



**Regular Meeting Agenda
Township of North Dundas**

**October 12, 2021, 7:00 p.m.
636 St. Lawrence St. Winchester, ON**

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

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September 28, 2021 Regular Meeting	
5. Delegations - NIL	
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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 - NIL
- i. KIR - Clerk - NIL

12. Consent Agenda

- a. Accounts
- b. Monthly Activity Summary
 - 1. MAS - Finance 44
 - 2. MAS - Economic Development and Communications 47
 - 3. MAS - Public Works - NIL
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13. Boards and Committees - NIL

14. **Motions and Notices of Motions**
15. **Petitions**
16. **Council Comments and Concerns**
17. **Miscellaneous/Unfinished Business**
18. **Ratification By-Law**
By-law No. 2021-70
19. **Adjournment**



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

REGULAR MEETING MINUTES

Date: September 28, 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
Communications Officer: Jennifer Westendorp

1. Call Meeting to Order by Resolution

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on September 28, 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 Thompson

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 Annable

Seconded By: Councillor Hoy

THAT Council approve the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

a. September 14, 2021 Public Meeting Minutes

Resolution No. 03

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

THAT the minutes of the Public Meeting of the Council of the Township of North Dundas, held September 14th, 2021, be adopted as presented.

Carried

- b. September 14, 2021 Regular Meeting Minutes (revised)

Resolution No. 04

Moved By: Councillor Thompson

Seconded By: Deputy Mayor Armstrong

THAT the minutes of the Regular Meeting of the Council of the Township of North Dundas, held September 14, 2021 be adopted as presented.

Carried

5. Delegations

- a. SDG - OPP Representatives:

Representatives from SDG OPP were present to update Council on the success of the Mobile Crisis Response Team and to discuss proposed enhancements to this initiative for 2022.

Resolution No. 05

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

THAT Council acknowledges the presentation provided by SDG OPP Officers, Detachment Commander Inspector Marc Hemmerick, Staff Sergeant Simon Hardy and Constable Jim Blanchette.

Carried

6. Closed Session

Resolution No. 06

Moved By: Councillor Hoy

Seconded By: Councillor Thompson

THAT Council proceed in Camera at 8:09 PM pursuant to Section 239 (2) of The Municipal Act S.O. 2001

(c) a proposed or pending acquisition or disposition of land by the Municipality or local board; AND

(e) litigation or potential litigation, including matter before administrative tribunals, affecting the Municipality or local board.

Carried

7. Open Session

Resolution No. 07

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Annable

THAT Council move to Open Session at 8:42 PM.

Carried

Resolution No. 08

Moved By: Councillor Hoy
Seconded By: Councillor Annable

THAT Council authorizes Staff to follow through on property matters and litigation matters as discussed in Closed Session.

Carried

8. Action Requests

- a. Finance - NIL
- b. Economic Development and Communications - NIL
- c. Public Works - NIL
- d. Waste Management - NIL
- e. Planning Building and Enforcement
 - 1. Administrative Assistant/Receptionist Contract Extension

Resolution No. 09

Moved By: Councillor Hoy
Seconded By: Councillor Thompson

THAT Council approve the contract with Lisa Devereaux as Administrative Assistant/Receptionist in the Planning, Building and Enforcement Department as per the offer of employment dated September 29, 2021.

Carried

- f. Recreation and Culture - NIL
- g. Fire - NIL
- h. CAO
 - 1. Part-Time Wage Schedule

Resolution No. 10

Moved By: Councillor Annable
Seconded By: Deputy Mayor Armstrong

THAT Council approves the Part-Time Wage schedule effective October 1, 2021 to reflect increases in minimum wage.

Carried

- 2. Sam Ault Arena

Resolution No. 11

Moved By: Deputy Mayor Armstrong
Seconded By: Councillor Thompson

THAT Council officially names the Winchester Arena as the Sam Ault Arena, located within the Joel Steele Community Center.

Carried

3. Decorative Street Signs

Resolution No. 12

Moved By: Councillor Annable

Seconded By: Councillor Hoy

THAT Council approves the cantilevered sign design for new signage on the section of Main Street in Winchester also known as Ault Way, and also approves budget amendment #2021-22 to increase the budget for the Ault Family Legacy Project by \$10,000.

Deferred

i. Clerk

1. Flag Policy #90-2021 Amendment

Resolution No. 13

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Annable

THAT Council approve Policy #90-2021, as amended, to include flying a flag on September 30 to observe Truth and Reconciliation Day.

Carried

9. Tenders and Quotations

10. By-laws

a. By-law No. 2021-68 – Archives Shared Services Agreement

Resolution No. 14

Moved By: Councillor Hoy

Seconded By: Deputy Mayor Armstrong

THAT By-law No. 2021-68 being a By-law to enter into a Shared Services Agreement for Archives Services with the Municipality of South Dundas be read and passed in Open Council signed and sealed this 28th day of September, 2021.

11. Key Information

a. Vaccination Policy

CAO explained effective September 22, 2021, the Province of Ontario mandated that some businesses and organizations require the public to show proof of identification and proof of being vaccinated against COVID-19 before members of the public can enter the area, with limited exceptions. The Township's arenas and community halls among those

that must require proof of vaccination. The Eastern Ontario Health Unit supports the implementation of a vaccine policy in the workplace to protect staff customers/clients from COVID-19, and to prevent spread within the community. The CAOs are hoping to pass a common policy to provide consistency for municipal employees throughout SDG.

12. Consent Agenda

13. Boards and Committees

- a. County Council: Mayor Fraser & Deputy Mayor Armstrong
Committee of the Whole meets tomorrow. Topics include election of the 2022 Warden, weed spraying and 2022 Budget.
- b. Canada Day: Mayor Fraser
no report
- c. Display of Lights: Mayor Fraser
Mayor Fraser advised Committee Chair, Sandy Burns is working on an event in consultation with the Eastern Ontario Health Unit and OPP.
- d. Fire Steering: Fire Commissioner Armstrong
Budget discussions are underway and smoke alarms are available for sale.
- e. Art on the Waterfront: Councillor Thompson
no report
- f. Chesterville & District Historical Society: Councillor Thompson
Councillor Thompson advised plans are in the works to paint the interior of the building.
- g. Chesterville Carnival: Councillor Thompson
no report
- h. Dairyfest: Councillor Hoy
no report
- i. Winchester Downtown Revitalization: Councillor Annable
Committee assisted with the recent Fries for Charity event. Councillor Annable notes the Chamber of Commerce meets tomorrow, September 29th.

14. Motions and Notices of Motions

15. Petitions

16. Council Comments and Concerns

Mayor Fraser suggested it is time to schedule a road tour. He proposed October 13, 14 & 15 as possible dates.

17. Miscellaneous/Unfinished Business

18. Ratification By-law

Resolution No. 15

Moved By: Councillor Annable
Seconded By: Councillor Hoy

THAT By-law No. 2021-69 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open council, signed and sealed this 28th day of September, 2021.

Carried

19. Adjournment

Resolution No. 16

Moved By: Deputy Mayor Armstrong
Seconded By: Councillor Thompson

THAT Council adjourn at 9:15 PM to the call of the Chair.

Carried

MAYOR

CLERK



ACTION REQUEST – TENDER

Finance

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: RFP AM2021-01 North Dundas Building Assessment – Priorities 2 and 3

RECOMMENDATION:

THAT Council award Priorities 2 & 3 in RFP# AM2021-01 for the North Dundas Building Condition Assessment, to Roth IAMS Ltd., for the stipulated price of \$55,452.50 excluding HST, or approximately \$56,500 taxes/rebate included; AND THAT Council approve Budget Amendment #2021-24 to leave an amount of \$56,500 in project costs unfunded in 2021, to be funded in 2022.

BACKGROUND:

As a continuation of the Priority 1 project that was awarded to Roth IAMS Ltd. on September 14th, 2021, for the Building Condition Assessment (RFP# AM2021-01) for 20 buildings, there remains a total of 31 buildings that have not been awarded on the Tender.

As stated in a prior Action Request submitted to Council on September 14, 2021, the purpose of this Building Condition Assessment is to comply with Asset Management Legislation O. Reg 588/17 and to assist the departments in the efficient management and maintenance of the Township's various facilities. Currently, buildings are inventoried as a whole. It is necessary for the progression of the Asset Management Plan that buildings be broken down into componentized parts – electrical, plumbing, roof, foundation, etc. – so as to properly assess current condition and plan for future repairs, replacements, or upgrades. This is in addition to the required life cycles, risk assessments, cost estimates, and 15-year repair schedule which is required for the legislation.

It will be necessary for all facilities of the Township to undergo this evaluation.

