



**Regular Meeting Agenda  
Township of North Dundas**

**November 9, 2021, 6:30 PM  
636 St. Lawrence St. Winchester, ON**

This Regular Meeting of the Corporation of the Township of North Dundas will be broadcast on the Township's [YouTube Channel](#).

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	<b>Pages</b>
<b>1. Call Meeting to Order by Resolution</b>	
<b>2. Adoption of Agenda</b>	
<b>3. Disclosure of Pecuniary Interest and Nature Thereof</b>	
<b>4. Adoption of Minutes</b>	<b>1</b>
October 26, 2021 Regular Meeting Minutes	
<b>5. Delegations - (Additional)</b>	<b>9</b>
Watson & Associates Draft Review of Development Charges	
<b>6. Closed Session</b>	
As per Section 239 (2) of <i>The Municipal Act</i> , S. O. 2001: (b) personal matters about an identifiable individual, including municipal or local board employees - specifically staff; and, (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.	
<b>7. Open Session</b>	
<b>8. Action Requests</b>	
a. A/R - Finance	
1. Rescind Budget Amendment 2021-01 – Student Wages	<b>52</b>

2.	Asset Management Software	56
b.	A/R - Economic Development and Communications	
1.	Regional Incentive Applications	58
c.	A/R - Public Works	
1.	Baker Road Closure	60
2.	Part-Time Operators	62
d.	A/R - Waste Management - NIL	
e.	A/R - Planning Building and Enforcement	
1.	Garden Suite Zoning Amendment	63
f.	A/R - Fire - NIL	
g.	A/R - CAO	
1.	Interim Duties – Deputy Treasurer	65
2.	Executive Assistant/Deputy Clerk (Additional Report)	66
h.	A/R - Clerk - NIL	
i.	A/R Recreation and Culture	
1.	Christmas Market Special Event Request report	68
<b>9.</b>	<b>Tenders and Quotations</b>	
a.	RFP # PW 2021-07 Engineering Services for Bridges and Culvert Replacements	73
<b>10.</b>	<b>By-Laws</b>	
a.	By-law No. 2021-76 Infrastructure Ontario Loans Amendment	79
b.	By-law No. 2021-78 Part Lot Control Vriend Construction	89
c.	By-law No. 2021-80 ICIP Local Government Intake	93

d.	Amend By-law No. 2021-71 - Mandatory COVID-19 Vaccination	96
e.	By-law No. 2021-79 – MMP Intake 2	108

## 11. Key Information

a.	KIR - Finance - NIL	
b.	KIR - Economic Development and Communications	
1.	Shop Local Initiative	111
c.	KIR - Public Works (Additional Report)	
1.	2021-2022 Drainage Maintenance	115
d.	KIR - Waste Management - NIL	
e.	KIR - Planning Building and Enforcement - NIL	
f.	KIR - Recreation and Culture - NIL	
g.	KIR - Fire	
1.	Safe Community Project Zero	121
h.	KIR - CAO - NIL	
i.	KIR - Clerk - NIL	

## 12. Consent Agenda

a.	Accounts	
	Action Recommended: THAT Council receive and file.	
b.	Monthly Activity Summary	
	Action Recommended: THAT Council receive and file.	
1.	MAS - Finance	122
2.	MAS - Economic Development and Communications	125

3.	MAS - Public Works - NIL	
4.	MAS - Waste Management - NIL	
5.	MAS - Planning Building and Enforcement	127
6.	MAS - Recreation and Culture	130
7.	MAS - Fire - NIL	
8.	MAS - CAO	133
9.	MAS - Clerk	134
<b>13.</b>	<b>Boards and Committees - NIL</b>	
<b>14.</b>	<b>Motions and Notices of Motions</b>	
<b>15.</b>	<b>Petitions</b>	
<b>16.</b>	<b>Council Comments and Concerns</b>	
<b>17.</b>	<b>Miscellaneous/Unfinished Business</b>	
<b>18.</b>	<b>Ratification By-Law</b>	135
	By-law No. 2021-81	
<b>19.</b>	<b>Adjournment</b>	





**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**REGULAR MEETING MINUTES**

**Date:** October 26, 2021, 7:00 pm  
**Location:** 636 St. Lawrence St. Winchester, ON

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

**Staff Present:** CAO: Angela Rutley  
Clerk: Jo-Anne McCaslin  
Director of Planning, Building and Enforcement: Calvin Pol  
Communications Officer: Jennifer Westendorp

**Others:** Chesterville Record: Joe Morin

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

A meeting of the Council of the Corporation of the Township of North Dundas was held in the Council Chambers in the Winchester Village on October 26, 2021, with Mayor Fraser in the Chair.

The meeting was held virtually and broadcast on the Township's YouTube channel.

Resolution No. 01

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Annable

**THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:00 PM.**

**Carried**

**2. Adoption of Agenda**

Resolution No. 02

**Moved By:** Councillor Thompson

**Seconded By:** Councillor Annable

**THAT Council approve the agenda as presented.**

**Carried**

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

**4. Adoption of Minutes**

- a. October 12, 2021 Regular Meeting

Resolution No. 03

**Moved By:** Councillor Thompson

**Seconded By:** Councillor Hoy

**THAT the minutes of the Regular Meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held October 12th, 2021 be adopted as presented.**

**Carried**

- b. October 18, 2021 Special Meeting

Resolution No. 04

**Moved By:** Councillor Annable

**Seconded By:** Councillor Hoy

**THAT the minutes of the Special Meeting of the Council of the Township of North Dundas, held October 18th, 2021 be adopted as presented.**

**Carried**

**5. Delegations - NIL**

**6. Closed Session**

Resolution No. 05

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Thompson

**THAT Council proceed in camera at 7:01 PM pursuant to section 239(2) of the *Municipal Act* 2001:**

**(c) a proposed or pending acquisition or disposition of land by the Municipality or local boards; and**

**(d) labour relations or employee negotiations.**

**Carried**

**7. Open Session**

Resolution No. 06

**Moved By:** Councillor Annable

**Seconded By:** Councillor Hoy

**THAT Council move to Open Session at 7:41 PM.**

**Carried**

**8. Action Requests**

- a. A/R - Finance - NIL

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

c. A/R - Public Works

1. Water and Sewer Allocations

Resolution No. 07

**Moved By:** Councillor Annable

**Seconded By:** Councillor Hoy

**THAT Council allocates 3 water units and 3 sewer units for an existing commercial/residential building at 29 Main Street, Chesterville, application submitted by Marc Perrault.**

**Carried**

Resolution No. 08

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Thompson

**THAT Council allocates 0.47 water units and 0.465 sewer units for an existing one (1) bedroom apartment in a residential unit at 542 Main Street, Winchester, application submitted by Jennifer Delia.**

**Carried**

Resolution No. 09

**Moved By:** Councillor Thompson

**Seconded By:** Councillor Annable

**THAT Council allocates 4.38 water units and 4.398 sewer units for the construction of a six (6) unit apartment comprised of 2 bedroom units, on a vacant lot identified as PIN 661490221, 21 Industrial Drive, Chesterville, application submitted by Madison Mulder Enterprises Inc.**

**Carried**

d. A/R - Waste Management - NIL

e. A/R - Planning Building and Enforcement

1. Budget Amendment 2021- 27

Resolution No. 10

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Annable

**THAT Council approves budget amendment #2021- 27 to allow for \$30,000.00 of funding from the Development Charge Reserve Fund for the preparation of a Development Charge Background Study and By-law.**

**Carried**

2. Draft Plan Approval Extension - Woods Subdivision

Resolution No. 11

**Moved By:** Councillor Thompson

**Seconded By:** Councillor Hoy

**WHEREAS Woods Development and Construction (7985509 Canada Inc.) submitted a request to extend draft plan approval for a Plan of Subdivision (02-ND-S/2014) for Part of Block "P", Registered Plan #34 former Village of Winchester, and Part of Lot 4, Concession 6, former Township of Winchester, now the Township of North Dundas;**

**NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of North Dundas hereby recommends that the United Counties of Stormont, Dundas and Glengarry extend draft plan approval for Plan of Subdivision No. 02-ND-S/2014 for three years, as recommended by the Township Planning Division.**

**Carried**

- f. A/R - Recreation and Culture - NIL

- g. A/R - Fire - NIL

- h. A/R - CAO

1. Interim Duties – Patrol Supervisor and Drainage Superintendent

Resolution No. 12

**Moved By:** Councillor Hoy

**Seconded By:** Councillor Annable

**THAT in recognition of additional tasks and responsibilities that are being assumed in the absence of the Director of Public Works, Council approves an increase in compensation for Patrol Supervisor/Drainage Superintendent Jamie Cheney, from Grade 8 to Grade 9 for the period from October 4, 2021 until the return of the Director of Public Works.**

**Carried**

- i. A/R - Clerk

1. 2022 Council Meeting Schedule

Resolution No. 13

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Thompson

**THAT Council approve the Regular Council meeting dates as presented.**

**Carried**

9. Tenders and Quotations - NIL

## 10. By-Laws

- a. By-law No.2021-72 Cannabis Interim Control By-law

Resolution No. 14

**Moved By:** Councillor Thompson

**Seconded By:** Deputy Mayor Armstrong

**THAT By-law No. 2021-72, being a By-law to extend Interim Control provisions in By-law No. 2020-52, which prohibits any new or expanded cultivation, processing or production of cannabis within the Township of North Dundas, subject to certain exceptions, be read and passed in Open Council, signed and sealed this 26<sup>th</sup> day of October, 2021.**

**Carried**

- b. By-law No. 2021-76 Infrastructure Ontario Loans

Resolution No. 15

**Moved By:** Councillor Annable

**Seconded By:** Councillor Hoy

**THAT By-law No. 2021-76, being a By-law to approve the submission of an application to Ontario Infrastructure and Lands Corporation (“OILC”) for the long-term financing of certain capital works of the Township of North Dundas; and to authorize the entering into a rate offer letter agreement pursuant to which the Municipality will issue debentures to OILC, be read and passed in Open Council, signed and sealed this 26<sup>th</sup> day of October, 2021.**

**Carried**

- c. By-law No. 2021-75 Alternate Voting Method

Resolution No. 16

**Moved By:** Councillor Thompson

**Seconded By:** Councillor Annable

**THAT By-law No. 2021-75, being a By-law to approve the use of the Internet/Telephone alternative voting method for the 2022 Municipal Election being held on Monday, October 24, 2022, be read and passed in Open Council this 26<sup>th</sup> day of October, 2021.**

**Carried**

- d. By-law No. 2021-74 FSI Welding

Resolution No. 17

**Moved By:** Councillor Annable

**Seconded By:** Councillor Hoy

**THAT By-law No. 2021-74, being a By-law to authorize the Mayor and Clerk to enter into a Site Plan Control Agreement between the Township of North Dundas and Fortier Stark Industrial Inc., be read and passed in Open Council, signed this 26<sup>th</sup> day of October, 2021.**

**Carried**

## 11. Key Information

- a. KIR - Finance - NIL
- b. KIR - Economic Development and Communications - NIL
- c. KIR - Public Works - NIL
- d. KIR - Waste Management - NIL
- e. KIR - Planning Building and Enforcement - NIL
- f. KIR - Recreation and Culture - NIL
- g. KIR - Fire -NIL
- h. KIR - CAO

### 1. Remembrance Day

In follow-up to a discussion at the September 14<sup>th</sup> Council meeting relating to finding a way to permit employees to attend a service on Remembrance Day, CAO Rutley presented four possible options for Council to consider. Council authorized the CAO to allow employees who request to leave work to attend a Remembrance Day service, a couple of hours (paid time off) to attend the service, if scheduling permits.

- i. KIR - Clerk - NIL

## 12. Consent Agenda

Resolution No. 18

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Annable

**THAT all items listed under the Consent Agenda Section of the Agenda be approved as recommended.**

**Carried**

- a. Accounts
- b. Monthly Activity Summary
  - 1. MAS - Finance - NIL
  - 2. MAS - Economic Development and Communications - NIL
  - 3. MAS - Public Works - NIL
  - 4. MAS - Waste Management - NIL
  - 5. MAS - Planning Building and Enforcement

Calvin Pol, Director of Planning, Building and Enforcement, reported that a meeting on Thursday, October 28, 2021, for the Official Plan Appeal will be conducted with the Ministry of Municipal Affairs and Housing, their lawyers, and the Ministry of Agriculture, Food and Rural Affairs.

Mr. Pol also reported that an RFP for a new vehicle had been released, but no qualified tenders were submitted. Due to a shortage of a computer chip required for production of vehicles, no

vehicles will be ready for year end, a requirement stated in the RFP. The department will be reissuing the RFP in a few months.

- 6. MAS - Recreation and Culture - NIL
- 7. MAS - Fire - NIL
- 8. MAS - CAO - NIL
- 9. MAS - Clerk - NIL

### **13. Boards and Committees**

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

Deputy Mayor Armstrong reported the election of the second ever female warden, Ms. Carma Williams, the current Deputy Mayor of North Glengarry.

Deputy Mayor Armstrong also reported that the County Council is working on a plan for the County Jail in Cornwall. Mayor Fraser added that they are looking for willing partners to support the refurbishment of the jail in a way that will capture the heritage and history of the building.

- b. Canada Day: Mayor Fraser

No report.

- c. Display of Lights: Mayor Fraser

Mayor Fraser reported that the Committee is moving forward in a positive fashion to organize an event.

- d. Fire Steering: Fire Commissioner Armstrong

Deputy Mayor Armstrong reported that the first budget meeting took place on Saturday, October 24, 2021. Members have been successfully meeting the timelines that have been laid out for the budget, and are following procedures properly. The next budget meeting will take place on November 6, 2021.

- e. Art on the Waterfront: Councillor Thompson

No report.

- f. Chesterville & District Historical Society: Councillor Thompson

No report.

- g. Chesterville Carnival: Councillor Thompson

No report.

- h. Dairyfest: Councillor Hoy

No report.

- i. Winchester Downtown Revitalization: Councillor Annable

No report.

### **14. Motions and Notices of Motions - NIL**

### **15. Petitions - NIL**

### **16. Council Comments and Concerns - NIL**

### **17. Miscellaneous/Unfinished Business - NIL**

**18. Ratification By-Law**

Resolution No. 19

**Moved By:** Councillor Thompson

**Seconded By:** Deputy Mayor Armstrong

**THAT By-law No. 2021-77 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 26th day of October, 2021.**

**Carried**

**19. Adjournment**

Resolution No. 20

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Thompson

**THAT Council adjourn at 8:30 PM to the call of the Chair.**

**Carried**

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MAYOR

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CLERK





# Township of North Dundas Development Charges Background Study

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Council Presentation  
November 9, 2021

# Agenda



- Development Charges Methodology
- Growth Forecast
- Increase in Need for Service
- Draft D.C. Calculations
- D.C. By-law Policies
- Next Steps



# Development Charges

## Purpose

- To recover the capital costs associated with residential and non-residential growth within a municipality
- The capital costs are in addition to what costs would normally be constructed as part of a subdivision (i.e. internal roads, sewers, watermains, roads, sidewalks, streetlights, etc.)
- Municipalities are empowered to impose Development Charges (D.C.s) via the Development Charges Act, 1997 (D.C.A.)



# Development Charges

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## Methodology



# Calculation Methodology



## 1. Anticipated Development

- Several sections of the D.C.A. provide the framework for establishing the growth forecast:
  - S.5(1)1 – “The anticipated amount, type and location of development, for which development charges can be imposed, must be estimated”
  - S. 5(1)2 – “The increase in the need for service attributable to the anticipated development must be estimated for each service” - link
- Growth forecast will be for first five-year period at a minimum (term of D.C. By-Law)

## 2. Municipal Services

- The D.C.A. provides for the services in which a D.C. by-law may be imposed (all other services must be funded through other sources)
- All services in the Township’s D.C.<sub>14</sub> by-law remain eligible

# Calculation Methodology



## 3. Estimate Increase in Need for Service

- D.C.A. requires that the increase in need for service must be estimated, including:
  - Service by service determination (not project specific)
  - Increase in need not to exceed historical average level of service

## 4. Ceiling Re: Increased Need

- D.C.A. provides that the ceiling is based on the “average of the past 10 years”
- The D.C.A. requires a detailed review of service levels and requires consideration of both “quality” and “quantity” measures

## 5. Needs That Will Be Met

- Municipal Council needs to indicate that it intends to ensure that such an increase in need will be met



# Calculation Methodology



## 6. & 7. Long-term capital and operating cost determination and asset management plan

- The background study shall deal with all assets proposed in the study and demonstrate that these assets are financially feasible over their full life cycle

## 8. Specified Local Services

- “local services related to a plan of subdivision or within the area to which the plan relates”, may not be included in the by-law

## 9. D.C. Needs by Service

- D.C.A. definition provides for a broad range of costs, including those to:
  - Acquire land or interest in land (except parkland);
  - Improve land (e.g. servicing, landscaping, parking lot);
  - Acquire, lease, construct or improve buildings, facilities and structures (includes furniture and equipment);
  - Equipment and rolling stock (with a useful life of 7<sub>6</sub> years or more);
  - Capital component of a lease for the above;
  - Circulation materials for Libraries;
  - Studies for above including a D.C. Background Study; and
  - Interest on money borrowed to pay for the above.



# Calculation Methodology



## 10. to 13. D.C.A. Deductions

- Uncommitted Excess Capacity:
  - Excess capacity in the system cannot be recovered in the D.C. unless council had expressed a clear intention to recover these costs from D.C.s, or similar, at or before the time the capacity was created (i.e. new development inherits any capacity in the system at no cost to them)
- Benefit to Existing Development:
  - Often relates to where a replacement of a building/item (e.g. replacement of an existing Fire Station with a larger facility) or where an existing problem is being addressed (e.g. expansion of service to meet current deficiencies)
- Grants, Subsidies and Other Contributions
  - Capital costs are required to be reduced by capital grants, subsidies, and other contributions made or anticipated by Council

# Calculation Methodology



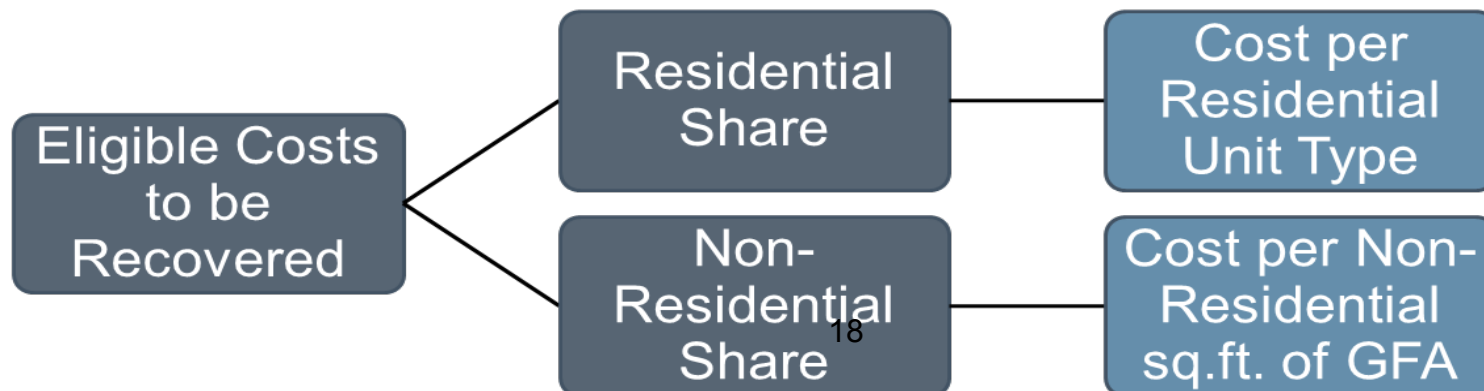
## 14. Financing, Inflation and Investment Considerations

- Where D.C.-eligible works are constructed by developers through agreement in exchange for credits against future D.C. Payments

## 15. D.C. By-law(s) Spatial Applicability

- Section 10(c.1) of the D.C.A. requires that municipalities must examine the use of area rating.

## 16. Amount of the Charge By Type of Development





Development Charges

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Growth Forecast

# Growth Forecast



- Prepared based on 2016 census data, County Official Plan, and units in the development approvals process

Time Horizon	Residential		Non-Residential	
	Net Population <sup>1</sup>	Residential Units	Employment <sup>1</sup>	Sq.ft. of GFA
Early 2022	11,752	4,764	2,762	
Mid 2036	13,237	5,545	3,038	
Incremental Change				
15-year	1,485	781	276	277,900

1. Excludes NFPOW and WAH



## Development Charges

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Increase in Need for Service

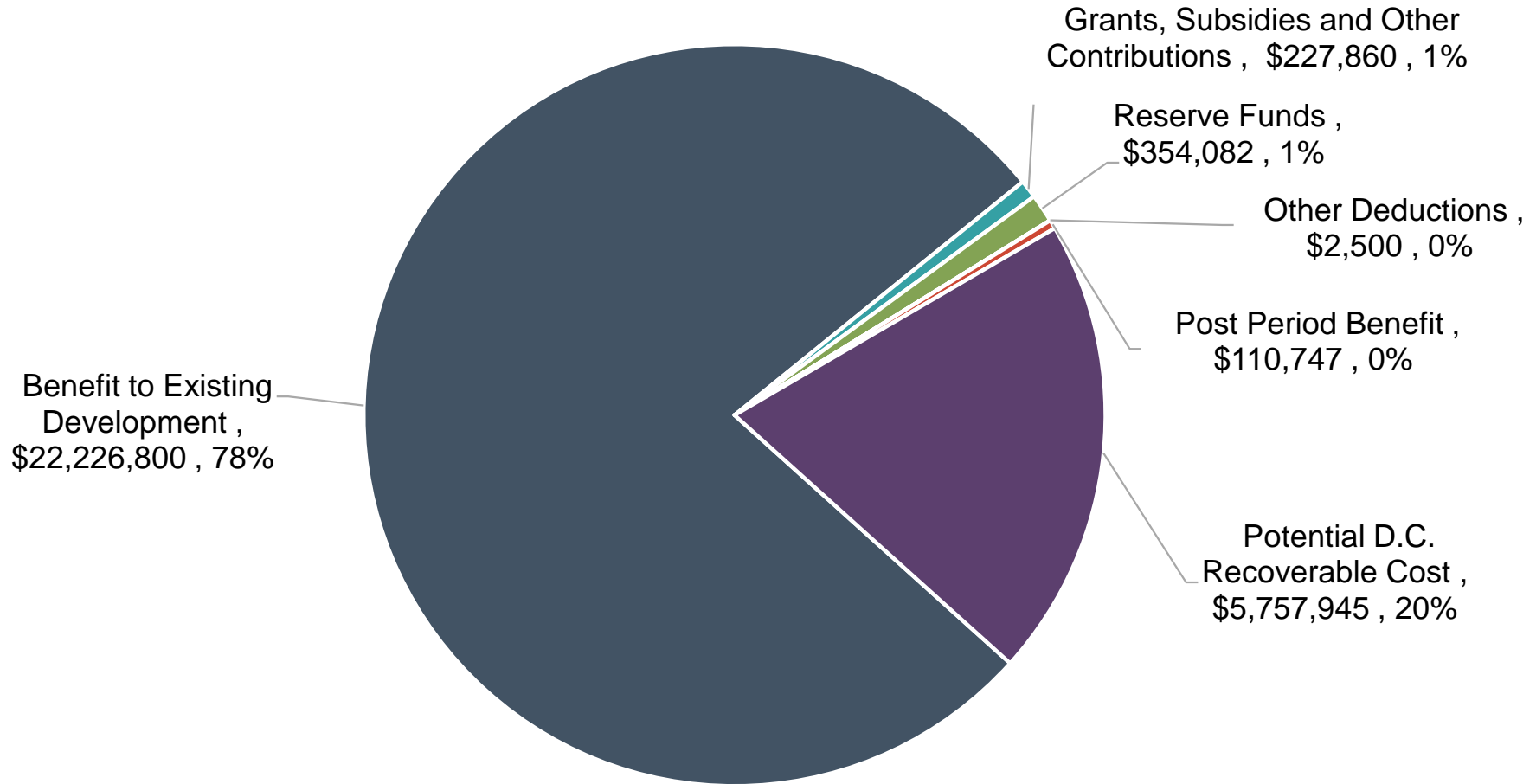
# Increase in Need for Service



- Township-wide
  - Fire Protection Services;
  - Services Related to a Highway (incl. Transportation and Public Works);
  - Parks and Recreation Services; and
  - Waste Diversion Services.
- Growth-Related Studies related to the above services included as a separate class of service

