Christmas in the Counties" Christmas shopping contest.
- Shared on the Township website and social media the "Shop Local North Dundas" initiative that has been created by the Cornwall & Area Chamber of Commerce to encourage local Christmas shopping. The North Dundas Township, the Counties SDG and other lower tiers have financially supported the program.
- Shared with the Chamber of Commerce a commercial property in Chesterville seeking new tenants.
- Discussed funding and promotion options with a new retailer and animal service provider in Winchester, as well as new media company in Chesterville.
- Reviewed funding options with a retailer in Winchester to help with exterior improvements.
- Discussed with a new company the idea of setting up operations in Winchester.

- Assisted a Regional Incentives applicant prepare their final report to the Counties SDG to receive their approved grant.
- Reviewed and provided a Community Improvement Plan cheque to a commercial landlord upon their completed installation of windows.
- Held a grand opening photo session, scroll presentation and ribbon cutting at “The Hollow” in Winchester on December 2nd with members of Council, which was also attended by local media and the Chamber of Commerce.

Communications

- The planning for the 2022 Explore North Dundas publication is now underway. The article creation and photography will be done in house, with the printing and graphic design being outsourced. It is planned to be mailed out in March 2022.
- Attended the November 20th emergency management meeting exercise session.
- Published content on the Township website detailing the Service Line Warranties of Canada program, which is optional coverage that residents will be receiving a mailer on in early December.
- The Annual Report to Taxpayers has been completed, which was available at the Warden’s Breakfast on November 19th and is posted to the Township’s website.
- Regularly updating the Township’s 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.



MONTHLY ACTIVITY SUMMARY

Waste Management Services

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: MAS- Waste Management

FINANCIAL INFORMATION:

October

Total Fees.....\$10,456.50
 Fees Charged.....\$ 5,586.50
 Fees Paid.....\$4,870.00
 Cash on Hand.....\$100.00

November

Total Fees.....\$13,286.00
 Fees Charged.....\$5,876.50
 Fees Paid.....\$7,410.00
 Cash on Hand.....\$100.00

Wards	OCTOBER	NOVEMBER
1. (Twp of Win)	640	720
2. (Twp of Mtn)	600	480
3. (Vill of Win)	640	720
4. (Vill of Ches)	320	320
5. Other (Boyne)	606	797
Total Cubic Yards	2806	3037
Total Metric Tonnes	255.09	276.09

Recyclables

Tonnages of Processed Material Year to Date

September 16th to November 15th

Fibre-----	54.93 MT	357.36 MT
Plastic/Cans/Glass—	37.62 MT	219.12 MT
Total		576.48 MT

WORK COMPLETED (up to December 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
- October 2nd - Last HHW Day – 128 vehicles
- November 1st - Started Winter Landfill Hours

Monday to Friday 8 am till 4 pm OPEN second Saturday of each month 8 am till 11:30 am

- Preparing and submitted HHW Report to MECP - November 1st
- Consultation with MECP/ Golder concerning update of EA - Dec-1st
- Leaf and Yard waste collection - October 18th and 25th – 9.7MT
- Preparing and organizing for Xmas season
- Working on 2022 Budget



MONTHLY ACTIVITY SUMMARY

Planning, Building & Enforcement

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: MAS-PBE-December 14, 2021

PLANNING:

- Received four (4) new severance applications, performed site visits and provided comments to the Counties.
- The Committee of Adjustment met on Nov. 25, 2021. Four (4) minor variance applications were considered by the Committee regarding lot coverage, frontage, and rear yard setbacks (2x). All four applications were granted and approved.
- Received one (1) new application for a Zoning By-law Amendment in the Township of Mountain in relation to a garden suite. Staff prepared the necessary reports for Council acceptance. Public Meeting is scheduled for December 14, 2021 at 6:30 pm.
- Prepared and issued seven (7) zoning compliance reports.
- Responded to various zoning, minor variance and severance inquiries from landowners, builders and developers.
- Performed various site visits for severance and subdivision files in order to clear outstanding conditions.
- Completed interviews and filled the Junior Planner position.
- Met with Watson and Associates to discuss the draft development charges document. Assisted with background information and draft by-law.
- Hosted a meeting regarding Dundas Manor expansion plans.
- Met with the Ministry of Municipal Affairs and Housing (MMAH), the Ontario Ministry of Agriculture, Food and Rural Affairs (OMFRA) and the County Planner regarding the Official Plan Appeal and settlement options. Notes from the meeting were shared, and Township staff prepared a detailed document for MMAH illustrating options for potential settlements for each area of the Township under dispute. The Township is now waiting on a response from the Ministry.
- Met with staff to review the Nuisance/Noise By-law.