Department heads indicated which of their buildings needed this assessment on a rating scale: Priority 1 was assigned to buildings which either had current condition concerns or were critical to Township operations, Priority 2 was assigned to buildings of an average concern for the same reasons, Priority 3 were buildings of a lesser concern and a final list were buildings of minimal impact which were excluded for the time being.

When submitting the tender, the Township was unaware of what bid prices to expect. The original intent of the tender was to award all three Priorities, if funding permitted. As the original Budgeted amount was used in full for Priority 1, the remaining 31 buildings will require additional funding for 2022.

Priority 2 includes 10 buildings:

- Chesterville Park Pavilion Building and Nelson Laprade Centre;
- Hallville Firehall;
- Morewood Community Centre and Rink House/Garage;
- Mountain Well Pump House;
- South Mountain Firehall and Library;
- Winchester Cover-All Shed and Ambulance Building.

Priority 3 includes 21 buildings:

- Chesterville Reservoir Building, a Well Pump House, 3 Sewage Pumping Stations, an Aeration Blower Building, Community Hall/Library, Pool Building, and Picnic Pavilion;
- Inkerman Rink Building;
- Mountain Landfill Office and Memorial Park Building;
- Winchester Water Tower, Salt Dome, Reservoir Building, Pool Building, 2 Sewage Pumping Stations, Office, and 2 Well Pump Houses.

OPTIONS AND DISCUSSION:

1. **THAT Council award Priorities 2 & 3 in RFP# AM2021-01 for the North Dundas Building Condition Assessment, to Roth IAMS Ltd., for the stipulated price of \$55,452.50 excluding HST, or approximately \$56,500 taxes/rebate included; AND THAT Council approve Budget Amendment #2021-24 to leave an amount of \$56,500 in project costs unfinanced in 2021, to be financed in 2022 Capital - recommended.**
2. **Do not approve the award - not recommended.**

FINANCIAL ANALYSIS:

\$47,467.50 has already been approved to fund Priority 1 of the Project, \$20,000 of which was a grant from FCM. After a review of potential grants available, it has been concluded that no additional grants are available to assist this project at this time. The bid submission from Roth IAMS Ltd. for Priorities 2 and 3 are \$21,786.20 and \$33,666.30, respectively (taxes excluded). It is recommended at this time to complete the tender in full, which requires the approval of a Budget Amendment of \$56,500, taxes/rebate included.

OTHERS CONSULTED:

Asset Management Coordinator
Deputy Treasurer
Director of Recreation & Culture
Director of Public Works

ATTACHMENTS:

Tender Opening Summary
Budget Amendment #2021-24

Township of North Dundas
Addendum to Budget Resolution - October 12, 2021

Budget Amendment - 2021-24 - Recreation and Culture

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

Professional Fees - Building Condition Assessment	1-5-7000-2210	48,500	105,000	56,500
		\$ 48,500	\$105,000	\$ 56,500

Financing

Unfinanced Costs - To be financed in 2022	1-4-7000-9999	-	56,500	56,500
		\$ -	\$ 56,500	\$ 56,500

REQUEST FOR PROPOSAL OPENING
RFP # AM2021-01
NORTH DUNDAS BUILDING CONDITION ASSESSMENT
THURSDAY, AUGUST 12TH, 2021 AT 10:00 AM

COMPANY NAME	PHASE 1	PHASE 2	PHASE 3
Stephenson Engineering Ltd.	\$82,250.00	\$34,620.00	\$48,410.00
Roth IAMS Ltd.	\$47,467.50	\$21,786.20	\$33,666.30
EVb Engineering	\$94,232.00	\$36,374.00	\$77,336.00



ACTION REQUEST

Economic Development & Communications

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: Watters Financial CIP

RECOMMENDATION:

THAT Council approve funding under the Township of North Dundas' Community Improvement Plan for a Facade Grant in the amount of \$1,749.44 for the property located at 498 Main Street, Winchester; And that Council authorize the Mayor and CAO to execute the required agreement.

BACKGROUND:

In December 2017, Council adopted the Township of North Dundas Community Improvement Plan (CIP) and also established a Community Improvement Plan Review Committee.

- Watters Financial is installing four gooseneck style lights above their existing branded awning on their front façade.
- This property is within the Township of North Dundas' CIP Boundaries as per Schedule A of the CIP and meets eligibility as per Section 5.5 of the CIP.
- Estimate of work proposed totals \$3,498.87.
- The Committee proposes that a Facade Grant of \$1,749.44 be granted towards the lighting improvements.

OPTIONS AND DISCUSSION:

1. **Approve funding of \$1,749.44** – recommended.
2. **Do not fund the application** – not recommended.

FINANCIAL ANALYSIS:

The amount recommended for funding falls within the 2021 Community Improvement Plan budget.

OTHERS CONSULTED:

Committee members:

- Mr. Al Armstrong, Deputy Mayor
- Mr. Vince Zandbelt, Community Representative
- Ms. Angela Rutley, Township CAO
- Mr. Calvin Pol, Township Director of Planning, Building & By-law

ATTACHMENTS:

There are no attachments.



ACTION REQUEST

Economic Development & Communications

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: Illume Physiotherapy CIP

RECOMMENDATION:

THAT Council approve funding under the Township of North Dundas' Community Improvement Plan for a Signage Grant in the amount of \$375 for the property located at 512 Main Street, Winchester; AND that Council authorize the Mayor and CAO to execute the required agreement.

BACKGROUND:

In December 2017, Council adopted the Township of North Dundas Community Improvement Plan (CIP) and also established a Community Improvement Plan Review Committee.

- Illume Physiotherapy is installing their new sign on the front façade of the building within which they rent space.
- This property is within the Township of North Dundas' CIP Boundaries as per Schedule A of the CIP and meets eligibility as per Section 5.5 of the CIP.
- Estimate of work proposed totals \$750.
- The Committee proposes that a Signage Grant of \$375 be granted towards the signage improvements.

OPTIONS AND DISCUSSION:

1. **Approve funding of \$375 – recommended.**
2. **Do not fund the application – not recommended.**

FINANCIAL ANALYSIS:

The amount recommended for funding falls within the 2021 Community Improvement Plan budget.

OTHERS CONSULTED:

Committee members:

- Mr. Al Armstrong, Deputy Mayor
- Mr. Vince Zandbelt, Community Representative
- Ms. Angela Rutley, Township CAO
- Mr. Calvin Pol, Township Director of Planning, Building & By-law

ATTACHMENTS:

There are no attachments.



ACTION REQUEST

Economic Development & Communications

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: Flora Physiotherapy CIP

RECOMMENDATION:

THAT Council approve funding under the Township of North Dundas' Community Improvement Plan, for a Signage Grant in the amount of \$388.20 for the property located at 512 Main Street, Winchester; AND THAT Council authorize the Mayor and CAO to execute the required agreement.

BACKGROUND:

In December 2017, Council adopted the Township of North Dundas Community Improvement Plan (CIP) and also established a Community Improvement Plan Review Committee.

- Flora Physiotherapy is installing their new sign on the front façade of the building within which they sub-lease space from Illume Physiotherapy.
- This property is within the Township of North Dundas' CIP Boundaries as per Schedule A of the CIP and meets eligibility as per Section 5.5 of the CIP.
- Estimate of work proposed totals \$776.40.
- The Committee proposes that a Signage Grant of \$388.20 be granted towards the signage improvements.

OPTIONS AND DISCUSSION:

1. **Approve funding of \$388.20** – recommended.
2. **Do not fund the application** – not recommended.

FINANCIAL ANALYSIS:

The amount recommended for funding falls within the 2021 Community Improvement Plan budget.

OTHERS CONSULTED:

Committee members:

- Mr. Al Armstrong, Deputy Mayor
- Mr. Vince Zandbelt, Community Representative
- Ms. Angela Rutley, Township CAO
- Mr. Calvin Pol, Township Director of Planning, Building & By-law

ATTACHMENTS:

There are no attachments.



ACTION REQUEST

Public Works

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: Budget Amendment 2021-23

RECOMMENDATION:

THAT Council approves budget amendment #2021-23 to allow for \$453,000.00 of funding for the J. L. Richards Engineering Services to be funded in the 2022 water and wastewater budget.

BACKGROUND:

On September 14, 2021, Council approved the recommendation to award RFP#PW-2021-06 Engineering Services for Various Water and Sewer Infrastructure Expansion and Upgrades to J. L. Richards & Associates Limited in the amount of \$985,130 plus HST, and that \$435,130 remain unfunded for the project, to be funded in the 2022 water and wastewater budget.

