



Special Meeting Agenda Township of North Dundas

December 7, 2021, 6:30 p.m.
636 St. Lawrence St. Winchester, ON

Special 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](#); however, the Township cannot guarantee the quality of the YouTube recording.

	Pages
1. Call Meeting to Order by Resolution	
2. Adoption of Agenda	
3. Disclosure of Pecuniary Interest and Nature Thereof	
4. Action Requests	
a. (CAO) - Policy 48-2012 Boot & Clothing Allowance	1
b. (CAO) - Director of Recreation & Culture market rate adjustment	4
c. (CAO) - Administrative Assistant Job Descriptions	9
d. (Clerk) - Multi-Year Accessibility Plan – 2021 Update	16
e. (Clerk) - Resignation of Council Member	36
5. By-Laws	
a. (PBE) - By-law No. 2021-90 Part Lot Control – Moderna Homes	37
b. (PBE) - By-law No. 2021-89 Part Lot Control - Moderna Homes	42

c.	(Clerk) - By-law No. 2021-01 Officers & Committees	47
----	--	----

6. Key Information

a.	(PBE) - Deputy Chief Building Official	55
----	--	----

7. Ratification By-Law 58

By-law No. 2021-92 Ratification

8. Adjournment



ACTION REQUEST

Chief Administrative Officer

To: Mayor and Members of Council

Date of Meeting: December 7, 2021

Subject: Policy 48-2012 Boot & Clothing Allowance

RECOMMENDATION:

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

BACKGROUND:

Currently, policy 48-2012 that was passed in 2012, establishes a boot and clothing allowance for full-time staff who require safety boots in the performance of their job duties. The allowance of \$200 was established in 2012, effective January 1, 2013, and has not been increased since. The cost of purchasing boots and clothing has increased in the past nine years, therefore, it is recommended that the allowance be increased to \$250 annually, effective January 1, 2022.

As Council has noted previously, it is beneficial to have Township staff wearing shirts and/or jackets with the Township logo. This provides a professional image and promotes the Township. It has been very beneficial during Meet Me on Main Street, where staff wore Township t-shirts and were very visible in the crowd, whether they were working, or attending on their own time.

The Township currently does not have a clothing allowance for staff who do not require safety footwear. Establishing a clothing allowance for this group of staff members, that would enable them to purchase items like Township golf shirts or windbreaker jackets, would promote the Township, create a professional image and make them more visible at public events. This would be particularly beneficial at events such as the Mayor's Breakfast, business openings, training sessions, meetings with the public etc. Currently staff that do not receive a clothing allowance and who wish to wear Township logo items, purchase these items on their own, to support the Township image.

OPTIONS AND DISCUSSION:

- 1. Approve the policy as presented which increases the current boot and clothing allowance and establishes an allowance for other full-time staff members - recommended.**
- 2. Modify the amounts of the allowances that are included in the proposed policy and approve the revised policy.**

- 3. Do not approve the policy** - The boot and clothing allowance has not increased in nine years and the cost of purchasing those items has increased over that time period
- Not recommended.

FINANCIAL ANALYSIS:

The policy as presented would result in an annual cost increase of \$2,900 that, if approved, will be included in the draft budget for 2022 and subsequent years.

OTHERS CONSULTED:

Department Heads

ATTACHMENTS:

Policy 48-2012 Boot and Clothing Allowance

POLICY MANUAL	Policy No. 48-2012
Township of North Dundas	Revision effective: January 1, 2022
Subject: Boot/Clothing Allowance	Original: January 1, 2013 Revised: December 14, 2021

Policy:

Eligible full-time staff shall be permitted a boot/clothing allowance for the purpose of purchasing such items as coveralls, clothing with the Township logo and/or CSA certified work boots. Each eligible employee in the list below shall be allowed up to the maximum indicated annually for a boot/clothing allowance. An expense claim, signed by the appropriate manager, must be submitted with receipts before payment will be issued.

1. Eligible Staff - Annual Boot/Clothing Allowance: \$250

- Public Works – management and non-management staff
- Waste Management – management and non-management staff
- Planning – CBO, Deputy CBO, building inspection staff and By-law Enforcement Officers
- Recreation – Facilities Manager, Lead Hand and Facility Operators

(Administrative support staff for the above departments are not eligible.)

2. Eligible Staff: - Annual Clothing Allowance to purchase clothing with the Township logo: \$100

- All other full-time staff, not included above.

Approved by: _____

Council Resolution: _____



ACTION REQUEST

Chief Administrative Officer

To: Mayor and Members of Council

Date of Meeting: December 7, 2021

Subject: (CAO) - Director of Recreation & Culture market rate adjustment

RECOMMENDATION:

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.

BACKGROUND:

Through recent position advertisements and a subsequent survey of similar SDG municipalities, it was determined that the Director of Recreation and Culture and Recreation Coordinator positions are falling behind the compensation that is offered in other SDG municipalities.

At the August 17, 2021 Council meeting, in an effort to respond to market pressures related to the compensation for the position of Recreation Coordinator, a resolution was passed temporarily authorizing utilization of levels 6 and 7 in the compensation range for the position, effective July 27, 2021. The position of Director of Recreation & Culture was not addressed at that time.

The table below provides the 2021 salary range for four comparable SDG Director positions. Job rate is the highest rate in each of the ranges. As shown, the North Dundas Range is completely below the ranges of North Glengarry and South Stormont. The job rate for our position is the lowest of the four positions. The other job rates are 6 to 26% higher than ours.

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
South Stormont	92,108	95,799	99,637	103,630	107,782	112,101	
South Glengarry	80,264	83,097	85,930	88,762	91,595	94,428	
North Glengarry	90,151	91,991	93,868	96,771	99,764	102,850	106,031
North Dundas	76,081	79,106	82,309	85,602	88,985		

For reference purposes, attached is a comparison of the facilities and staff for each municipality, based on information that they provided. Also attached is the North Dundas Organizational Chart.

It is recommended that Council temporarily authorize the introduction of a Level 6 & Level 7 for the North Dundas Director of Recreation & Culture position, in order to better align with market rate compensation for the position. The resulting range is shown below. The top rate of \$96,246 is within the ranges of North Glengarry and South Stormont, but it is still below the average of the other three positions. Any additional increase would require the salary grade for the position to be changed.

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
North Dundas	76,081	79,106	82,309	85,602	88,985	92,544	96,246

An organizational review was approved in the 2021 budget, but has not been tendered yet due to other more pressing projects that have taken priority. The 2022 draft budget will include funds to expand the scope of the organizational review to include a review of compensation, to ensure that North Dundas can attract and retain high caliber employees, capable of meeting the level of service that is desired by Council.

OPTIONS AND DISCUSSION:

1. **Approve the recommendation** - recommended. This will make us more competitive in the salary range for this position.
2. **Do not approve the recommendation** - not recommended. We may not be able to retain or attract qualified staff.

FINANCIAL ANALYSIS:

If approved as recommended, the increased salary would be in place for five months in 2021, at a cost of \$3,025. With two Directors on a leave of absence, there are sufficient funds in the 2021 budget to absorb this increase. The revised salary would be included in the draft 2022 budget.

ATTACHMENTS:

Recreation Department comparisons
Organizational Chart

Recreation Department Comparisons

Infrastructure Type	South Glengarry	North Glengarry	South Stormont	North Dundas
Community Halls/Meeting Rooms/Buildings/ Pavilions	14	3	6	17
Parks/Playgrounds	13	6	16	12
Splash Pad	1	1	2	0
Ball Diamonds	3	5	2	5
Pool	0	0	1	2
Soccer Pitches	5	Numerous	12	4
Arenas	1	2	1	2
Tennis/Pickleball Courts	3	4	4	4
Fire Halls	5 - Fire Service Maintains	3 - Fire Service Maintains	4 - Fire Service Maintains	5 - Recreation Maintains
TOTAL	40	21	44	52
Staffing Working Under the Director				
Seasonal/Part-Time Staff	3	11	*4-8 (Fall/Winter) to 17 (Spring/Summer)	**11-20 (Fall/Winter) to 23 (Spring/Summer)
Full-time Staff	5	8	6	8 in 2021, 9 in 2022
TOTAL	8	19	27-31	24-31
Additional Notes:		Department Head is the Director of Community Services. Also responsible for overseeing marketing & economic development.	Recreation Department has no Facilities Manager, but duties shared with Fire Chief and Director of Public Works.	

