

**AGENDA**  
**Township of North Dundas**  
**636 St. Lawrence Street Winchester ON**  
**Wednesday, January 22, 2020**  
**Meeting will commence after the public meeting**

Page

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

**2. Adoption of Agenda**

a) Additions, Deletions or Amendments

All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.

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

**4. Adoption of Minutes**

a) [Public Meeting Minutes - December 10, 2019](#)

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b) [Regular Meeting Minutes - December 10, 2019](#)

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**5. Delegations**

a) Robert Noseworthy - Westerra Homes

**6. Closed Session**

**7. Open Session**

**8. Action Requests**

a) **Finance**

i. [FCM Grant Application](#)

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ii. [Approval of Tax Reductions Under Sec 357 and 358](#)

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b) **Economic Development and Communications**

c) **Public Works**

<b>d) Waste Management</b>	
<b>e) Planning Building and Enforcement</b>	
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e) <a href="#">By-law No. 2020-05 Amendment to the Licensing of Dogs By-law No. 38-2000</a>	66 - 69
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| c) | <a href="#"><u>CAO - MTAS funding request</u></a>  | 105 - 106 |
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## **12. Consent Agenda**

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| a) | Accounts<br>Action Recommended:<br>That Council receive and file for information purposes.   |           |
| b) | <a href="#"><u>Department Activity Updates</u></a><br>Action Recommended:<br><a href="#"><u>That Council receive and file for information purposes.</u></a>  | 111 - 130 |
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| d) | <a href="#"><u>Municipality of Hastings Highlands - Resolution</u></a><br><a href="#"><u>Joint and Several Liability Consultation</u></a><br>Action Recommended:<br><a href="#"><u>That Council receive and file for information purposes.</u></a> | 133 - 137 |
| e) | <a href="#"><u>Eastern Ontario Wardens' Caucus</u></a><br><a href="#"><u>Newsletter - Fall/Winter 2019</u></a><br>Action Recommended:<br><a href="#"><u>That Council receive and file for information purposes.</u></a>                            | 138 - 141 |

## **13. Boards and Committees**

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| a) | <a href="#"><u>SDG Council News - December 2019</u></a><br>Action Recommended:<br><a href="#"><u>That Council receive for information purposes</u></a> | 142 - 143 |
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## **14. Motions and Notices of Motions**

## **15. Petitions**

**16. Council Comments and Concerns**

**17. Unfinished Business**

**18. Ratification By-law**

a) [By-law No. 2020-06](#)

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**19. Adjournment by Resolution**

## TOWNSHIP OF NORTH DUNDAS

### PUBLIC MEETING TO CONSIDER A ZONING AMENDMENT

December 10, 2019

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A Public Meeting of Council, under Section 34 of the *Planning Act, R.S.O. 1990*, as amended was held to consider a proposed joint zoning amendment to the former Township of Mountain Zoning By-law No. 79-6.

**Roll Call:**

Tony Fraser	Present
Allan Armstrong	Present
Gary Annable	Present
Tyler Hoy	Present
John Thompson	Present

Township of North Dundas Staff present included CAO, Angela Rutley; Township Planner, Calvin Pol and Clerk, Jo-Anne McCaslin who recorded the minutes.

Chairperson Fraser called for a motion to open the public meeting.

**Moved by Allan Armstrong and seconded by Tyler Hoy that the Public Meeting of Council to consider a Zoning By-law Amendment to the former Township of Mountain Zoning By-law No. 79-6 be hereby called to order at 7:34 pm. (Applicants Ian Drew & William Kollaard).  
CARRIED.**

The Chairperson confirmed that in accordance with Section 34 of the Planning Act and Ontario Regulation 545/06, Public Notices were mailed out, faxed, emailed and a sign posted on November 19, 2019.

The Chairperson declared the meeting properly constituted as per the requirements of the *Planning Act* and called the meeting to order. An attendance sheet was circulated.

A detailed planning report and draft by-law prepared by Township Planner; Calvin Pol was previously circulated to Council and posted on the Township Website. The Chairperson then turned the meeting over to Mr. Pol who then made a power point presentation outlining the proposed amendment.

It was pointed out by the Planner that if a person or public body does not make oral submissions at this public meeting or make written submissions to North Dundas Township before the by-law is passed, the person or public body may not be entitled to appeal the decision of the Council of North Dundas to the Local Planning Appeal Tribunal.

Planner Calvin Pol explained the **Ian Drew & William Kollaard Amendment:**

The Township of North Dundas received a joint Zoning By-law Amendment application to amend the former Township of Mountain Zoning By-law 79-6, under Section 34 of the Planning Act for the property legally described as the South Part of Lot 6, Concession 9, Part of Lot 7, Concession 9, Parts 1, 2 & 3 on Registered Plan 8R-3921, the former Township of Mountain, now the Township of North Dundas. The purpose is to rezone two properties from Rural (RU) to Residential First Density – Exception Nine (R1-9) and Residential First Density - Exception Ten (R1-10), respectively.

If approved, the effect would be that the properties could be developed as new residential subdivisions in accordance with their respective plans of subdivision.

In closing, Mr. Pol commented the proposed Zoning By-law Amendment constitutes good planning and is consistent with the 2014 Provincial Policy Statement and the Official Plan.

Comments received under Section 34(15) of the Planning Act:

**Ministries & Public Bodies:**

No comments have been received to date.

**Public Meeting Comments:**

The Chairperson asked Members of Council and the Applicant if they had any questions or concerns and then opened the Public Meeting to questions and comments from the public.

There were no questions from Council or the Applicants.

**Questions from the public:**

John Palmer of 10490 St. John St. commented there is a watercourse nearby and asked if an environmental impact study had been completed?

Calvin Pol explained that this municipal drain falls under this category; and minimum setbacks are in place.

Mark Hamilton of 1646 County Rd 1 expressed concerns about drainage, noting his property floods every year.

Calvin Pol explained storm water management plans are part of the subdivision approval process. Plans will be reviewed by as many as five engineering firms including South Nation Conservation and the Province before final approval is issued.

Chairperson Fraser stated the by-law would be considered during the regular meeting of Council.

**Moved by Tyler Hoy and seconded by Allan Armstrong that the Public Meeting of Council adjourn at 7:46 pm.  
CARRIED.**

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Tony Fraser, CHAIRPERSON

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Jo-Anne McCaslin, CLERK

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**MINUTES**  
**DECEMBER 10, 2019**

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A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on December 10, 2019 with Mayor Fraser in the Chair.

ROLL CALL: Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillors: Gary Annable, Tyler Hoy, John Thompson  
CAO: Angela Rutley  
Treasurer: John Gareau  
Director of Public Works: Dan Belleau  
Economic Development Officer: Stephen Mann  
Director of Waste Management: Doug Froats  
Director of Planning: Calvin Pol  
Director of Recreation and Culture: Meaghan Meerburg  
Deputy Treasurer: Johanna Barkley  
Fire Services Liaison Office: Mike Gruich  
Facilities Manager: Tom Dekker  
Clerk: Jo-Anne McCaslin

Presentation of the Mayor's Award: Mayor Fraser presented the inaugural Mayor's Award to Shannon Horsburgh and Paul Simms. Shannon and Paul quickly responded to a call for help from Bill Workman who was trapped beneath his tractor. Mayor Fraser said, *"Their actions speak to the compassion, selflessness and kindness that make North Dundas a wonderful place to call home."* Members of the Simms and Workman families were in attendance for the presentation.

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:47 pm.

CARRIED

2. Adoption of Agenda  
Resolution No. 02

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Hoy

THAT Council approve the agenda as amended: Item 16 – In Camera will be held following Delegations.

CARRIED

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

4. Adoption of Minutes

a) Regular Meeting Minutes November 26, 2019  
Resolution No. 03

Moved by Councillor Hoy  
Seconded by Deputy Mayor Armstrong

THAT the minutes of the Regular Meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held November 26, 2019 be adopted as presented.

CARRIED

5. Delegations - NIL

6. In Camera:  
Resolution No. 04

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Hoy

THAT Council proceed In Camera at 7:49 pm pursuant to Section 239 (2) (d) labour relations or employee negotiations.

CARRIED

7. Open Session  
Resolution No. 05

Moved by Councillor Hoy  
Seconded by Deputy Mayor Hoy

THAT Council move to Open Session at 8:48 pm.

Resolution No. 06

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Hoy

THAT Council approve the revised job description for the Deputy-Treasurer dated December 10, 2019 with compensation increased to Grade 9.

CARRIED

Resolution No. 07

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT Council hereby accepts increasing the compensation for the Deputy Clerk/Executive Assistant to the CAO and Clerk to Grade 9, effective December 11, 2019.

CARRIED

8. Action Requests

a) Finance –NIL

b) Economic Development and Communications – NIL

c) Public Works

i) North Dundas Water and Wastewater Servicing Study Proposal for Engineering Services

Resolution No. 08

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

RECOMMENDATION:

THAT the Council of the Township of North Dundas accept the Proposal for Engineering Services from J.L. Richards & Associates Limited (JLR) for a North Dundas Water and Wastewater Servicing Study for a fee of \$45,000.00 +HST.

CARRIED

d) Waste Management – NIL

e) Planning Building and Enforcement

i) Municipal Law Enforcement Officer Junior or Intermediate

Resolution No. 09

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT the Council of North Dundas hereby accepts the two job descriptions dated December 10, 2019 for a Municipal Law Enforcement Officer (Junior and Intermediate) with corresponding salary grades (Grade 4 and Grade 7), and that the two positions be advertised, with only one full-time position to be filled with the best candidate.

CARRIED

f) Recreation and Culture

i) Municipal Support for North Dundas Events

Resolution No. 10

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council authorize approve the implementation of the Special Event Request Form, as attached.

CARRIED

ii) Donation of Awnings for the Old Town Hall

Resolution No. 11

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT Council receive the correspondence from the Downtown Winchester Committee and the North Dundas Heritage Committee and agree to accept the donation of awnings over the entrances for the Old Town Hall.

CARRIED

iii) Municipal Services Assistant

Resolution No. 12

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council authorize and approve the job description for the position of casual, part-time Municipal Services Assistant, to be compensated at a rate of \$16/hour plus 4% Vacation Pay.

CARRIED

iv) Hall Rental Rates 2020 & 2021

Resolution No. 13

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT Council authorize and approve the North Dundas Hall & Facility Rental Rates as outlined in Appendix A (attached), effective for 2020 & 2021.

CARRIED

g) Fire – NIL

h) CAO

i) Policy 80-2019 Individual Accommodation Plan Modified Work

Resolution No. 14

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT Policy # 80-2019 being an Individual Accommodation Plan – Modified Work for employees of the Township of North Dundas be adopted as presented.

CARRIED

i) Clerk

- i) 2020 Council Meeting Schedule  
Resolution No. 15

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Hoy

THAT Council adopt the 2020 Schedule of Regular Council Meetings as presented.

CARRIED

- ii) Multi Year Accessibility Plan 2019 Update  
Resolution No. 16

Moved by Councillor Hoy  
Seconded by Deputy Mayor Armstrong

THAT the Council of the Township of North Dundas adopt the Multi-Year Accessibility Plan for 2018 – 2023 as presented.

CARRIED

9. Tenders and Quotations – NIL

10. By-laws

- a) By-law No.14-2011 County Rd 3 Schedule A Amendment  
Resolution No. 17

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Hoy

THAT the Council of the Township of North Dundas authorize and direct that Schedule “A” of By-Law 14-2011 be amended to include 2020 rates as attached.

CARRIED

- b) By-law No.15-2011 Dawley Drive Schedule A Amendment  
Resolution No. 18

Moved by Councillor Hoy  
Seconded by Deputy Mayor Armstrong

THAT the Council of the Township of North Dundas authorize and direct that Schedule “A” of By-Law 15-2011 be amended as attached.

CARRIED

- c) By-law No. 60-2014 Capital Charge Schedule A Amendment  
Resolution No. 19

Moved by Councillor Thompson  
Seconded by Councillor Annable

That the Council of the Township of North Dundas authorize and direct that Schedule “A” of By-Law 60-2014 be amended to include 2020 rates as attached.

CARRIED

- d) By-law No. 2019-43 AMPS  
Resolution No. 20

Moved by Councillor Annable  
Seconded by Councillor Thompson

THAT By-law No. 2019-43, being a By-law to establish an Administrative Penalty System respecting the stopping, standing or parking of vehicles in the Township of North Dundas be read a first time in Open Council, this 10th day of December, 2019.

CARRIED

- e) By-law No. 2019-61 Joint Residential Zoning Amendment  
Resolution No. 21

Moved by Councillor Thompson  
Seconded by Councillor Annable

THAT By-law No. 2019-61, being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, be read and passed in Open Council, signed and sealed this 10th day of December, 2019.

CARRIED

- f) By-law No. 2019-62 Water & Sewer Rate By-law  
Resolution No. 22

Moved by Councillor Annable  
Seconded by Councillor Thompson

That By-law No. 2019-62, being a By-law for Fixing Rates for the Supply of Water/Sewer Services be read a first and second time in Open Council this 10th day of December, 2019.

CARRIED

- g) Bylaw No. 2019-63 Emily 911 Farm Entrance Project  
Resolution No. 23

Moved by Councillor Thompson  
Seconded by Councillor Annable

THAT By-law No. 2019-63 being a By-law to establish the Emily 911 Farm Entrance Program for 911 signage to be installed at farm entrances, be read and passed in Open Council, signed and sealed this 10th day of December 2019.

CARRIED

- h) Bylaw No. 2019-64 Dispatch Agreement Ottawa Fire Services  
Resolution No. 24

Moved by Councillor Annable  
Seconded by Councillor Thompson

THAT By-law No. 2019-64, being a By-law to authorize the Mayor and Clerk to enter into a Memorandum of Agreement for Dispatching Services between the Township of North Dundas and the City of Ottawa be read and passed in Open Council, signed and sealed this 10th day of December, 2019.

CARRIED

## 11. Key Information

Public Works – North Dundas Cost Recovery Study – Director Belleau presented the findings of the cost recovery study completed by Sharratt Water Management Ltd. The study identified that water use by the large user, Lactalis, increased by 42% in the 2016-2018 period on average compared to 2012-2015 on average. The study proposed two options for recovering the capital cost of the capacity from Lactalis. Council agreed to implement Option 2 in the study to being July 1, 2020. This option recovers the capital cost of the excess water usage and encourages wise use of water.

Planning, Building & Enforcement – Burn By-law Informational Pamphlet – Director Pol presented an informational pamphlet which outlined important information relating to the new Open Air Burn By-law and asked Council to provide comments. The final version will be made available to the public, and distributed at the January meeting of the Dundas Federation of Agriculture.

Clerk – 2019 Emergency Management Training & Exercise – Clerk McCaslin provided an overview of the 2019 Emergency Management Program.

Finance – Update on 2020 Draft Budget – Treasurer Gareau presented a first draft of the 2020 Budget to Council. Department Heads provided comments on major respective departmental items for Council to consider. Budget discussions will continue at the next regular meeting scheduled for January 22, 2020.

## 12. Consent Agenda

Resolution No. 25

Moved by Councillor Thompson

Seconded by Councillor Annable

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

October 31<sup>st</sup> to November 15<sup>th</sup>, Batch 222 to 232 in the amount of \$322,742.06;

November 16<sup>th</sup> to November 29<sup>th</sup>, Batch 235 to 237 in the amount of \$276,039.77

OWDCP – 003948 for property owner of 6830 Belmeade Rd. \$700.00

OWDCP – 003948 for Livestock Valuer, William Toll \$50.00

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

CARRIED

## 13. Boards and Committees – NIL

## 14. Motions and Notices of Motions – NIL

## 15. Petitions – NIL

16. Council Comments and Concerns – NIL

17. Unfinished Business – NIL

18. Ratification By-law

Resolution No. 26

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT By-law No. 2019-65 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 10th day of December, 2019.

CARRIED

19. Adjournment by Resolution

Resolution No. 27

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council adjourn to the call of the chair at 10:35 pm.

CARRIED

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MAYOR

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CLERK



<b>ACTION REQUEST – Finance</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	FCM Grant Application

**RECOMMENDATION:**

THAT Council confirms their awareness and support of The Township of North Dundas' submission of a grant application to FCM's Municipal Asset Management Program in the amount of \$50,000. This funding will be used to advance asset management practices related to upgrading asset management software, performing a building assessment and a road needs study. Council confirms their acknowledgement that the outcomes of the proposed project will ultimately benefit residents of the Township of North Dundas.

**BACKGROUND:**

The Township of North Dundas is applying for funding through the Municipal Asset Management Program to advance asset management practices related to: Upgrading Asset Management Software, Building Assessment and Roads Needs Study. The Township of North Dundas supports the projects mentioned above and recognizes that this project will benefit residents in our community.

**OPTIONS AND DISCUSSION:**

1. That council approve their support of the FCM Funding Application – recommended.
2. Do not approve support of the FCM Funding Application – this action is not recommended.

**FINANCIAL ANALYSIS:**

The Township of North Dundas is committed to advancing best practices in the area of asset management and requires additional funding to support this objective. Through the FCM Funding Application, we would be eligible to secure \$50,000 of funding through the Municipal Asset Management Program to support our endeavours to upgrade our municipal asset management software, conduct an assessment of the condition of our building inventory in North Dundas and perform a Road Needs study.

**OTHERS CONSULTED:**

CAO, Clerk  
Deputy-Treasurer

**ATTACHMENTS:**

Email from FCM Project Coordinator, Funding/Asset Management Program

**PREPARED BY:**



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**John Gareau, CPA, CA, AMCT**  
**Treasurer, Director of Finance**

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
**CAO**

**JGareau@northdundas.com**

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**From:** Dzifa Dravi <ddravi@fcm.ca>  
**Sent:** Wednesday, January 15, 2020 2:11 PM  
**To:** jgareau@northdundas.com  
**Subject:** ACTION: FCM's Municipal Asset Management Program Revised Application

**Lead Applicant:** The Corporation of the Township of North Dundas, ON  
**Project Title:** Upgrading Asset Management Software, Building Assessment and Roads Needs Study  
**MAMP Number:** 16812

Dear John Gareau,

Thank you for your response confirming your continued interest in FCM's Municipal Asset Management Program.

We understand that since submitting your application, a number of changes may have occurred in your decisions about maintaining, replacing and repairing municipal infrastructure.

To proceed through to the evaluation process, the next step **required** from you is as follows:

1. Do update and submit your REVISED application (fillable PDF)
2. Do update and submit your REVISED resolution (where applicable) (Word or PDF)
3. Do update and submit your REVISED workplan and budget (EXCEL).
  - Keep the timeline in mind and propose what is doable within 11 months.
  - Activities in your workplan MUST match with what is stated in your application.
4. Do provide us with a signed letter of support (if applicable)

This is also a good reminder to consult the [Asset Management Readiness Scale](#) when reviewing and updating your application as well as the workplan budget.

Upon completion of your revised application, we ask that you **SUBMIT** in one email by **January 31<sup>st</sup>, 2020**, all documents (listed above) to me via email at [ddravi@fcm.ca](mailto:ddravi@fcm.ca) for it to be considered a complete application.

Upon receiving your complete REVISED application, within 2 weeks, do expect to receive an email from FCM confirming that your complete application has been received. We will continue to communicate with you via email regarding the next steps.

We look forward to working with you further on your asset management funding opportunity.

Should you need any additional information, please do not hesitate to contact me.

With kind regards,  
Dzifa Dravi



ACTION REQUEST – Finance	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	Approval of Tax Reductions Under Sec 357 and 358

### RECOMMENDATION:

THAT Council authorizes the attached schedule of Tax Reductions for the fiscal year ending December 31 2019, in accordance with applicable legislation.

### BACKGROUND:

As a requirement of the annual audit and in accordance with best municipal practices, Council is requested to approve the attached schedule of tax reductions for the 2019 fiscal year end.

The Township routinely receives notification from MPAC (Municipal Property Assessment Corporation) by way of their Minutes of Settlement, to reduce taxes for a variety of reasons. These changes to assessed values are made under Section 36 of the Assessment Act and forwarded to the municipalities throughout the year. In addition, various property owners will make application to the Township under Sec 357/358/359 of the *Municipal Act, 2001* for relief from taxes due to loss of structural value occasioned by fire or other damage. Application for tax relief may also be made as a result of a change in tax classification from a higher to a lower class (for example from Residential to Farm tax classification or from Commercial to Residential). Finally, there is tax relief provided for commercial vacancy rebates. These reductions in assessment and resultant reduction in taxation revenue, are shared pro-rata with the school boards and the counties. In consultation with our counterparts at these other levying bodies - they also request that all tax reductions have the approval of council and hence this resolution will be made available to them for their own audit purposes.

### OPTIONS AND DISCUSSION:

1. **Approve the recommendation of tax reductions for the year 2019 in accordance with the attached schedule** - recommended. This option is consistent with past practices.
2. **Do not approve the reduction of taxes in accordance with the attached schedule** - not recommended.

**FINANCIAL ANALYSIS:**

The Township's budget did provide for the loss of taxation revenues occasioned by reductions in assessed values. We also budgeted for taxation increases as a result of new assessments or a change from a lower to a higher tax class; the net impact of these two budgeted amounts, (supplementary taxes and tax reductions), when comparing budget to actual, has been a net surplus of approximately \$10,100.

**OTHERS CONSULTED:**

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

**ATTACHMENTS:**

Schedule of Tax Assessment Reductions - December 31 2019

**PREPARED BY:**



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**John Gareau, CPA, CA, AMCT  
Treasurer, Director of Finance**

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**

2019 TAX WRITE-OFFS, VADIM									
Summary of JV# 18 TO JV# 136									
			Township	County	Eng. Pub.	Eng. Sep.	Fr. Pub.	Fr. Sep.	Total
				2014	0.37357	0.23060	0.06921	0.32662	1.00000
				2015	0.36988	0.22725	0.07379	0.32908	1.00000
				2016	0.36775	0.22347	0.07917	0.32961	1.00000
				2017	0.36243	0.22296	0.08463	0.32998	1.00000
				2018	0.35946	0.22149	0.08760	0.33145	1.00000
				2019	0.36496	0.23341	0.07734	0.32429	1.00000
Vadim	JV #	Ass't	Township	County	Eng. Pub.	Eng. Sep.	Fr. Pub.	Fr. Sep.	Total
	18	(925,508)	(9,215.19)	(13,128.15)	(5,037.79)	(1,838.36)	(727.08)	(2,751.03)	(32,697.60)
	81	(936,595)	(23,114.69)	(33,528.75)	(9,868.78)	(835.19)	(276.73)	(1,160.36)	(68,784.50)
	107	(138,795)	(5,427.81)	(7,847.85)	(2,278.97)	(447.57)	(174.21)	(665.44)	(16,841.85)
	136	(2,889,267)	(8,555.70)	(12,412.99)	(4,489.29)	-	-	-	(25,457.98)
<b>Summary</b>		<b>(4,890,165)</b>	<b>(46,313.39)</b>	<b>(66,917.74)</b>	<b>(21,674.83)</b>	<b>(3,121.12)</b>	<b>(1,178.02)</b>	<b>(4,576.83)</b>	<b>(143,781.93)</b>
			<b>1-5-1300</b>	<b>1-5-8090</b>	<b>1-5-8050</b>	<b>1-5-8070</b>	<b>1-5-8060</b>	<b>1-5-8080</b>	
			<b>-7120</b>	<b>-1002</b>	<b>-1002</b>	<b>-1002</b>	<b>-1002</b>	<b>-1002</b>	
<b>Vacancy Rebates</b>									
PT Voucher 69		(610,110)	(964.01)	(1,373.38)	(684.74)	(421.92)	(166.88)	(631.39)	(4,242.32)
<b>Vacancy Rebates</b>		<b>\$ (610,110)</b>	<b>\$ (964.01)</b>	<b>\$ (1,373.38)</b>	<b>\$ (684.74)</b>	<b>\$ (421.92)</b>	<b>\$ (166.88)</b>	<b>\$ (631.39)</b>	<b>\$ (4,242.32)</b>
			<b>1-5-1300</b>	<b>1-5-8090</b>	<b>1-5-8050</b>	<b>1-5-8070</b>	<b>1-5-8060</b>	<b>1-5-8080</b>	
			<b>-1003</b>	<b>-1003</b>	<b>-1003</b>	<b>-1003</b>	<b>-1003</b>	<b>-1003</b>	
<b>Total Reductions</b>			<b>\$ (47,277.40)</b>	<b>\$ (68,291.12)</b>	<b>\$ (22,359.57)</b>	<b>\$ (3,543.04)</b>	<b>\$ (1,344.90)</b>	<b>\$ (5,208.22)</b>	<b>\$ (148,024.25)</b>



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	Accept a Zoning By-law Amendment Application

**RECOMMENDATION:**

THAT Council hereby accept a Zoning By-law Amendment application as complete from Winchester Meadows Communities Ltd., and direct that the public meeting be held on February 11, 2019.