After further review, it has been determined that a budget amendment is required. Note: the net cost for the projects shown in Appendix A is \$17,870 higher than previously reported on September 14th. This variance is attributed to HST that is not recoverable by the Municipality.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The difference in cost estimation has resulted in the need for an increase to \$453,000 to be financed in 2022.

OTHERS CONSULTED:

Treasurer
Deputy Treasurer

ATTACHMENTS:

Appendix #1

Township of North Dundas

Addendum to Budget Resolution - October 12, 2021

Budget Amendment - 2021-23 - Water and Sewer

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

Project No. 1

Winchester Water - Watermain Loop - Design	1-5-9000-8006	50,000	169,600	119,600
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Project No. 2

Chesterville Water - Capital - Reservoir Expansion	1-5-9010-8005	100,000	159,100	59,100
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Project No. 3

Winchester Sewer - Lagoon Expansion	1-5-9020-8004	100,000	392,100	292,100
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Project No. 4

Winchester Sewer - Main Street SPS Upgrades - Design	1-5-9020-9007	300,000	282,200	(17,800)
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\$ 550,000	\$ 1,003,000	\$ 453,000
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Financing

Project No. 1

Winchester Water - User Fees		50,000	50,000	-
Winchester Water - Unfinanced Capital - To be financed in 2022	1-4-9000-9999	-	119,600	119,600
Sub-Total		\$50,000	\$169,600	\$119,600

Project No. 2

Chesterville Water - User Fees		100,000	100,000	-
Chesterville Water - Unfinanced Capital - To be financed in 2022	1-4-9010-9999	-	59,100	59,100
Sub-Total		\$100,000	\$159,100	\$59,100

Project No. 3

Winchester Sewer - User Fees		71,483	71,483	-
Winchester Sewer - Transfer from Reserves (1-3-2000-8045)	1-4-9020-9000	28,517	46,317	17,800
Winchester Sewer - Unfinanced Capital - To be financed in 2022	1-4-9020-9999	-	274,300	274,300
Sub-Total		\$100,000	\$392,100	\$292,100

Project No. 4

Winchester Sewer - Transfer from Reserves (1-3-2000-8045)	1-4-9020-9000	300,000	282,200	(17,800)
Sub-Total		\$300,000	\$282,200	(\$17,800)

\$ 550,000	\$ 1,003,000	\$ 453,000
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ACTION REQUEST

Waste Management Services

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: Waste Management staffing and Level of Service

RECOMMENDATION:

THAT Council approve the recommendation of the Director of Waste Management to replace the part-time Truck Driver/Laborer position with a full-time Truck Driver/Laborer position.

BACKGROUND:

The part-time employee has been working the hours of a full-time employee since the implementation of the 60/40 split trucks. This is required to allow the other employees the opportunity to utilize vacation/sick time. We have had two reliable individuals that have made the transition period operate very smoothly.

In addition to covering employees for vacation and sick time, establishing this position as full-time will allow us to implement new programs into Waste Management such as leaf and yard waste collection and expand our HHW program.

With a full-time position, we can have a HHW event day in May to start the program and one in October to end the program. Additionally, residents will then be able to drop off HHW waste at the facility during regular landfill hours between these dates increasing our service hours. This new process will replace the previous practice of offering special HHW disposal days normally held on designated Saturdays. As a result, we will eliminate 4 Saturdays which required extra staffing, resulting in some salary savings.

The position will be advertised internally and on our website.

OPTIONS AND DISCUSSION:

1. Authorize the change to this position – recommended.
2. Do not authorize the change to this position – not recommended.

FINANCIAL ANALYSIS:

In 2021, the potential cost impact is approximately \$2,000 which can be absorbed in the 2021 budget. The cost for this position will increase due to the addition of the health benefit plan for a full-time employee. This will be budgeted accordingly in the draft 2022 budget.

Health Benefits: Single - \$8,500 approx. Family - \$12,800 approx.



ACTION REQUEST

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: September Community Grants

RECOMMENDATION:

THAT Council approve that the Winchester branches of the Ontario Early Years Centre and the Boys & Girls Club each be awarded a \$400 Community Grant.

BACKGROUND:

Community groups/organizations can request financial assistance from the Township through a submission process. There are up to 5, \$400 grants available to these types of groups.

The following documents must be submitted in order for a request to be reviewed by the committee:

- A letter indicating:
 - Who your group/organization is
 - What type of service you provide in the community of North Dundas
 - Who is on your executive
 - How long you have been in operation
 - What the funds are being used for and how the funds will benefit the organization and impact the community
- A copy of the organization's finances

The review committee will consist of the Director of Recreation & Culture, the CAO and two members of Council, (not full Council). The review committee will make the final decision on whether the request will be granted. The review committee may request additional information to further substantiate the request. Funds will be paid upon submission of supplier invoices by the community organization/group.

Community Grant Requests Deadline: April 1st and September 1st of each year.

Three proposals were received before the September 1st deadline. The Community Grant Review Committee reviewed and discussed the applications and is recommending that the Winchester branches of the Ontario Early Years Centre and the Boys & Girls Club each be awarded a \$400 Community Grant.

OPTIONS AND DISCUSSION:

- 1. Award one \$400 grant each to the Ontario Early Years Centre and the Boys & Girls Club as proposed - recommended.**

2. **Request that applications be reassessed and that the Community Grant Review Committee bring forth a new recommendation for a future Council meeting - not recommended.**

FINANCIAL ANALYSIS:

Funding for 5, \$400 grants was approved during our 2021 budget process. 3 grants were awarded in April, leaving 2 grants available.

OTHERS CONSULTED:

Councilor Annable
Councilor Hoy
CAO

ATTACHMENTS:

N/A



ACTION REQUEST

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: Winchester Lions Club Request for Free Use of the Joel Steele Community Hall

RECOMMENDATION:

THAT Council authorize that the \$140.00 rental fee for the Joel Steele Community Hall be waived, in support of the Winchester Lion's Club Annual North Dundas Christmas Fund Gifts & Food Hamper Program, scheduled for December 14th & 15th, 2021.

BACKGROUND:

The Winchester Lion's Club run a gift & food hamper program at Christmas time each year and host the program in their hall, which is located on Albert St., in Winchester. Both last year & this year, the COVID-19 screening center is utilizing the Lions' Hall, so the Lions are seeking an alternative venue for their program. The Lions are requesting use of the Joel Steele Community Hall, free of charge, for December 14th & 15th, 2021.

OPTIONS AND DISCUSSION:

- 1. Approve the request of the Winchester Lions Club, for free use of the Joel Steele Community Hall on December 14th & 15th, 2021 – recommended.**
- 2. Do not approve the request of the Winchester Lions Club, for free use of the Joel Steele Community Hall – not recommended.**

FINANCIAL ANALYSIS:

Should Council waive the not-for-profit daily rental rate fee of \$70.00 for each of the 1-day rentals, \$140.00 of revenue would not be generated.



ACTION REQUEST

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: 2021-2022 Winter Staff Hires

RECOMMENDATION:

THAT Council approve the recommendation of the hiring committee to hire 7 additional 2021/2022 winter staff hires for Rink Attendants and Call-In Facility Operators.

BACKGROUND:

The Chesterville & District Arena opened on Friday, September 24th for the season. The Sam Ault Arena is planned to open on Friday, October 22nd. Various private functions are booked and taking place in our community halls.

According to Ontario Regulation 364/20 (under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*), as of September 22nd, unless specific exemptions are met, individuals must provide proof of identification and proof of being double vaccinated against COVID-19, when entering indoor areas of meeting and event spaces and indoor facilities used for sports and recreational fitness activities.

As of October 4th, volunteers, coaches and officials associated with indoor organized sports must provide proof of vaccinations.

Persons Responsible for Facilities must also continue to comply with all other public health measures related to screening, physical distancing, use of personal protective equipment and maintaining a log with contact information for every member of the public who enters the facility.

Individuals and corporations who do not comply with the above noted requirements may be liable for substantial fines.

As a result, the Recreation & Culture Department has hired an additional six Rink Attendants to help carry out the responsibilities of screener at the entrance to the arenas and community halls, when there are rentals. However, occasionally, a Part-Time, Call-in Facility Operator will be scheduled, if the hall rental will be anticipating a larger attendance or have the potential for an increased risk of issues or concerns for our younger staff team members. In the case of recreation programs, the instructor is delegated the responsibility on behalf of the Township and the same is permitted in the case of select, approved rentals.

OPTIONS:

1. **Authorize the hiring of the recommended Rink Attendants and/or Call-In Facility Operators for the 2021/2022 ice season** - recommended.
2. **Do not authorize the hiring of the recommended Rink Attendants and/or Call-In Facility Operators for the 2021/2022 ice season** - not recommended.