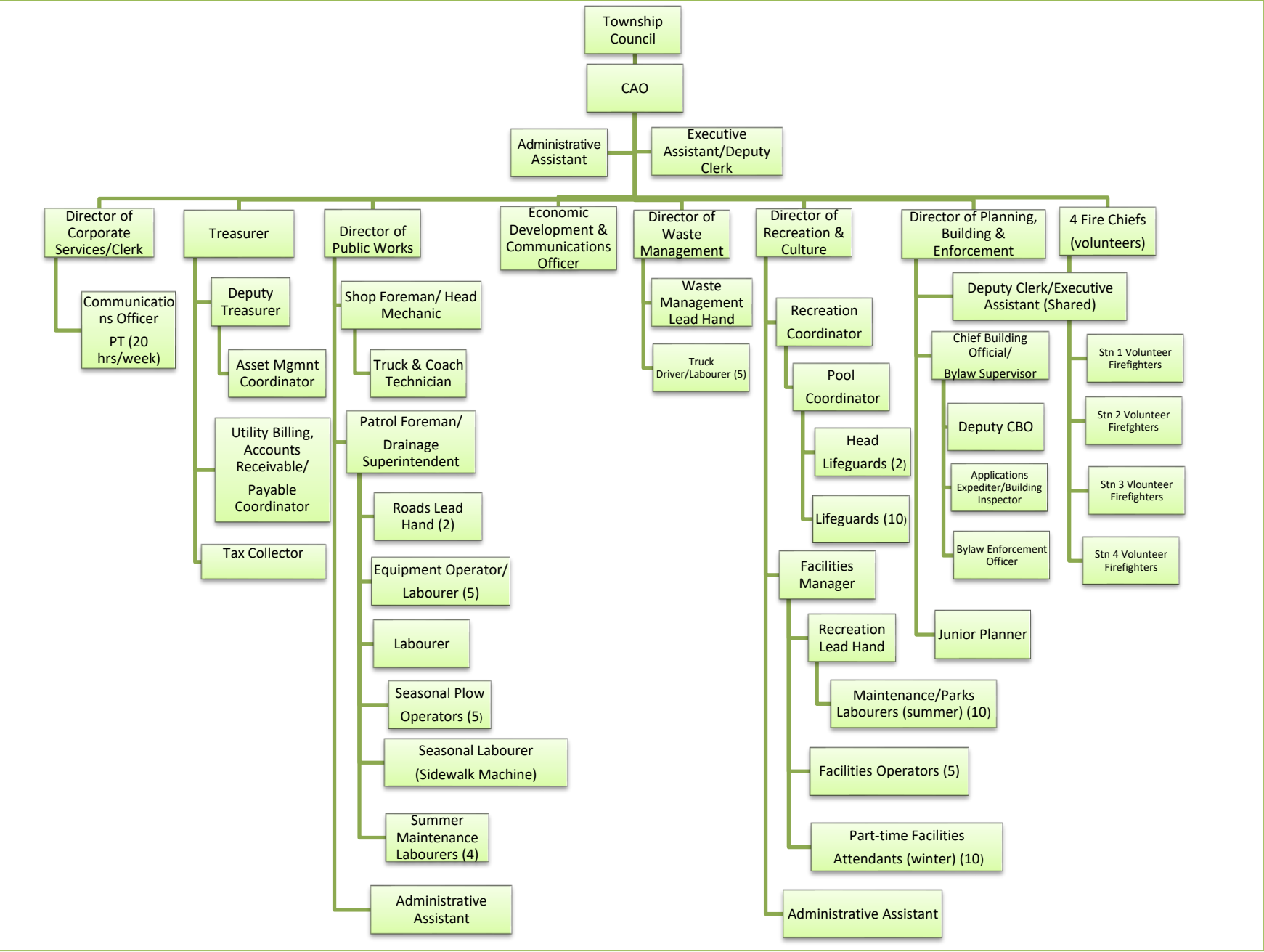
Community Halls/Meeting Rooms/Buildings		Parks/Playgrounds	
1	Morewood Community Hall	1	Veteran's View Park
2	Chesterville Community Hall	2	Morewood Community Park
3	Nelson LaPrade Centre	3	Chesterville Community Park

4	Chesterville Boat Launch Pavilion	4	Thompson Park
5	Joel Steele Community Hall	5	Flynn Park
6	Green Action Gang Pavilion	6	100 Club Park
7	Chesterville Park Pavilion Building	7	Sweet Corner Park
8	Old Town Hall	8	Scented Garden
9	OPP/Library/Medical	9	Rick Cauvier Memorial Park
10	Municipal Administration Building/Hydro One	10	Sandy Row Park
11	Ambulance Building	11	Mountain Memorial Park
12	100 Club Park Pavilion	12	Harmony Park
13	Lions Club Pavilion, Winchester		
14	Mountain Memorial Park Pavilion		
15	Lions Club Pavilion, South Mountain		
16	South Mountain Resource Centre		
17	Inkerman Rink House		

*South Stormont typically employs 4 Facility Attendants (Rink Attendants), but has increased their number to 8 this ice season, in order to provide screeners for their arena.

**North Dundas typically employs 8 Rink Attendants, 3 Spare Rink Attendants & 3 Call-In Facilities Operators, but we have increased our number of Rink Attendants to 18 this ice season, in order to provide screeners for our 2 arenas.

Township of North Dundas Organizational Chart





ACTION REQUEST

Chief Administrative Officer

To: Mayor and Members of Council

Date of Meeting: December 7, 2021

Subject: Administrative Assistant Job Descriptions

RECOMMENDATION:

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.

BACKGROUND:

At the November 9th Council meeting the CAO presented the need for dedicated Administrative Assistants for the Recreation & Culture and Public Works departments. These positions replace two previous positions that have not been filled, so they do not increase the overall staff complement. Based on Council's support of these resources, the attached job descriptions have been drafted for approval by Council. Once approved, the hiring process will begin with the intention of hiring people to fill these positions as soon as possible.

OPTIONS AND DISCUSSION:

- 1. Approve the job descriptions** - recommended. It is important to have job descriptions for each position.
- 2. Revise and approve the job descriptions.**
- 3. Do not approved the job descriptions** - not recommended. We would not be able to proceed with hiring staff for the positions.

FINANCIAL ANALYSIS:

The salary for these positions will be included in the draft 2022 budget.

OTHERS CONSULTED:

Director of Recreation & Culture

Patrol Supervisor/Drainage Superintendent

ATTACHMENTS:

Job Descriptions – Administrative Assistant to the Director of Recreation & Culture
Administrative Assistant to the Director of Public Works

**TOWNSHIP OF
NORTH DUNDAS**

JOB DESCRIPTION

JOB TITLE: Administrative Assistant	LAST REVISION DATE:
REPORTS TO: Director of Recreation & Culture	Approved by:
WAGE LEVEL: Grade Two 2021 range \$39,682 - \$46,413	EFFECTIVE DATE: December 7, 2021

Position Summary:

Reporting to the Director of Recreation & Culture, this position provides a variety of administrative and clerical support to the Recreation & Culture Department, and other Departments as needed. This position is also required to maintain confidentiality and act professionally in interactions with employees, management and the public.

Position Qualifications:

- A minimum of Grade 12 education; post-secondary diploma in Administration or a related discipline is preferred
- Must be a minimum of 19 years of age or older
- Two years of experience in an administrative role with experience with the general public, preferably in a municipal environment
- Excellent interpersonal and communication skills with the ability to defuse tense situations with the public
- Excellent written communications with the ability to proofread documents
- A strong commitment to public service with a demonstrated record of excellent attendance, punctuality and reliability
- Ability to organize Departmental activities, meet deadlines and work under pressure
- Organizational skills to prioritize and complete tasks within appropriate time frames
- Willingness to learn, to accept responsibility and demonstrate initiative
- Good problem-solving skills and the ability to research potential solutions and make a recommendation
- Adaptable to changing work environment and multi-tasking between unrelated disciplines
- Commitment to confidentiality and professional ethics

- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- General computer and network skills to be able to trouble shoot IT problems and find solutions in coordination with the County IT support department
- Resourceful and flexible
- Ability to work with minimal supervision
- Familiarity with social media account maintenance
- Knowledge of Vadim, Book King, and eScribe software would be considered assets
- Knowledge of the TOMRMS filing system considered an asset
- Familiarity with accounting concepts would be considered an asset
- Familiarity with aquatics and swim lesson levels, as well as sports fields and arena ice sports would be considered an asset
- Bilingualism would be considered an asset
- Smart Serve Certificate would be considered an asset

Other Requirements:

- Valid Class G Driver's Licence
- Satisfactory criminal background check

Position Description:

- Provide administrative and office support to the Director of Recreation & Culture and/or other Department Heads
- Schedule appointments, meetings, training courses, etc., prepare necessary materials and transcribe minutes as required
- Prepare minutes and notes from staff or committee meetings, as required
- Compose/prepare external and internal correspondence, memos, reports, tenders, contracts, agreements, grant applications, by-laws and other confidential documents and papers for the Director of Recreation & Culture
- Design & print signage and written notices of a general nature, as per instructions
- Manage internal and external communication with the Director of Recreation & Culture's office
- Present a positive and professional image of the municipality to all visitors, staff, Council and the public
- Enter any complaints received into the complaints tracking system and assign to appropriate staff member
- Maintain files and records systems and ensure that confidential, sensitive and restricted corporate and employee information to which this position is privy, is received/prepared, processed and protected

- Troubleshoot computer problems in consultation with County IT support department
- Take on special projects as assigned by the Director of Recreation & Culture eg. research, source and contact contractors, businesses and specialists to source materials, equipment, and services, research and report on current COVID-19 rules and regulations, as they relate to municipal facilities
- Assist with hall rentals and facility bookings
- Perform program registrations
- Contact program participants in the event of program cancellation etc.
- Purchase of goods and services as authorized by the Director of Recreation & Culture
- Stock bar supplies and product as needed
- Provide backup coverage with front counter inquiries and cash receipting duties
- Assist with general telephone inquiries as required
- Other duties shall be as assigned as required

The foregoing 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.