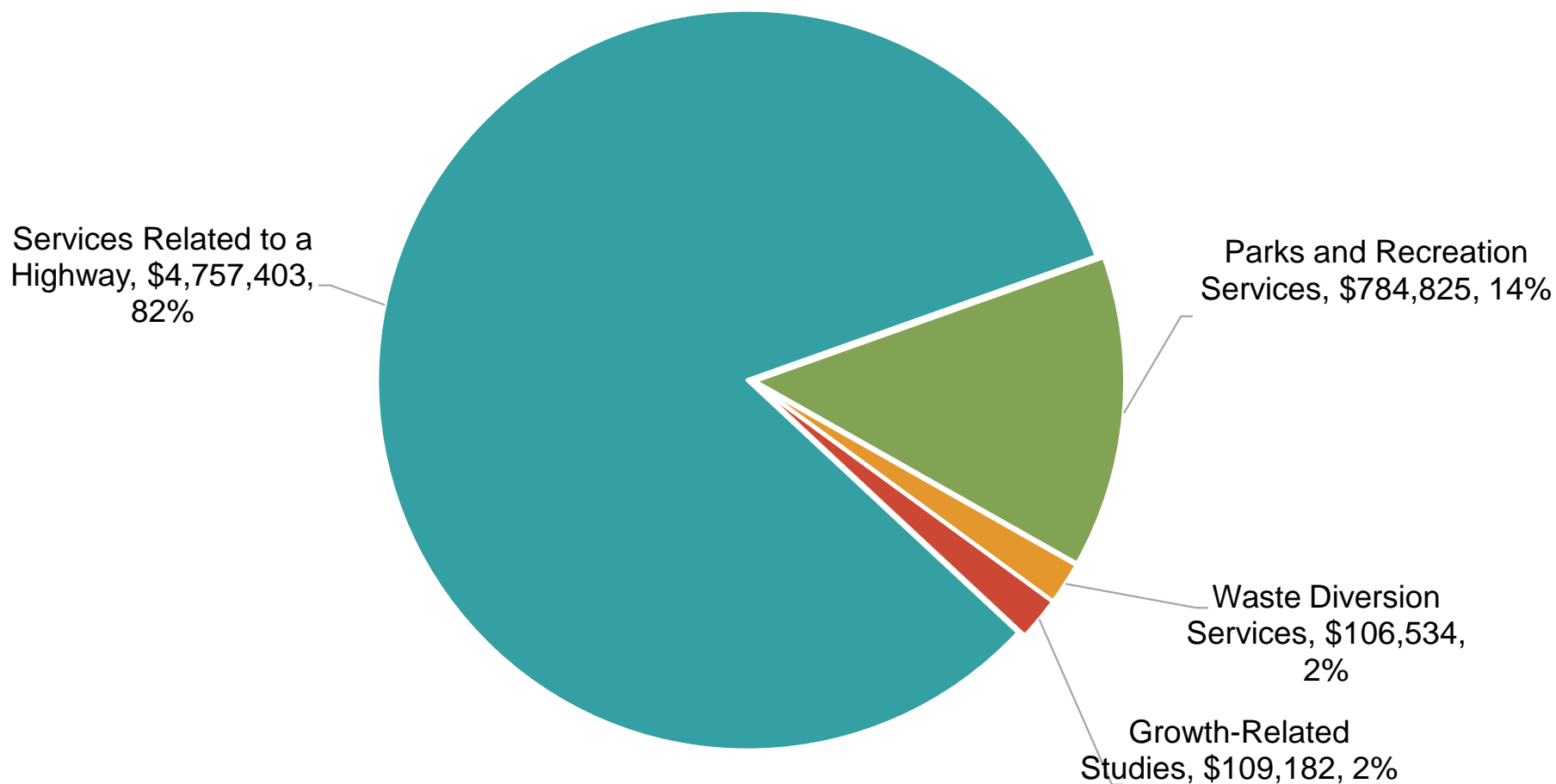
# Anticipated Capital Needs

## Gross Capital Costs (\$28.8 million)



# D.C. Recoverable Costs

\$5.8 million







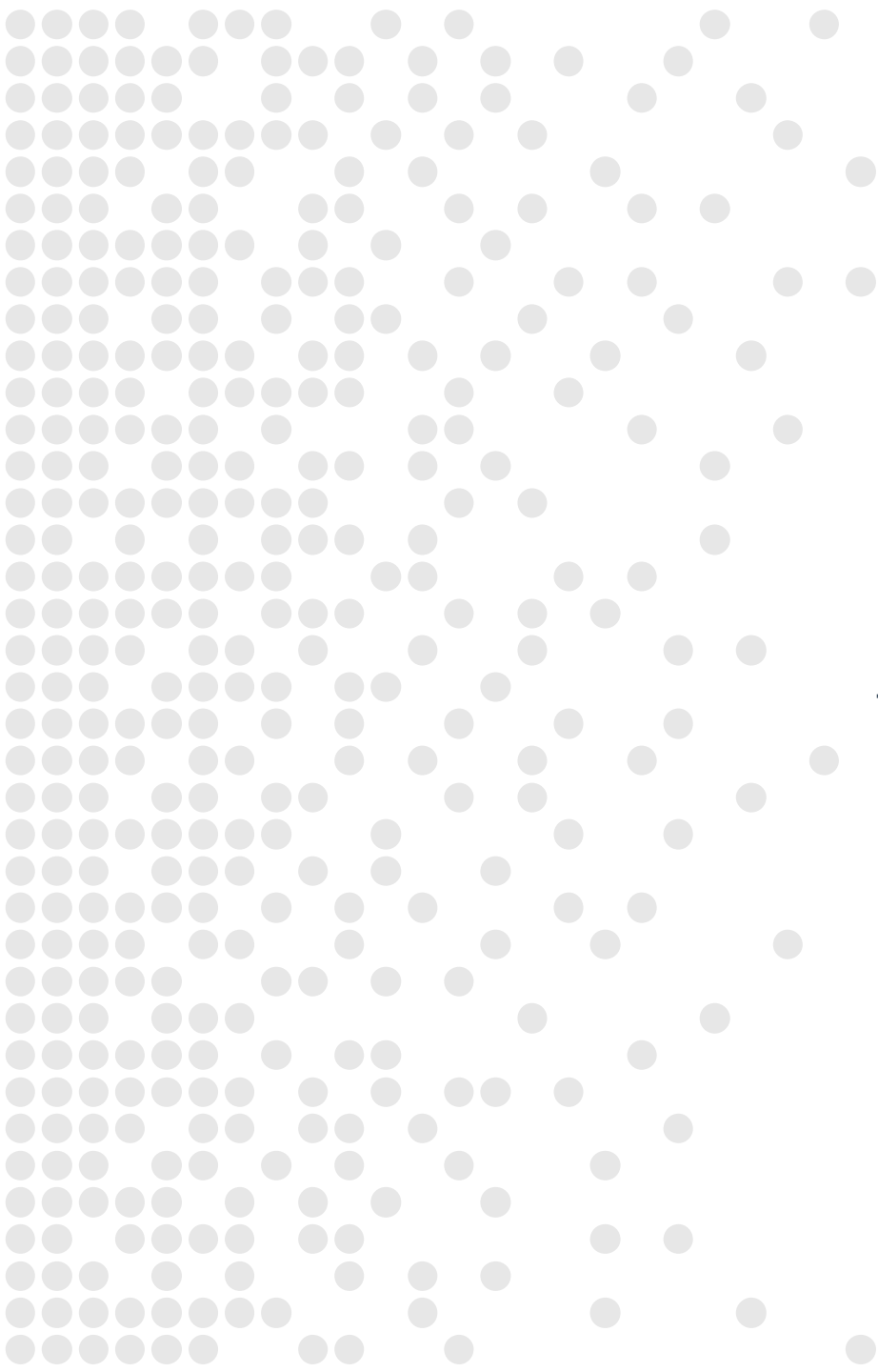
# Increase in Need for Service

- Fire Protection Services
  - No identified needs
- Services Related to a Highway - \$24.1 million (\$4.8 million D.C. eligible)
  - Surface upgrade program – \$23.1 million
  - Public works vehicles – \$762,000
- Parks and Recreation Services - \$4.3 million (\$784,000 D.C. eligible)
  - \$3.4 million for park improvements (including Hallville Park and 100 Club Park)
  - New parkland development - \$536,000
  - Vehicles and Equipment - \$295,000

# Increase in Need for Service



- Waste Diversion Services - \$324,000 (\$106,000 D.C. eligible)
  - New collection truck
- Growth-Related Studies - \$115,000 (\$109,000 D.C. eligible)
  - Future D.C. Background Studies



## Development Charges

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### Draft Calculations

# Calculated Schedule of D.C.s



Service/Class of Service	RESIDENTIAL						NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments 2 Bedrooms +	Apartments Bachelor and 1 Bedroom	Special Care/ Special Dwelling Units	Senior-Oriented Dwelling Units	(per sq.ft. of Gross Floor Area)
<b>Municipal Wide Services/Class of Service:</b>							
Fire Protection Services	-	-	-	-	-	-	-
Services Related to a Highway	5,623	4,865	3,596	2,386	2,303	3,040	2.74
Parks and Recreation Services	1,104	955	706	469	452	597	-
Waste Diversion Services	126	109	81	53	52	68	0.06
Growth-Related Studies	129	112	83	55	53	69	0.06
<b>Total Municipal Wide Services/Class of Services</b>	<b>6,982</b>	<b>6,041</b>	<b>4,466</b>	<b>2,963</b>	<b>2,860</b>	<b>3,774</b>	<b>2.86</b>

Service/Class of Service	NON-RESIDENTIAL (per sq.ft. of Gross Floor Area)				
	0 to 2,500 sq.ft	2,501 to 5,000 sq.ft	5,001 to 30,000 sq.ft	30,001 sq.ft to 55,000 sq.ft.	55,001 sq.ft +
<b>Municipal Wide Services/Class of Service:</b>					
Fire Protection Services	-	-	-	-	-
Services Related to a Highway	2.74	1.37	1.03	0.68	0.34
Parks and Recreation Services	-	-	-	-	-
Waste Diversion Services	0.06	0.03	0.02	0.02	0.01
Growth-Related Studies	0.06	0.03	0.02	0.02	0.01
<b>Total Municipal Wide Services/Class of Services</b>	<b>2.86</b>	<b>1.43</b>	<b>1.07</b>	<b>0.72</b>	<b>0.36</b>

# D.C. Comparison

## Current vs. Calculated (2021\$)



### Residential (Single Detached) Comparison

Service/Class of Service	Current	Calculated	Change (\$)	Change (%)
<b>Municipal Wide Services/Classes:</b>				
Fire Protection Services	1,071	-	(1,071)	-100%
Services Related to a Highway (Incl. Transportation and PW)	3,193	5,623	2,430	76%
Parks and Recreation Services	1,360	1,104	(255)	-19%
Waste Diversion Services	-	126	126	N/A
Growth-Related Studies	37	129	92	249%
<b>Total Municipal Wide Services/Classes</b>	<b>5,661</b>	<b>6,982</b>	<b>1,321</b>	<b>23%</b>

### Non-Residential (per sq.ft.) Comparison

Service/Class of Service	Current	Calculated	Change (\$)	Change (%)
<b>Municipal Wide Services/Classes:</b>				
Fire Protection Services	0.15	-	(0.15)	-100%
Services Related to a Highway (Incl. Transportation and PW)	0.34	2.74	2.39	694%
Parks and Recreation Services	-	-	-	N/A
Waste Diversion Services	-	0.06	0.06	N/A
Growth-Related Studies	0.00	0.06	0.06	1388%
<b>Total Municipal Wide Services/Classes</b>	<b>0.49</b>	<b>2.86</b>	<b>2.37</b>	<b>478%</b>

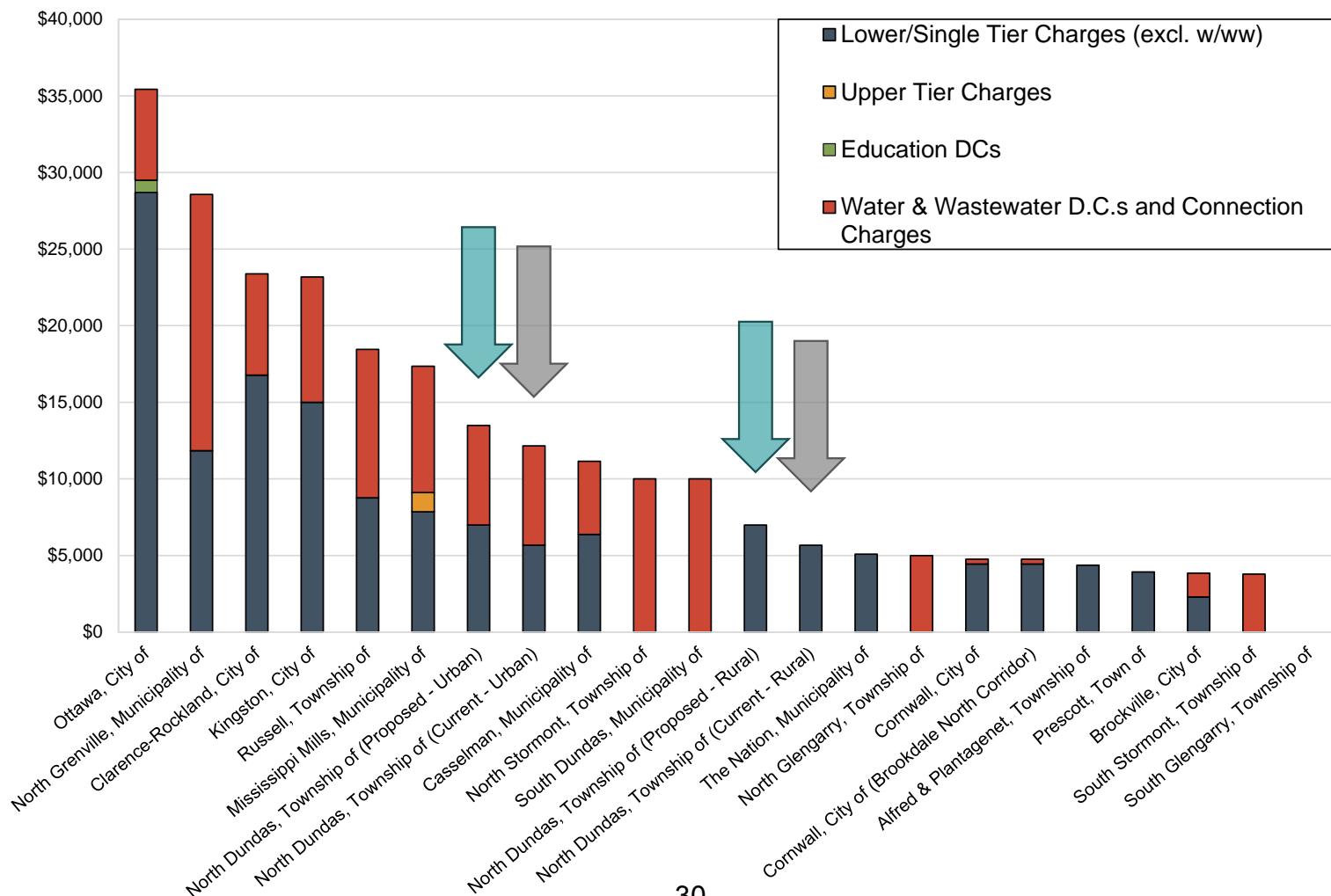
\*For a 0-2,500 square foot facility

# Municipal Comparison

## Per Single Detached Residential Dwelling Unit



**Residential Development Charges (per Single Detached Dwelling)**

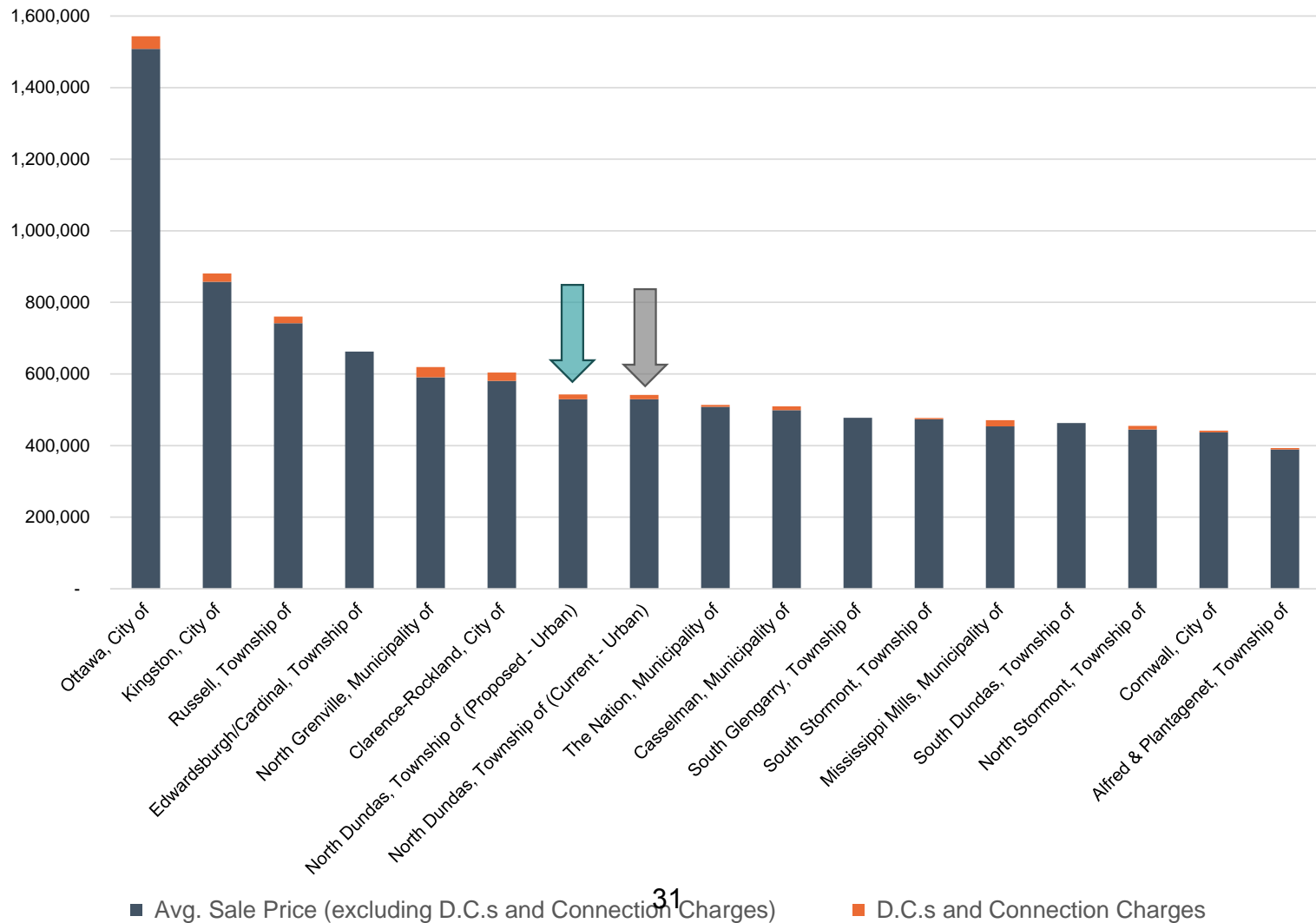




# Municipal Comparison

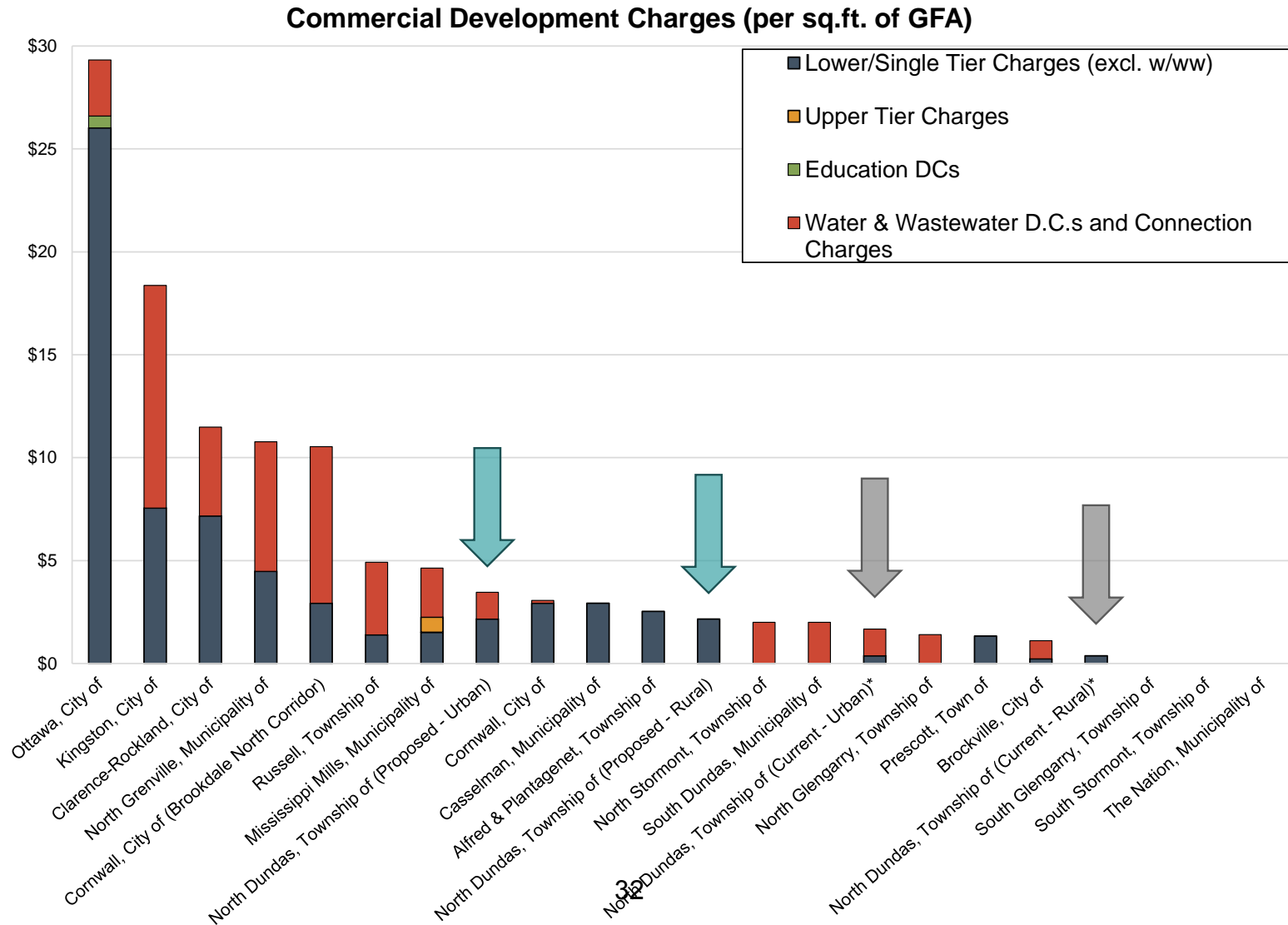
## Per Single Detached Residential Dwelling Unit