**EXECUTIVE SUMMARY:**

The Township of North Dundas has received a site-specific application from Mr. P. Arora, on behalf of Winchester Meadows Communities Ltd. to amend the former Village of Winchester Zoning By-law No. 25-96 to permit the construction of a multi-unit rental dwelling.

**BACKGROUND:**

The applicant has applied to rezone the lands legally described as Part of Block 3, Plan 34, Part 3 on Plan 8R-5193, former Village of Winchester now the Township of North Dundas. The proposed rezoning would change the zoning for part of the property from Institutional – Special Exception Two (I-2) to Residential Type Four (R4).

The applicant is proposing a three-story multi-dwelling unit rental apartment with an entrance on Lancaster Lane. The proposed apartment building will contain 36 residential apartment style dwellings. The proponent's engineer has verified that the existing underground services are at an adequate depth to service the new apartment.

**OPTIONS AND DISCUSSION:**

- 1. Accept the application** – recommended.
- 2. Do nothing** – not recommended. The applicant can appeal to LPAT if a decision is not made within 90 days.
- 3. Refuse the request** – not recommended. The applicant can appeal the decision of Council to LPAT.

**FINANCIAL ANALYSIS:**

No impact at this time. A new 36-unit apartment will generate additional municipal tax revenue for the Township.

**OTHERS CONSULTED:**

CBO

Owner/Applicant

Owner/Applicant's Engineer

**ATTACHMENTS:**

None.

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



**Angela Rutley, BBA  
CAO**



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	Municipal Services Assistant

**RECOMMENDATION:**

THAT Council approve the recommendation of the hiring committee and authorize the hiring of Vicky Johnstone to work as Municipal Services Assistant, effective January 23, 2020.

**BACKGROUND:**

We are seeking to hire an individual for the casual, part-time position of Municipal Services Assistant, as per the job description that was approved by Council in the December, 2020 Council meeting. The position includes the role of water meter reader. The position was advertised, interviews were conducted, and the hiring committee is recommending that Vicky Johnstone be awarded the position with a start date of January 23, 2020.

Total number of applicants	6
Number of resident applicants	4
Number of non-resident applicants	2
Total number of applicants interviewed	2

**OPTIONS AND DISCUSSION:**

- 1. Authorize the hiring of Vicky Johnstone as Municipal Services Assistant** - recommended.
- 2. Request that the position be awarded to another candidate.** - not recommended.

**FINANCIAL ANALYSIS:**

Compensation for the role of water meter reader is included in the Public Works annual departmental budget. All other miscellaneous tasks that the incumbent performs, would be budgeted and paid by the relevant department.

**OTHERS CONSULTED:**

Recreation Coordinator  
 Director of Public Works  
 Water & Sewer Assistant Manager

**PREPARED BY:**



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**Meaghan Meerburg**  
Director of Recreation

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
CAO



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	Meet Me On Main Street 2020 Dates

**RECOMMENDATION:**

THAT Council approve the following dates and locations for the 2020 Meet Me On Main Street series: July 8th – Morewood, July 15th – South Mountain, July 22nd – Hallville, July 29th – Marionville, August 5th – Chesterville and August 12th – Winchester.

**BACKGROUND:**

In 2017, the Township of North Dundas introduced the *Meet Me On Main Street* (MMOMS) event series in recognition of Canada's 150<sup>th</sup> birthday. Due to its success, MMOMS has become an annual event.

Each week, MMOMS is hosted in a different North Dundas hamlet, where a section of a main street is closed, between the hours of 5:30 pm and 8:00 pm, for residents and guests to enjoy live entertainment. Tables and chairs are set-up in the middle of the street and locally prepared food, as well as both alcoholic and non-alcoholic beverages, are available for purchase on site. This year, the Township of North Dundas, in cooperation with the Township of Russell and the City of Ottawa, look forward to adding Marionville as an additional location in our event series.

The following dates and locations are recommended for the 2020 event series:

July 8th – Morewood  
 July 15th – South Mountain  
 July 22nd – Hallville  
 July 29th – Marionville  
 August 5th – Chesterville  
 August 12th – Winchester

**OPTIONS AND DISCUSSION:**

1. **Approve the recommended dates and locations** – recommended.
2. **Change the dates and locations** – not recommended.

**FINANCIAL ANALYSIS:**

\$21,000 has been included in the 2020 First Draft Budget, as both a recommended revenue and expense.

**OTHERS CONSULTED:**

CAO

Facilities Manager

Recreation Coordinator

**PREPARED BY:**



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**Meaghan Meerburg**  
**Director of Recreation**

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
**CAO**



ACTION REQUEST – CAO	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	December 10, 2019
<b>Subject:</b>	Director of Public Works - Job Description

### RECOMMENDATION:

THAT Council approve the job description for the Director of Public Works dated January 22, 2020 and authorize the CAO to begin recruitment for a successor due to the impending retirement of Dan Belleau.

### BACKGROUND:

Our current Director of Public Works, Dan Belleau, has submitted his intent to retire on July 17, 2020. Dan started with the Township of North Dundas in January 2012. During his eight years with North Dundas, Dan provided committed service to the Township and strove to ensure that our roads, and water and sewer infrastructure met Council's expectations. We thank Dan for his years of service to the Township of North Dundas.

It is customary that before we post a position, we review the job description to determine if it needs to be updated or changed. Several changes have occurred since the job description was last updated in 2011. Most notably, with shifts in staffing, responsibility for water and sewer services were added to the position. As a result of this and the increasingly technical nature of infrastructure and reporting requirements, Director Belleau and I recommend that we increase the qualifications required for this position.

We currently have a heavy reliance on engineering firms. If the qualifications for this position are elevated, it would greatly benefit the municipality and enable us to decrease our reliance on engineering and consulting firms. It would also assist with our ability to quickly respond to issues by reducing our reliance on an outside consultant's availability. For these reasons, I recommend that we upgrade the education/experience requirements to the following: "hold or be eligible to hold a licence issued by the Professional Engineers of Ontario, or at a minimum, Civil Engineering Technology (CET) designation or higher, or post-secondary education in a related public works field combined with experience in infrastructure, supplemented with management education and or experience".

These additional qualifications would enable the candidate to provide increased valuable input in site plan reviews and approvals, subdivision coordination with respect to infrastructure, drainage and water and sewer infrastructure. As a

growing municipality that tries to respond quickly to developers and growth, this additional knowledge resource would assist us in meeting that goal.

**OPTIONS AND DISCUSSION:**

1. **Approve the job description** – recommended.
2. **Do not approve the job description** – not recommended.

**FINANCIAL ANALYSIS:**

This is a key position in the Township of North Dundas, particularly as we embark on unprecedented residential growth and expansions of water and sewer capacity. It is important to review the salary range for this position in light of the increased qualifications required and the very competitive labour market. Our Director of Public Works position is compensated at Grade 13 with a 2019 salary range of \$85,514 to \$100,017.

With the increase in required qualifications, I recommend that the job should move to compensation at Grade 15 for P Eng qualifications, which had a 2019 salary range of \$97,906 to \$114,509. If the candidate has CET and not a P Eng, then compensation would be at Grade 14 which had a 2019 salary range of \$91,500 to \$107,017. The position would be advertised with the combined salary range of \$91,500 to \$114,509 and the appropriate range would apply dependent on the successful candidate's qualifications.

The Township of North Glengarry recently advertised for a Director of Public Works with a salary range of \$92,793 to \$109,139 plus a comprehensive benefits package. Their position has similar responsibilities, plus the added responsibility of waste management.

**ATTACHMENTS:**

Notice of intent to retire  
Director of Public Works revised job description

**PREPARED BY:**

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**Angela Rutley, BBA**  
**CAO**

## **Notice of intent to retire**

Township CAO and Members of Council.

I am writing this letter to inform our CAO and members of Council, that after spending 28 years in Public services, I (Dan Belleau) will be retiring on July 17<sup>th</sup>, 2020.

I started for the Township of North Dundas in January 2012.

The 8 years that I have spent working in North Dundas are the best years a person could have asked for. Staff and Council are great to work for, most importantly, everyone is like family, trying to help each other out.

With that said we are planning to build our retirement home beginning in August of this year. This will be time consuming and since we are building approximately 3hrs away, I will be planning my vacation days accordingly.

Should my vacation entitlement run out I will be asking for time off without pay and would appreciate Councils approval on this request. I will always make sure that any additional time off will not interfere with daily operations and that someone is available to make the decisions in my absence.

I am giving Council plenty of time to find the proper candidate for this position and will make sure that the transition goes as smoothly as possible. You will have my contact info in case you would need to reach me during my retirement.

Sincerely:

Dan Belleau

A handwritten signature in black ink, appearing to read 'Dan Belleau', with a long horizontal flourish extending to the right.

**TOWNSHIP OF  
NORTH DUNDAS**  
*JOB DESCRIPTION*

JOB TITLE: Director of Public Works	LAST REVISION DATE: September 2011
REPORTS TO: Chief Administrative Officer	APPROVED BY:
WAGE GRID LEVEL: Level 14-15 depending on qualifications	EFFECTIVE DATE: January 22, 2019

**Position Summary:**

The Director of Public Works is the key Director in all matters related to municipal roads, bridges, culverts, sidewalks, street lighting, municipal water, sanitary sewer, storm water, drainage and fleet. The Director of Public Works is responsible for strategic leadership, administrative management and overall operations of the Public Works Department including planning and directing a comprehensive program of construction and maintenance for municipal infrastructure.

**Position Qualifications:**

- Must hold or be eligible to hold a licence issued by the Professional Engineers of Ontario, or at least a Civil Engineering Technology (CET) designation or higher, or post-secondary education in a related public works field combined with experience in infrastructure, supplemented with management education and or experience
- Five years of progressively responsible management experience in infrastructure operations, preferably in municipal government operations
- Excellent oral and written communication skills, including superior report writing and presentation skills
- Detailed knowledge of roads-related maintenance and construction best practices, municipal drains, municipal water distribution systems, sanitary sewers, and storm drainage
- Knowledge of waste management would be considered an asset
- Strong knowledge and demonstrated experience with budgeting
- Knowledge of Provincial legislation and municipal by-laws relating to infrastructure
- Well-developed leadership skills with the ability to gain the support of Council and staff

- Demonstrated computer skill with Microsoft Office applications
- Computer skills with GIS would be considered an asset

**Other Requirements:**

- Hold and maintain a valid class G driver's licence and clean drivers abstract.
- Willingness to work additional hours as required and attend Council meetings in the evening
- Must provide a satisfactory Police Record Check

**Key Responsibilities:**

**Management and Leadership**

- Lead, plan, develop and manage the operations of the Public Works Department
- Provision of day-to-day leadership to and supervision of the direct reports in the Public Works Department (Patrol Foreperson/Drainage Superintendent, Shop Foreman and Water and Sewer Assistant Manager), outside contractors/suppliers
- As a member of the Senior Management Team, actively participate in Strategic Planning and the development and administration of Township policies and procedures also ensuring uniformity in their implementation
- Preparation and control of the annual business budget (operating and capital) for the Public Works and Water/Sewer Departments, actively trying to achieve cost savings
- Asset Management to ensure the provision and maintenance of public works infrastructure according to planned targets, budgets, procedures and priorities in accordance with applicable legislation
- Review and approval of contracts and purchase orders
- Prepare or oversee the preparation and on-time submission of grant applications, including municipal drain grants and monitoring of cost recovery
- Development, recommendation and review of applicable policies, procedures, standards, plans and programs for the department
- Participation as a member of the Senior Management Team of the Township attending monthly Council meetings and additional meetings as required to present topics/material from the Department to Council
- Project management of municipal construction projects approved in the Township's long-term capital plan including administration of the public tender process and awarded contracts, ensuring that projects are designed in accordance with accepted engineering and provincial standards (OPS) and submitting reports as required by government agencies

- In consultation with the CAO, manage and administer the human resources of the department in accordance with the provisions of the Township's personnel policies
- Follow all Health and Safety policies and procedures and report any non-compliance or any possible safety risks
- Ensure compliance, training and staff supervision pertaining to applicable legislation ie. WHMIS, Occupational Health & Safety, standards and practices, Workers Compensation Act, etc.

### **Technical**

- Identification and tracking of best practices and trends/advances in the engineering, operations and/or maintenance of municipal infrastructure for possible application by the Township
- Review and approval of operations and maintenance procedures, work methods and standards for the roads network, bridges, municipal drains and storm drains; monitoring of operating performance against procedures/standards with initiation of corrective action as required
- Development and implementation of a preventative (life cycle) maintenance program for the Township's Public Works infrastructure, equipment and all rolling stock including the fire fleet; integration of the life cycle maintenance into the Township Asset Management Program. Monitor and upgrade or purchase municipal vehicles, and equipment (excluding fire vehicles)
- Establishment of specifications/standards for contracted services (e.g., snow removal, road paving/resurfacing, bridge repair, etc.); monitoring of contractor/supplier performance against contract terms and conditions
- Participation on the Site Plan Control Group to review and approve of site plans, to take into account impact on existing infrastructure and/or requirements for expanded/additional municipal infrastructure (i.e., roads network, bridges, water, sewer and storm drainage)
- Tracking of trends/changes in municipal statutes, legislation, regulations for potential impact on the Public Works Department's Infrastructure Services operations and service delivery; monitoring of the Township's compliance with all municipal statutes and regulations pertaining to transportation operations and maintenance
- Establishment and implementation of a quality assurance program covering service delivery by the Public Works Department; conducting of regular inspections of road maintenance and repair; on-going review of feedback with follow-up on user complaints
- Maintenance of Roads and Bridges Needs Study, review annually and update as required

- Responsible for annual recommendations related to water and sewer rates and capital charges
- Monitor water and sewer system capacities and manage allocation of capacity
- Provide technical advice on capital project planning. Review plans and drawings prepared by engineers
- Manage contract with third party water and sewer operator and make recommendations on expansions and capital spending

### **Communications/Representation**

- Development and maintenance of a contact network with professionals in the field, counterparts in other municipalities and contractors/suppliers; investigation of the feasibility of shared services and programs with neighbouring municipalities
- Representation of the Department with individual citizens, volunteers, community groups/associations, special interest groups, commercial interests, developers and the written and electronic media; liaison with regulatory officials/agencies at the federal, provincial, and county levels

**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.**



<b>ACTION REQUEST – CAO</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	Deputy Clerk - Job Description

**RECOMMENDATION:**

THAT Council approve the job description for the position of Deputy Clerk dated December 11, 2019 and that Nancy Johnston be promoted to this upgraded position retroactive to December 11, 2019.

**BACKGROUND:**

The position of Deputy Clerk/Executive Assistant to the Clerk and CAO was created and filled by the hiring of Nancy Johnston early in 2018. The purpose of the position was to provide administrative support to the CAO and Clerk and provide backup and potential succession planning for the Clerk. This position has proved extremely valuable and we have been able to expand the scope of the project related duties to help with the workloads of the CAO and Clerk eg. grant application, report writing, drafting and reviewing print and on-line materials.

At the December 10<sup>th</sup> meeting, Council recognized the changes to the position and approved upgrading the Deputy Clerk/Executive Assistant salary range to Grade 9 with revisions to be made to the job description. The attached job description has been revised to more accurately reflect the new scope of the position, with the revised title and recently approved salary grade.

**OPTIONS AND DISCUSSION:**

1. **Approve the job description. Recommended.**
2. Do not approve the job description. Not recommended.

**FINANCIAL ANALYSIS:**

The salary for this position is included in the 2020 draft budget.

**OTHERS CONSULTED:**

Council  
Clerk  
Job Evaluation Advisory Committee

**ATTACHMENTS:**

Deputy Clerk job description

**PREPARED BY:**

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

**Angela Rutley, BBA  
CAO**

## TOWNSHIP OF NORTH DUNDAS

### JOB DESCRIPTION

JOB TITLE: Deputy Clerk	LAST REVISION DATE: n/a
REPORTS TO: Chief Administrative Officer	Approved by:
WAGE LEVEL: Grade 9	EFFECTIVE DATE: December 11, 2019

#### **Position Summary:**

Reporting to the CAO, the Deputy Clerk is responsible for a wide variety of administrative duties including support of the CAO and Clerk. This position is required to maintain confidentiality and professionally interact with employees, Council, management and the public. The role will also assist the Clerk in fulfilling the statutory duties of the Clerk and provide backup for that position.

The Deputy Clerk will also be responsible for electronic records management including the complaint management system, and drafting and reviewing documentation including correspondence, reports, by-laws, grant applications and minutes.

#### **Position Qualifications:**

- Post-secondary diploma or degree in Business Administration, Public Administration, Local Government or a related discipline or an equivalent combination of education and experience.
- CMO designation or completion of the Municipal Administration Program from AMCTO would be an asset
- Public Relations/Communications/Marketing training would be an asset
- 2-4 years' experience in an administrative role, preferably in a municipal environment
- 2 years marketing and/or communications experience including print material would be an asset
- Previous experience working in a municipal office would be an asset
- Experience working on municipal elections would be an asset
- Exceptional interpersonal and communication skills with a confident and pleasant disposition able to defuse tense situations with the public
- Excellent written communications and ability to proofread, edit and author documentation including: reports, by-laws, grant applications, speeches, correspondence and marketing materials including website and social media posts
- Knowledge and understanding of Provincial statutes including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Accessibility for Ontarians with Disabilities Act, municipal by-laws and policies and procedures as they apply to municipal

government

- Ability to organize Departmental activities, meet deadlines and work under pressure
- Proven organizational skills to prioritize and complete tasks within appropriate time frames
- Willingness to learn, to accept responsibility, take on new tasks and demonstrate initiative
- Good analytical reasoning and problem-solving skills including the ability to research potential solutions and make a recommendation
- Commitment to confidentiality and professional ethics
- Proficient 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
- Comfortable with cell phones and able to assist staff in trouble shooting problems and recommending cell phone models
- Ability to work with minimal supervision
- Resourceful and flexible
- Familiarity with website and social media account maintenance
- Knowledge of Access E11, Vadim and Book King software would be considered assets
- Knowledge of the TOMRMS filing system considered an asset
- Health & Safety Training would be 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 management support to the CAO and Clerk and other Department Heads as assigned
- Assist with the statutory duties of the municipal Clerk and perform them in his/her absence
- Compose/prepare external and internal correspondence, minutes memos, reports, speeches, by-laws and other confidential documents and papers.
- Review, edit and/or author documents, reports, including staff reports to Council
- Provide assistance to the Clerk in the review, editing, compilation and transmission of Council packages
- Prepare and review tenders, grant applications, leases and other agreements

- Conduct background research and draft or amend policies and by-laws
- Assist with planning, drafting, reviewing, editing newsletters, resource guides, brochures, annual report and other promotional materials.
- Assist with updating Township website's events calendar and social media platforms
- Assist with maintaining and updating the Township website
- 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.
- Maintain electronic complaints management system ensuring follow up on open files
- Maintain cell phones and cell phone contracts, monitor usage and recommend changes to plans and phones as necessary, trouble shoot problems with cell phone provider and user
- Take on special projects as assigned by the CAO eg. County Archive, electronic records management system, electronic agenda software
- Present a positive and professional image of the municipality and the Administration department to all visitors, staff, Council and the public
- Backup for front counter inquiries and cash receipting duties as required
- Act as Management Co-Chair on the Joint Health & Safety Committee
- Act as Commissioner of Oaths
- Assisting with interviewing of staff candidates
- Assist with general telephone reception as required and during absence of primary receptionists.
- Other duties shall be assigned as required

#### **Working Conditions and Environment:**

- Large volume of work with many deadlines
- This position will be based at the North Dundas Municipal Office in Winchester, Ontario
- Normal office hours are 8:30am – 4:30pm, Monday through Friday, however there may occasionally be extended hours and you may be expected to attend Council meetings or events outside of normal business hours. This is a mid-management level, salaried position and as such is not eligible for overtime or to bank time, except for attendance at Council meetings or under special pre-approved circumstances.

**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 – CAO	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	Community Free Tree Day

**RECOMMENDATION:**

THAT Council authorize the spending of \$500 to match South Nation Conservation's support for Community Free Tree Day.

**BACKGROUND:**

In 2019, the Township of North Dundas adopted a tree canopy policy that stated the Township would strive to provide funding in the annual municipal budget to support tree planting in the municipality. In 2019, South Nation Conservation (SNC) provided each municipality with \$500 to support free tree giveaways and invited each Municipality to match the donation; thus increasing the number of new trees planted.

Council approved the request for matching funds and the Township purchased 20 2-gallon Eastern White Cedars and approximately 800 Silver Maple seedlings which were handed out at the Local Business Expo held Saturday, April 27<sup>th</sup> at the Joel Steele Community Center. This tree giveaway was very popular and some attendees showed up to the Expo just to claim the saplings.

SNC is offering the same program this year, see memo attached. In anticipation of same, we included \$500 in the 2020 budget to support tree planting as per our tree canopy policy, and we are asking Council to approve the expenditure of \$500 in advance of approving the 2020 municipal budget. This program is very popular and trees are distributed on a first-come, first-served basis. The selection becomes more limited as orders are placed and the Township would like to place our order early to get the best selection.

**OPTIONS AND DISCUSSION:**

1. **Authorize the expenditure** – recommended.
2. **Do not authorize the expenditure** – not recommended.

**FINANCIAL ANALYSIS:**

\$500 has been included in the 2020 budget for this expenditure.

**OTHERS CONSULTED:**

Expo Committee

**ATTACHMENTS:**

Memo from SNC regarding the Community Free Tree Days

Report Prepared By:

Nancy Johnston, Deputy Clerk

**REVIEWED & APPROVED BY:**

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

**Angela Rutley, BBA  
CAO**



SOUTH NATION  
**CONSERVATION**  
DE LA NATION SUD

## Memorandum

**To:** Mayor Tony Fraser, Council, CAO, Clerk  
Township of North Dundas  
**From:** John Mesman, Team Lead, Communications and Outreach  
**Date:** January 9, 2020  
**RE:** Community Free Tree Days

### Community Free Tree Days at Municipal Offices

South Nation Conservation (SNC) is once again hosting Community Free Tree Days with our local municipal partners in 2020.

This year, only seedlings have been ordered for the tree giveaways. A mix of shrubs, hardwoods and conifers will be provided for each event. If you would like to contribute to the funding, to help give out more trees, please let us know and we would be happy to discuss more options for giveaways.

From the working group recommendations in the SNC Forest Conservation Report, \$500 is once again included for each municipality in the 2020 SNC Budget to support free tree giveaways at municipal offices.

If your municipality is interested in hosting an event this spring, please let us know!

We will need the following info:

- Contact person at your municipality to help coordinate the giveaway,
- Is your municipality willing to contribute additional funding or match the \$500 to help give out more trees?

Please contact Kelsey Smith, [ksmith@nation.on.ca](mailto:ksmith@nation.on.ca) or 1.877.984.2948.

Note: Tree Giveaways need to be hosted in late April – early May, pending tree delivery timelines.

Sincerely,

John Mesman  
Team Lead, Communications and Outreach  
South Nation Conservation



<b>ACTION REQUEST – Clerk</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	MTAS - FCC AgriSpirit Fund

**RECOMMENDATION:**

**THAT Council agree to partner with the Mountain Township Agricultural Society to obtain funding from the FCC AgriSpirit Fund.**

**BACKGROUND:**

The Mountain Township Agricultural Society (MTAS) wishes to apply to the Farm Credit Canada (FCC) under their AgriSpirit Fund, for a grant in the amount of \$25,000 to assist with repairing and paving the parking lot at the Agricultural Hall in South Mountain.

The FCC AgriSpirit Fund awards rural community groups between \$5,000 and \$25,000 for community improvement projects, such as recreation and community centres, libraries, and emergency services training facilities. The next application period opens March 1, 2020.

It is a requirement of the grant application that groups which are non-profit organizations must partner with their local municipal body to qualify for funding. Should the Mountain Township Agricultural Society be selected for funding, then the cheque will be made payable “to the municipality c/o the project”. The MTAS will then work with the municipality to obtain the funds.

If the MTAS is chosen for funding, the municipal body must also sign off on a letter provided by the FCC, indicating that the municipality will provide the MTAS with the funds and control the expenses.

The Township previously worked with the MTAS in 2015 when they received \$25,000 from the FCC AgriSpirit fund for hall/kitchen renovations.

**OPTIONS AND DISCUSSION:**

- 1. Approve the request to partner** - recommended. Partnering with the Mountain Township Agricultural Society conveys endorsement and support to the organization.
- 2. Do not approve the request to partner** - not recommended.

**FINANCIAL ANALYSIS:**

There are no financial implications associated with the approval.