**TOWNSHIP OF
NORTH DUNDAS**

JOB DESCRIPTION

JOB TITLE: Administrative Assistant	LAST REVISION DATE:
REPORTS TO: Director of Public Works	Approved by:
WAGE LEVEL: Grade Two 2021 range \$39,682 - \$46,413	EFFECTIVE DATE: December 7, 2021

Position Summary:

Reporting to the Director of Public Works, this position provides a variety of administrative and clerical support to the Public Works Department, and other Departments as needed. This position is also required to maintain confidentiality and act professionally in interactions with employees, management and the public.

Position Qualifications:

- A minimum of Grade 12 education, post-secondary diploma in Administration or a related discipline is preferred
- Two years of experience in an administrative role with experience with the general public, preferably in a municipal environment
- Excellent interpersonal and communication skills with the ability to defuse tense situations with the public
- Excellent written communications with the ability to proofread documents
- A strong commitment to public service with a demonstrated record of excellent attendance, punctuality and reliability
- Ability to organize Departmental activities, meet deadlines and work under pressure.
- Organizational skills to prioritize and complete tasks within appropriate time frames.
- Willingness to learn, to accept responsibility and demonstrate initiative.
- Good problem-solving skills and the ability to research potential solutions and make a recommendation
- Adaptable to changing work environment and multi-tasking between unrelated disciplines
- Commitment to confidentiality and professional ethics.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, Power Point)

- General computer and network skills to be able to trouble shoot IT problems and find solutions in coordination with the County IT support department
- Resourceful and flexible
- Ability to work with minimal supervision
- Familiarity with website and social media account maintenance
- Knowledge of Vadim and eScribe software would be considered assets
- Knowledge of the TOMRMS filing system considered an asset
- Familiarity with accounting concepts would be considered an asset
- Bilingualism would be considered an asset.

Other Requirements:

- Valid Class G Driver's Licence
- Satisfactory criminal background check

Position Description:

- Provide administrative and office support to the Director of Public Works and/or other Department Heads
- Schedule appointments, meetings, etc., prepare necessary materials and transcribe minutes as required.
- Prepare minutes and notes from staff or committee meetings, as required
- Compose/prepare external and internal correspondence, memos, reports, tenders, contracts, grant applications, by-laws and other confidential documents and papers for the Director of Public Works
- Manage internal and external communication with the Director of Public Work's office
- Present a positive and professional image of the municipality to all visitors, staff, Council and the public
- Enter any complaints received into the complaint tracking system and assign to appropriate staff member
- Maintain Administration files and records systems and ensure that confidential, sensitive and restricted corporate and employee information to which this position is privy is received/prepared, processed and protected.
- Sourcing products and obtaining pricing as needed
- Trouble shoot computer problems in consultation with County IT support department
- Take on special projects as assigned by the Director of Public Works
- Responsible for periodic water meter readings
- Coordinate and/or deliver notices to residents as required for things such as bill payment and water system repairs

- Administration of Ontario One Call locate requests
- Responsible for processing Municipal Consent Forms
- Provide backup coverage with front counter inquiries and cash receipting duties
- Assist with general telephone inquiries as required
- Other duties shall be as assigned as required

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

Clerk/Deputy CAO

To: Mayor and Members of Council

Date of Meeting: December 7, 2021

Subject: Multi-Year Accessibility Plan – 2021 Update

RECOMMENDATION:

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

BACKGROUND:

The purpose of the Accessibility for Ontarians with Disabilities Act, 2005, (AODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to allow their full participation in life.

Every two years, the multi-year plan is updated and presented to the SDG Accessibility Committee. Additionally, AODA mandates that each municipality prepare an annual status report to outline Township's progress with regards to implementation of its Multi-Year Accessibility Plan, and to submit a compliance report to the Province prior to December 31, 2021.

In addition to general ADOA requirements, there are five accessibility standards. These standards are rules that organizations in Ontario need to follow to identify, remove and prevent barriers so that people with disabilities will have more opportunities to participate in everyday life. The standards included as part of the Integrated Accessibility Standard Regulation are:

- customer service,
- information and communications,
- employment,
- transportation, and
- design of public spaces.

While the design of public spaces standards is still be developed, Municipalities are required to consult with people with disabilities in certain circumstances to develop design solutions that reflect local conditions and meet the needs of users.

An Accessibility Plan was first adopted by Council in 2003. The attached Update for 2021 includes a summary of actions completed in 2020 and 2021 and a summary of proposed actions for years 2022 – 2025.

The Deputy CAO, Clerk and the Director of Recreation & Culture presented the 2021 Update to the SDG Accessibility Committee on November 24, 2021 and also shared proposed site plans for the Hallville Park. The attached plan has been updated to include discussion points raised during the meeting.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

Target projects have been included in the 2022 draft budget.

OTHERS CONSULTED:

Township staff
SDG Accessibility Committee

ATTACHMENTS:

2020 – 2025 Multi-Year Accessibility draft report.



The Township of North Dundas Multi-Year Accessibility Plan For 2020 – 2025

Township of North Dundas
636 St. Lawrence Street
Winchester, Ontario K0C 2K0

Prepared December 2021

If this information is required in an alternate format, please contact Nancy Johnston,
Director of Corporate Services/Clerk, at 613-774-2105 Ext. 226 or
njohnston@northdundas.com



ACCESSIBILITY PLAN UPDATE

TABLE OF CONTENTS

A Message from the Mayor	2
Commitment to Accessibility Planning	3
Definitions	6
Accessibility Committee	7
Summary of Actions 2020	8
Summary of Actions 2021	10
Summary of Proposed Actions 2022	12
Other Proposed Actions 2023 – 2025 (no established date for completion)	13
Appendix A – Photos	14

A Message from the Mayor

The Council of the Township of North Dundas is very pleased to present our most recent Accessibility Plan for our municipality.

The Township is committed to accommodating any person with a disability regardless of whether they are an employee, volunteer, resident or visitor. Ultimately, the accessibility plan is intended to identify, remove and prevent all barriers that may impede a person from accessing and using municipal services within the responsibility of the Township of North Dundas.

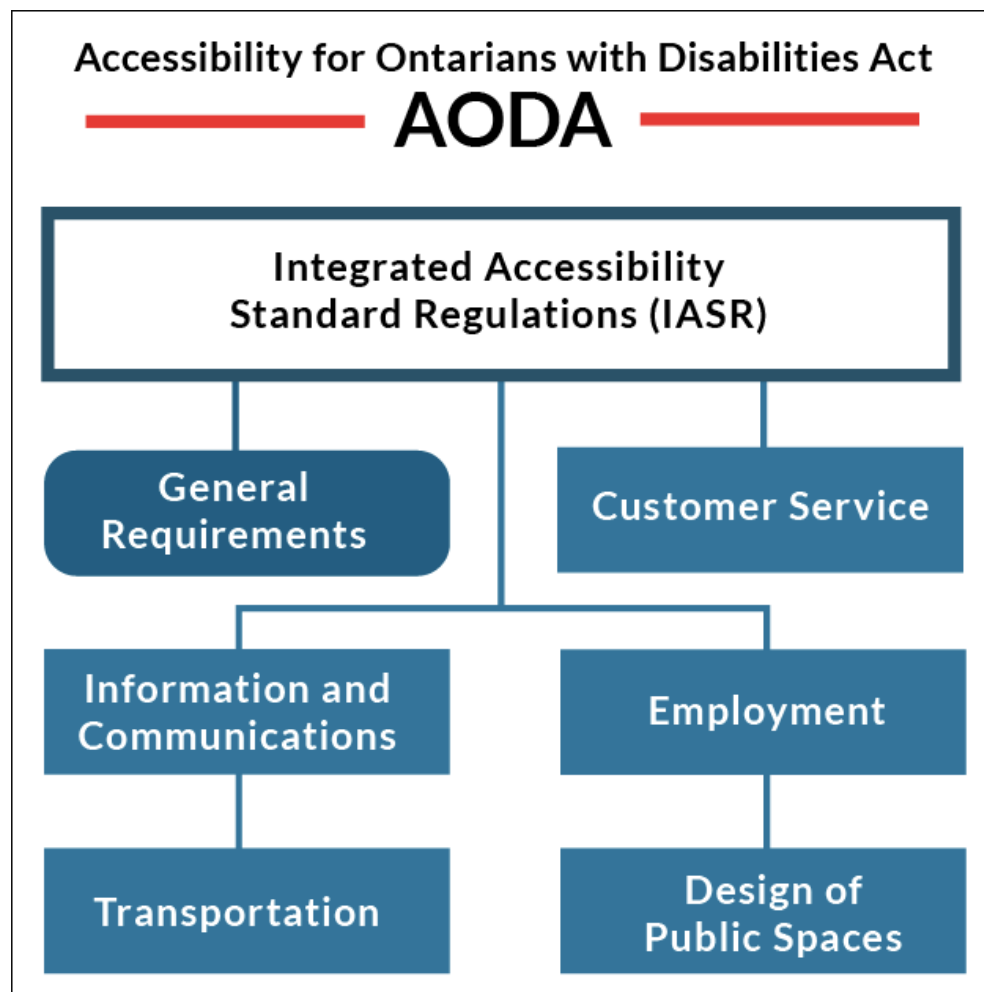
I am particularly proud of some major accomplishments made during the two last years:

- We hired a firm to completely redesign our website. Not only is it now fully compliant with level AA of the WCAG 2.0 web content accessibility guidelines which meets the requirements in the AODA, it also won a gold award for design.
- Due to COVID-19 restrictions on in-person meetings, we upgraded the audio/visual equipment in the Council chambers and are broadcasting all of our Council meetings live on YouTube. Closed captioning for these meetings is available. Delegations and other participants are able to join the meeting via Zoom.
- We also received government funding allowing us to upgrade many of our parks with AODA compliant play features.