**Average New Single Detached Dwelling Sale Price (2021)**



# Municipal Comparison

## \$ per Square Foot of Commercial Gross Floor Area



\*For a 5,000 square foot facility

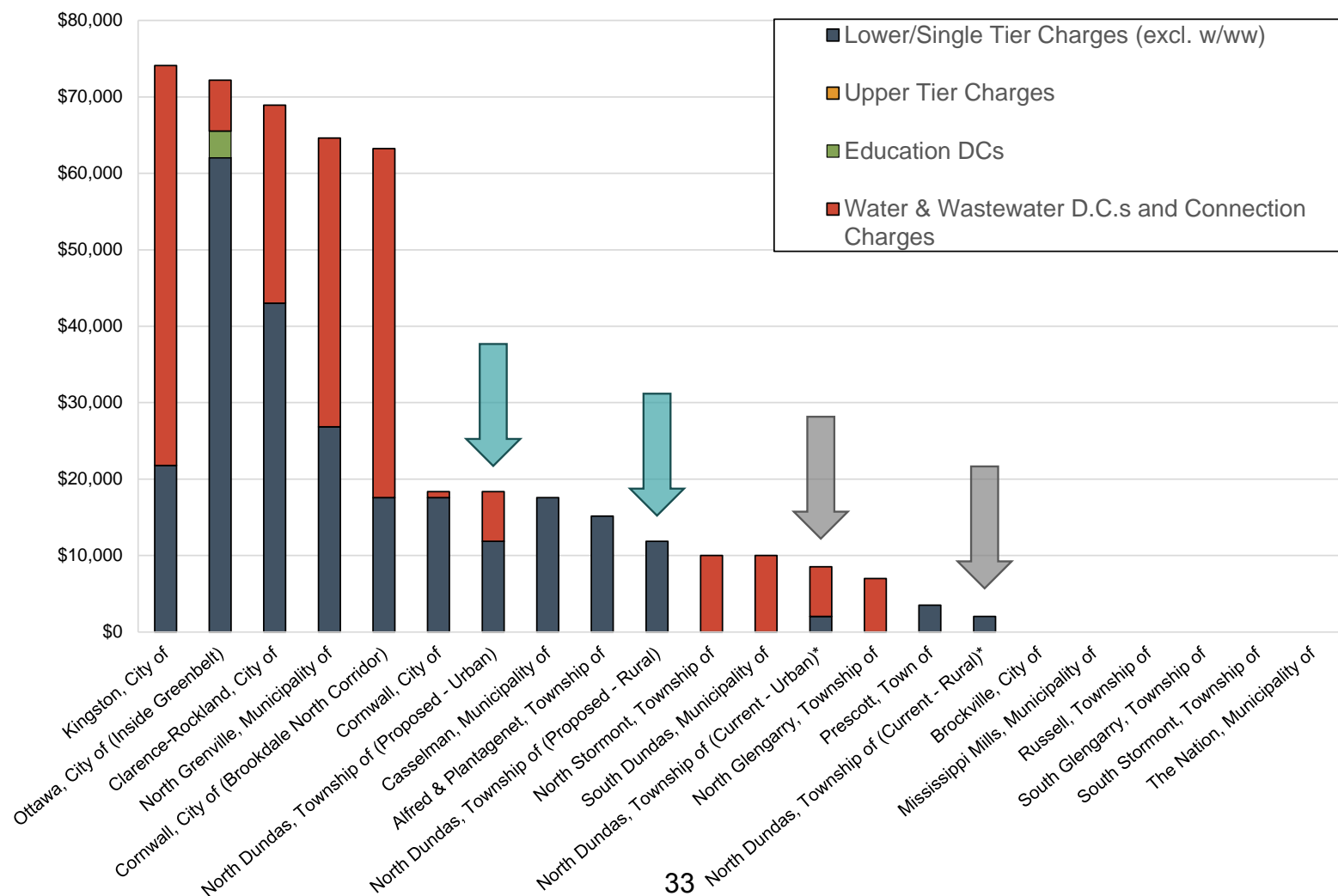


# Municipal Comparison

## 6,000 sq. ft. Industrial Space



**Non-residential - Industrial Welding Shop (6,000 sq.ft.)**

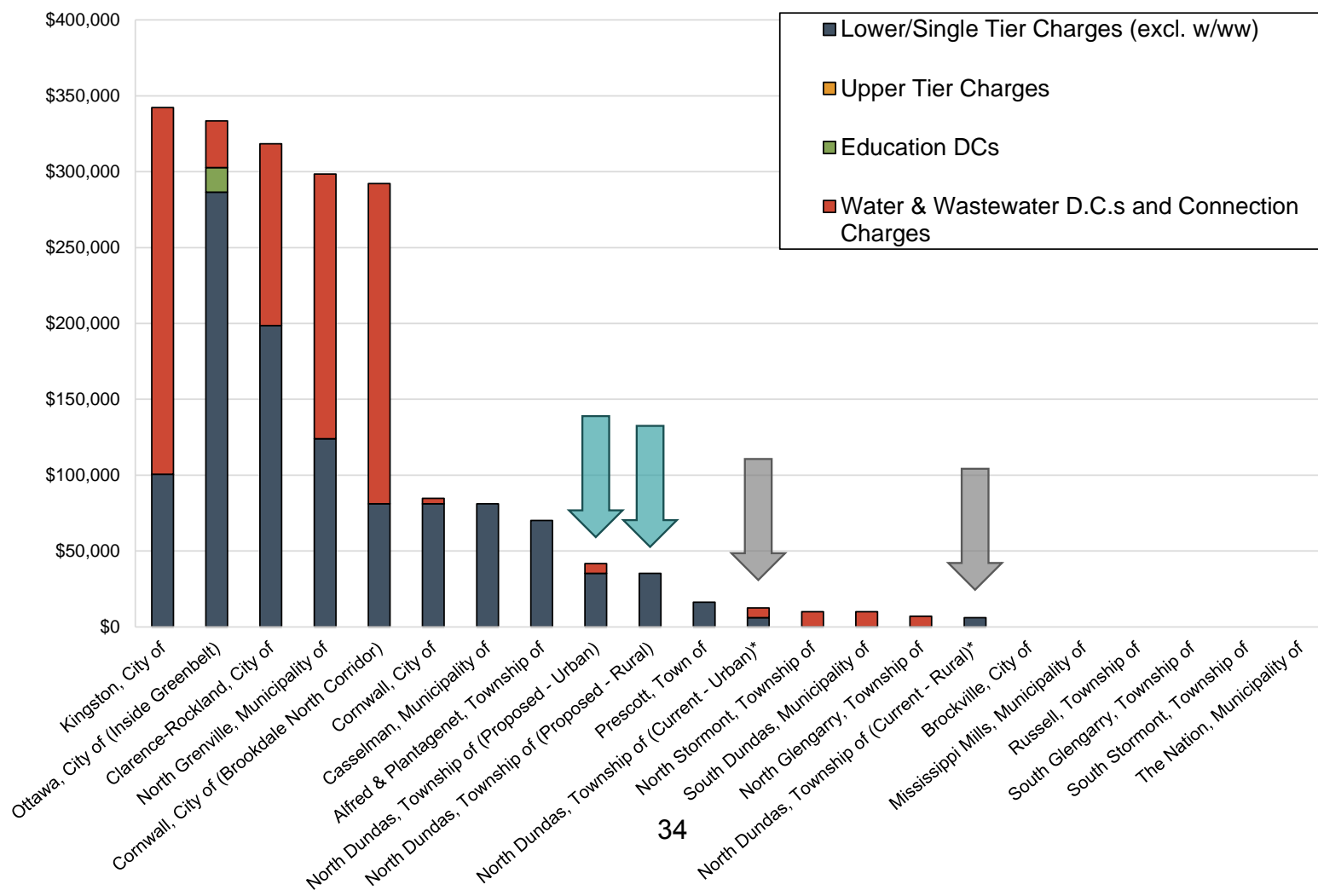


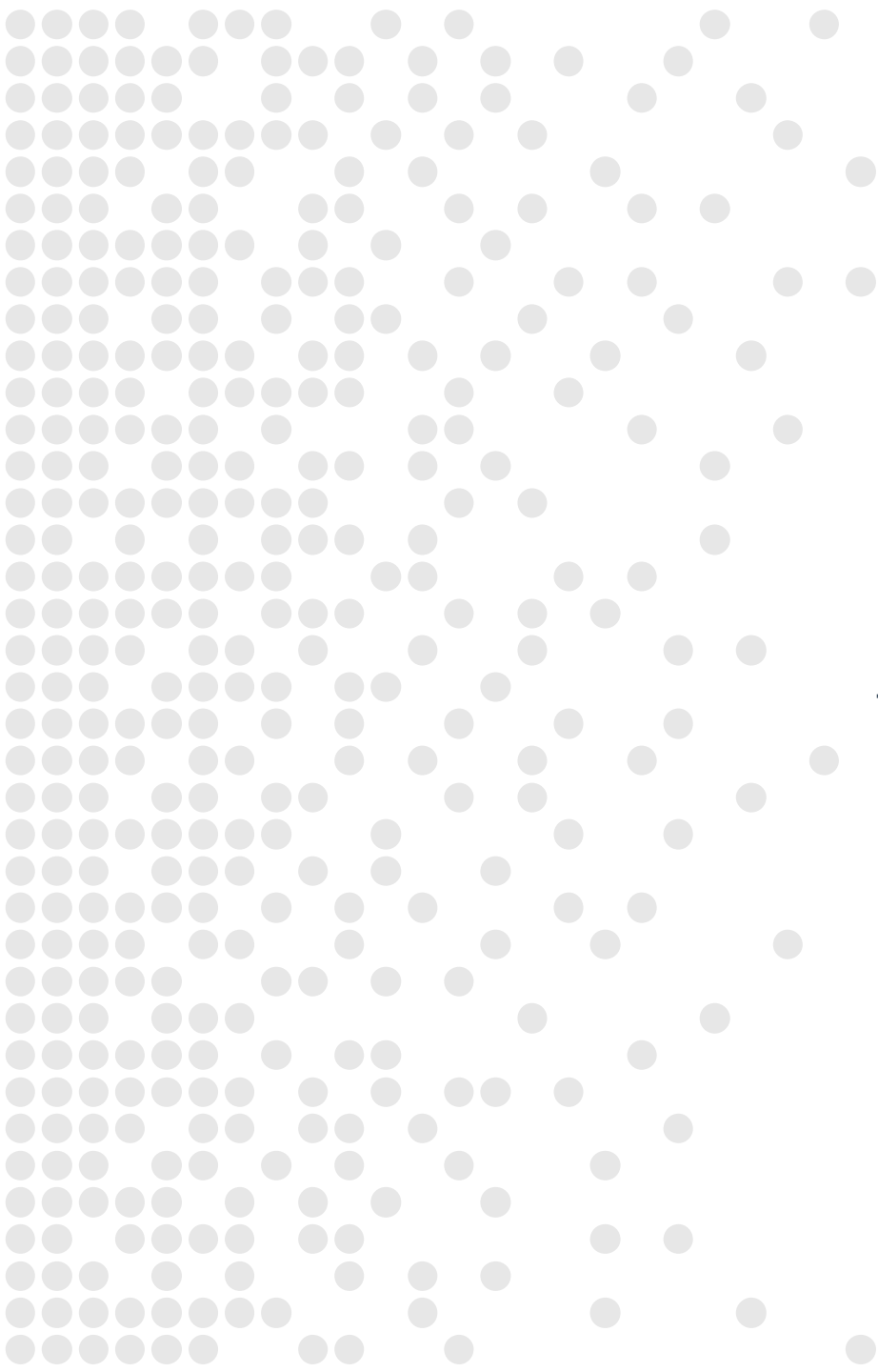
# Municipal Comparison

## 27,715 sq. ft. Industrial Space



**Non-residential - Industrial Warehouse/Packaging Facility (27,715 sq.ft.)**





## Development Charges

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### D.C. By-law Policies



# D.C. By-Law Policies

## Timing of Collection

- D.C.s can be calculated and payable at the time of building permit issuance or at subdivision registration for hard services
  - Municipality may enter into agreement for the D.C. to be paid before or after it would otherwise be payable
- The Township's current D.C. by-law provides for calculation and collection of the charges at the time of building permit issuance
- D.C.s for developments proceeding through Site Plan or Zoning By-law Amendment will be determined based on the charges in effect on the day of the application
  - Charges to be frozen for a maximum period of 2 years after planning application approval



# D.C. By-Law Policies

## Timing of Collection

- Payment in installments
  - Rental housing and institutional developments would pay D.C.s in 6 equal annual payments, commencing from the date of occupancy
  - Non-profit housing would pay D.C.s in 21 equal annual payments, commencing from the date of occupancy



# D.C. By-Law Policies

## Interest Charges

- Interest may be imposed on D.C.s determined at Site Plan or Zoning-By-law Amendment application and on installment payments
- Interest rate would be determined annually and set rate for duration of installment period
- Interest rate and policies to be contained within a stand-alone Council policy
  - Determining interest rate through Council policy allows for greater flexibility in making future policy changes (i.e. D.C. amendment process is not required)



# D.C. By-Law Policies

## Interest Charges

- Draft Policy
  - Interest will be based the Statistics Canada index applied to D.C.s annually.
  - For developments where DC rates were frozen upon site plan application or zoning by-law amendment, interest will begin to accrue on the date the D.C. rates are frozen and shall remain in effect until the building permit issuance
  - Rate with interest is capped at D.C.s in place at time of building permit issuance

# D.C. By-Law Policies

## Statutory D.C. Exemptions



- Existing industrial building expansions (may expand by 50% with no D.C.)
- Residential intensification (within existing residential buildings or structures ancillary to existing residential buildings):
  - May add up to two apartments for a single detached home as long as size of home does not double
  - Add one additional unit in medium & high-density buildings
- The creation of a second dwelling unit in prescribed classes of new residential buildings, including structures ancillary to dwellings
- Upper/Lower Tier Governments and School Boards
- Development of lands intended for use by a university that received operating funds from the Government





# D.C. Policies

## Current Non-Statutory D.C. Exemptions

- the first 46.45 m<sup>2</sup> (500 square feet) of a non-residential farm building;
  - Proposed to be removed and replaced with a full exemption for farm buildings
- a college of applied arts and technology established pursuant to the *Ministry of Colleges and Universities Act*
- A university established by an Act of the Legislative Assembly of Ontario;
  - Proposed to be removed (statutory exemption applies)
- a Place of worship, cemetery, and burial ground;
- a hospital governed by the *Public Hospitals Act*;



# D.C. Policies

## Current Non-Statutory D.C. Exemptions

- Accessory uses;
- 50% exemption for not-for-profit providing subsidized housing (does not apply to special care / special needs dwelling)

## New Exemptions

- Nursing homes licensed as a long-term care home under the *Long-Term Care Homes Act*.



# D.C. By-Law Policies

## Redevelopment Credits

- Redevelopment credits on conversions or demolitions of existing buildings or structures are generally granted to recognize what is being replaced on site (not specific in the Act but provided by case law)
- Proposed redevelopment credit policy:
  - Redevelopment credits granted for demolitions or conversion;
  - Credits be provided where redevelopment occurs within 60 months (5 years) of demolition; and
  - In no case shall the credit be greater than the D.C.s that would otherwise be payable



# D.C. By-Law Policies

## D.C. Indexing

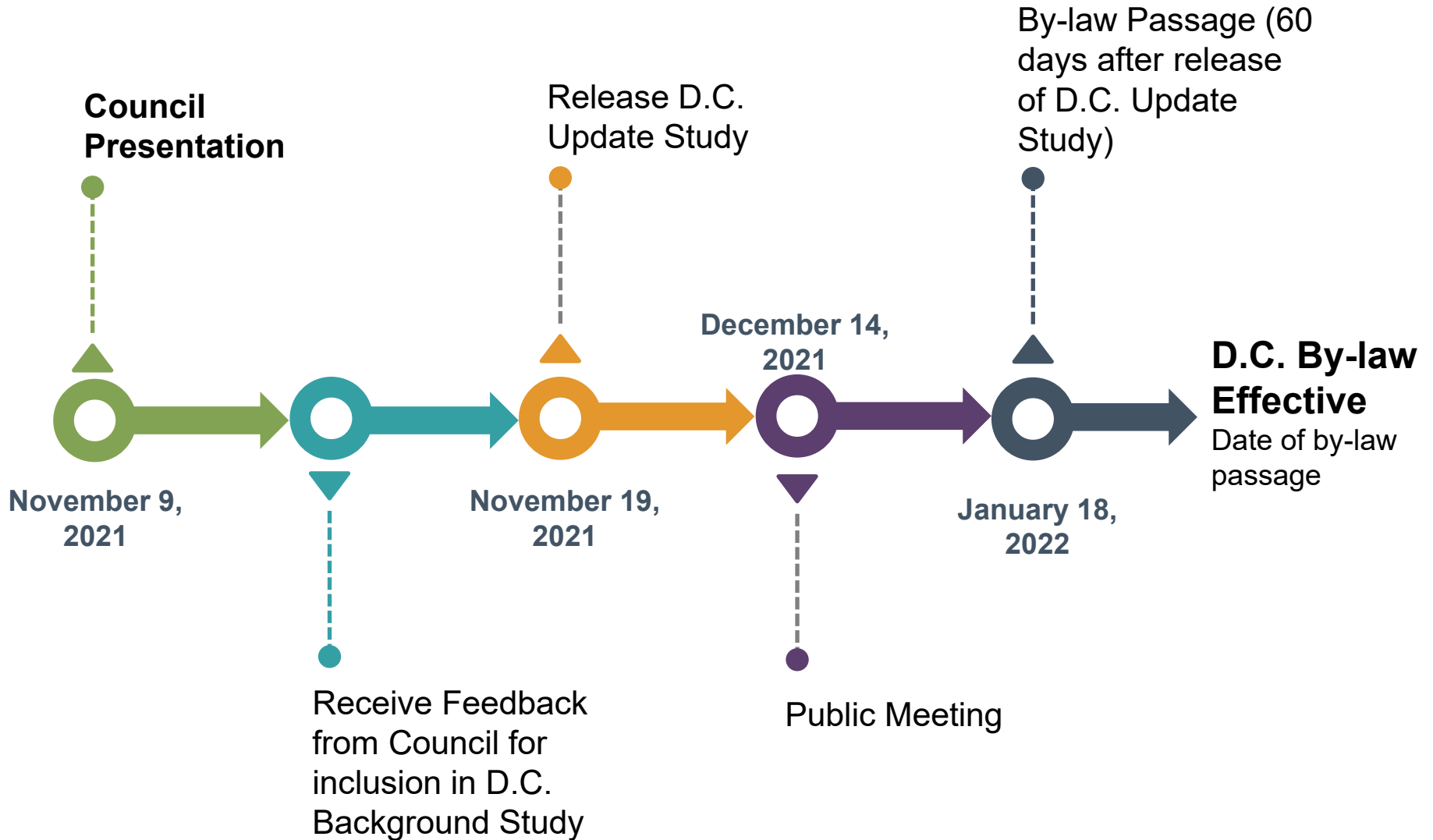
- D.C.A. allows for adjustment of charges to reflect underlying cost increases and reduces municipal cash flow impact between statutory by-law reviews
- Indexing can be:
  - Mandatory – implemented annually commencing from the date the by-law comes into force, in accordance the Statistics Canada Non-residential Building Construction Price Index for Ottawa-Gatineau or for Toronto, as appropriate; or
  - Discretionary – index presented to Council annually for direction
- The current by-law provides for mandatory annual indexing of the D.C.s.
  - Policy proposed to be maintained with mandatory indexing on January 1 of each year



## Next Steps

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# Next Steps





## Technical Appendix

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### Anticipated Capital Needs

## Infrastructure Costs Included in the Development Charges Calculation

Township of North Dundas

Service: Services Related to a Highway

Prj .No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2021\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 84%	Non-Residential Share 16%
	<b>2022-2036</b>									
1	Marionville Road - Section 035, From: Spruce Dr To: County Rd #31	2022-2036	179,500	-	179,500	44,900		134,600	113,064	21,536
2	Marionville Road - Section 34B, From: 1.8km West of Rodney Lane To: Spruce Drive	2022-2036	93,800	-	93,800	23,500		70,300	59,052	11,248
3	Cayer Road - Section 003, From: County Rd #3 To: Castor River	2022-2036	269,300	-	269,300	67,300		202,000	169,680	32,320
4	Cayer Road - Section 004, From: Castor River To: County Rd #13	2022-2036	373,300	-	373,300	93,300		280,000	235,200	44,800
5	Marionville Road - Section 34, From: Bisson Road To: Rodney Lane	2022-2036	461,000	-	461,000	115,300		345,700	290,388	55,312
6	Marionville Road - Section 34A, From: Rodney Lane To: 1.8 km West of Rodney Lane	2022-2036	269,300	-	269,300	67,300		202,000	169,680	32,320
7	Liscumb Road - Section 002, From: County Rd # 43 To: County Rd #3	2022-2036	343,700	-	343,700	85,900		257,800	216,552	41,248
8	Rodney Lane - Section 005, From: County Rd #13 To: Ormond Rd	2022-2036	209,100	-	209,100	52,300		156,800	131,712	25,088
9	Road Upgrades (LCB to HCB Conversion)	2022-2036	20,946,800	-	20,946,800	18,566,700		2,380,100	1,999,284	380,816
10	Transportation Master Plan	2022-2036	50,000	-	50,000	12,500		37,500	31,500	6,000
11	Hallville Park Road Widening and Crosswalk	2022-2036	85,072	-	85,072	75,400	7,088	2,584	2,170	413
12	130 HP Tractor with PTO and Lift Arms	2022	146,000	-	146,000	-		146,000	122,640	23,360
13	Road Side Mower	2022	15,000	-	15,000	-		15,000	12,600	2,400
14	3 Ton Truck with Dump Box	2022	150,000	-	150,000	-		150,000	126,000	24,000
15	1/2 Ton Truck (x2)	2023-2036	140,000	-	140,000	-		140,000	117,600	22,400
16	1 Ton Snow Removal Truck	2023-2036	291,700	-	291,700	-		291,700	245,028	46,672
17	Public Works Building Consolidation	2022-2036	44,600	-	44,600	-		44,600	37,464	7,136
			-	-	-	-		-	-	-
	Reserve Fund Adjustment							(99,280)	(83,395)	(15,885)
	<b>Total</b>		<b>24,068,172</b>	<b>-</b>	<b>24,068,172</b>	<b>19,204,400</b>	<b>7,088</b>	<b>4,757,403</b>	<b>3,996,219</b>	<b>761,185</b>



## Infrastructure Costs Included in the Development Charges Calculation

Township of North Dundas

Service: Parks and Recreation Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2021\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non- Residential Share
	2022-2036								100%	0%
	<b>Park Improvements</b>									
1	Hallville Park Development	2022-2036	2,649,581	-	2,649,581	2,348,500	220,771	80,309	80,309	-
2	Park Improvements (x3)	2022-2036	18,000	-	18,000	16,000		2,000	2,000	-
3	Double Tennis Court (Winchester)	2022-2036	180,000	-	180,000	90,000		90,000	90,000	-
4	100 Club Park Expansion	2022-2036	600,000	-	600,000	531,800		68,200	68,200	-
	<b>Parland Development</b>									
5	Winchester Park	2022-2036	50,000	-	50,000	-		50,000	50,000	-
6	Oschmann Park	2022-2036	70,000	-	70,000	-		70,000	70,000	-
7	Chesterville Park, Cty Rd. 43	2022-2036	150,000	-	150,000	-		150,000	150,000	-
8	Park Development	2022-2036	54,100	-	54,100	-		54,100	54,100	-
9	Development of Future Parks (2)	2022-2036	200,000	-	200,000	-		200,000	200,000	-
10	Thompson Park	2022-2036	6,050	-	6,050	-		6,050	6,050	-
11	Harmony Park	2022-2036	6,050	-	6,050	-		6,050	6,050	-
	<b>Equipment</b>									
12	Tractor Upgrade	2022-2036	90,700	-	90,700	29,800		60,900	60,900	-
13	Crew Cab 1 Ton Pickup Truck (2)	2022-2036	140,000	-	140,000	-		140,000	140,000	-
14	Float Trailer	2022-2036	20,000	-	20,000	-		20,000	20,000	-
15	Zero-Turn Mower	2022-2036	30,000	-	30,000	-		30,000	30,000	-
16	Storage Container	2022-2036	15,000	-	15,000	-		15,000	15,000	-
			-	-	-	-		-	-	-
	Reserve Fund Adjustment							(257,784)	(257,784)	-
	<b>Total</b>		<b>4,279,481</b>	<b>-</b>	<b>4,279,481</b>	<b>3,016,100</b>	<b>220,771</b>	<b>784,825</b>	<b>784,825</b>	<b>-</b>

### Infrastructure Costs Included in the Development Charges Calculation

Township of North Dundas

Service: Waste Diversion Services

Prj .No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2021\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 84%	Non-Residential Share 16%
	<b>2022-2036</b>										
1	Split Collection Truck	2022-2036	324,300	110,747	107,019	106,534	-		106,534	89,488	17,045
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
	<b>Total</b>		<b>324,300</b>	<b>110,747</b>	<b>107,019</b>	<b>106,534</b>	<b>-</b>	<b>-</b>	<b>106,534</b>	<b>89,488</b>	<b>17,045</b>

# Infrastructure Costs Included in the Development Charges Calculation

Township of North Dundas  
 Class of Service: Growth Studies

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2021\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
	2022-2036									84%	16%
1	Development Charges Background Study	2026	30,000	-		30,000	-		30,000	25,200	4,800
2	Development Charges Background Study	2031	30,000	-		30,000	-		30,000	25,200	4,800
3	Development Charges Background Study	2036	30,000	-		30,000	-		30,000	25,200	4,800
4	Zoning By-law Update	2022-2036	25,000	-	2,500	22,500	6,300		16,200	13,608	2,592
			-	-		-	-		-	-	-
	Reserve Fund Adjustment								2,982	2,505	477
	<b>Total</b>		<b>115,000</b>	<b>-</b>	<b>2,500</b>	<b>112,500</b>	<b>6,300</b>	<b>-</b>	<b>109,182</b>	<b>91,713</b>	<b>17,469</b>



## **ACTION REQUEST**

Finance

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Rescind Budget Amendment 2021-01 – Student Wages**

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### **RECOMMENDATION:**

**THAT Council rescind budget amendment No. 2021-01 – Transportation Services – Hiring of 2 additional summer students, in the amount of \$26,200.**

### **BACKGROUND:**

At the March 23, 2021 Council meeting, through resolution No. 15, Council approved the hiring of 2 additional summer students to support the spring/summer maintenance operations for Public Works. The additional funds required for these positions was to come from Reserves – Previous Year's Surplus.