**ATTACHMENTS:**

Letter from MTAS Hall Committee Chair, Anna Smail

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**



Mountain Township Agricultural Society  
P.O. Box 114  
South Mountain, Ontario K0E 1W0

January 20, 2020

Township of North Dundas  
Winchester, Ontario

Re: Mountain Township Agricultural Society

Dear Council Members:

In the spring, MTAS is undertaking another major project - repairing and paving the parking lot at the Agricultural Hall in South Mountain. It is in dire need of improvement and is becoming a safety issue for the seniors.

We would like to apply for the FCC AgriSpirit Fund for monetary assistance. We were successful five years ago when we received \$25,000 towards the Hall renovations. There is one stipulation. As a non-profit organization, we have to partner with a municipal body who agrees to receive contributed money and issue them a tax receipt. We did it with you in 2015. It is the same arrangement that we have with you for the Enbridge (Union Gas) grant.

Thank you for your continued support.

Yours truly,

Anna Smail, Chair  
Agricultural Hall Committee



ACTION REQUEST – Clerk	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	Accountability and Transparency Policy

**RECOMMENDATION:**

THAT Policy # 16-2007, being a revised Accountability and Transparency Policy be adopted as presented.

**BACKGROUND:**

Section 270 of the *Municipal Act*, as amended by Bill 130, requires that the Township adopt and maintain a policy with respect to ensuring accountability and transparency. The Township passed its original Accountability and Transparency policy in November, 2007. The revised Accountability and Transparency policy identifies the legislation, policies, procedures and practices that the Township will comply with to promote accountability and transparency, including the new provision regarding the appointment of an Integrity Commissioner.

**OPTIONS AND DISCUSSION:**

1. **Approve Revised Policy # 16-2007** – recommended.
2. **Do not approve the policy** – not recommended. Legislation requires we have a written policy.

**FINANCIAL ANALYSIS:**

There is no financial impact associated with the above recommendation.

**OTHERS CONSULTED:**

SDG Clerks

**ATTACHMENTS:**

Policy # 16-2007 – November 2007.

**PREPARED BY:**

Jo-Anne McCaslin, CMO  
Municipal Clerk

**REVIEWED & APPROVED BY:**

Angela Rutley, BBA  
CAO

<b>POLICY MANUAL</b>	<b>Policy No. 16-2007</b>
<b>The Corporation of the Township of North Dundas</b>	<b>Effective Date: November 27, 2007</b> <b>Revised Date: January 22, 2020</b>
<b>Subject: Accountability and Transparency</b>	<b>Department: Council &amp; Staff</b>

**Policy Statement:**

The Township of North Dundas will promote accountable and transparent municipal governance guided by the following principles:

1. The Township is accountable to residents for the efficient provision and performance of its services.
2. Decision-making will be open, transparent and encourage public access and participation.
3. Municipal operations will be conducted in an ethical and accountable manner.
4. Financial resources and physical infrastructure will be managed in an efficient and effective manner.
5. Access to municipal information will be consistent with legislative requirements.
6. Inquiries, concerns and complaints will be responded to in a timely manner.
7. Effective policies, procedures and practices will support and enhance accountability and transparency.
8. Every new delegation of power of authority will have a corresponding accountability mechanism.

**Definitions:**

**Accountability** – The principle that the Township is obligated to demonstrate and take responsibility for its actions, decisions and policies and that it is answerable to the public at large.

**Transparency** – The principle that the Township will conduct its business in an accessible, clear and visible manner and that its activities are open to examination by its stakeholder.

**Purpose:**

This policy provides guidance on how the Township of North Dundas will ensure municipal matters are approached in an accountable and transparent manner, with emphasis on openness, ethics, performance outcomes and fiscal responsibility. This policy applies to all operations within The Township of North Dundas and is prepared in accordance with the *Municipal Act, 2001, c.25, s. 270*, as amended.

**Policy Requirements:**

The Township's commitment to accountability and transparency ensures sound governance and sustainability by way of various policies, procedures and practices divided into the following categories:

## 1. Legislated Requirements

The following are provincial statutes that govern how the Township conducts its business in a public, accountable and transparent manner by fulfilling various legislated responsibilities and disclosure of information:

- Municipal Act
- Municipal Conflict of Interest Act
- Provincial Offences Act
- Municipal Freedom of Information and Protection of Privacy Act
- Public Sector Salary Disclosure Act
- Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace)
- Accessibility for Ontarians with Disabilities Act
- Planning Act
- Ontario Building Code Act

## 2. Financial Accountability and Reporting

The following policies, procedures and practices demonstrate the Township's financial accountability by identifying the sources of Township funds and how those funds are used to deliver services:

- External Auditor and Report
- Internal Control Procedures
- Annual Financial Statements
- Operating Budget Status Reports
- Long-Term Financial Planning
- Asset Management
- Sale of Land Policy
- Budget Process
- Purchasing By-law
- Tangible Capital Assets Policy
- Fees and Charges By-Law
- Cheque Signing Authority Practice
- Tariff of Fees By-law

## 3. Open Government

The Township shall provide governance in an open manner through communication, consultation and collaboration. All meetings of Council and its local boards, agencies and committees shall be open to the public when and as required under *The Municipal Act, 2001* and members of the public will have an opportunity to make delegations or comment on specific items at these meetings as outlined in the Township's Procedural By-law. Rational for discussing matters in closed session will be disclosed. The following are policies, procedures and practices that ensure the Township is transparent in its operations and residents are aware of how decisions are made and carried out:

- Council Procedural By-law
- Public Distribution of Council Agenda Meeting Documentation
- Council Code of Conduct
- Appointment of Integrity Commissioner Appointment of Municipal Investigator
- Public Notice By-law
- Accessible Customer Service Policy
- Accessible Formats & Communications Policy
- Municipal Election Policies & Procedures
- Newsletters/Township Resource Guide

#### **4. Internal Accountability and Ethical Standards**

The Township of North Dundas has established policies, procedures and practices that govern internal accountability and ethical standards for the Township, including:

- Personnel Policies which includes Conduct for Township Employees
- Performance Management and Evaluation
- Recruitment and Selection Policy (for Hiring Employees)
- Social Media & Mobile Phone Administration
- Health and Safety Policies which includes policy on Violence and Harassment in the Workplace
- AODA – Individual Accommodation Plans
- Conferences and Training Policies
- Council-Staff Relations Policy
- Disciplinary Policy

#### **5. Township Council's Accountability Framework**

The Township has furthered its commitment to accountability and transparency by the adoption of the following additional policies and practices:

- A Code of Conduct for Members of Council
- Appointment of a Closed Meeting Investigator
- Appointment of an Integrity Commissioner

#### **Responsibilities**

Council and staff are responsible for adhering to the parameters of this policy and for ensuring accountability for their actions and transparency of Township operations.

#### **Monitoring/contraventions**

The Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the Clerk shall notify:

1. In the case of staff, the Department Head responsible for that staff member.
2. In the case of a closed meeting, the Closed Meeting Investigator.
3. In the case of Council, the Head of Council or the Integrity Commissioner.





ACTION REQUEST – Finance	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	Interim Tax Levy By-law

**RECOMMENDATION:**

THAT By-law No. 2020-02 being a By-law to Provide for an Interim Tax Levy Applicable to the Year 2020 and to Establish the due date thereof, be read and passed in Open Council, signed and sealed this 22nd day of January 2020.

**BACKGROUND:**

We require a resolution of council to approve the attached Interim Levy by-law.

**ATTACHMENTS:**

By-Law No. 2020-02.

**PREPARED BY:**

John Gareau, CPA, CA, AMCT  
Treasurer, Director of Finance

**REVIEWED & APPROVED BY:**

Angela Rutley, BBA  
CAO

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW NO. 2020-02**

***Being a By-Law to Provide for an Interim Tax Levy Applicable to the Year 2020 and to Establish the due date thereof***

**WHEREAS** the Municipal Act, 2001 (S.O. 2001, c. 25), Section 317(1) as amended, provides that the Council of: "A local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;"

**AND WHEREAS** the Municipal Act, (S.O. 2001, c. 25), Section 317(3), as amended, states that; "The amount levied shall not exceed the prescribed percentage, or 50% if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year;"

**AND WHEREAS** the Municipal Act, (S.O. 2001, c. 25), Section 317(4) allows a municipality to levy taxes using the most recently revised assessment roll received before the passage of this by-law;

**AND WHEREAS** the Municipal Act, (S.O. 2001, c. 25), Section 317(9) states that: "If the council of a municipality is of the opinion that the taxes levied under subsection (1) on a property are too high or too low in relation to its estimate of the total taxes that will be levied on the property, the council may adjust the taxes on the property under subsection (1) to the extent it considers appropriate;"

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

- 1.0 That the calculation to be used in this by-law shall not exceed 50% of the 2019 tax rates using the 2019 "Annualized Assessment" for each assessed property;
- 2.0 That the interim tax levy imposed by this by-law shall become due and payable in one installment having a due date of March 31, 2020;
- 3.0 That there shall be imposed on all taxes a penalty for non-payment or late payment of taxes or of taxes in default as of the installment due date set out above. The penalty shall be 1.25% per month of the taxes owing on the first working day of each and every month during which the default continues;
- 4.0 That penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.

**READ and passed in Open Council, signed and sealed this 22nd day of January, 2020.**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**



<b>ACTION REQUEST – Finance</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	Borrowing By-law No. 2020-03

**RECOMMENDATION:**

THAT By-law No. 2020-03 being a By-law Respecting the Borrowing of Money by the Corporation (with the Bank of Montreal) be read and passed in Open Council, signed and sealed this 22nd day of January 2020.

**EXECUTIVE SUMMARY:**

We require a resolution of council to approve the attached borrowing by-law in order to satisfy the bank's requirements regarding our borrowing capabilities. Although we do not anticipate having to incur any bank borrowings for the ensuing year, it is always better to be prepared. The bank requires that Council sign a new borrowing by-law each year.

**ATTACHMENTS:**

By-law No. 2020-03

**PREPARED BY:**

**John Gareau, CPA, CA, AMCT**  
Treasurer, Director of Finance

**REVIEWED & APPROVED BY:**

**Angela Rutley, BBA**  
CAO

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW NO. 2020-03**

***Being a By-law Respecting the Borrowing of Money by the Corporation***

**WHEREAS** it is necessary for the purposes of the Corporation to borrow money or obtain other financial assistance on the credit of the Corporation from time to time from one or more of the chartered banks of Canada;

**NOW THEREFORE** be it enacted by the Directors of the Corporation, as a By-law thereof:

- 1.0 That the Directors of the Corporation be and they are hereby authorized to borrow monies or obtain other financial assistance from time to time from the BANK OF MONTREAL (the "Bank") (including, without limitation, through the issuance of bills of exchange drawn by the Corporation and accepted by the Bank) upon the credit of the Corporation in such amounts as they deem proper and by way of overdraft or otherwise;
- 2.0 That any promissory notes, bills of exchange or other negotiable paper (including renewals thereof in whole or in part) signed on behalf of the Corporation by the officer or officers of the Corporation authorized from time to time to sign negotiable instruments on its behalf and granted to or accepted by the Bank for monies borrowed and interest thereon as may be agreed upon or other financial assistance obtained from the Bank shall be binding upon the Corporation;
- 3.0 That the Directors may from time to time, if they see fit to do so, grant securities by way of mortgage, hypothecation, pledge or otherwise, covering all or any of the property and assets of the Corporation, present and future, as security for all or any monies borrowed by the Corporation from the Bank or any other liability of the Corporation to the Bank, and any such mortgage, hypothecation, pledge or other security shall be valid and binding upon the Corporation if signed by any of the officers authorized to sign negotiable instruments on the Corporation's behalf;
- 4.0 That all contracts, deeds, grants, assurances and documents reasonably required by the Bank or its Counsel for all or any of the purposes aforesaid shall be executed and carried into effect by the proper officers of the Corporation;
- 5.0 That this By-law when sanctioned by the Council shall be irrevocable until a By-law repealing this By-law shall have been confirmed or sanctioned by the Council and a copy thereof, duly certified, delivered to the Bank, and meanwhile all the powers and authorities hereby conferred shall continue in force.
- 6.0 By-Law 2019-03 is hereby repealed.

**READ and passed in Open Council, signed and sealed this 22nd day of January, 2020.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	By-Law No. 2019-62 Water Sewer Rate By-Law

**RECOMMENDATION:**

THAT By-Law 2019-62, being a By-law for fixing rates for the Supply of Water/Sewer Services be read a third and final time in Open Council, signed and sealed this 22nd day of January, 2020.

**BACKGROUND:**

By-law 2019-62 sets the water/sewer rates for the Villages of Chesterville and Winchester. The new rates are based on The Township of North Dundas Drinking Water and Wastewater Study that was completed by Ken Sharratt of Sharratt Water Management Ltd. in November 2019. We gave notice to the public in December of our intention to pass the By-law on January 22nd, 2020.

**OPTIONS AND DISCUSSION:**

- 1. Adopt the By-law as attached** - recommended. The By-Law received first and second reading on December 10th, 2019. No objections from the public have been received to date.
- 2. Keep the rates the same for 2020** - not recommended.
- 3. Change the rates to a different rate** - not recommended

**FINANCIAL ANALYSIS:**

Staff will incorporate the rate increase into the 2020 Water/Sewer Budget.

**OTHERS CONSULTED:**

Ken Sharratt of Sharratt Water Managements Ltd.

**ATTACHMENTS:**

By-law No. 2019-62

**PREPARED BY:**

**Dan Belleau**  
Director of Public Works

**REVIEWED & APPROVED BY:**

**Angela Rutley, BBA**  
CAO

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW NO. 2019-62**

**BEING A BY-LAW FOR FIXING RATES FOR THE SUPPLY OF  
WATER/SEWER SERVICES**

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**WHEREAS** Section 391 of the Ontario Municipal Act, 2001, authorizes a municipality to pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it;

**AND WHEREAS** the *Ontario Municipal Act, 2001*, S.O.2001, c.25, s.81, authorizes a municipality to shut off the supply of a public utility if the fees or charges payable by the owners or occupants of the land for the supply of the public utility are overdue;

**AND WHEREAS** the *Ontario Municipal Act, 2001*, S.O.2001, c.25, s.398(2), authorizes the collection of water and sewer rates in the same manner as municipal taxes;

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

1. The rates, as set out in Schedules "A" through "B" attached hereto and forming part of this by-law, are hereby adopted and shall be in effect Jan.1, 2020.
2. Water/Sewer billings shall be issued quarterly with the exception of commercial large users, as determined by Municipal staff.
3. Commercial large users, as determined by Municipal staff, shall be billed monthly.
4. A monthly surcharge of one and one quarter percent shall be added to the bill if not paid on or before the due date.

5. All former by-laws or resolutions contrary to and inconsistent with all or any part of this By-Law (2019-62) are hereby repealed including By-Law 2018-60.

READ A FIRST AND SECOND TIME IN OPEN COUNCIL THIS 10<sup>TH</sup> DAY OF DECEMBER, 2019.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

READ A THIRD AND FINAL TIME IN OPEN COUNCIL, SIGNED AND SEALED THIS 22<sup>nd</sup> DAY OF JANUARY, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

- 2 -

## THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BY-LAW NO. 2019-62

## Schedule "A"

Village of Winchester and Chesterville  
Water/Sewer Rates**WATER SERVICE RATES**

1. Water consumption in the Village of Winchester and Chesterville shall be measured by water meters.
2. The following fixed fee per year shall be charged for each meter depending on size:

Meter Size	Fixed Annual Fee
0.60 inches	\$110.34
0.75 inches	\$110.34
1.0 inches	\$154.47
1.5 inches	\$198.60
2.0 inches	\$319.97
2.5 inches	\$772.35
3.0 inches	\$1213.69
4.0 inches	\$1544.70
6.0 inches	\$2317.04

3. In addition to the fixed fee, all accounts shall be charged \$1.12 per cubic meter for water.
4. In the event of a dispute between the water remote reading and the actual water meter reading, the reading on the actual water meter shall be deemed the correct reading.
5. Where multiple unit buildings do not have individual metering, *the landlord* shall be charged the current rates for water and sewer on the metered water volume.

**SEWER SERVICE RATES**

- a) Sewer fees shall be invoiced on the water bills at the rate of 165% of the water rate including clauses 2 and 3 above except as noted in section b to c below.

- b) It has been established that Parmalat at 490 Gordon St. returns only 10,000 cubic meters to the sewer system per year. Based on this amount they shall be billed \$18,480.00 per year for unmetered sewage on the basis of \$1,540.00 per month in lieu of the regular charges in a) above.
- c) Properties that are only billed for sewer will be billed based on their private water use including the applicable fixed fee from section 2 above.

## THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2019-62  
Schedule "B"

## Miscellaneous Charges

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i)	Water and/or Sewer Connection Application	\$550.00
ii)	Miscellaneous sale of water to individuals or companies not connected to the water system	\$5.00 per cubic meter
iii)	Account Setup Charge	\$9.00+HST
iv)	Manual Water Read Charge	\$25.00+HST
v)	Data Logger Download Charge	\$25.00+HST
vi)	Collection Charge (24 hour shut off notice)	\$6.75+HST
vii)	Disconnection Charge	\$40.00+HST
viii)	Reconnection Charge	\$40.00+HST
ix)	NSF Charge	\$25.00
x)	Water/Sewer Customer Deposit	\$200.00



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	Amendment to Development Charges By-law No. 2017-02

**RECOMMENDATION:**

**THAT By-law No. 2020-04, being a By-law to Amend Development Charges By-law No. 2017-02 be read and passed in Open Council, signed and sealed this 22nd day of January, 2020.**

**EXECUTIVE SUMMARY:**

On October 8, 2019, Township Council directed the Township Planner to prepare an amendment to the Development Charges By-law to introduce a new (senior's development) category. An addendum report and draft by-law were prepared and published on the Township website on November 22, 2019. Notice of the Public Meeting was published on December 18, 2019. The purpose of Addendum #2 was to determine what development charges (DC) would accurately reflect the projected growth-related costs from housing geared only toward seniors.

**BACKGROUND:**

The purpose of the Development Charges By-law Amendment is to provide for an additional category (or categories) for developments designed for seniors only, based on the typical average number of persons per unit within these types of developments. Addendum #2 identified 11 types of adult "communities" and provided a definition to summarize these communities for the DC By-law. On November 22, 2019, Council reviewed Addendum #2.

Section 19(1) of the Development Charges Act (DC Act), 1997, as amended requires that a Public Meeting of Council be held prior to passing a Development Charge By-law Amendment. The DC Act states that *"Before passing a development charge by-law, Council shall:*

- (a) hold at least one public meeting;*
- (b) give at least 20-days notice of the meeting or meetings in accordance with the regulations; and*
- (c) ensure that the proposed by-law and the background study are made available to the public at least two weeks prior to the meeting."*

(DCA Section 12(1))

The formal DC public meeting on the By-law Amendment will be held prior to the Council meeting on January 22, 2020, at 7 pm.

**OPTIONS AND DISCUSSION:**

1. **Adopt the resolution as presented** – recommended.
2. **Do nothing or defeat the resolution** – not recommended. Development Charges By-law No. 2017-02 will remain in effect, unchanged.

**FINANCIAL ANALYSIS:**

Development Charges collected from “Senior-Oriented Dwelling Units” will better reflect actual growth-related capital costs and expenses resulting from these developments.

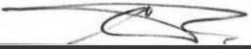
**OTHERS CONSULTED:**

Ministry of Finance (Toronto)  
Development Charge Study Consultants  
Director of Finance  
Chief Building Official  
CAO  
Clerk

**ATTACHMENTS:**

Draft Development Charges By-law Amendment No. 2020-04


**PREPARED BY:**

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

**REVIEWED & APPROVED BY:**

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**Angela Rutley, BBA**  
**CAO**

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**BY-LAW No. 2020-04**

***Being a By-law to Amend Development Charges By-law No. 2017-02.***

**WHEREAS** the Township has and is projected to experience growth through development and redevelopment of land, which will increase the need for services to be provided by the Township;

**AND WHEREAS** Council wishes to ensure that the capital cost of meeting growth-related demands for services does not place a financial burden upon the Township's existing taxpayers, but also that new taxpayers bear no more than the net capital cost attributable to providing the eligible services;

**AND WHEREAS** Section 19 of the *Development Charges Act*, S.O. 1997, c. 27, as amended, (hereinafter called the "Development Charges Act"), enables Council to pass an amendment to a Development Charges By-law;

**AND WHEREAS** the Township prepared a Development Charges Background Study Addendum Report #2 (dated November 21, 2019) which was posted on the Township website on November 22, 2019 in accordance with Section 10(4) of the Development Charges Act;

**AND WHEREAS** Council, pursuant to Section 12 of the Development Charges Act and Section 9 of Ontario Regulation 82/98, gave notice on December 18, 2019 of a public meeting to consider the passing of a Development Charges By-law Amendment, made available two weeks before and at the public meeting the proposed by-law amendment and addendum report to enable the public to understand generally the development charges proposal, held a public meeting on January 22, 2020 and heard representations from all persons who applied to be heard whether in objection to or in support of the proposed By-law;

**AND WHEREAS** Council, having reviewed the Development Charges Background Study, Addendum #2, and the proposed By-law Amendment, and having considered all of the representations made at the public meeting, directed that this By-law be enacted;

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

**1.0 Short Title**

1.1 That this By-law shall be known as the "Development Charges By-law Amendment."

**2.0 Definitions**

That Development Charges By-law No. 2017-02, is hereby amended as follows:

2.1 That Section 2.0 Definitions is hereby amended by inserting the following new subsection immediately after the contents thereof:

2.41 Senior-Oriented Dwelling Unit means a dwelling unit specifically designed for seniors to provide an age-targeted residence, primarily for persons or couples who are either retired or close to retirement, which is part of a complex of 30 or more similar units, and shall have access to shared common facilities (clubhouse or lifestyle centre with

activities, sometimes with indoor and outdoor swimming pools, exercise facilities, craft rooms, demonstration kitchens, and decks and patios for gathering), but shall not include single detached dwelling units.

3.0 Charges

That Schedule “B” of Development Charges By-law No. 2017-02, as indexed for inflation, is hereby amended by inserting the following new categories immediately after the “Special Care/Special Needs Dwelling” type of unit within the “**Schedule of Development Charges by Type of Dwelling Unit**” table:

Type of Unit	Development Charge per Unit
Senior-Oriented Dwelling Unit - 2 bedroom	\$2,677
Senior-Oriented Dwelling Unit - 1 bedroom	\$1,939
Senior-Oriented Dwelling Unit - Bachelor	\$1,655

4.0 Validity

If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof, other than the section, clause or provision so declared to be, the intention is that all the remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed.

5.0 Appendix

Appendix “A” is provided for convenience only and does not form part of this By-law.

6.0 Effective Date

Subject to the giving of Notice of Passing of this By-law, in accordance with Section 13 of the *Development Charges Act*, 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 14 of the *Development Charges Act*.

7.0 All other applicable provisions of the Township of North Dundas Development Charges By-law No. 2017-02, shall continue to apply.

**READ and passed in Open Council, signed and sealed this 22nd day of January, 2020.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

C.S.

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS  
BY-LAW No. 2020-04**

**APPENDIX “A”  
Development Charges by Type of Dwelling Unit**

Type of Dwelling Unit	Development Charge per unit*
Single Detached	\$4,964
Semi-detached / Duplex	\$4,633
Row Dwelling / Townhouse	\$3,971
Apartment 3 bedroom	\$3,805
Apartment 2 bedroom	\$3,475
Apartment 1 bedroom	\$2,647
Apartment Bachelor	\$1,985
Senior-Oriented Dwelling Unit - 2 bedroom	\$2,677
Senior-Oriented Dwelling Unit - 1 bedroom	\$1,939
Senior-Oriented Dwelling Unit - Bachelor	\$1,655



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	By-law No. 2020-05 Amendment to the Licensing of Dogs By-law No. 38-2000

**RECOMMENDATION:**

THAT By-law No. 2020-05, being a By-law to amend By-law No. 38-2000, being a By-law of The Corporation of the Township of North Dundas to regulate the keeping and licensing of dogs, as amended, be read and passed in Open Council, signed and sealed this 22nd day of January, 2020.

**BACKGROUND:**

On November 26, 2019, Council amended By-law No. 38-2000 to introduce two-year dog licences. Lodging kennels were inadvertently omitted from the By-law Schedule. The attached By-law Amendment reinstates Lodging/Boarding Kennels. The date for obtaining kennel licences will also be set back to March 31, 2020 and every second year thereafter.

Section 10 of By-law No. 38-2000 requires that the lodging kennels be approved by the Ministry of Agriculture annually. The Ministry does not offer this service anymore, therefore this provision will be removed from the By-law.

Additionally, we have added the option for a full or partial refund or the ability to transfer the existing tag to a new dog should the dog die during the two-year term.