In closing, on behalf of the members of Council, I would like to thank the members of the North Dundas Plan Development Working Group and the United Counties of Stormont, Dundas and Glengarry Committee Members, for their time and dedication in helping make our community accessible to everyone.

Commitment to Accessibility Planning

The *Accessibility for Ontarians with Disabilities Act* (AODA) requires private and not-for-profit organizations with 50 or more employees, to create a multi-year accessibility plan and develop accessibility policies according to established standards in five areas. The AODA has several standards governed by different legislations (see chart below) with varying dates for mandatory compliance.



Source: <https://accessibilitycanada.ca>

1. **General Requirements** – In addition to the five standards that all non-profits, private and public sector businesses must comply with, there are also general requirements that include:
 - Training – Ensuring employees have the basic knowledge about accessibility and how it impacts people with disabilities, and keeping records about the training received.
 - An accessibility policy – A written policy that is available to the public that guides an organization and helps with achieving accessibility goals.

- An accessibility plan – A plan that works with the above-mentioned policy that outlines steps to prevent and remove barriers faced by persons with disabilities and the timeline for implementing these steps.
 - Self-service kiosks – Electronic terminals must include accessibility features when they are designed, procured or acquired.
2. **Standard One - Customer Service Standards (CSS)** – The standard for customer service has been in effect since 2008, and requires organizations to develop policies and a plan on how to provide services to persons with a disability. Under CSS only the information about services needs to be accessible, not the services themselves. Additionally, contact information in multiple formats (phone number, email, address) must be available to collect feedback on accessibility practices. This standard applies to all organizations in Ontario that provide goods, services or facilities to the public or other third parties that has at least one employee in Ontario.
 3. **Standard Two - Information and Communications** – All emergency and public safety information must be provided in an accessible format when asked, including websites which must comply with Web Content Accessibility Standards (WCAG).
 4. **Standard Three - Employment Standards** – All internal communications and workplace information must be accessible to all employees. Employees with disabilities must have individualized workplace emergency response information. Recruitment must be accessible to everyone and accommodations must be made to meet the needs of employees throughout their career, including individual accommodation plans and return-to-work plans for employees absent due to a disability.
 5. **Standard Four - Transportation** – Organizations providing transportation services must have accessible options for people with disabilities. The Township of North Dundas is not responsible for any form of public transportation; therefore, this standard will not be addressed in this plan.
 6. **Standard Five - Design of Public Spaces** – These standards are still being developed. Since 2015, The Ontario Building Code (OBC) requires that minimum accessibility standards be met for most new construction and extensive renovations to existing buildings. There is a baseline for level of accessibility for service counters, waiting areas with fixed seating and outdoor spaces, such as sidewalks and parking lots; however, like the OBC, these standards only apply to new construction and planned redevelopment of public spaces.

Standard five requires municipalities to consult with people with disabilities in certain circumstances to develop design solutions that reflect local conditions and meet the needs of all users. Consultation is required when an organization plans to construct or redevelop:

- Recreational trails
- Beach access routes

- Outdoor public use eating areas
- Playgrounds and outdoor play spaces
- Exterior paths of travel
- Service counters
- Waiting areas with fixed seating
- Sidewalks
- Parking lots

Under the standard, municipalities must consult with the public and persons with disabilities in addition to consulting with their municipal Accessibility Advisory Committee. This consultation should occur as early as possible in the construction or redevelopment process so that the Township can weigh all considerations before decisions are made and design plans are finalized.

The standard also allows for consultations to be combined on varying projects to allow for efficient and effective decision-making. As part of the municipality's systemic compliance, accessibility planning has been incorporated into the Official Plan process, and the Township manages a Community Improvement Plan (CIP). Under the CIP program, businesses can apply for grants to modify their premises to improve accessibility.

Definitions

The definition shown below clearly indicates that a “disability” may include physical limitations, mental or developmental limitations and other non-evident limitations.

A “disability” is:

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b) A condition of mental impairment or a developmental disability;
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) A mental disorder; or,
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

A “barrier” is:

Anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an informational or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

Source: The Accessibility for Ontarians with Disabilities Act

Accessibility Committee

The Township of North Dundas works closely with an Accessibility Committee to develop a comprehensive accessibility plan with the goal of identifying, removing and preventing barriers for people with disabilities in the Township of North Dundas. The key contacts for The Township regarding accessibility are:

Nancy Johnston, Director of Corporate Services/Clerk
Township of North Dundas
636 St. Lawrence Street, Winchester, Ontario K0C 2K0
Phone: 613-774-2105 Toll Free: 1-800-795-0437 Fax: 613-774-5699

Email: njohnston@northdundas.com

Meaghan Meerburg, Director of Recreation and Culture
Township of North Dundas
636 St. Lawrence Street, Winchester, Ontario K0C 2K0
Phone: 613-774-2105 Toll Free: 1-800-795-0437 Fax: 613-774-5699

Email: mmeerburg@northdundas.com

Summary of Actions – 2020

Customer Service

- All new employees receive mandatory training on Accessible Customer Service. All employees completed refresher training in the fall of 2019.

Information and Communications

- We began the process to completely redesign the Township's website, with a launch date of Spring 2021.
- Due to COVID-19 restrictions on in-person meetings, we upgraded the audio/visual equipment in the Council chambers and are broadcasting all of our Council meetings live. Closed captioning is available. Delegations and other participants are able to join the meeting via Zoom.
- TTY support continues to be provided with the assistance of Bell operators.

Employment

- Accessibility accommodations are available throughout the recruitment process and included as part of our advertisements.
- Due to restrictions with COVID-19, virtual interviews were held when required.

Design of Public Spaces

- OPP/Library/Medical Building, 547 St. Lawrence Street, Winchester
 - Installed automatic door opener on door to medical clinic.
- Old Town Hall, 478 Main Street, Winchester
 - Resurfaced east parking lot.
- Morewood Community Hall, 17 Russell Street, Morewood
 - Replaced current lighting outside the change room door in the rink house.
- Nelson LaPrade Centre, 9 William Street, Chesterville
 - Installed accessible toilets.
 - Replaced stairs to entrance.
- The Township of North Dundas Municipal Office, 636 St. Lawrence Street, Winchester
 - Installed automatic door opener on door to women's bathroom.
 - Installed a baby change table in the visitor's washroom.
- Joel Steele Community Centre, 577 Winchester Main Street, Winchester
 - Resurfaced stairs to upper-level Community Hall with tactile vinyl.
 - Installed accessible height toilet.
- Chesterville and District Arena, 153 Queen Street, Chesterville
 - Widened change room door frames.

- Chesterville Community Hall, 1 Mill Street, Chesterville
 - Replaced sections of concrete walkway and installed tactile surfaces.
 - Removed curb from walkway to accessible parking space.
 - Relayed interlock landing by library.
 - Parking spaces repainted to AODA standards.
- Chesterville Public Pool, 1 William Street, Chesterville
 - Replaced washroom dividers.
- Rick Cauvier Memorial Park, 10543 South Mountain Main Street, South Mountain
 - Old rink shed torn down and replaced with an AODA friendly gazebo, complete with one picnic table that has three bench seats instead of four (wheel chair accommodating).
- Other
 - Purchased a portable pool lift to share between Winchester and Chesterville pools.
 - Installed pedestrian crossing lights on York Street at Winchester Public School and two park benches that meet AODA measurements.
 - Installed a crosswalk with lights at the intersection of Wintonia Drive and St. Lawrence Street in Winchester
 - Replaced 10M of the concrete walkway on Mill Street east in Chesterville on the south side of civic number #1 (Chesterville Community Hall), in order to level the path of travel. Tactile warning strips were added.
 - Replaced 25M of concrete walkway on Mill Street east in Chesterville on the west side of civic number #1 (Chesterville Community Hall), in order to level the path of travel. Tactile warning strips were added.

