

**AGENDA - (Revised April 12, 2021)**  
**Township of North Dundas**  
**636 St. Lawrence Street Winchester ON**  
**Tuesday, April 13, 2021 following the Public Meeting**

**[Public Meeting starts at 6:30 pm](#)**  
**(pre-registration is required for the public meeting.**  
**Call [613-774-2105](tel:613-774-2105) Ext 288 or**  
**[email jmanley@northdundas.com](mailto:jmanley@northdundas.com) to register)**

- 1. Call Meeting to Order by Resolution** Page
- 2. Adoption of Agenda**
  - a) Additions, Deletions or Amendments  
All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 3. Disclosure of Pecuniary Interest and General Nature Thereof**
- 4. Adoption of Minutes**
  - a) [March 23, 2021 Regular Meeting](#) 5 - 12
- 5. Delegations**
- 6. Closed Session**
  - a) 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 board.
- 7. Open Session**
- 8. Action Requests**
  - a) **Finance**
  - b) **Economic Development and Communications**

**c) Public Works**

i.	<a href="#">Budget Amendment - Additional Staffing</a>	13 - 14
ii.	<a href="#">Water &amp; Sewer Allocation - 1 Lori Lane</a>	15 - 17
iii.	<a href="#">Water and Sewer Allocation - 216 North Street</a>	18 - 19
iv.	<a href="#">Water and Sewer Allocation - 533 Clarence Street West</a>	20 - 22
v.	<a href="#">Water and Sewer Allocation - 56 Tabitha Crescent</a>	23 - 25
vi.	<a href="#">Water and Sewer Allocation - 64 Erin Avenue</a>	26 - 28
vii.	<a href="#">Water and Sewer Allocation - 68 Erin Avenue</a>	29 - 31
viii.	<a href="#">Water and Sewer Allocation - 522 Church Street</a>	32 - 34
ix.	<a href="#">Drinking Water System - Annual Report 2020</a>	35 - 72
x.	<a href="#">Chesterville Wastewater System - Annual Report</a>	73 - 97
xi.	<a href="#">Winchester Wastewater Treatment System - 2020 Annual Report</a>	98 - 119

**d) Waste Management**

**e) Planning Building and Enforcement**

**f) Recreation and Culture**

i.	<a href="#">2021 Pool Coordinator</a>	120 - 121
ii.	<a href="#">April 1st Community Grants</a>	122 - 123
iii.	<a href="#">Little Free Library</a>	124 - 128

**g) Fire**

**h) CAO**

i.	<a href="#">Administrative Services Assistant Position</a>	129 - 132
ii.	<a href="#">Part-Time Wages</a>	133 - 134

**i) Clerk**

**9. Tenders and Quotations**

**10. By-laws**



a)	<a href="#">By-law No 2021-27 Housekeeping By-law Amendment</a>	135 - 161
b)	<a href="#">By-law No. 2021-28 - Sevita International Zoning Amendment</a>	162 - 167
c)	<a href="#">By-law No. 2021-29 Ontario Fire Safety Grant Agreement</a>	168 - 174
<b>11. Key Information</b>		
a)	<a href="#">Finance - Government Funding</a>	175 - 181
b)	<a href="#">Economic Development and Communications - 2021 Local Business Expo Update</a>	182 - 183
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d)	<a href="#">Waste Management Services - Regional Waste Management Study</a>	185
e)	<a href="#">Waste Management Services - Leaf and Yard Waste- Pilot Project</a>	186
f)	<a href="#">Planning Building and Enforcement - Building Permit Fees</a>	187 - 191
g)	<a href="#">Recreation and Culture - Vaccine Clinic Update</a>	192
h)	<a href="#">Recreation and Culture - Improvements to Veteran's View Park</a>	193 - 203
i)	<a href="#">Recreation and Culture - Sports &amp; Recreation Update</a>	204
<b>12. Consent Agenda</b>		
a)	Accounts Action Recommended: That Council receive and file for information purposes.	
b)	<a href="#">Department Activity Updates</a> <u>Action Recommended:</u> <u>That Council receive and file for information purposes.</u>	205 - 236
<b>13. Boards and Committees</b>		
<b>14. Motions and Notices of Motions</b>		
<b>15. Petitions</b>		
<b>16. Council Comments and Concerns</b>		
<b>17. Unfinished Business</b>		

**18. Ratification By-law**

a) [By-law No. 2021-30](#)

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**19. Adjournment by Resolution**

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**MINUTES**  
**MARCH 23, 2021**

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A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on March 23, 2021 with Mayor Fraser in the Chair. Attendance was taken at the entrance in accordance with COVID-19 protocols.

ROLL CALL: Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillors: Gary Annable, Tyler Hoy, John Thompson  
CAO: Angela Rutley (remote)  
Treasurer: John Gareau  
Director of Public Works: Khurram Tunio  
Director of Planning, Building & Enforcement: Calvin Pol  
Fire Services Liaison Office: Mike Gruich  
Clerk: Jo-Anne McCaslin

1. Call Meeting to Order by Resolution  
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 7:02 pm.  
CARRIED
  
2. Adoption of Agenda  
Resolution No. 02 Moved by Councillor Hoy  
Seconded by Councillor Annable  
THAT Council approve the agenda as presented.  
CARRIED
  
3. Disclosure of Pecuniary Interest and General Nature Thereof – NIL
  
4. Adoption of Minutes
  - a) Special Meeting March 3, 2021  
Resolution No. 03 Moved by Deputy Mayor Armstrong  
Seconded by Councillor Annable  
THAT the minutes of the Special Meeting, of the Council of the Township of North Dundas, held March 3rd, 2021 be adopted as presented.

CARRIED

- b) Regular Meeting March 9, 2021  
Resolution No. 04

Moved by Councillor Thompson  
Seconded by Councillor Hoy

THAT the minutes of the Regular Meeting of the Council of the Township of North Dundas, held March 9th, 2021 be adopted as presented.

CARRIED

- c) Special Meeting March 10, 2021  
Resolution No. 05

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Annable

THAT the minutes of the Special Meeting of the Council of the Township of North Dundas, held March 10th, 2021 be adopted as presented.

CARRIED

5. Delegations

- a) OFA DFA Presentation - Jackie Pemberton & Ryan Devries

Jackie Kelly-Pemberton, OFA Director for Zone 11 and Ryan Devries were in attendance via ZOOM. They presented power point presentations entitled "Agriculture Matters" A Guide for Municipal Councillors and Staff and "Supporting Agriculture in 2021 & Beyond Opportunities & Challenges" and addressed questions of Council. It was agreed that a meeting schedule would be established to ensure regular reporting and updates from the OFA and DFA.

Resolution No. 06

Moved by Councillor Hoy  
Seconded by Councillor Annable

THAT Council acknowledges the presentation provided by Jackie Pemberton and Ryan DeVries representing the Dundas Federation of Agriculture.

CARRIED

- b) SNC Board Update - Bill Smirle

Representative Smirle updated Council on meetings and ongoing programs and activities at SNC. He also updated Council on the Morewood Cenotaph project, the New Dundas Manor construction costs and ALUS (Alternate Land Use Services).

Resolution No.07

Moved by Councillor Thompson  
Seconded by Deputy Mayor Armstrong

THAT Council acknowledges the presentation provided by SNC Representative, Bill Smirle.

CARRIED

- c) OPP Report - Jim Blanchette Community Services Officer

Officer Blanchette was in attendance via Zoom to provide an overview of the activities of the OPP in North Dundas. He specifically spoke to the success of the recently launched Mobile Crisis Response Program.

Resolution No. 08

Moved by Councillor Annable  
Seconded by Councillor Thompson

THAT Council acknowledges the presentation provided by Community Services Officer, Jim Blanchette.  
CARRIED

6. Closed Session

Resolution No. 09

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Annable

THAT Council proceed in Camera at 8:21 pm pursuant to Section 239 (2) of The Municipal Act S.O. 2001

(b) personal matters about an identifiable individual, including municipal or local board employees – specifically staff.

CARRIED

7. Open Session

Resolution No. 10

Moved by Councillor Hoy  
Seconded by Councillor Thompson

THAT Council move to Open Session at 8:35 pm.

CARRIED

Resolution No. 11

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Annable

THAT Council authorizes staff to follow through on matters as discussed in Closed Session.

CARRIED

8. Action Requests

a) Finance

i) Utility Billing Accounts Receivable & Payable Position

Resolution No. 12

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson

THAT Council approve the creation of the position of Utility Billing Accounts Receivable & Payable Coordinator with salary at Grade 5, as per the job description dated March 2021.

CARRIED

ii) Treasurers Statement of Remuneration Paid to Elected Officials

Resolution No. 13

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council accepts the 2020 Treasurer's Statement of Remuneration Paid to Elected Officials.

CARRIED

iii) Approval of 2021 Water & Sewer Budget

Resolution No. 14

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas approve and adopt the 2021 Water and Sewer Budget as presented January 19th, 2021.

CARRIED

b) Economic Development and Communications – NIL

c) Public Works

i) Hiring of Spring - Summer Operators Students

Resolution No. 15

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT the Council of the Township of North Dundas approves hiring 2 summer student positions to support the spring/summer maintenance operations for Public Works.

CARRIED

d) Waste Management – NIL

e) Planning Building and Enforcement – NIL

f) Recreation and Culture – NIL

g) Fire – NIL

h) CAO – NIL

i) Clerk

i) FCC AgriSpirit Fund

Resolution No. 16

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

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

CARRIED

ii) The Planted Arrow Garden Party Market Road Closures 2021

Resolution No. 17

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas approve the temporary closure of a single lane on Victoria Street in Winchester on the following Saturdays, May 8th, June 12th, July 10th, August 14th, September 11th and October 9th, between the hours of 8:00 am to 5:00 pm to facilitate a garden party market event hosted by The Planted Arrow.

CARRIED

9. Tenders and Quotations – NIL

10. By-laws

a) By-law No. 2021-24 2021 Municipal Budget

Resolution No. 18

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT By-Law 2021-24, being a By-law to Adopt the 2021 Municipal Budgeted Revenues and Expenditures be read and passed in Open Council, signed and sealed this 23rd day of March 2021.

CARRIED

b) By-law No. 2019-16 Remuneration for Council

Resolution No. 19

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT By-law No. 2019-16 being a by-law to establish the remuneration for Council, Staff and Appointed Members be amended as presented this 23rd day of March, 2021.

CARRIED

c) By-law No. 2020-19 Procedural By-law Amendment

Resolution No. 20

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT By-law No. 2020-19, being a by-law to Govern the Proceedings, Conduct of Members and Calling of Meetings of Council and Committees be amended as presented this 23rd day of March, 2021.

CARRIED

- d) By-law No. 2021-01 Officers & Committees  
Resolution No. 21

Moved by Councillor Annable  
Seconded by Councillor Hoy

THAT By-law No. 2021-01, being a by-law for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations be adopted as presented this 23rd day of March, 2021.

CARRIED

- e) By-law No. 2021-23 Part Lot Control Vriend Construction  
Resolution No. 22

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Annable

THAT By-law No. 2021-23, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 23rd day of March, 2021.

CARRIED

- f) By-law No. 2021-25 Subdivision Agreement Shellian Inc Silver Creek Estates  
Resolution No. 23

Moved by Councillor Hoy  
Seconded by Councillor Thompson

THAT By-law No. 2021-25, being a By-law to authorize the Mayor and Clerk to enter into a Subdivision Agreement between the Township of North Dundas and Shellian Inc., be read and passed in Open Council signed and sealed this 23rd day of March, 2021.

CARRIED

## 11. Key Information

- a) Planning, Building and Enforcement – CRINS-SINRC Report – Xplornet Tower in South Mountain CRINS-SINRC Report – Director Pol provided key information pertaining to an application for a new communications tower by Xplornet Communications to be located northeast of the South Mountain Fair Grounds. Council supported the proposed communications tower. Mayor Fraser will also send a letter of support endorsing this application.

## 12. Consent Agenda - NIL

## 13. Boards and Committees

- a) County Council – Mayor Fraser and Deputy Mayor Armstrong advised a public meeting concerning an amendment to the Regional Incentive Program will be held April 8th, 2021 and SDG Regional Tourism are accepting grant applications.
  
- b) Art on the Waterfront – Councillor Thompson – no report.



- c) Canada Day – Mayor Fraser – no report.
- d) Chesterville Carnival – Councillor Thompson – no report.
- e) Dairyfest – Councillor Hoy advised the Dairyfest Committee discussed holding concerts on Saturdays at Sweet Corner Park. Councillor Hoy advised the committee that municipal events are not scheduled at this time.
- f) Display of Lights – Mayor Fraser advised he will meet with the Committee in the near future to discuss plans for 2021.
- g) Fire Chiefs Steering – Commissioner Armstrong advised the Committee will meet on Saturday March 27th. CAO Rutley and Senior Municipal By-law Enforcement Officer, Brent Mattice will be in attendance to discuss COVID-19 protocols and Fire Reporting requirements.
- h) Winchester Downtown Revitalization – Councillor Annable advised the Committee will meet March 25<sup>th</sup>.

14. Motions and Notices of Motions – NIL

15. Petitions – NIL

16. Council Comments and Concerns – NIL

17. Unfinished Business – NIL

18. Ratification By-law

Resolution No. 24

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT By-law No. 2021-26 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this March 23, 2021.  
CARRIED

19. Adjournment by Resolution

Resolution No. 25

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council adjourn at 9:35 pm to the call of the Chair.  
CARRIED

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MAYOR

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CLERK



<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Budget Amendment - Additional Staffing

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas approves budget amendment #2021-01 in the amount of \$26,200 for additional staffing (2 summer students) to support spring and summer maintenance operations for the Public Works Department.**

**BACKGROUND:**

At the March 23<sup>rd</sup> meeting, Council approved the hiring of 2 summer students to support the spring and summer maintenance operations for the Public Works Department at a cost of \$26,200. This amount was not included in the 2021 municipal budget; therefore, a budget amendment is required.

**OPTIONS AND DISCUSSION:**

1. **Approve the budget amendment in the amount of \$26, 200 recommended.**
2. **Do not approve the budget amendment – not recommended.**

**FINANCIAL ANALYSIS:****OTHERS CONSULTED:****ATTACHMENTS:**

Appendix 1 – Budget Amendment #2021-01.

**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
<b>Costs</b>				
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>
<b>Financing</b>				
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>



<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Water & Sewer Allocation - 1 Lori Lane

**RECOMMENDATION:**

**THAT Council allocates 4 water units and 4 sewer units as per By-Law 2020-23 to the vacant property located at 1 Lori Lane in Chesterville, submitted by Mark and Bonnie Thompson.**

**BACKGROUND:**

On March 30, 2021, Mark and Bonnie Thompson submitted an application for water and sewer allocation for two separate duplex developments. These 4 residential units will require an equivalent of 4 units of water and 4 units of sewers as per the By-law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, allows for a total of 4 in-fill residential units within Chesterville Village. This request in the application is slightly above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

\$500 application fee received.

**OTHERS CONSULTED:**

**ATTACHMENTS:**

Summary of Water Allocation

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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





<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Water and Sewer Allocation - 216 North Street

**RECOMMENDATION:**

**THAT Council allocates 3 water units and 3 sewer units as per By-law 2020-23 to the vacant property located at 216 North Street, in Winchester, application submitted by Elsayed Ali and Azza Jabakhanji.**

**BACKGROUND:**

On April 6, 2021, Elsayed Ali and Azza Jabakhanji submitted an application for water and sewer allocation for two separate townhome developments. These 3 residential units will require an equivalent of 3 units of water and 3 units of sewer as per the By-law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, allows for a total of 2 in-fill residential units within Winchester Village. This request in the application is slightly above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

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

**OTHERS CONSULTED:**

**ATTACHMENTS:**

Summary of Water Allocation

**PREPARED BY:**

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

**REVIEWED & APPROVED BY:**

Angela Rutley, BBA  
CAO







<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Water and Sewer Allocation - 533 Clarence Street West

**RECOMMENDATION:**

**THAT Council allocates 9.5 water units and 9.5 sewer units in accordance with By-law 2020-23, to accommodate the addition of 30 beds at the Dundas Manor located at 533 Clarence Street West in Winchester, application submitted by the Winchester District Memorial Hospital.**

**BACKGROUND:**

On March 31, 2021, the Winchester District Memorial Hospital submitted an application for water and sewer allocations for the redevelopment of the Dundas Manor. The existing long-term care home accommodates 98 beds. The proposed facility would have 128 beds. This redevelopment with an additional 30 beds will require an equivalent of 9.5 units of water and 9.5 units of sewer as per the By-law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, did not anticipate the increase in the number of beds. This request is above the anticipated demand, but within overall available allocation units.

Please refer to the attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

\$500 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Summary of Municipal Water Units

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**





<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Water and Sewer Allocation - 56 Tabitha Crescent

**RECOMMENDATION:**

**THAT Council allocates 1 water unit and 1 sewer unit as per By-law 2020-23, for a residential dwelling at 56 Tabitha Crescent in Chesterville, application submitted by Sean and Trudy Donovan.**

**BACKGROUND:**

On March 12, 2021, Sean and Trudy Donovan submitted an application for water and sewer allocation for a residential unit in Chesterville. This residential unit will require an equivalent of 1 unit of water and 1 unit of sewer as per the By-law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, proposed a total of 4 in-fill residential units within Chesterville Village. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

\$200 application fee received.