**OPTIONS AND DISCUSSION:**

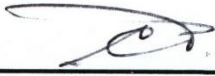
- 1. Adopt the By-law as presented** – recommended. Kennels will be required to obtain their licenses before March 31, 2020. Staff will implement by-law correction/changes immediately.
- 2. Do not adopt the By-law** – not recommended. Lodging kennels will be charged at the lower private kennel rate. Kennels will have until April 30, 2020 to obtain their licenses.

**ATTACHMENTS:**

Draft By-law No. 2020-05

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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**Angela Rutley, BBA  
CAO**

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW No. 2020-05**

***Being a By-law to Amend By-law 38-2000 Being a By-law of the Corporation of the Township of North Dundas to Regulate the Keeping and Licensing of Dogs***

**WHEREAS** the Council of the Township of North Dundas passed By-law No. 38-2000 on June 19, 2000, and now deems it advisable and in the public interest to modify certain parts of the By-law;

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

- 1.0** That By-law Number 38-2000, is hereby amended as follows:
- 1.1 That Section 10 is hereby amended by removing “and being approved by the Ministry of Agriculture”.
  - 1.2 That Section 10 is hereby amended by removing “annually” and replacing it with “biennially”.
  - 1.3 That Section 10 is hereby amended by removing “April 30 in each year” and replacing it with “March 31 in each even numbered year.”
  - 1.4 That Section 8 is hereby amended by inserting the following new subsection immediately after the contents thereof:
    - a. Refund  
In the event that a dog owner pays for a license and the dog passes away or is euthanized within 60 days of the date of purchase, the owner may return the dog tag for a full refund.
    - b. Partial Refund  
Every registered owner of a dog may apply for a partial refund of the dog license fee, upon providing proof that the licensed dog died within twelve months of the date of issue and upon return of the applicable dog tag. The amount of the refund shall be half of the amount of the dog license fee paid excluding any late fee paid, less the applicable administration fee.
- 2.0** That Schedule “A” of By-law 38-2000 is hereby removed and replaced with Schedule “A” of this By-law.
- 3.0** That all other provisions of By-law 38-2000, as amended, shall continue to apply.
- 4.0** That Schedule “A” constitutes part of this By-law.
- 5.0** That this By-law shall come into force and take effect on the date of its final passing.

**READ** and passed in Open Council, signed and sealed this 22<sup>nd</sup> day of January, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

C.S.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-05

SCHEDULE “A”

FEES

a.	Two (2) year Licence Fee:	
	i. Dog	\$40.00
	ii. Neutered/Spayed Dog	\$30.00
	iii. Guide Dog/Service Dog	No fee
	iv. Late Registration Fee in addition to Licence Fee	\$10.00
	v. Refund Administration Fee	\$5.00
b.	Dog Tag Replacement	\$5.00
	Dog Tag Transfer	\$5.00
c.	Kennel Licence - Purebred Dogs registered or registerable	\$200.00
		Plus \$20.00/tag
		after five (5) tags
d.	Lodging Kennel Licence	\$300.00
e.	Release Fee for Impounded Dogs	
	i. First Offence	\$40.00/per day
	ii. Second Offence	\$60.00/per day



ACTION REQUEST – Clerk	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	January 22, 2020
<b>Subject:</b>	By-law No. 2019-12 - Procedural By-law Amendments

**RECOMMENDATION:**

THAT By-law No. 2019-12, being a by-law to Govern the Proceedings, Conduct of Members and Calling of Meetings of Council and Committees be amended as presented this 22nd day of January, 2020.

**BACKGROUND:**

Section 6.2 (Schedule of Annual Meetings – discussed November 26th, 2019) and Section 14 (Order of Agenda-discussed October 8th, 2019) of By-law 2019-12 have been updated and corrected as per instructions received by the Clerk.

- Changing the order of the Agenda:
  - In camera sessions will follow Delegations.
- The annual schedule of meetings will be presented in October and additionally Council has the right to amend the scheduled date, time and place of meetings by resolution.

**OPTIONS AND DISCUSSION:**

1. **Pass the by-law as presented** - recommended. These changes were discussed and agreed to by Council.
2. **Do not pass the by-law as presented** - Not recommended.

**FINANCIAL ANALYSIS:**

There are no financial implications at this time.

**ATTACHMENTS:**

By-law No. 2019-12

**PREPARED BY:**

Jo-Anne McCaslin, CMO  
Municipal Clerk

**REVIEWED & APPROVED BY:**

Angela Rutley, BBA  
CAO

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW NO. 2019-12**

***Being a By-law to govern the proceedings, conduct of members and calling of meetings of Council and Committees***

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

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

**AND WHEREAS** the *Municipal Act, 2001*, c. 25, S. 238 (2) requires every Municipality and local board to pass a procedure by-law for governing the calling, place and proceedings of meetings;

**AND WHEREAS** Council of the Corporation of the Township of North Dundas deems it necessary to set rules and regulations with regard to Council proceedings.

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

- 1.0** That the rules and regulations contained in this by-law as set out in Schedule “A” attached hereto and forming part of this by-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and committees thereof. The Clerk shall assure that a copy of this procedural by-law shall be available at every Council meeting.
- 2.0** This by-law shall come into force and effect on the date of passing.
- 3.0** That By-law 2017-47 is hereby repealed.

**READ and passed in Open Council, signed and sealed this 11th day of February 2019.**

**Amended as presented this 16<sup>th</sup> day of July, 2019.**  
**Amended as presented this 22<sup>nd</sup> day of January, 2020.**

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MAYOR

\_\_\_\_\_  
CLERK

Schedule “A”

To

By-Law No. 2019-12

PROCEDURE BY-LAW

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**Schedule "A"****1.0 DEFINITIONS**

- 1.1 "Act" means *the Municipal Act, S.O. 2001, c.25*.
- 1.2 "Acting Head of Council" shall mean the Deputy Mayor and secondly another designate who shall act as the presiding officer in the absence of the Mayor or Deputy Mayor.
- 1.3 "Alternate Member of County Council" shall mean a Member of a local Council appointed to serve as an "Alternate Member" of County Council when one of the County Council representatives is unable to attend a meeting for any reason.
- 1.4 "By-law" means a local by-law. A by-law enacted by Council to exercise a power provided by legislation. It is the most formal document used for complex and legal matters providing authority and direction for the corporation to act on its own affairs.
- 1.5 "CAO" shall mean the Chief Administrative Officer of the Corporation of the Township of North Dundas.
- 1.6 "Clerk" shall mean the Clerk, Deputy Clerk or his/her designate of the Corporation of the Township of North Dundas as per section 5.2 of this by-law.
- 1.7 "Closed Session" (in camera) means a meeting or part of a meeting that is closed to the public in accordance with the *Municipal Act, S.O., 2001, s.239*.
- 1.8 "Committee" shall mean any advisory or other committee, subcommittee or similar entity composed of Members appointed by Council.
- 1.9 "Committee of the Whole" means a meeting of the whole Council in committee format for discussion purposes.
- 1.10 "Consent Agenda" means a component of a meeting agenda that enables Council to group routine items and motions under one umbrella and is a single item that encompasses all the things Council would normally approve with little comment at a Council meeting. Items on the consent agenda are not discussed before a vote.
- 1.11 "Council" means the Council of The Corporation of The Township of North Dundas which was elected at large by registered voters.
- 1.12 "County Council Representatives" shall be the Mayor and Deputy Mayor of the Corporation of the Township of North Dundas.
- 1.13 "Delegation" means a maximum of three persons representing a group, who wish to provide information to Council/committee(s) of Council.
- 1.14 "Head of Council" shall mean the Mayor.
- 1.15 "Local Board" means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.
- 1.16 "Materially Advances" shall mean to "substantially" measurably or identifiably advance a matter/issue forward.

- 1.17 “Meeting” shall mean any regular, special, or other meeting of Council, of a local board or of a committee of either of them, where:
- 1.17.1 A quorum of Members is present, and
  - 1.17.2 Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.
- 1.18 “Member” shall mean a Member of Council or of a Committee of Council and includes the Head of Council or Chairperson.
- 1.19 “Pecuniary Interest” (Disclosure of Interest) means a *Pecuniary Interest*, direct or indirect, in any matter within the meaning of the *Municipal Conflict of Interest Act*.
- 1.19.1 Disclosure of pecuniary interest must be declared before the matter is considered at the meeting.
  - 1.19.2 A Member of Council shall provide a written statement of the pecuniary interest and details of the general nature of the interest.
  - 1.19.3 A Member of Council shall not take part in the discussion, vote or attempt to influence the voting before, during or after the meeting.
  - 1.19.4 The Clerk must note the disclosure of pecuniary interest in the minutes, as well as establish a registry of declarations recorded, that shall be available for public inspection.
- 1.20 “Presiding Officer” is the person presiding over the meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceedings of Council or committees.
- 1.21 “Quorum” shall mean a majority (more than half) of the total number of eligible voting Members of Council or a committee.
- 1.22 “Rules of Procedure” means the applicable procedural rules of conduct contained in the by-law. The proceedings of Council and its committees, the conduct of the Members, and the calling of meetings will be governed by the rules and regulations contained in this by-law. Where a matter being considered by Council arises that is not covered in this by-law, “Robert’s Rules of Order” (latest edition) shall apply.
- 1.23 “Social Media” means the municipal website, Twitter, Facebook or future appropriate applications.

**2.0 GENERAL INTENT OF THE BY-LAW**

The rules and regulations contained in this by-law shall be observed in all proceedings of Council and shall be the rules and regulations for the order and dispatch of business in Council and in any committees thereof, provided that the rules and regulations contained herein may be suspended by a three-fifth (3/5) vote of the Members of Council or committee present at the meeting.

**3.0 ROLE OF THE HEAD OF COUNCIL AND CHIEF EXECUTIVE OFFICER**

- 3.1 It is the role of the Mayor as the head of Council:
- 3.1.1 To act as chief executive officer (CEO) of the Municipality;

- 3.1.2 To preside over Council meetings so that its business can be carried out efficiently and effectively;
  - 3.1.3 To provide leadership to Council;
  - 3.1.4 To provide information and recommendations to Council with respect to the role of Council;
  - 3.1.5 To represent the Municipality at official functions;
  - 3.1.6 To carry out the duties of the head of Council under any Act; and,
  - 3.1.7 For declaring an emergency. This decision is usually made in consultation with other members of the Municipal Emergency Control Group.
- 3.2 As Chief Executive Officer of the Township, the head of Council shall:
- 3.2.1 Uphold and promote the purposes of the Municipality;
  - 3.2.2 Promote public involvement in the Municipality’s activities;
  - 3.2.3 Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally; and
  - 3.2.4 Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.

**4.0 CODE OF CONDUCT**

- 4.1 Council shall adhere to the “Code of Conduct” policy as established by Council.
- 4.2 Integrity Commissioner:
- The appointed integrity commissioner will report to Council and is responsible for performing in an independent manner the functions assigned by the Township with respect to:
- 4.2.1 The application of the “Code of Conduct” for Members of Council and the “Code of Conduct” for Members of local boards or of either of them.
  - 4.2.2 The application of any procedures, rules and policies of the Township and local boards governing the ethical behavior of Members of Council and of local boards or of either of them.

**5.0 ROLES OF EMPLOYEES**

- 5.1 Chief Administrative Officer (CAO) - A Municipality may appoint a Chief Administrative Officer who shall be responsible for:
- 5.1.1 Exercising general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and,
  - 5.1.2 Performing such other duties as are assigned by the Municipality.

- 5.2 Clerk - A Municipality shall appoint a clerk whose duty it is,
- 5.2.1. To record without note or comment all resolutions, decisions and other proceedings of the Council.
  - 5.2.2 If required by any member present at a vote, to record the name and vote of every Member voting on any matter or question;
  - 5.2.3 To keep the originals or copies of all by-laws and of all minutes of the proceedings of the Council;
  - 5.2.4 To perform the other duties required under the Act or under any other Act; and
  - 5.2.5 To perform such other duties as are assigned by the Municipality.
- 5.3 Officers and Employees - It is the role of officers and employees of the Municipality,
- 5.3.1 To implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
  - 5.3.2 To undertake research and provide advice to Council on policies and programs of the Municipality; and
  - 5.3.3 To carry out other duties required under this or any other Act and other duties assigned by the Municipality.

## **6.0 COUNCIL MEETINGS - LOCATION, SCHEDULE, TIME AND NOTICE**

- 6.1 Meetings of Council shall be held at Council Chambers, 636 St. Lawrence St. Winchester, Ontario or other designated location.
- 6.2 Regular Council meetings shall be held in accordance with the meeting schedule. A proposed meeting schedule will be presented by the Clerk to Council for approval each October (exception during a municipal election year) for the following year. The schedule of meetings as approved by Council will be posted on the Township's website. Council reserves the right to dispense with or alter the time, day or place of any meeting by resolution. Any changes shall be posted on the Township's website.**
- 6.3 The inaugural meeting of newly elected Council shall take place on the first Tuesday of December following the October election. Time and location to be determined. All Members of Council shall take the declaration of office prior to participating in any meeting of Council.
- 6.4 All regular meetings of Council will commence at 7:00 p.m. An exception to the noted time of 7:00 p.m. will occur when a public meeting is scheduled on the same evening as a regular Council meeting at which time the regular meeting of Council will commence at the conclusion of the public meeting. If deemed necessary by Council, meetings may commence earlier than 7:00 p.m. with notice.
- 6.5 No person shall be excluded from attending a meeting that is open to the public except for improper conduct.
- 6.6 A Member shall not use his/her cellular phones during the meetings of Council.
- 6.7 The Committee of the Whole will meet on an as-needed basis.

- 6.8 Notice of Council meetings shall be given by resolution of Council and published on the Township's website and other social media platforms. In the case of special meetings, notice shall be given as per section 7.3 below by posting a notice as soon as is practicable after a special meeting has been scheduled and any other notification that is permitted within the timeframe.
- 6.9 The Chief Administrative Officer or Clerk, in consultation with the Mayor has the authority to cancel any regular meeting if it is determined there is not sufficient business to be conducted provided notification has been given at a prior meeting or within forty-eight (48) hours (not including weekends or holidays) of the meeting. Notice of cancellation shall be sent to all recipients on the agenda distribution list.
- 6.10 The Chief Administrative Officer or Clerk, in consultation with the Mayor also have the authority to cancel any meeting of Council due to inclement weather conditions. Notice of cancellation shall be posted within the Township's municipal office in public access areas and on the Township's website and social media platforms.

## **7.0 SPECIAL MEETINGS OF COUNCIL**

- 7.1 In accordance with Section 240 (a) of the *Municipal Act* the Mayor may at any time call a special meeting of Council. The special meeting shall be held on the date, time and location as designated for this purpose by the Mayor.
- 7.2 In accordance with Section 240 (b) of the *Municipal Act* the Clerk shall call a special meeting upon receipt of a petition of the majority of the Members of Council for the purpose and at the time and place mentioned in the petition.
- 7.3 Notice of all special meetings of Council shall be given to the Members at least 48 hours before the time of the meeting through the Clerk's office. The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting. Notice shall be posted within the Township's municipal office in public access areas and on the Township's website and social media platforms.
- 7.4 Notice of a special meeting may be given by delivering a notice personally to a Member by leaving such notice at his/her residence or place of business, or by electronic mail to such residence or place of business, or by telephone. The written or verbal notice shall indicate the nature of the business to be considered at the special meeting and the date, time and place of the meeting.
- 7.5 Notwithstanding the notice requirement set out above, the Mayor may in the event of a bonafide emergency call a meeting of Council without giving forty-eight (48) hours notice of the meeting, provided that the Clerk has diligently attempted to advise all Members of Council immediately upon being advised of the intention to hold an emergency meeting. The only business to be dealt with at the meeting shall be respecting that emergency. The meeting may be held at public offices kept at any convenient location within or outside the Municipality. The Clerk or designate shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.
- 7.6 Relevant information relating to any changes regarding Council and public meetings will be posted as soon as possible on the Township's website under the "Public Notices" section and on other social media platforms.

## **8.0 CLOSED SESSION IN-CAMERA MEETINGS OF COUNCIL**

- 8.1 All meetings shall be open to the public except as provided in s. 239 of the *Municipal Act*. (See Appendix 1)

- 8.2 Before all or part of a meeting is closed to the public, Council shall state by resolution:
- 8.2.1 The fact of the holding of the closed meeting; and
  - 8.2.2 The general nature of the matter considered at the closed meeting; and
  - 8.2.3 The Clerk shall identify the subject and qualifying section the Act.
- 8.3 A meeting shall not be closed to the public during the taking of a vote with the exception of the following:
- 8.3.1 The meeting is closed to the public in accordance with *The Municipal Act*; and,
  - 8.3.2 The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality, local board or committee of either of them or persons retained by or under contract with the Municipality or local board.
- 8.4 The sitting body, Council or committee may invite any person deemed appropriate to the closed portion of the meeting for a specific item of business.
- 8.5 Members, staff and invited guests shall keep confidential any information:
- 8.5.1 Disclosed or discussed at a meeting that was closed to the public. The obligation to keep information confidential applies even if the Member ceases to be a Member; and,
  - 8.5.2 Received in confidence verbally in preparation of the closed session meeting.
- 8.6 Discussion during a closed session shall be limited to that stated by resolution prior to holding the closed session. Additional items require public notice by resolution in open session prior to holding the closed session to discuss additional items.
- 8.7 The closed session minutes shall be kept in a secure and confidential location under the control of the Clerk. These minutes shall only be open to those in attendance at the meeting, to other approved by Council, or as legislated.
- 8.8 Once the closed session has ended, the Members shall return to open session and the Clerk shall record the time in the minutes.
- 8.9 A Member of Council declaring a pecuniary interest in a closed session item, must be absent for the portion of the closed meeting.
- 8.10 If, an investigation of a closed meeting is completed, the investigator's report will be considered by Council and a resolution will be passed to address recommendations resulting from the investigation.

## 9.0 QUORUM

- 9.1 If no quorum is present one-half hour after the time appointed for a meeting of Council, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

- 9.2 Unless otherwise ordered by resolution passed by a majority of the Members present, Council shall be recessed at 11:00 p.m. Any extension to the time for adjournment shall be determined by a majority vote of the Members present.

## 10.0 COUNCIL MEMBER VACANCIES AND ATTENDANCE

- 10.1 Subject to *the Municipal Act, 2001*, as amended, "*Vacant seat 259*", the office of a Member of Council of a Municipality becomes vacant if the Member,
- 10.1.1 Becomes disqualified from holding the office of a Member of Council under section 256, 257 or 258;
  - 10.1.2 Fails to make the declaration of office before the deadline in section 232;
  - 10.1.3 Is absent from the meetings of Council for three successive months without being authorized to do so by a resolution of Council;
  - 10.1.4 Resigns from his or her office and the resignation is effective under section 260;
  - 10.1.5 Is appointed or elected to fill any vacancy in any other office on the same Council;
  - 10.1.6 Has his or her office declared vacant in any judicial proceeding;
  - 10.1.7 Forfeits his or her office under this or any other Act; or
  - 10.1.8 Dies whether before or after accepting office and making the prescribed declarations. 2001, c. 25, s. 259 (1).
- 10.2 A Member of Council may resign from office by notice in writing filed with the Clerk.
- 10.3 If a vacancy occurs in the office of a Member of Council, Council shall fill the vacancy by,
- 10.3.1 Appointing a person who has consented to accept the office if appointed; or,
  - 10.3.2 Hold a by-election to be held to fill the vacancy in accordance with *the Municipal Elections Act, 1996*; or,
  - 10.3.3 Appoint the first non-elected candidate during the last municipal election to fill the vacancy, subject to conditions in accordance to *the Municipal Election Act, 1996*.
- 10.4 A Member is permitted to be absent from meetings for 20 consecutive weeks or less if it is a result of a Member's pregnancy, the birth of the Member's child or adoption of a child by the Member.

## 11.0 COMMITTEES OF COUNCIL – GENERAL RULES

- 11.1 The Mayor shall, ex officio, be a Member of all committees and be entitled to vote at all meetings thereof. All Members of Council may attend the meetings of standing or special committees and may, with the consent of the committee, take part in the discussion, but shall not be entitled to vote.

- 11.2 Committee of the Whole (COTW) is the participation of all Members of Council in a Committee Meeting where Members of Council consider questions with greater freedom of debate. When sitting as Committee of the Whole, the results of consensus taken in Open Session, are not final decisions of Council. Rather, the results have the status of recommendations which Council is given the opportunity to consider further at its regular Council meeting.
- 11.3 The general duties of the standing and special committees shall be as follows:
- 11.3.1 The jurisdiction, term, Membership and support staff assigned to any committee shall be as stipulated in the by-law or resolution establishing that committee.
  - 11.3.2 Insofar as possible the procedures of the committees shall be the same as those set out for the Council, it being understood that committees act in an advisory capacity only and that unless decision-making authority has been delegated by Council, motions presented and resolutions passed at the committee level shall be deemed proposals and recommendations respectively. The committee shall report to Council from time-to-time, as often as the interests of the Municipality may require, all matters connected with the duties imposed on them respectively and to recommend such action by Council in relation thereto as may be deemed necessary and expedient. All committee recommendations shall be referred to Council before becoming effective.
  - 11.3.3 The committee shall consider and report upon all matters referred to them by Council and adhere strictly in the transaction of all business to the rules prescribed by the by-laws of Council.
  - 11.3.4 Each committee shall at its first meeting fix a date and hour for the regular meeting during the year and shall elect a chairperson who shall preside at all meetings of the committee.
  - 11.3.5 The Mayor or Council may recommend, at any time, the establishment of a special committee or ad hoc committee to study, evaluate, negotiate, investigate, prepare a special report, or make recommendations for the resolution of a specific matter or issue.
  - 11.3.6 A motion to establish an ad hoc or special committee shall contain the general nature of the issue or issues, the persons appointed to the committee, and the terms of reference of the committee.
  - 11.3.7 An ad hoc or special committee shall be automatically dissolved once its work is complete and recommendations have been reported to Council or upon the dissolution by Council of such committee, or at the end of the term of Council.
- 11.4 County Council
- 11.4.1 The Mayor and Deputy Mayor shall become Members of Council of the United Counties of Stormont Dundas and Glengarry upon:
    - 11.4.1.1 Certification from the Clerk; and,
    - 11.4.1.2 Taking the declaration of office for the position.

- 11.4.2 An Alternate Member of Council of the United Counties of Stormont, Dundas and Glengarry shall exercise all the rights of a Member of County Council solely for the meeting so attended, with the exception of the Head of County Council. A member shall become an alternate Member upon:
  - 11.4.2.1 Being chosen by a vote of North Dundas Council Members;
  - 11.4.2.2 Certification from the Clerk; and
  - 11.4.2.3 Taking the declaration of office for the position.

**12.0 ROLE AND CONDUCT OF COUNCIL**

12.1 It is the role of Council:

- 12.1.1 To represent the public and consider the well-being and interests of the Municipality;
- 12.1.2 To come prepared to every meeting by having read all the material supplied including agendas and staff reports to facilitate discussion and the determination of action at the meeting. Members are encouraged to make inquiries of staff regarding materials supplied in advance of the meeting.
- 12.1.3 To develop and evaluate the policies and programs of the Municipality;
- 12.1.4 To determine which services the Municipality provides;
- 12.1.5 To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- 12.1.6 To ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- 12.1.7 To maintain the financial integrity of the Township;
- 12.1.8 No Member(s) have the authority to direct or interfere with the performance of any work by administration for the Township of North Dundas. All inquiries shall be directed through the office of the Chief Administrative Officer;
- 12.1.9 To carry out the duties of Council under this or any other Act.

12.2 Orientation for Council after election:

An orientation meeting may be held if needed, with Members of Council after a municipal election. This meeting shall allow staff to provide Members with an overview of the expectations of their elected office (i.e. inaugural meeting, committee expectations, processes of Council, protocol at meetings, procedure by-law, current issues, etc.)

**13.0 THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL**

13.1 The Mayor shall preside at all meetings of Council. However, subject to the provisions of *The Municipal Act*, in case the Head of Council does not attend within fifteen (15) minutes after the time appointed for a meeting of Council, the Deputy Mayor shall preside until the arrival of the Head of Council and

shall have all the powers of the Head of Council for the purpose of chairing a meeting in the absence of the Head of Council.