Summary of Actions – 2021

Customer Service

- All new employees receive mandatory training on Accessible Customer Service. An HR training platform was purchased that enables employees to take extra training courses and ensures the content is up-to-date.

Information and Communications

- We began the process to completely redesign the Township's website, with a launch date of Spring 2021. Not only is it now fully compliant with level AA of the WCAG 2.0 web content accessibility guidelines which meets the requirements in the AODA, it also won a gold award for design.
- We purchased a Zoom licence which allows the Municipality to host public meetings virtually, along with closed captioning.
- TTY support continues to be provided with the assistance of Bell operators.
- Internet and telephone voting has been adopted for the 2022 Municipal and School Board elections.

Employment

- Accessibility accommodations are available throughout the recruitment process and included as part of our advertisements.
- Due to restrictions with COVID-19, virtual interviews were held when required.
- Two ergonomic sit stand work stations were installed.

Design of Public Spaces

- The Township of North Dundas Municipal Office, 636 St. Lawrence Street, Winchester
 - Replaced one tap in the men's washroom with a touchless model.
 - Sections of the parking lot were replaced to make the surface more even for walking and to lower some areas for wheelchair accessibility.
 - Parking lot lines were repainted to current standards, including required AODA parking spaces with wheelchair markings.
- Old Town Hall, 478 Main Street, Winchester
 - Installed automatic door opener on theatre door.
 - Installed automatic door opener on AODA washroom door.
 - Replaced AODA signage at the front door.
 - Renovated access to AODA washroom.
 - Replacing HVAC system in theatre to lower operating noise, which helps the hearing impaired.
- Morewood Community Hall, 17 Russell Street, Morewood
 - Make rink house change room door flush with ice surface.
- Veteran's View Park, Morewood
 - Added a 3-sided picnic table.

- Reset interlocking paving stones pathway for a smoother path of travel.
- Mountain Memorial Park, 10480 Clark Road, Mountain
 - Trails were upgraded with wood chips and AODA signs prohibiting motorized vehicles were added.
 - 3-sided picnic table was added.
- Rick Cauvier Memorial Park, 10543 South Mountain Main Street, South Mountain
 - Installed a new community pavilion and levelled gravel parking lot for smoother access.
 - Resurfaced South Mountain tennis courts.
 - In partnership with the Lions, two benches to AODA measurements and two picnic tables (one with only three sides) were installed.
- Chesterville Public Pool, 1 William Street, Chesterville
 - Purchased a portable pool lift for this pool (previously shared one with Winchester Centennial Pool).
- Chesterville Ball Field, 153 Queen Street, Chesterville
 - Replaced lights.
- Chesterville Tennis Courts, 9 William Street, Chesterville
 - Resurfaced tennis courts.
- Winchester Centennial Pool, 577 Winchester Main Street, Winchester
 - Added grab bars to men's and lady's bathrooms.
- 100 Club Park, 577 Winchester Main Street, Winchester
 - Paved a new pathway that connects a new AODA parking space in the parking lot with the existing paved pathway that runs through the playground.
- Other
 - 6 parks received AODA swings (South Mountain, Chesterville, Winchester, Mountain, Harmony and Thompson).
 - Tactile plates were installed on Clark Road.
 - Began renting AODA compliant portable washroom facilities for the Winchester and Chesterville ball fields. This will continue to take place annually.
 - Installed a crosswalk with lights at the intersection of Christie Lane and Main Street in Winchester.
 - Installed a crosswalk with lights at the intersection of Church Street and Main Street in Winchester.

Summary of Proposed Actions – 2022

Customer Service

- All new employees will receive mandatory training on Accessible Customer Service.

Information and Communications

- Municipality will continue to broadcast meetings virtually.

Employment

- Accessibility accommodations will be available throughout the recruitment process and included as part of our advertisements.
- Continued purchase of ergonomic equipment for staff as required.

Design of Public Spaces

- Chesterville Public Pool, 1 William Street, Chesterville
 - Replace washroom taps.
- Winchester Centennial Pool, 577 Winchester Main Street, Winchester
 - Purchase/reconfigure existing bathroom stalls to become AODA compliant.
 - Purchase touch free taps.
 - Replace and lower bathroom counters.
 - Purchase and install AODA bathroom mirrors.
 - Replace main entrance door with a wider door and smaller frame so the opening becomes 38".
 - Convert two parking spaces into one accessible parking space located within close proximity to the paved path leading to the Lions Club Pavilion and pool building.
- Hallville Park, 1650 County Road 1, Mountain
 - Begin development. Will consult with Accessibility Committee prior to installation of components.
- Other
 - Additional accessible play structures and accessible pathways will be installed in various parks.
 - Ten Spins and accessible pathways will be installed based on proximity to parking lot.
 -

Other Proposed Actions – 2023 - 2025 (no established date)

Design of Public Spaces

- Old Town Hall - 478 Main Street, Winchester
 - Install handles in the aisles to assist disabled patrons.
- Hallville Park, 1650 County Road 1, Mountain
 - Continued development of the park and its amenities.
- Sidewalks
 - Replace sections of sidewalk – areas to be determined during budget process.

Appendix A – Photos of Improvements

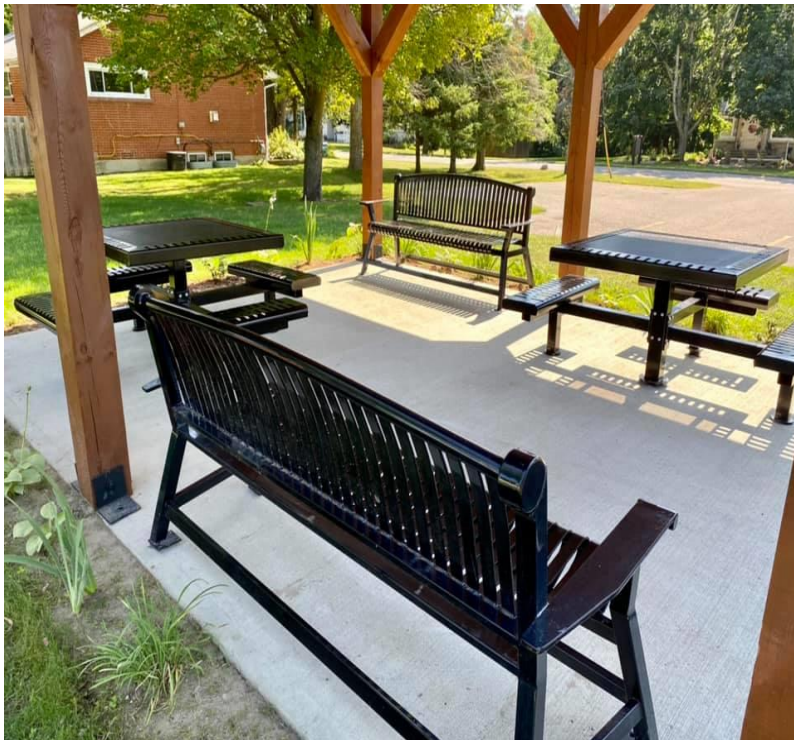


Washroom renovation at Old Town Hall





AODA swing – installed at several parks



Lions Club Pavillion in South Mountain with 3-sided table and AODA benches



**Old stairs at the Nelson
LaPrade Center**



**New stairs at the Nelson
LaPrade Center**



New path constructed at 100 Club Park



1 AODA pool lift now at each Municipal pool



ACTION REQUEST

Clerk/Deputy CAO

To: Mayor and Members of Council

Date of Meeting: December 7, 2021

Subject: Resignation of Council Member – Filling the Vacancy

RECOMMENDATION:

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

BACKGROUND:

Tyler Hoy submitted his resignation in writing to the Clerk on December 1st, 2021. With the departure of Mr. Hoy, a vacancy has occurred for an office of a member of Council (Councillor). Section 263 5 (1) of the *Municipal Act* requires that the vacancy be filled within sixty (60) days.

As outlined in the Township of North Dundas Procedure By-law 2020-19, 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*

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation** – recommended. Accept the resignation of Tyler Hoy and fill the vacant position within sixty (60) days as required under Section 263 5 (1) of the *Municipal Act*.
- 2. Do not approve the recommendation** - not recommended.

FINANCIAL ANALYSIS:

N/A

OTHERS CONSULTED:

CAO
Director of Corporate Services/Clerk

ATTACHMENTS:

N/A



ACTION REQUEST – BY-LAW

Planning, Building & Enforcement

To: Mayor and Members of Council

Date of Meeting: December 7, 2021

Subject: By-law No. 2021-90 Part Lot control – Moderna Homes

RECOMMENDATION:

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.

BACKGROUND:

The applicant Moderna Homes, wishes to exempt Lot 13 on Registered Plan 8M-12 from Part Lot Control to divide the existing lot into 2 lots to permit the individual sale of semi-detached dwellings.

As this application is related to lots that are within in a plan of subdivision, the Township is able to proceed with the removal of Part Lot Control as opposed to proceeding with a consent (severance process through the United Counties of SD&G). Part lot control enables the quick division of a lot for semi-detached dwellings and townhomes to be parceled off and sold individually.