- Met with staff to review and update the Canine Control By-law.
- Reviewed Ontario Land Tribunal Mapping and proposed new Official Plan Policy with the United Counties.
- Virtually attended the Eastern Municipal Planners Forum November 17th and 18th hosted by MMAH.
- Attended the Warden's Business Breakfast meeting; met with developers, business owners and residents.
- Attended meeting with developers and the Counties regarding a proposed new Subdivision Development in Ormond.
- Completed OACA training on Zoom meetings and insurance requirements for shared services (by-law/building/canine control divisions).

BUILDING:

- Communicated with multiple property owners to discuss various building projects.
- CBO Forget attended the OBOA Golden Triangle Chapter Virtual Annual General Meeting held on November 17, 2021.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

	<u>November</u>	<u>YTD 2020</u>
Number of Permits Issued:	6	269
Number of Dwelling Units Created:	2	129
Total Construction Value:	\$895,500	\$61,379,303
Total Permit Fees (issued):	\$3,875	\$233,788

Building Department	Nov. 2020	Nov. 2019	Nov. 2018	Nov. 2017	Nov. 2016	Nov. 2015
Permits Issued:	6	9	5	15	13	4
New Dwellings	2	1	1	2	4	1
Value of Permits:	\$895,500	\$493,070	\$360,000	\$872,900	\$1,451,467	\$2,716,000
Building Permit Fees:	\$3,875	\$2,942	\$2,158	\$4,092	\$15,519	\$4,085
Development Charges:	\$11,332	\$5,085	\$4,964	\$9,296	\$14,704	\$7,452

BY-LAW ENFORCEMENT:

- Total Complaints filed for 2021 is currently 115.
- 43 Parking warnings were issued ahead of the first snow fall to educate and remind on-street vehicle owners. Winter parking hours have been put on the website main page as well as Facebook.
- Ten (10) AMPS Parking Penalty Notices were issued on November 30/December 1.
- **9 New By-law complaints** were received: 3 Loose Dog complaints complaint / 2 Covid concerns / 2 Property Standards issues, 1 squatter, 1 hoarding issue.
- Performed various site visits and inspections with landowners regarding complaints filed.
- New updated Canine Control By-law is being drafted. Nearly complete. A Key Information Report will be brought to Council once it is ready for Council's consideration.
- New updated provisions to the Nuisance Noise By-law are being prepared; we are working with other municipalities in SDG.
- MLEO Hubble participated in the yearly Emergency Management Exercise.

Dogs:

- One (1) property has an unlicensed dog kennel: All dogs have been moved; waiting to make sure the dogs are not brought back to the residence.

Property Standard issues have been on the forefront again this month:

- Order issued to have building removed. This has been completed and closed.
- Multiple issues of people living in trailers. Working with owners and tenants to get people into proper housing before the cold months.
- 1 property standards issue in Chesterville is being resolved (new owners).

Parking:

- Issues around school, lines to be painted, and signage needs to be installed so enforcement can begin. Public Works has ordered the proper signs and the contractors will have them installed.
- Winter parking warning notices were issued with the first light snowfall. Fines are now being used.