- 13.2 Notwithstanding Section 13.1 above, in the absence of both the Mayor and the Deputy Mayor, an acting Head of Council shall be appointed from among the Members present and he/she shall preside until the arrival of the Head of Council or Deputy Mayor and shall have all the powers of the Head of Council for the purpose of chairing a meeting in the absence of the Head of Council.
- 13.3 It shall be the duty of the Head of Council or Presiding Officer;
- 13.3.1 To open the meeting of Council by taking the chair and calling the Members to order.
  - 13.3.2 To announce the business before Council in the order in which it is to be acted upon.
  - 13.3.3 To receive and submit, in the proper manner, all motions presented by the Members of Council.
  - 13.3.4 To put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result.
  - 13.3.5 To decline to put to vote motions which infringe the rules of procedure.
  - 13.3.6 To restrain the Members, within the rules of order, when engaged in debate.
  - 13.3.7 To enforce on all occasions the observance of order and decorum among the Members.
  - 13.3.8 To call by name any Member persisting in breach of the rules or order of Council thereby ordering the Member to vacate Council chambers.
  - 13.3.9 To receive all messages and other communications and announce them to the Council.
  - 13.3.10 To authenticate, by his/her signature when necessary, all by-laws, resolutions, and minutes of Council.
  - 13.3.11 To inform Council, when necessary or when referred to for the purpose, on a point of order or usage.
  - 13.3.12 To represent and support Council, declaring its will, and implicitly obeying its decisions in all things.
  - 13.3.13 To ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of Council.
  - 13.3.14 To adjourn the meeting when the business is concluded.
  - 13.3.15 To adjourn the meeting without question in the case of grave disorder arising in Council chambers.
  - 13.3.16 To order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order an individual or group to vacate Council chambers where such behaviour persists.

- 13.3.17 To require all individuals or Members of the media to disclose the use of any recording devices prior to the start of any open meeting.

13.4 Conduct of Members of Council and guests:

- 13.4.1 A Council Member who desires to speak on any motion before Council shall upon recognition, respectfully address the chair. Discussions shall be confined to the subject matter and shall avoid all offensive personalities.

13.4.2 No Member shall:

- 13.4.2.1 Use offensive words of unparliamentary language in or against Council or against any Member of staff or guest;

- 13.4.2.2 Speak disrespectfully of the reigning sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor or any Province or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario;

- 13.4.2.3 Disturb another, or Council, staff or guests, by any disorderly conduct disconcerting to the speaker or the assembly;

- 13.4.2.4 Speak on any subject other than the subject in debate; criticize any decision of Council except for the purpose of moving that the motion be reconsidered;

- 13.4.2.5 Disobey the rules of Council or a decision of the presiding officer or of Council on motions of order or practice or upon the interpretation of the rules of Council;

- 13.4.2.6 Leave a meeting without first obtaining permission from the head of Council or presiding officer;

- 13.4.2.7 Be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of Council, until the next meeting and without making an apology to Council; or

- 13.4.2.8 Interrupt the Member who has the floor, except to raise a point of order.

- 13.4.3 No individual, except Members of Council, shall be allowed to approach Council without the permission of the chair or Council upon reference.

- 13.4.4 When the chair is putting the motion no Member shall leave or make a disturbance.

- 13.4.5 In case a Member persists in any such disobedience after having been called to order by the presiding officer, the presiding officer may forthwith put the question; no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the

meeting of the Council" but if the Member apologizes he/she may, by vote of the Council, be permitted to retake his/her seat.

## **14.0 AGENDA**

14.1. Prior to each meeting the CAO and the Clerk in consultation with the Mayor shall set the agenda. The Clerk shall prepare for the use of the Members at the regular meetings of Council an agenda under the following headings:

14.1.1 Call to Order / Opening Remarks

14.1.2 Adoption of Agenda – Additions/Deletions

14.1.3 Declarations of Pecuniary Interest and General Nature Thereof

14.1.4 Adoption of Minutes

14.1.5 Delegations

14.1.6 Closed Session

14.1.7 Open Session

14.1.8 Action Requests

14.1.9 Tenders and Quotations

14.1.10 By-laws

14.1.11 Key Information

14.1.12 Consent Agenda (includes Department Activity Updates, Accounts and Correspondence)

14.1.13 Boards and Committees (includes County Council Reports/ Other Reports)

14.1.14 Motions and Notices of Motions

14.1.15 Petitions

14.1.16 Council Comments & Concerns

14.1.17 Unfinished Business Summary

14.1.18 Ratification By-law

14.1.19 Adjournment

14.2 The business of Council shall be considered in the order set forth on the agenda unless otherwise decided by Council. Any undisposed matters will be placed on the agenda for the next regular meeting.

14.3 Council agendas along with all associated reports and supporting material shall be prepared and made available to Members either by paper or electronic transmission no later than 4:30 pm on the Friday preceding the scheduled Council meeting. In addition the draft agenda cover sheet will be posted to the Township's website on the Friday preceding the Council meeting for access by the public. The full agenda package will be posted to the Township's website on the morning of the Council meeting. (Exceptions may be allowed when preparations of the Council agenda fall on a week providing four work days due to a statutory holiday or vacation schedules.)

- 14.4 General consent matters listed shall be approved by one motion. Should a Member of Council wish to discuss any matter listed under the consent agenda, the Member shall ask immediately when the presiding officer calls "any additions, deletions or amendments to the agenda" at which time a Member of Council shall request that the item be separated and dealt with under its regular section. A Member of Council, if possible, shall notify staff in advance of their wish to separate an item in detail from the consent agenda.
- 14.5 Requests for proclamations will not be endorsed by the Council of the Corporation of The Township of North Dundas and therefore will not appear on the agenda.

**15.0 MOTIONS**

- 15.1 The actions and decisions of Council shall be presented and decided by way of motions or resolutions, duly introduced, seconded, debated and voted upon.
- 15.2 All motions must be formally seconded before they can be considered or be recorded in the minutes.
- 15.3 When a motion is presented to Council in writing, it shall be read, or if it is a motion which may be presented orally, it shall be stated by the chair before debate.
- 15.4 Immediately preceding the taking of the vote, the chair may state the question in the form introduced and shall do so if required by a Member except when a motion for the previous question has been resolved in the affirmative. He/she shall state the question in the precise form in which it will be recorded in the minutes.
- 15.5 Notice of motion:
  - 15.5.1 Any Member who wishes to introduce a motion pertaining to a matter not included in the orders of the day (other than a routine matter) must do so by a notice of motion.
  - 15.5.2 Notice of motion may be introduced by any one (1) Member verbally at a regular meeting of Council for consideration at a subsequent meeting or may be given in writing to the Clerk by 4:00 p.m. on the Tuesday preceding the regular Council meeting for insertion in the orders of the day, for consideration at a meeting subsequent to the meeting for which the orders of the day are prepared or at a date designated by the mover.
  - 15.5.3 Notwithstanding the above, a written notice of motion to reopen a matter may be dealt with at the same meeting at which notice is first given if they pertain to a matter included in the orders of the day.
  - 15.5.4 Notice of motion shall be listed on the orders of the day under two (2) categories:
    - 15.5.4.1 Notice of motion for consideration at this meeting;
    - 15.5.4.2 Notice of motion for consideration at a future meeting of the Council.
- 15.6 After a question is finally put by the chair no Member shall speak to the question nor shall any other motion be made until the vote is taken and the result has been declared.

15.7 Voting:

- 15.7.1 The head of Council or the chair, except where said individual is disqualified to vote by reason of interest or otherwise, may vote with the other Members on all questions, and any question on which there is an equality of votes shall be deemed to be negative.
- 15.7.2 Every other Member of Council who shall be present in Council chambers when a question is put shall vote thereon unless he/she is disqualified to vote on the question.
- 15.7.3 If a Member disagrees with the announcement of the results of the vote by the chair, he/she may object immediately to the declaration and require that the Members be polled individually.
- 15.7.4 Voting shall be done by a show of hands unless there has been a request for a recorded vote or unless a recorded vote is required by the *Municipal Act, 2001*. Where a vote is taken for any purpose, a Member may request immediately prior or immediately subsequent to the taking of the vote, that the vote be recorded. With respect to recorded votes, the Clerk shall ask those Members in favour to stand and then those Members opposed to stand and shall record the name and vote of every Member. On any vote, any Member except a Member who is disqualified from voting under any Act, who does not vote in favour or in opposition, shall be deemed to have voted in the negative.
- 15.7.5 No vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.
- 15.7.6 Pursuant to the *Municipal Conflict of Interest Act*, a Member of Council who has a conflict of interest on a matter to be reviewed by Council shall declare such interest as soon as practicable after the commencement of the meeting or, if absent when such matter is discussed, shall declare his interest at the first meeting attended by him/her after acquiring such interest. Such declaration of interest, and the reason therefore, shall be made publicly and shall be recorded in the minutes by the Clerk.

15.8 Reconsideration:

- 15.8.1 A substantive resolution, by-law or any question or matter that has previously been adopted by Council may be reconsidered by Council subject to the following;
  - 15.8.1.1 A notice of motion, moved by a Member on the prevailing side, must be introduced according to the procedures for notice of motion;
  - 15.8.1.2 Such motion must be supported by a majority vote of the Members of the whole Council before the matter to be reconsidered can be debated; and,
  - 15.8.1.3 A vote to reconsider shall not be considered more than once in any twelve-month period.
- 15.8.2 These rules do not apply when a motion pertains to a decision of a previous Council.

**15.9 A Motion to Amend shall:**

- 15.9.1 Be presented in writing;
- 15.9.2 Be dealt with by Council before a previous amendment of the main motion;
- 15.9.3 Not be further amended more than once provided that further amendment may be made to the main motion;
- 15.9.4 Be relevant to the main motion; and,
- 15.9.5 Not propose a direct negative to the main motion.

15.10 Except as provided in paragraph 16.5.2 all motions shall be in writing and signed by the mover and seconder.

15.11 Once read or stated by the chair or presiding officer, a motion may not be withdrawn without the consent of the majority of the Members.

15.12 Members shall not speak more than once to the same questions without the consent of the chair or presiding officer.

**16.0 READING OF BY-LAWS AND PROCEEDINGS THEREON**

16.1 Every by-law shall be introduced by written motion and shall be considered to have been read a first, second and third time short.

16.2 Every proposed by-law may receive three readings or a combination thereof, on the same day unless otherwise required by other legislation.

16.3 The first reading of a by-law shall be decided without amendment or debate.

16.4 The second reading of a by-law shall permit amendment and/or debate. If Council determines that the by-law is to be considered at the committee level it shall be so considered previous to the third reading thereof.

16.5 If Council so determines, a by-law may be taken as read.

16.6 The Clerk shall set out on all by-laws enacted by Council, the date of the several readings thereof.

16.7 Every by-law enacted by Council shall be numbered and dated and shall be sealed with the seal of the corporation and signed by the Clerk and the chair and shall be deposited by the Clerk in his/her office for safekeeping.

16.8 By-laws that require public notice shall be given in accordance with the notice policy of the Township.

16.9 That at the conclusion of all meetings of Council, and prior to adjournment, a Confirmatory By-law shall be brought forward to confirm the proceedings of the Council at that meeting in respect of each motion, resolution or other action. A Confirmatory By-law then introduced, shall be taken a read a first, second and third time and finally adopted without debate.

**17.0 PETITIONS, COMMUNICATIONS FROM THE PUBLIC & FLAG REQUESTS**

17.1 Every communication, including a petition designed to be presented to Council shall be legibly written or printed and shall not contain any obscene or improper language and shall be signed by at least one person and filed with the Clerk in accordance with the established policies of the Municipality and as approved by Council.

- 17.2 A petition or communication may be introduced at a Council meeting with the consent of Council expressed by motion.
- 17.3 The Clerk shall include on the agenda of Council any correspondence addressed to all Members of Council.
- 17.4 Correspondence addressed to a single Member shall be provided to the Clerk for distribution, at the discretion of that Member.
- 17.5 Only the National Flag of Canada and the Provincial Flag of Ontario will be flown on municipal property. Commemorative flag flying requests from community agencies, and special interest groups will not be permitted.

## **18.0 DELEGATIONS**

- 18.1 Persons wishing to address Council to present information orally on matters of fact or make a request of the Council shall give notice outlining concerns and/or requests to the Clerk by Tuesday at 4:00 p.m. preceding the Council meeting.
- 18.2 Requests to have an audience with Council should be in writing and state in detail the nature of the matter to be presented and discussed. The request should include the name, address and telephone number of a spokesperson chosen by the delegation to make the presentation.
- 18.3 Delegations will be encouraged to discuss matters of concern with the appropriate department head prior to appearing before Council. Each delegation shall be limited in speaking to not more than ten (10) minutes. Extensions to these limits will be at the discretion of the majority of Council.
- 18.4 Commonly, delegations shall be scheduled on the second regular monthly meeting of Council unless otherwise determined by the Mayor. In any month that only one regular meeting of Council will occur, the Mayor and the Clerk shall determine if the delegation shall be scheduled for that meeting or be referred to the first or second regular meeting of Council in the month following. A maximum of three delegations will be permitted at any regular meeting.
- 18.5 In the event that the subject brought to the Members at a meeting by a delegation is also dealt with in any other item listed on the agenda, the presiding officer may call for motion to amend the order of business so that the item may be brought forth discussion at the same time as the consideration of the delegation item.
- 18.6 Upon completion of a presentation by a delegation, any dialogue between the Members and the delegate(s) shall be limited to Members asking questions for clarification and to obtain additional, relevant information only. Questions from Members shall be addressed by the spokesperson to the best of their ability. Members shall not enter into debate with the delegation respecting the presentation.
- 18.7 Delegations shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Council, staff, guest or individual.
- 18.8 The Clerk will review delegation requests with the CAO and Mayor. The Mayor has discretionary authority to accept or refuse the request.

## **19.0 COUNCIL/COMMITTEE/DEPARTMENTAL REPORTS**

- 19.1 All Members of Council shall have the opportunity to report on their committee related activities that have occurred since the last meeting or will be occurring before the next Council meeting or to report an issue(s)

currently under debate by the committee(s) they are a Member of. The Mayor and/or Deputy Mayor shall have the opportunity to report on their County related activities. All Members of Council shall have the opportunity to report on their Township related activities that have occurred since the last meeting.

- 19.2 Staff Reports – Actions Requests – Tenders and Quotations  
All reports presented to Council as part of the agenda will be in a written format, complete with draft motion duly signed by the department head and approved by the CAO or designate.
- 19.3 Key information reports may be provided to Council as information items or to facilitate further discussion/action at a subsequent meeting.

**20.0 UNFINISHED BUSINESS/DISCUSSION ITEMS**

- 20.1 Items set out in the agenda which have not been disposed of, shall be included in the unfinished business listing.
- 20.2 New items of an urgent nature may be considered if in the opinion of Council they require an immediate decision.

**21.0. MINUTES**

- 21.1 The minutes of Council as taken by the Clerk, or designate, shall consist of a record of all proceedings taken in the Council meeting. Pursuant to the *Municipal Act, 2001*.
  - 21.1.1 The place, date and time of meeting;
  - 21.1.2 The name of the chair and the Members in attendance;
  - 21.1.3 The approval of the presenting, reading if requested, correction and adoption of the minutes of prior meetings; and
  - 21.1.4 All other proceedings of the meeting without note or comment, however, shall be readable and informative.
- 21.2 The Clerk shall be authorized to make minor corrections to minutes, motions, by-laws resulting from technical, formatting or typographical errors provided the intent is not changed prior to the documents being signed.

**22.0 RULES OF DEBATE**

- 22.1 Every Member, prior to speaking, shall be recognized by the presiding officer. Every Member present at a meeting of Council when a question is put, shall vote thereon unless prohibited by statute.
- 22.2 When the presiding officer calls for the vote on a question, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the presiding officer, and during such time no Member shall speak to any other Member or make any noise or disturbance.
- 22.3 When a Member is speaking, no other Member shall pass between him/her and the chair or interrupt him/her except to raise a point of order.
- 22.4 Any Member may require the question or motion under discussion, to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 22.5 Unless otherwise authorized by the head of Council, all Members, staff and guests shall address Council through the chair and only when recognized, do so.

22.6 When two or more Members seek to address Council, the head of Council shall designate the Member who may speak first.

### **23.0 POINTS OF ORDER AND PRIVILEGES**

23.1 The chair shall preserve order and decide questions of order.

23.2 Council, if appealed to, shall decide the question without debate and its decision shall be final.

### **24.0 SUSPENSION OF RULES**

Any procedure required by this by-law may be suspended with consent of a majority of the Members of Council present, except where such suspension would contravene the provisions of any statute law or regulation.

### **25.0 AMENDMENT TO PROCEDURAL BY-LAW**

No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of Council unless notice of proposed amendment or repeal has been given at a previous regular meeting of Council. The waiving of the notice of this by-law by Council is prohibited.

### **26.0 SEVERABILITY**

The provisions of this by-law are severable. If any provision, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words of this by-law.

### **27.0 RESCIND**

That all previous by-laws to govern the proceedings, conduct of Members and calling of meetings of Council and committees not in conformity with this by-law be and are hereby rescinded.

### **28.0 EFFECTIVE DATE**

This by-law shall become effective upon the date of the enactment.

**Appendix 1****Municipal Act 2001, As Amended****Meetings open to public**

239 (1) Except as provided in this section, all meetings shall be open to the public.

**Exceptions**

- 239 (2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
- (a) the security of the property of the Municipality or local board;
  - (b) personal matters about an identifiable individual, including municipal or local board employees;
  - (c) a proposed or pending acquisition or disposition of land by the Municipality or local board;
  - (d) labour relations or employee negotiations;
  - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
  - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - (g) a matter in respect of which a Council, board, committee or other body may hold a closed meeting under another Act;
  - (h) information explicitly supplied in confidence to the Municipality or local board by Canada, a province or territory or a Crown agency of any of them;
  - (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of person, or organization;
  - (j) a trade secret or scientific, technical commercial or financial information that belongs to the Municipality or local board and has monetary value or potential monetary value; or
  - (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or local board.

**Other Criteria**

- 239 (3) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,
- (a) a request under the municipal *Freedom of Information and Protection of Privacy Act*, if the Council, board, commission or other body is the head of an institution for the purposes of that Act; or
  - (b) an ongoing investigation respecting the Municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1).

**Education or Training Sessions**

- 239 (3.1) A meeting of a Council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
1. The meeting is held for the purpose of educating or training the Members; and,
  2. At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.



## KEY INFORMATION REPORT

### Public Works

January 22, 2020

#### **SUBJECT: Investing in Canada Infrastructure Program – Green Program (Funding Application)**

The Township met with OCWA (Ontario Clear Water Agency) to discuss various projects that require our attention in the next 5-6 years to see if any of them fell within the mandate of the above-mentioned grant. Funding for the Chesterville Water Tower was highly recommended and meets a significant number of the criteria listed in the program guide.

The estimated cost for this project is \$1,237,700. If successful 40% would be funded by the Federal Government, 33.33% by the Province and 26.67% by the Township which equates to \$330,095.

Stephane Barbarie, Senior Operations Manager (OCWA) is assisting with the application that will be submitted before the deadline of January 22<sup>nd</sup> 2020. Projects must be completed by October 31, 2026.



## KEY INFORMATION REPORT Waste Management Services

January 22, 2020

### SUBJECT: Blue Box Transition Update

#### Purpose

The purpose of this report is to explain recent developments of the provincial Blue Box program and to highlight potential concerns that may specifically impact small, and/or rural municipalities.

#### Background

Ontario is in the midst of a fundamental transition of its waste diversion programs. The existing framework provides industry funding to reimburse a portion of municipalities' Blue Box costs. The Province announced on August 15, 2019 that they are transitioning to a full producer responsibility model where industry will be wholly responsible for the cost and operations of designated diversion programs. This change affects existing programs that deal with Blue Box materials, tires, electronics and hazardous waste. The tire program has already transitioned, other programs are in varying stages of transition.

A detailed description of the recent and historical changes to the Blue Box program is provided in Appendix A, as well as a glossary of relevant stakeholders. Over the coming year, Ontario will develop and consult on regulation(s) to support this transition and it will be important that the concerns of small and rural municipalities are heard. The following discussion outlines potential areas that may be impacted by this change.

#### Discussion

##### Responsibility for the Blue Box program will shift from municipalities to producers

Under the existing Blue Box Program Plan, municipalities with a population over 5,000 are required to provide Blue Box services, and producers of printed paper and packaging are obligated to co-fund up to 50 per cent of the program. They are obligated to register with, and are represented through, an organization called Stewardship Ontario. Under this system municipalities have the autonomy to decide how their individual programs operate.

After the program transitions, municipalities will no longer be obligated to provide collection and processing services. Producers will determine how the Blue Box program operates in Ontario and will be responsible for the cost to the extent that the regulation(s) require. It is expected that municipalities will be approached to continue to provide services under contract to the producers, receiving a paid set fee instead of receiving funding.

Under the new regulation(s), producers are expected to have the autonomy to re-design and make changes to the Blue Box program to ensure they can meet their regulatory obligations. The Province has clearly stated that the transition must not negatively impact recycling services, but the specifics of this goal will be determined by the regulation(s), as they are developed in the coming months. It is anticipated that there will be changes, as producers work to create a common system across the province. Municipalities are encouraged to engage in this process and provide comments on aspects of the regulation(s), such as diversion targets, accessibility and service levels, to ensure there is no loss in service to their community and to protect landfill capacity.

#### Producers may organize under multiple PROs to deliver Blue Box services

Producers are the brand owners, first importers or franchisors of printed paper and packaging. They are currently represented by Stewardship Ontario, which is a Producer Responsibility Organization (PRO). After the Blue Box program transitions, producers will no longer be required to organize under a single umbrella organization. Each producer will be responsible for meeting their own obligations, under what is termed as *Individual* Producer Responsibility and may choose to organize under one or multiple PROs. For example, under the tire program there are five PROs that compete to represent tire producers in the province.

The PROs, or individual producers, will be responsible for delivering Blue Box services across Ontario in a way that meets the requirements of the new regulation(s). Under the regulation(s), it is expected that they will have the right to determine aspects of the Blue Box program, such as who provides collection service, the containers that are used, the frequency in which they are collected, the materials that are accepted, and where the materials are sent for processing unless otherwise prescribed in the regulation(s).

#### Transition is planned to occur between 2023 and 2025

The timeline announced by the Province indicates that the regulation(s) will be developed between now and the end of 2020. Producers and municipalities will then have two years to prepare before responsibility of the program will transfer from municipalities to producers between January 1, 2023 and December 31, 2025.

Within this time period, the transfer of responsibility is expected to happen in phases, with approximately one-third of total Blue Box tonnage being transitioned each transition year (i.e., 2023 to 2025 inclusive). Municipalities are expected to have the opportunity to identify their preferred transition year, but there are many other factors that will be considered. Municipalities could be selected based on clusters of geographic proximity, cost-effectiveness or operational logistics, readiness for transition (e.g., expiry of contracts or ability to end contracts early), or other factors.

### This change in responsibility is expected to increase diversion

Over the last two decades, the mix of printed paper and packaging that goes into the Blue Box has evolved. The economics of Blue Box recycling are more challenging than ever before, and as a result, Ontario's recycling rates have stalled while costs continue to escalate. Producer responsibility is based on the idea that the companies that design, create and market products and packaging are in the best position to reduce waste or increase resources that can be recovered from their products.

### The full impact to municipalities will be revealed as regulation(s) are developed

There are many ways this transition could impact municipalities, and the full affect will not be known until much later in the transition process. The following section outlines aspects of municipal Blue Box services that may be impacted.

### Service Level

The Province has been clear that transitioning the Blue Box to full producer responsibility must not negatively impact the recycling services the people of Ontario use every day. However, the regulation(s) that will be developed in the coming months will determine how much autonomy producers will be given to achieve a common, cost effective system. It is expected that producers will have the right to determine what the collection system looks like to meet their regulatory requirements and may not be willing or obligated to compensate municipalities to provide the level of service currently offered. Municipalities are encouraged to monitor this particular aspect of the draft regulation(s) carefully and provide comment where appropriate.

### Municipal Assets

Based on the recommendations of the Province's special advisor in August, it is expected that producers will not be obligated to contract with municipalities for collection or processing services. Municipalities are, however, expected to have the opportunity to bid fairly on the provision of services in a competitive bid process. This balance of priorities could result in some municipalities bidding below their actual operating costs in order to continue to be the provider of Blue Box services or risk having stranded or redundant assets. As a result, municipalities with assets, such as vehicles and depots, will want to develop an appropriate asset management strategy.

### Contracts

The timing of existing contracts for collection or processing of Blue Box materials may not align with the date a municipality will transition their services. Early termination or extension of existing contracts may be required to accommodate the transition timeline. If contracts are coupled with garbage or other collection services, they may need to be separated in time for transition.

### Access to Other Methods of Collection

It is expected that the regulation(s) being developed will maintain Blue Box collection as an essential part of the system, but also allow producers the flexibility to collect some packaging through other methods. Other means of collection, such

as regional depots or return-to-retailer, could be possible for some materials in the future and could impact service levels and have other impacts on local communities

### Industrial, Commercial and Institutional Blue Box Material Sources

Many municipalities provide Blue Box services to local schools, nursing homes, municipal buildings and local businesses. It is expected that most of these industrial, commercial and institutional (IC&I) sources will not be part of the producer operated Blue Box system. Municipalities already providing these services may need to make alternative arrangements for the provision of recycling services to these customers.