Unfortunately, the students originally hired, found other employment prior to starting with North Dundas. Subsequently, the positions were never filled.

### **OPTIONS AND DISCUSSION:**

- 1. That Council rescind budget amendment no. 2021-01 – Transportation - Hiring of 2 additional summer students. - recommended.**
- 2. That Budget Amendment No. 2021-01 remains in effect. - not recommended.**

### **FINANCIAL ANALYSIS:**

By rescinding budget amendment no. 2021-01 will re-instate the additional funds in the reserve to be available for future use.

### **OTHERS CONSULTED:**

### **ATTACHMENTS:**

Original Report dated March 23, 2021.



<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	Hiring of Spring / Summer Operators / Students

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas approves hiring \_\_\_\_\_ positions to support the spring / summer maintenance operations for Public Works.**

**BACKGROUND:**

Draft 2021 budget includes the request to hire 3 additional full-time operators. The Council, during March 9, 2021, meeting removed the additional positions from the 2021 budget request. This report presents alternate options of either hiring two summer contract positions or two student positions to assist in the spring/ summer/ fall operational activities. The 2021 planned work load as presented in the budget requires additional resources to complete the project and operational priorities. The planned 2021 operational work includes:

1. Replacement of reflectivity signs as well as addition of new / missing signs on roads as identified over the last 3 years. – 2 Operators
2. Support 40kms of ditching – 2 Operators
3. Patching / Pot Holes – 2 Operators, 1 Driver
4. Brushing – 1 Operator
5. Mowing – 1 Operator
6. Grading – 2 Operators
7. Culverts replacement – 1 Operator, 2 Labourers, 2 or ideally 3 drivers

As demonstrated above, Public Works department's current compliment of 7 full-time operators in the summer is not sufficient to complete the planned activities as identified in the 2021 budget. Public Works also rely, to some extent, on the contractors to assist in completing various tasks, which may be expensive or difficult to hire every new year, as demand continues to grow for these resources and expertise. The department wishes to undertake proactive ditching, replace reflectivity signs, fix shoulders on roadways, and replace aging cross-culverts under roadways planned for improvement, in addition to current operations of patching / pot holes, new sign installations, grading of gravel roads, mowing and brushing.

The draft 2021 budget anticipated fill hauling operation for Chesterville lagoon through internal resources as part of ditching operation. The work was planned

through new / additional positions, and hence no separate line item was identified in water / wastewater budget for hiring of a contractor for this work.

**OPTIONS AND DISCUSSION:**

1. **Option 1 – Approve the hiring of 2 contract summer positions** - recommended. The positions will be filled through extension of contracts from the winter.
2. **Option 2 - Approve the hiring of 2 additional summer student positions.** This option highly depends on the quality of summer students, training and potential injury risks.
3. **Option 3 – Approve the initial recommendation of hiring of 3 full-time positions as presented in draft 2021 budget.**
4. **Option 4: Do not approve the recommendation.**

**FINANCIAL ANALYSIS:**

Two contract positions can be paid through 50-50 between Roads and Water/Waste water budget. This funding was not included in the 2021 budget.

**OTHERS CONSULTED:**

CAO  
Finance

**ATTACHMENTS:**

**PREPARED BY:**



Khurram Tunio, M. Eng., P. Eng.  
Director of Public Works

**REVIEWED & APPROVED BY:**



Angela Rutley, BBA  
CAO

**APPENDIX #1**

**Township of North Dundas**  
**Addendum to Budget Resolution - March 23, 2021**

**Budget Amendment - 2021-01 - Transportation Services**

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
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OPTION 1**Costs**

Public Works - PT Salaries	1-5-3101-1015	271,000	318,400	47,400
Employer Payroll Taxes	1-5-3101-1110	164,000	170,000	6,000
		<b>\$435,000</b>	<b>\$488,400</b>	<b>\$53,400</b>

**Financing**

Transfer From Reserves - Allocation of Yr-End Surplus	1-4-3000-9004	\$ 70,000	123,400	53,400
		<b>\$ 70,000</b>	<b>\$123,400</b>	<b>\$53,400</b>

OPTION 2**Costs**

Public Works - PT Salaries	1-5-3101-1015	271,000	294,600	23,600
Employer Payroll Taxes	1-5-3101-1110	164,000	166,600	2,600
		<b>\$435,000</b>	<b>\$461,200</b>	<b>\$26,200</b>

**Financing**

Transfer From Reserves - Allocation of Yr-End Surplus	1-4-3000-9004	\$ 70,000	96,200	26,200
		<b>\$ 70,000</b>	<b>\$ 96,200</b>	<b>\$26,200</b>



## **ACTION REQUEST**

Finance

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Asset Management Software**

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### **RECOMMENDATION:**

**THAT Council approves the purchase of PSD Citywide Inc. Asset Manager and GIS Viewer software applications to be used for Asset Management.**

### **BACKGROUND:**

In August 2021, Finance received notification from Small Town Software that the organization will be closing down as of December 31, 2021. Dan Harper, owner of Small Town Software, had made that difficult decision due to the feasibility to meet requirements for an integrated work order management system and notification he received from Microsoft Azure requesting changes to the software security system by June 2022. It would be a significant effort to meet the new security requirements. Having stated that, Dan Harper has agreed to provide us assistance to migrate our data to a new software platform.

Michelle Dorie, Asset Management Coordinator, has researched various asset management programs currently available. Summary of her conclusions:

- DOT – Decision Optimization Technology – This is a newer company with the Asset Management Program in its development stages.
- ESRI – Program is more focused on work orders, employee and planning management. There is a concern that it is too big and confusing for us to implement successfully.
- Marmak Information Technologies (previously known as Municipal Data Works) – The program appears to be very basic with limited search and filtering capabilities.
- Public Sector Digest (PSD) – PSD is the only system reviewed that has a “mass import” and a “mass update” features to update entire groups of assets with good filtering and search capabilities.

In 2017, the Township completed an RFP for Asset Management. Small Town Software and Public Sector Digest (PSD) were the 2 most successful proponents. Due to cost, the Township chose Small Town Software. The Counties, North Glengarry, South Stormont and South Dundas currently use PSD for their asset management software.

In addition to asset management software, PSD offers Permits and Maintenance Manager applications. These applications could be considered in the future.



Due to the limited time period to transfer our data to a new software platform (June 2022), current staffing issues, and the staff time to prepare and evaluate a formal Request for Proposal (RFP), it is requested to eliminate this process and proceed with PSD, the runner up in the original RFP.

**OPTIONS AND DISCUSSION:**

1. **Council approve PSD Citywide Inc. Asset Manager and GIS Viewer software applications to be used for Asset Management.** - recommended.
2. **Council does not approve the purchase of the Asset Manager and GIS Viewer software from PSD Citywide Inc. and requests staff to proceed with the Request for Proposal (RFP) process.** - not recommended.

**FINANCIAL ANALYSIS:**

The estimated license cost for PSD Asset Manager and GIS Viewer software is \$16,000, plus \$16,000 to implement the software. The annual software and maintenance fee is \$3,000. These costs would be expensed in 2022 and included in that budget.

The Township has applied for funding for this software purchase through the Municipal Modernization Grant intake 3 that closed in October. If the Township grant application is approved, the Township may receive 75% funding for the original purchase and implementation, resulting in a net cost of only \$8,000 + \$3,000 annual fee.

**OTHERS CONSULTED:**

Asset Management Coordinator  
Treasurer  
Dan Harper, Small Town Software  
CAO

**ATTACHMENTS:**

Nil.



## **ACTION REQUEST**

### Economic Development & Communications

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Regional Incentive Applications**

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#### **RECOMMENDATION:**

**THAT Council approve the disbursement of funding under the SDG Counties Regional Incentives Program to the applicants as detailed in this report for a total of \$63,181.80, subject to the terms of the financial agreements.**

#### **BACKGROUND:**

In April 2021, the County confirmed an updated funding commitment and revised program document for the Regional Incentives Program, with August 2021 being the last intake for the year. The program's goal is to encourage redevelopment and private sector investment in existing building stock, stimulate investment in tourism and on-farm expansions and agri-tourism and increase the amount of permanent roofed accommodations.

The Regional Implementation Committee reviewed and approved the following applications from North Dundas:

- O'Farrell Financial for \$19,500 for interior renovations, Ritchie Feed and Seed Inc for \$34,000 to construct greenhouses and Smirlholm Farms Honey for \$9,681.80 for barn renovations.
- Total project costs for all applications: \$660,904
- Upon the approvals from the Regional Implementation Committee, the Township of North Dundas will be charged with the disbursement of County grant funds of \$63,181.80.

#### **OPTIONS AND DISCUSSION:**

- 1. Approve funding disbursement of \$63,181.80 – Recommended**
- 2. Do not approve funding disbursement – Not Recommended**

#### **FINANCIAL ANALYSIS:**

The amount recommended for funding are County funds and disbursed by the lower-tiers to approved applicants upon completion of improvements.

**OTHERS CONSULTED:**

- Mr. Calvin Pol, Director of Planning, Building & By-law
- Mr. Jacob Forget, Chief Building Official
- Ms. Mary Lynn Plumber, Utility Billings & AR/AP Coordinator
- Ms. Michelle McDonell, Tax Collector
- Mr. Nicolas Hubble, Municipal Law Enforcement Officer
- Regional Implementation Committee

**ATTACHMENTS:**

There are no attachments.



## **ACTION REQUEST**

Public Works

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Baker Road Closure**

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### **RECOMMENDATION:**

**THAT Council approve the closure of the portion of Baker Road running over a permanent stream, approximately 615 metres south-west from the Baker Road/County Road 31 intersection, from 7:00 am to 5:00 pm on November 23, 2021.**

### **BACKGROUND:**

A cross culvert on Baker Road, located approximately 615 metres south-west of the Baker Road/County Road 31 intersection, is scheduled to be changed on November 23, 2021. In order to complete the work without complications from traffic, we are requesting Council's approval for a road closure of the portion of Baker Road where the culvert is located, on the date of construction from 7:00 am to 5:00 pm. This portion of road being closed will not interfere with residents' access to homes or farm fields on the related stretch of Baker Road.

Two detours, shown in the attachment, will be available. These will take drivers down either Hogaboam Road or County Road 38 (roads running parallel to Baker Road), using Pemberton Road and County Road 31.

### **OPTIONS AND DISCUSSION:**

- 1. Approve the road closure - recommended.**
- 2. Do not approve the road closure - not recommended.**

### **FINANCIAL ANALYSIS:**

There is no financial impact.

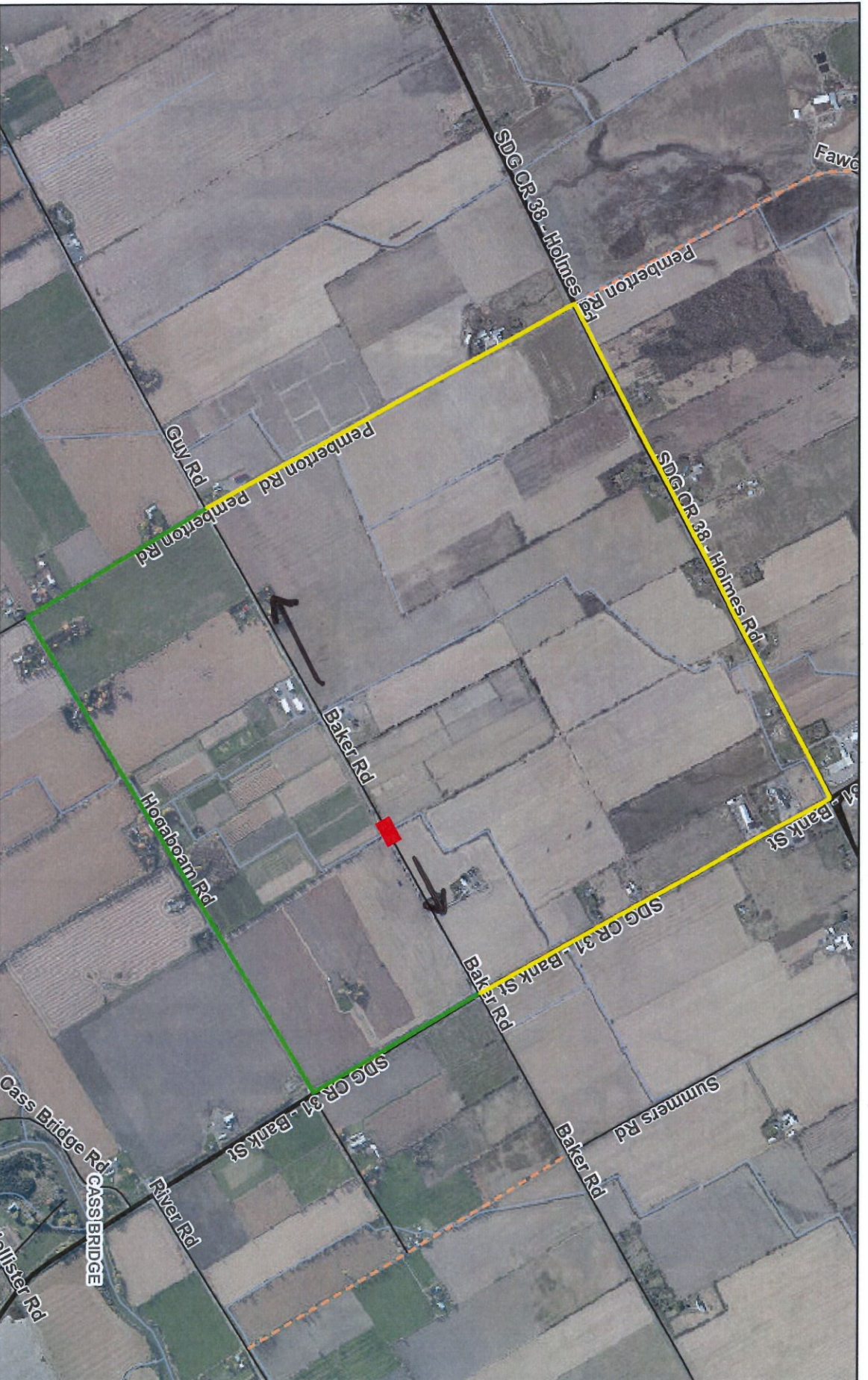
### **OTHERS CONSULTED:**

### **ATTACHMENTS:**

Road Closure Detour Routes



# Baker Road Closure Detours for November 23, 2021



2021-11-02, 12:46:33 p.m.

Proposed Road Closure

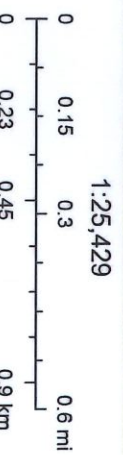
River or Stream

Detour Route 1

Permanent

Detour Route 2

SDG - ORN, Maxar



For informational purposes only. Parcels © Teranet Enterprises Inc. and its suppliers. All rights reserved. NOT A PLAN OF SURVEY. Water Sewer data is representative of location but are not survey accurate. Call before you dig ON1 Call 1-800-400-2255.

Township of North Dundas



## **ACTION REQUEST**

Public Works

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Part-Time Operators**

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### **RECOMMENDATION:**

**THAT Council approve the recommendation of the hiring committee and authorize the hiring of Tanya Zwarts, Basil Pemberton, and Richard Ventrella as part-time operators for the 2021/2022 winter season, as per the letters of offer issued October 29, 2021.**

### **BACKGROUND:**

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

### **OPTIONS AND DISCUSSION:**

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

### **FINANCIAL ANALYSIS:**

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

### **OTHERS CONSULTED:**

CAO  
Clerk/Deputy CAO  
Lead Hand

### **ATTACHMENTS:**

N/A



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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Garden Suite Zoning Amendment - DiZazzo**

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**RECOMMENDATION:**

**THAT Council hereby accepts the Zoning By-law Amendment application as complete from Jeremy DiZazzo and directs the public meeting to be held on December 14th, 2021.**

**BACKGROUND:**

The Township of North Dundas received a site-specific application from Jeremy DiZazzo to amend the former Township of Mountain Zoning By-law 79-6 under Section 39.1 of the Planning Act, R.S.O. 1900, for the property legally described as West ½ of the East ¼ of Lot 7, Concession 1, former Township of Mountain, now the Township of North Dundas, County of Dundas, municipally known as 10608 Sandy Row, South Mountain.

The proposal is to rezone the subject property from Rural (RU) to Rural – Temporary Use None (RU-T9) under Township of Mountain By-law No. 79-6 to permit a Garden Suite as a temporary use.



Currently, the subject property is comprised of a single detached dwelling, a pond and an extensive forest. The Applicant has consulted with South Nation Conservation regarding septic approvals for the temporary garden suite.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

No impact at this time.

**OTHERS CONSULTED:**

South Nation Conservation  
Chief Building Official





## **ACTION REQUEST**

Chief Administrative Officer

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Interim Duties – Deputy Treasurer**

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### **RECOMMENDATION:**

**THAT Johanna Barkley be appointed to the position of Acting Treasurer, effective October 20, 2021, until the return of the Treasurer or until further notice, and that her salary scale be increased to the Treasurer position grade during this time.**

### **BACKGROUND:**

Treasurer John Gareau has been on medical leave since October 20<sup>th</sup>. He is at home recovering well and eager to return to work as soon as he is able, but the exact date is undetermined at this time. During Treasurer Gareau's absence, Deputy Treasurer, Johanna Barkley has taken on the responsibilities of the Treasurer. With the assistance of the Finance team, projects and responsibilities continue to move forward.

Salary/Wage Administration Policy #58-2013 states that: Employees temporarily appointed by the CAO to a position higher than that of their present job for a period exceeding three weeks, except to accommodate vacation leave, may receive an increase in salary as recommended by the CAO and approved by Council.

### **OPTIONS AND DISCUSSION:**

- 1. Approve the recommendation** - recommended. This recognizes the extra responsibility that has been assumed by the Deputy Treasurer and the additional hours that she is working to manage the workload.
- 2. Do not approve the recommendation** - not recommended. There would be no recognition of the additional duties that are being assumed by the Deputy Treasurer.

### **FINANCIAL ANALYSIS:**

The period of time of the appointment is unknown, therefore the total financial impact is not known at this time. There will be an additional annual cost of approximately \$14,000 pro-rated for the period of time that the Deputy Treasurer is acting in this role.

### **OTHERS CONSULTED:**

### **ATTACHMENTS:**



## **ACTION REQUEST**

Chief Administrative Officer

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Executive Assistant/Deputy Clerk**

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### **RECOMMENDATION:**

**THAT Council accepts the recommendation of the hiring committee and that Chloe Preston be hired as Executive Assistant/Deputy Clerk, as per the letter of offer dated November 4, 2021; AND THAT Council approves the hiring of an Administrative Assistant for each of the Public Works Department and Recreation and Culture Department.**

### **BACKGROUND:**

Effective November 15, 2021, current Deputy Clerk, Nancy Johnston will transition to Director of Corporate Services/Clerk to prepare for the retirement of Clerk, Jo-Anne McCaslin in January 2022. In October, we advertised for an Executive Assistant/Deputy Clerk that will report to the Chief Administrative Officer. The position was advertised on our website, Facebook, in the Chesterville Record and the North Dundas Times. We received sixteen applications for the position and interviewed 5 candidates.

The position was offered to Chloe Preston who has accepted and starts on November 29th. We are excited to have Chloe join our team. She has over six years of experience in a local legal firm, familiarity with the area through her dedicated community service and an education and interest in public policy.

### **Additional Staffing Needs:**

When our former Deputy Clerk/Administrative Assistant, Judy Peddle, retired in the summer of 2020, we did not fill the position immediately, because we were in the middle of COVID uncertainty and constant change. Our office was closed to the public for a period of time and facility rentals and programming were suspended. Also, customer patterns changed for a while and the number of people calling and visiting our municipal office was greatly reduced, thus the level of staffing that was required was reduced. It was always intended that this position, or a similar one, would be filled when interaction with the public went back to normal and the full range of services that we offer were back in place.

We have definitely reached the time when we need that staff person to meet the customer demands for service at our office. The number of people visiting our municipal office for services has returned to pre-pandemic levels and the number of people calling with inquiries has greatly increased. The boom in development and housing sales has created a corresponding boom in inquiries and requests for service at our office, including requests

for property information, zoning and tax certificates. All of these calls funnel through staff in either the Finance or Administration department. The inquiries/requests for service are either completed by them, or forwarded to the appropriate person. As our population increases, it is anticipated that the requests for service will continue to increase.

#### **a) Administrative Assistants**

Our Directors of Public Works and Recreation & Culture have both requested additional administrative assistance to help deal with increases in service requests, inquiries, grant applications, tenders and capital projects. I would like to hire two full-time Administrative Assistants so that both Department Heads have a dedicated resource to provide assistance as requested, with some additional duties.

I would further recommend that one of the Administrative Assistants report to the Director of Recreation & Culture and also assist with general telephone reception and backup for the front counter. The second Administrative Assistant would report to the Director of Public Works and complete meter readings and COVID office sanitizing as required. We work as a team in the office and staff are expected to be flexible and to help as required, regardless of the department that is leading a project. It is anticipated that the Administrative Assistants would help as required, beyond their specific department.

When our Asset Management/Accounts Payable Clerk resigned in early 2021, we re-organized and the result was the creation of the new position of Utility Billing, Accounts Receivable & Payable Coordinator and the elimination of the positions of Asset Management/Accounts Payable Clerk and Assistant Manager Water and Sewer. This reduction in staff and the retiring of Judy Peddle means that we currently have two fewer staff members than before the pandemic began. Therefore, the hiring of two Administrative Assistants returns us to our normal staffing level and is not an increase in the number of staff.

We do have an administrative assistant on contract until March 31<sup>st</sup> 2022. It is the intention that the full-time position would replace this contract position on or before the contract termination date.

#### **OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** - recommended. This will ensure a smooth transition and sufficient staffing in preparation for the Clerk's retirement at the end of the year.
2. **Re-advertise the position** - not recommended.

#### **FINANCIAL ANALYSIS:**

The 2021 budget includes sufficient funds for the transitioning of staff to their new positions.

#### **OTHERS CONSULTED:**

Deputy Clerk  
Director of Recreation & Culture  
Deputy CAO/Clerk



## **ACTION REQUEST**

Recreation & Culture

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Garden Party Christmas Market Special Event Request Form**

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### **RECOMMENDATION:**

**THAT Council receive the Special Event Request Form from Kelly Windle, organizer of the Garden Party Christmas Market and approve the in-kind municipal support requested in the application form.**

### **BACKGROUND:**

Council and staff wish to continue to support our volunteer groups in providing festivals and events. It is best to maintain flexibility for the type and amount of support to be awarded to North Dundas events so that we can best meet the needs of each event. As such, Council approved the Special Event Request Form on December 10<sup>th</sup>, 2019 and authorized that new events requiring in-kind support be required to submit a request through this new application process. Council will review applications and provide direction. Should an event become a regular event or blossom into an event series, the organizing committee may submit a request to Council for ongoing support.