FINANCIAL ANALYSIS:

The hourly rate for an Arena Attendant is \$14.35 and the hourly rate for a Part-Time, Call-in Facility Operator is \$21.80.

The cost for a half day hall rental at our not-for-profit rate, ranges between \$30-40. The general rate, ranges between \$85-130.

The cost for a daily rental in the not-for-profit category, ranges between \$50-70. The general rate, ranges between \$120-185.

Slab and evening rentals are available for between \$100-250.

The actual revenue or loss per facility rental, with staff screeners scheduled, is dependent on the type, length, and location of the facility.

Funding for 11 winter positions was approved during our 2021 budget process. These positions would be in addition to those already approved.

OTHERS CONSULTED:

CAO

Facilities Manager

Facilities Lead Hand

Recreation Coordinator

Deputy Treasurer



ACTION REQUEST

Chief Administrative Officer

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: Director of Corporate Services/Clerk

RECOMMENDATION:

THAT Council approve the promotion of Nancy Johnston to the position of Director of Corporate Services/Clerk effective November 15, 2021 as per the terms of the employment agreement dated September 24, 2021.

BACKGROUND:

Jo-Anne McCaslin will be retiring at the end of this year. We advertised the position of Director of Corporate Services/Clerk for a four-week period, ending on August 30th. Four candidates were interviewed by the hiring committee. The position was offered to one of the candidates, our current Deputy Clerk, Nancy Johnston. Ms. Johnston has accepted the position and will start in that role on November 15th. She will be shadowing the Clerk and will fully transition to the role by the time Ms. McCaslin retires at the end of the year.

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation** - recommended. This will ensure that the position of Clerk is filled and that there is an adequate transition period.
- 2. Do not approve the recommendation and request that the position be readvertised** - not recommended. This will likely result in a gap between the current Clerk's retirement and the start date of a different candidate.

FINANCIAL ANALYSIS:

There are sufficient funds in the approved budget for the overlap of a month and a half to allow the proper transition.

OTHERS CONSULTED:

Deputy CAO/Clerk
Hiring Committee

ATTACHMENTS:

n/a



ACTION REQUEST

Chief Administrative Officer

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: Ault Way Street Signs

RECOMMENDATION:

THAT Council approves the cantilevered sign design for new street signs on the portion of Winchester Main Street that will also be known as Ault Way, and approves budget amendment #2021-22 to increase the budget for Ault Family Legacy Project by \$10,000 to be split equally between the Township and Lactalis.

BACKGROUND:

At the Council meeting of September 28, two options were presented to Council for Ault Way signage. The cantilevered signs were recommended. As Lactalis is an equal partner in the purchase of the signage, Council requested that Lactalis representatives be consulted. I contacted Gilles, Froment, VP Government & Industry Relations of Lactalis Canada and he has indicated that their preference is the cantilevered signs, listed as option 1 below.

Street Sign Options:

- 1) Street signs attached to the post by a cantilever bracket, similar to the existing sign at the intersection of Main and St. Lawrence Streets and as shown in diagram 1 attached. The cost for this option is \$8,372.30 + HST.
- 2) Street signs installed on top of one another and perpendicular to each other, as illustrated in diagram 2 attached. The cost for this option is \$6,587.60 + HST.

OPTIONS AND DISCUSSION:

1. **Approve the cantilevered design and an increase in budget of \$10,000 - recommended.**
2. **Approve the top mount design and a \$10,000 budget increase – not recommended.**
3. **Approve a design, but do not approve a budget amendment - not recommended.**
We would not have sufficient funds in the budget to proceed with the street signs or modifications to the 100 Club Park sign. These components could be deferred and included in the 2022 draft budget.

FINANCIAL ANALYSIS:

We have an overall approved budget of \$20,000 for the Ault Legacy project. This is being funded in an equal partnership between the Township and Lactalis. The signage options for the property entrance are still being researched, so pricing is not available for that portion of the project. Without the street signs and the revisions to the 100 Club Park signs, the cost estimates to date are approximately \$18,000. This leaves only \$2,000 for the remaining project components.

It is recommended that Council approve a budget amendment to increase the project budget to \$30,000. Lactalis is splitting the cost of the project equally with the Township and has agreed to the increased budget. The Township's additional \$5,000 would be financed from the general reserve fund (2020 surplus).

OTHERS CONSULTED:

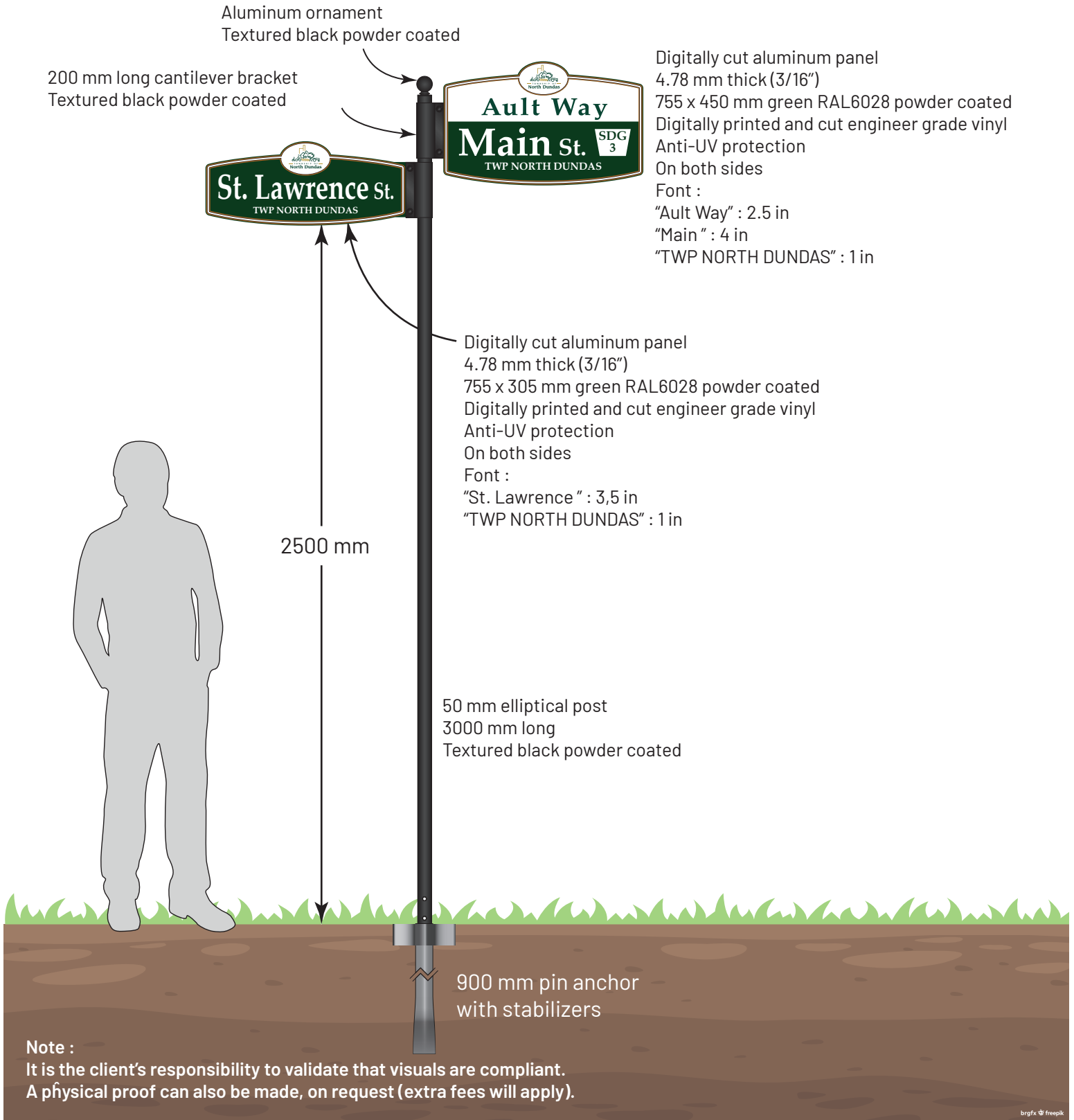
Ben deHaan, SDG Director of Transportation
Gilles Froment, VP Government & Industry Relations, Lactalis Canada
Director of Public Works
Clerk/Deputy CAO

ATTACHMENTS:

Cantilever installation design
Top Post installation design
Quotation 40968 (2) cantilever design
Quotation 41040 top post design
Budget amendment #2021-22

Lettering visibility : 40 ft for every 1 in of height (12 m for every 25 mm)