Note: Winter Parking Restrictions – IN EFFECT

In order to facilitate snow clearing operations, Township winter parking restrictions are in effect:

**NO ON-STREET PARKING
11:00 PM to 7:00 AM
Nov. 1, 2021 to April 1, 2022**

Parking tickets will be issued to vehicles in contravention



MONTHLY ACTIVITY SUMMARY

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: MAS – Recreation and Culture – December 14, 2021

- Rink houses are permitted to open this season. Proof of vaccination is not required to enter this type of building as it is associated with an outdoor amenity. Patrons will need to wear a mask and maintain physical distancing from those outside of their household while they are inside of the rink house. A sign will be posted beside the outside main entrance door, advising patrons to remain socially distanced. According to the Eastern Ontario Health Unit, the interior space should be cleaned and disinfected as frequently as is necessary to maintain a sanitary condition. As a result, our part-time team member, who performs a garbage run four times each week for our various parks and facilities (2 runs for the east side of the municipality and 2 runs for the west side), will also be taking on the responsibility of sanitizing the rink houses. Our Facilities Manager has been in touch with some of our outdoor rink volunteers, to touch base about the upcoming ice season. He will be issuing all volunteers the COVID-19 Vaccination Policy, disclosure form, and memo. These will be collected by December 17th so that all outdoor rink volunteers are in compliance with our municipal vaccination policy.
- Recreation programs finished the week of Monday, December 6th. Our Recreation Coordinator has contacted our regular instructors regarding our upcoming 12-week winter program session, which is scheduled to start the week of Monday, January 17th. Registration for the new program session will open on Monday December 13th.
- The pick-up hockey program at the Sam Ault Arena has commenced. The program is hosted on Fridays from 12:00-1:00 pm.
- Southgate Church sponsored our public skate on December 12th from 12:30-1:30 pm at the Sam Ault Arena. They offered hot beverages for no charge to patrons, which they purchased from the arena canteen.
- Registration opened on Thursday, November 25th and closed on Thursday, December 9th for our second annual Light Up North Dundas Holiday Tour. Judging began on December 11th and will continue on until December 19th, between the hours of 6:00-9:30 pm. Winners will be announced on Tuesday, December 21st. We have two different categories again for our contest: house category and business/community organization category. Each category will have 1st, 2nd and 3rd place prizes. We also included the Community Choice award as another prize, which will be awarded to the property that receives the most likes on our Township Facebook page by Monday, December 20th. All prizes will be a gift card for a North

Dundas business of the winner's choice. The goal of the Light Up North Dundas Holiday Tour is to celebrate the holiday season in North Dundas by encouraging homes, businesses and organizations to create a display of lights.

- The Recreation Coordinator was in communication with the Display of Lights volunteers and coordinated in-kind support from the Recreation & Culture Department to make sure their event is successful.
- The Eastern Ontario Health Unit continues to offer drop-in COVID-19 vaccination clinics on Mondays in the Joel Steele Community Hall.
- The drainage ditch at the front of the Township administration building was dug out /cleaned. The contractor will return in the spring to grade the soil so that we can seed the area.
- The butterfly garden at the side of the Township administration building was tilled and planted.
- Aided with the tender for the replacement of the OCWA building roof in Chesterville.
- H&B Contracting Inc. paved the new pathway that connects the Joel Steele Community Centre/100 Club Park parking lot to the existing paved pathway that runs through the playground area. Parking lines will be painted in the spring, for a new AODA parking space, which will be located right beside the new pathway.
- The Director aided with the North Dundas Multi-Year Accessibility Plan and presented it to the Accessibility Committee. The committee was very happy with all of the projects that our municipality completed in 2020 & 2021, as well as our plans for 2022 and the future.
- The shingle roof was replaced with tin on the small garage that is located behind the Chesterville & District Arena. The small tin roof over the emergency exit that is located on the north-east side of the building, was also replaced. Matching tin was installed over the dated plywood that covers former special events door.
- The clean air intakes at the TWP office were all cleaned and revamped
- All outdoor rinks were prepared for the season. The water was turned on, hoses & nozzles were tested, and the heat in the pump room was turned on. The rink houses were cleaned, rink boards were checked and the rink lights were tested.
- The TV was mounted in the Council Chambers.
- Assisted with the set-up and clean-up for the Wardens Breakfast.
- Purchased black drapes and required hardware for the Joel Steele Community Hall to conceal the table & chair storage area.