### Local Jobs

It is unclear at this time whether producers will have an obligation to contract with municipalities to provide Blue Box related services. In other jurisdictions where producer responsibility has been implemented, producers opted to hire municipalities to provide collection services, but not transfer or processing services. Should a similar approach be taken in Ontario, localized job losses could occur.

### Communicating Changes

When transition occurs, there will be a need to effectively communicate the changes to residents. It is expected that there will be a spike in resident inquiries in the weeks directly preceding and following transition. Municipalities may require additional staff and resources to ensure the transition is successful.

### Landfill Capacity

It is expected that producers will make every effort to ensure the success of the new program. If, however, their efforts result in a program that is less convenient or accessible, there is concern that recyclables will end up in the municipal garbage stream, increasing costs and taking up valuable landfill capacity. Ensuring the new regulation(s) include an effective enforcement system that monitors actual waste disposal impacts across the province will be important to protecting the well-being of small, rural communities.

### Financial Considerations

The financial implications of transitioning the existing Blue Box program to a new full producer responsibility model are not yet known. The regulation(s) will determine the level of service producers will be required to provide. If a municipality chooses to provide additional services, they may not be compensated for doing so. Municipalities are encouraged to closely monitor the developing regulations to ensure service levels in their communities are not compromised irrespective of who is providing them.

### Next Steps

In the coming months, the regulation(s) that will determine many details of the transition to a producer responsibility framework will be developed and consulted on. It will be important that the concerns of small and rural municipalities are heard

during this time. Staff will keep council informed as the regulation(s) are developed or as new information becomes available.

## Appendix A: The Ontario Blue Box Program

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### Timeline

<b>1981</b>	The world's first curbside recycling program debuted in Kitchener, Ontario.
<b>1994</b>	<u>Ontario Regulation 101/94</u> under the <u>Environmental Protection Act</u> set out requirements for municipalities with a population of at least 5,000 to establish and operate curbside Blue Box programs.
<b>2002</b>	<u>The Waste Diversion Act</u> (WDA) formalized financial support by requiring producers of printed paper and packaging managed by the Blue Box program to fund up to 50% of municipal net operating costs. <b>Waste Diversion Ontario (WDO)</b> was established as a non-crown corporation to develop, implement and operate waste diversion programs, including Blue Box. <u>Stewardship Ontario (SO)</u> , was created as an industry organization to represent producers and to develop the Blue Box Program Plan.
<b>2003-17</b>	Changes in packaging of consumer goods, including the use of less glass, lighter plastics and more difficult to recycle plastics, as well as a decrease in newspapers distributed, has impacted the Blue Box program. According to a report from the Special Advisor on Recycling and Plastic Waste, adjusting for inflation, the average cost of recycling a tonne of Blue Box materials increased by 50 percent from 2003 to 2017.
<b>2016</b>	<u>The Waste-Free Ontario Act</u> is passed and repeals the former WDA and enacted the <u>Resource Recovery and Circular Economy Act</u> (RRCEA) and the <u>Waste Diversion Transition Act</u> (WDTA). The RRCEA introduces a framework where producers are given full responsibility for the management of post-consumer waste from their packaging. Under this act, the WDO is replaced by a new organization, <u>Resource Productivity and Recovery Authority</u> (the Authority). The legislation also affects existing diversion programs for tires, electronics and hazardous waste, all of which are at varying degrees of transition and allows for the creation of new programs.
<b>2017</b>	The Minister of the Environment and Climate Change directed the Authority and SO to jointly develop a proposal for an amended Blue Box Program Plan (a-BBPP). A draft was developed and two phases of consultations were completed. A final proposal was never submitted to the ministry.
<b>2019</b>	In June, the Province appointed a Special Advisor on Recycling and Plastic Waste, David Lindsay, to provide advice on how to improve recycling through the Blue Box Program and better manage plastic pollution. Mr. Lindsay facilitated meetings between representatives of the municipal and producer sector to provide input. In July, the

report was released, titled “Renewing the Blue Box: Final Report on the blue box mediation process”.

In August, the Ministry announced that it provided SO direction to begin planning to transition Ontario’s Blue Box Program to full producer responsibility.

**2020** Stewardship Ontario is to submit a plan to the Authority by June 30, 2020. It is expected that the Authority will approve the plan by December 31, 2020.

**2023-25** The first communities will be transitioned beginning January 1, 2023, with the entire province operating under the new framework by December 31, 2025.

## Glossary

**Ministry of Environment, Conservation and Parks (MECP)** is the ministry responsible for administering all the relevant legislation, including the Waste Diversion Transition Act, and the Resource Recovery and Circular Economy Act.

**Producer Responsibility** means producers are responsible for managing and paying for the life cycle of their products and packaging. Producer responsibility is based on the idea that the companies that design, create and market products and packaging are in the best position to reduce waste or increase resources that can be recovered from their products.

**Extended Producer Responsibility** refers to expanding the portion of program costs that producers are required to fund.

**Full Producer Responsibility** refers to producers being responsible for both funding and operating.

**Individual Producer Responsibility** refers to producers having a choice in how they meet requirements. They can collect and recycling products and packaging themselves, or contract with producer responsibility organizations (PROs), to help them meet their requirements.

**Resource Productivity and Recovery Authority (RPRA or the Authority)** is a regulatory body that is playing a critical role in supporting the transition towards a circular economy and a waste-free Ontario. RPRA receives authority from the Waste Diversion Transition Act, 2016 (WDTA) to oversee the current waste diversion programs and their eventual wind up. RPRA also receives authority from the Resource Recovery and Circular Economy Act, 2016 (RRCEA) to enforce individual producer responsibility requirements for managing waste associated with products and packaging.

**Stewardship Ontario (SO)** is a Producer Responsibility Organization (PRO), funded and governed by the industries that are the brand owners, first importers or franchisors of the products and packaging materials managed under the Blue Box and Orange Drop program. SO collects fees from industry stewards, which help to pay for the costs of collecting, transporting, recycling and safely disposing of waste across the province. Stewardship

Ontario operates under the authority in the Waste-Free Ontario Act, 2016 and is accountable to RPRA.

**The Continuous Improvement Fund (CIF)** is a partnership between the Association of Municipalities of Ontario (AMO), the City of Toronto, Stewardship Ontario (SO), and the Resource Productivity and Recovery Authority (RPRA). The CIF's mandate is to improve the effectiveness and efficiency of Ontario's municipal Blue Box program, through the provision of funding, technical support and training to aid municipalities and program stakeholders in the identification and development of best practices and technological and market-based solutions.

**Waste Diversion Ontario (WDO)** was a non-crown corporation, established by the Waste Diversion Act in 2002, with a mandate to develop, implement and operate recyclable waste diversion programs by establishing industry funding organizations and overseeing the development and operation of waste diversion programs. It has now been replaced by the RPRA.



## KEY INFORMATION REPORT CAO

January 22, 2020

### SUBJECT: MTAS funding request

In 2016, the Mountain Township Agricultural Society (MTAS) Hall committee requested funding to assist with hall renovations. The request was denied by Council, but a comment was made during Council's discussion on the issue, that perhaps a donation could be considered when the former Mountain Hall property was sold. The Hall property was sold in 2019 for \$15,000 less legal and commission expenses for **net proceeds from the sale of \$13,176.06**.

MTAS is currently fundraising to pave the parking lot, to improve safety for users of the facility. In the attached letter, they are requesting that Council make donation from the proceeds of the sale of the former Mountain Hall property to this project. The paving has a total anticipated cost of \$124,500.

The regular annual donation of \$4,500 was included in the 2020 draft budget, but any additional donation to MTAS is not currently included in the current version of the draft budget. The proceeds from the sale of the Mountain property were budgeted to be used to help finance the South Mountain Park tennis court resurfacing project. If an amount is donated to MTAS, that amount would not be available for the tennis court project unless it was added to the amount to be raised from taxation.

If Council considers a donation to MTAS, perhaps Council could also consider requesting that the donation be in exchange for a free annual rental of the hall. For example, we could use the Hall in the circumstance that we need a rain location for our annual Meet Me On Main Street event.

MTAS also plans to seek funding support for the paving project from Farm Credit Canada and the SDG Regional Incentive Program (RIP).

Attachment: Letter from MTAS



Mountain Township Agricultural Society  
P.O. Box 114  
South Mountain, Ontario K0E 1W0

December 12, 2019

Tony Fraser, Mayor North Dundas  
Angela Rutley, CAO North Dundas

Re: Mountain Township Agricultural Hall

Good Morning:

A few members of the Hall Committee would like to meet with you both to talk about our next major project – the improving and paving the parking lot at the Hall.

The Hall is very busy with events weekly and many weekends. The parking lot at present is a safety issue for many seniors and those having walking difficulties. After a hard rain, it is very muddy to walk through with many potholes. We have graded it repeatedly but it is beyond repair in its current state.

We have received a few quotes and it will cost approximately \$100,000. The work is tentatively scheduled for the spring of 2020.

We are fundraising and will apply for the FCC Agrinvest Grant in March to help cover the cost. We would like to make a request to North Dundas for funding.

Back in 2016, the MTAS Hall had requested funding from Council to offset some of the expenses incurred when the Hall was renovated. We had learned that Council had funded the renovations of the Morewood Hall. At that time, no money was granted to MTAS but Council (at that time) did make a comment that when the property in Mountain was sold, they would consider donating funds towards MTAS. The logic behind this was that MTAS supplies a venue/space at this end of the Township for events at no cost to North Dundas. We understand the property has been sold.

We would like to meet with you to talk about this request that the previous Council had discussed. Could this be arranged at your convenience.

Thank you.  
Anna Smail, Chairperson Hall Committee  
613-652-4915



## KEY INFORMATION REPORT

### Finance

January 22, 2020

### SUBJECT: Budget Update - 2020 Budget

We would like to apprise Council of the status of the 2020 draft budget process as it currently exists.

A budget planning memo was circulated to all department heads in the fall of 2019

- Timetable was issued to all departmental managers – CAO and treasury department held meetings with department heads during November and December.
- Dec 10<sup>th</sup> – First DRAFT was presented to council with a net requirement from taxation of \$7,207,059: This represented an increase over previous year of \$971,763 or approximately 15.6%.
- January 8<sup>th</sup> 2020 - circulated memo to all department heads – requesting a review to get budgets closer to targeted objectives.
- January 22<sup>nd</sup> 2020 – meeting with Council to discuss

We are providing Council with a three-page summary of amendments by department – attached as “Appendix A”.

### In summary form the Draft Budget is as follows:

Taxation Requirements: <b>PRELIM DRAFT</b>	\$7,207,059
Increase to Capital Projects, (Pg. 1 of Appendix “A”)	5,300
Increase to Operating costs (Pg. 2 of Appendix “A”)	<u>9,800</u>
Revised Net Requirement from Taxation Levy	7,222,159
Previous Year’s Levy (2019)	<u>6,235,296</u>
Increase over Previous Year	<b><u>\$986,863</u></b>

Percentage Dollar Increase Over Previous Year	15.8%
Increase in Tax Rate Over Previous Year	1.2%

**Township of North Dundas**  
**2020 Budget - 2nd Draft - Detailed - January 22, 2020**

Requirement from Taxation - As Presented on December 10, 2019

**\$ 7,207,059**

Department	Particulars	Change in Revenues		Change in Expense		Net Impact on Budget
		Account No.	Amount	Account No.	Amount	
Changes - Capital						
Planning, Building, By-law/ Other Protection/ Animal Control	2019 Carry-forward Project - 3 sign holders with Township Logo	1-4-8010-9000	4,000	1-5-8010-8000	4,000	-
	Consider purchasing a second Smart Board from savings on 2019 Smart Board	1-4-8010-9000	3,500	1-5-8010-8000	3,500	-
Recreation, Culture and Other Facilities	Morewood Fire Station - Ceiling Repair in Truck Bay area reduced from \$5,500 to \$5,000 (Remove ceiling fan from project)			1-5-2010--8001	(500)	(500)
	547 St. Lawrence - Add the replacement of 2 Bay Doors at the OPP facility			1-5-7010-8000	7,225	7,225
	Chesterville Community Park - Reduce stump grinding from \$5,000 to \$3,575			1-5-7210-8000	(1,425)	(1,425)
	Main Street Revitalization Grant Program - Adjust amounts to spend on project from \$17,200 to \$11,681 to reflect revised anticipated balance in reserve fund	1-4-7760-9250	(5,519)	1-5-7760-8000	(5,519)	-
Net Impact on Proposed Changes to Capital			1,981		7,281	5,300

Department	Particulars	Change in Revenues		Change in Expense		Net Impact on Budget
		Account No.	Amount	Account No.	Amount	
Changes - Operations						
Administration	Increase Penalties and Interest on Taxes from \$310,000 to \$330,000 based on 2019 year end amounts	1-4-1300-8501	20,000			(20,000)
	Increase Salaries and Wages from \$584,000 to \$608,000 to reflect recent changes			1-5-1200-1010	24,000	24,000
Economic Development	2019 Carry-forward project - Funding Flyer - project not completed in 2019 - to be done in 2020.	1-4-1701-9000	500	1-5-1401-2300	500	-
	Remove donation to Dairyfest - not required for 2020			1-5-1401-2700	(1,000)	(1,000)
Fire Services	Increase Wages and Employer Payroll Taxes from \$259,400 to \$265,900 to align with 2019 actual costs			1-5-20XX-1010 1-5-20XX-1015 1-5-20XX-1110	6,500	6,500
Planning, Building, By-law/ Other Protection/ Animal Control	Increase Salaries and Wages from \$58,700 to \$63,300 to reflect anticipated direction of the hiring of a Municipal Law Enforcement Officer and recent changes			1-5-2200-1010	4,600	4,600
Transportation Services	Add Roads Needs Study to be financed in future years (or from 2019 surplus, if applicable).	1-4-3101-9999	35,000	1-5-3101-2200	35,000	-
Recreation, Culture and Other Facilities	Joel Steele Community Centre - Remove painting over vandalism on building			1-5-7100-7150	(4,300)	(4,300)
Net Impact on Proposed Changes to Operations			55,500		65,300	9,800
Total Net Impact on Proposed Changes			57,481		72,581	15,100
Revised Net Requirement from Taxation						\$ 7,222,159

Previous Year's Levy (2019)	6,235,296
Increase in Dollars	<b>\$ 986,863</b>
%age Increase	<b><u>15.83%</u></b>

Department	Particulars	Change in Revenues		Change in Expense		Net Impact on Budget
		Account No.	Amount	Account No.	Amount	
Potential Projects to Consider for Deferral to 2021						
Transportation Services	Clark Road - Remove existing sidewalk, pulverize road, add extra gravel, compact, and reinstate with asphalt and paved shoulder for pedestrian use.			1-5-3101-8002 CLARK	(367,000)	(367,000)
	St. John Street & Christina Crescent, Hallville - Pulverize and resurface with asphalt.			1-5-3101-8002 JOHN CHRIST	(163,000)	(163,000)
Total Additional Potential Adjustments			-		(530,000)	(530,000)



## DEPARTMENT ACTIVITY UPDATES

Finance

January 22, 2020

### SUBJECT: Key Financial Data

Bank Balances	2019 Dec 31 <sup>st</sup>	Last Month Nov 30 <sup>th</sup> 2019	Last Year-2018 Dec 31 <sup>st</sup>
General Operating Acct	6,308,385.24	7,876,132.33	4,818,897.00
Cash, GIC's, (Reserve Fund)	6,769,281.19	6,757,299.44	6,630,597.19
<b>Total</b>	<b>\$13,077,666.43</b>	<b>14,633,431.77</b>	<b>\$11,449,494.19</b>

### Bank Balances

Taxes Receivable Outstanding	Dec 31 2019	Dec 31 2018	Dec 31 2017
Current Year (2019)	899,891.17	992,129.33	902,668.47
One Year in Arrears (2018)	526,039.07	449,770.21	444,780.73
Two Years in Arrears (2017)	257,511.85	239,924.72	280,735.82
Three Years in Arrears (2016+)	315,510.66	209,707.81	539,500.67
Penalty & Interest	234,230.38	191,006.93	220,494.30
<b>Sub-Total</b>	<b>2,233,183.13</b>	<b>2,082,539.00</b>	<b>2,388,179.99</b>
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(385,171.67)
<b>Taxes Receivable</b>	<b><u>\$2,139,578.61</u></b>	<b><u>\$1,988,934.48</u></b>	<b><u>\$2,003,008.32</u></b>
<b>Taxes Billed to Date</b>	<b>\$19,832,182.20</b>	<b>\$19,200,575.71</b>	<b>\$18,439,990.22</b>
<b>Percentage o/s Over Levy</b>	<b>10.788%</b>	<b>10.359%</b>	<b>10.862%</b>

	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
<b>Pct. O/S</b>	<b>10.8%</b>	<b>10.4%</b>	<b>10.9%</b>	<b>10.2%</b>	<b>10.5%</b>	<b>9.8%</b>	<b>10.5%</b>	<b>9.9 %</b>	<b>11.2%</b>	<b>10.1%</b>

Net taxes receivable last month were **\$2,471,893.97**; this month's balance of **\$2,139,578.61** (a net decrease over last month in the amount of **\$332,315.36**), represents the net impact of billings less collections for the month of December. Collection of taxes remains a top priority and the tax department is working diligently to stay on top of the outstanding balances.

The percentage of taxes outstanding for the current year is 10.8%, just into the double digits. We have shown the percentages for the previous ten years for Council's information and you will note that they are very consistent with only minor differences; current year taxes outstanding are in 8<sup>th</sup> place.

In light of the fact that we billed considerably more dollars in 2019 versus 2018, the level of taxes outstanding becomes more meaningful. Total taxation dollars raised (for municipal, county and school boards) is approximately \$631,606.49 greater than the previous year while outstanding taxes at December 31<sup>st</sup> 2019 are

only \$150k greater than last year. MMAH likes to see the percentage of taxes outstanding at less than 10% and we are just exceeding that threshold. It is possible this percentage will change slightly if we make any necessary adjustments for the annual audit.

Total taxation revenue also includes all supplemental taxes billed to year-end date of December 31<sup>st</sup> – for council's information, we billed a total of **\$250,859.45 in supplemental taxes** for 2019, (\$344,621.69 in 2018). The Township's share of these supplemental taxes was **\$84,876.14** (\$90,549.65 in 2018) - the balance being billed on behalf of the counties and school boards. A summary is attached for council's information as **Appendix # 1**.

A schedule of write-offs for the 2019 fiscal year is attached as **Appendix # 2**. The total tax reductions/write-offs for the year were **\$148,024.25** (\$153,260.53 for 2018). The township's portion was **\$47,277.40** (\$49,128.05 for 2018). The balance is recoverable from the Counties and school boards and will be factored into consideration when final payment is made to those levying bodies.

We are in the process of reviewing taxes receivable at December 31<sup>st</sup> 2019 to determine if any outstanding amounts are eligible for Tax Registration in 2020. Amounts that are two years in arrears (or more) at January 1<sup>st</sup> 2020 are eligible for tax registration which allows the Township to enter into a Tax Extension Agreement with the current owners, or register their properties for tax sale to effect collection of outstanding amounts. We will hopefully have this listing to council for the first meeting in February.

### **State of the Union**

Cash balances are down significantly from last month as our fourth instalment of school board levies totaling \$998,244.77 was due at the end of December. (2018 was \$974,038.94. Additionally, there will be a **final** payment in early 2020 to the Counties and school boards for their share of the net supplementary taxes less write-offs for the 2019 fiscal year. This combined amount is currently estimated at \$103k.

### **Projects Worked on During December**

- Preparing for and attending at department head meetings of November 25<sup>th</sup> and January 6<sup>th</sup>
- Reconciled and proofed all supplemental taxes issued to date - prepared an excel spreadsheet for the auditors and for year-end financial reporting - actual to date is **\$84,876.14** compared to a budgeted amount of **\$60,000**.
- Verified the tax write offs and prepared excel spreadsheets calculating amounts to date – actual **\$47,277.40** compared to a budgeted expense of **\$32,500**.
- Working on budgets with department managers and CAO – prepared summary for council meeting of December 10<sup>th</sup> 2019 and January 22<sup>nd</sup> 2020.
- Working on schedules for year-end audit binder in preparation for auditors.

**Increase in Outstanding Taxes Partially Due To:**

- Tax Collector just recently completed work on the final supplemental billing for 2019. The billing was in the amount of \$26,725.31 (\$33,607.46 in 2018) and was mailed out in November 2019 with due dates of December 20<sup>th</sup> and February 14th 2020.
- Utilities transferred to taxes receivable for last quarter of year: \$30,698.36 (last year - \$30,455.71)
- Pre-Authorized Payments (PAP's) – for 2019 – to be processed in January 2020 \$5,298.22 (last year \$12,779.95).

TOWNSHIP OF NORTH DUNDAS											
Summary of Supp's and Omits to December 31 2019											
		Assess't		Twp.	County	Eng Pub	Eng Sep	Fr Public	Fr Sep	Total	
SUPP RT 2019		1,771,247		4,829.55	7,006.15	1,584.58	363.60			13,783.88	
OMITT RT 2018		2,320,397		1,535.07	2,186.83	614.86	13.95	-	-	4,350.71	
OMITT RT 2019		2,340,335		9,340.77	13,550.53	3,745.40	22.54	-	-	26,659.24	
adjustment due to rounding			MPAC - Run E	\$ 15,705.39	\$ 22,743.51	\$ 5,944.84	\$ 400.09	\$ -	\$ -	\$ 44,793.83	
		\$ 6,431,979									
Per MPAC, May, June, July RUN A - C				49,682.46	71,747.19	20,404.69	1,088.84	334.82	1,435.94	144,693.94	
Per MPAC, Aug RUN D				993.53	1,411.62	852.03	521.56	198.51	777.43	4,754.68	
Per MPAC, Sept RUN E				15,705.39	22,743.51	5,944.84	400.09	-	-	44,793.83	
Per MPAC, Sept RUN F				10,450.92	15,159.64	3,651.18	38.05	565.39	26.51	29,891.69	
Per MPAC, Sept RUN G				8,043.84	11,646.06	3,787.40	1,175.18	440.09	1,632.74	26,725.31	
				\$ 84,876.14	\$ 122,708.02	\$ 34,640.14	\$ 3,223.72	\$ 1,538.81	\$ 3,872.62	\$ 250,859.45	
					1-4-1400-4000	1-4-1410-4000	1-4-1430-4000	1-4-1420-4000	1-4-1440-4000		
Per Vadim											
			1-4-1103-1010	2,290.71						2,290.71	
			1-4-1103-1045	4,362.62						4,362.62	
			1-4-1106-1145	2,337.26						2,337.26	
			1-4-1109-11245	1,327.17						1,327.17	
			1-4-1109-1250	(1,254.36)						(1,254.36)	
			1-4-1109-1255	(181.04)						(181.04)	
			1-4-1116-1545	295.49						295.49	
			1-4-1118-1645	75,698.29	122,708.02	34,640.14	3,223.72	1,538.81	3,872.62	241,681.60	
				\$ 84,876.14	\$ 122,708.02	\$ 34,640.14	\$ 3,223.72	\$ 1,538.81	\$ 3,872.62	\$ 250,859.45	

<b>2019 TAX WRITE-OFFS, VADIM</b>									
<b>Summary of JV# 18 TO JV# 136</b>									
			<b>Township</b>	<b>County</b>	<b>Eng. Pub.</b>	<b>Eng. Sep.</b>	<b>Fr. Pub.</b>	<b>Fr. Sep.</b>	<b>Total</b>
				2014	0.37357	0.23060	0.06921	0.32662	1.00000
				2015	0.36988	0.22725	0.07379	0.32908	1.00000
				2016	0.36775	0.22347	0.07917	0.32961	1.00000
				2017	0.36243	0.22296	0.08463	0.32998	1.00000
				2018	0.35946	0.22149	0.08760	0.33145	1.00000
				2019	0.36496	0.23341	0.07734	0.32429	1.00000
<b>Vadim</b>	<b>JV #</b>	<b>Ass't</b>	<b>Township</b>	<b>County</b>	<b>Eng. Pub.</b>	<b>Eng. Sep.</b>	<b>Fr. Pub.</b>	<b>Fr. Sep.</b>	<b>Total</b>
	18	(925,508)	(9,215.19)	(13,128.15)	(5,037.79)	(1,838.36)	(727.08)	(2,751.03)	(32,697.60)
	81	(936,595)	(23,114.69)	(33,528.75)	(9,868.78)	(835.19)	(276.73)	(1,160.36)	(68,784.50)
	107	(138,795)	(5,427.81)	(7,847.85)	(2,278.97)	(447.57)	(174.21)	(665.44)	(16,841.85)
	136	(2,889,267)	(8,555.70)	(12,412.99)	(4,489.29)	-	-	-	(25,457.98)
<b>Summary</b>		<b>(4,890,165)</b>	<b>(46,313.39)</b>	<b>(66,917.74)</b>	<b>(21,674.83)</b>	<b>(3,121.12)</b>	<b>(1,178.02)</b>	<b>(4,576.83)</b>	<b>(143,781.93)</b>
			<b>1-5-1300</b>	<b>1-5-8090</b>	<b>1-5-8050</b>	<b>1-5-8070</b>	<b>1-5-8060</b>	<b>1-5-8080</b>	
			<b>-7120</b>	<b>-1002</b>	<b>-1002</b>	<b>-1002</b>	<b>-1002</b>	<b>-1002</b>	
<b>Vacancy Rebates</b>									
PT Voucher 69		(610,110)	(964.01)	(1,373.38)	(684.74)	(421.92)	(166.88)	(631.39)	(4,242.32)
<b>Vacancy Rebates</b>		<b>\$ (610,110)</b>	<b>\$ (964.01)</b>	<b>\$ (1,373.38)</b>	<b>\$ (684.74)</b>	<b>\$ (421.92)</b>	<b>\$ (166.88)</b>	<b>\$ (631.39)</b>	<b>\$ (4,242.32)</b>
			<b>1-5-1300</b>	<b>1-5-8090</b>	<b>1-5-8050</b>	<b>1-5-8070</b>	<b>1-5-8060</b>	<b>1-5-8080</b>	
			<b>-1003</b>	<b>-1003</b>	<b>-1003</b>	<b>-1003</b>	<b>-1003</b>	<b>-1003</b>	
<b>Total Reductions</b>			<b>\$ (47,277.40)</b>	<b>\$ (68,291.12)</b>	<b>\$ (22,359.57)</b>	<b>\$ (3,543.04)</b>	<b>\$ (1,344.90)</b>	<b>\$ (5,208.22)</b>	<b>\$ (148,024.25)</b>



## DEPARTMENT ACTIVITY UPDATES

### Economic Development and Communications

January 22, 2020

#### **Economic Development**

- Communicated to the business community and the Chamber of Commerce details on the following funding and support programs: SDG's Regional Incentives Program, SDG's Regional Tourism Grant, the Ontario Farmland Trust workshop, the Eastern Ontario Development Fund, Digital Main Street, an Agri-Tourism seminar, the Eastern Ontario Local Food Feasibility Study and the Ontario Soil and Crop Improvement Workshop.
- Continued developing a funding brochure to leave with businesses after visits.
- Met with an apple orchard business to discuss future plans to develop their property and the funding and support services they can access.
- Reviewed with an event venue their marketing initiatives and building improvements to move their business to the next level.
- Discussed with a retailer a review of what has worked in their first few years of operation and how the Municipal and County Incentive Programs can assist.
- Worked with a start-up business to discover options for venture capital and technical expert advice.
- Attended a business networking event at the North Dundas Business Centre.
- Met with a Scotiabank representative and our MP Eric Duncan to discuss options to extend banking services once the South Mountain branch is closed.
- Met with the EOHU and our Director of Recreation to discuss options of making the Morewood Community Centre kitchen a certified community kitchen.
- Reviewed EODF funding options to support the Wincrest Industrial Avenue extension in Winchester.
- The 2020 Expo Planning Committee met to prepare for the event. The Expo will be held April 25<sup>th</sup> from 9:00-3:00pm at the Joel Steele Community Centre. Promotion and registration for the event will start in January. The committee is recruiting well known guest speakers and plans to hire a stage sound manager to ensure audio quality. Heaters will be installed in advance of the event, thereby addressing the feedback from the prior Expos. There will be no separation of business categories on the arena floor and we anticipate a total sell out of booth space prior to the event.