Kelly Windle, owner of The Planted Arrow, is organizing the Garden Party Christmas Market, which is a new event that will be hosted in downtown Winchester, on Saturday, November 13<sup>th</sup>, from 10 am until 3 pm. Approval for road closures for a section of both Winchester Main St. and St. Lawrence St. were approved by Council, during the September 14<sup>th</sup> Council meeting. At the same meeting Council approved approximately \$2,200 in funding for porta potty rentals and propane heaters for the event. Within the parameters of the street closure, the event will host over 75 vendors, as well as live music and socially distanced photo opportunities with Santa. This event is held in partnership with Shop Crawl, in order to encourage business networking and shopping local for the upcoming holiday.

The Special Event Request Form that was submitted by event organizer, Kelly Windle, is attached for Council review and consideration. The items that have been requested by Ms. Windle, have been organized by the appropriate departments, but charges for such items and staffing are pending Council direction.

### **OPTIONS AND DISCUSSION:**

- 1. Approve the in-kind municipal support for the Garden Party Christmas Market as requested – recommended.**
- 2. Do not approve the support as requested – not recommended.**

**FINANCIAL ANALYSIS:**

The cost for two part-time Facility Attendants for the requested 10-hour shift of 7:00 am until 5:00 pm, is approximately \$340. The regular rental fees for the number of tables and chairs requested, including delivery and HST, is \$158.20. Vehicle maintenance and fuel is already included in the departmental budget.

There is no charge for the provision of additional waste containers. Compensation for Recreation & Culture Dept. staff for preparation of the items requested, is already included in the departmental budget, as the preparation time will take place inside of regular operational hours.

Therefore, the total financial impact of the items identified in the Special Events Request Form is approximately \$500.

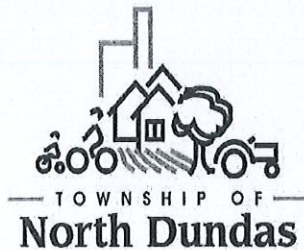
**OTHERS CONSULTED:**

Facilities Lead Hand  
Recreation Coordinator

**ATTACHMENTS:**

Special Events Request Form: Garden Party Christmas Market





## Special Event Request Form

1. Committee name: Garden Party Market  
Planted Arrow
2. List of committee members & titles:  
Kelly Windle  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Main contact individual:  
i. Name: Kelly Windle  
ii. Phone(s): 613-774-3825  
iii. Email: info@theplantedarrow.com
4. Event name: Garden Party Christmas Market
5. Event date(s): Nov 13th  
\_\_\_\_\_
6. Event location(s): Main @ St Lawrence  
Sweet Corner Park Area.
7. Does your event meet the following criteria?
- a) Takes place in North Dundas ☒ Yes ☐ No
- b) Takes place in a public space or on municipal property ☒ Yes ☐ No



c) Is open to the public, with high community participation anticipated

(e.g. 200+ attendees)

☒ Yes

☐ No

d) Is run by a North Dundas based, not-for-profit, volunteer committee

☐ Yes

☒ No

e) Will have a positive impact on the North Dundas economy and indented image

☒ Yes

☐ No

8. Please provide a brief description of the event(s):

Christmas Market

over 75+ vendor - artisans, makers, small businesses sell products

Music in the Park w 2 local artists for guests to enjoy

Santa - socially distanced photo ~~st~~ opportunity + Reading Stories.

In participation with Shop Crawl to encourage business networking and bringing Winchester a unique shopping experience

9. Items & in-kind support being requested (e.g. tables, chairs, garbage & recycling containers, stage, staffing, road barricades/pylons, etc.). Please list item name and quantity. If requesting staff support, please include dates & responsibilities/requirements.

a) tables x 15

b) chairs x 40



- main + Louise x 4    St Lawrence + Caleb x 4  
- main + Albert x 4    @ Legin x 2
- c) road barricades x 15
  - d) garbage/recycling x 5
  - e) Staff x 2 - help w tents, tables, chairs, vendors
  - f) electrical pannel @ Sweet corner park open
  - g) \_\_\_\_\_
  - h) \_\_\_\_\_
  - i) \_\_\_\_\_
  - j) \_\_\_\_\_
  - k) \_\_\_\_\_
  - l) \_\_\_\_\_
  - m) \_\_\_\_\_
  - n) \_\_\_\_\_
  - o) \_\_\_\_\_
  - p) \_\_\_\_\_
  - q) \_\_\_\_\_

\*\*\*\*\* Township of North Dundas to fill-out this section \*\*\*\*\*

Date of Council meeting: \_\_\_\_\_

Request:    Carried \_\_\_\_\_    Deferred \_\_\_\_\_    Denied \_\_\_\_\_    Amended \_\_\_\_\_

Council Resolution #: \_\_\_\_\_



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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Tender No. PW: 2021-07 Bridge and Culvert Replacements**

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**RECOMMENDATION:**

**THAT Council approve the award of portions of Request for Proposal No. 2021-07 for Engineering Services for Bridges and Culvert Replacements to Jacobs Consultancy Canada Inc. in the amount of \$279,242; AND THAT Council approve budget amendment #2021-28.**

**BACKGROUND:**

The 2020 OSIM Bridge Inspection and Needs Study completed by TSI Inc. recommended replacement of two bridges, the Cayer Road & Annable Creek bridge and the Nation Valley Road & Barkley Creek bridge. The study report provided Bridge Condition Index (BCI), which begins at 100 when the bridge is in new condition and falls as the elements become in poor condition, for these bridges at 36.24 and 44.32 respectively, well below the BCI of any of our other bridges.

On September 29, 2021 the Township published a Request for Proposal that invited proposals for the engineering design, tender document preparation, contract administration and overall project management for the following bridge and culvert projects:

**a) Cayer Road Bridge**



Cayer Rd &  
Annable Creek



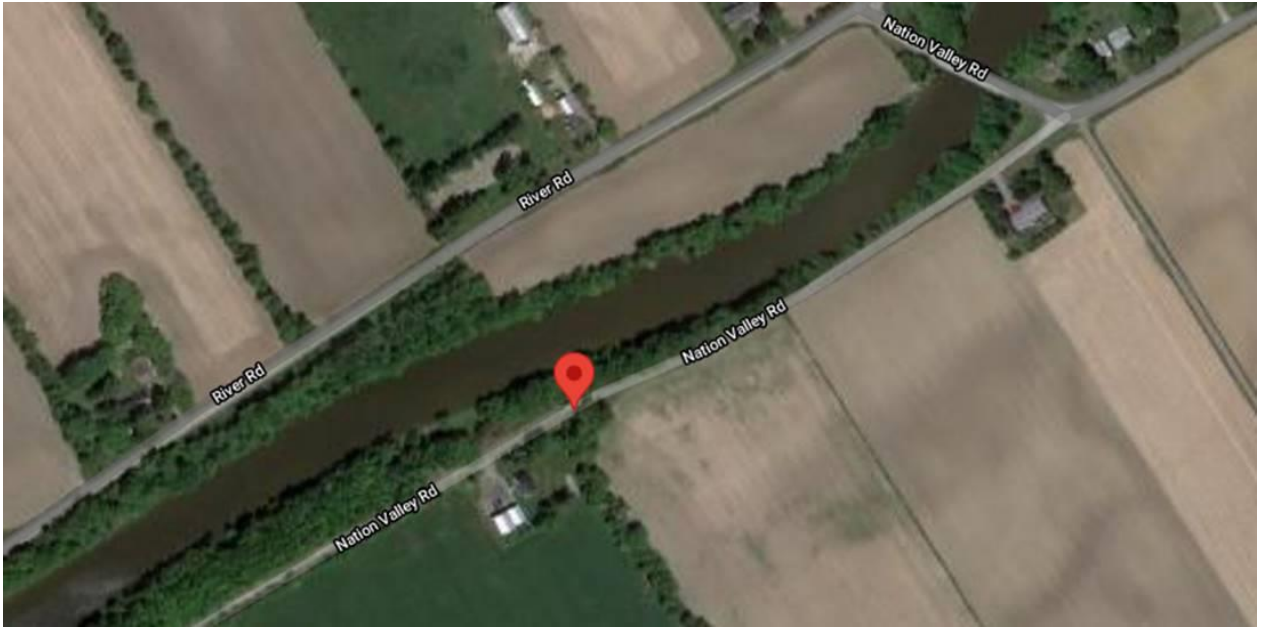
Location of Cayer Road Bridge

**b) Nation Valley Road Bridge**



Nation Valley Rd &  
Barkley Creek





c) Marionville Road Culvert



SDG County Manager of Infrastructure, Mike Jans and Director of Transportation, Ben deHaan provided extensive assistance in responding to inquiries from potential respondents in the RFP phase. We received four submissions by the deadline of October 26, 2021 from the following companies: Morrison Hershfield Limited, Jacobs Consultancy Canada Inc., Greer Galloway Group and TSI Inc. The technical and financial submissions were graded by the SDG staff mentioned above and the resulting recommendation was to award the project to Jacobs Consultancy Canada Inc. who received the highest score. Township staff concur with this recommendation. The total bid price submitted by Jacobs is \$319,995.

<b>Jacobs Consultancy Canada Inc.</b>	Cayer Road Bridge	Nation Valley Bridge	Marionville Culvert
Detailed design and tender	\$88,031	\$92,351	\$22,833
Contract Administration and Site inspection	\$49,430	\$49,430	\$17,920
Total	\$137,461	\$141,781	\$40,753

In reviewing the proposals, it was determined that we are able to follow our usual procedure for culvert replacements for the Marionville culvert and work directly with a contractor to complete this project. It is therefore recommended that the Marionville culvert portion of the project not be awarded. We will tender for the construction of that project in 2022. If we remove the Marionville culvert portions of the proposal, the total award will be in the amount of \$279,242.

The contract administration and site inspection were provisional items that can be included or deleted from the total project award. It is recommended that this component be awarded if the bridge construction is going to proceed in 2022. We do not have in-house staff to complete inspections during construction and we want to ensure that we get high quality results for the investment that we are making in the bridge infrastructure.

An added benefit of engaging the services of Jacobs is that they have been retained by SDG to complete the East Castor River Bridge rehabilitation next summer. If we can co-ordinate the timing, the tender for our bridges could be combined with the tender for the SDG bridge to realize efficiencies. Work could be coordinated between the Easter Castor River Bridge and the Cayer Road Bridge, which are in the same area, to also maximize efficiencies.

## **FINANCIAL ANALYSIS:**

Work will start in 2021, but will not be completed until 2022, therefore the expense will be split between two years. Based on the proposed schedule submitted by Jacobs, it is expected that the costs incurred in 2021 will be approximately \$55,000.

\$40,000 was included in the 2021 budget for design of the Nation Valley Bridge. The \$15,000 shortfall can be financed as follows: Rodney Lane Culvert reserve \$8,522 and Bridge Inspections \$6,478. The related budget amendment is attached. The balance of the work that is included in the proposal, in the amount of \$224,242, will take place in 2022 and will therefore be included in the 2022 budget.

The engineers will be providing a construction cost estimate with their design. According to the bridge inspections and resulting OSIM report that was completed in February 2021, the estimated replacement cost, not including engineering and contract administration, of the Cayer Road bridge is \$972,560 and the Nation Valley Bridge is \$940,000, for a combined estimated construction cost of \$1,912,560. This amount will be included in the draft 2022 budget.

**OPTIONS AND DISCUSSION:**

1. **Approve the award** - recommended. This will provide the engineering component required to replace the two North Dundas bridges that were recommended in the 2020 Inspection and Study report.
2. **Do not approve the award** - not recommended. Replacement of these two bridges was recommended. The Township could be exposed to liability if the work is not completed.

**OTHERS CONSULTED:**

Mike Jans, SDG Manager of Infrastructure  
Ben deHann, SDG Director of Transportation  
Jamie Cheney, North Dundas Patrol Supervisor

**ATTACHMENTS:**

**Budget Amendment #2021-28**

**Prepared By:**

Angela Rutley, CAO

**Township of North Dundas**  
**Addendum to Budget Resolution - November 9, 2021**

**Budget Amendment - 2021-28 - Transportation Services**

<b>Project</b>	<b>Account No.</b>	<b>2021 Original Budget</b>	<b>Revised Budget</b>	<b>Budget Amend- ment</b>
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**Costs**

Bridge Design - Future Design Works	1-5-3011-8003	40,000	55,000	15,000
		<b>\$ 40,000</b>	<b>\$ 55,000</b>	<b>\$ 15,000</b>

**Financing**

Transfer from Reserves - Bridge Inspections (1-3-2000-8114)	1-4-3000-9002	40,000	40,000	-
Transfer from Reserves - Rodney Lane Culvert (1-3-2000-8110)	1-4-3000-9002	-	8,522	8,522
Bridge Inspections	1-5-3011-4010	6,478	-	6,478
		<b>\$ 46,478</b>	<b>\$ 48,522</b>	<b>\$ 15,000</b>



## **ACTION REQUEST – BY-LAW**

Finance

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: By-law No. 2021-76 Infrastructure Ontario Loans Amendment**

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### **RECOMMENDATION:**

**THAT By-law No. 2021-76, as amended, being a By-law to approve the submission of an application to Ontario Infrastructure and Lands Corporation (“OILC”) for the long-term financing of certain capital works of the Township of North Dundas be read and passed in Open Council, signed and sealed this 9<sup>th</sup> day of November, 2021; AND THAT Council authorize the entering into of a rate offer letter agreement pursuant to which the Municipality will issue debentures to OILC.**

### **BACKGROUND:**

On October 26<sup>th</sup>, 2021, Council passed By-law No. 2021-76, a By-law to allow the Municipality to apply for a \$2,000,000 loan with the Ontario Infrastructure and Lands Corporation. When By-law 2021-76 was sent to OILC, they requested this By-law be amended to reflect that OILC will provide a rate offer letter agreement to the Municipality, at least five (5) business days prior to the passing of a debenture by-law. The following was added to the revised By-law attached:

**AND WHEREAS** at least five (5) business days prior to the passing of the debenture by-law in connection with the issue of Debentures as defined below, OILC will provide the Municipality with a rate offer letter agreement substantially in the form as provided to the Municipality on or prior to the date of this By-law (the “**Rate Offer Letter Agreement**”);

### **OPTIONS AND DISCUSSION:**

- 1. Adopt the by-law as amended** - recommended.
- 2. Do not adopt the by-law as amended** - not recommended as the Township will be required to find financing for the \$2,000,000 from other sources.

### **FINANCIAL ANALYSIS:**

The Annual Debt Repayment Limit for the Municipality, based on information reported to the Province of Ontario for 2020, has been calculated by the Ministry of Municipal Affairs and Housing to be \$2,635,088. Therefore, the loan that has been applied for does not exceed the Municipality’s repayment limit.

The Ontario Infrastructure loan is a serial 10-year loan with an interest rate of 2.20%. We will be repaying this loan through revenue generated from future taxation.

**OTHERS CONSULTED:**

Infrastructure Ontario

**ATTACHMENTS:**

Draft Amended By-law No. 2021-76



# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BY-LAW NO. 2021-76

***Being a By-law to approve the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for the long-term financing of certain capital works of the Township of North Dundas; and to authorize the entering into of a rate offer letter agreement pursuant to which the Municipality will issue debentures to OILC.***

**WHEREAS** the *Municipal Act, 2001* (Ontario), as amended, (the "**Act**") provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** the Council of the Municipality has passed the by-law(s) enumerated in column (1) of Schedule "A" attached hereto and forming part of this By-law ("**Schedule "A"**") authorizing the capital works described in column (2) of Schedule "A" ("**Capital Works**") in the amount of the respective estimated expenditure set out in column (3) of Schedule "A", subject in each case to approval by OILC of the long-term financing for such Capital Works requested by the Municipality in the Application as hereinafter defined;

**AND WHEREAS** before the Council of the Municipality approved the Capital Works in accordance with section 4 of Ontario Regulation 403/02 (the "**Regulation**"), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "**Updated Limit**"), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule "A" (the "**Authorized Expenditure**" for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Local Planning Appeal Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Municipality;

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

**AND WHEREAS** the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

**AND WHEREAS** OILC has invited Ontario municipalities desirous of obtaining long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

**AND WHEREAS** the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be to request financing for the Capital Works by way of long-term borrowing through the issue of debentures to OILC, substantially in the form of Schedule “B” hereto and forming part of this By-law (the “**Application**”);

**AND WHEREAS** at least five (5) business days prior to the passing of the debenture by-law in connection with the issue of Debentures as defined below, OILC will provide the Municipality with a rate offer letter agreement substantially in the form as provided to the Municipality on or prior to the date of this By-law (the “**Rate Offer Letter Agreement**”);

**AND WHEREAS** OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be.

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

- 1.0** The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer, or the CAO in the absence of the Treasurer, of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the long-term financing of the Capital Works in the maximum principal amount of \$2,000,000, with such changes thereon as such authorized official may hereafter, approve such execution and delivery to be conclusive evidence of such approval.
- 2.0** The Mayor and the Treasurer, or the CAO in the absence of the Treasurer, are hereby authorized to execute and deliver for and on behalf of the Municipality the Rate Offer Letter Agreement under the authority of this By-law in respect of the Capital Works on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
- 3.0** The Subject to the terms and conditions of the Rate Offer Letter Agreement, the Mayor and the Treasurer, or the CAO in the absence of the Treasurer, are hereby authorized to long-term borrow for the Capital Works and to issue debentures to OILC on the terms and conditions provided in the Rate Offer Letter Agreement (the “**Debentures**”); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized

Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.

**4.0** In accordance with the provisions of section 25 of the Ontario Infrastructure and Lands Corporation Act, 2011, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures (the "Obligations") and to pay such amounts to OILC from the Consolidated Revenue Fund

**5.0** For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Debentures issued pursuant to the Rate Offer Letter Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.

**6.0**

6.1 The Mayor and the Treasurer, or the CAO in the absence of the Treasurer, are hereby authorized to execute and deliver the Rate Offer Letter Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the terms and conditions that apply to the Municipality as set out in the Rate Offer Letter Agreement and to perform the Obligations of the Municipality under the Debentures, and the Treasurer, or the CAO in the absence of the Treasurer, is authorized to affix the Municipality's municipal seal to any such documents and papers.

6.2 The money realized in respect of the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.

**7.0** This By-law takes effect on the day of its passing.

**READ and passed in Open Council, signed and sealed this 26th day of October, 2021.**

**As Amended, November 9<sup>th</sup>, 2021.**

---

MAYOR

---

CLERK

**Schedule "A"**  
**By-Law No. 2021-76**  
**(Capital Works)**

(1)	(2)	(3)	(4)
<b><u>By-Law Number</u></b>	<b><u>Description of Capital Work</u></b>	<b><u>Estimated Expenditure</u></b>	<b><u>Loan Amount</u></b>
2021-24	Resurfacing stretches of roadway on 15 Municipal roads from LCB (tar and chip) to HCB (asphalt). These roads consisted of Nesbitt Road, Forward Road, Nation Valley Road, Kerr's Ridge Road, Levere Road, Cameron Road, Silver Fox Crescent, Wincrest Industrial Avenue, St. John Street, Sandy Row, Clarence Street, Christina Crescent, Loughlin Ridge Road, Clark Road, and Crump Road.	\$3,450,000	\$1,600,000
2021-24	Repairs and upgrades to guiderails at 19 locations within the Township.	\$400,000	\$400,000

## Schedule "B"

### By-Law No. 2021-76



#### Webloans Loan Application PDF

Application for North Dundas, The Corporation Of The Township Of

#### Projects

SIT ID	Project ID	Project Name	Construction/Purchase Start	Construction/Purchase End	Project Cost	OILC Loan Amount
1	0	Capital Roadways and Guiderails Improvement	06/04/2021	10/05/2021	\$3,850,000.00	2,000,000.00

#### Details of Project Capital Roadways and Guiderails Improvement

Project Category Municipal Roads Infrastructure

Project Name Capital Roadways and Guiderails Improvement

Construction/Purchase Start 06/04/2021

Construction/Purchase End 10/05/2021

Energy Conservation ☐

Project Address 1 636 St. Lawrence Street

Project Address 2

City / Town Winchester

Province ON

Postal Code K0C 2K0

Description The Capital Roadways Improvement project consisted of changing numerous roads from LCB (chip and tar) to HCB (asphalt), and repairs and upgrades to guidrails at 19 locations within the Township. The roads that were improved under this project are: Nesbitt Road, Forward Road, Nation Valley Road, Kerrs Ridge Road, Levere Road, Cameron Road, Silver Fox Crescent, Wincrest Industrial Avenue, St. John Street, Sandy Row, Clarence Street, Christina Crescent, Loughlin Ridge Road, Clark Road, and Crump Road.

Comments and/or Special  
Requests

Project Life Span (Years) 30

#### Project Financial Information

Project Cost (A)

\$3,850,000.00

**Other Project Funding / Financing (B):**

Description	Timing	Amount
Reserves	Existing	\$299,326.00
Senior Grants	Existing	\$274,880.00
Donations	Expected	\$330,000.00
Gas Tax	Existing	\$357,684.00
Development Charges	Existing	\$270,000.00
Taxation Revenue	Expected	\$318,110.00
<b>Other Project Funding/Financing Total (B)</b>		<b>\$1,850,000.00</b>
<b>OILC Loan Amount (A-B)</b>		<b>\$2,000,000.00</b>

Only include long-term borrowing in this section. If you anticipate that you will require short-term financing during the construction phase of the project, the information will be gathered as part of the Financing Agreement.

Required Date	Amount	Term	Type
12/15/2021	\$2,000,000.00	10	Serial
<b>Long-term Borrowing Total</b>	<b>\$2,000,000.00</b>		

**Debt and Re-payments Summary**

Has there been any new/undisclosed debt acquired since last FIR was submitted? ☐ Yes ☒ No

Please describe any re-financing plans for any existing "interest only" debt, if applicable.

**Non Re-payments of Loans or Debenture**

In the last 10 years, has the borrower ever failed to make a loan payment or debenture repayment on time to any lender, including the Provincial Government?

If yes, please provide details.

**OILC Loan Repayment Information**

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

Taxation	100.00
User Fees	0.00
Service Charges	0.00
Development Charges	0.00
Connection Fees	0.00
Repayment Subsidies	0.00
Other	
Total	100.00%

## Documentation and Acknowledgements

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

☒ I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

**Please note: OILC retains the right to request and review any additional information or documents at its discretion.**

### **Confidential Information**

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.

## Infrastructure Ontario

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: By-law No. 2021-78 Part Lot Control Vriend Construction**

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**RECOMMENDATION:**

**THAT By-law No. 2021-78 being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 9<sup>th</sup> day of November, 2021.**

**BACKGROUND:**

The applicant, Vriend Construction Ltd., wishes to exempt Part of Block J within Registered 34, being Parts 1 and 2 on Plan 8R-5814 from Part Lot Control to divide the existing lot into 2 lots to permit the individual sale of semi-detached dwellings.

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

Section 50-Planning Act R.S.O 1990

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



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

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



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

**BY-LAW No. 2021-78**

**EXPLANATORY NOTE**

***Purpose and Effect of the By-law***

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The Township of North Dundas has received a site-specific application to exempt Part of Block J, Plan #34, former Village of Winchester, now the Township of North Dundas, being Parts 1 and 2 on Reference Plan 8R5814 from Part Lot Control.

The areas affected by this By-law are described as Part 1 and Part 2 within Reference Plan 8R-5814, in the former Village of Winchester, now the Township of North Dundas.

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

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

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**APPLICANT:**

Vriend Construction Ltd.  
2066 Stagecoach Road  
Greely, ON  
K4P 1M1

Affected Parcels:  
Roll Number: 0511-018-003-76200  
PIN: 661500211

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**BY-LAW No. 2021-78**

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

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

**AND WHEREAS** the Council of The Corporation of the Township of North Dundas deems it advisable to exempt Part of Block J, Registered Plan #34, being Parts 1 and 2 on Reference Plan No. 8R-5814 in the former Village of Winchester, now the Township of North Dundas, County of Dundas, from Part Lot Control to permit the splitting and sale of a semi-detached dwellings, together with, and subject to any easements for access and maintenance.