**OTHERS CONSULTED:**

**ATTACHMENTS:**

Summary of Municipal Water Units

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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





<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Water and Sewer Allocation - 64 Erin Avenue

**RECOMMENDATION:**

**THAT Council allocates 1 water unit and 1 sewer unit as per By-law 2020-23 for a residential dwelling at 64 Erin Avenue in Chesterville, application submitted by Matthew Thompson.**

**BACKGROUND:**

On March 31, 2021, Matthew Thompson submitted an application for water and sewer allocation for a residential unit in Chesterville. This residential unit will require an equivalent of 1 unit of water and 1 unit of sewer as per the By-law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, proposed a total of 4 in-fill residential units within Chesterville Village. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

\$200 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Summary of Municipal Water Units

**PREPARED BY:**

**REVIEWED & APPROVED BY:**





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



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





<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Water and Sewer Allocation - 68 Erin Avenue

**RECOMMENDATION:**

**THAT Council allocates 1 water unit and 1 sewer unit as per By-law 2020-23 for a residential dwelling at 68 Erin Avenue in Chesterville, application submitted by Pierre Geneau.**

**BACKGROUND:**

On March 3, 2021 Pierre Geneau submitted an application for water and sewer allocation for a residential unit in Chesterville. This residential unit will require an equivalent of 1 unit of water and 1 unit of sewer as per the By-law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, proposed a total of 4 in-fill residential units within Chesterville Village. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

\$200 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Summary of Municipal Water Units

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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





<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Water and Sewer Allocation - 522 Church Street

**RECOMMENDATION:**

**THAT Council allocates 1 water unit and 1 sewer unit as per By-law 2020-23 for a residential dwelling at 522 Church Street in Winchester, application submitted by Courtney Thompson.**

**BACKGROUND:**

On March 26, 2021, Courtney Thompson submitted an application for water and sewer allocation for a residential unit in Winchester. This residential unit will require an equivalent of 1 unit of water and 1 unit of sewer as per the By-law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, proposed a total of 2 in-fill residential units within Winchester Village. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

\$200 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Summary of Municipal Water Units

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



---

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



---

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







<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Drinking Water System - Annual Report 2020

**RECOMMENDATION:**

**THAT Council receives the North Dundas Drinking Water System – 2020 Annual Report, prepared by Ontario Clean Water Agency on behalf of the Township of North Dundas.**

**BACKGROUND:**

North Dundas’s Drinking Water System is supplied by a total of eight groundwater production wells located throughout the municipality. Sodium hypochlorite (Chlorine) is used for both primary and secondary disinfection at five pump houses (two pumps at each house). There are two storage reservoirs (Chesterville underground reservoir and Winchester at-grade reservoir), two elevated tanks and approximately 51 km of distribution pipe network.

Ontario Clean Water Agency (OCWA) has prepared a North Dundas Drinking Water System report for the period of January 1 to December 31, 2020 to meet the requirements of the annual reporting requirements in O’ Reg. 170/03 Section 11 and Schedule 22. Overall, the system was operated and maintained according to the Safe Drinking Water Act, 2002, O’ Reg. 170/03, however, the report identified the following few areas, which were addressed by OCWA:

**Minor Operating Issues (4 Non-Compliance):**

1. Two distribution samples collected on December 14th 2020 were submitted to Caduceon laboratories in Ottawa ON, without the free chlorine residual recorded on the chain of custody.
2. Monast Pit missed taking the sample for the 2020 reporting year.
3. The missing bolt on the well cap of test well beside Chesterville Well #6 was replaced, securing the well casing.
4. The owner/operating authority was not in compliance with the requirement to prepare Form 3 and associated documents as required by their Drinking Water Works Permit.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

**OTHERS CONSULTED:**

OCWA

**ATTACHMENTS:**

2020 Annual Report – North Dundas Drinking Water System

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**

# North Dundas Drinking Water System

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Waterworks # 210000728  
System Category – Large Municipal Residential

## Annual Report

Township of North Dundas

Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup> 2020

Issued: February 25, 2021

Revision: 0

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O. Reg. 170/03 Section 11 and Schedule 22

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## Report Availability

As North Dundas' Drinking Water System is considered a large municipal residential system under O. Reg. 170/03, this report must be made available to the public. It can be found at the municipal office located at 636 St. Lawrence Street, Winchester, Ontario and on the Township's website (<https://northdundas.com>).

## Compliance Report Card

Compliance Event	# of Events
Ministry of Environment Inspections	1
Ministry of Labour Inspections	0
QEMS External Audit	1
AWQI's/BWA	0/0
Non-Compliance	4
Spills	1
Watermain Breaks	1

## System Process Description

### Raw Source

North Dundas's Drinking Water System is supplied by a total of eight groundwater production wells located throughout the municipality.

Chesterville Well #5 is a 12.2 m deep drilled groundwater production well equipped with a submersible pump rated at 23 L/sec at 35 m total dynamic head (TDH). The well is located approximately 3.8 km west of Chesterville and 600 m north of Highway 43.

Chesterville Well #6 is a 12.2 m deep drilled groundwater production well equipped with a submersible pump rated at 30.3 L/sec at 34.1 m TDH. The well is located approximately 3.8 km west of Chesterville and 600 m north of Highway 43.

Winchester Well #1 is a 57.9 m deep drilled well equipped with a submersible pump rated at 8.7 L/s at 69.5 m TDH. The well is located in Winchester at the south end of St. Lawrence Street.

Winchester Well #5 is a 28.0 m deep drilled well equipped with a submersible pump rated at 7.6 L/s at 70 m TDH. The well is located west of Winchester, along County Road 31.

Winchester Well #6 is a 15.9 m deep drilled well equipped with a submersible pump rated at 8.3 L/s at 69.5 m TDH. The well is located west of Winchester, along Spruit Road.

Winchester Well Field #7 consists of three gravel packed wells (7a, 7b, 7c), each with a depth of 12-15 m and each equipped with a submersible pump rated at 11.4 L/s at 45 m TDH. The wells are located north east of Winchester along Thompson Road.

### Treatment

Sodium hypochlorite is used for both primary and secondary disinfection. Each treatment facility has two chemical feed pumps (one duty and one standby). Water leaving each treatment facility is continuously monitored for flow and free chlorine residual.

### Distribution

The distribution systems in both Chesterville and Winchester were originally constructed in 1960. Watermains installed prior to 1973 are composed of asbestos cement, while newer pipes are composed of ductile iron or PVC. The distribution system contains a total of approximately 50 kilometers of distribution piping. Chesterville and Winchester's distribution systems operate independently of one another.

Chesterville's elevated storage tank and reservoir accommodate Chesterville's peak hour demands and fire flows. The elevated tank is fabricated entirely of steel and has a storage capacity of 568 m<sup>3</sup>. The reservoir consists of two equally sized underground cells and a suction well with a total capacity of 530 m<sup>3</sup>.

Winchester's elevated storage tank and reservoir accommodate Winchester's peak hour demands and fire flows. The elevated tank is fabricated of steel and mounted on a concrete pedestal. It has a storage capacity of 2300 m<sup>3</sup>. The reservoir is an on-ground stainless steel baffled tank with an effective capacity of 400 m<sup>3</sup>.

#### *Treatment Chemicals used during the reporting year:*

Chemical Name	Use	Supplier
Sodium Hypochlorite	Disinfection	Brenntag/Jutzi

## Summary of Non-Compliance

### Adverse Water Quality Incidents

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
None to report						

### Non-Compliance

Legislation	requirement(s) system failed to meet	Corrective Action	Status
SDWA O. Reg 170/03 Schedule 6.3 (1) (a).	Two distribution samples collected on December 14th 2020 were submitted to Caduceon laboratories in Ottawa ON, without the free chlorine residual recorded on the chain of custody	The sampling requirements have been reviewed with the operators of the facility to ensure they are aware of all regulatory requirements and Caduceon was asked to contact OCWA of any chain of custody issues going forward.	Complete
Condition 4.4 of PTTW #3380- AC3QF9	Monast Pit missed sample for the 2020 reporting year	The sampling requirements and the sampling calendar have been reviewed with the operators and a work order for the Monast Pit sampling has been created in OCWA's WMS platform Maximo	Complete

### Non-Compliance Identified in a Ministry Inspection

Legislation	requirement(s) system failed to meet	Corrective Action	Status
OWRA O.Reg. 903	The owner was not maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials	The missing bolt on the well cap of test well beside Chesterville Well #6 was replaced, securing the well casing	Complete
Section 5.0 of Schedule B in the DWWP	The owner/operating authority was not in compliance with the requirement to prepare Form 3 and associated documents as required by their Drinking Water Works Permit	The guidance document OCWA has developed on the requirements to complete forms for drinking water system alterations will be reviewed to prior to alterations to the drinking water system to ensure Form 3's are completed correctly prior to equipment installation	Complete

## Flows

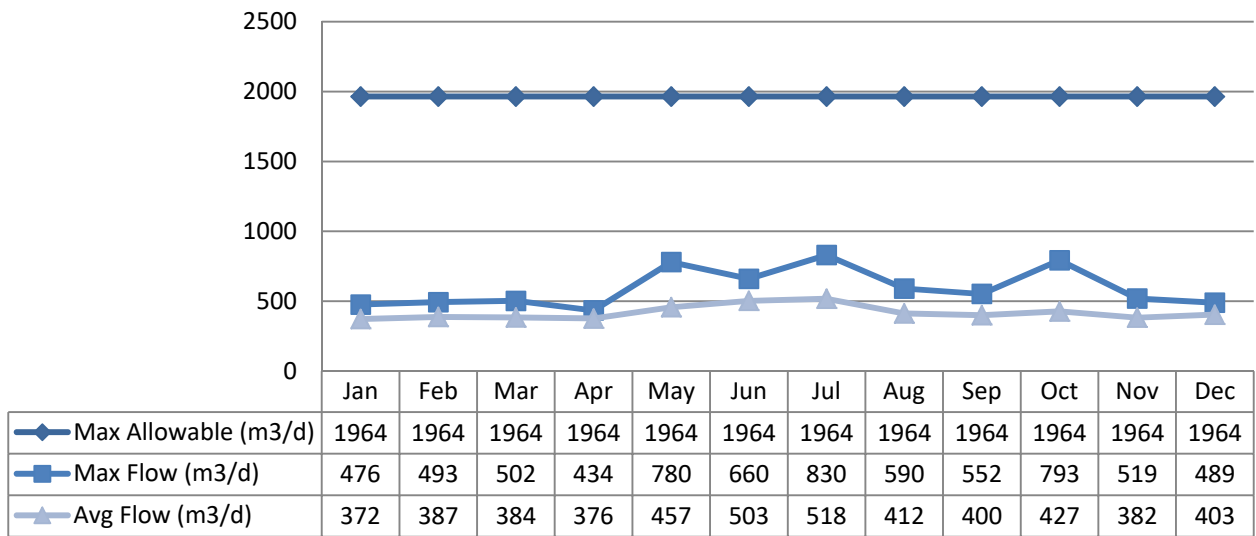
Raw water flows are regulated under the applicable Permit to Take Water (PTTW).

### Chesterville Well #5 Raw Water Flows

Raw flow data for 2020 was submitted to the Ministry electronically under Permit #3380-AC3QF9. The confirmation can be found attached in Appendix A.

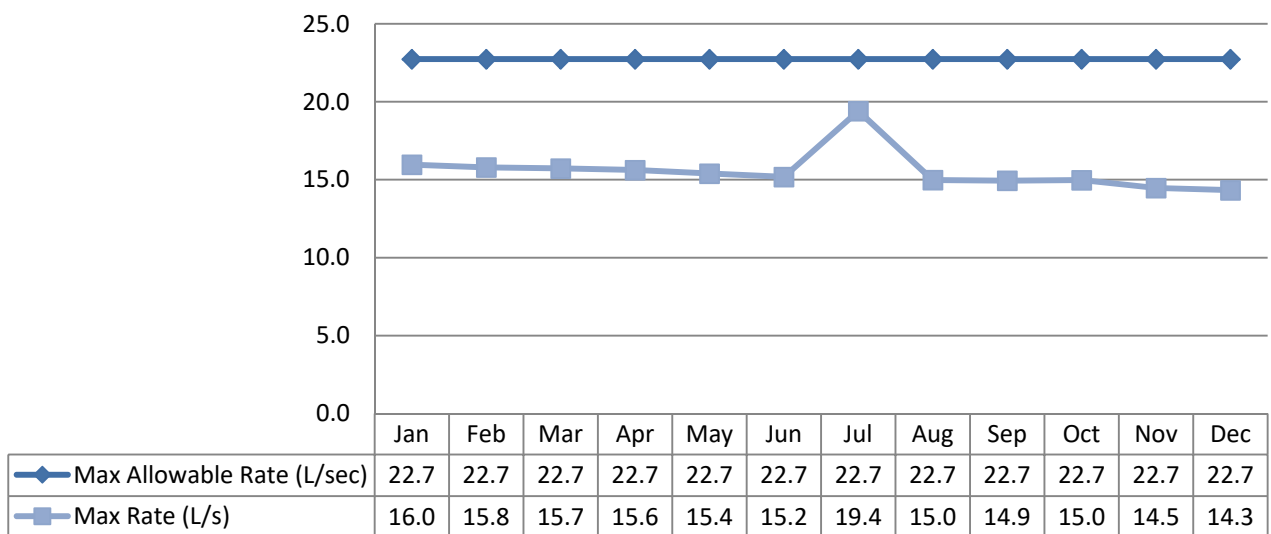
#### Chesterville Well #5 - Flows

Max. Allowable Flow - PTTW



#### Chesterville Well #5 - Maximum Flow Rates

Max. Allowable Rate - PTTW



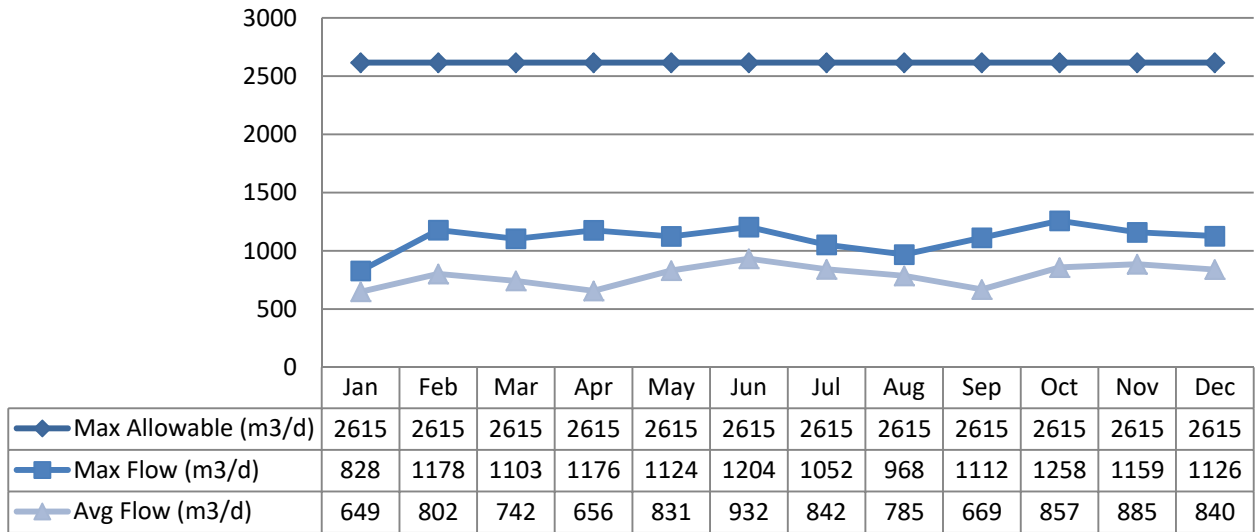


**Chesterville Well #6 Raw Water Flows**

Raw flow data for 2020 was submitted to the Ministry electronically under Permit #3380-AC3QF9. The confirmation can be found attached in Appendix A.

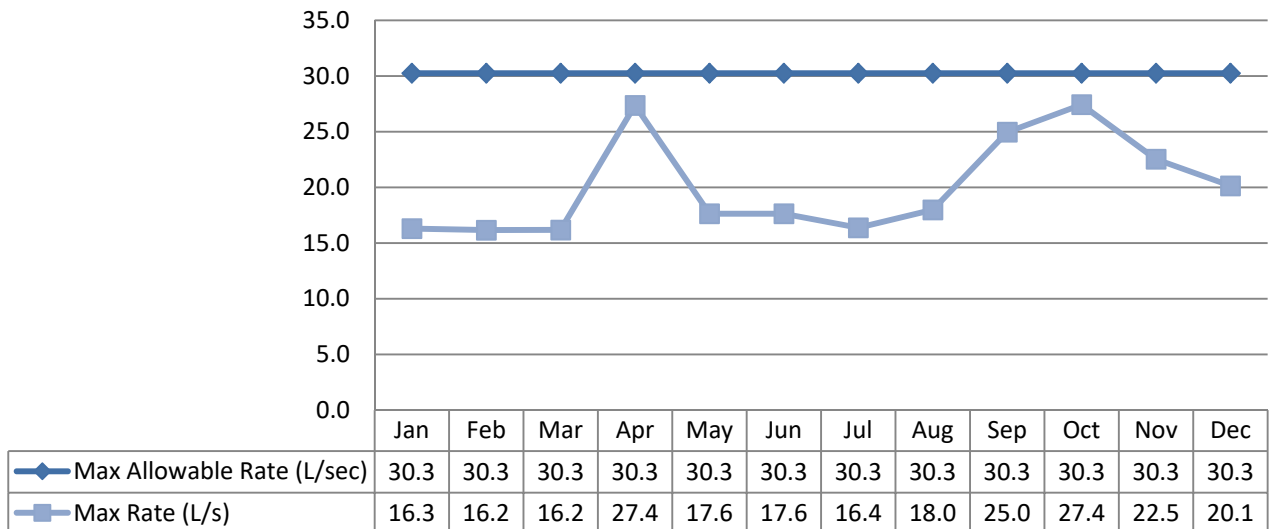
**Chesterville Well #6 - Flows**

Max. Allowable Flow - PTTW



**Chesterville Well #6 - Maximum Flow Rates**

Max. Allowable Rate - PTTW

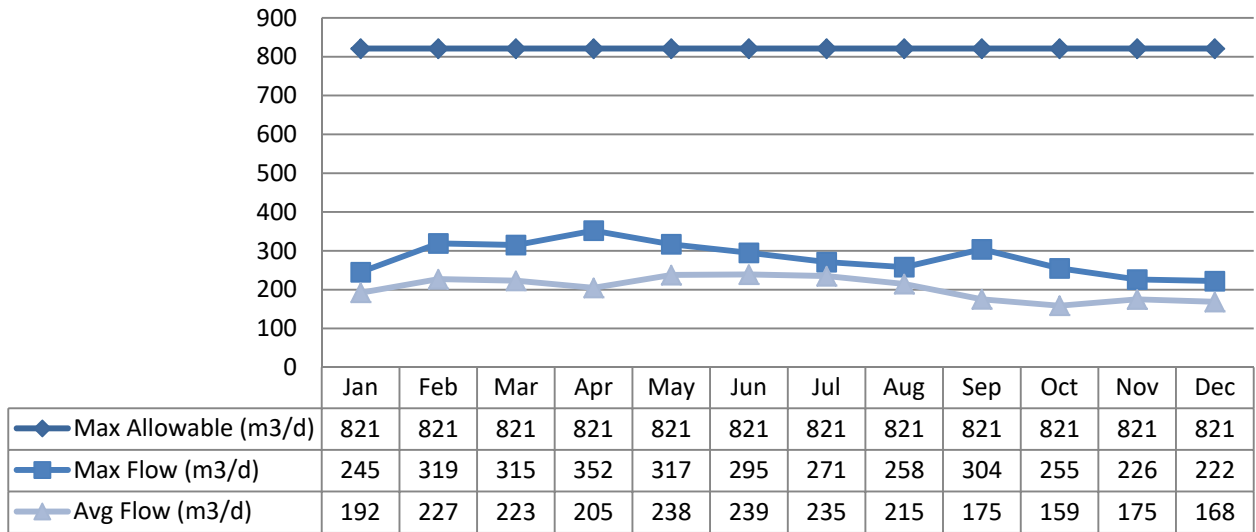


**Winchester Well #1 Raw Water Flows**

Raw flow data for 2020 was submitted to the Ministry electronically under Permit #4175-9C3GPW. The confirmation can be found attached in Appendix A.