#### **Communications**

- The Explore North Dundas Publication planning got underway with securing leads on articles, vendors to create the guide and an overall theme to deliver the intended message.
- Promoted the Farm 911 Emily Project number blades limited time discount on our website and social media.
- Continued to work with ratepayers and staff to ensure a smooth rollout of Recycle Coach.
- Worked with community and service groups to promote upcoming events. Utilized the News section of our homepage to highlight the successes of events and draw attention to key dates for ratepayers, such as winter parking restrictions.



## DEPARTMENT ACTIVITY UPDATES

Public Works

January 22, 2020

- Road crew have been cold patching holes, ice blading gravel roads with the graders, opening catch basins for extreme rain events and performing snow removal when necessary.
- Revising the 2020 budget and preparing discussion points and alternatives for Council.
- Preparing tenders for immediate distribution upon approval of the 2020 budget.
- Attended Joint Health and Safety Committee meeting and will be participating in the review/revision of our health and safety policies.
- Mary Lynn and I have been working on preparing a job posting for a part-time meter reader position.
- Met with OCWA (Ontario Clean Water Agency) to discuss the North Dundas Waste Water and Drinking Water budget for 2020 that will be presented to Council in February.
- Working with OCWA on a grant application for the Canadian Experiences Fund – Green Initiative.
- Involved in discussions re: a grant application for a Roads Study.



## DEPARTMENT ACTIVITY UPDATES

Waste Management Services

January 22, 2020

### FINANCIAL INFORMATION:

#### November

Total Fees.....\$12,625.50

Fees Charged.....\$7,726.50

Fees Paid.....\$4,900.00

Cash on Hand.....\$ 100.00

#### October

Total Fees.....\$15,661.25

Fees Charged..\$10,286.25

Fees Paid..... \$5,375.00

Cash on Hand.....\$100.00

Wards	NOVEMBER	OCTOBER
1. (Twp of Win)	720	800
2. (Twp of Mtn)	480	480
3. (Vill of Win)	720	720
4. (Vill of Ches)	320	400
5. Other (Boyne)	765	931
<b>Total Cubic Yards</b>	3005	3331
<b>Total Metric Tonnes</b>	273.18	302.82

### Recyclables

Items Shipped	Dollars/MT	November	October
Bulked Steel			
Bulked Steel	2.08MT/\$55	\$129.10	
Bulked Steel	1.59MT/\$95		\$171.45
ALUM			
OCC	29.09MT/\$45	\$1,309.05	
OCC			
OCC	28.72MT/\$52		\$1,493.44
ONP	25.77MT/\$0	\$0.00	
<b>Totals</b>		\$1,438.15	\$1664.89

Bales on Hand of December 31st

ONP-35 OCC-47 PLASTIC -155 ALUM-61

Estimated Value

\$12,856.00

**WORK COMPLETED (up to December 31st)**

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working on 2020 budget
- Clarence Holmes replaced gearbox & rails on blue box conveyor system
- New garbage compactor arrived at landfill
- RPRA meeting in Avonmore Dec 12<sup>th</sup> - Blue Box transition to Extended Producer Responsibility
- Christmas Holiday recycling- additional cardboard and blue box materials
- Working with RARE to find avenues to the declining recycle markets.



## DEPARTMENT ACTIVITY UPDATES

### Planning Building and Enforcement

January 22, 2020

#### **PLANNING:**

- Attended a strategy meeting regarding the Cornwall Gravel objections and appeal of the SDG County Official Plan.
- Prepared various reports to Council for review and approval including a part-lot control by-law, amendments to the zoning and the dog licencing by-laws, and various contracts/agreements.
- Prepared job descriptions with the CBO and Senior Enforcement Officer for a Junior and an Intermediate By-law Enforcement Officer. The position was posted and will close on January 20<sup>th</sup>, 2020.
- The Committee of Adjustment heard minor variance application A-11/19 for rear yard setback on December 19<sup>th</sup>. The variance was approved.
- Prepared the notices, reports, by-law and presentation for the Development Charges By-law Amendment.
- Met with the Mayor, Township staff, representatives from UCDSB and their engineers to discuss next steps for the Winchester Childcare Expansion.
- Met with EDO and subdivision owner/developer to discuss next steps for future apartment complex in Winchester.
- Received one (1) new severance application and provided comments to the Counties.
- Met with commercial property owner to discuss permitted land uses and review options for development.
- Issued two (2) compliance reports.
- Planner and Mayor visited a site in the Ottawa region currently being used as a micro cannabis grow operation to investigate and observe. Obtained valuable information on the operation's procedures and processes.
- Executive Assistant successfully completed the AMCTO "Primer on Planning" course and exam.
- Met with multiple land owners with regards to proposed severances.

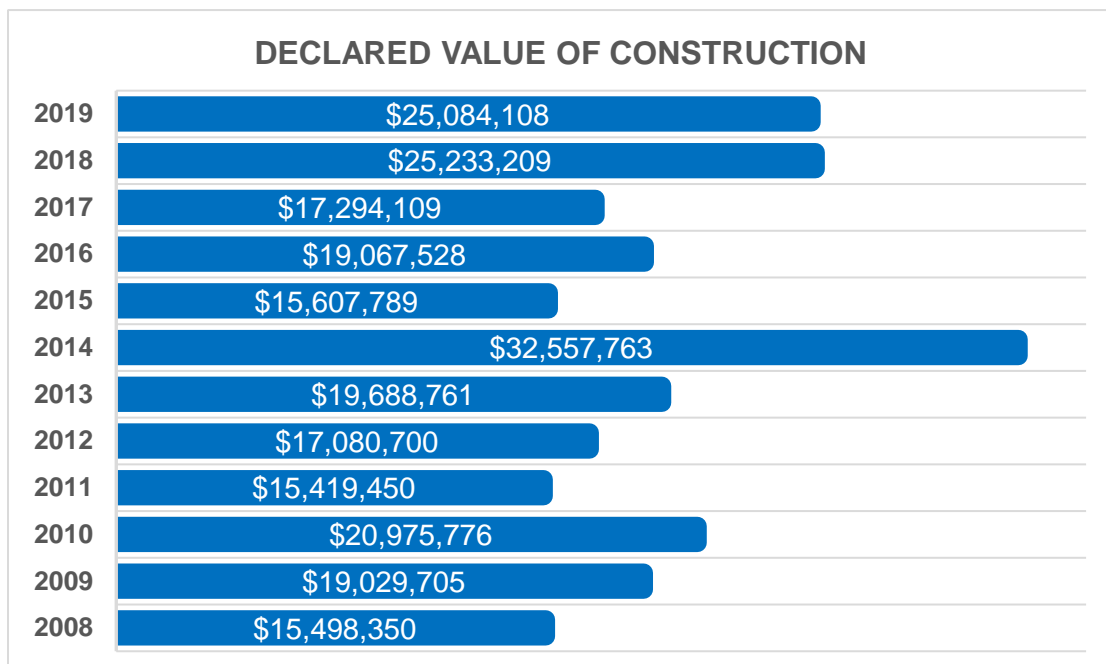
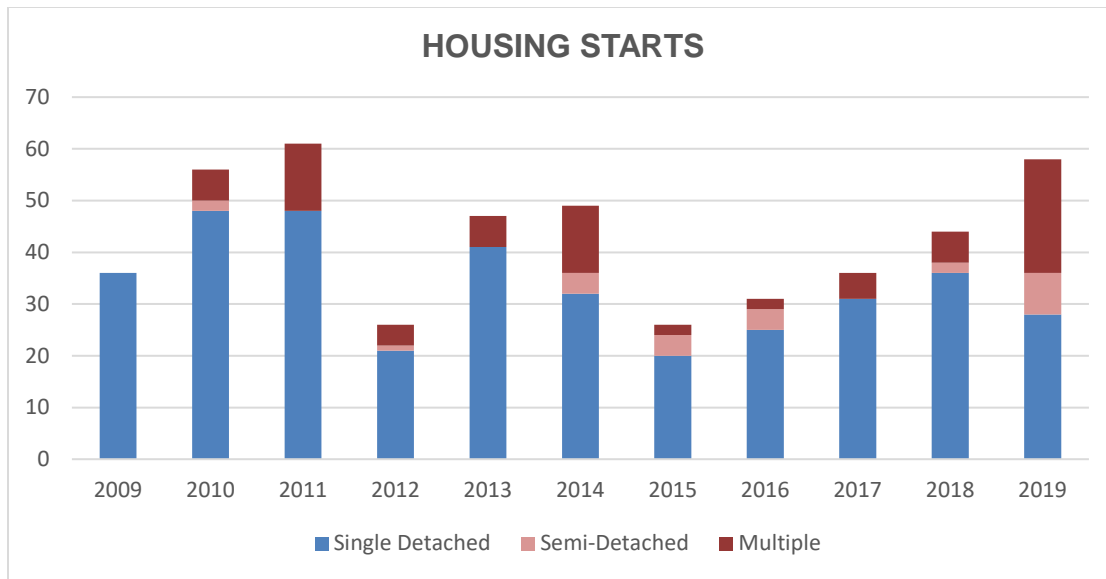
- Responded to various zoning, minor variance and severance inquiries from landowners.

### **BUILDING:**

- Co-hosted a successful Open House Night with the Municipality of South Dundas. A total of 30 guests attended the information session in Morrisburg on December 12<sup>th</sup> to learn about updates to the Ontario Building Code.
- Building Inspector Intern completed the OBOA Plumbing (House) training course in Ottawa.
- Inspector Testerink continues to perform building inspections on an as-needed basis, and has assisted in training the Building Intern.
- Farm 911 blades are now available for purchase (half-price for a limited time). Staff continue to improve the application procedure, the assignment of numbers and creating the blades.
- Met with multiple property owners to discuss various building projects.
- Eight (8) new applications were received in December. Staff are currently waiting for more information/documentation on eleven (11) incomplete applications.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

Building Department	Dec. 2019	Dec. 2018	Dec. 2017	Dec. 2016	Dec. 2015	Dec. 2014
Permits Issued:	4	4	4	9	3	9
New Dwellings	2	0	1	1	1	13
Value of Permits:	\$660,194	\$177,500	\$599,000	\$407,460	\$35,000	\$1,226,026
Building Permit Fees:	\$4,251	\$1,210	\$7,270	\$3,445	\$1,216	\$4,736
Development Charges:	\$9,928	\$406	\$4,504	\$0	\$0	\$19,293

Building Totals	2019	2018	2017	2016	2015	2014
Permits Issued:	162	169	154	147	139	185
New Dwellings	58	44	36	33	25	49
Value of Permits:	\$25,084,108	\$25,233,209	\$17,294,109	\$19,067,528	\$15,607,789	\$32,557,763
Building Permit Fees:	\$143,625	\$116,211	\$108,897	\$92,450	\$56,995	\$118,582
Development Charges:	\$200,914	\$195,991	\$129,912	\$114,691	\$93,254	\$168,837



#### **BY-LAW ENFORCEMENT:**

- Five (5) new files were started in December. Currently, there are twelve (12) active files.
- Performed various site visits and inspections with landowners regarding complaints filed.
- Russell Township, continues to provide part-time contractual By-law Services to assist with current vacancy.

- New CGIS By-law software has been procured, all old files from previous systems have been imported, and staff are currently working with the software developers to customize the program.
- AMPS By-law is finalized and is being sent to the Province for review.
- Two-year dog tag sales are now ongoing.

**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, 2019 to April 1, 2020**

**Parking tickets will continue to be issued to vehicles in contravention**



## DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

January 22, 2020

- As per the Agreement between the Township of North Dundas and the Dundas County Players, the Players paid \$1,690, representing 25% of gross ticket sales, from their 2019 Fall production of *Aladdin – Adventures in the East*. A total of \$6,283.75 was paid by the Players in 2019, for an average daily contribution of \$47.25 for the 133 days that they had booked the Old Town Hall.
- The Recreation & Culture Department submitted a grant application for the project entitled “Chesterville & District Arena Improvements” in September, 2019. The grant opportunity was through the Rural Economic Development program, an initiative of the Ministry of Agriculture, Food and Rural Affairs. Unfortunately, our application was not successful.
- The Township applied for the Canadian Experiences Fund grant – an initiative of the Federal Economic Development Agency for Southern Ontario – in May, 2019. The application was for funding to help the Township of North Dundas, in partnership with South Nation Conservation, to build an indigenous maple syrup education centre and new play structure at the Oschmann Forest in Ormond. On December 20<sup>th</sup>, word was received that our application was unsuccessful.
- The Recreation & Culture Department intends to apply for the Regional Incentive Program for funding support for the Chesterville Arena renovations.
- The Recreation Coordinator and Mayor Fraser met with a representative from the Marionville Citizens Committee, as well as two representatives from the Township of Russell, to discuss direction and plans for the Marionville *Meet Me On Main Street* event.
- The HVAC replacement has commenced in the municipal office building.
- Numerous Rink Attendants have been trained on the A/V equipment at the Old Town Hall.



## DEPARTMENT ACTIVITY UPDATES

Fire

January 22, 2020

### DEPARTMENTAL OVERVIEW:

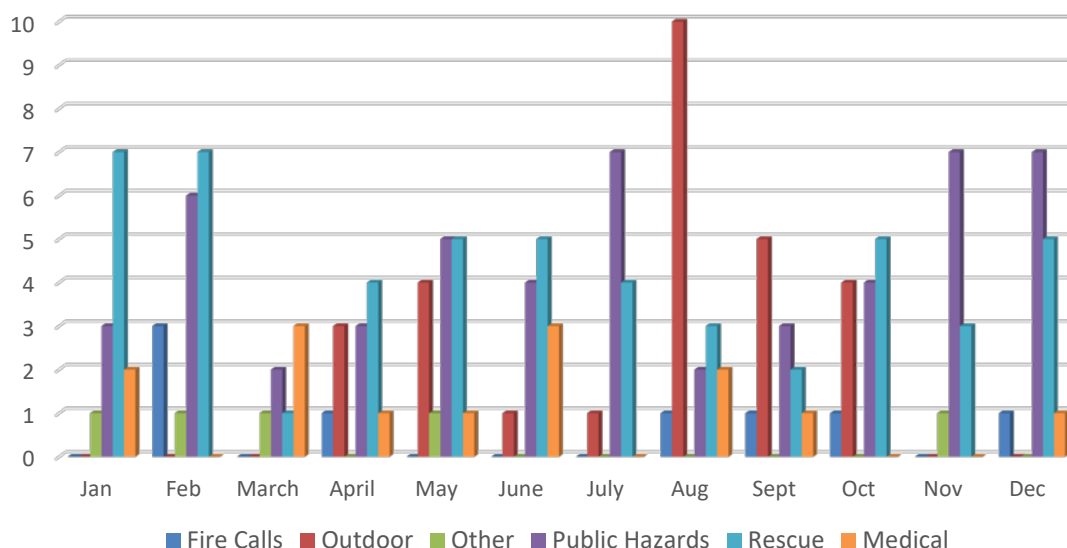
#### Glossary of Terms

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

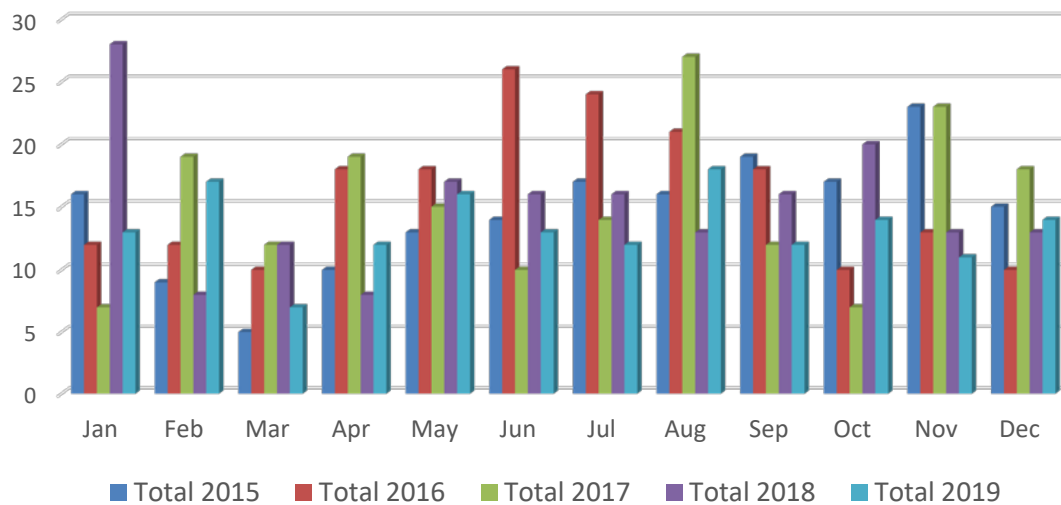
#### Monthly Call Statistics for 2019

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fire Calls	0	3	0	1	0	0	0	1	1	1	0	1
Outdoor	0	0	0	3	4	1	1	10	5	4	0	0
Other	1	1	1	0	1	0	0	0	0	0	1	0
Public Hazards	3	6	2	3	5	4	7	2	3	4	7	7
Rescue	7	7	1	4	5	5	4	3	2	5	3	5
Medical	2	0	3	1	1	3	0	2	1	0	0	1
<b>Total</b>	<b>13</b>	<b>17</b>	<b>7</b>	<b>12</b>	<b>16</b>	<b>13</b>	<b>12</b>	<b>18</b>	<b>12</b>	<b>14</b>	<b>11</b>	<b>14</b>

#### Number of Calls/Types of Calls



### Total Number of Calls per Month in 2015/2016/2017/2018/2019



### Monthly Call Break Down

- 1 indoor fire
- 3 public hazard calls for hydro poles/wires
- 1 water/ice rescue
- 1 elevator rescue
- 1 medical (potentially life threatening)
- 4 false alarms (perceived emergencies and accidental activation)
- 3 MVC

### Fire Prevention Activities

- Fire Service Awards held on Jan. 10, 2020
  - Twelve (12) firefighters celebrated their hiring anniversary
  - Fifty-one (51) firefighters were presented with gifts as part of the implementation of the Township Service Recognition Policy
- Scheduled for attendance at various Christmas/Holiday events in the community
- Completed 20 Inspections of Township buildings
- Preparations have begun for 2020 Monthly PSAs (to be posted on Township website and social media pages)

### Training

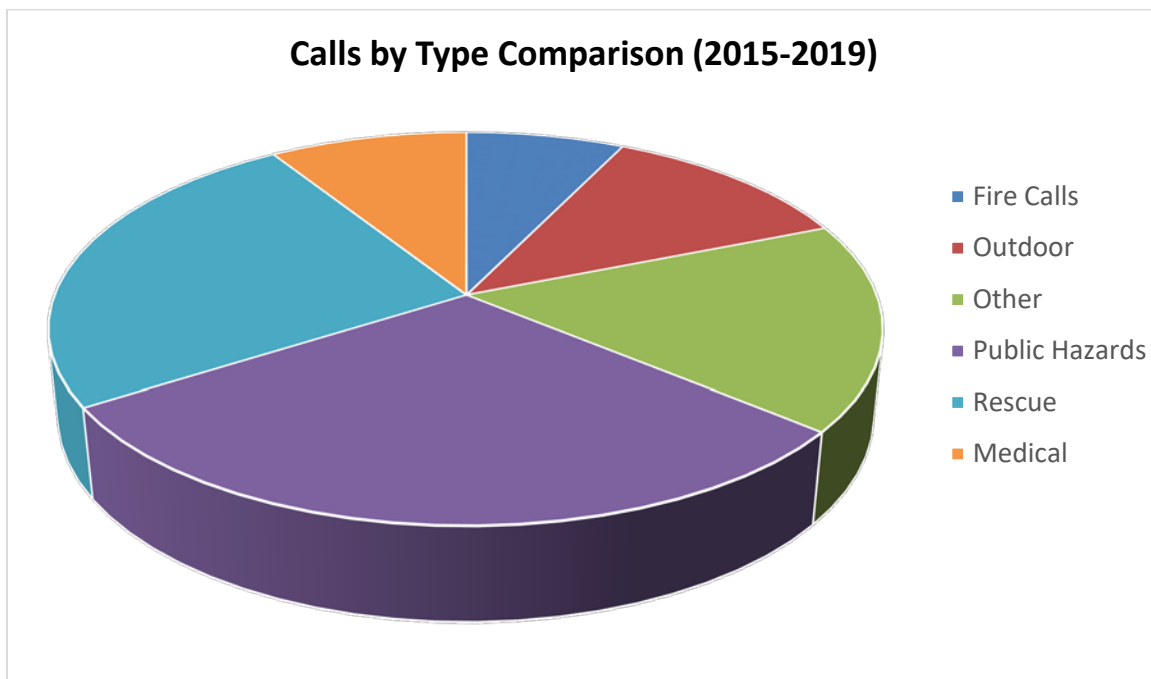
- Regular training schedule

### Attachments

- Fire Steering Committee Meeting Minutes (Jan. 4, 2020)

**Call Totals Comparison (2015-2019)**

	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Fire Calls	12	12	16	16	8
Outdoor	11	33	13	19	28
Other	42	43	51	11	5
Public Hazards	41	48	55	69	53
Rescue	47	42	36	46	51
Medical	20	14	13	19	14
<b>Total</b>	<b>173</b>	<b>192</b>	<b>184</b>	<b>180</b>	<b>159</b>

**Calls by Type Comparison (2015-2019)**



**The Corporation of the Township of North Dundas  
Fire Steering Committee Meeting  
January 4, 2020**

**MINUTES**

Attendees: M. Gruich, K. Byers, D. Kelly, D. Levere, S. Johnston, R. Sherrer,  
D. Lannin, S. Mattice, A. Armstrong, B. Mattice

Absent: None.