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

- 1.0** Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, as amended, shall not apply to exempt Part of Block J, Registered Plan #34, being Parts 1 and 2 on Reference Plan No. 8R-5814 (PIN# 661500211) in the former Village of Winchester, now the Township of North Dundas.
- 2.0** This By-law shall be effective only to the extent necessary to permit:
  - 2.1 The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged;
  - 2.2 Individual dwelling units, together with their appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
  - 2.3 Any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit.
- 3.0** No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this By-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, as amended.
- 4.0** This By-law shall come into force upon approval and shall expire on November 9<sup>th</sup>, 2022, unless the Council of The Corporation of The Township of North Dundas has provided an extension by amendment to this By-law prior to its expiry.

**READ and passed in Open Council, signed and sealed this 9<sup>th</sup> day of November, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



## **ACTION REQUEST – BY-LAW**

Recreation & Culture

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: By-law No. 2021-80 ICIP Local Government Intake**

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### **RECOMMENDATION:**

**THAT By-law No. 2021-80, being a By-law to Authorize a Transfer Payment Agreement under the Investing in Canada Infrastructure Program: COVID Stream – Local Government Intake, be read and passed in Open Council this 9<sup>th</sup> day of November, 2021; AND THAT the Mayor and Clerk be authorized to execute this agreement.**

### **BACKGROUND:**

In 2020, staff completed an application for project funding under the ICIP: COVID Stream – Local Government Intake. We were successful in receiving funding approval for \$100,000 to assist with four Recreation & Culture Department capital projects. The Federal funding for this grant is 80% of total eligible costs and the Province is providing funding for the other 20%.

The four projects that were approved for funding include:

1. Purchase and installation of a pool lift for the Chesterville Public Pool.
2. Purchase and installation of three AODA compliant playground components, which will be for the 100 Club Park in Winchester, the Rick Cauvier Memorial Park in South Mountain, and the Morewood Community Park.
3. Replacement of 34 lights and mounting brackets for the ball field in Chesterville.
4. Restoration of the Chesterville tennis courts, including resurfacing of the courts, replacement of the perimeter lights, and replacement of a section of fence.

The Transfer Payment Agreement (TPA) is a standard practice for government grants. It provides the necessary documents to be signed, which bind all parties during the term of the project. The TPA requires an accompanying by-law.

### **OPTIONS AND DISCUSSION:**

1. **Approve By-law No. 2021-80 and authorize the Mayor and Clerk to execute the Transfer Payment Agreement - recommended.**

2. **Do not approve the recommendation, therefore declining the \$100,000 in government funding** - not recommended.

**FINANCIAL ANALYSIS:**

During the September 14<sup>th</sup>, 2021 Council meeting, Council approved Budget Amendment #2021-20 for the acquisition of \$100,000 in grant funding through the ICIP: COVID Stream – Local Government Intake and also approved the reallocation of 2021 funds to support additional project costs.

**OTHERS CONSULTED:**

Deputy Clerk

**ATTACHMENTS:**

Draft By-law No. 2021-80

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BY-LAW NO. 2021-80

***Being a By-law of the Township of North Dundas to Authorize a Transfer Payment Agreement under the Investing in Canada Infrastructure Program: COVID Stream – Local Government Intake.***

**WHEREAS** Section 5(1) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation shall be exercised by its Council;

**AND WHEREAS** Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that the powers of the Corporation of the Township of North Dundas shall be exercised by by-law;

**1.0 AND WHEREAS** the Township of North Dundas wishes to enter into an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Infrastructure to receive funding under the Investing in Canada Infrastructure Program: COVID Stream – Local Government Intake.

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

**2.0** That the Township of North Dundas enter into an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Infrastructure to receive funding under the Investing in Canada Infrastructure Program: COVID Stream – Local Government Intake.

**3.0** That the Mayor and Clerk are hereby authorized to execute any documents necessary to complete the Transfer Payment Agreement.

**4.0** Any other by-laws inconsistent with this by-law are hereby repealed.

**READ and passed in Open Council, signed and sealed this 9<sup>th</sup> day of November, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

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

**BY- LAW NO. 2021-71**

***Being a By-law to adopt a COVID-19 Vaccination Policy for the Corporation of the Township of North Dundas.***

**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 Eastern Ontario Health Unit strongly recommends all employers to implement an employee vaccination policy to protect their workforce and to ensure the continuity of operations;

**AND WHEREAS** the Council of the Township of North Dundas is desirous of adopting a COVID-19 Vaccination Policy for the Corporation of the Township of North Dundas.

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

- 1.0 THAT the Township of North Dundas COVID-19 Vaccination Policy, attached hereto as Appendix A and forming part of this By-law, be adopted.
- 2.0 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 18th day of October, 2021.

**Appendix A - amended, November 9, 2021**

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MAYOR

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CLERK





## **ACTION REQUEST – BY-LAW**

Chief Administrative Officer

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Amend By-law No. 2021-71**

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### **RECOMMENDATION:**

**THAT Council approve By-law No. 2021-71, as amended.**

On October 12, 2021 Council approved By-law No. 2021-71, being a By-law to adopt a COVID-19 Vaccination Policy for the Township. The Township's Policy # 91-2001 – Mandatory Vaccination Verification Policy (Appendix A) is part of this By-law and has been updated to reflect the following changes:

- 1<sup>st</sup> dose of vaccination was mandatory effective November 1<sup>st</sup>. The requirement for testing for individuals who are partially, but not fully vaccinated effective November 1<sup>st</sup> has been removed.
- Testing requirements for individuals not vaccinated and requiring accommodation has been amended. The Township will provide tests to individuals requiring accommodation. The previous policy required individuals to cover the costs of these tests.
- An Employee Disclosure Form has been added to the Policy. Employees are required to submit this form along with their proof of vaccination.

### **OPTIONS AND DISCUSSION:**

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

### **FINANCIAL ANALYSIS:**

The Township has received rapid antigen tests at no cost through the Provincial screening program, sufficient to meet our testing needs, thus there is no financial impact on the Township.

### **ATTACHMENTS:**

Amended Appendix A to By-Law No. 2021-71.

<b>POLICY MANUAL</b>	Policy No. 91 -2021
Township of North Dundas	Effective Date: October 18, 2021
Subject: – COVID-19 Vaccination Policy (amended – Nov 9, 2021)	

## Policy Statement

The Township of North Dundas (the “**Township**”) is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazards of COVID-19. This mandatory workplace vaccination verification policy is an important measure that complements other workplace health and safety measures in place in accordance with applicable governing legislation.

This policy may be amended as new public health directives and/or provincial or federal government legislation, regulations and/or orders are formalized. Any such directives, legislation, regulations, or orders shall take precedence until such time as this policy may be amended to conform to the new requirements.

At the time this policy is being implemented, the province of Ontario is experiencing the fourth wave of the COVID-19 pandemic, driven by variants that are more transmissible and that cause more serious health issues. The province has also introduced a “vaccine passport” in recognition of the efficacy of vaccination. This policy is being implemented to ensure that all workers, including employees, volunteers, Township Council and students, take appropriate steps, including immunization and regular testing, to minimize the risk of infection and to reduce the risk of transmission to others.

## Purpose

The purpose of this policy is to mandate that all employees (full-time, part-time, casual, seasonal), Township Council, volunteer firefighters, volunteers, student placements and any other persons deemed reasonable in the circumstances (all of which are referred to hereinafter as “**workers**”), be fully vaccinated, as defined by the Ministry of Health, with an approved Health Canada or World Health Organization COVID-19 vaccine (or approved series of vaccines), and any subsequent recommended boosters as required, unless exempted as set out in this policy and accommodated under the *Human Rights Code*.

## Scope

This policy applies to all existing Township workers and is a condition of employment/engagement/appointment for all future hires/engagements/appointments while this policy

is in effect. It requires workers to be fully vaccinated from the COVID-19 virus, to receive any subsequent boosters, and requires workers to provide acceptable proof of vaccination or exemption status.

## **Policy**

The Township has a duty to ensure a safe workplace for workers and a safe environment for residents and other third parties using or accessing Township facilities and services. The Township takes this responsibility seriously and is taking every reasonable measure to keep its workers, as well as its residents, safe. The COVID-19 vaccine is the most effective way to reduce morbidity and mortality associated with this disease, as well as contain the spread of this highly transmissible virus to others. This COVID-19 vaccination policy and its implementation is intended to protect the Township's workers and residents, all of whom are interacting within the organization.

## **Proof of Vaccination**

All workers are required to provide proof of vaccination status no later than October 25<sup>th</sup>, 2021, in the form of a Ministry of Health email vaccine proof or a copy of a vaccine receipt from the Ministry of Health. Individuals with an Ontario photo health card can log into the provincial portal to download or print an electronic COVID-19 vaccine receipt (PDF) for each dose received at <https://covid19.ontariohealth.ca>.

This proof must be submitted to the CAO or his/her designate, along with a completed Employee Disclosure Form attached to this policy as Schedule A. Workers who fail to provide proof of their vaccination status by October 25<sup>th</sup>, 2021 will be considered unvaccinated for the purposes of this Policy and be subject to the actions set out in this Policy.

Workers who are not fully vaccinated but provide written proof of having received a first dose of vaccine as of November 1<sup>st</sup>, 2021 must receive a second dose of vaccine by November 30<sup>th</sup>, 2021 and provide proof of full vaccination status by no later than December 14<sup>th</sup>, 2021.

## **Accommodation**

The Township will comply with its obligations under human rights legislation to participate in accommodation discussions with individuals who advise of a substantiated, valid legal exemption under the Ontario *Human Rights Code* to receiving the COVID-19 vaccination. Workers must advise the Township of such an exemption by no later than October 25<sup>th</sup>, 2021. The Township reserves the right to request additional information or documents as required.

In the event of a request for accommodation, sufficient proof of the ground (medical/disability and/or creed) and the connection between the ground and the inability to be vaccinated must be provided.

Where the ground is medical/disability, a note must be provided by either a Physician or Nurse Practitioner that sets out:

- The name and contact information of the Physician or Nurse Practitioner;
- The logo or letterhead identifying the Physician or Nurse Practitioner;
- Confirmation that the person has a disability (but not the nature of the disability or the diagnosis);
- Confirmation that the person cannot be vaccinated against COVID-19 due to the disability; and
- The effective time period for which the disability will prevent vaccination.

Where the ground is creed, the person must identify the creed, confirm that they are an adherent of that creed, and explain how their belief system prohibits being vaccinated against COVID-19. Further information may also be required.

Where the medical exemption is time limited, Human Resources will follow up with the worker following the medical exemption's expiry to determine the worker's exemption or vaccination status.

The Township has identified medical/disability and creed but will also consider other grounds claimed under the *Human Rights Code* upon request from the affected worker and the provision of evidence appropriate in the circumstances.

It is incumbent on the worker to participate in discussions about a reasonable accommodation plan and provide information as may be required.

## **Non-Compliance & Restrictions**

Workers who:

- Do not have an exemption under this policy from vaccination and an approved accommodation plan with the Township;
- Have not submitted proof of full or 1<sup>st</sup> dose vaccination status by November 1<sup>st</sup>, 2021; or
- Have not been fully vaccinated against COVID-19 by the applicable date specified herein;

are considered to be in non-compliance with this policy and shall not be permitted to enter the workplace for any reason as of November 1<sup>st</sup>, 2021 or as soon as they become non-compliant (if later than November 1<sup>st</sup>, 2021). Such workers may elect to request vacation leave, other accrued entitlements, or a leave of absence without pay. Employees who refuse to be vaccinated as required by this Policy, for reasons other than legitimate grounds under the *Human Rights Code*, will not be accommodated and will not have the ability to work from home.

## **New Hires**

All offers of employment/engagement/appointment after October 25th, 2021 will be conditional on the individual providing proof of the following:

- Full vaccination status; or
- A substantiated, valid legal exemption under the Ontario *Human Rights Code* to receiving the COVID-19 vaccination.

Failure to do so will result in offer becoming void due to the condition not being met and the individual being unable to become employed/engaged/appointed with the Township.

## **Antigen Testing**

Beginning November 1<sup>st</sup>, 2021, workers are being accommodated under the *Human Rights Code* must complete regular Antigen Testing, at a frequency of not less than 2x/week (or such other frequency as the Township may deem appropriate), and provide verification of the negative test result to the CAO or his/her designate. A test must be taken with a negative result on the day of the worker's first attendance at the workplace in a week (Monday to Sunday). A second test must be taken, with a negative result, on the later of: (a) the third day after the first attendance; or (b) the day of the worker's next attendance at the workplace. In the case of firefighters, who may receive a fire call at any time, tests must be taken, with a negative result, on each Monday and Thursday. Unvaccinated individuals will confirm participation in this process as well as verification of negative test results, via self-attestation. Upon completion of the testing, the worker will need to disclose the test result to the CAO or designate. This Antigen Testing process will continue until the worker provides proof of full vaccination and 14 days have elapsed from the worker's final vaccination dose.

Antigen Testing kits, and applicable instructions, will be available for pickup at the Township office. It is the responsibility of the worker to ensure that they have a rapid antigen testing kit, and to confirm status when required.

The worker will need to have the test completed prior to regular hours of work and be ready to start work with the proper documentation. There will be no compensation provided to the individual for the time required to complete this regular testing. The individual can determine when and where to self-administer the testing at their discretion provided it meets the frequency requirements set by the Township.

## **Mandatory COVID-19 Vaccination Education**

To ensure that all workers subject to this policy are adequately educated about COVID-19 and the COVID-19 vaccines, any unvaccinated workers (including those with a valid medical exemption and those who do not disclose their vaccination status by October 25<sup>th</sup>, 2021), must complete a mandatory COVID-19 vaccination education program that has been approved by the Township on the risks of being unvaccinated

in the workplace, by October 29<sup>th</sup>, 2021.

## **Employee Support**

High vaccination rates against COVID-19 are effective in reducing the spread of COVID-19. The Township supports workers in becoming fully vaccinated against COVID-19 by providing:

- Paid sick leave for all regular full-time employees for COVID-19-related absences as per Township policies;
- Where operationally feasible, reasonable arrangements to allow for employees to attend COVID-19 vaccination clinics during work time; and
- Allotted work hours to complete education sessions on how COVID-19 vaccines work and their benefits, vaccine safety, the risks of not being vaccinated and the possible side effects of the vaccine

## **Continued compliance with health and safety control**

All workers must continue to use personal protective equipment and abide by the Township's health and safety protocols whether they have been vaccinated against COVID-19 or not. This includes complying with infection prevention and control practices, such as handwashing and sanitizing, wearing a mask, and informing management if they experience any symptoms related to COVID-19. Unvaccinated individuals may be required to adhere to additional safety precautions.

## **Responsibilities**

### **Employer is responsible for:**

- Ensuring proper application of this policy.
- Ensuring information and resources promoting the importance of being vaccinated and following current health and safety protocols to prevent the spread of COVID-19 are provided to employees.
- Ensuring employee vaccination status information is collected, maintained and disclosed in accordance with this policy and privacy legislation.
- Ensuring that employees who are not fully vaccinated have provided required proof of exemption or have completed the mandatory COVID-19 educational course.
- Ensuring follow-up with employees who have provided a medical exemption that is time limited.
- Accommodating employees who are legally entitled to accommodation with the employer's obligation to comply with exemptions protected by the *Ontario Human Rights Code*.

**Directors/Supervisors are responsible for:**

- Reviewing and managing accommodation requests, in consultation with Human Resources.
- Ensuring that for new hires the condition requiring vaccination or exemption is satisfied prior to the individual working for the Township.
- In outbreak situations, ensuring that non-vaccinated employees are not assigned work in situations where transmission is likely.
- Providing employees and students with access to information about COVID-19 health and safety protocols and COVID-19 vaccines.
- Ensuring employees are following health and safety protocols including being vaccinated against COVID-19.

**CAO or designate is responsible for:**

- Collecting and maintaining vaccination status information.
- Ensuring COVID-19 education course is available to employees.
- Providing guidance and support to managers and supervisors to assist with developing and managing employee accommodation plans.
- Ensuring all future hires are aware of and meet the requirements of this policy.

**Workers are responsible for:**

- Providing proof of COVID-19 vaccination status.
- Providing proof of legitimate exemption if they are not fully vaccinated.
- Completing the mandatory COVID-19 educational course if proof of vaccination was not provided.
- Advising their director or supervisor of the need for accommodation and providing supporting documentation or information as may be required.
- Educating themselves about COVID-19 and COVID-19 vaccinations.
- Continuing to follow health and safety protocols to prevent the spread of COVID-19 before and after vaccination.
- Maintaining their vaccination status including obtaining boosters as they are required and providing proof of full vaccination in accordance with this policy.

**Privacy and Confidentiality**

All information pertaining to vaccination status and any request for accommodation will be treated as confidential by the Township. All collection, use and disclosure of such information will be limited to the purposes of this policy, including implementation and compliance, and as otherwise required by law. The information will be kept in a secure location and will be destroyed when it is no longer needed.

## **Monitoring and Compliance**

Any breaches of this Policy, including dishonesty regarding vaccination status or test results will result in disciplinary action up to and including termination of employment.

## **Authority and Related Policies**

Ontario *Human Rights Code*, Health and Safety Policy

## **Definitions**

### **Antigen Testing:**

Antigen based tests detect specific proteins on the surface of the virus. These are often called rapid tests, as they typically provide results in less than an hour.

### **COVID-19:**

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) virus. It can be characterized by fever, cough, shortness of breath and a number of other symptoms.

### **Workers:**

Individuals who perform work for/with the Township. For the purpose of this policy, this shall include: employees (full-time, part-time, casual, contract seasonal, volunteer firefighters), Township Council, volunteers, and student placements.

### **Full Vaccination:**

Individuals will be deemed to have been fully vaccinated if they have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g. two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and 14 days have elapsed from the final dose.

### **Ontario *Human Rights Code*:**

The Ontario *Human Rights Code* prohibits differential treatment with respect to employment on the basis of certain enumerated grounds, including disability and creed (commonly referred to as “religion”), and requires accommodation to the point of undue hardship.

## **Contact**

For more information on this policy, please contact the Chief Administrative Officer.



## Resources:

### **COVID-19**

- Government of Canada – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Public Health Ontario – <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>
- World Health Organization – [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)
- Centers for Disease Control and Prevention – <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html>
- Government of Ontario – [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/vaccination\\_policy\\_in\\_health\\_settings.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/vaccination_policy_in_health_settings.pdf)

### **Immunization**

- Government of Canada's *Canadian Immunization Guide* – <https://www.canada.ca/en/public-health/services/canadian-immunization-guide.html>
- Government of Canada's *National Advisory Committee on Immunization (Statements & Publications)* – <https://www.canada.ca/en/public-health/services/immunization/national-advisory-committee-on-immunization-naci.html>
- Government of Canada's *Vaccine Safety in Canada* – <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/healthy-living/immunization-vaccine/vaccine-safety-poster-eng.pdf>
- Government of Canada's *Approved COVID-19 Vaccines* – <https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/drugs-vaccines-treatments/vaccines.html>
- Ottawa Public Health's *COVID-19 Vaccination in Ottawa* – <https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-vaccine.aspx>

## Schedule A (Policy 91-2021)

### COVID-19 Vaccination Employee Disclosure

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Current Status (Please check off the applicable box, complete the information below, and attach a copy of the required supporting documentation):

**A. ☐ I confirm that as of the time of completing this form, I have received all required doses of a COVID-19 Vaccine. I have received one dose of a COVID-19 Vaccine on \_\_\_\_\_, 2021, and I have received a second dose of a COVID-19 Vaccine on \_\_\_\_\_, 2021. Proof of my vaccinations is enclosed.**

**B. ☐ I confirm that as of the time of completing this form, I have not yet received all required doses of a COVID-19 Vaccine. I have received one dose of a COVID-19 Vaccine on \_\_\_\_\_, 2021. Proof of my first vaccination is enclosed.**

**C. ☐ I confirm that as of the time of completing this form, I have not received any doses of a COVID-19 Vaccine OR I am not disclosing my vaccination status.**

Confirmation of Reason (Completion required for anyone who has not checked off Box A or B above):

As I have indicated in the section above that I have not received all required doses of a COVID-19 Vaccine or have chosen not to disclose my vaccination status, I also confirm that my reason(s) for not having received all required doses of the COVID-19 Vaccine or not disclosing my status is fully described in the space provided below.

For example, if I intend to receive all required doses of a COVID-19 Vaccine, but I have not yet for any reason related to difficulty in access, including that I have not been able to get or attend all the necessary appointments, then I will provide that information below, along with any dates I currently have scheduled to receive the dose(s) of the COVID-19 Vaccine (if applicable).

If, however, I have chosen not to or am unable to receive a COVID-19 Vaccine, then I will provide that information below along with my reasons.

I understand that if I am unable to receive the COVID-19 Vaccine for reasons related to a human rights ground under the Ontario Human Rights Code, I must explain such reasons and grounds in the space provided below (diagnosis is NOT necessary). I may provide additional pages if I need additional space. Documentation supporting my statements below is enclosed.

I understand that depending on the information provided, the Township may require further reasonable information, documentation, and/or confirmation from me and/or others to support the reason I have provided below and if applicable, to assist in efforts related to any accommodation required.

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With my signature below, I confirm that I have received, reviewed, and understand the Township's COVID-19 Vaccination Policy. I consent to the collection, use, maintenance, and disclosure of the information requested and provided as set out in the policy. I understand that it is my ongoing obligation to update the information I have provided in this form by completing and submitting a new form to the CAO or his/her designate immediately after any change in circumstance (including, but not limited to, my receiving one or two doses of the COVID-19 Vaccine) and/or in the event there is a change in the reasons I have provided for not receiving the COVID-19 Vaccine.

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Employee Signature

Please return the completed form to Clerk Jo-Anne McCaslin or email [jmccaslin@northdundas.com](mailto:jmccaslin@northdundas.com).

Contact Information:  
Angela Rutley  
Chief Administrative Officer  
Telephone: 613-774-2105 x 231  
[arutley@northdundas.com](mailto:arutley@northdundas.com)



## **ACTION REQUEST – BY-LAW**

Clerk/Deputy CAO

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: By-law No. 2021-79 – MMP Intake 2**

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### **RECOMMENDATION:**

**THAT By-law No. 2021-79, being a By-law to Authorize a Transfer Payment Agreement under the Municipal Modernization Program, Intake 2 – Implementation Stream be read and passed in Open Council this 9<sup>th</sup> day of November, 2021; AND THAT the Mayor and Clerk be authorized to execute this agreement.**

### **BACKGROUND:**

As reported in an action request on August 17, 2021, staff completed an application for project funding under the MMP Intake #2 – Implementation Stream. We were successful in receiving funding in an amount up to \$20,624 to assist with Council Meeting Digitization. Implementation must be completed by September 30, 2022. The provincial funding is for up to 75% of total eligible costs, with the Township being responsible for 25%.

Below are the three projects approved and included in the Transfer Payment Agreement:

1. Implement eScribe – Amount requested = \$8,950.  
(Township's 25% share - \$2,237.50)
2. Purchase additional Zoom licences and cloud storage to facilitate live broadcasting of council meetings and other interactions. Amount requested = \$1,566.  
(Township's 25% share = \$391.5)
3. Implementing an electronic document management system (e.g., FileHold, Efile Cabinet, Optix). Amount requested = \$16,983.  
(Township's 25% share = \$4,920.75)

The Transfer Payment Agreement (TPA), is a standard practice and provides the necessary documents to be signed to bind all parties during the term of the project. The TPA requires an accompanying by-law

### **OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

We have purchased and implemented eScribe. We combined our purchase and training with the Counties so we received a lower price than applied for in the grant. Purchase price = \$7,700 (Township's share = \$1,925). There were funds available in the 2021 budget for this amount.

The Township's portion for project #2 (\$392.50) for zoom licences will be included in the 2022 budget and will be purchased in early 2022 once the existing Zoom licences expire.

Project #3 – We have included a funding request for a more robust electronic records management system under MMP Intake #3. The Counties will be issuing an RFP for this program for themselves and the lower-tier municipalities. The Township's share of this upgraded expenditure will be included in the 2022 budget.