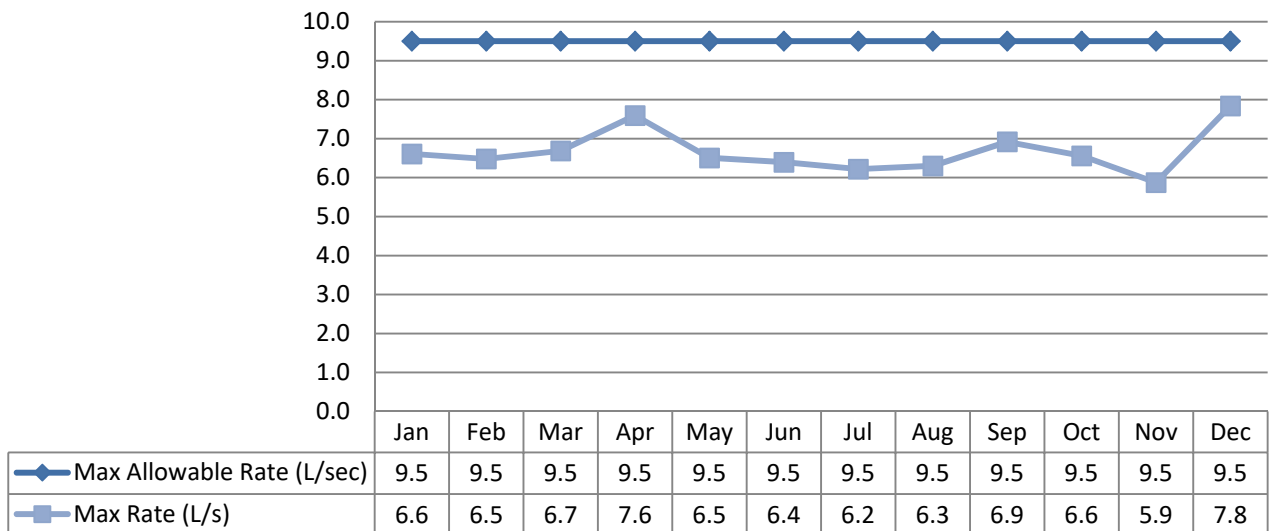
**Winchester Well #1 - Flows**

Max. Allowable Flow - PTTW



**Winchester Well #1 - Maximum Flow Rates**

Max. Allowable Rate - PTTW

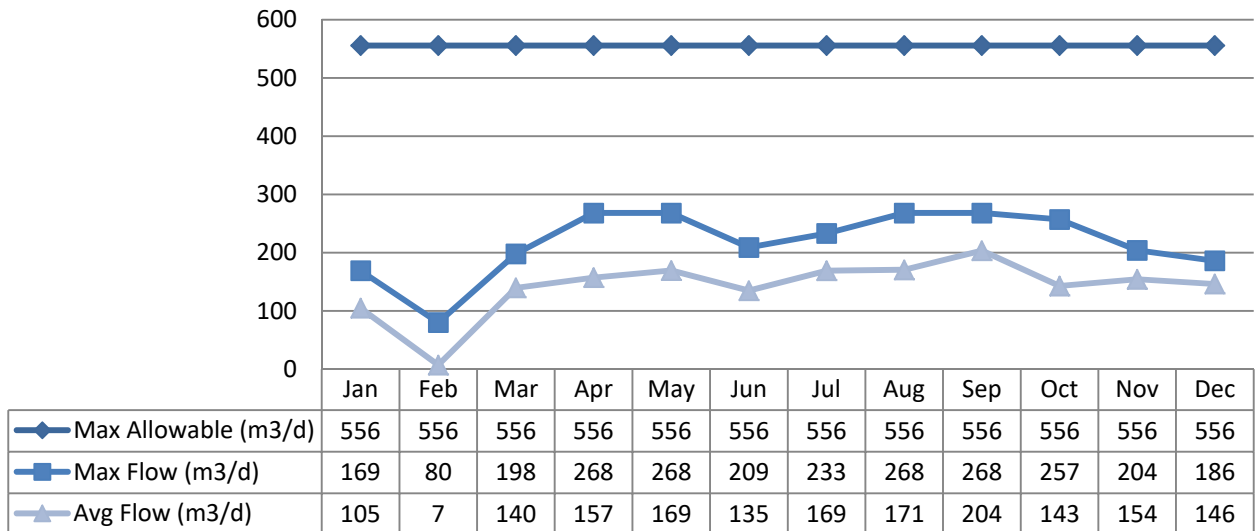


**Winchester Well #5 Raw Water Flows**

Raw flow data for January 1<sup>st</sup> 2020 to March 23<sup>rd</sup> 2020 was submitted to the Ministry electronically under Permit #2181-838S8E and from March 24<sup>th</sup> 2020 to December 31<sup>st</sup> 2020 under Permit #0276-BMYKQT. The confirmations can be found attached in Appendix A.

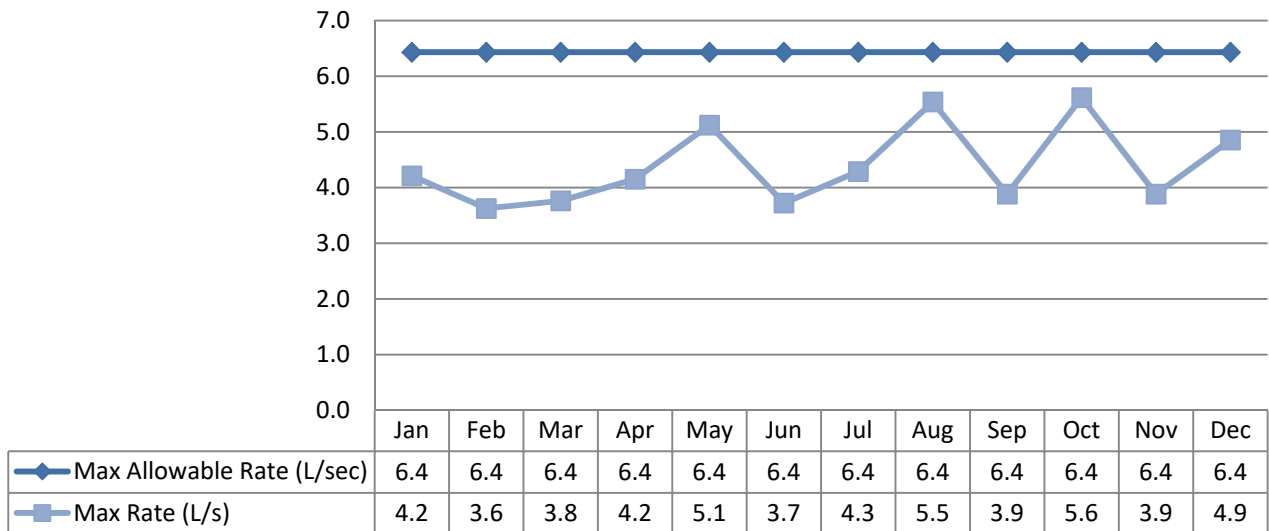
**Winchester Well #5 - Flows**

Max. Allowable Flow - PTTW



**Winchester Well #5 - Maximum Flow Rates**

Max. Allowable Rate - PTTW

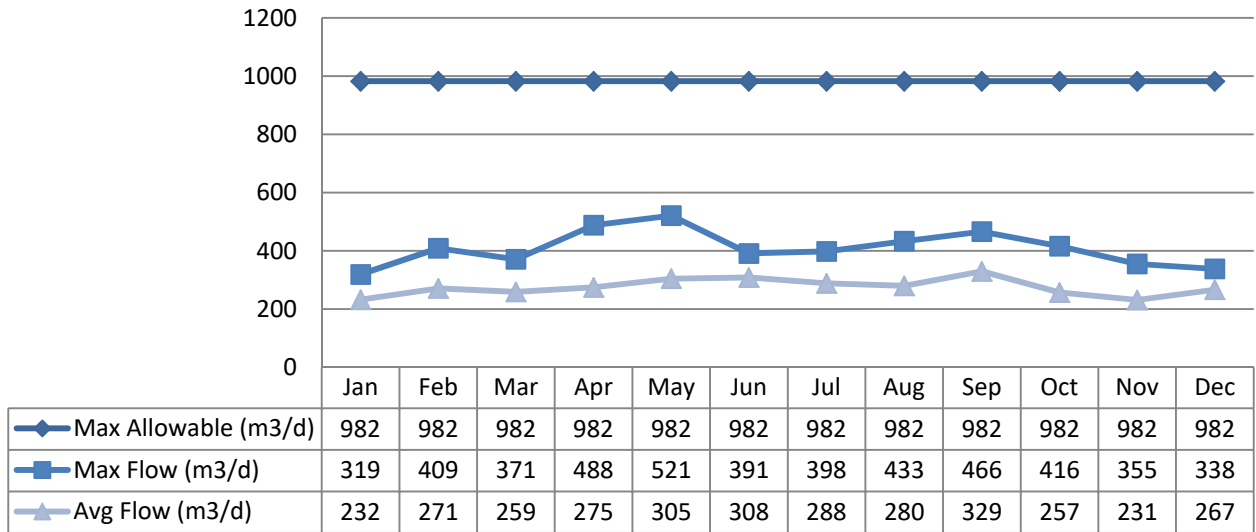


**Winchester Well #6 Raw Water Flows**

Raw flow data for 2020 was submitted to the Ministry electronically under Permit #0088-9C3JG4. The confirmation can be found attached in Appendix A.

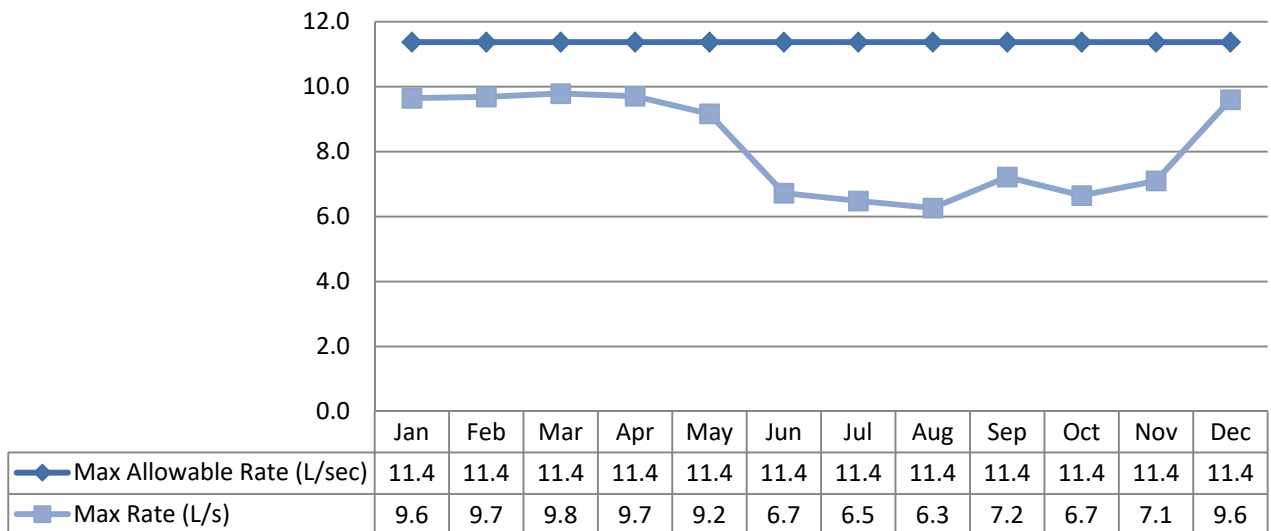
**Winchester Well #6 - Flows**

Max. Allowable Flow - PTTW



**Winchester Well #6 - Maximum Flow Rates**

Max. Allowable Rate - PTTW

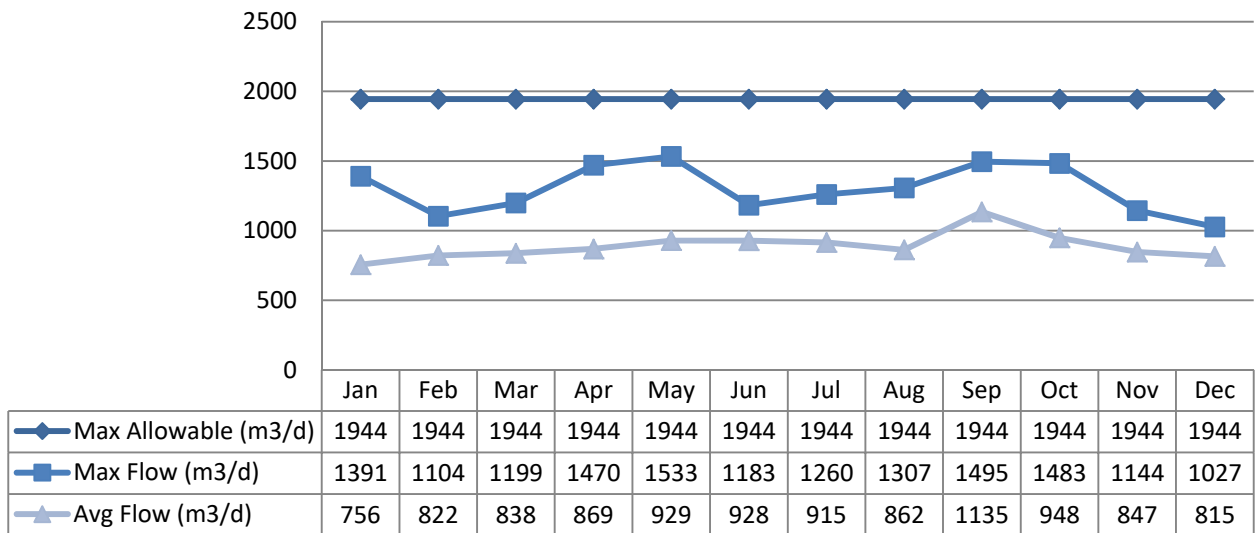


**Well Field #7 Raw Water Flows**

Raw flow data for January 1<sup>st</sup> 2020 to March 23<sup>rd</sup> 2020 was submitted to the Ministry electronically under Permit #0816-838SXR and from March 24<sup>th</sup> 2020 to December 31<sup>st</sup> 2020 under Permit #6328-BMYJUS. The confirmations can be found attached in Appendix A.