Cantilever installation on Kalitec post



Approved by : _____ Date : _____

☐ Manufacture as per drawing ☐ Edits needed, submit new drawing ☐ Cancelled, send infographics bill

kalitec		1220 montée Masson, Laval, QC H7E 4P2 (Canada) ☎ 450.664.4414 1.888.788.4747 info@kalitec.com www.kalitec.com		North Dunda - Street signs			
Drawing by : Edger		Project category : Pride		Revision Time (hour(s)) : 1		Total Time (hour(s)) : 1.5	
Date : September 25th, 2021		Drawing # : North Dunda-2021-08-19-rev1		Ticket # : 1102		Rev. 1	Page 1 of 2

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Lettering visibility : 40 ft for every 1 in of height (12 m for every 25 mm)

Top post installation on Kalitec post

Front view

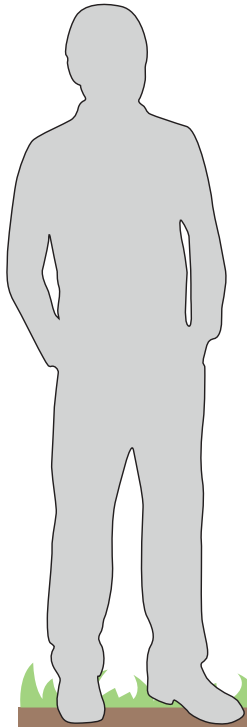
SU-40 for 90° installation
Textured black powder coated

SU-30 for Kalitec post installation
Textured black powder coated

St. Lawrence St.
TWP NORTH DUNDAS

Digitally cut aluminum panel
4.78 mm thick (3/16")
750 x 275 mm
Green RAL6028 powder coated
Digitally printed and cut engineer grade vinyl
Anti-UV protection
On both sides
Font :
"St. Lawrence" : 3,5 in
"TWP NORTH DUNDAS" : 1 in

2400 mm



900 mm pin anchor
with stabilizers

Note :

It is the client's responsibility to validate that visuals are compliant.
A physical proof can also be made, on request (extra fees will apply).

Side view

Ault Way
Main st. SDG 3
TWP NORTH DUNDAS

Digitally cut aluminum panel
4.78 mm thick (3/16")
750 x 450 mm
Green RAL6028 powder coated
Digitally printed and cut engineer grade vinyl
Anti-UV protection
On both sides
Font :
"Ault Way" : 2.5 in
"Main" : 4 in
"TWP NORTH DUNDAS" : 1 in

50 mm elliptical post
2400 mm long
Textured black powder coated

Approved by : _____ Date : _____
☐ Manufacture as per drawing ☐ Edits needed, submit new drawing ☐ Cancelled, send infographics bill

kalitec

1220 montée Masson, Laval, QC
H7E 4P2 (Canada)
☎ 450.664.4414 1.888.788.4747
info@kalitec.com
www.kalitec.com

North Dunda - Street signs

Drawing by : Edger	Project category : Pride	Revision Time (hour(s)) : 1	Total Time (hour(s)) : 1.5
Date : September 16th, 2021	Drawing # : North Dunda-2021-08-19-rev1	Ticket # : 1102	Rev. 1
			Page 2 of 2

Quote



Signalisation Kalitec inc.

1220, montée Masson
Laval, QC
Canada, H7E 4P2
Tél. : 888-788-4747 Fax : 866-525-4319
info@kalitec.com

Quote #	41040
Date :	2021-09-20
Contact :	Angela Rutley Phone : (613) 774-2105 # 231

Bill to	C01100
Township Of North Dundas	
636 St. Lawrence St., PO Box 490	
Winchester, ON	
CANADA, K0C 2K0	

Ship to	C01100
Township Of North Dundas	
636 St. Lawrence St., PO Box 490	
Winchester, ON	
CANADA, K0C 2K0	

Salesman		Phone	Email		Project
Jessica Gaudreault		1.888.788.4747 ext. 249	jessica_gaudreault@kalitec.com		Top post installation
Due Date	Lead Time (Weeks)	Terms	Currency	FOB	Ship Mode
2021-10-19	to be determined	Net 30 days	CAD	destination	Pre-Paid & Charged

#	Item	Qty	UN	Description	Net Price	Amount
1	KXXX-0001	9.000	UN	Digitally cut aluminum panel 4.78 mm thick 755x405 green powder coat digitaly print and cut engineer grade vinyl.	233.00 \$	2 097.00 \$
2	KXXX-0001	9.000	UN	Digitally cut aluminium panel 4.78mm thick 755 x 305mm green powder coated digitally printed and cut engineer grade vinyl	187.00 \$	1 683.00 \$
3	KANS-0203	9.000	UN	SU-40 for 90° installation, textured black powder coated	31.40 \$	282.60 \$
4	KANS-0229	9.000	UN	Top Sign Bracket Uptek - for Street Name Signs Universal - SU-30 For flat signs on Kalitec post only	43.90 \$	395.10 \$
5	KPAU-0027	9.000	UN	Elliptical post 2400 x 50 mm Uptek Textured - WITHOUT reflective strips	108.30 \$	974.70 \$
6	KFGX-0016	9.000	UN	Pin anchor 900 mm 134 mils	32.20 \$	289.80 \$
7	KGXX-0001	9.000	UN	Breakaway pin with hardware	49.30 \$	443.70 \$
8	KAPX-0019	9.000	UN	Anchor stabilizer (2)	16.30 \$	146.70 \$
9	KSTX-0001	1.000	UN	Transport / handling	275.00 \$	275.00 \$

GST : T141470856	Subtotal:	6 587.60 \$
	HST:	856.39 \$
	Grand Total:	7 443.99 \$

Conditions of sale :

- All returns must be authorized and are subject to 15 % handling charge.
- Shortages and damages must be reported within 5 business days from receipt of order.
- For customized and personalized order, delivery time applies from the date we receive the approved drawings.
- Additional charges will be made for the underground conduct check if the project is canceled or postponed by the client within 30 days prior to installation.
- Administration fee of 2% per month will be added to overdue invoices.
- The material remains the property of Kalitec Inc. until the final payment.
- Kalitec is committed to the quantities quoted and does not hold itself responsible in case of divergence with plans and specifications.
- Unless there is a signed agreement, Kalitec does not undertake to pay any penalty for late delivery or installation.

Quote



Signalisation Kalitec inc.

1220, montée Masson
Laval, QC
Canada, H7E 4P2
Tél. : 888-788-4747 Fax : 866-525-4319
info@kalitec.com

Quote #	40968 (2)
Date :	2021-08-27
Contact :	Angela Rutley Phone : (613) 774-2105 # 231

Bill to	C01100
Township Of North Dundas	
636 St. Lawrence St., PO Box 490	
Winchester, ON	
CANADA, K0C 2K0	

Ship to	C01100
Township Of North Dundas	
636 St. Lawrence St., PO Box 490	
Winchester, ON	
CANADA, K0C 2K0	

Salesman		Phone	Email		Project
Jessica Gaudreault		1.888.788.4747 ext. 249	jessica_gaudreault@kalitec.com		Cantilever installation
Due Date	Lead Time (Weeks)	Terms	Currency	FOB	Ship Mode
2021-10-19	to be determined	Net 30 days	CAD	destination	Pre-Paid & Charged

#	Item	Qty	UN	Description	Net Price	Amount
1	KXXX-0001	9.000	UN	Digitally cut aluminum panel 4.78 mm thick 755x405 green powder coat digitaly print and cut engineer grade vinyl.	233.00 \$	2 097.00 \$
2	KXXX-0001	9.000	UN	Digitally cut aluminium panel 4.78mm thick 755 x 305mm green powder coated digitally printed and cut engineer grade vinyl	187.00 \$	1 683.00 \$
3	KANC-0134	18.000	UN	cantilever bracket, 200 mm, textured black powder coated	55.90 \$	1 006.20 \$
4	KAPX-0052	9.000	UN	Uptek (black) Textured ball-shaped ornament on top of 50 mm (2in) post	128.70 \$	1 158.30 \$
5	KPAU-0029	9.000	UN	Elliptical post 3000 x 50 mm Uptek Textured - WITHOUT reflective strips	141.40 \$	1 272.60 \$
6	KFGX-0016	9.000	UN	Pin anchor 900 mm 134 mils	32.20 \$	289.80 \$
7	KGXX-0001	9.000	UN	Breakaway pin with hardware	49.30 \$	443.70 \$
8	KAPX-0019	9.000	UN	Anchor stabilizer (2)	16.30 \$	146.70 \$
9	KSTX-0001	1.000	UN	Transport / handling	275.00 \$	275.00 \$

GST : T141470856	Subtotal:	8 372.30 \$
	HST:	1 088.40 \$
	Grand Total:	9 460.70 \$

Conditions of sale :

- All returns must be authorized and are subject to 15 % handling charge.
- Shortages and damages must be reported within 5 business days from receipt of order.
- For customized and personalized order, delivery time applies from the date we receive the approved drawings.
- Additional charges will be made for the underground conduct check if the project is canceled or postponed by the client within 30 days prior to installation.
- Administration fee of 2% per month will be added to overdue invoices.
- The material remains the property of Kalitec Inc. until the final payment.
- Kalitec is committed to the quantities quoted and does not hold itself responsible in case of divergence with plans and specifications.
- Unless there is a signed agreement, Kalitec does not undertake to pay any penalty for late delivery or installation.