**OTHERS CONSULTED:**

CAO

**ATTACHMENTS:**

By-law No. 2021-79

**THE CORPORATION OF THE TOWNSHIP OF NORTHDUNDAS**

**BY-LAW NO. 2021-79**

***Being a by-law to authorize a Transfer Payment Agreement between the Township of North Dundas and Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing.***

**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 bylaw;

**AND WHEREAS** the Township of North Dundas is desirous of entering into an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing to receive funding under the Municipal Modernization Program Intake 2, Implementation Stream.

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

- 1.0** That the Corporation of the Township of North Dundas enters into an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing to receive funding under the Municipal Modernization Program Intake 2, Implementation Stream.
- 2.0** That the Mayor and Clerk of the municipality are hereby authorized and directed on behalf of the Township of North Dundas to execute the Agreement attached hereto as Schedule “A” and forming part of this bylaw.
- 3.0** Any other by-laws inconsistent with this by-law are hereby repealed.

**READ and passed in Open Council, signed and sealed this 9<sup>th</sup> day of November, 2021.**

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**MAYOR**

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**CLERK**



## **KEY INFORMATION**

Economic Development & Communications

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Shop Local Initiative**

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- In an effort to support our local businesses this holiday shopping season, we are running a “Shop Locally and You Can Win” contest, which will run from November 1<sup>st</sup> – December 10<sup>th</sup>.
- There are six \$100 gift card prizes and one \$500 gift card prize that’ll be given away to randomly selected winners. The \$100 winners can select any North Dundas business from which they want the gift card. For the \$500 winner, they must select from the businesses located on the map for their gift card.
- To be entered into the draws, shoppers will have to email a purchase receipt or a selfie photo from inside a North Dundas business to [shoplocal@northdundas.com](mailto:shoplocal@northdundas.com) or post on Facebook or Instagram with the #shopnorthdundas showing their support to a local business and mentioning “Shop Local Contest Entry” in the description. Shoppers can enter the draw as many times as they wish.
- A holiday themed shopping map has been created as a starting point for holiday shopping that’ll be shared online and printed copies will be distributed to local businesses. The map details the location of several retail establishments and restaurants in North Dundas that would be the typical stops for holiday shoppers.
- Entries into the draw are not limited to the businesses shown on the map, as all businesses located in North Dundas are part of the contest.
- The contest is being promoted throughout the six-week period with Nation Valley News on their website and Facebook, and also with the North Dundas Times and the Chesterville Record in their papers and on their websites and Facebook.
- The initiative is being financially support by the North Dundas Chamber of Commerce for \$500 and the Counties SDG for \$1,500. The respective logos from each are displayed on all local media ads and on the shop local map.
- A dedicated page has been created on the Township website for this initiative that details the guidelines for the contest. We will also utilize our Facebook page to promote the contest and encourage local businesses to do the same.

- We have continued to use the “Community Strong. Shop North Dundas” logo that was created this past summer on this initiative to provide a sense of continuity in our business support initiatives.





# SHOP LOCALLY AND YOU CAN WIN!

Your chance to win  
**one** of six weekly  
**\$100 gift cards** and be  
entered to win a **\$500**  
grand prize **gift card**

## Three ways to enter:

- Email a purchase receipt\* from any North Dundas business to [shoplocal@northdundas.com](mailto:shoplocal@northdundas.com)
- Email a selfie photo from inside any North Dundas business to [shoplocal@northdundas.com](mailto:shoplocal@northdundas.com)
- Post on Facebook or Instagram with the **#shopnorthdundas** showing your support to North Dundas businesses, including the text "Shop Local Contest Entry" in the description.

For full contest details: [northdundas.com](http://northdundas.com)

Contest runs until Dec. 10th, 2021. No purchase is necessary to enter the contest. A skill testing question will be asked of the winners. \*Purchase receipts must be dated between Nov. 1 - Dec. 10, 2021.

**1 Winchester Catering & Event Centre**  
1567 County Rd 31

**2 Country Kitchen Restaurant**  
2159 County Road 31

**3 Dollarama**  
12015 Main St

**4 Pharmasave Winchester**  
12015 Main St

**5 Pet Valu**  
12015 Main St

**6 Foodland**  
12015 Main St

**7 Food Stop Winchester**  
12016 Dawley Dr

**8 Rideau Auctions Liquidation Centre**  
2250 County Rd 31

**9 Green Tech**  
2227 County Rd 31

**10 Reis Equipment**  
2265 County Rd 31

**11 Dan R Equipment**  
2301 County Rd 31

**12 Winchester Print & Stationery**  
584 Main St

**13 Napa Auto Parts Parcoll Products**  
580 Main St

**14 Main Street Clothing Company**  
513 Main St

**15 The Heritage House Health Spa**  
532 Main St

**16 Mr. Mozzarella**  
505 Main St

**17 Cedarview Builders Supply**  
453 Gladstone St

**18 Seaway Valley Pharmacy**  
507 Main St

**19 Milano Pizzeria**  
506 Main St

**20 Samantha's Emporium**  
503 Main St

**21 Iron Forge Pizza**  
500 Main St

**22 Bridals by Al-Mor**  
494 Main St

**23 Winchester Travel**  
494 Main St

**24 Simply Baked Catering**  
493 Main St

**25 Mary's Restaurant**  
513 St Lawrence St

**26 Greg's Quality Meats**  
500 Church St

**27 The Planted Arrow Flowers & Gifts**  
535 St Lawrence St

**28 Lions Thrift Store**  
541 St Lawrence St

**29 Funtastic Pools and Spas**  
495 May St

**30 Ritchie Feed & Seed**  
685 St Lawrence St

**31 Benson Auto Parts**  
655 St Lawrence St

**32 Dundas Feed & Seed**  
12270 St Lawrence St

**33 North Dundas Building Supplies**  
12642 County Rd 43

**34 Winchester BMR**  
12235 County Rd 38

**35 Country Treasures**  
12235 County Rd 38

**36 South Nation Archery Supply**  
11667 Holmes Rd

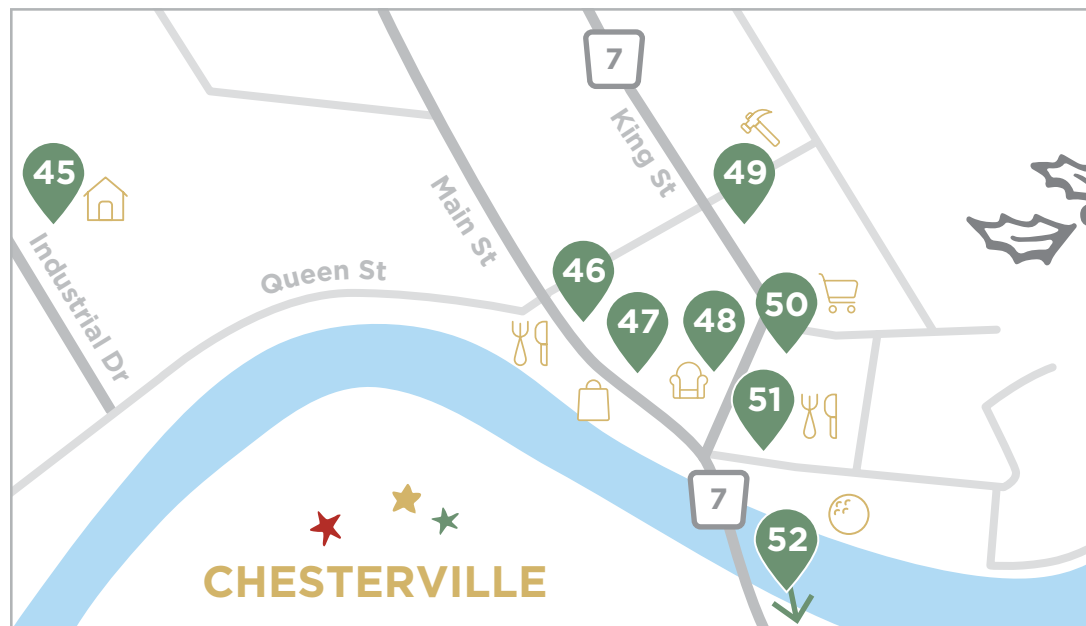
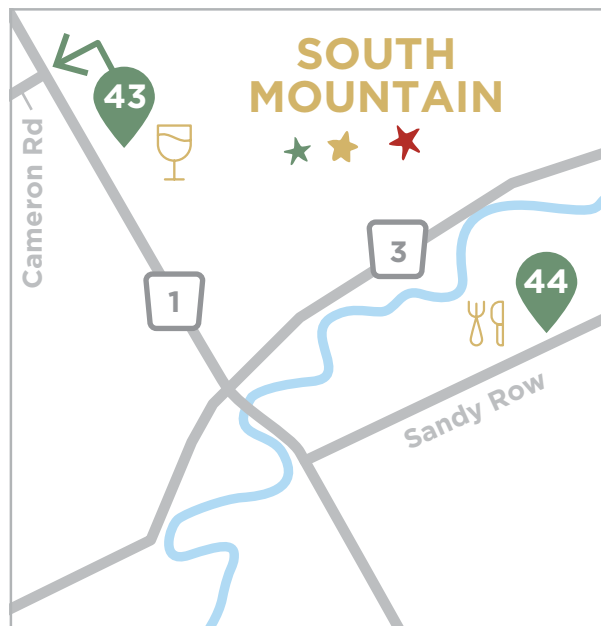
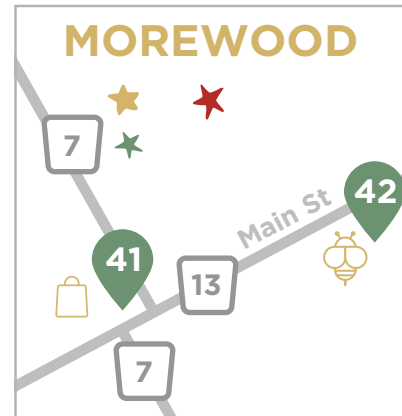
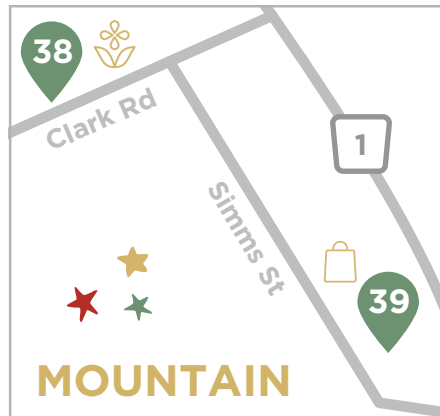
**37 Lannin Home Building Centre**  
2682 County Rd 31

# SHOP LOCALLY AND YOU CAN WIN!

Details on reverse



North Dundas  
Chamber of Commerce



- 38 K2D2 Landscaping Depot**  
10506 Clark Rd, Mountain
- 39 Mountain Treasures & HOL Boutique**  
2245 Simms St, Mountain
- 40 Loughin's Country Store**  
1738 County Rd 1, Mountain

- 41 Morewood Lucky Mart**  
98 Main St, Morewood
- 42 Smirlholm Farm Honey**  
65 Main St, Morewood
- 43 Smokie Ridge Vineyard**  
10090 Cameron Rd, Mountain

- 44 Sandy Row Restaurant & Golf Club**  
10668 Sandy Row, South Mountain
- 45 Curran Flooring Centre**  
18 Industrial Dr, Chesterville
- 46 Papa Gus Jr Pizza**  
25 Main St, Chesterville

- 47 Chesterville PharmaChoice**  
21 Main St, Chesterville
- 48 Boucher's Upholstery**  
18 King St, Chesterville
- 49 Cotnam Ace Hardware**  
33 King St, Chesterville

- 50 Mike Dean Local Grocer**  
19 King St, Chesterville
- 51 Louis' Restaurant**  
1 King St, Chesterville
- 52 Chesterville Bowling Lanes**  
2803 County Rd 7, Chesterville





## **KEY INFORMATION**

Public Works

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: 2021-2022 Drainage Maintenance**

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The drains that are scheduled for regular drainage maintenance for the fall of 2021 are:

- 2600 metres of the Carlyle Municipal Drain
- 2500 metres of the Smith Municipal Drain
- 1600 metres of the Alternate Branch of Henderson Drain
- 1300 metres of the MacGregor Municipal Drain
- 700 metres of the McIntosh Municipal Drain

There is also a culvert that needs to be replaced in the Glasgow Municipal Drain.

Maps of the above are attached.

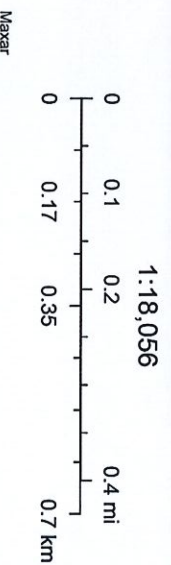


# North Dundas SDG Explorer Map



2021-10-09, 12:19:31 p.m.

- Constructed Drain
- Lake or Major River River or Stream
- Assessment Parcel (Roll)
- Permanent



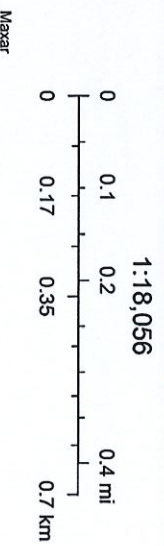


# North Dundas SDG Explorer Map



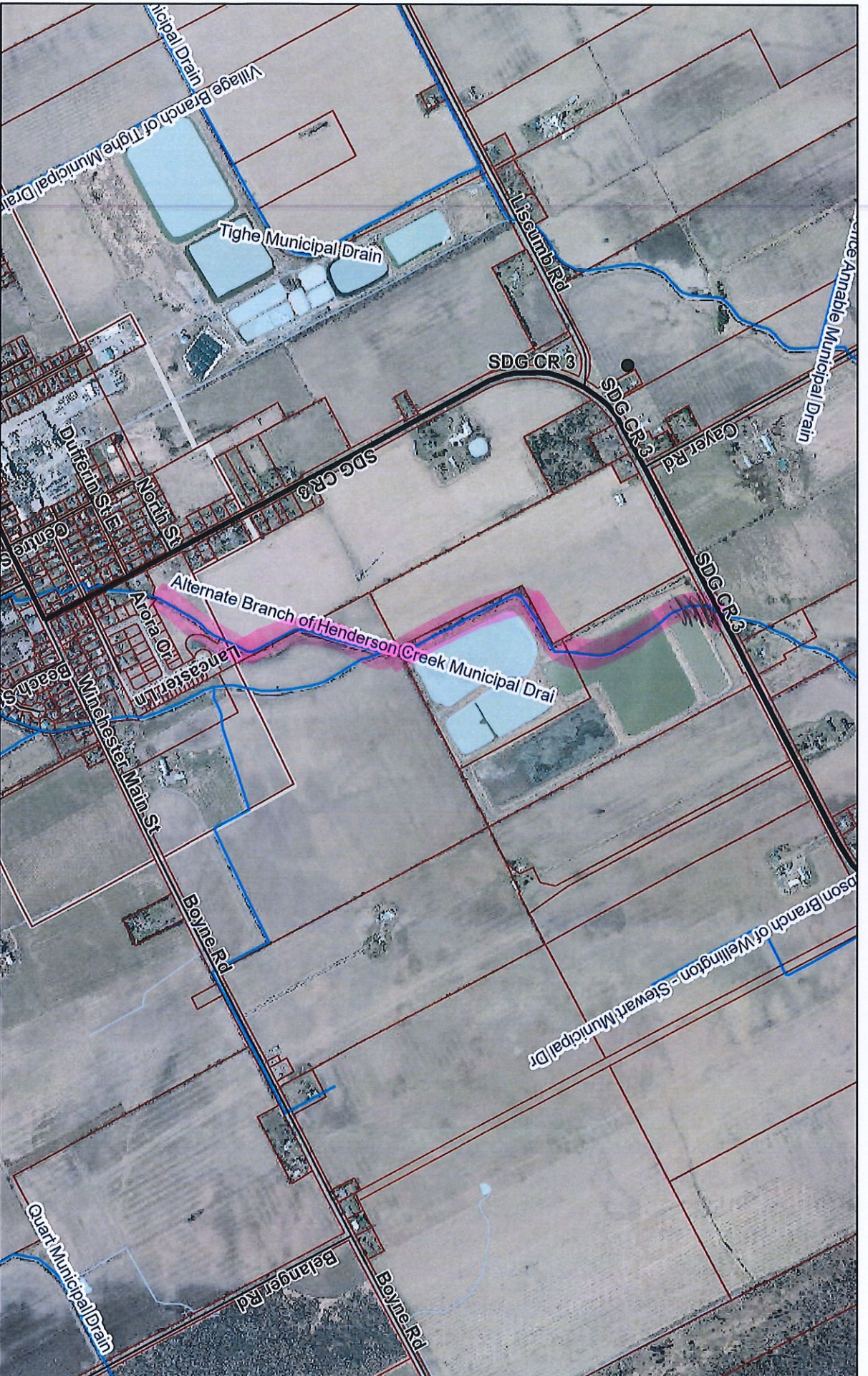
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- Constructed Drain
- Lake or Major River River or Stream
- Assessment Parcel (Roll)
- Permanent



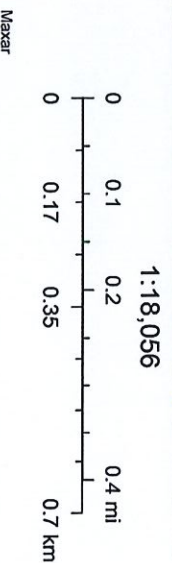


# North Dundas SDG Explorer Map



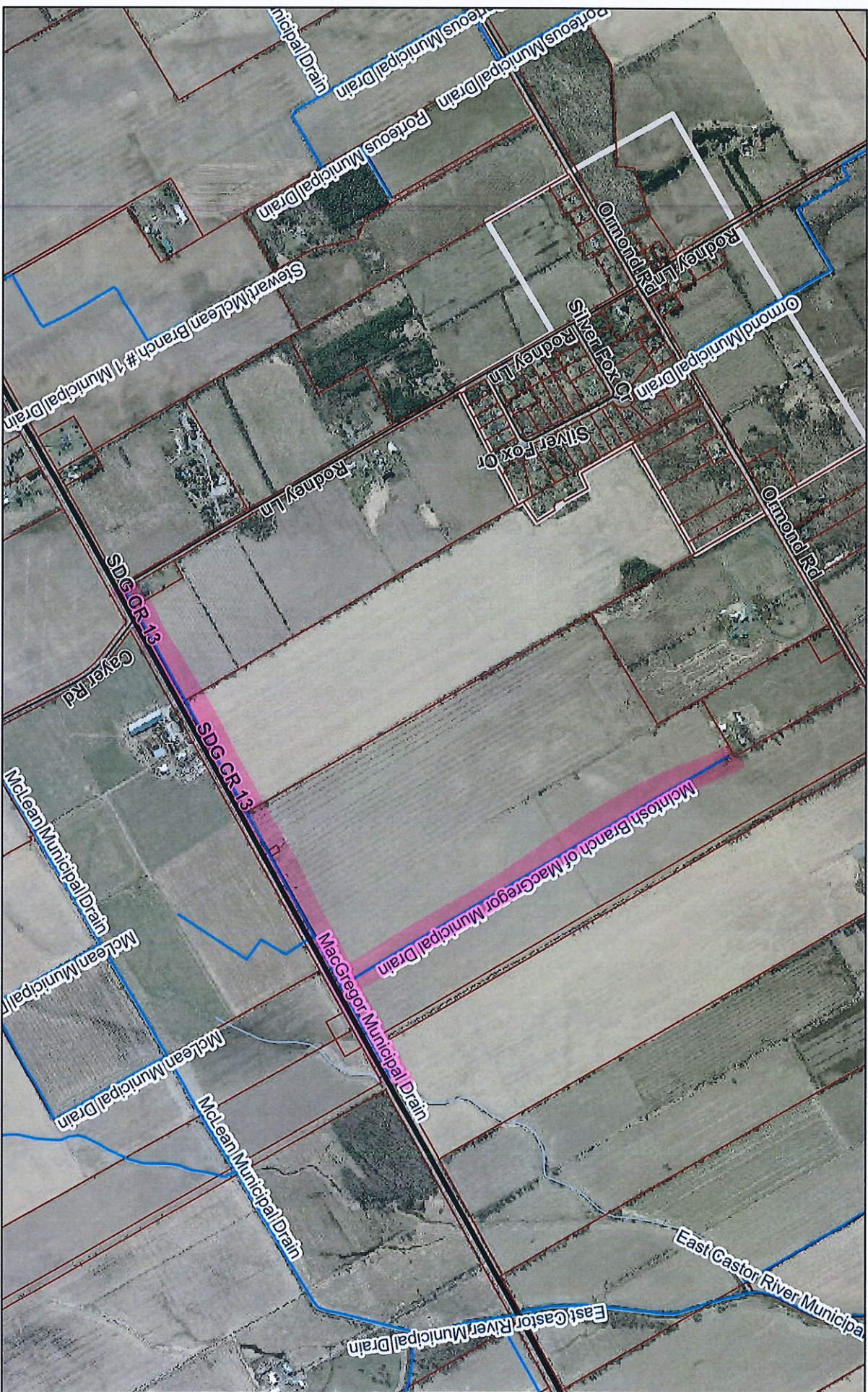
2021-10-09, 4:55:43 p.m.

- Constructed Drain
- Lake or Major River River or Stream
- Assessment Parcel (Roll)
- Permanent



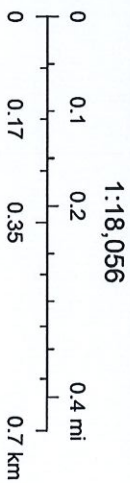


# North Dundas SDG Explorer Map



2021-10-09, 10:14:05 a.m.

- Constructed Drain
- Assessment Parcel (Roll)
- River or Stream
- Permanent
- Lake or Major River
- Intermittent

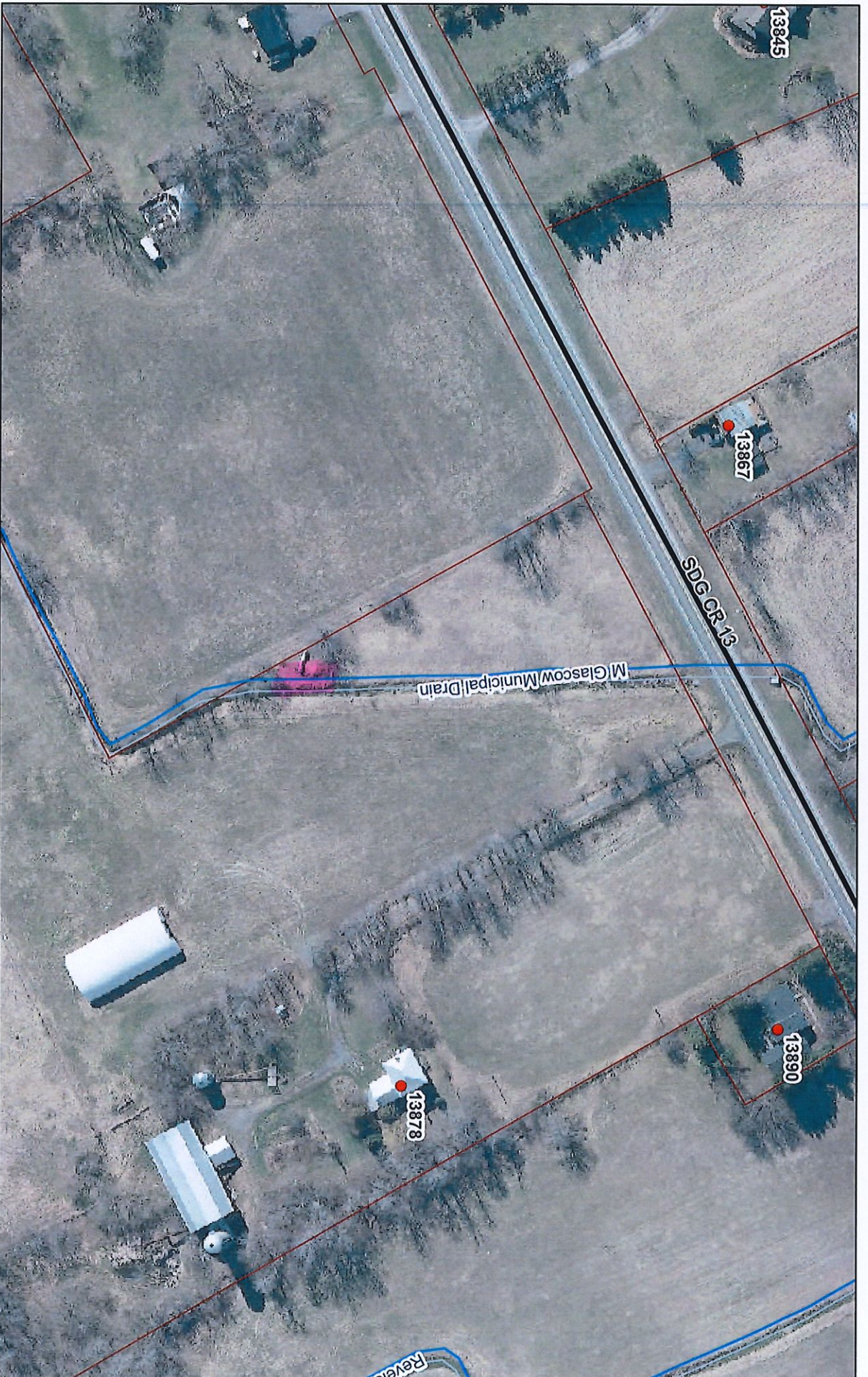


Maxar

1:18,056



# North Dundas SDG Explorer Map



2021-09-09, 1:30:24 p.m.