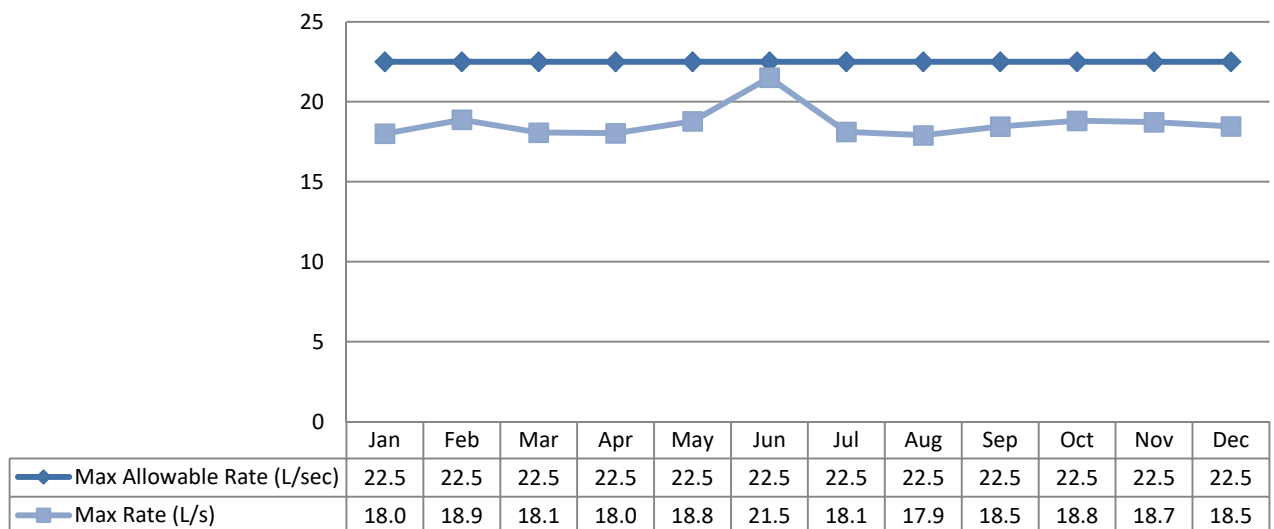
**Winchester Well Field #7 - Flows**

Max. Allowable Flow - PTTW



**Winchester Well Field #7 - Maximum Flow Rates**

Max. Allowable Rate - PTTW

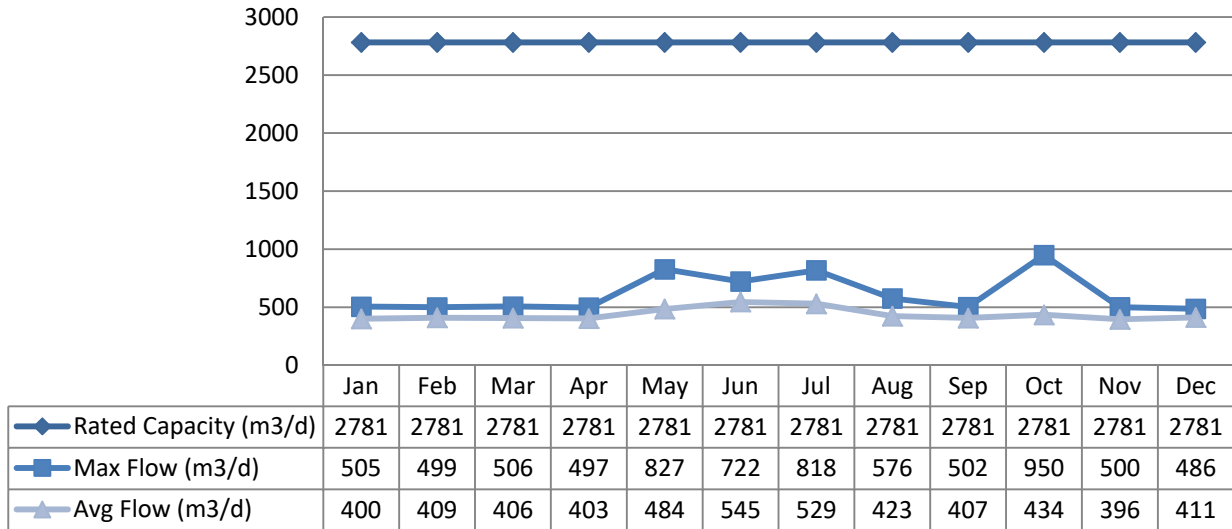


**Treated Water Flows**

Treated water flows are regulated under the Municipal Drinking Water Licence (MDWL).

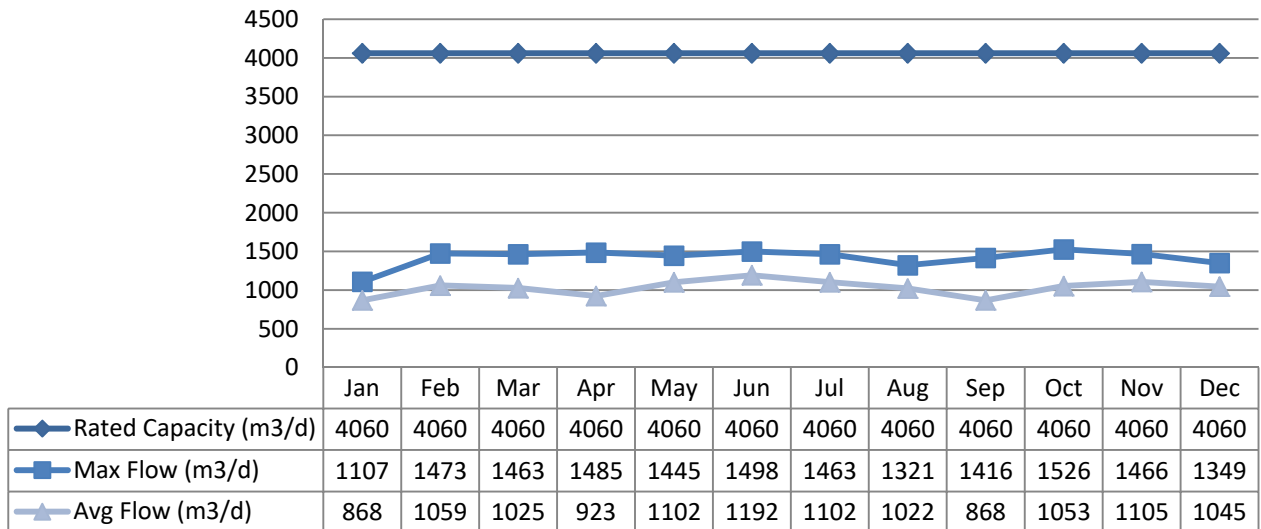
**Chesterville Reservoir - Daily Treated Flows**

Rated Capacity - MDWL



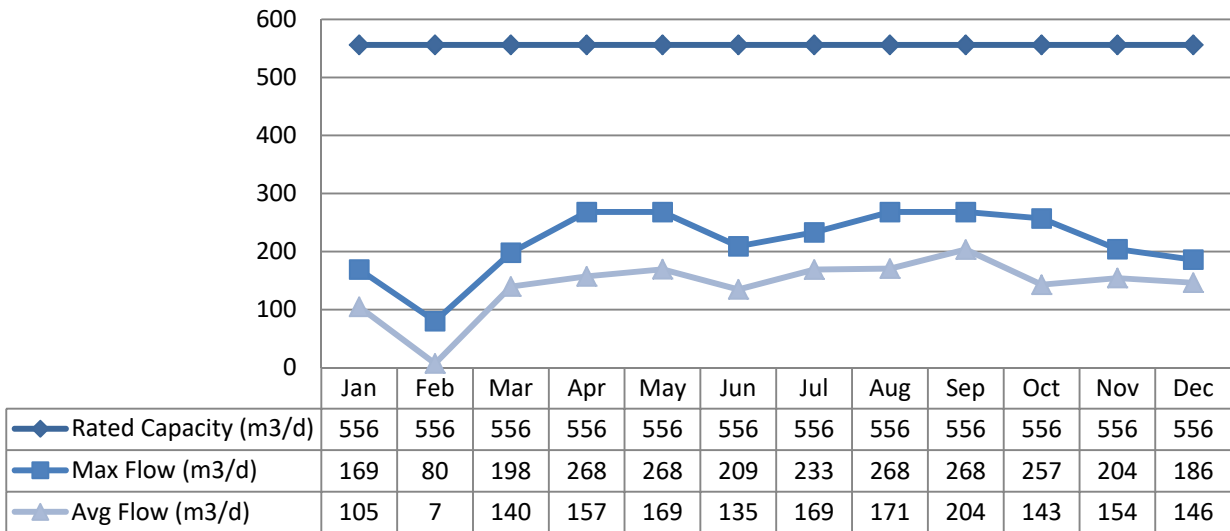
**Winchester Reservoir - Treated Flows**

Rated Capacity - MDWL



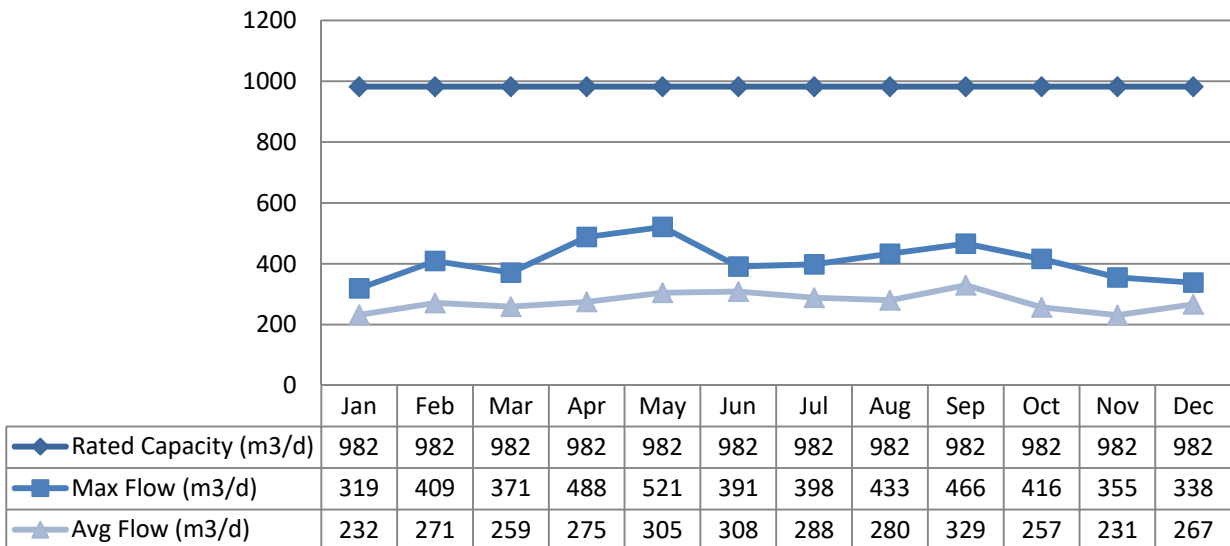
Winchester Well #5 - Treated Flows

Rated Capacity - MDWL



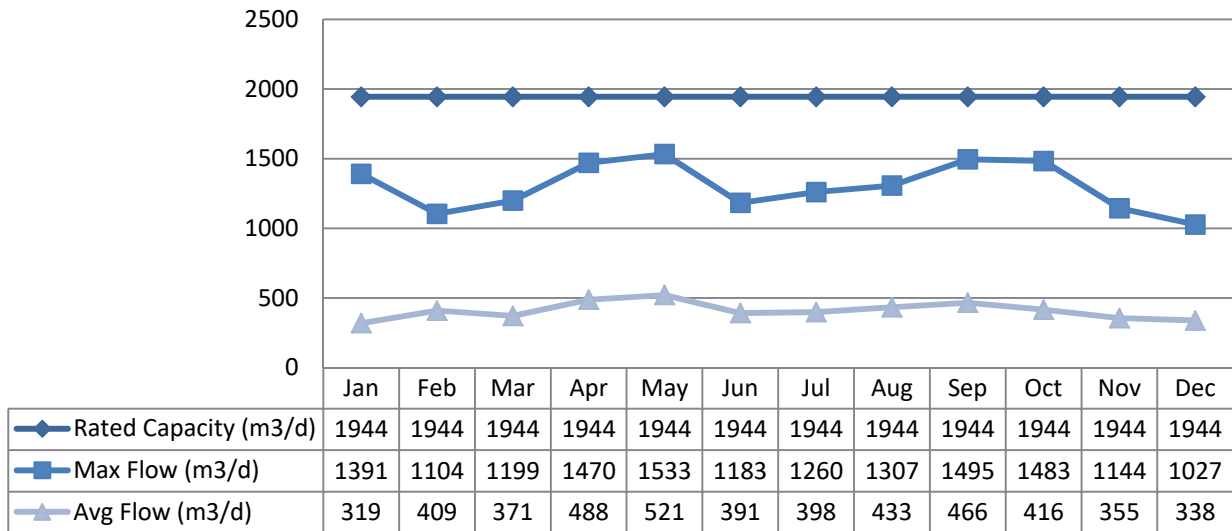
Winchester Well #6 - Treated Flows

Rated Capacity - MDWL

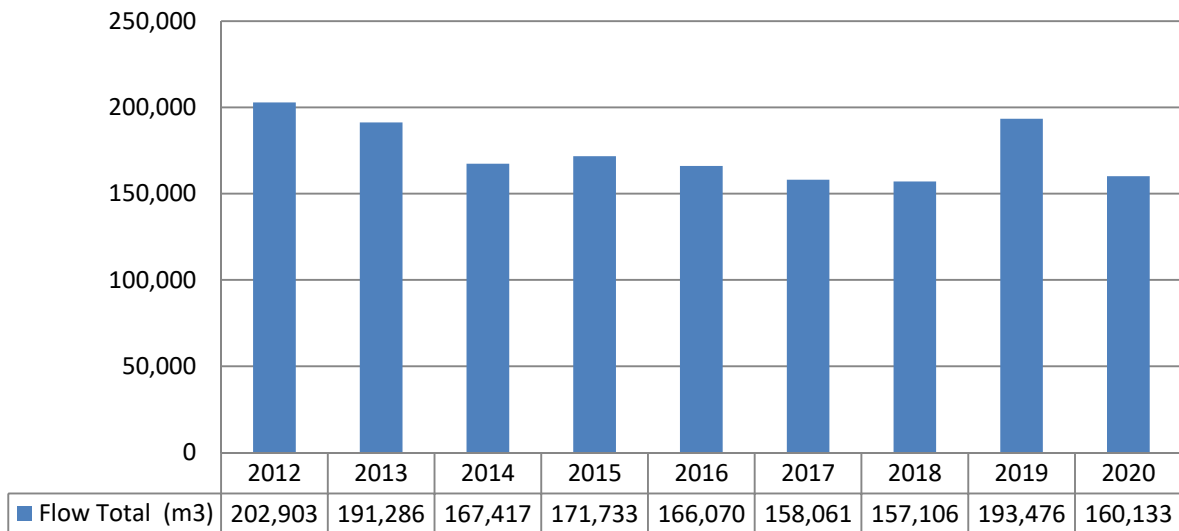


Winchester Well Field #7 - Treated Flows

Rated Capacity - MDWL

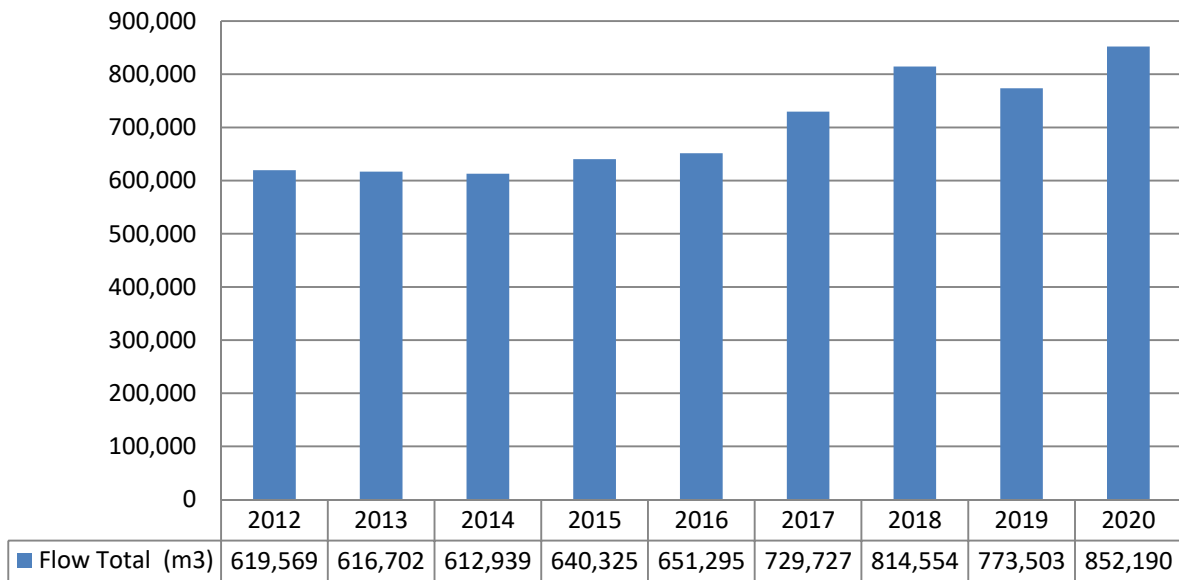


Chesterville DWS - Annual Total Flow Comparison

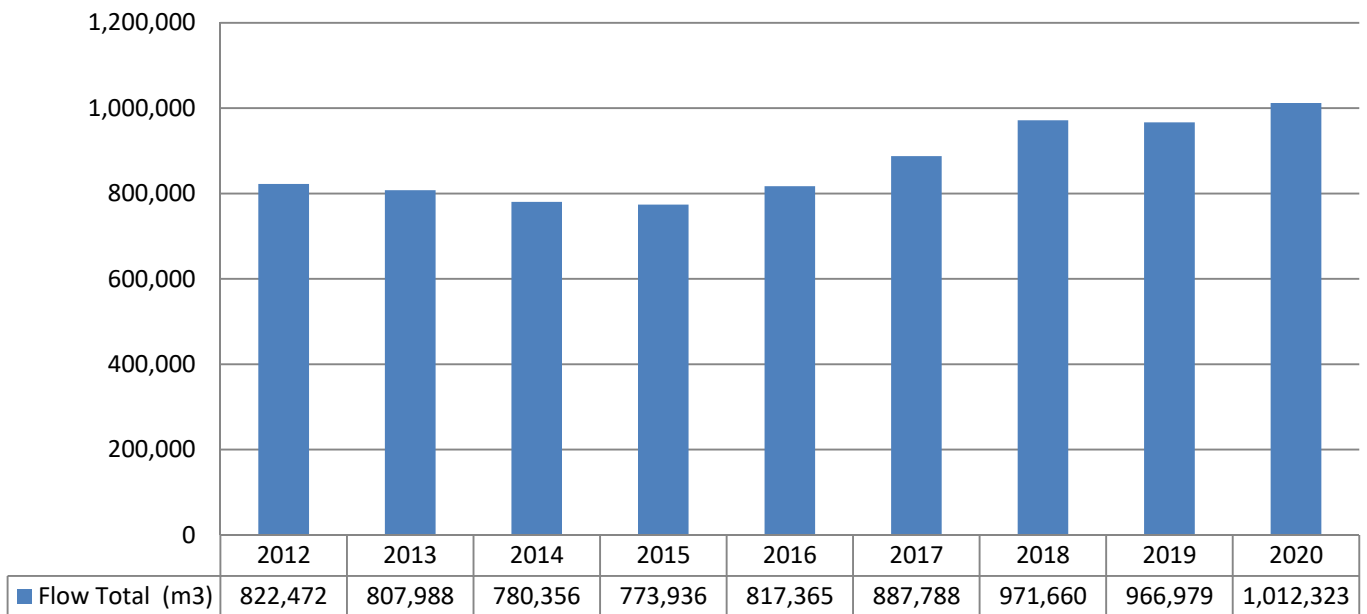




Winchester DWS - Annual Total Flow Comparison



North Dundas DWS - Annual Total Flow Comparison



## Regulatory Sample Results Summary

### Microbiological Testing

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		Range of HPC Results	
		Min	Max	Min	Max	Min	Max
Raw Water	413	0	0	1	0	n/a	n/a
Treated Water	260	0	0	0	0	0	79
Distribution Water	208	0	0	0	0	0	26