**1. Service Awards Night:**

- Scheduled for Jan. 10, 2020 at the Morewood RA Centre.
- Cocktail hour at 6 PM, Awards to begin at 7PM, followed by Dinner.
- Discussed the Agenda for the evening:
  - Welcome & Introduce AI (MC) – Ken
  - Thank You – AI
  - Year in Review – Mike
  - New Hire Welcome/Recognition – Ray
  - Awards Presentation – AI

**2. Open Air Burn By-law:**

- Brent Mattice, Township MLEO, and AI reviewed the by-law and enforcement.
  - Brent will be on holidays, returning at the end of March.
  - Roxanne Garland, Russell MLEO, will be available 12 hours per week for North Dundas.
- Got the chance to get clarification on some parts of the By-law. Overall it was well-received and appreciated.

**3. General Discussion:**

- Shawn Mattice will be resigning from the Fire Department as of March 1, 2020.
  - Trevor Carruthers will assume the Deputy Chief position at that time.
  - Mike to prepare and present Action Request for Council in February.

**4. Next meeting:** February 8, 2020 in Winchester (Budget discussions)



## DEPARTMENT ACTIVITY UPDATES

CAO

January 22, 2020

- Draft revised job descriptions for Director of Public Works and Deputy Clerk
- Participated in meeting of the Job Evaluation Advisory Committee
- Attended meeting of SDG CAOs on December 12<sup>th</sup>
- Vacation Dec.24 - Jan.3
- Coordinate implementation of Emily Farm 911 project
- Met with representatives from UCDSB regarding Winchester Daycare expansion
- Staff meetings and discussions to plan the Spring Resource Guide
- Participated in the 2020 Local Business Expo Planning Committee meeting to begin preparations for the April 25<sup>th</sup> event
- Updated Health & Safety employee training records
- Reviewed and updated website content
- Applied to the Municipal Modernization Program for funding for a State of Roads Infrastructure Service Delivery Review and Asset Management Plan for Roads
- Completed AODA report for presentation by the Clerk
- Meetings with staff as required
- Respond to inquiries from Council members as required



## DEPARTMENT ACTIVITY UPDATES

Clerk

January 22, 2020

- Presented 5-year Accessibility Plan to SDG Committee – Dec 10<sup>th</sup>
- Corresponded with Kevin Spencer to review Emergency Management year-end compliance reporting.
- Attended presentation ceremony for Station 2 Firefighter (25 yrs. service)
- Drafted a Public Complaint Resolution Policy & complaint form
- Updated Accountability & Transparency Policy
- Updated information on municipal website.
- Attended Meet Me On Main Street meeting – Jan 2<sup>nd</sup>
- Preparations for Council meeting – Jan 22<sup>nd</sup>
- Began budget preparations for 2020 including updates on annual insurance
- Discussions with Committees of Council and Delegations
- Assisting Council & Staff – daily duties
- Assisting Ratepayers – daily duties
- Vacation Dec 20 – Jan 2

## **CITY OF QUINTE WEST**

*Office of the Mayor  
Jim Harrison*



**P.O. Box 490  
Trenton, Ontario, K8V 5R6**

**TEL: (613) 392-2841  
FAX: (613) 392-5608**

January 15, 2020

Mr. Jamie McGarvey, President  
Association of Municipalities of Ontario  
200 University Ave., Suite 801  
Toronto, Ontario M5H 3C6

### **RE: Resolution – Conservation Authorities**

Dear Mr. Jamie McGarvey:

This letter will serve to advise that at a meeting of City of Quinte West Council held on January 13, 2020 Council passed the following resolution:

Moved by Cassidy  
Seconded by Alyea

Whereas the City of Quinte West has been well served by both the Lower Trent Conservation Authority and the Quinte Conservation Authority and

Whereas we have working service agreements with both Authorities and

Whereas we value the efforts of the Conservation Authorities to monitor floods, to manage source water protection and to ensure the integrity of the watersheds within our municipality and conserve our natural environment and

Whereas the current Provincial government is reviewing the mandate and potential funding to Conservation Authorities

Be it resolved that the City of Quinte West requests that the Provincial Government improve their funding of Conservation Authorities to provide a more stable funding base that would prevent any downloading of costs to municipalities

And further that the Provincial Government will maintain and not diminish the core mandate of Conservation Authorities

And further that we forward this motion to the Minister of Environment, Conservation and Parks, the Minister of Natural Resources, the Premier, the Leaders of all opposition parties, all of our local municipal partners, and AMO to seek their support and concurrence. **Carried**

We trust that you will give favourable consideration to this request.

Sincerely,

CITY OF QUINTE WEST

A handwritten signature in black ink, appearing to read "Jim Harrison", with a stylized, flowing script.

Jim Harrison  
Mayor



# Hastings Highlands

*Beautiful By Nature*

The Municipality of Hastings Highlands  
P.O. Box 130, 33011 Hwy 62, Maynooth, ON K0L 2S0  
613 338-2811 Ext 277 Phone  
1-877-338-2818 Toll Free

December 9, 2019

**VIA EMAIL**

Ministry of the Attorney General  
McMurtry-Scott Building  
720 Bay St., 11<sup>th</sup> Floor  
Toronto, ON  
M7A 2S9  
[attorneygeneral@ontario.ca](mailto:attorneygeneral@ontario.ca)

**Re: Joint and Several Liability Consultation – Town of Springwater Support**

---

At its meeting on December 4, 2019 the Council of the Municipality of Hastings Highlands supported the Township of Springwater with the following resolution:

**Resolution 774-2019**

THAT Council supports the Township of Springwater in its concern for joint and several liability consultation.

cc:  
Doug Ford, Premier of Ontario  
Association of Ontario Municipalities (AMO)  
Ontario Municipalities  
Daryl Kramp, MPP, Hastings-Lennox and Addington  
Derek Sloan, MP, Hastings-Lennox and Addington  
Jeff Schmidt, Township of Springwater

Encl: Correspondence – Joint and Several Liability Consultation – Township of Springwater

Regards,

Suzanne Huschilt

Municipal Clerk  
[shuschilt@hastingshighlands.ca](mailto:shuschilt@hastingshighlands.ca)



[www.springwater.ca](http://www.springwater.ca)  
2231 Nursery Road  
Minesing, Ontario  
L9X 1A8 Canada

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September 26, 2019

Ministry of the Attorney General  
McMurtry-Scott Building  
720 Bay Street, 11th Floor  
Toronto ON, M7A 2S9

**Re: Joint and Several Liability Consultation**

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Please be advised that in response to your letter dated July 12, 2019, the Township of Springwater provides the following comments in regards to Joint and Several Liability.

***1. Please describe the nature of the problem as you see it?***

In response to the Province's request for consultation, the Township has a significant issue with Joint and Several Liability (JSL) and the impact it has on the municipality.

***a. No Requirement of Proof***

JSL is a tool that is used by the legal industry without any discretion to the point that this municipality feels that its use is negligent and in fact unethical. Most law suits that municipalities see are frivolous and vexatious as lawyers cast their nets wide and attempt to use shotgun justice for their clients that are more than often the sole cause of a claim. A statement of claim does not require any proof that there is fault. A plaintiff only has to state who they think is involved and a significant amount of court time is spent determining who should be a party to the legal claim.

***b. No Consequence for Being Wrongly Identified in a Statement of Claim***

To add to this, there is no consequence that lawyers and their clients face for submitting a claim against a municipality when it is clear that a municipality is not involved. Municipalities incur significant administrative costs in managing these claims and the municipalities and their insurers pay significant costs to go through a lengthy process to prove that a claim was made in error (intentionally) only to find that a judge sees no reason to compensate a municipality for cost for incorrectly being named in a lawsuit by a plaintiff. Municipalities are seen as having deep pockets by the legal industry as well as the judicial system that makes decisions on these claims. Proof of innocence is often furnished to the plaintiff and lawyer by a municipality immediately upon notification of a pending legal action of statement of claim. This information is ignored by the plaintiff's lawyer. A plaintiff and their lawyer should have to reimburse a municipality for

all administrative and legal costs when the municipality is cleared of liability. Judges rarely compensate municipalities for being wrongly named in a legal action.

A recent example from 2019 occurred when a statement of claim was made against the Township of Springwater for an accident on a County Road (not the jurisdiction of Springwater). After legal and administrative costs totaling more than \$5,000, Springwater was dismissed from the claim. Unfortunately no costs were assigned to the plaintiff for wrongly naming Springwater in the statement of claim. The current system is broken and Springwater tax payers are left paying the bill.

## ***2. What are the problems that you need addressed to benefit your community?***

### ***a. Ethical Standard of Due Diligence Required Before Submitting a Legal Action***

Lawyer's representing plaintiff's should be required to submit documentation that provides significant research into why a claim is being made and a municipality is being named in a law suit. The claim should clearly prove authority and responsibility. The current practice of naming every party under the sun in a legal claim is negligent and unethical.

### ***b. Frivolous and Vexatious Suits are Costing Taxpayers***

The Township of Springwater is seeing a significant waste of administrative time and cost in managing legal claims against the municipality that are predominantly frivolous and vexatious due to JSL. Over the last seven years, the municipality has had 55 claims made against the municipality. These claims range from trips/falls resulting in broken eyeglasses to cases that unfortunately involve loss of life. The Township has no problem dealing with claims that the municipality is responsible for; however the Township does have a problem dealing with claims it does not have any responsibility for. Of the 55 claims against the municipality, 42 of these claims are frivolous and vexatious. Claims that the municipality has no responsibility for. Over the past 7 years, Springwater has paid more than \$100,000 on these frivolous and vexatious claims as they work themselves through the legal process. Many of these files are still open. This does not include additional costs paid by Springwater's insurance company that are beyond the municipality's deductible.

### ***c. Negligent Legal Actions (Beyond Frivolous and Vexatious)***

The Township of Springwater is currently named in 4 legal actions and an additional legal action (recently abandoned) for claims that occurred in another municipality (no where near Springwater). The Township is currently named in 3 claims that occurred in the Township of Clearview west of Stayner and one claim in the Township of Brock that have nothing to do with the Township. Springwater was named in a claim that occurred

in Wasaga Beach that was abandoned recently. All of these claims cost the Springwater taxpayer in administrative and legal costs as they work their way through the process.

*d. Triage System for Claims*

Before a claim makes it to a court date, the file should be triaged. It is at this stage that negligent of frivolous and vexatious claims will be filtered or thrown out. This process will trigger the reimbursement of costs to municipalities by unethical law firms.

*e. Law Society of Ontario Charges*

Lawyers that use JSL in an unethical way should be charged by the Law Society of Ontario. If a lawyer names a municipality in a legal action that should not be named, these lawyers should be suspended and potentially lose their license to practice law. There is a significant commonality when comparing frivolous and vexatious claims and the law firms/lawyers that submit them. The current code of ethics of the Law Society of Ontario should be updated by the Province to reprimand lawyers and law firms that negligently use JSL. The Province of Ontario should be involved in creating a new Code of Ethics for Ontario's legal industry.

**3. Is it increased premiums? Rising deductibles?**

A recent survey by CAO's in Simcoe County shows that insurance premiums are going up between 10% at the lowest to 59% being the highest in 2019. The Township of Springwater experienced a 10.8% increase in its 2019 insurance renewal. The area that typically sees an annual increase is related to the Municipal General Liability and Excess Liability lines of the business. The municipality was advised by its insurance broker that "over the past several years, insurance companies' appetite for Municipal Insurance has remained fairly stable. Insurance rates across all lines have seen only modest increases intended to simply keep pace with inflation and the rising cost of claims. Larger rate increases have been reserved for those accounts experiencing adverse claims development; either in frequency or severity (or both). However, starting in June 2018, the insurance market as a whole has shown clear signs of "hardening". Insurance companies for all sectors are putting stricter rules in place regarding the amount and breadth of coverage they will provide, and to which clients. Since the overall insurance supply is being reduced, the demand for insurer capacity is increasing, and as such, prices are elevating."

The table below provides at a high level (includes all lines of coverage) the Township's annual insurance premiums over the past five years.

2015	2016	2017	2018	2019
\$234,942	\$247,262	\$254,388	\$274,936	\$304,688

The Township continues to consult with its insurance broker in an effort to ensure that Springwater's constituents are receiving the best value for their tax dollar; however, the rising costs of insurance are not sustainable over the long run. Staff and its insurance broker have looked at increasing our deductibles in an effort to reduce the overall premium; however this has led to minimal reductions in the overall annual premium to the Township.

**4. *Being unfairly named in lawsuits?***

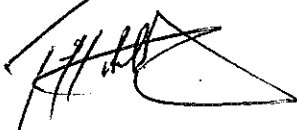
As detailed above, Springwater continues to be unfairly named in legal actions. Issues here range from a complete absence of research by legal firms on causality to the municipality being named in legal action in completely separate jurisdictions (other municipalities).

**5. *Feeling you cannot offer certain services because of liability risks?***

More recently, with the advice of the Township's insurance broker, the Township has changed the way in which it delivers some of its recreational programs/services, especially as it relates to children's programs/activities. For example, the Township in partnership with its Community Recreation Associations will host a number of community based events throughout the year, which includes children's activities. In order to allow inflatable Bouncy castles at community events, the Township now requires the service provider to indemnify the Township and to also provide staff to monitor the safety of participants while in the inflatable Bouncy castle. Some vendors are reluctant to take on this risk.

Thank you for allowing the Township to participate in this consultation. We are open to further dialogue should you feel it necessary.

Yours truly,



Jeff Schmidt, CPA, CGA, B.A.S.  
Chief Administrative Officer

Cc: Ontario Municipalities



## Eastern Ontario Wardens' Caucus Newsletter – Fall/Winter 2019

This newsletter provides updates regarding recent activities and advocacy of the Eastern Ontario Wardens' Caucus (EOWC). The intended audience includes Wardens, Mayors, CAOs, upper-tier and lower-tier municipal councils, municipal staff, and the media. EOWC members are encouraged to circulate this newsletter within their County networks.

For complete details about the EOWC, including priorities, membership, meeting schedules, minutes and press releases, please visit [www.eowc.org](http://www.eowc.org), or via [Twitter](#).

### 2019 AMO Conference



MPP Martin, Chair Letham, and Minister Elliott

From August 18 to 21, EOWC members gathered in Ottawa for the annual AMO Conference. EOWC Chair Andy Letham and EOMC Chair Bryan Paterson had the opportunity to meet with Minister of Health Christine Elliott during the AMO Conference. Both Chairs sought clarification on objectives and timing as the Province moves forward with the transformation of Ontario's health care system and reinforced the EOWC's willingness to collaborate and work in partnership with the Province. Minister Elliott emphasized that the Ministry is committed to consulting with stakeholders and reinforced the Province's commitment to working collaboratively with partners. The EOWC's briefing note is available here:

### [Provincial Health Care System: An EOWC Perspective](#)

Caucus members also met with Provincial Ministers as part of the Multi-Ministerial Delegation to discuss EOWC priorities including the EORN project, joint and several liability, affordable housing, and the Provincial health system overhaul. This was a very productive meeting that provided EOWC members with the opportunity to discuss issues and challenges faced by member municipalities across rural Eastern Ontario and to highlight the EOWC willingness to collaborate and work alongside the Province to achieve mutually aligned goals and objectives.



EOWC Members, Minister Smith, PA Cho, PA McDonell, Minister Lecce, Minister Fullerton, Minister Yakabuski, Minister Clark, Minister Scott

The EOWC also met with the NDP Caucus at AMO, which provided an opportunity for constructive discussions regarding EOWC priority areas.

### Joint and Several Liability Consultations

On September 27, the EOWC made a submission to the Ministry of the Attorney General regarding Joint and Several Liability Consultations. The EOWC supports and commends the Province for reviewing joint and several liability. As in previous years, the EOWC continues to advocate for reform on joint and several liability and looks forward to participating in future consultations.

### [Joint and Several Liability Submission](#)

### Eastern Ontario Leadership Council (EOLC)



Minister Clark, Warden MacDonald, Mayor Therrien, Warden Higgins, MPP McDonell

In September, the Eastern Ontario Leadership Council (EOLC) launched the “refreshed” version of the Eastern Ontario Regional Economic Development Strategy at the Ontario East Municipal Conference in September. As part of the Strategy, the implementation plans represent the three foundational pillars and priorities of the Strategy – Workforce Development and Deployment, Technology Integration and Innovation, and Integrated, Intelligent Transportation Systems – as well as a new, fourth priority, Digital Infrastructure. These implementations plans will guide the EOLC’s work through 2024 and allow for project development funding to the three working groups.

### [EOLC Press Release](#)

The EOLC was also successful in receiving a \$400,000 grant from the Ontario Labour Market Program, which will be used to fund a 17-month project through which the EOLC will be studying commuting patterns across the eastern Ontario region.

### Eastern Ontario Communications Conference



The first edition of the annual Eastern Ontario Communications Conference took place on October 17. This conference was organized by Eastern Ontario Communications Officers and brought together municipal staff from across the region. More than 80 people attended this event, which provided an opportunity for municipal peers to share communication experiences and best practices. The conference was such a huge

success that organizers have already begun planning for the 2020 conference.

### Meeting with Provincial Assistant Deputy Ministers (ADMs)

The EOWC CAOs had the opportunity to meet with various Assistant Deputy Ministers (ADMs) on November 14 at the County of Lanark. At this meeting, topics of discussion included the Municipal Modernization Program, the Job Site Challenge, and the modernization of Public Health and Emergency Health Services. The CAOs plan to continue meeting with ADMs twice per year, in order to continue building these relationships and sharing valuable information.

### Affordable Housing

Housing affordability continues to be a key priority for the EOWC. The Affordable Housing Working Group hosted an educational meeting in Belleville on November 21 in partnership with the Eastern Ontario Home Builders' Associations and the Ontario Home Builders' Association. The purpose of this meeting was to promote housing affordability and availability across Eastern Ontario and to facilitate information-sharing and relationship building across the region.

This meeting was an excellent opportunity to develop relationships and start the dialogue with private sector housing stakeholders. A housing information brochure was created that the EOWC encourages members to share with local, interested parties. The Working Group will continue to work with the private sector using information from the Housing Service Managers in order to foster useful documents, partnerships, forums to further priorities.

[Affordable Housing: Opportunities for Home Builders](#)

## Priorities Ahead of the 2020 ROMA Conference

The EOWC Wardens gathered for a special meeting at the County of Frontenac on December 6 in preparation for the 2020 ROMA Conference. EOWC members agreed that the 2019 Caucus would bring forward recommendations regarding priority areas to the incoming Caucus, in advance of the Conference. Members agreed that issues for discussion at the ROMA conference will include the Eastern Ontario Regional Network, the Ontario Health Overhaul, Affordable Housing, Long-Term Care funding, and Child Care funding.

## Review of Eastern Ontario Paramedic Services

In order to be better positioned to inform provincial discussions on the modernization of Emergency Health Services in Ontario, the EOWC undertook a comprehensive study of Paramedic Services across Eastern Ontario. The final report was approved by Caucus members at the December 6 meeting. The study confirmed that Eastern Ontario Paramedic Services deliver efficient, effective and innovative services. Additionally, the study reconfirmed that governance changes are not the solution to improved service delivery. Instead, the Province should be committed to:

1. Fixing the current dispatch system;
2. Addressing hospital offload delays; and
3. Investing in community paramedicine programs.

As part of the meeting, EOWC members also had the opportunity to discuss the modernization of public health and emergency health services with ADM Alison Blair and Special Advisor Jim Pine, and provide a copy of the report to the Ministry. The review of Eastern Ontario's Paramedic Services provides a portrait of the "situation on the ground" and should serve to better inform the Province of current municipal realities. The study was distributed to key stakeholders including the 12 Paramedic Services in Eastern Ontario, the EOMC, the WOWC, and AMO. Members are also sharing the final report with their respective Councils.

### [Key Messages](#)

[Review of Eastern Ontario Paramedic Services: Situational Overview](#)  
[Individual Service Profiles](#)

## EOWC Inaugural Meeting - January 9 and 10, 2020

The 2019 Caucus looks forward to welcoming incoming EOWC members at the inaugural meeting on January 9 and 10, 2020. The incoming EOWC Chair and Vice-Chair will also be elected as part of this important two-day meeting.

**For more information, please contact:**  
 EOWC Communications, [info@eowc.org](mailto:info@eowc.org)



December, 2019

### County Strategic Priorities:

- Enhance service delivery and bring efficiencies to operations
- Promote rural schools
- Advocate and strategize to improve healthcare
- Build and support communities
- Enhance communications with residents and stakeholders

### Upcoming Events:

**Council Meeting -**  
Jan. 27th, 2020

**Budget Meeting -**  
Jan. 27th, 2020 p.m.

**United Counties of SDG**  
26 Pitt Street  
Cornwall, ON K6J 3P2  
P: 613.932.1515  
F: 613.936.2913  
W: [www.sdgcounties.ca](http://www.sdgcounties.ca)

#### Disclaimer

This newsletter is provided for information only and is not considered an official Council document. For complete motions and reports please contact the County Clerk.

**Helen Thomson**  
County Clerk  
613-932-1515 x 203  
[hthomson@SDGcounties.ca](mailto:hthomson@SDGcounties.ca)



# Council News

United Counties of Stormont, Dundas and Glengarry

## Frank Prevost - Warden, 2020



**Back Row: L. Warden, T. Fraser, J. Wert. Front: Warden Prevost**

Frank Prevost was sworn in as Warden of the United Counties of Stormont, Dundas and Glengarry for 2020. Frank previously held the position of Warden in 2000.

Councillor Prevost was elected Warden upon motion of Councillor Lyle Warden, seconded by Councillor Tony Fraser. Councillor Jim Wert, read the significance of the Chain of Office.

### Presentations

Bonnie Ruddock, Executive Director of RTO9, provided information on the organization and marketing initiatives.

The Stormont, Dundas, Glengarry, Cornwall and Akwesasne, Vibrant Communities - Our Safety and Well-Being Plan, Version 1, was presented by Carmen Cousineau, Project Coordinator and Carilyne Hebert, Social Development Council. Council adopted Version 1 of the Plan, with further additions/amendments to follow.

### Budget Discussions

Budget discussions continued with recommendations to provide donations to the Maxville Manor in the amount of \$2,500,000. and the Dundas Manor in the amount of \$4,000,000. Budget options for fulfilling these commitments will be examined at the next budget meeting to be held immediately following the Council meeting on January 27th, 2020.

### Appointment of Emergency Information Officer

Nicholas Seguin was appointed as the County's primary Emergency Information Officer and Karina Belanger as the Alternate Emergency Information Officer.

### Appointment to the Regional Incentives Review Committee

Councillor Fraser was appointed to the Stay, Discover, Grow Regional Incentives Review Committee for a one year term. Councillor Gardner was appointed by the Warden to the Committee as the Warden's Designate.



# Council News

United Counties of Stormont, Dundas and Glengarry

December, 2019

Wishing  
you a  
Merry  
Christmas  
and peace  
through-  
out the  
Year!

## Tenders

**Diesel Cab and Chassis** - Francis Canada Truck Centre Inc. - \$133,800.

**One Plow & Spreader** - Gin-Cor Industries - \$138,795.

## Occupational Accident Insurance Renewal

Council accepted proposal from Chubb Insurance Company for renewal of the Occupational Accident Insurance Policy at a premium of \$33,681. and Excess Workers' Compensation Indemnity Policy at \$6,294.

## By-laws

**By-law No. 5218** - to adopt a Health and Safety Policy and Procedures Manual for 2020

**By-law No. 5219** - to adopt the Emergency Response Plan

**By-law No. 5220** - to establish land as part of the highway

**By-law No. 5221** - to approve a Collective Agreement with CUPE 1715

**By-law No. 5222** - to adopt, confirm and ratify matters dealt with by resolution

## Key Information

Public notice was given for Council meetings in 2020. The Warden provided information on Warden's appointments to Committees.

Director of Transportation and Planning deHaan provided information on the Gray's Creek Bridge closure.

Director of Library Services Franklin updated Council on the "Food for Fines" Campaign that finished on November 30th, 2019.



## THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

### BY-LAW No. 2020-06

***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 Public, Regular and In Camera Meetings held on December 10<sup>th</sup>, 2019 of the Council of the Township of North Dundas, be hereby adopted.
- 2.0** That the actions of the Township of North Dundas, at its meeting held on January 22<sup>nd</sup>, 2020, 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 Local Planning Appeal 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 22nd day of January, 2020.**

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MAYOR

---

CLERK