Section 50 of the Planning Act R.S.O. 1990

- (7) Despite subsection (5), THE Council of the local municipality may by-by-law provide that subsection (5) does not apply to land that is within such registered plan or plans of subdivision or parts of them as are designated in the by-law

If approved, the By-law will be sent to the United Counties of Stormont, Dundas, and Glengarry for final approval.

Attached below are copies of the surveys submitted by the applicant. The two lot sizes conform to the minimum lot frontage and area requirements contained in the Zoning By-law.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-90

EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received a site-specific application to exempt.

The areas affected by this By-law are described as Lot 13 on Registered Plan 8M-12, former Village of Winchester, now Township of North Dundas, County of Dundas.

If adopted, the subject lands will be exempt from Part Lot Control as described in Section 50(5) of the *Planning Act*, R.S.O. 1990, as amended, and will permit the splitting and sale of a semi-detached dwelling.

The subject lands are not the subject of any other application under the Planning Act.

APPLICANT:

Moderna Homes
210 Stonewalk Way,
Kinburn, Ontario
K0A 2H0

Affected Parcels:
Roll Number: 0511-018-003-28025
PIN: 661520507

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2021-90

WHEREAS Section 50(5) of the *Planning Act*, R.S.O. 1990, as amended, established Part Lot Control over all lands within plans of subdivision registered before or after the coming into force of said section;

AND WHEREAS Section 50(7) authorizes a municipality to provide a By-law that Part Lot Control does not apply to land that is within such registered plans or parts thereof, and that an expiry date may be specified in the By-law which can be extended prior to the expiration of the time period;

AND WHEREAS the Council of The Corporation of the Township of North Dundas deems it advisable to exempt Lot 13 on Registered Plan 8M-12, former Village of Winchester, now Township of North Dundas, County of Dundas, from Part Lot Control to permit the splitting and sale of a semi-detached dwellings, together with, and subject to any easements for access and maintenance.

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

- 1.0** Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, as amended, shall not apply to exempt Lot 13 on Registered Plan 8M-12, (PIN#661520507) in the former Village of Winchester, now the Township of North Dundas.
- 2.0** This By-law shall be effective only to the extent necessary to permit:
 - 2.1** The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged;
 - 2.2** Individual dwelling units, together with their appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
 - 2.3** Any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit.
- 3.0** No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this By-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, as amended.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2021-90

- 4.0** This By-law shall come into force upon approval and shall expire on December 7th, 2022, unless the Council of The Corporation of The Township of North Dundas has provided an extension by amendment to this By-law prior to its expiry.

READ and passed in Open Council, signed and sealed this 7th day of December 2021.

MAYOR

CLERK



ACTION REQUEST – BY-LAW

Planning, Building & Enforcement

To: Mayor and Members of Council

Date of Meeting: December 7, 2021

Subject: By-law No. 2021-89 Part Lot Control - Moderna Homes

RECOMMENDATION:

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.

BACKGROUND:

The applicant Moderna Homes, wishes to exempt Lot 12 on Registered Plan 8M-12 from Part Lot Control to divide the existing lot into 2 lots to permit the individual sale of semi-detached dwellings.

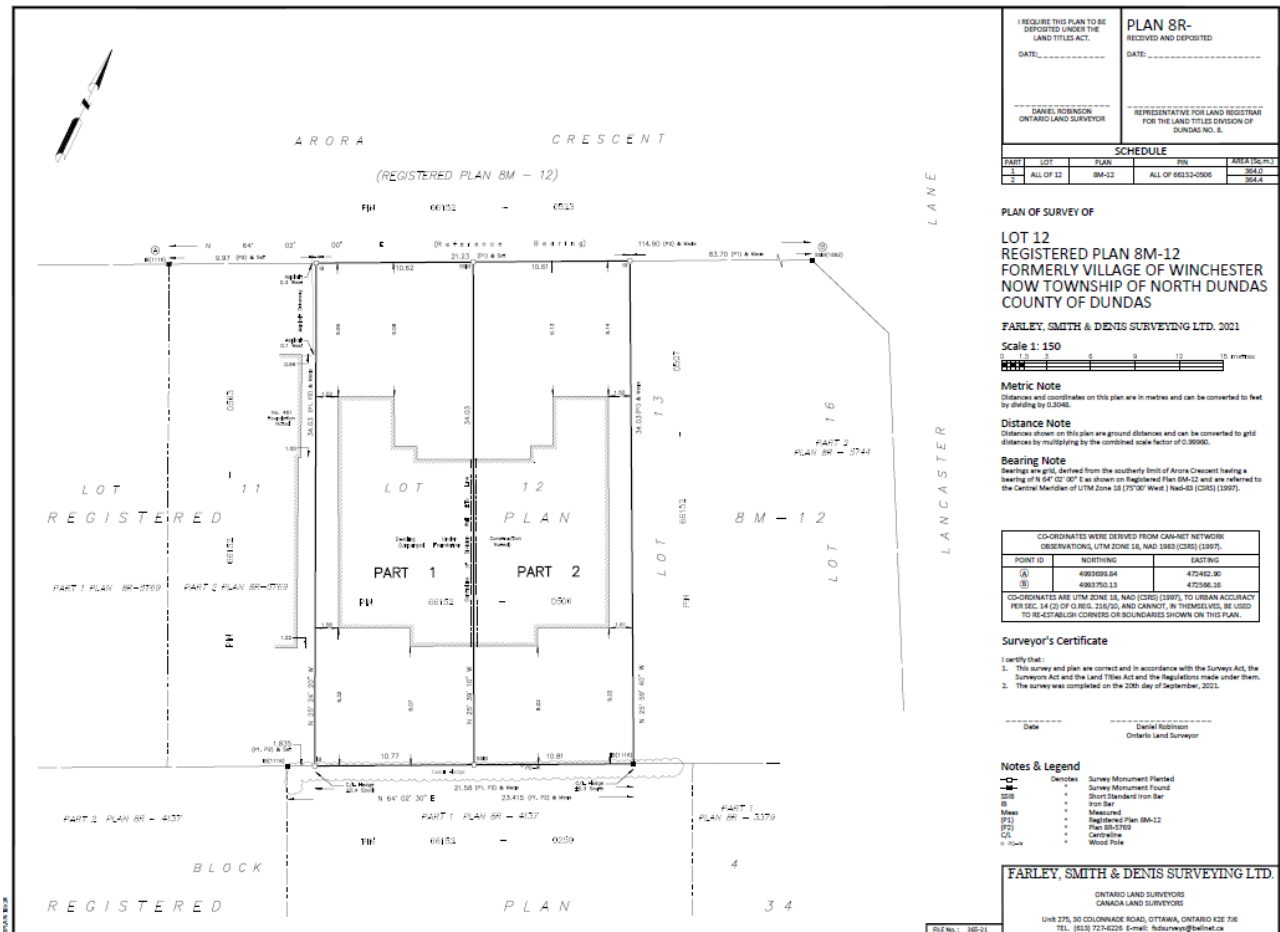
As this application is related to lots that are within in a plan of subdivision, the Township is able to proceed with the removal of Part Lot Control as opposed to proceeding with a consent (severance process through the United Counties of SD&G). Part lot control enables the quick division of a lot for semi-detached dwellings and townhomes to be parceled off and sold individually.

Section 50 of the Planning Act R.S.O. 1990

- (7) Despite subsection (5), THE Council of the local municipality may by-by-law provide that subsection (5) does not apply to land that is within such registered plan or plans of subdivision or parts of them as are designated in the by-law

If approved, the By-law will be sent to the United Counties of Stormont, Dundas, and Glengarry for final approval.

Attached below are copies of the surveys submitted by the applicant. The two lot sizes conform to the minimum lot frontage and area requirements contained in the Zoning By-law.



OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

No impact at this time. If approved and registered, this will increase the residential tax assessment as the lots can be sold separately.

OTHERS CONSULTED:

CBO

Farley, Smith, and Denis Surveying Ltd.

Applicant

ATTACHMENTS:

Draft By-law No. 2021-89

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-89

EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received a site-specific application to exempt.

The areas affected by this By-law are described as Lot 12 on Registered Plan 8M-12, former Village of Winchester, now Township of North Dundas, County of Dundas.

If adopted, the subject lands will be exempt from Part Lot Control as described in Section 50(5) of the *Planning Act*, R.S.O. 1990, as amended, and will permit the splitting and sale of a semi-detached dwelling.

The subject lands are not the subject of any other application under the Planning Act.

APPLICANT:

Moderna Homes
210 Stonewalk Way,
Kinburn, Ontario
K0A 2H0

Affected Parcels:
Roll Number: 0511-018-003-28024
PIN: 661520506

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-89

WHEREAS Section 50(5) of the *Planning Act*, R.S.O. 1990, as amended, established Part Lot Control over all lands within plans of subdivision registered before or after the coming into force of said section;

AND WHEREAS Section 50(7) authorizes a municipality to provide a By-law that Part Lot Control does not apply to land that is within such registered plans or parts thereof, and that an expiry date may be specified in the By-law which can be extended prior to the expiration of the time period;

AND WHEREAS the Council of The Corporation of the Township of North Dundas deems it advisable to exempt Lot 12 on Registered Plan 8M-12, former Village of Winchester, now Township of North Dundas, County of Dundas, from Part Lot Control to permit the splitting and sale of a semi-detached dwellings, together with, and subject to any easements for access and maintenance.