### Operational Testing

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Turbidity, In-House (NTU) - RW1 (WW1)	12	0.18	0.40
Turbidity, In-House (NTU) - RW2 (WW5)	12	0.10	0.51
Turbidity, In-House (NTU) - RW3 (WW6)	12	0.11	0.52
Turbidity, In-House (NTU) - RW4 (WW7A)	12	0.18	0.82
Turbidity, In-House (NTU) - RW5 (WW7B)	12	0.08	0.30
Turbidity, In-House (NTU) - RW6 (WW7C)	12	0.11	0.36
Turbidity, In-House (NTU) - RW8 (CW5)	12	0.07	0.45
Turbidity, In-House (NTU) - RW9 (CW6)	12	0.10	0.59
Free Chlorine Residual, On-Line (mg/L) - TW1 (CWRes)	8760	0.67	4.69
Free Chlorine Residual, On-Line (mg/L) - TW2 (WWRes)	8760	0.42	2.45
Free Chlorine Residual, On-Line (mg/L) - TW3 (WW5)	8760	0.34	5.00
Free Chlorine Residual, On-Line (mg/L) - TW4 (WW6)	8760	0.41	3.68
Free Chlorine Residual, On-Line (mg/L) - TW5 (WW7)	8760	0.59	5.00
Free Chlorine Residual, On-Line (mg/L) - DW1 (WW)	8760	0.53	2.60
Free Chlorine Residual, On-Line (mg/L) - DW3 (CW)	8760	0.38	3.47
Free Chlorine Residual, In-House (mg/L) - DW1 (WW)	52	0.63	1.78
Free Chlorine Residual, In-House (mg/L) - DW2 (WW)	52	0.60	1.84
Free Chlorine Residual, In-House (mg/L) - DW3 (CW)	52	0.81	1.50
Free Chlorine Residual, In-House (mg/L) - DW4 (CW)	52	0.57	1.67

NOTE: Spikes recorded by on-line instrumentation may result from air bubbles and various maintenance/calibration activities. All spikes are reviewed for compliance with O. Reg. 170/03.

### Inorganic Parameters

These parameters are tested as a requirement under O. Reg. 170/03. Sodium and Fluoride are required to be tested every 60 months. Nitrate and Nitrite are tested quarterly and metals are tested every 36 months as required under O. Reg. 170/03. In the event any parameter exceeds half the maximum allowable concentration the parameter is required to be sampled quarterly.

- MAC = Maximum Allowable Concentration as per O. Reg. 169/03
- MDL = Below the laboratory detection level

*\*Note: There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.*

### Chesterville Reservoir

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Antimony: Sb (ug/L) - TW	2018/01/22	0.09	6.0	No	No
Arsenic: As (ug/L) - TW	2018/01/22	1.1	10.0	No	No
Barium: Ba (ug/L) - TW	2018/01/22	131	1000.0	No	No
Boron: B (ug/L) - TW	2018/01/22	14	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2018/01/22	0.008	5.0	No	No
Chromium: Cr (ug/L) - TW	2018/01/22	0.10	50.0	No	No
Mercury: Hg (ug/L) - TW	2018/01/22	<MDL 0.01	1.0	No	No
Selenium: Se (ug/L) - TW	2018/01/22	<MDL 0.04	50.0	No	No
Uranium: U (ug/L) - TW	2018/01/22	0.582	20.0	No	No
<b>Additional Inorganics</b>					
Fluoride (mg/L) - TW	2017/01/30	0.11	1.5	No	No
Nitrite (mg/L) - TW	2020/01/06	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/04/08	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/07/13	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/10/05	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW	2020/01/06	<MDL 0.006	10.0	No	No
Nitrate (mg/L) - TW	2020/04/08	<MDL 0.006	10.0	No	No
Nitrate (mg/L) - TW	2020/07/13	<MDL 0.006	10.0	No	No
Nitrate (mg/L) - TW	2020/10/05	0.013	10.0	No	No
Sodium: Na (mg/L) - TW	2017/01/30	34.3	20*	n/a	n/a

### Winchester Reservoir

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Antimony: Sb (ug/L) - TW	2018/02/01	<MDL 0.02	6.0	No	No
Arsenic: As (ug/L) - TW	2018/02/01	<MDL 0.2	10.0	No	No
Barium: Ba (ug/L) - TW	2018/02/01	112	1000.0	No	No
Boron: B (ug/L) - TW	2018/02/01	250	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2018/02/01	<MDL 0.003	5.0	No	No
Chromium: Cr (ug/L) - TW	2018/02/01	0.11	50.0	No	No
Mercury: Hg (ug/L) - TW	2018/02/01	<MDL 0.01	1.0	No	No
Selenium: Se (ug/L) - TW	2018/02/01	<MDL 0.04	50.0	No	No
Uranium: U (ug/L) - TW	2018/02/01	0.526	20.0	No	No

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Additional Inorganics					
Fluoride (mg/L) - TW	2017/02/06	0.14	1.5	No	No
Nitrite (mg/L) - TW	2020/01/06	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/04/02	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2020/07/06	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/10/02	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW	2020/01/06	1.48	10.0	No	No
Nitrate (mg/L) - TW	2020/04/02	<MDL 0.1	10.0	No	No
Nitrate (mg/L) - TW	2020/07/06	0.034	10.0	No	No
Nitrate (mg/L) - TW	2020/10/02	0.029	10.0	No	No
Sodium: Na (mg/L) - TW	2017/02/06	41.4	20*	n/a	n/a

**Winchester Well #5**

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Antimony: Sb (ug/L) - TW	2018/06/11	<MDL 0.02	6.0	No	No
Arsenic: As (ug/L) - TW	2018/06/11	<MDL 0.2	10.0	No	No
Barium: Ba (ug/L) - TW	2018/06/11	99.7	1000.0	No	No
Boron: B (ug/L) - TW	2018/06/11	724	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2018/06/11	<MDL 0.003	5.0	No	No
Chromium: Cr (ug/L) - TW	2018/06/11	0.11	50.0	No	No
Mercury: Hg (ug/L) - TW	2018/06/11	<MDL 0.01	1.0	No	No
Selenium: Se (ug/L) - TW	2018/06/11	<MDL 0.04	50.0	No	No
Uranium: U (ug/L) - TW	2018/06/11	0.047	20.0	No	No
<b>Additional Inorganics</b>					
Fluoride (mg/L) - TW	2017/02/06	0.28	1.5	No	No
Nitrite (mg/L) - TW	2020/01/06	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/04/02	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2020/07/06	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/10/02	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW	2020/01/06	2.84	10.0	No	No
Nitrate (mg/L) - TW	2020/04/02	<MDL 0.1	10.0	No	No
Nitrate (mg/L) - TW	2020/07/06	0.013	10.0	No	No
Nitrate (mg/L) - TW	2020/10/02	0.008	10.0	No	No
Sodium: Na (mg/L) - TW	2017/02/06	121	20*	n/a	n/a

**Winchester Well #6**

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Antimony: Sb (ug/L) - TW	2018/02/01	<MDL 0.02	6.0	No	No
Arsenic: As (ug/L) - TW	2018/02/01	<MDL 0.2	10.0	No	No

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	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Barium: Ba (ug/L) - TW	2018/02/01	59.8	1000.0	No	No
Boron: B (ug/L) - TW	2018/02/01	143	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2018/02/01	<MDL 0.003	5.0	No	No
Chromium: Cr (ug/L) - TW	2018/02/01	0.09	50.0	No	No
Mercury: Hg (ug/L) - TW	2018/02/01	<MDL 0.01	1.0	No	No
Selenium: Se (ug/L) - TW	2018/02/01	<MDL 0.04	50.0	No	No
Uranium: U (ug/L) - TW	2018/02/01	1.26	20.0	No	No
<b>Additional Inorganics</b>					
Fluoride (mg/L) - TW	2017/02/06	0.26	1.5	No	No
Nitrite (mg/L) - TW	2020/01/06	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/04/02	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2020/07/06	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/10/02	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW	2020/01/06	0.044	10.0	No	No
Nitrate (mg/L) - TW	2020/04/02	<MDL 0.1	10.0	No	No
Nitrate (mg/L) - TW	2020/07/06	0.036	10.0	No	No
Nitrate (mg/L) - TW	2020/10/02	<MDL 0.006	10.0	No	No
Sodium: Na (mg/L) - TW	2017/02/06	16.8	20*	n/a	n/a

**Winchester Well Field #7**

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Antimony: Sb (ug/L) - TW	2018/02/01	<MDL 0.02	6.0	No	No
Arsenic: As (ug/L) - TW	2018/02/01	<MDL 0.2	10.0	No	No
Barium: Ba (ug/L) - TW	2018/02/01	143	1000.0	No	No
Boron: B (ug/L) - TW	2018/02/01	31	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2018/02/01	0.003	5.0	No	No
Chromium: Cr (ug/L) - TW	2018/02/01	0.09	50.0	No	No
Mercury: Hg (ug/L) - TW	2018/02/01	<MDL 0.01	1.0	No	No
Selenium: Se (ug/L) - TW	2018/02/01	0.05	50.0	No	No
Uranium: U (ug/L) - TW	2018/02/01	0.853	20.0	No	No
<b>Additional Inorganics</b>					
Fluoride (mg/L) - TW	2017/02/06	0.09	1.5	No	No
Nitrite (mg/L) - TW	2020/01/06	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/04/02	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2020/07/06	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/10/02	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW	2020/01/06	0.078	10.0	No	No
Nitrate (mg/L) - TW	2020/04/02	0.6	10.0	No	No
Nitrate (mg/L) - TW	2020/07/06	0.332	10.0	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Nitrate (mg/L) - TW	2020/10/02	0.381	10.0	No	No
Sodium: Na (mg/L) - TW	2017/02/06	8.42	20*	n/a	n/a

Schedule 15 Sampling:**Chesterville Distribution**

The Schedule 15 Sampling is required under O. Reg. 170/03. This system is under reduced sampling. No plumbing samples were collected.

Distribution System	Number of Sampling Points	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
			Minimum	Maximum		
Alkalinity (mg/L)	6	6	180	203	n/a	n/a
pH	6	6	7.59	7.98	n/a	n/a
Lead (ug/l)	2	2	0.42	0.53	10	0

**Winchester Distribution**

The Schedule 15 Sampling is required under O. Reg. 170/03. This system is under reduced sampling. No plumbing samples were collected.

Distribution System	Number of Sampling Points	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
			Minimum	Maximum		
Alkalinity (mg/L)	6	6	226	293	n/a	n/a
pH	6	6	7.12	8.00	n/a	n/a
Lead (ug/l)	2	2	0.03	0.27	10	0

**Organic Parameters**

These parameters are tested every 36 months as a requirement under O. Reg. 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

- MAC = Maximum Allowable Concentration as per O. Reg. 169/03
- MDL = Below the laboratory detection level

**Chesterville Reservoir**

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Alachlor (ug/L) - TW	2018/01/22	<MDL 0.02	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2018/01/22	<MDL 0.01	5.00	No	No
Azinphos-methyl (ug/L) - TW	2018/01/22	<MDL 0.05	20.00	No	No
Benzene (ug/L) - TW	2018/01/22	<MDL 0.32	1.00	No	No
Benzo(a)pyrene (ug/L) - TW	2018/01/22	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW	2018/01/22	<MDL 0.33	5.00	No	No
Carbaryl (ug/L) - TW	2018/01/22	<MDL 0.05	90.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Carbofuran (ug/L) - TW	2018/01/22	<MDL 0.01	90.00	No	No
Carbon Tetrachloride (ug/L) - TW	2018/01/22	<MDL 0.16	2.00	No	No
Chlorpyrifos (ug/L) - TW	2018/01/22	<MDL 0.02	90.00	No	No
Diazinon (ug/L) - TW	2018/01/22	<MDL 0.02	20.00	No	No
Dicamba (ug/L) - TW	2018/01/22	<MDL 0.2	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW	2018/01/22	<MDL 0.41	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW	2018/01/22	<MDL 0.36	5.00	No	No
1,2-Dichloroethane (ug/L) - TW	2018/01/22	<MDL 0.35	5.00	No	No
1,1-Dichloroethylene (ug/L) - TW	2018/01/22	<MDL 0.33	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2018/01/22	<MDL 0.35	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW	2018/01/22	<MDL 0.15	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2018/01/22	<MDL 0.19	100.00	No	No
Diclofop-methyl (ug/L) - TW	2018/01/22	<MDL 0.4	9.00	No	No
Dimethoate (ug/L) - TW	2018/01/22	<MDL 0.03	20.00	No	No
Diquat (ug/L) - TW	2018/01/22	<MDL 1.0	70.00	No	No
Diuron (ug/L) - TW	2018/01/22	<MDL 0.03	150.00	No	No
Glyphosate (ug/L) - TW	2018/01/22	<MDL 1.0	280.00	No	No
Malathion (ug/L) - TW	2018/01/22	<MDL 0.02	190.00	No	No
2-Methyl-4-Chlorophenoxyacetic Acid (MCPA) (ug/L) - TW	2018/01/22	<MDL 0.12	100.00	No	No
Metolachlor (ug/L) - TW	2018/01/22	<MDL 0.01	50.00	No	No
Metribuzin (ug/L) - TW	2018/01/22	<MDL 0.02	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2018/01/22	<MDL 0.3	80.00	No	No
Paraquat (ug/L) - TW	2018/01/22	<MDL 1.0	10.00	No	No
PCB (ug/L) - TW	2018/01/22	<MDL 0.04	3.00	No	No
Pentachlorophenol (ug/L) - TW	2018/01/22	<MDL 0.15	60.00	No	No
Phorate (ug/L) - TW	2018/01/22	<MDL 0.01	2.00	No	No
Picloram (ug/L) - TW	2018/01/22	<MDL 1.0	190.00	No	No
Prometryne (ug/L) - TW	2018/01/22	<MDL 0.03	1.00	No	No
Simazine (ug/L) - TW	2018/01/22	<MDL 0.01	10.00	No	No
Terbufos (ug/L) - TW	2018/01/22	<MDL 0.01	1.00	No	No
Tetrachloroethylene (ug/L) - TW	2018/01/22	<MDL 0.35	10.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2018/01/22	<MDL 0.2	100.00	No	No
Triallate (ug/L) - TW	2018/01/22	<MDL 0.01	230.00	No	No
Trichloroethylene (ug/L) - TW	2018/01/22	<MDL 0.44	5.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2018/01/22	<MDL 0.25	5.00	No	No
Trifluralin (ug/L) - TW	2018/01/22	<MDL 0.02	45.00	No	No
Vinyl Chloride (ug/L) - TW	2018/01/22	<MDL 0.17	1.00	No	No

**Winchester Reservoir**

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Alachlor (ug/L) - TW	2018/02/01	<MDL 0.02	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2018/02/01	<MDL 0.01	5.00	No	No
Azinphos-methyl (ug/L) - TW	2018/02/01	<MDL 0.05	20.00	No	No
Benzene (ug/L) - TW	2018/02/01	<MDL 0.32	1.00	No	No
Benzo(a)pyrene (ug/L) - TW	2018/02/01	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW	2018/02/01	<MDL 0.33	5.00	No	No
Carbaryl (ug/L) - TW	2018/02/01	<MDL 0.05	90.00	No	No
Carbofuran (ug/L) - TW	2018/02/01	<MDL 0.01	90.00	No	No
Carbon Tetrachloride (ug/L) - TW	2018/02/01	<MDL 0.16	2.00	No	No
Chlorpyrifos (ug/L) - TW	2018/02/01	<MDL 0.02	90.00	No	No
Diazinon (ug/L) - TW	2018/02/01	<MDL 0.02	20.00	No	No
Dicamba (ug/L) - TW	2018/02/01	<MDL 0.2	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW	2018/02/01	<MDL 0.41	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW	2018/02/01	<MDL 0.36	5.00	No	No
1,2-Dichloroethane (ug/L) - TW	2018/02/01	<MDL 0.35	5.00	No	No
1,1-Dichloroethylene (ug/L) - TW	2018/02/01	<MDL 0.33	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2018/02/01	<MDL 0.35	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW	2018/02/01	<MDL 0.15	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2018/02/01	<MDL 0.19	100.00	No	No
Diclofop-methyl (ug/L) - TW	2018/02/01	<MDL 0.4	9.00	No	No
Dimethoate (ug/L) - TW	2018/02/01	<MDL 0.03	20.00	No	No
Diquat (ug/L) - TW	2018/02/01	<MDL 1.0	70.00	No	No
Diuron (ug/L) - TW	2018/02/01	<MDL 0.03	150.00	No	No
Glyphosate (ug/L) - TW	2018/02/01	<MDL 1.0	280.00	No	No
Malathion (ug/L) - TW	2018/02/01	<MDL 0.02	190.00	No	No
2-Methyl-4-Chlorophenoxyacetic Acid (MCPA) (ug/L) - TW	2018/02/01	<MDL 0.12	100.00	No	No
Metolachlor (ug/L) - TW	2018/02/01	<MDL 0.01	50.00	No	No
Metribuzin (ug/L) - TW	2018/02/01	<MDL 0.02	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2018/02/01	<MDL 0.3	80.00	No	No
Paraquat (ug/L) - TW	2018/02/01	<MDL 1.0	10.00	No	No
PCB (ug/L) - TW	2018/02/01	<MDL 0.04	3.00	No	No
Pentachlorophenol (ug/L) - TW	2018/02/01	<MDL 0.15	60.00	No	No
Phorate (ug/L) - TW	2018/02/01	<MDL 0.01	2.00	No	No
Picloram (ug/L) - TW	2018/02/01	<MDL 1.0	190.00	No	No
Prometryne (ug/L) - TW	2018/02/01	<MDL 0.03	1.00	No	No
Simazine (ug/L) - TW	2018/02/01	<MDL 0.01	10.00	No	No