Civic Address

Constructed Drain

River or Stream



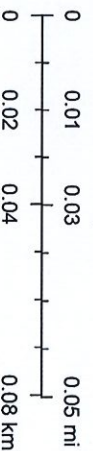
No



Assessment Parcel (Roll)

Permanent

1:2,257



SDG Counties, Maxar, Microsoft



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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Safe Community Project Zero**

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**SUMMARY:**

On August 4<sup>th</sup> 2021 the North Dundas Fire Department applied to participate in this year's Safe Community Project Zero campaign.

Safe Community Project Zero provides selected fire departments in the Enbridge Gas Inc. service area with free combination smoke/carbon monoxide alarms for distribution to individuals in their communities, with a focus on those who are deemed high risk. This may include the elderly and those with disabilities or financial challenges.

Since the program began Enbridge has successfully provided over two million dollars for this campaign resulting in the distribution of over 68,000 alarms to Ontario communities by local fire departments.



On September 28<sup>th</sup> 2021 we received confirmation that we had indeed been selected to participate. Based on the population of our community, our department received 144 Kidde Canada 10-year, worry-free combination smoke/CO alarms. The retail value of the alarms is approximately \$8,638.00.

We received the alarms in mid-October. The alarms have been moved to Station 2 (Mountain) while the Steering committee decides on a roll out plan for distribution.



## MONTHLY ACTIVITY SUMMARY

Finance

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: MAS-Finance-November 9, 2021**

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### KEY FINANCIAL DATA:

<b>Bank Balances</b>	<b>Current October 31, 2021</b>	<b>Last Month September 30, 2021</b>	<b>Previous Year October 31, 2020</b>
General Operating Fund	\$ 10,244,539.11	\$ 14,179,183.29	\$ 6,447,742.20
Cash, GICs (Reserve Fund)	6,214,478.37	5,271,820.73	7,336,363.87
<b>Totals</b>	<b>\$ 16,459,017.48</b>	<b>\$ 19,451,004.02</b>	<b>\$ 13,784,106.07</b>

Cash balances are down approximately \$ 3.0M from last month. In October, the fourth and final instalment for taxes billed to property owners was made to the United Counties of Stormont Dundas and Glengarry in the amount of \$ 2,426,032.96.

In 2020 the payments to the school boards for property taxes billed was deferred and the September payment was due in December. This would have caused an increase in our cash flow for 3 months of approximately \$ 900,000.00

Overall, our cash balances appear very healthy.

<b>Taxes Receivable</b>	<b>Current October 31, 2021</b>	<b>One Year Ago, October 31, 2020</b>	<b>Two Years Ago, October 31, 2019</b>
Current Year	\$ 1,461,242.46	\$ 3,182,630.10	\$ 1,414,979.05
One Year in Arrears	489,436.00	533,634.56	580,349.81
Two Years in Arrears	288,361.78	338,403.79	294,822.55
Three Years in Arrears	411,833.82	428,178.62	346,050.87
Penalties and Interest	243,554.16	267,525.44	264,624.16
<b>Sub-total</b>	<b>2,894,428.22</b>	<b>4,750,372.51</b>	<b>2,900,826.44</b>
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(93,604.52)
<b>Taxes Receivable</b>	<b>2,800,823.70</b>	<b>4,656,767.99</b>	<b>2,807,221.92</b>
Taxes Billed to Date	\$ 20,086,623.13	\$ 20,843,724.16	\$ 19,748,305.24
<b>Percentage Outstanding over Levy</b>	<b>13.944%</b>	<b>22.341%</b>	<b>14.215%</b>

The total amount in arrears include charges that have been added to the tax account, for example, tile drainage loans, unpaid water and sewer charges, unpaid property standards costs, etc.

The net taxes receivable last month were \$3,395,718.79. This month the balance is \$2,894,428.22; a net decrease of \$501,290.57.

In 2020 the final tax instalment was due October 30<sup>th</sup>, thus causing an increase in the taxes due at that time.

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

**ACTIVITIES:**

- Department heads and staff have been working diligently on the 2022 budget. Meetings with the CAO and Finance team have been completed for Economic Development, Waste Management, Planning, Building & By-law Enforcement, and Recreation. The Finance team has been assisting Public Works on completing their budget.
- Reminder notices were be sent out to taxpayers with balances outstanding as of October 1, 2021. In addition, owners of properties that have arrears from 2020 or earlier were provided information stating that the Township may register their property for tax arrears as of January 2022.
- There is currently one property registered for tax arrears that is eligible for tax sale. Staff are currently working on proceeding with the tax sale process.

**Township of North Dundas  
Year To Date Budget to Actual  
As of October 31, 2021**

Particulars	Revenues				Expenditures				Impact on Taxation			
	As Per Budget	Year to Date Actual	Variance		As Per Budget	Year to Date Actual	Variance		Budgeted (Surplus) Draw from Taxation	Actual to Date	Variance	
			Amount	%age Earned			Amount	%age Spent			\$ Amt (Over) Under Budget	%age (Over) Under Budget
General Government	1,772,490	1,444,165	328,325	81%	1,671,017	1,231,538	439,479	74%	(101,473)	(212,627)	111,154	110%
Economic Development & Public Relations	161,284	53,873	107,411	33%	315,034	147,596	167,438	47%	153,750	93,723	60,027	39%
Fire Services	631,840	609,416	22,424	96%	1,499,895	1,313,131	186,764	88%	868,055	703,715	164,340	19%
Planning & Development	89,500	101,241	(11,741)	113%	228,065	138,750	89,315	61%	138,565	37,509	101,056	73%
Building Department	214,685	308,822	(94,137)	144%	307,641	215,328	92,313	70%	92,956	(93,494)	186,450	201%
By-law Enforcement	8,500	13,864	(5,364)	163%	133,900	114,258	19,642	85%	125,400	100,394	25,006	20%
Animal Control	15,500	13,675	1,825	88%	82,300	63,050	19,250	77%	66,800	49,375	17,425	26%
Transportation Services	4,900,588	2,511,675	2,388,913	51%	7,845,584	4,816,050	3,029,534	61%	2,944,996	2,304,375	640,621	22%
Municipal / Tile Drainage	232,950	88,369	144,581	38%	309,450	35,397	274,053	11%	76,500	(52,972)	129,472	169%
Recreational Services	1,233,083	840,129	392,954	68%	2,843,112	1,661,602	1,181,510	58%	1,610,029	821,473	788,556	49%
Other Facilities	556,596	469,619	86,977	84%	572,920	424,043	148,877	74%	16,324	(45,576)	61,900	379%
Volunteer Organizations	69,000	13,188	55,812	19%	69,000	36,262	32,738	53%	-	23,074	(23,074)	
Waste Management	549,068	494,426	54,642	90%	1,268,586	911,640	356,946	72%	719,518	417,214	302,304	42%
<b>Total - General Operations</b>	<b>10,435,084</b>	<b>6,962,462</b>	<b>3,472,622</b>	<b>67%</b>	<b>17,146,504</b>	<b>11,108,645</b>	<b>6,037,859</b>	<b>65%</b>	<b>6,711,420</b>	<b>4,146,183</b>	<b>2,565,237</b>	<b>38%</b>
North Dundas Water Services	2,067,583	1,777,112	290,471	86%	2,067,583	990,592	1,076,991	48%	-	(786,520)	786,520	
Winchester Sewer	1,727,255	1,373,421	353,834	80%	1,727,255	803,859	923,396	47%	-	(569,562)	569,562	
Chesterville Sewer	391,698	300,448	91,250	77%	391,698	260,001	131,697	66%	-	(40,447)	40,447	
<b>Total - Water and Sewer Operations</b>	<b>4,186,536</b>	<b>3,450,981</b>	<b>735,555</b>	<b>82%</b>	<b>4,186,536</b>	<b>2,054,452</b>	<b>2,132,084</b>	<b>49%</b>	<b>-</b>	<b>(1,396,529)</b>	<b>1,396,529</b>	
<b>Grand Totals</b>	<b>14,621,620</b>	<b>10,413,443</b>	<b>4,208,177</b>	<b>71%</b>	<b>21,333,040</b>	<b>13,163,097</b>	<b>8,169,943</b>	<b>62%</b>	<b>6,711,420</b>	<b>2,749,654</b>	<b>3,961,766</b>	<b>59%</b>



## **MONTHLY ACTIVITY SUMMARY**

Economic Development & Communications

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: MAS-EDC**

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### **Economic Development**

- The second application intake for the Counties Regional Incentives Program closed on August 31<sup>st</sup>, with three applications from North Dundas being approved at the October 18<sup>th</sup> County Council meeting. A report is now before Council detailing the disbursement of the grant funds.
- The Township's "Shop Locally and You Can Win" contest is now underway to support our local businesses this holiday season. This initiative is supported by the North Dundas Chamber of Commerce and the Counties SDG. A report is now before Council detailing this initiative.
- Attended the virtual Teeny Tiny Summit on October 13<sup>th</sup>, hosted by OMAFRA.
- Hosted a North Dundas Virtual Business Breakfast event on October 18<sup>th</sup> that focused on "Accessibility and Your Business" with guest speaker Kevin Spencer and included a discussion on funding support for the related improvements.
- Attended the virtual OEMC on October 20<sup>th</sup> and 21<sup>st</sup>.
- Promoted the "Shop Local Cornwall & Area" initiative to local businesses that is run by the Cornwall & Area Chamber of Commerce that will support local shopping this holiday season. The Township has supported the initiative, as have neighboring municipalities and the Counties SDG.
- Discussed talent sourcing with an industrial business seeking to expand their operations.
- Assisted a personal care business find funding for accessibility improvements.
- Helped a new photography business connect with the Chamber and support services.
- Worked with a commercial property owner to find local contractors to quote on building improvements.
- Assisted a mechanical shop prepare their CIP application for exterior improvements.

- Proposed to the Counties EDO the adoption of the My Shop Local business directory as a potential platform to be built out for all of SDG.

## **Communications**

- Developing the web content to be posted with the launch of the Service Line Warranties of Canada program in November.
- Working with Recycle Coach to ensure that the program is updated and operating smoothly for residents.
- Developing the Annual Report to Taxpayers that'll be distributed to guests at the Warden's Breakfast on November 19<sup>th</sup>.
- Working with the Patrol Supervisor to replace damaged Township welcome and village signs.
- Regularly updating the Township website and Facebook with Provincial and EOHU COVID-19 news.
- Working with our Communications Officer to ensure community events are promoted on our website and social media.



## **MONTHLY ACTIVITY SUMMARY**

Planning, Building & Enforcement

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: Monthly Activity for October 2021**

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### **PLANNING:**

- Received three (3) new severance applications, performed site visits and provided comments to the Counties.
- Responded to various zoning, minor variance and severance inquiries from landowners.
- Prepared and presented one (1) minor variance application to the Committee of Adjustment.
- Continued to provide background reports, and attended an Ontario Land Tribunal meeting regarding the Official Plan Appeal. Met with two provincial representatives and the Counties to review the Township appeal. Subsequent meetings are planned.
- Conducted interviews for Junior Planner/Planning Technician Position.
- Attended Budget meetings with internal staff.
- Development charges review and project update meeting with Watson and Associates for the Development Charges Background Study update.
- Discussions with South Stormont to review the noise/nuisance by-law.
- Attended Ontario East Municipal Conference.
- Attended a meeting with Lactalis regarding fire protection
- Completed recruitment training.
- Meeting regarding a new proposed subdivision in Morewood.
- Responded to 290 planning related email inquiries.
- Meet with the County Planning Director to discuss severances and new proposed subdivisions. Attended County Planners meeting in Cornwall

**BUILDING:**

- Attended Golden Triangle Chapter technical committee meeting.
- Conducted interviews for the Planning Technician/Junior Planner Position.
- Attended the webinar for the OFM Solid fuel appliances.
- The building department has performed 168 Inspections in the month of October.
- Completion of the Building Officials and the Law technical course.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:
- We have updated the Dog Tag Software and are working on updating the Burn Permit Software as well.

<b>Building Department</b>	<b>Oct. 2021</b>	<b>Oct. 2020</b>	<b>Oct. 2019</b>	<b>Oct. 2018</b>	<b>Oct. 2017</b>	<b>Oct. 2016</b>
Permits Issued:	<b>24</b>	<b>16</b>	<b>9</b>	<b>20</b>	<b>16</b>	<b>12</b>
New Dwellings	<b>11</b>	<b>10</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>4</b>
Value of Permits:	<b>\$3,790,560</b>	<b>\$2,856,200</b>	<b>\$5,787,900</b>	<b>\$1,603,960</b>	<b>\$1,495,500</b>	<b>\$1,221,000</b>
Building Permit Fees:	<b>\$130,835</b>	<b>\$19,455</b>	<b>\$17,552</b>	<b>\$8,850</b>	<b>\$10,002</b>	<b>\$7,122</b>
Development Charges:	<b>\$54,155</b>	<b>\$ 45,423</b>	<b>\$492</b>	<b>\$9,296</b>	<b>\$14,684</b>	<b>\$3,726</b>

**BY-LAW ENFORCEMENT:**

- 1 Parking Penalty Notice issued, 1 Parking warnings issued
- 9 new By-law Complaints received: 1 Crop Cannon Noise complaint, 2 Loose dog issues, 2 Parking issues, 1 Pool no permit, 1 Zoning issue, 1 ATV complaint, 1 Property Standards issue with a squatter.
- Clean Yards: Properties have been inspected and no properties required a cut this month. Should not require anything further this year.
- 1 Pool enclosure permits issued and 1 Spa permit issued, inspected and closed.



- We are experiencing an increase in the number of residents asking for “Children at Play” signs in various areas around the township.
- Parking issues around the school, lines to be painted and signage to be erected so enforcement can begin.

### **Dogs:**

- 1 Dog Bite issue, mentioned in last month’s report, has gone to court and the defendant plead guilty and paid the fine.
- The property operating a dog kennel without a license last month has moved forward and most dogs have been removed.

### **Property Standards**

- The order issued to have a building removed has been completed and removed.
- There are still multiple issues of people living in trailers. We are working with the owners and tenants to get individuals/occupants into proper housing before the cold months.
- 1 Property Standards issue in Chesterville is being resolved, new owners.
- Roads department has installed new Children at Play signs on Hyndman Rd and residents are happy.
- Parking issues around Winchester Public School: Lines are to be painted; signage needs to be installed so enforcement can begin.



## **MONTHLY ACTIVITY SUMMARY**

Recreation & Culture

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: MAS – Recreation and Culture – November 09, 2021**

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- Supporting documentation was sent to the Save on Energy program so that the program could process our requests for rebates for the new lights at the Chesterville ball field and the replacement lights for the Chesterville Tennis Courts. \$9,900 was received on November 4<sup>th</sup> for the Chesterville ball field and \$2,475 is anticipated to be received for the tennis courts. We were also able to submit an invoice for the retrofit that was done for Morgan Field in 2020. A rebate of \$10,175 will be received for that project.
- H&B Contracting Inc. has completed repaving sections of the Municipal Administration Building parking lot, as well as resurfaced the Chesterville Tennis Courts and installed a 2' paved perimeter around the South Mountain Tennis Courts.
- The Director of Recreation & Culture and the Recreation Coordinator both completed the Ontario Recreation Facility Association's (ORFA) Leadership Skills for Recreation Professionals course.
- Two of our Facilities Operators have been enrolled in the ORFA Pool & Spa Operator training course, which will take place this month.
- Three of our Arena Attendants/Screeners resigned due to being offered other employment opportunities. Interviews were held and two out of the three have been replaced.
- North Dundas Fire Prevention began our annual facility inspections in October.
- The Chesterville Tennis Court lights were replaced.
- A new false wall and door were installed in the Old Town Hall. The small renovation has allowed the universal washroom to become a part of an extension to the lobby, instead of being perceived to be a part of the dressing room. An automatic door opener was installed for the washroom and the walls were trimmed and painted in that area, to match the rest of the lobby. A potential grant opportunity is being investigated, to help fund other AODA updates to the building.
- Obtained additional information and quotes for the 2022 draft budget. Attended budget meetings.

- The bay doors and man doors on the Morewood Fire Hall were painted.
- The floor in the Chesterville Fire Hall meeting room was stripped and waxed. New yellow guide lines were installed in the truck bay.
- Public Skating started on Saturday, October 23<sup>rd</sup> in both the Sam Ault Arena and the Chesterville & District Arena.
- A Spooky Skate was held in the Sam Ault Arena on Halloween day. Chocolate bars were purchased from the canteen and handed out to the kids who attended and Halloween music was played. Attendees were encouraged to dress-up in their costumes.
- Our Stick & Puck program started on Monday, November 1<sup>st</sup> in both Arenas.
- Seaway Valley Community Health has begun their “Balance For Life” seniors fitness program twice a week in the Joel Steele Community Hall. The program will be running until December 3<sup>rd</sup>.
- Arenas are now back to 100% capacity for spectators, with proof of double vaccination and ID required upon entry. Masks are required, however, patrons do not have to physically distance anymore. Players are no longer required to physically distance in the changerooms.
- Rules for community hall rentals have also been reduced. The rentals now allow for 100% of regular capacity for any meeting or event spaces. The requirement for physical distancing related to these spaces, was also removed. The use of masks and proof of double vaccination and ID are still in effect.
- We will continue to schedule staff members to actively screen for proof of double vaccination for hall rentals.
- All arena advertising has been invoiced.
- The Winchester Hawks bar, which is located in the Joel Steele Community Hall, is operating during home games.
- The EOHU have started drop-in vaccine clinics in the Joel Steele Community Hall, on Mondays from 8:30 am - 4:00 pm.
- The minor issues that the arena sound systems were experiencing have been rectified by Ottawa Special Events.
- The Recreation & Culture Department is organizing the requested support for the Garden Party Christmas Market, which will take place on Saturday, November 13<sup>th</sup>, in downtown Winchester.

- Attended a meeting regarding plans to plant vegetation that support the butterfly population.
- Signage was posted at the ball field in Chesterville, the Chesterville Tennis Courts, and the Chesterville Public Pool, which list the project type and amount of funding support that was approved through the ICIP: COVID Stream – Local Government Intake.
- Performed a site visit to the OCWA building, located at 5 Industrial Drive in Chesterville. Assessed the roof, eaves trough, and related areas and then provided the scope of work for the Tender that the Administration Dept. issued.
- Attended a site meeting at the South Mountain Tennis Courts.



## **MONTHLY ACTIVITY SUMMARY**

Chief Administrative Officer

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: CAO November 2021**

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- Attended Cunningham Swam Fall legal seminar.
- Met with department heads to review draft budgets. Working with Deputy Treasurer, in the Treasurer's absence, to compile and create the 2022 draft budget. Due to the additional workload associated with the absence of the Treasurer and the Director of Public Works, the budget is delayed from our intended November 9<sup>th</sup> presentation date to Council. We plan to present it to Council in December.
- Respond to inquiries from Council, the public and staff.
- Worked with Deputy Clerk to complete application for Modernization Intake 3 funding. We applied for funding for software to modernize processes in the office.
- Worked with EDO to create Shop Local promotion for the holiday season.
- Participated in Dr. Paul's bi-weekly updates from the EOHU.
- Reviewed and revised the Wincrest Avenue cost-sharing agreement and forwarded the same to NLG for their comment and approval.
- Participate in CIP committee meeting.
- Attended meeting and provided subsequent input into development charges study

### **Public Works duties in the absence of the Director of Public Works**

- Meetings with JL Richards to get status update on water and sewer projects.
- Engaged the services of OCWA employees Blair Henderson and Dave Markell to assist with administration of the water and sewer projects.
- Communicated updates on the test well activities to the property owner.
- Worked with staff to respond to questions and create addendums to the Bridge and Culvert engineering tender. Engaged the assistance of the SDG Manager of Infrastructure to assist with questions and submission evaluation.
- Worked with Patrol Supervisor to address issues as needed.

### **Human Resources**

- Drafted employment contracts for the Public Works seasonal operators.
- Drafted and revised the COVID-19 Vaccination Policy and worked with the Deputy CAO/Clerk to implement the policy. Responded to inquiries from staff.
- Meetings with lawyers as required.
- Attended recruitment training organized by the Township of South Stormont.
- Attended webinar regarding vaccination policies.
- Reviewed resumes and short-listed candidates to interview for the position of Executive Assistant/Deputy Clerk to replace Deputy Clerk, Nancy Johnston, who will soon be transitioning to the role of Director of Corporate Services/Clerk.



## MONTHLY ACTIVITY SUMMARY

Clerk/Deputy CAO

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**To: Mayor and Members of Council**

**Date of Meeting: November 9, 2021**

**Subject: MAS – Clerk – November 9, 2021**

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- Participating in scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul).
- Emergency Management planning meeting with EM Planner, Kevin Spencer & By-law Officer Nic Hubble – October 27<sup>th</sup>
- Member of interview committee for Winter Operators.
- Member of interview committee for Planning Technician/Junior Planner
- Attended virtual Business Breakfast Accessibility Presentation – October 18<sup>th</sup>.
- Assisted Mayor & Council – 2021 Community Builder Presentation Ceremony – October 16<sup>th</sup>.
- 2022 Draft Budget preparations.
- Insurance matters – ongoing discussions with Municipal Broker - 2022 Renewal.
- Corresponding with Lawyers – re: various matters.
- 2022 Municipal Election discussions with SDG Clerk's.

***(Note: new term of office commences Tuesday, November 15<sup>th</sup>, 2022.)***

- On-going discussions with Committees of Council and Delegations.
- On-going discussions with couples regarding marriage ceremonies.
- Assisting Council & Staff – routine duties.
- Assisting Ratepayers – routine duties.
- Council Meeting preparations – October 18, October 26 & Nov 9.



# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BY-LAW No. 2021-81

***Being a By-law of the Corporation of the Township of North Dundas to adopt, confirm and ratify matters dealt with by resolution.***

**WHEREAS** the *Municipal Act, 2001*, as amended, provides that the powers of the Corporation of the Township of North Dundas, shall be exercised by By-law.

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by the Township of North Dundas does not lend itself to the passage of an individual By-law;

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

- 1.0** That the Minutes of the Regular and In Camera Meetings held on October 26<sup>th</sup>, 2021 of the Council of the Township of North Dundas, be hereby adopted.
- 2.0** That the actions of the Township of North Dundas at the Regular Meeting held on November 9<sup>th</sup>, 2021 in respect of each motion, resolution and other action taken by the Township of North Dundas at its meeting are, except where the prior approval of the Ontario Land Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
- 3.0** That where no individual By-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Township of North Dundas in the above-mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Township of North Dundas.
- 4.0** That the Mayor and Members of Council of the Township of North Dundas are hereby authorized and directed to do all things necessary to give effect to the said action of the Township of North Dundas to obtain approvals where required and except as otherwise provided, the Mayor, or in the absence of the Mayor the alternate Head of Council, and the Municipal Clerk, or in the absence of the Municipal Clerk, the Deputy Clerk, are hereby directed to execute all documents necessary on behalf of the Township of North Dundas.

**READ and passed in Open Council, signed and sealed this 9th day of October, 2021.**

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MAYOR

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CLERK