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

- 1.0** Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, as amended, shall not apply to exempt Lot 12 on Registered Plan 8M-12, (PIN# 661520506) in the former Village of Winchester, now the Township of North Dundas.
- 2.0** This By-law shall be effective only to the extent necessary to permit:
 - 2.1** The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged;
 - 2.2** Individual dwelling units, together with their appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
 - 2.3** Any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit.
- 3.0** No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this By-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, as amended.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2021-89

- 4.0** This By-law shall come into force upon approval and shall expire on December 7th, 2022, unless the Council of The Corporation of The Township of North Dundas has provided an extension by amendment to this By-law prior to its expiry.

READ and passed in Open Council, signed and sealed this 7th day of December 2021.

MAYOR

CLERK



ACTION REQUEST – BY-LAW

Clerk/Deputy CAO

To: Mayor and Members of Council

Date of Meeting: December 7, 2021

Subject: By-law No. 2021-01 Officers & Committees

RECOMMENDATION:

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.

BACKGROUND:

The Officers and Committees by-law is a fluid document that requires changes, amendments and updating from time-to-time to ensure accuracy as people and/or positions change.

- Appointment of Nancy Johnston as Director of Corporate Services/Clerk,
- Removal of Tyler Hoy as Councillor, as Dairyfest Committee Representative and member of the Recreation Community Grant Review Committee
- Removal of Brent Mattice as Senior By-law Enforcement Officer
- Removal of Paul Clarke as an AMPS Screening Officer and Secretary for the site Plan Review Team
- Removal of Nicole Lowey as Deputy Chief Building Official
- Addition of Danielle Ward as Secretary for the Site Plan Review Committee and Drainage Superintendent
- Addition of Gary Annable to the Municipal Emergency Management Control Group and the Emergency Management Program Committee
- Addition of Jamie Cheney and Greg Stewart as By-law Enforcement Officers for purpose of issuing parking tickets
- Addition of Brooke Radi as Deputy Chief Building Official

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

OTHERS CONSULTED:

CAO Rutley

ATTACHMENTS:
By-law No. 2021-01

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-01

A By-law for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations

WHEREAS it is necessary for the Municipal Council to pass by-laws for the appointment of Municipal Officers, Agents, Staff and Committees of Council as referenced in the *Municipal Act*, S.O. 2001, c.25;

AND WHEREAS it is deemed appropriate for Municipal Council to recognize organizations that support Township of North Dundas recreation activities;

AND THEREFORE, the Mayor shall be a member Ex-Officio, of all Committees;

<u>Council</u>	
MAYOR DEPUTY MAYOR COUNCILLOR COUNCILLOR COUNCILLOR	Tony Fraser Allan Armstrong John Thompson Gary Annable
COUNTY COUNCIL ALTERNATE	John Thompson
<u>Officers, Agents and Staff</u>	
CHIEF ADMINISTRATIVE OFFICER (CAO) EMERGENCY PLANNING ADMINISTRATIVE OFFICIAL HUMAN RESOURCES MUNICIPAL HEAD RELATING TO OMBUDSMAN ACT	Angela Rutley
TREASURER	John J. Gareau
DEPUTY TREASURER	Johanna Barkley
TAX COLLECTOR	Michelle McDonell
CLERK DEPUTY CAO DIVISION REGISTRAR MARRIAGE LICENCE ISSUER CIVIL MARRIAGE OFFICIANT LOTTERY LICENSING OFFICER MUNICIPAL ELECTIONS RETURNING OFFICER COMMUNITY EMERGENCY MANAGEMENT COORDINATOR MUNICIPAL HEAD RELATING TO FREEDOM OF INFORMATION ACT	Jo-Anne McCaslin
DEPUTY DIVISION REGISTRAR DEPUTY MARRIAGE LICENCE ISSUER	Laurie Gibson
DIRECTOR OF CORPORATE SERVICES/CLERK EMERGENCY INFORMATION OFFICER DEPUTY LOTTERY LICENSING OFFICER MUNICIPAL ELECTIONS DEPUTY RETURNING OFFICER CIVIL MARRIAGE OFFICIANT	Nancy Johnston
DIRECTOR OF PLANNING, BUILDING & ENFORCEMENT ZONING ADMINISTRATOR	Calvin Pol

DEPUTY CLERK & EXECUTIVE ASSISTANT TO THE DIRECTOR OF PLANNING, BUILDING & ENFORCEMENT PROPERTY STANDARDS COMMITTEE SECRETARY COMMITTEE OF ADJUSTMENT SECRETARY CIVIL MARRIAGE OFFICIANT	
CHIEF BUILDING OFFICIAL BUILDING INSPECTOR PROPERTY STANDARDS OFFICER BY-LAW ENFORCEMENT OFFICER	Jacob Forget
BUILDING INSPECTOR	Brooke Radi
DEPUTY CHIEF BUILDING OFFICIAL	Brooke Radi
BUILDING INSPECTORS (On Call)	Dirk Testerink Donald Lewis Hilton Cryderman Harry Hutchinson
MUNICIPAL ENGINEERING CONSULTANTS	CIMA+ Canada Inc. (Primary) exp Services Inc. (Secondary)
DIRECTOR OF PUBLIC WORKS	Khurram Tunio
CIVIL MARRIAGE OFFICIANT DEPUTY MARRIAGE LICENCE ISSUER	MaryLynn Plummer
PATROL SUPERVISOR	Jamie Cheney
DRAINAGE SUPERINTENDENT	Jamie Cheney Danielle Ward
DIRECTOR OF RECREATION & CULTURE	Meaghan Meerburg
FACILTIES MANAGER	Tom Dekker
RECREATION COORDINATOR	Brandon Cousineau
DIRECTOR OF WASTE MANAGEMENT	Douglas Froats
ECONOMIC DEVELOPMENT & COMMUNICATIONS OFFICER EMERGENCY INFORMATION OFFICER (A)	Stephen Mann
FIRE COMMISSIONER	Allan Armstrong (p)
FIRE DEPARTMENT LIAISON	Michael Gruich
FIRE CHIEFS	Ken Byers Raymond Sherrer Daniel Kelly Michael Gruich
DEPUTY FIRE CHIEFS	Trevor Carruthers Donald Levere Sandy Johnston Dave Lannin
SENIOR MUNICIPAL BY-LAW ENFORCEMENT OFFICER	
INTERMEDIATE MUNICIPAL BY-LAW ENFORCEMENT OFFICER COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (A)	Nicolas Hubble
BY-LAW ENFORCEMENT OFFICERS	Roxanne Garland

(as determined by the Township of Russell)	Millie Bourdeau
AMPS HEARING OFFICER	John Ralko
AMPS SCREENING OFFICERS	Brandon Cousineau
BY-LAW ENFORCEMENT OFFICERS (for the purpose of issuing parking tickets)	Daniel Kelly Barry Giberson Jamie Cheney Greg Stewart
ANIMAL CONTROL BY-LAW ENFORCEMENT OFFICER	Kevin Casselman
LIVESTOCK POUND KEEPER(S)	William Toll (p) Richard Scheepers (p)
LIVESTOCK EVALUATORS	Richard Scheepers (p)
FENCEVIEWERS	Brent Copeland (p) Larry Stewart (p) Gerry Boyce (p)
WEED INSPECTOR (Appointed by County)	Peter Leyenaar
SITE PLAN REVIEW TEAM	Angela Rutley Calvin Pol Doug Froats Khurram Tunio Stephen Mann Jacob Forget Danielle Ward (Secretary)
MUNICIPAL SOLICITORS	Ault & Ault Law Office Cunningham Swan Lawyers
MUNICIPAL AUDITORS	BDO Canada LLP
CLOSED MEETING INVESTIGATOR SERVICES	LAS–AMO (Local Authority Services)
INTEGRITY COMMISSIONER	Cunningham Swan Lawyers Tony Fleming
ART ON THE WATERFRONT COMMITTEE	Council Representative John Thompson (np) (Members as determined by the Committee from time to time)
SD&G ACCESSIBILITY COMMITTEE	North Dundas Representative Al Lummiss (np)
CANADA DAY COMMITTEE	(Members as determined by the Committee from time to time)
CHESTERVILLE CARNIVAL COMMITTEE	Council Representative John Thompson (np) (Members as determined by the Committee from time to time)