	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Terbufos (ug/L) - TW	2018/02/01	<MDL 0.01	1.00	No	No
Tetrachloroethylene (ug/L) - TW	2018/02/01	<MDL 0.35	10.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2018/02/01	<MDL 0.2	100.00	No	No
Triallate (ug/L) - TW	2018/02/01	<MDL 0.01	230.00	No	No
Trichloroethylene (ug/L) - TW	2018/02/01	<MDL 0.44	5.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2018/02/01	<MDL 0.25	5.00	No	No
Trifluralin (ug/L) - TW	2018/02/01	<MDL 0.02	45.00	No	No
Vinyl Chloride (ug/L) - TW	2018/02/01	<MDL 0.17	1.00	No	No

**Winchester Well #5**

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Alachlor (ug/L) - TW	2018/06/11	<MDL 0.02	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2018/06/11	<MDL 0.01	5.00	No	No
Azinphos-methyl (ug/L) - TW	2018/06/11	<MDL 0.05	20.00	No	No
Benzene (ug/L) - TW	2018/06/11	<MDL 0.32	1.00	No	No
Benzo(a)pyrene (ug/L) - TW	2018/06/11	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW	2018/06/11	<MDL 0.33	5.00	No	No
Carbaryl (ug/L) - TW	2018/06/11	<MDL 0.05	90.00	No	No
Carbofuran (ug/L) - TW	2018/06/11	<MDL 0.01	90.00	No	No
Carbon Tetrachloride (ug/L) - TW	2018/06/11	<MDL 0.16	2.00	No	No
Chlorpyrifos (ug/L) - TW	2018/06/11	<MDL 0.02	90.00	No	No
Diazinon (ug/L) - TW	2018/06/11	<MDL 0.02	20.00	No	No
Dicamba (ug/L) - TW	2018/06/11	<MDL 0.2	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW	2018/06/11	<MDL 0.41	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW	2018/06/11	<MDL 0.36	5.00	No	No
1,2-Dichloroethane (ug/L) - TW	2018/06/11	<MDL 0.35	5.00	No	No
1,1-Dichloroethylene (ug/L) - TW	2018/06/11	<MDL 0.33	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2018/06/11	<MDL 0.35	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW	2018/06/11	<MDL 0.15	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2018/06/11	<MDL 0.19	100.00	No	No
Diclofop-methyl (ug/L) - TW	2018/06/11	<MDL 0.4	9.00	No	No
Dimethoate (ug/L) - TW	2018/06/11	<MDL 0.03	20.00	No	No
Diquat (ug/L) - TW	2018/06/11	<MDL 1.0	70.00	No	No
Diuron (ug/L) - TW	2018/06/11	<MDL 0.03	150.00	No	No
Glyphosate (ug/L) - TW	2018/06/11	<MDL 1.0	280.00	No	No
Malathion (ug/L) - TW	2018/06/11	<MDL 0.02	190.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
2-Methyl-4-Chlorophenoxyacetic Acid (MCPA) (ug/L) - TW	2018/06/11	<MDL 0.12	100.00	No	No
Metolachlor (ug/L) - TW	2018/06/11	<MDL 0.01	50.00	No	No
Metribuzin (ug/L) - TW	2018/06/11	<MDL 0.02	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2018/06/11	<MDL 0.3	80.00	No	No
Paraquat (ug/L) - TW	2018/06/11	<MDL 1.0	10.00	No	No
PCB (ug/L) - TW	2018/06/11	<MDL 0.04	3.00	No	No
Pentachlorophenol (ug/L) - TW	2018/06/11	<MDL 0.15	60.00	No	No
Phorate (ug/L) - TW	2018/06/11	<MDL 0.01	2.00	No	No
Picloram (ug/L) - TW	2018/06/11	<MDL 1.0	190.00	No	No
Prometryne (ug/L) - TW	2018/06/11	<MDL 0.03	1.00	No	No
Simazine (ug/L) - TW	2018/06/11	<MDL 0.01	10.00	No	No
Terbufos (ug/L) - TW	2018/06/11	<MDL 0.01	1.00	No	No
Tetrachloroethylene (ug/L) - TW	2018/06/11	<MDL 0.35	10.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2018/06/11	<MDL 0.2	100.00	No	No
Triallate (ug/L) - TW	2018/06/11	<MDL 0.01	230.00	No	No
Trichloroethylene (ug/L) - TW	2018/06/11	<MDL 0.44	5.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2018/06/11	<MDL 0.25	5.00	No	No
Trifluralin (ug/L) - TW	2018/06/11	<MDL 0.02	45.00	No	No
Vinyl Chloride (ug/L) - TW	2018/06/11	<MDL 0.17	1.00	No	No

**Winchester Well #6**

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Alachlor (ug/L) - TW	2018/02/01	<MDL 0.02	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2018/02/01	<MDL 0.01	5.00	No	No
Azinphos-methyl (ug/L) - TW	2018/02/01	<MDL 0.05	20.00	No	No
Benzene (ug/L) - TW	2018/02/01	<MDL 0.32	1.00	No	No
Benzo(a)pyrene (ug/L) - TW	2018/02/01	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW	2018/02/01	<MDL 0.33	5.00	No	No
Carbaryl (ug/L) - TW	2018/02/01	<MDL 0.05	90.00	No	No
Carbofuran (ug/L) - TW	2018/02/01	<MDL 0.01	90.00	No	No
Carbon Tetrachloride (ug/L) - TW	2018/02/01	<MDL 0.16	2.00	No	No
Chlorpyrifos (ug/L) - TW	2018/02/01	<MDL 0.02	90.00	No	No
Diazinon (ug/L) - TW	2018/02/01	<MDL 0.02	20.00	No	No
Dicamba (ug/L) - TW	2018/02/01	<MDL 0.2	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW	2018/02/01	<MDL 0.41	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW	2018/02/01	<MDL 0.36	5.00	No	No
1,2-Dichloroethane (ug/L) - TW	2018/02/01	<MDL 0.35	5.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
1,1-Dichloroethylene (ug/L) - TW	2018/02/01	<MDL 0.33	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2018/02/01	<MDL 0.35	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW	2018/02/01	<MDL 0.15	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2018/02/01	<MDL 0.19	100.00	No	No
Diclofop-methyl (ug/L) - TW	2018/02/01	<MDL 0.4	9.00	No	No
Dimethoate (ug/L) - TW	2018/02/01	<MDL 0.03	20.00	No	No
Diquat (ug/L) - TW	2018/02/01	<MDL 1.0	70.00	No	No
Diuron (ug/L) - TW	2018/02/01	<MDL 0.03	150.00	No	No
Glyphosate (ug/L) - TW	2018/02/01	<MDL 1.0	280.00	No	No
Malathion (ug/L) - TW	2018/02/01	<MDL 0.02	190.00	No	No
2-Methyl-4-Chlorophenoxyacetic Acid (MCPA) (ug/L) - TW	2018/02/01	<MDL 0.12	100.00	No	No
Metolachlor (ug/L) - TW	2018/02/01	0.12	50.00	No	No
Metribuzin (ug/L) - TW	2018/02/01	<MDL 0.02	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2018/02/01	<MDL 0.3	80.00	No	No
Paraquat (ug/L) - TW	2018/02/01	<MDL 1.0	10.00	No	No
PCB (ug/L) - TW	2018/02/01	<MDL 0.04	3.00	No	No
Pentachlorophenol (ug/L) - TW	2018/02/01	<MDL 0.15	60.00	No	No
Phorate (ug/L) - TW	2018/02/01	<MDL 0.01	2.00	No	No
Picloram (ug/L) - TW	2018/02/01	<MDL 1.0	190.00	No	No
Prometryne (ug/L) - TW	2018/02/01	<MDL 0.03	1.00	No	No
Simazine (ug/L) - TW	2018/02/01	<MDL 0.01	10.00	No	No
Terbufos (ug/L) - TW	2018/02/01	<MDL 0.01	1.00	No	No
Tetrachloroethylene (ug/L) - TW	2018/02/01	<MDL 0.35	10.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2018/02/01	<MDL 0.2	100.00	No	No
Triallate (ug/L) - TW	2018/02/01	<MDL 0.01	230.00	No	No
Trichloroethylene (ug/L) - TW	2018/02/01	<MDL 0.44	5.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2018/02/01	<MDL 0.25	5.00	No	No
Trifluralin (ug/L) - TW	2018/02/01	<MDL 0.02	45.00	No	No
Vinyl Chloride (ug/L) - TW	2018/02/01	<MDL 0.17	1.00	No	No

#### Winchester Wellfield #7

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Alachlor (ug/L) - TW	2018/02/01	<MDL 0.02	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2018/02/01	<MDL 0.01	5.00	No	No
Azinphos-methyl (ug/L) - TW	2018/02/01	<MDL 0.05	20.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Benzene (ug/L) - TW	2018/02/01	<MDL 0.32	1.00	No	No
Benzo(a)pyrene (ug/L) - TW	2018/02/01	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW	2018/02/01	<MDL 0.33	5.00	No	No
Carbaryl (ug/L) - TW	2018/02/01	<MDL 0.05	90.00	No	No
Carbofuran (ug/L) - TW	2018/02/01	<MDL 0.01	90.00	No	No
Carbon Tetrachloride (ug/L) - TW	2018/02/01	<MDL 0.16	2.00	No	No
Chlorpyrifos (ug/L) - TW	2018/02/01	<MDL 0.02	90.00	No	No
Diazinon (ug/L) - TW	2018/02/01	<MDL 0.02	20.00	No	No
Dicamba (ug/L) - TW	2018/02/01	<MDL 0.2	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW	2018/02/01	<MDL 0.41	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW	2018/02/01	<MDL 0.36	5.00	No	No
1,2-Dichloroethane (ug/L) - TW	2018/02/01	<MDL 0.35	5.00	No	No
1,1-Dichloroethylene (ug/L) - TW	2018/02/01	<MDL 0.33	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2018/02/01	<MDL 0.35	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW	2018/02/01	<MDL 0.15	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2018/02/01	<MDL 0.19	100.00	No	No
Diclofop-methyl (ug/L) - TW	2018/02/01	<MDL 0.4	9.00	No	No
Dimethoate (ug/L) - TW	2018/02/01	<MDL 0.03	20.00	No	No
Diquat (ug/L) - TW	2018/02/01	<MDL 1.0	70.00	No	No
Diuron (ug/L) - TW	2018/02/01	<MDL 0.03	150.00	No	No
Glyphosate (ug/L) - TW	2018/02/01	<MDL 1.0	280.00	No	No
Malathion (ug/L) - TW	2018/02/01	<MDL 0.02	190.00	No	No
2-Methyl-4-Chlorophenoxyacetic Acid (MCPA) (ug/L) - TW	2018/02/01	<MDL 0.12	100.00	No	No
Metolachlor (ug/L) - TW	2018/02/01	<MDL 0.01	50.00	No	No
Metribuzin (ug/L) - TW	2018/02/01	<MDL 0.02	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2018/02/01	<MDL 0.3	80.00	No	No
Paraquat (ug/L) - TW	2018/02/01	<MDL 1.0	10.00	No	No
PCB (ug/L) - TW	2018/02/01	<MDL 0.04	3.00	No	No
Pentachlorophenol (ug/L) - TW	2018/02/01	<MDL 0.15	60.00	No	No
Phorate (ug/L) - TW	2018/02/01	<MDL 0.01	2.00	No	No
Picloram (ug/L) - TW	2018/02/01	<MDL 1.0	190.00	No	No
Prometryne (ug/L) - TW	2018/02/01	<MDL 0.03	1.00	No	No
Simazine (ug/L) - TW	2018/02/01	<MDL 0.01	10.00	No	No
Terbufos (ug/L) - TW	2018/02/01	<MDL 0.01	1.00	No	No
Tetrachloroethylene (ug/L) - TW	2018/02/01	<MDL 0.35	10.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2018/02/01	<MDL 0.2	100.00	No	No
Triallate (ug/L) - TW	2018/02/01	<MDL 0.01	230.00	No	No
Trichloroethylene (ug/L) - TW	2018/02/01	<MDL 0.44	5.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
2,4,6-Trichlorophenol (ug/L) - TW	2018/02/01	<MDL 0.25	5.00	No	No
Trifluralin (ug/L) - TW	2018/02/01	<MDL 0.02	45.00	No	No
Vinyl Chloride (ug/L) - TW	2018/02/01	<MDL 0.17	1.00	No	No

Distribution samples are tested quarterly for THM's and HAA's in accordance with O. Reg. 170/03.

### Chesterville Distribution

	Sample Year	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
<b>Distribution Water</b>					
Trihalomethane (THM): Total (ug/L) Annual Average - DW	2020	22	100	No	No
Haloacetic Acid (HAA): Total (ug/L) Annual Average - DW	2020	5.3	80	No	No

### Winchester Distribution

	Sample Year	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
<b>Distribution Water</b>					
Trihalomethane (THM): Total (ug/L) Annual Average - DW	2020	14.35	100	No	No
Haloacetic Acid (HAA): Total (ug/L) Annual Average - DW	2020	5.3	80	No	No

### Additional Legislated Samples

No additional sampling required.

## Major Maintenance Summary

Description
<ul style="list-style-type: none"> <li>- Performed camera inspection of Well #6 (Chesterville)</li> <li>- Replaced High Lift Pump #2 at Reservoir (Chesterville)</li> <li>- Replaced chlorine analyzer at Reservoir (Chesterville)</li> <li>- Purchased turbidity analyzer for Reservoir (Chesterville)</li> <li>- Cleaned and inspected Reservoir (Chesterville)</li> <li>- Replaced chlorine pumps at Well #5 &amp; Well #6 (Winchester)</li> <li>- Recoated floor at Reservoir (Chesterville)</li> <li>- Swabbed transmission line from Well #5 to Reservoir (Chesterville)</li> <li>- Performed camera inspection of Well #7C (Winchester)</li> <li>- Installed standby diesel generator at Well #7 (Winchester)</li> <li>- Cleaned and inspected elevated tank (Winchester)</li> <li>- Installed pressure sensor at tower (Winchester)</li> <li>- Purchased spare High Lift for Reservoir (Winchester)</li> <li>- Rebuilt High Lift Pump #2 at Reservoir (Winchester)</li> <li>- Raised valve box on Spruit Road (Winchester)</li> <li>- Installed cathodic protection on Reservoir piping (Winchester)</li> <li>- Recoated floor at Well #5 (Winchester)</li> <li>- Emergency watermain repair at 572 Dufferin Street (Winchester)</li> <li>- Replaced flow meter and upgraded piping with insulation at Well #6 (Winchester)</li> <li>- Repaired/replaced curb stops and main valves (Chesterville &amp; Winchester)</li> <li>- Purchased chlorine pump repair kits (Chesterville &amp; Winchester)</li> <li>- Replaced 2 curb stops (Winchester)</li> <li>- Replaced 23 stand post rods and installed anodes (Chesterville &amp; Winchester)</li> <li>- Rebuilt/repared 24 hydrants (Chesterville &amp; Winchester)</li> <li>- Repainted all 236 hydrants (Chesterville &amp; Winchester)</li> </ul>

# Appendix A

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## WTRS Submission Confirmation



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WTRS-WT-008

**Water Taking Data submitted successfully.**

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WTRS-WT-008

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Permit Number: 0816-838SXR

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WTRS-WT-008

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<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Chesterville Wastewater System - Annual Report

**RECOMMENDATION:**

**THAT Council receives the Chesterville Wastewater Treatment System – 2020 Annual Report, prepared by Ontario Clean Water Agency on behalf of the Township of North Dundas.**

**BACKGROUND:**

Winchester’s wastewater system consists of a gravity fed sanitary sewage collection system, three pumping stations and a wastewater treatment lagoon. The wastewater treatment system consists of a seasonally discharged five cell lagoon system with a rated capacity of 1,046 m3/d with potential performance flow increase to 1660 m3/d.

Ontario Clean Water Agency (OCWA) has prepared an annual Winchester Wastewater System report for the period of January 1 to December 31, 2020 to meet the requirements of the Certificate of Approval. Overall, the system was operated and maintained according to the Certificate of Approval, however, the report identified the following few areas for further consideration:

**Operating Issue (Non-Compliance):**

The ECA limit of total suspended solids (TSS) was exceeded during the fall discharge from April 2 to April 30, 2020. The elevated TSS concentration in the samples appears to have been caused by algae growth in the polishing cells.

**Wastewater System Flows:**

The hydraulic flows reaching the sewage lagoons in 2020 averaged 700 m3/day which represents 42% of the 1,660 m3/day design capacity.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

**OTHERS CONSULTED:**

OCWA

**ATTACHMENTS:**

2020 Annual Report – Chesterville Wastewater Treatment System

**PREPARED BY:**



---

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

**REVIEWED & APPROVED BY:**



---

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



# Chesterville Wastewater System

---

Sewage Works # 110000114

## Annual Report

Prepared for: Township of North Dundas

Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup> 2020

Issued: March 30, 2021

Revision: 0

Operating Authority:



This report has been prepared to meet the requirements of ECA # 0632-9L6P6S and ECA # 6657-BPYPVL

Chesterville Wastewater Treatment System – 2020 Annual Report

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## Operations and Compliance Reliability Indices

Compliance Event	# of Events
Environment Canada Inspections	0
Ministry of Environment Inspections	0
Ministry of Labour Inspections	0
Non-Compliance	1
Spills/Overflows/Bypasses	0
Sewer Main Blockages	0

## System Process Description

Chesterville's wastewater system consists of a gravity fed sanitary sewage collection system with three pumping stations and a wastewater treatment lagoon. The main pumping station is located on Water Street and discharges directly to the lagoon. There is also a pumping station located on Lori Lane which was constructed in the early 1990's to service the Thompson subdivision. A third pumping station is located at the lagoon and services the industrial site located at 171 Main Street North. This pumping station is currently offline.