- The new fire alarm panel in the Joel Steele Community Centre was inspected and verified.
- Christmas lights were put up in the villages.
- The Chesterville Fire Hall overhead doors were all inspected, maintained, and the weather stripping was replaced.
- The new garbage shed was delivered to the Chesterville & District Arena. This provides a designated area for garbage, allows for quick egress out the side door of the arena, and allows for the side door area to be more esthetically pleasing.



MONTHLY ACTIVITY SUMMARY

Chief Administrative Officer

To: Mayor and Members of Council

Date of Meeting: December 10, 2021

Subject: Monthly Activity Summary

- Further meetings with department heads and Deputy Treasurer regarding 2022 draft budget
- Worked with Patrol Supervisor on Public Works Draft budget
- Created employment contracts for seasonal public works employees
- Member of the hiring committee for the Administrative Assistant/Deputy Clerk position that was filled by Chloe Preston
- Participated in development charge meetings, reviewed information and suggested inclusions
- Worked with Patrol Supervisor and SDG County staff to award the Bridge Tender and participated in the kickoff meeting
- Meetings to plan the 2022 edition of Explore North Dundas
- Consultation with lawyers on legal matters
- Respond to inquiries from staff, Council and the public
- Attended a Fall legal seminar hosted by Cunningham Swan on November 29th
- Participated in the 2021 Emergency Exercise on November 30th
- Worked with lawyer to draft and review funding agreement for Wincrest Avenue. Agreement was sent to developer for their approval and execution. No comments have been received to date and the developer has indicated that this is not an urgent issue at this time and



MONTHLY ACTIVITY SUMMARY

Clerk/Deputy CAO

To: Mayor and Members of Council

Date of Meeting: December 14, 2021

Subject: MAS - Clerk

- Participating in weekly scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul)
- Weekly calls with Emergency Planner, Kevin Spencer
- Assisted with preparations for the Warden's Breakfast – November 19th
- Participated in presentation to the SDG Accessibility Committee – November 24th
- Participated in SDG Clerks Election meeting – November 25th
- Attended Emergency Management Exercise conducted by Kevin Spencer of KC Spencer & Associates November 30th
- Insurance matters - discussions with Municipal Broker re: Display of Lights Agreement, 2022 Municipal Insurance Program and Claims
- Assisted with Seasonal Operator interviews – December 2nd
- Corresponding with Lawyers – re: HR & 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 – Nov 23rd, Dec 7th & Dec 14th

Dundas County Archives 2021

As 2021 began there was much fresh enthusiasm and plans to expand programming for preserving and promoting local history. Unfortunately, in reality, the COVID – 19 Pandemic had an effect on many processes associated with planning and operations. The Dundas County Archives was shut down, along with the rest of Ontario, for several occasions during the winter and spring of 2021. The Dundas County Archives was closed to the public in March 2020, due to COVID 19 Public Health Directives. While it remains closed to the public, the archivist has been working in the background, part time.

As the Dundas County Archives has been closed to the public due to COVID 19, the focus has been on operational procedures and less on promoting the archives as a tourism destination. The summer prior to 2020 had been very busy with researchers traveling to this district specifically to conduct research on their family history. They dined in our local restaurants, stayed at inns and bed and breakfast establishments and shopped in our local stores. Once the COVID 19 limitations are lifted, The Dundas County Archives will likely see a return to such visits. In the past we have had people travel from as far away as Massachusetts, Washington State North Dakota, and from throughout Ontario. When this does happen, it would be beneficial to the community at large to consider the archives as a tourism destination and include it in its Economic Development and Tourism promotion. It is also noteworthy that each of the individuals who visited us from away made a financial donation to the archives.

Newspaper Digitization Project

Thanks to the generous support of the United Counties Council and the local Dundas County Legions, Lions Clubs and other service clubs we have launched the ambitious Newspaper Digitization Project. (<https://archive.sdgcountries.ca>) We were at risk of losing many of our local historic newspapers due to their deteriorating condition. These papers contain information that can be found nowhere else, so preservation and free unlimited access are the focus of this project.