Township of North Dundas
Addendum to Budget Resolution - September 28, 2021

Budget Amendment - 2021-22 - Administration

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Historical Mural Project	1-5-1200-8000	20,000	30,000	10,000
		\$ 20,000	\$ 30,000	\$ 10,000

Financing

Transfer from Others/Donations	1-4-1200-8005	10,000	15,000	5,000
Transfer from Reserve - Previous Year Surplus (1-3-2000-9670)	1-4-1200-9000	-	5,000	5,000
		\$ 10,000	\$ 20,000	\$ 10,000



ACTION REQUEST – TENDER

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: Tender No. RC2021-09 Replacement of the Old Town Hall Theatre HVAC

RECOMMENDATION:

THAT Council approve the award of Tender No. RC2021-09 for the replacement of the Old Town Hall Theatre HVAC system, to ATEL Air, for the stipulated price of \$47,000 + HST.

BACKGROUND:

A tender for the replacement of the Old Town Hall HVAC system was advertised. The tender documents were issued to nine suppliers/installers by the Director of Recreation & Culture and the tender was also posted on our municipal website. Four companies attended the optional site visit. On the tender closing date of Wednesday, September 22nd, six bid submissions were received and opened. Based on the review and evaluation of the bid submissions, the project was awarded to ATEL Air for the stipulated price of \$47,000 + HST.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The project budget is \$53,558. The Township has been approved for funding from the Dundas County Players in the amount of \$12,000 and \$31,408 from Canada Cultural Spaces Fund. Thus, the net cost to the Township is \$10,150.

\$915.00 has been spent this year on engineering, leaving a balance of \$52,643 in project funding.

OTHERS CONSULTED:

Facilities Manager

ATTACHMENTS:

Tender Opening Summary

TENDER OPENING

OLD TOWN HALL THEATRE HVAC SYSTEM 478 MAIN ST., WINCHESTER

TOWNSHIP OF NORTH DUNDAS MUNICIPAL OFFICE – WEDNESDAY, SEPTEMBER 22ND, 2021 AT 12:30 PM

COMPANY NAME	ITEM 1
ATEL Air	\$47,000.00
Neal's Heating, Cooling and Refrigeration	\$62,201.06
ICI HVAC Services Ltd.	\$70,784.00
Climate Works Heating, Cooling and Plumbing	\$76,000.00
SK Sheet Metal	\$85,598.50
Associate Air Mechanical Systems Ltd.	\$89,000.00



ACTION REQUEST

Chief Administrative Officer

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: COVID-19 Vaccination Policy

RECOMMENDATION:

THAT By-law 2021-71, being a by-law to adopt a COVID-19 Vaccination Policy for the Township of North Dundas be read and passed in Open Council, signed and sealed this 12th day of October, 2021.

BACKGROUND:

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic virus. The first case in the Eastern Ontario Health Unit was reported on March 14, 2020. Globally, within Ontario and in the EOHU service area, variants of the virus have circulated, including the current dominance of the Delta variant with increased transmissibility and disease severity compared with previous COVID-19 virus strains.

Regardless of which SARS-CoV-2 variant is predominating in an area, vaccination, in combination with public health and individual measures, continue to work to reduce disease spread and severe outcomes. In particular, evidence continues to demonstrate that a complete two-dose series of Health Canada-approved COVID-19 vaccines provides substantial protection. Based on current data only a fraction of fully vaccinated people become infected, with the majority of recent cases and hospitalizations occurring in unvaccinated or partially vaccinated people. The symptoms of vaccinated individuals are also showing to be less serious than symptoms of those who are not or only partially vaccinated.

The Province of Ontario made proof of vaccination a condition to enter some public settings effective September 22, 2021, including municipal halls and arenas.

“The Eastern Ontario Health Unit (EOHU) strongly recommends that all local employers institute and ensure compliance with a workplace COVID-19 vaccination policy to protect staff and customers/clients from COVID-19, preventing the spread in workplaces and the community.”

The EOHU stresses that “employers have an obligation to maintain a safe work environment for their workers. To help reduce the risk of COVID-19 transmission, employers should implement a workplace vaccination policy, along with other public health measures such as COVID-19 screening, physical distancing, masking, and hand hygiene.”

Employers are legally required under the Occupational Health and Safety Act, to “take every

precaution reasonable in the circumstances for the protection of a worker”. This includes protecting workers from hazards posed by infectious diseases. It is also important to ensure that members of the public who access municipal facilities are safe.

As a result of the reasons above, many employers are instituting mandatory vaccination policies. For example:

- The Federal Government just announced that federal employees will be required to be vaccinated. This requirement applies regardless of whether the employee is working remotely or working on-site.
- Vaccination policies are being implemented in other high-risk settings such as post-secondary institutions, and retirement homes.
- Winchester District Memorial Hospital has instituted a mandatory vaccination policy for staff and suppliers.
- Many Ontario municipalities have or will be implementing a vaccination policy for staff.
- SDG CAOs have been working together to propose a similar policy to SDG County and all lower tier SDG municipalities.
- The Township of South Glengarry adopted a mandatory vaccination policy on Monday, October 4th.
- SDG County is anticipated to discuss a mandatory vaccination policy on October 8th.

A draft vaccination policy is attached for Council’s consideration. It is very similar to what is being considered in other SDG municipalities. The policy requires all employees (full-time, part-time, casual, seasonal and volunteer firefighters), Township Council, volunteers, student placements and any other persons deemed reasonable in the circumstances, be fully vaccinated, unless exempted for medical or disability reasons and accommodated under the *Human Rights Code*.

Requiring staff to be vaccinated is another precaution the Township is taking to protect our workers and the general public that are entering our facilities. Vaccinated individuals have been demonstrated to be less likely to catch COVID-19 and less likely to spread it to other individuals.

Workers will be required to provide written proof of vaccination status no later than October 25th, 2021. Workers who are not fully vaccinated, but provide written proof of having received a first dose of vaccine as of October 25th, must receive a second dose of vaccine by November 30th.

Workers who are unvaccinated as of October 25th will be required to complete a mandatory COVID-19 vaccination education program by October 29th.

Workers who:

- do not have a legitimate exemption from vaccination and an approved accommodation plan with the Township;
- have not submitted proof of full or 1st dose vaccination status by November 1st, 2021; or
- have not been fully vaccinated against COVID-19 by November 30th;

are considered to be in non-compliance with the policy and shall not be permitted to enter the workplace for any reason as of November 1st, 2021 or as soon as they become non-compliant (if later than November 1st, 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.

Effective November 1st, workers who have received a first dose, but are not fully vaccinated, will be required to complete antigen testing twice per week until the worker is fully vaccinated. The Township has been accepted as a participant in the Provincial Antigen Screening Program. Rapid tests have been ordered and will be available at no cost to workers that are required to complete antigen testing.

All other COVID protocol will continue to be in place in compliance with Provincial and Eastern Ontario Health Unit requirements and recommendations.

DISCUSSION and OPTIONS:

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

FINANCIAL ANALYSIS:

N/A

OTHERS CONSULTED:

SDG CAOs
Department Heads
Legal Counsel

ATTACHMENTS:

Draft Policy 91-2021 COVID-19 Vaccination Policy
By-law No. 2021-71

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 12th day of October, 2021.

MAYOR

CLERK

POLICY MANUAL	Policy No. 91 -2021
Township of North Dundas	Effective Date: October 12, 2021
Subject: – COVID-19 Vaccination Policy	DRAFT

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 for medical or disability reasons 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 25th, 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. Workers who fail to provide proof of their vaccination status by October 25th, 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 1st, 2021 must receive a second dose of vaccine by November 30th, 2021 and provide proof of full vaccination status by no later than December 10th, 2021.

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 this policy, including implementation and compliance, and as otherwise required by law. The information will be kept in accordance with the Township's Records Management Policy and privacy legislation.