Chesterville's sewage treatment system was originally constructed in the 1970's and included only one lagoon cell until a second cell was added in 1981. Substantial upgrades to the system took place between 2014 and 2015. A second wet well was added at the main pumping station, increasing the pumping capacity to 145 l/s, and a continuous chemical feed system for phosphorus removal was added along a new forcemain from the pumping station to the lagoons. The lagoon system was expanded by incorporating the former Nestle lagoon cells, creating a five cell system, and the existing municipal lagoon cells were converted to polishing/effluent storage ponds with the addition of aeration to both cells.

The lagoon system's design capacity was increased from 1046 m<sup>3</sup>/d to 1660 m<sup>3</sup>/d following the upgrades. However, the Ministry required that testing be undertaken to confirm the lagoon would be able to perform to the required effluent criteria when the facility reached the new rated capacity. The testing took place and a report was submitted, but not deemed by the Ministry to provide enough evidence that the lagoon would be able to meet all necessary requirements when operating at full capacity. Rather than extend the timeline to continue the testing, the Ministry removed the performance testing requirement from the ECA and replaced it with a requirement in the annual report to review performance as flows increase. The amended ECA # 6657-BPYPVL was issued June 1, 2020.

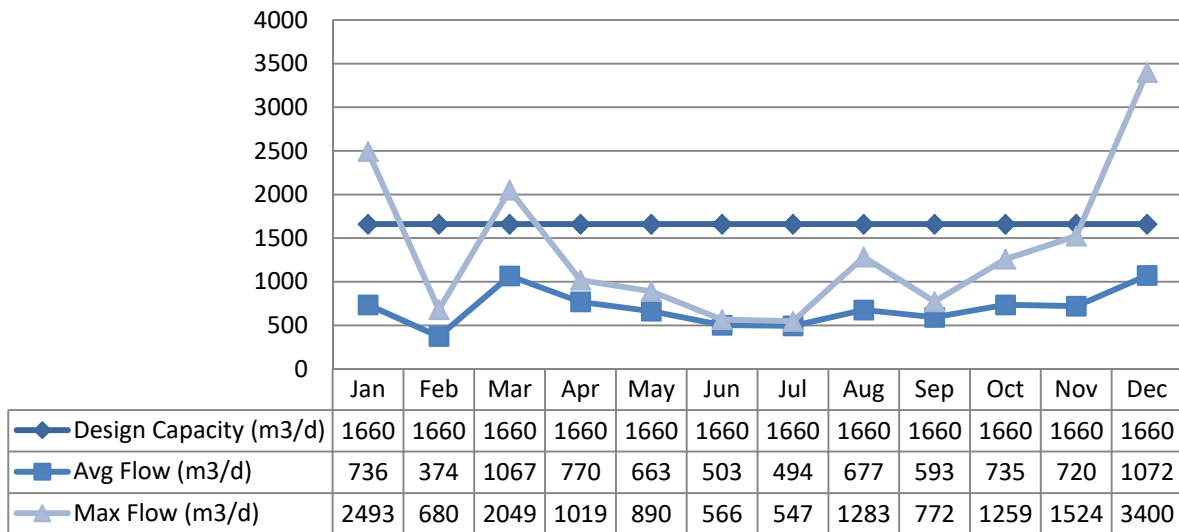
Effluent from the lagoons is discharged in the spring and in the fall via a 600 mm diameter pipe which extends from the treatment facility to an outlet in the South Nation River.

## Wastewater System Flows

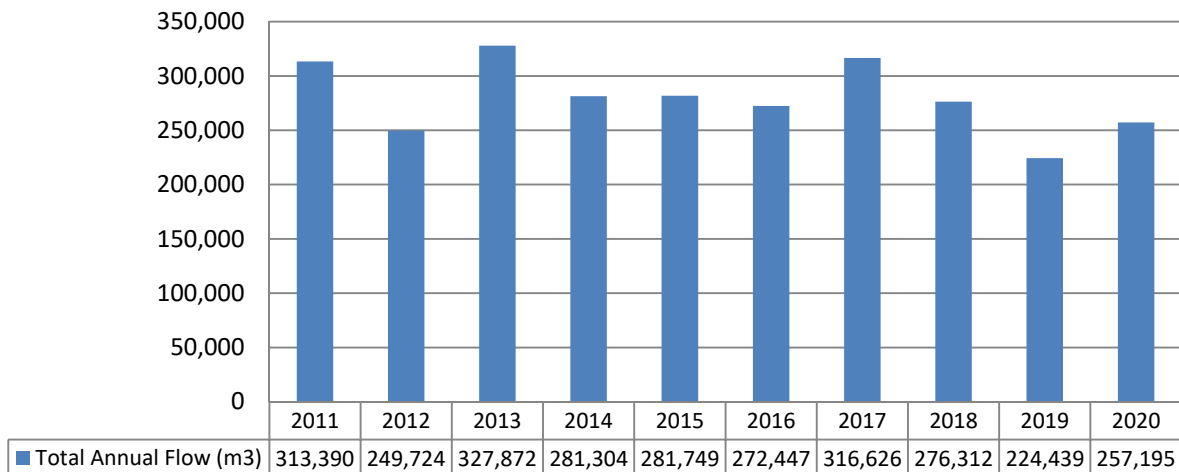
The hydraulic flows reaching the sewage lagoons in 2020 averaged 700 m<sup>3</sup>/day which represents 42% of the 1,660 m<sup>3</sup>/day design capacity.

### Raw Flows

#### 2020 Raw Flows:



#### Annual Raw Flow Comparison:



### Effluent Flow

A total of 218,311 m<sup>3</sup> of effluent was discharged from Chesterville’s sewage lagoons in 2020 with 173,130 m<sup>3</sup> discharged in the spring and 45,181 m<sup>3</sup> discharged in the fall.

## Effluent Quality Assurance or Control Measures

Effluent control measures include pre-discharge sampling and testing of lagoon cell contents prior to seasonal discharges. The samples are collected by OCWA's competent and licensed staff using approved methods and protocols for sampling including those specified in the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works", the Ministry's publication, "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater" and the publication, "Standard Methods for the Examination of Water and Wastewater".

All effluent samples collected during the reporting period were submitted to Caduceon in Ottawa for analysis, with the exception of pH, temperature and unionized ammonia. Caduceon is accredited by the Canadian Association for Laboratory Accreditation (CALA). Accredited labs must meet strict provincial guidelines including an extensive quality assurance/quality control program. By choosing these laboratories, OCWA is ensuring appropriate control measures are undertaken during sample analysis.

The pH and temperature parameters were analyzed in the field at the time of sample collection by certified operators to ensure accuracy and precision of the results obtained. Un-ionized ammonia was calculated using the total ammonia nitrogen concentration, pH and temperature as required by the facility's ECA.

## Effluent Quality

The average concentrations of carbonaceous biochemical oxygen demand (CBOD<sub>5</sub>), total phosphorus (TP) and total ammonia nitrogen (TAN) remained below the effluent objectives and limits outlined in the facility's ECA during both the spring and fall lagoon discharges.

Effluent pH remained within the objective and limit specified in the ECA during the spring discharge however, six out of nine samples slightly exceeded the objective. Effluent pH remained below the effluent limit, but exceeded the objective specified in the ECA during the fall discharge with four out of six out samples exceeding the objective. Please refer to the 'Operating Issues' section of this report for details. The objective level of non-detectable was exceeded for undissociated hydrogen sulphide (H<sub>2</sub>S) during both discharge periods, although the measured concentration remained quite low.

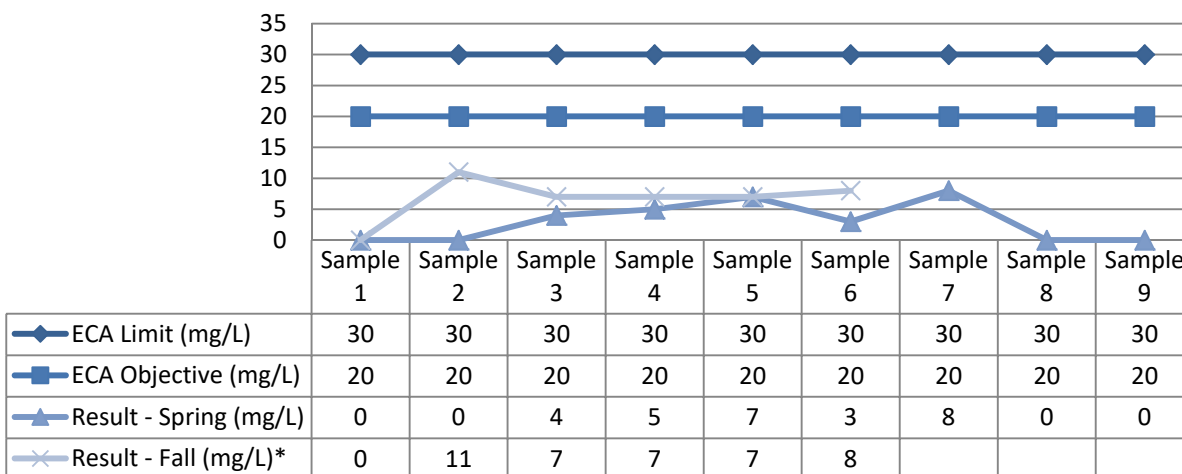
The average concentration of total suspended solids (TSS) exceeded the compliance limit during the spring discharge in 2020, and the objective for TSS was exceeded in the fall. Please refer to the non-compliance correspondence submitted to the Ministry for more information (Appendix C) and the 'Operating Issues' section of this report for details.

The results from the spring and fall discharge periods are tabulated below. Please refer to the Performance Assessment Reports in Appendix A for details.

**Carbonaceous Biochemical Oxygen Demand (5-Day)**

Discharge Period	Seasonal Average (mg/L)	Objective (mg/L)	Limit (mg/L)	Exceedance
Spring	3.7	20	30	No
Fall	7.2	20	30	No

Effluent CBOD<sub>5</sub> Results:



\* A total of six samples were collected during the fall discharge

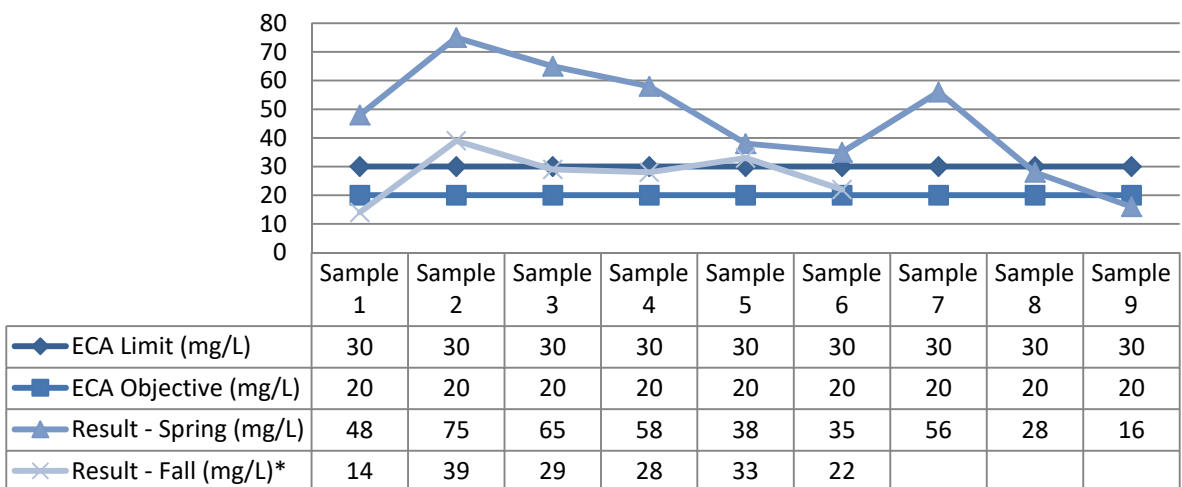
**Total Suspended Solids**

Discharge Period	Seasonal Average (mg/L)	Objective (mg/L)	Limit (mg/L)	Exceedance
Spring	46.6	20	30	Yes*
Fall	27.5	20	30	Yes – Objective**

\*Please see the non-compliance correspondence to the Ministry attached in Appendix C.

\*\*Please refer to the 'Operating Issues' section of this report for details.

Effluent TSS Results:



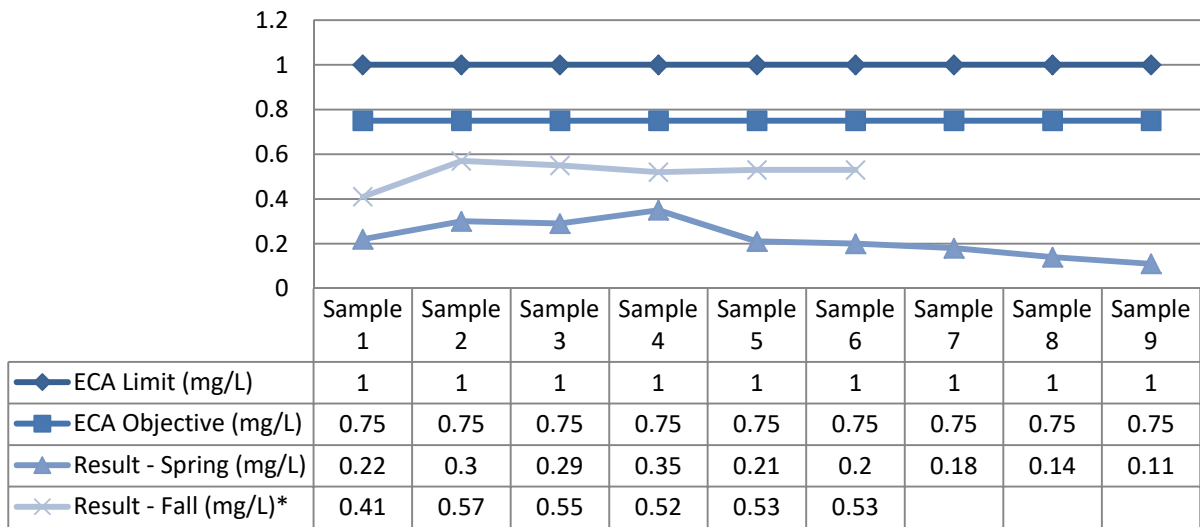
\* A total of six samples were collected during the fall discharge

**Total Phosphorus**

Discharge Period	Seasonal Average (mg/L)	Objective (mg/L)	Limit (mg/L)	Exceedance
Spring	0.22	0.75	1.0	No
Fall	0.50	0.75	1.0	No

Discharge Period	Annual Average (mg/L)	Limit (kg/d)	Exceedance
2020	1.24	1.66	No

Effluent TP Results:



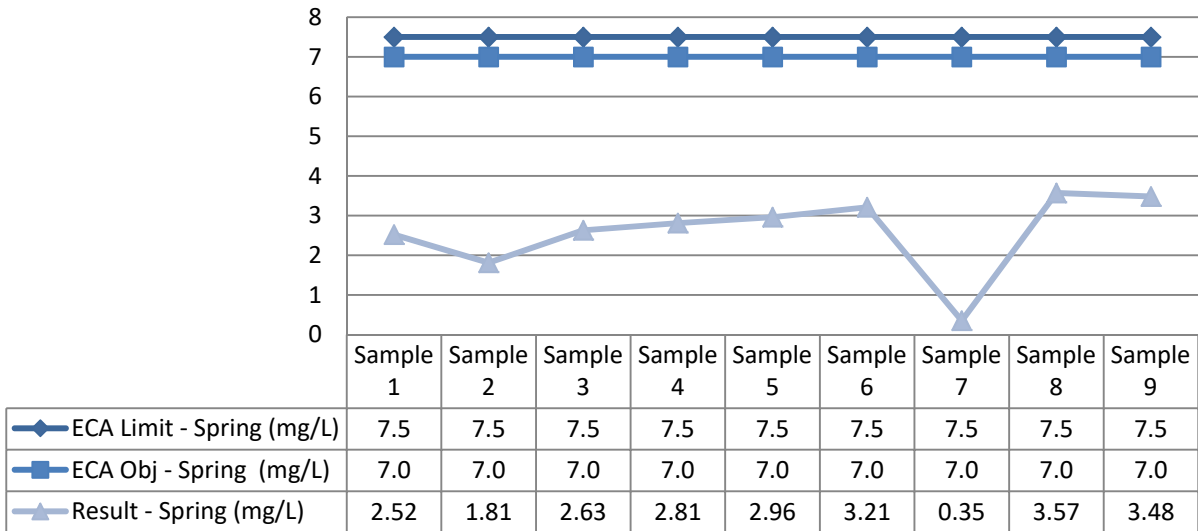
\* A total of six samples were collected during the fall discharge