The Newspaper Digitization Project was launched by the United Counties of S D & G in May 2021. This project is a partnership of the S G & G Counties, the Lost Villages Historical Society, the Glengarry County Archives as well as the Dundas County Archives. The goal was to digitize the historic papers of the county, and to host them on a searchable web site with free and unlimited access to the public. In the case of the Lost Villages Historical Society, they were digitizing their photograph collection.

Still, by far, the most prevalent request at the Dundas County Archives has been for copies or scans of newspaper articles. These requests have come from people wanting a record of a family event, reporters seeking background information for their articles, and authors and university students conducting research. More than a few times, The Ontario Provincial Police have made requests for evidence in investigations. These records are invaluable and have served a number of different patrons in many different ways.

Newspapers have been collected through donation of individuals, or from publishers. The papers are organized, repaired and prepared for digitization. They are organized in a chronological order, then placed in acid free newspaper boxes. If they are bound they have to be carefully unbound and boxed. The very tedious task of preparation included piecing together many pages of torn and tattered papers. Some of the very early papers are so brittle that it was like piecing together a puzzle. This is a laborious task that is necessary before they can be sent to be digitized. Once a selection of newspaper boxes are recorded and prepared, they were then picked up by Image Advantage, the firm hired by the United Counties Council to scan and digitize the papers. This project was also further delayed by the fact that Image Advantage also had a shut down due to COVID 19. By May 2021 the collection was officially launched by the S D & G Counties. This launch involved interviews and promotion with local newspapers, Ottawa News radio and a television interview. This promotion led to further donations of newspapers and also promoted the Dundas County Archives. These new donations help to fill in publication gaps from our collection.

Newspapers scanned and digitized and added to the SDG Archive web site: Thus far 409 boxes of newspapers have been sent to Image Advantage for scanning. They still have 55 boxes on site. This amounts to about 250,000 pages scanned.

Chesterville Record covering 1902 to 2011 (when the paper was produced electronically). We are still trying to access the electronic versions of these papers for the web site

Dundas County Herald and St Lawrence reporter a few issues 1874 – 1877, 1886

Iroquois Post and Matilda Advocate 1930 and 1940's various, 1950, 1952 – 1969

Iroquois Post 1970 – 1981

Iroquois Chieftain 1982 – 2008 when publication ceased

Morrisburgh [sic] Courier a few issues from 1885, 1886

Morrisburg Banner 1977 (the paper was only in publication for a few months)

Morrisburg Leader a few scattered issues in the late 1800s, 1911- 2015 when it was produced electronically. They have maintained custody of the issues for years which ended in "1" so these have not been scanned as yet.

Mountain Herald 1 issue 1905

St Lawrence News (Iroquois) scattered issues from 1901, 1905, 1918, 1919

Williamsburg Times 1 issue 1935, 1 issue 1938

Winchester Press scattered issues: 1895, 1896, 1897, 1898, 1901, 1910, 1913, 1915 – current time. No issues for 1988.

Cataloguing Software

Past Perfect cataloguing software was acquired for the archives. The use of a searchable catalogue enhances the ability to locate a record efficiently and quickly when it is requested. The cataloguing process was initiated by our summer student and is being continued by the archivist.

Summer Student

We successfully applied for a summer student grant this year and hired a university student from May until the end of August. She was able to assist in cataloguing, transcribing audio interviews, organizing and photographing artefacts, documents and photos. Her work was a great asset to our operations.

Volunteers

For most of the last year volunteers were not permitted in the building, due to COVID 19 restrictions. Our two volunteers did come to assist one day a week as of September. They have provided very valuable assistance in the operation of the archives, and the organization of new donations of materials. Their efforts have been very much appreciated.

Who Has Dundas County Archives Served in 2021?