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 25th, 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 (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 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 a legitimate exemption from vaccination and an approved accommodation plan with the Township;
- have not submitted proof of full or 1st dose vaccination status by November 1st, 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 1st, 2021 or as soon as they become non-compliant (if later than November 1st, 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

Workers who have received a first vaccine dose, but are not fully vaccinated and those who are being accommodated under the *Human Rights Code* will be required to perform Antigen Testing, at a frequency of not less than 2x/week (or such other frequency as the Township may deem appropriate), beginning the week of November 1st, 2021. This will continue until the worker provides proof of full vaccination and 14 days have elapsed from the worker's final vaccination dose. 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 employee will need to disclose the test result to the CAO or designate.

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 25th, 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 29th, 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 medical 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 employer. All collection, use and disclosure of such information will be limited to the purpose of implementing this policy. 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
- 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

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>



MONTHLY ACTIVITY SUMMARY

Finance

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

MAS – Finance – October 12, 2021

KEY FINANCIAL DATA

Bank Balances	2021 Sept 30 th	Last Month Aug 31 st 2021	Last Year-2020 Sept 30 th
General Operating Acct	14,179,183.29	13,859,514.89	7,974,599.14
Cash, GIC's, (Reserve Fund)	5,271,820.73	5,268,441.03	7,330,753.06
Total	\$19,451,004.02	\$19,127,955.92	\$15,305,352.20

Taxes Receivable Outstanding	Sept 30 2021	Sept 30 2020	Sept 30 2019
Current Year (2021)	2,059,068.32	4,961,333.47	2,057,716.78
One Year in Arrears (2020)	500,719.25	565,650.19	601,809.17
Two Years in Arrears (2019)	293,808.26	358,123.68	299,912.63
Three Years in Arrears (2018+)	412,950.20	440,063.84	352,897.07
Penalty & Interest	222,777.28	266,124.03	255,297.79
Sub-Total	3,489,323.31	6,591,295.21	3,567,633.44
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(93,604.52)
Taxes Receivable	<u>\$3,395,718.79</u>	<u>\$6,497,690.69</u>	<u>\$3,474,028.92</u>
Taxes Billed to Date	20,549,692.38	20,771,918.55	19,643,168.46
Percentage o/s Over Levy	16.524%	31.281%	17.686%

Net taxes receivable last month were **\$6,088,213.48**; this month's balance of **\$3,395,718.79** (a decrease over last month in the amount of **\$2,692,494.69**) represents the net impact of billings less collections for the month of September.

Final Tax instalment due dates this year are June 30th and September 30th; last year the due dates were July 31st and October 30th - hence the reason outstanding taxes are so much less this year compared to last year.

The final tax billing for this year (2021) represents a deviation from the previous year shown, in that last year, due to COVID, the tax due dates were pushed out a month from their normal due dates. This resulted in the final billing for last year having due dates of July 31st and October 30th. This year, the tax due dates have been realigned with previous years' normal due dates, which accounts for the large decrease in outstanding taxes this year as compared to the previous year.

Taxes receivable also include other charges that have been added to the tax roll for collection purposes.

We have attached a Year-to-Date Summary of Budget to Actual Expenditures as Appendix # 1 for Council's information.

STATE OF THE UNION:

Cash balances are very healthy as evidenced by the cash balances reported above. They are up approximately \$320k from last month and approximately \$4.1M over last year at this time – due mainly to the fact we collected the final tax instalment in September this year, compared to October last year. There are also several capital projects that are still to be completed.

ACTIVITIES:

- September 9th – webinar on PSAB: Asset Retirement Obligation Standard – takes effect April 1st 2022.
- September 16th – Escribe training via Teams.
- September 20th – Development Charges Study – kick-off meeting with Watson and Associates and department heads.
- September 21st – meeting with BMO, Deputy-Treasurer re: setting up new users and deleting old ones.
- September 22nd – Budget amendment – water & sewer dept.
- September 23rd – SDG Treasurers' Association – meeting via Teams.
- September 28th – meeting with BMO, deputy-treasurer, finance staff re granting access to on-line services.
- Preparing for and attending at department head meeting of Sept 29th 2021.
- The second tax instalment of Taxes Receivable in the amount of approximately \$4.9M was due September 30th; this has resulted in the large dollar increase in cash on hand and the corresponding reduction in taxes outstanding.
- We have made our third instalment to the school boards in the amount of \$941,312.36 (due September 30th)
- Our final instalment to the Counties is due October 31st in the approximate amount of \$2,426,033 (2020 - \$2,420,180).
- Michelle McDonell (Tax Administrator) has been collaborating with Jamie Cheney (Patrol Foreman/Drainage Superintendent) on this year's drain maintenance schedule.
- We have entered into a tax extension agreement with one of our taxpayers in the amount of \$102,277.11.
- Department heads are working on their individual budgets – first drafts are due into finance Monday, October 4th.

**Township of North Dundas
Year To Date Budget to Actual
As of September 30, 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	1,762,490	1,358,362	404,128	77%	1,661,017	1,130,338	530,679	68%	(101,473)	(228,024)	126,551	125%
Economic Development & Public Relations	161,284	53,873	107,411	33%	315,034	139,723	175,311	44%	153,750	85,850	67,900	44%
Fire Services	631,840	600,613	31,227	95%	1,499,895	1,186,275	313,620	79%	868,055	585,662	282,393	33%
Planning & Development	59,500	85,841	(26,341)	144%	198,065	125,795	72,270	64%	138,565	39,954	98,611	71%
Building Department	214,685	304,373	(89,688)	142%	307,641	193,748	113,893	63%	92,956	(110,625)	203,581	219%
By-law Enforcement	8,500	13,794	(5,294)	162%	133,900	106,167	27,733	79%	125,400	92,373	33,027	26%
Animal Control	15,500	13,645	1,855	88%	82,300	54,900	27,400	67%	66,800	41,255	25,545	38%
Transportation Services	4,716,938	2,474,700	2,242,238	52%	7,661,934	3,864,325	3,797,609	50%	2,944,996	1,389,625	1,555,371	53%
Municipal / Tile Drainage	232,950	88,369	144,581	38%	309,450	28,361	281,089	9%	76,500	(60,008)	136,508	178%
Recreational Services	1,176,583	756,708	419,875	64%	2,786,612	1,391,890	1,394,722	50%	1,610,029	635,182	974,847	61%
Other Facilities	556,596	390,264	166,332	70%	572,920	304,280	268,640	53%	16,324	(85,984)	102,308	627%
Volunteer Organizations	69,000	12,934	56,066	19%	69,000	36,405	32,595	53%	-	23,471	(23,471)	
Waste Management	549,068	440,763	108,305	80%	1,268,586	846,999	421,587	67%	719,518	406,236	313,282	44%
Total - General Operations	10,154,934	6,594,239	3,560,695	65%	16,866,354	9,409,206	7,457,148	56%	6,711,420	2,814,967	3,896,453	58%
North Dundas Water Services	1,888,883	1,386,735	502,148	73%	1,888,883	869,670	1,019,213	46%	-	(517,065)	517,065	
Winchester Sewer	1,452,955	938,019	514,936	65%	1,452,955	782,445	670,510	54%	-	(155,574)	155,574	
Chesterville Sewer	391,698	213,578	178,120	55%	391,698	244,598	147,100	62%	-	31,020	(31,020)	
Total - Water and Sewer Operations	3,733,536	2,538,332	1,195,204	68%	3,733,536	1,896,713	1,836,823	51%	-	(641,619)	641,619	
Grand Totals	13,888,470	9,132,571	4,755,899	66%	20,599,890	11,305,919	9,293,971	55%	6,711,420	2,173,348	4,538,072	68%



MONTHLY ACTIVITY SUMMARY

Economic Development & Communications

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: EDC MAS

Economic Development

- The second application intake for the Counties Regional Incentives Program closed on August 31st. Five applications from North Dundas were submitted for this round, which were reviewed at the September 23rd Review Meeting. Three applications were successful and the applicants have been notified. The recommendations from the Review Meeting are going forth to the October 18th County Council Meeting for formal approval. Thereafter, the applicants will be able to commence their projects.
- Celebrated the grand opening of Illume Physiotherapy on September 30th, with a ribbon cutting and commemorative scroll presentation by Council.
- Worked with Illume Physiotherapy to complete their Community Improvement Plan application for a signage grant, which is now before Council for consideration.
- Worked with Watters Financial to complete their Community Improvement Plan application for a facade grant, which is now before Council for consideration.
- Attended the EDO Working Group meeting on October 6th to get updates from neighboring Municipalities, the Counties and our funding partners.
- Attending the Virtual Teeny Tiny Summit on October 13th, hosted by OMAFRA.
- Discussed with a commercial property owner in North Dundas their future plans for their multiple properties.
- Connected a new pet care business with resources to help create a business and marketing plan.
- Assisted an industrial business with promoting vacancies they have been having a hard time recruiting for.
- Had a discussion with a GTA investor on the potential purchase of a commercial property in North Dundas.
- Promoted the Tourism Relief Fund, the “Spark” program, the “My Main Street” program and the Cornwall and Area Job Fair.