CHESTERVILLE AND DISTRICT HISTORICAL SOCIETY	<p>Council Representative John Thompson (np)</p> <p>(Members as determined by the Organization from time to time)</p>
COMMITTEE OF ADJUSTMENT	<p>Shirley Coons (p) Nicole McDonald (p) Donald Johnston (p) Gary Annable (p) John Havekes (p)</p>
MUNICIPAL EMERGENCY CONTROL GROUP	<p>(As authorized by and stated in the North Dundas Emergency Plan) Head of Council CAO Director of Public Works Community Emergency Management Coordinator Emergency Information Officer Council Representative John Thompson (np) Gary Annable (np)</p>
EMERGENCY PLANNER	Kevin Spencer (p)
COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR (A)	Daniel Kelly
EMERGENCY MANAGEMENT PROGRAM COMMITTEE CHAIR	Daniel Kelly
EMERGENCY MANAGEMENT PROGRAM COMMITTEE	<p>(As authorized by and stated in the North Dundas Emergency Plan) Head of Council CAO Director of Public Works Community Emergency Management Coordinator Emergency Information Officer Council Representative John Thompson (np) Gary Annable (np)</p>
COMMUNITY IMPROVEMENT PLAN COMMITTEE	<p>Council Representatives (np) Allan Armstrong Gary Annable (A) Municipal Representative Angela Rutley Municipal Representative Calvin Pol Municipal Representative Stephen Mann Community Representative Vince Zandbelt (np)</p>

DAIRYFEST COMMITTEE	Council Representative (Members as determined by the Committee from time to time)
FIRE STEERING COMMITTEE	Composed of the Fire Commissioner, Fire Chiefs and Deputy Fire Chiefs
MUNICIPAL HERITAGE COMMITTEE	(Members as determined by the Committee from time to time)
DUNDAS COUNTY ARCHIVES COMMITTEE	North Dundas Representatives Darlene Fawcett Brianne Scott Jo-Anne McCaslin Tony Fraser Eric Duncan (non-voting member)
NORTH DUNDAS MOVIE COMMITTEE	Aaron Dellah (np) (Members as determined by the Committee from time to time)
PARADE OF LIGHTS COMMITTEE	(Members as determined by the Committee from time to time)
PROPERTY STANDARDS COMMITTEE	Shirley Coons (p) Nicole McDonald (p) Donald Johnston (p) Gary Annable (p) John Havekes (p)
RECREATION COMMUNITY GRANT REVIEW COMMITTEE	Council Representative(s)(np) Gary Annable Angela Rutley Meaghan Meerburg
WINCHESTER DOWNTOWN REVITALIZATION COMMITTEE	Council Representative (np) Gary Annable (Members as determined by the Committee from time to time)
RIDEAU VALLEY CONSERVATION AUTHORITY	Gerry Boyce Representative (np)
SOUTH NATION CONSERVATION AUTHORITY	William Smirle Representative (np)
<u>Recreation Associations</u> Marionville Ormond/Harmony/Cloverdale South Mountain Morewood	(Members as determined by the Associations from time to time)

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

- 1. That By-law No. 2020-01 be hereby repealed.
- 2. That this By-law takes effect on the day of passing.

READ and passed in Open Council, signed and sealed this 19th day of January, 2021.

As amended, March 23rd, 2021.

As amended, May 12th, 2021.

As amended, June 9th, 2021.

As amended, December 7, 2021.

MAYOR

CLERK



KEY INFORMATION

Planning, Building & Enforcement

To: Mayor and Members of Council

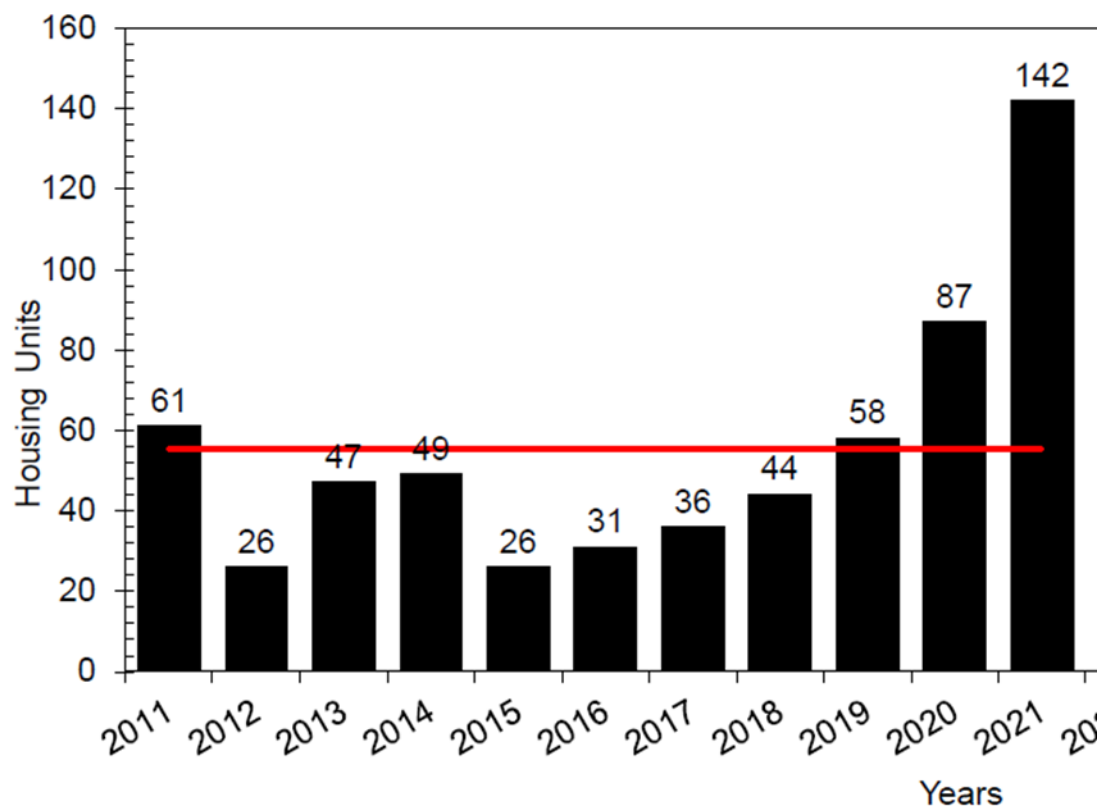
Date of Meeting: December 7, 2021

Subject: Deputy Chief Building Official

On November 29, 2021, a formal resignation letter was received from our Deputy Chief Building Official. Mrs. Radi accepted a position with the City of Ottawa. She has been with the Township since October 15, 2019. Her last day is December 24, 2021.

The Township of North Dundas is experiencing a progressive housing building boom, as illustrated in the bar chart prepared by Watson Associates from the Development Charges Background Study.

Permits Issued for New Dwelling Units



This sharp upsurge in development has put a strain on staff. Building Division staff have been working overtime hours to accommodate the increase in building activity. Given the current housing boom and that building inspections must be performed within 48 hours of a request, the department advertised the position immediately (November 30, 2021) upon receiving the resignation letter.

North Dundas is now in competition with four neighbouring municipalities (see list on the following page); all of which are looking for building inspectors or building officials. Given the current marketplace and market demand for Building Department staff across Ontario, it will be difficult to attract candidates. If there are no suitable candidates, North Dundas will have to consider hiring code review specialists from private consulting firms to assist in 2022 (if they are even available). Finding qualified individuals is extremely difficult, as development across Ontario is booming.

Our current Deputy Chief Building Official came to the Township with some construction experience, but did not have the Ontario Government certifications (to conduct inspections (QuARTS Public Search Registry (gov.on.ca)). She obtained her qualifications while employed with the Township, and was not able to do inspections for several months until she obtained the required certifications. Below is the public record of what she was able to complete plans review and to inspect, as well as our Chief Building Official:

BCIN: 114643
Name: Brooke Wagg
Registration: Building Officials - Inspector
Organization Name: North Dundas (Township of)
Categories: Building Services Detection, Lighting and Power HVAC-House House Plumbing-All Buildings Plumbing-House Small Buildings
Status: Current

BCIN: 42590
Name: Jacob Forget
Registration: Building Officials - CBO
Organization Name: North Dundas (Township of)
Categories: Building Services Building Structural Complex Buildings Detection, Lighting and Power Fire Protection HVAC-House House Large Buildings On-site Sewage Systems Plumbing-All Buildings Plumbing-House Small Buildings
Status: Current

Currently, North Dundas is well served with the experience and expertise within the Building Division.

As note earlier, currently, local demand is very high for inspectors and building officials. A list of current openings is listed below along with the salary top end.

Municipality	Position	Application Closing Date	Salary Top End
South Dundas	Chief Building Official	Dec. 3, 2021	\$97,939
South Stormont	Deputy Chief Building Official	Oct 29, 2021	\$83,298
Casselman	Chief Building Official	Dec. 2, 2021	\$94,582
Cornwall	Building Official	Dec. 10, 2021	not listed
Ottawa	Building Official Specialist (Mechanical - 2 positions)	Dec. 22, 2021	\$84,974
North Dundas	Deputy Chief Building Official	Dec. 14, 2021	\$77,001

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-92

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 actions of the Township of North Dundas at the Special Meeting held on December 7th, 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.
- 2.0** 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.
- 3.0** 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 7th day of December, 2021.

MAYOR

CLERK