Due to COVID 19 Public Health Directives, the Dundas County Archives was closed to the public as of March 15, 2020. From that point it has been still closed to the public but the archivist has been working on site 3 days a week. Despite not actually being open, The Dundas County Archives has provided service to many clients. Not only are the Municipality of South Dundas and the Township of North Dundas served with records management, members of the general public and organizations have also been served by the archives. On a daily basis members of the public have emailed for research guidance, or requesting a copy of a newspaper or document. As a County Archive is mandated by the Municipal Act, our main purpose is to preserve records for future research and to provide access to these records to the public.

- One of the regular users of the archives has been **Municipal staff of South Dundas and the Township of North Dundas**. Many enquiries have been pertaining to historic building permits, drains plans, subdivision plans and associated files, financial documents, By-Laws and historic committee reports or files. These were located and delivered to the person making the enquiry. Once they are returned they are refiled. In some cases requests have come from Municipal Staff in other regions for items such as Newspaper articles
- **Newspaper reporters or Authors doing research** – there have been requests for research support on various topics by several reporters, from different publications. These were always responded to quickly due to the urgency of the request. These are not only for local publications but we have also served the National Post and The Toronto Star.

- **University or College Students** conducting research – This past year has seen an increase in information requests from students, in University and College. There was also a request from a university professor for a search in local newspapers. This may be due to the fact that more people are aware of the archives. In every case they were assisted as best possible
- **The Ontario Provincial Police** – on several occasions the OPP have requested documents or newspaper articles in support of research for homicide investigations and court sessions. In each case the Dundas County Archives was able to provide them with the information that they sought. In most cases the documents were delivered to the OPP detachment. Some records held in our collections have been deemed invaluable as an investigative tool.
- There have continued to be several different **community groups** which have searched resources of our collections. This included the **Chesterville and District Historical Society** who were preparing a commemorative history. Some Groups, such as several **Women's Institutes, Fair Boards, The Masons and a few others** have donated their records to the Archives for preservation. The Winchester District Hospital Auxiliary are in the process of donating historic files.
- **General public searching for records about their family** – One of the largest increases in queries comes from individuals conducting research on their family history. My background does include professional genealogical research through various government agencies, so I have been aware of the importance of making records accessible, as well as creating finding aids for future researchers. Records held in our archives also continues to assist with the family of a fallen S D & G Highlander from the Second World War. The family of a soldier from Iroquois was able to conduct an examination into whether the remains of a fallen soldier from World War 2 was their kin. A farmer in the Netherlands had located human remains on his farm dated to the time of the Second World War. Evidence linked the remains to the S D & G Highlanders. The military file held here was able to connect where the soldier had been known to serve in the Netherlands at the time he was "missing in action". So records held at our archives can have very long reaching importance.
- There have been others **researching buildings, businesses and local community organizations**, largely for commemoration events. For short queries, I have searched records on their behalf and reported findings to them. Aiding this process has been a generous donation of resource materials from members of the public. A new trend in 2021 was a great deal of real estate being purchased by persons from out of the area. There was an influx of people seeking information about pre-seaway homes and where they were located prior to being moved in the 1950s. As a result of this research base, I was able to obtain copies of photos of the homes which were moved in the 1950s due to the Seaway Project.

We have made much progress with the Dundas County Archives despite the fact that we have been closed to the public since March 2020. Work does continue behind closed doors.

- In order to provide guidance for future researchers, an expanding collection of **finding aids** have been created. Local history resources have been added to our reference library.
- During the period where the archives was closed, Collection management processes did continue. The Dundas County Archives worked on **liaising with the Archives of Ontario senior archivists to repatriate records in their collections pertaining to Dundas County**. There are hundreds of items pertaining to Dundas County that are currently housed in the Archives of Ontario
- We have received a generous donation of **shelving** from the Iroquois Public Library. This has been installed in our reading room and office space, thus making this a more efficient use of space.
- In an effort to fill in the gaps with local newspaper issues not found for the Newspaper database (<https://archive.sdgcounties.ca>) searches for other issues have continued with other facilities such as the Ontario Archives and Library and Archives Canada
- A **Facebook page for the Dundas County Archives, and Instagram Posts** promote our local history as well as to make announcements, and allow the interested public to engage with us. This is updated regularly. There have been **displays in the lobby of the South Dundas Municipal building** on behalf of the archives. These have been to promote different aspects of local history, from both North and South Dundas. These displays have been changed periodically. Moving forward the plan is to continue to showcase local history displays which not only educate but delight the public, on all aspects of Dundas County history. There was a series of articles on Dundas County history published in the North Dundas Times. This generated more interest in local history. There have been communications with people as far away as England in response to these articles.
- At the invitation of North Dundas Township, articles have been written for their web page promoting local history. This is in partnership with the Chesterville and District Historical Society, with new articles presented every two weeks.