- Helped a new food establishment coming to Winchester advertise the many positions they are looking to fill before they open in the coming months.
- Contacted the organizers of the Garden Party Christmas Market/Shop Crawl event to arrange Township payment of the porta-potty and heater expenses.
- Organizing the “Treasures of North Dundas” shop local contest that will be run late fall leading into the Christmas shopping season.
- Completed the first draft of the Economic Development Budget for the October 4th deadline.
- The 2nd 2021 North Dundas Virtual Business Breakfast event will take place on October 18th with a focus on “Accessibility and Your Business” with guest speaker Kevin Spencer, funding support options will also be discussed.

Communications

- Attended the North Dundas Emergency Management Meeting on September 15th.
- Participated in a Recycle Coach Training Session to learn the latest features of the program and how to update our platform.
- Promoted the Household Hazardous Waste Day, Yard Waste Collection Days and Municipal Jobs with local media outlets.
- Developing the 2021 Annual Report to Taxpayers
- Regularly updating the Township’s website and Facebook with Provincial and EOHU COVID-19 news.
- Working with our Communications Officer to ensure community events are promoted on our website and social media.



MONTHLY ACTIVITY SUMMARY

Waste Management Services

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: MAS – Waste Management – October 12, 2021

FINANCIAL INFORMATION:

September

Total Fees.....\$9,964.75
 Fees Charged.....\$ 4,006.50
 Fees Paid.....\$5,958.25
 Cash on Hand.....\$100.00

August

Total Fees.....\$9,760.00
 Fees Charged.....\$5,150.00
 Fees Paid.....\$4,610.00
 Cash on Hand.....\$100.00

Wards	SEPTEMBER	AUGUST
1. (Twp of Win)	720	720
2. (Twp of Mtn)	480	480
3. (Vill of Win)	720	720
4. (Vill of Ches)	400	320
5. Other (Boyne)	627	603
Total Cubic Yards	2947	2843
Total Metric Tonnes	267.90	258.45

Recyclables

Removed all bales of Alum as of September 1st.

Tonnages of Processed Material

Year to Date

August 15th to September 15th

Fibre----- 39.98 MT
 Plastic/Cans/Glass—19.19 MT

302.43 MT
 181.50 MT
483.86 MT

Total

WORK COMPLETED (up to September 30th)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working with Golder on Technical Studies
- Boyne Road Landfill clean up and waste covering
- September 4th - HHW Day – 87 vehicles
- Preparing for last HHW Day - October 2nd
- Webinars for Blue Box transition and Hazardous Waste Transition
- Submitted info for Blue Box transition to RPRA
- Sent off Land Use Permit to MECP for 2021
- Started process of informing residents of Fall leaf and yard waste pickup
- Working on 2022 Budget



MONTHLY ACTIVITY SUMMARY

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: MAS – Recreation & Culture

- The Chesterville Tennis Courts have been paved, as has the 2 ft. perimeter around the South Mountain Tennis Courts. At the end of October, the new pathway in the 100 Club Park will be paved. The path connects the parking lot to the other paved path that goes through the playground. A concrete pad and a 3-seated picnic table will be installed just off the new path, which will provide an AODA seating area in the park.
- The nets for the Chesterville Tennis Courts will be replaced and we are working hard to secure a contractor to paint the tennis and pickleball lines this fall or in the spring.
- The lights and poles for the South Mountain Tennis Courts were replaced. Six of the eight Chesterville Tennis Courts lights were also replaced. The other two were previously replaced.
- Budget preparation is ongoing.
- The floor was waxed in the Chesterville Fire Hall and yellow line tape was ordered for the truck bay, as per the request from the Chesterville Fire Chief.
- The garage bay doors and man doors on the Morewood Fire Hall are being painted to match the red metal on the peak of the building. New “NO PARKING” decals will be installed on the doors following the painting. Replacement of the weather stripping on the bay doors, as well as installation of new, black metal on the bottom 4’ of the front of the building, will soon be completed.
- The exhaust fans for the Winchester & Chesterville fire halls were both ordered. The estimated date of arrival is the week of November 15th.
- All of the exhaust fans and air intake fans for the municipal administration building, are scheduled to be inspected.
- A sub wall was constructed in the Old Town Hall, separating the Green Room from the AODA washroom area and the door separating the lobby from the AODA washroom area was removed. The washroom is now a part of the lobby. We are awaiting the wood molding to come in and be installed, making the area match the

look of the lobby. A new specialized mirror with an AODA compliant design was purchased and installed in the washroom. An AODA push button door opener was ordered and is waiting to be received, installed, and wired in. Black curtains and rods were purchased and will be hung to conceal items that are being stored in that area.

- Fall 2021 recreation programs have all started. All registrants are required to show proof of vaccination with the exception of youth programs for ages 12 years and under. All registrants were understanding of the new rules and most were very positive about the Township offering Recreation programs again. Over 75% of registrations were processed online.
- The Chesterville & District Arena opened for the season, on Friday, September 24th. The Rockets Youth Hockey Camp was hosted in the facility and was a great success.
- The installation, test and start-up of the new chiller in the Sam Ault Arena, was completed on Friday, October 8th. Our ice season in Winchester, is planned to begin Friday, October 22nd. With the delay of the start of the ice season Winchester, we have been relocating/rescheduling all interested user groups to the Chesterville & District Arena until the Sam Ault Arena opens.
- Seaway Valley Community Health is scheduled to start the Balance For Life senior program on October 5th. This program will be offered on a weekly basis, every Tuesday and Friday, until Friday, December 3rd.
- The Recreation Coordinator coordinated a municipally-hosted bar on Saturday, October 2nd, for a private event that took place in the Joel Steele Community Hall. This was the first municipally-hosted bar since COVID-19 began. Revenues and expenses are being calculated.
- Baseball is finished for the season. It was great to offer local little league this season.

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: Monthly Activity Summary - CAO

- Worked with staff to resolve water & sewer capacity issue for an existing business, including drafting correspondence to owner
- Several meetings with SDG CAOs to discuss relevant issues including National Day of Truth and Reconciliation and Draft Vaccination Policy
- Attended virtual eScribe training
- Attended 1-day virtual training session: Human Rights and Equity - The Role and Obligations of Municipal Leaders
- Participated in Emergency Management meeting on September 15th
- Met with a property appraiser regarding a municipal property
- Meetings with lawyers and human resources professionals on multiple issues
- Meeting with insurance representative regarding an ongoing file
- Managed the Ault Family Legacy project with assistance from the Deputy CAO/Clerk, Deputy Clerk and Communications Coordinator, including liaising with Lactalis and Stephen Ault for the commissioning of a mural by artist Carrie Kellar, creation of a presentation sign and an unveiling event followed by a wine & cheese. The purchase and installation of ceremonial street signage is ongoing.
- Participated in bi-weekly virtual update from Dr. Paul.
- Respond to inquiries from the public and Council members
- Work with Department Heads as required

Human Resources:

- Managed hiring process for Director of Corporate Services/Clerk including review of resumes, creating short list of candidates, creating interview questions and tasks, participating in interviews, ultimate selection of candidate and preparing offer of employment
- Prepared offer of employment for Administrative Assistant for P,B& E



MONTHLY ACTIVITY SUMMARY

Clerk/Deputy CAO

To: Mayor and Members of Council

Date of Meeting: October 12, 2021

Subject: MAS – Clerk – October 12, 2021

- Participating in scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul).
- Emergency Management meeting with EM Planner, Kevin Spencer, MCEG and Program committee members – September 15.
- Member of hiring committee for Director of Corporate Services/Clerk.
- Escribe Staff Training – September 16.
- Assisted CAO & Staff - Ault Family Legacy celebration.
- 2022 Draft Budget preparations.
- Insurance matters – ongoing discussions with Municipal Broker - 2022 Renewal.
- Corresponding with Lawyers – re: property matters.
- On-going discussions with Committees of Council and Delegations.
- On-going discussions with couples regarding marriage ceremonies.
- Assisting Council & Staff – routine duties.
- Assisting Ratepayers – routine duties.
- Preparations for Council meetings – September 28 & Oct 12.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-70

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 September 28th, 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 October 12th, 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 12th day of October, 2021.

MAYOR

CLERK