Plans Moving Forward:

- Continue with **cataloguing materials and providing researcher support** for the public and Municipal staff and Council
- Continuing to work towards **fulfilling our mandate under the Municipal Act**, by facilitating the preservation of our local heritage, while allowing access to records to the public. To this goal, finding aids will continue to be a focus and finding effective ways to facilitate research.
- **Continuing to work with potential donors** of their records to the archives. This involves meeting with them, and assessing the collection as to whether it meets our collection policy and mandate. If the collections do meet our criteria, then the donations are signed over to the archives through a deed of gift or donation agreement, as per archives standard. The collection is then moved to the archives, organized, sorted, catalogued and boxed before it is stored in our collection. This is all done according to archival standards.

- We will continue to **search for potential grants** to facilitate programming. As well, it would be a desire to find funding to digitize our collection of VHS tapes and reel to reel videos. As magnetic media has a short shelf life due to the de-magnetization of the materials, for preservation of their historic content, these videos need to be transferred into a more stable format. Many of these videos include topics such as the relocation of Iroquois, and Morrisburg due to the Seaway, Iroquois and Matilda festivals, South Nation River History etc. We also have a small collection of oral history audio tapes that should be transferred before they deteriorate. Unfortunately we are not qualified under most of the federal heritage grants, as they apply only to not for profit groups not agencies of Municipal Government.
- Moving forward, it will be a goal to be able to engage in programming plans outlined in the first section of this report. Once the COVID 19 pandemic is behind us, it would be an ideal to be able to create engaging **outreach programming** such as guest speakers, “Help us Identify these photos” events and “how to” workshops. These would all **enhance community engagement** and pride in our local history and help to create a sense of place. The goal is to **preserve and promote local stories** and to attract cultural tourists in the summer season. This all aids in the contribution towards vibrant and vital communities. It is also noteworthy that each of the individuals who visited us from away (pre-covid 19), made a financial donation to the archives. As such, the Dundas County Archives should be considered in the future tourism planning initiatives.
- Given that in a normal summer season we have a lot of people traveling to the area specifically to conduct research, **TOURISM GROWTH** would have been enhanced by expanding access to the archives. Many people travel from the United States and from other parts of Canada specifically in order to conduct research on their family history. Long distance visitors – mostly in the summer / Fall (pre COVID) have made the journey from Seattle, Massachusetts, Delta BC, Mesa Arizona, Grass Valley California, Fargo North Dakota, Columbia Maryland, Kansas and in Ontario from Uxbridge, Oshawa, Kingston, Ottawa, Cornwall. These cultural tourists would stay at local bed and breakfasts, and inns. They would eat at our restaurants and shop at our local stores. Thus Archives are a partner in cultural tourism as a destination and in **ECONOMIC DEVELOPMENT**. Unfortunately between COVID closures and the closing of the US / CANADA Border this did not happen this year.
- It will be an ideal to be able to acquire a **display case** and to be able to create rotating exhibits about our local history from our collections. This would greatly assist in **preserving and promoting local stories**. That could further contribute to the sense of pride in our community.

Above all the goal moving forward is to continue to act according to our mandate to **Collect, preserve and promote our local history and to serve the Municipality of South Dundas and The Township of North Dundas** in managing their records and history.

Susan Peters, Archivist, Dundas County Archives

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-91

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 November 23rd, 2021 and the Special Meeting held December 7th, 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 December 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 December, 2021.

MAYOR

CLERK