**Total Ammonia Nitrogen**

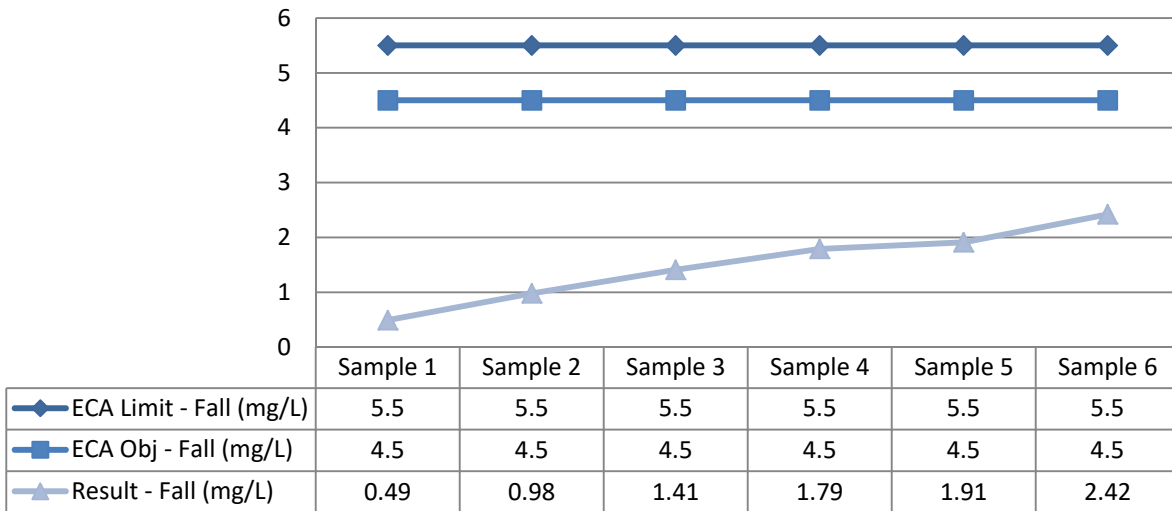
Discharge Period	Seasonal Average (mg/L)	Objective (mg/L)	Limit (mg/L)	Exceedance
Spring (Mar. 1 – Mar. 31)	N/A	9.0	11.0	No
Spring (Apr. 1 – Apr. 30)*	2.6	7.0	7.5	No
Fall (Nov. 1 – Dec. 16)	1.5	4.5	5.5	No

\* The spring discharge began April 2, 2020

Effluent TAN Results for Spring Discharge Period:



Effluent TAN Results for Fall Discharge Period:





## Chesterville Wastewater Treatment System – 2020 Annual Report

Rev. 0

Issued: 30-Mar-2021

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**Hydrogen Sulphide**

Discharge Period	Seasonal Average (mg/L)	Objective (mg/L)	Limit (mg/L)	Exceedance
Spring	0.0039	Non-Detectable	0.02	Yes - Objective
Fall	0.0030	Non-Detectable	0.02	Yes - Objective

*Effluent Undissociated H<sub>2</sub>S Results for Spring Discharge Period:*

	02-Apr	06-Apr	08-Apr	14-Apr	17-Apr	20-Apr	23-Apr	27-Apr	30-Apr	Average
S <sup>2-</sup> (mg/L)	0.05	0.10	0.09	0.12	0.07	0.07	0.07	0.05	0.05	0.07
pH	8.71	8.71	8.55	8.62	8.56	8.58	8.41	8.31	8.03	8.50
Temp	6.6	10.2	8.2	7.7	3.7	5.6	6.2	8.5	11.2	N/A
% Undissociated H <sub>2</sub> S (from table)	3.37	2.99	4.97	5.06	5.97	4.366	6.627	7.537	13.007	N/A
Undissociated H <sub>2</sub> S (mg/L)	0.0017	0.0030	0.0045	0.0061	0.0042	0.0031	0.0046	0.0038	0.0065	0.0039

*Effluent Undissociated H<sub>2</sub>S Results for Fall Discharge Period:*

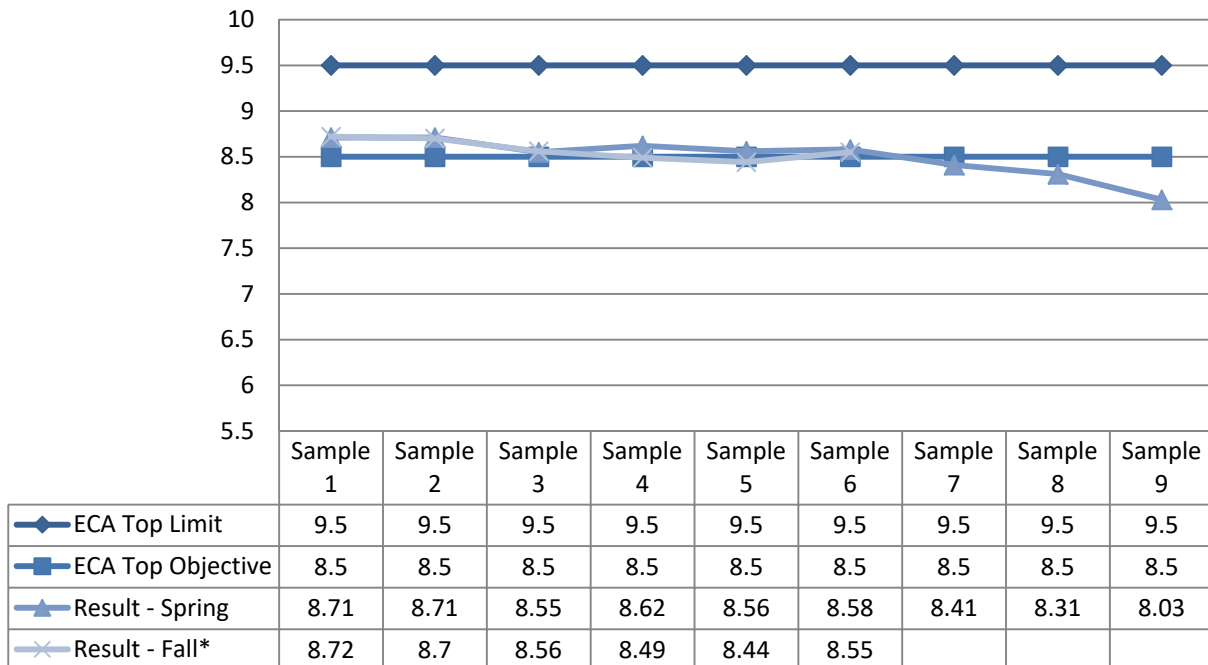
	16-Nov	25-Nov	30-Nov	02-Dec	04-Dec	07-Dec	Average
S <sup>2-</sup> (mg/L)	0.02	0.06	0.06	0.06	0.03	0.06	0.05
pH	8.72	8.7	8.56	8.49	8.44	8.55	8.58
Temp	2.7	0.0	3.7	1.2	2.4	1.1	N/A
% Undissociated H <sub>2</sub> S (from table)	3.91	4.42	4.67	6.54	7.58	5.25	N/A
Undissociated H <sub>2</sub> S (mg/L)	0.0008	0.0027	0.0028	0.0039	0.0023	0.0032	0.003

**pH**

Discharge Period	Seasonal Average	Limit	Objective	Exceedance
Spring	8.50	6.0 – 9.5	6.5 – 8.5	No
Fall	8.58	6.0 – 9.5	6.5 – 8.5	Yes* <i>Objective</i>

\*Please refer to the 'Operating Issues' section of this report for details.

Effluent pH Results:



\* A total of six samples were collected during the fall discharge

**Acute Lethality**

There were two samples collected in 2020 and tested for acute lethality to Rainbow Trout and Daphnia Magna. In accordance with the ECA, sampling has been reduced to once annually (alternating spring and fall) after four consecutive discharges indicated the effluent was not lethal. Results are displayed as % mortality. An adverse result is a >50% mortality rate.

Sample Period	Rainbow Trout	Daphnia Magna
Fall Discharge - Start	0 %	0 %
Fall Discharge - End	0 %	0 %

## Operating Issues

The ECA limit for total suspended solids (TSS) was exceeded during the spring discharge in 2020, and the objective was exceeded during the fall discharge. The elevated TSS detected in the samples was caused by algae growth in the polishing cells. The action plan submitted to the Ministry on October 1, 2018 by OCWA to address the ongoing TSS issues remains in effect. In accordance with the plan, effluent was discharged at a slower rate, over a longer period of time during the spring discharge. In addition, sludge removal from the west polishing cell took place in 2019. OCWA is continuing to investigate and implement methods to reduce total suspended solids in the lagoon effluent.

The pH objective of 8.5 was slightly exceeded in the fall, with an average effluent pH of 8.58.

## Maintenance

### Flow Meter Calibration and Maintenance

Copies of the flow meter calibration certificates for 2020 are attached in Appendix B.

### Maintenance Summary

Description
<ul style="list-style-type: none"> <li>- Performed routine sewer flushing and wet well cleaning</li> <li>- Repaired/upgraded manholes in collection system</li> <li>- Landscaping maintenance by Badger Excavating lagoon</li> <li>- Continued installation of equipment at Emma St. SPS</li> </ul>

### Notice of Modifications

Date	Process	Modification	Status
None to report.			

## Sludge Generation

Sludge depth is monitored periodically, and plans for sludge removal are made as required for optimal operation of the lagoon system. Sludge levels in all ponds were measured in 2020. The measurements were as follows:

Lagoon Cell	Sludge Depth
Primary Cell No. 1	1 – 2"
Primary Cell No. 2	1 – 3"
Secondary Cell	0 – 1"
Polishing Cell (East)	0 – 4"
Polishing Cell (West)	0"

Approximately 6500 m<sup>3</sup> of sludge was removed from the West polishing cell in 2019. Sludge removal from the East polishing cell is scheduled to take place in 2022.

## Summary of Complaints

There were no complaints documented during the reporting period.

## Summary of Abnormal Discharge Events

### Bypass/Overflow/Spills

No bypasses, overflows, or spills occurred during the reporting period.

# Appendix A

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## Performance Assessment Reports

**ONTARIO CLEAN WATER AGENCY  
PERFORMANCE ASSESSMENT REPORT**

**MUNICIPALITY:** TOWNSHIP OF NORTH DUNDAS  
**PROJECT:** CHESTERVILLE WASTEWATER TREATMENT SYSTEM  
**PROJECT NUM.:** 5677  
**WORKS NUM.:** 110000114  
**DESCRIPTION:** THREE SEWAGE PUMPING STATIONS AND A FIVE CELL LAGOON SYSTEM  
INCLUDING TWO PRIMARY CELLS, ONE SECONDARY CELL, AND TWO POLISHING CELLS

**YEAR:** 2020  
**WATER COURSE:** SOUTH NATION RIVER  
**DESIGN CAPACITY:** 1660 m<sup>3</sup>/day

MONTH	FLOWS			EFFLUENT		BIOCHEMICAL O <sub>2</sub> DEMAND			SUSPENDED SOLIDS			PHOSPHORUS			TKN
	Total Flow (m <sup>3</sup> )	Avg Day Flow (m <sup>3</sup> )	Max Day Flow (m <sup>3</sup> )	Effluent Flow (m <sup>3</sup> )	Discharge Duration (days)	Avg Raw BOD (mg/L)	Avg Eff CBOD (mg/L)	Percent Removal (%)	Avg Raw SS (mg/L)	Avg Eff SS (mg/L)	Percent Removal (%)	Avg Raw PHOS. (mg/L)	Avg Eff PHOS. (mg/L)	Percent Removal (%)	Avg Raw TKN (mg/L)
JAN	22,808	736	2,493			159			280			5.25			49.3
FEB	10,834	374	680			129			130			4.32			47.1
MAR	33,072	1,067	2,049			117			100			3.49			33.5
APR	23,095	770	1,019	173,130	29	97	3.7		105	46.6		2.24	0.22		25.0
MAY	20,564	663	890			150			140			5.47			56.8
JUN	15,085	503	566			177			170			6.81			56.9
JUL	15,316	494	547			174			170			6.94			61.4
AUG	20,994	677	1,283			192			95			6.16			42.4
SEPT	17,786	593	772			142			125			4.89			41.2
OCT	22,789	735	1,259			115			75			4.28			42.4
NOV	21,606	720	1,524	30,121	15	74	7.0		95	27.3		0.61	0.51		56.0
DEC	33,246	1,072	3,400	15,060	7	67	7.3		60	27.6		2.95	0.53		27.4
TOTAL	257,195			218,311	51										
AVG		700				133	4.97	96.3	129	38.9	69.8	4.5	0.34	92.4	45.0
MAX			3,400			192			280			6.94			
CRITERIA		<b>1,660</b>					<b>30</b>			<b>30</b>		<b>1.0</b>			

**COMMENTS:** Percent removal based on 12 months of raw composite samples

ONTARIO CLEAN WATER AGENCY  
LAGOON PERFORMANCE ASSESSMENT REPORT

MUNICIPALITY: **TOWNSHIP OF NORTH DUNDAS**  
 PROJECT: **CHESTERVILLE WASTEWATER TREATMENT LAGOONS**  
 PROJECT NUM.: **5677**  
 WORKS NUM.: **110000114**  
 DESCRIPTION: **A FIVE CELL LAGOON SYSTEM INCLUDING TWO PRIMARY CELLS, ONE SECONDARY CELL, AND TWO POLISHING CELLS**

YEAR: **2020**  
 WATER COURSE: **SOUTH NATION RIVER**  
 DESIGN CAPACITY: **1660 m<sup>3</sup>/day**

SAMPLE RESULTS	SPRING										173,130 m <sup>3</sup>		
	DATE	02-Apr	06-Apr	08-Apr	14-Apr	17-Apr	20-Apr	23-Apr	27-Apr	30-Apr	Average	ECA Objective	ECA Limit*
CBOD5 (mg/L)	<3	<3	4	5	7	3	8	<3	<3	3.7	20	30	
TSS (mg/L)	48	75	65	58	38	35	56	28	16	46.6	20	30	
TP (mg/L)	0.22	0.3	0.29	0.35	0.21	0.2	0.18	0.14	0.11	0.22	0.75	1.0	
**NH <sub>3</sub> (mg/L)	2.52	1.81	2.63	2.81	2.96	3.21	0.35	3.57	3.48	2.6	7.0	7.5	
S <sup>2</sup> (mg/L)	0.05	0.1	0.09	0.12	0.07	0.07	0.07	0.05	0.05				
TKN (mg/L)	4.8	5.1	6	7	6.8	6.4	6.4	6	5.3				
NO <sub>2</sub> (mg/L)	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1				
NO <sub>3</sub> (mg/L)	0.80	0.90	0.8	0.8	0.8	0.9	1	1.1	1.1				
E.coli (cfu/100mL)	2	10	84	108	122	104	34	20	54				

\* ECA limit. Monthly average concentration shall not exceed the corresponding maximum concentration  
 \*\* NH3 Objectives: March - 9.0 mg/L; April - 7.0 mg/L; NH3 Limits: March - 11.0 mg/L, Apr - 7.5 mg/L

Unionized NH3 calculations	On Site Temperature	6.6	10.2	8.2	7.7	3.7	5.6	6.2	8.5	11.2
	On Site pH	8.71	8.71	8.55	8.62	8.56	8.58	8.41	8.31	8.03
	NH3-N (lab)	2.52	1.81	2.63	2.81	2.96	3.21	0.35	3.57	3.48
	unionized NH3-N (calc)	0.171	0.160	0.142	0.170	0.116	0.152	0.012	0.116	0.074

Undissociated H2S Calculations	S <sup>2</sup> (mg/L)	0.05	0.10	0.09	0.12	0.07	0.07	0.07	0.05	0.05	0.07	N/A	N/A
	pH	8.71	8.71	8.55	8.62	8.56	8.58	8.41	8.31	8.03	8.50	6.5 - 8.5	6.0 - 9.5
	Temp	6.6	10.2	8.2	7.7	3.7	5.6	6.2	8.5	11.2	N/A	N/A	N/A
	% Undissociated H2S	3.37	2.99	4.97	5.06	5.97	4.366	6.627	7.537	13.01	N/A	N/A	N/A
	Undissociated H <sub>2</sub> S	0.0017	0.0030	0.0045	0.0061	0.0042	0.0031	0.0046	0.0038	0.0065	0.0039	ND	0.02
	Average												

TOTAL LOADING	
CBOD5 (kg)	635
SS (kg)	8,060
TP (kg)	38
NH <sub>3</sub> (kg)	449

Acute Lethality	Start	End
Rainbow Trout	n/a	n/a
Daphnia Magna	n/a	n/a

\* After 4 consecutive discharge seasons not indicating acute lethality testing can be reduced to once annually at end of discharge alternating spring and fall.

PRE-DISCHARGE RESULTS	25-Mar-20	East	West
	CBOD5 (mg/L)	4	<3
	TSS (mg/L)	26	7
	TP (mg/L)	0.38	0.17
	NH3	2.90	3.38
	H2S	0.05	0.01
E. Coli	0	2	

SAMPLE RESULTS	FALL							45,181 m <sup>3</sup>		
	DATE	16-Nov	25-Nov	30-Nov	02-Dec	04-Dec	07-Dec	Average	ECA Objective	ECA Limit*
CBOD5 (mg/L)	< 3	11	7	7	7	8	7.2	20	30	
TSS (mg/L)	14	39	29	28	33	22	27.5	20	30	
TP (mg/L)	0.41	0.57	0.55	0.52	0.53	0.53	0.5	0.75	1.0	
**NH <sub>3</sub> (mg/L)	0.49	0.98	1.41	1.79	1.91	2.42	1.5	4.5	5.5	
S <sup>2</sup> (mg/L)	0.02	0.06	0.06	0.06	0.03	0.06				
TKN (mg/L)	4.2	5.5	5.8	5.9	6	7.6				
NO <sub>2</sub> (mg/L)	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1				
NO <sub>3</sub> (mg/L)	0.20	0.20	0.20	0.20	0.20	0.2				
E.coli (cfu/100mL)	38	102	232	10	60	80				

\* ECA limit. Seasonal average concentration shall not exceed the corresponding maximum concentration  
 \*\* NH3 Objective Nov 1 - Dec 16: 4.5 mg/L; NH3 Limit Nov 1 - Dec 16: 5.5 mg/L

Unionized NH3 calculations	On Site Temperature	2.7	0.0	3.7	1.2	2.4	1.1
	On Site pH	8.72	8.7	8.56	8.49	8.44	8.55
	NH3-N (lab)	0.49	0.98	1.41	1.79	1.91	2.42
	unionized NH3-N (calc)	0.025	0.039	0.055	0.002	0.001	0.002

Undissociated H2S Calculations	S <sup>2</sup> (mg/L)	0.02	0.06	0.06	0.06	0.03	0.06	0.05	N/A	N/A
	pH	8.72	8.7	8.56	8.49	8.44	8.55	8.58	6.5 - 8.5	6.0 - 9.5
	Temp	2.7	0.0	3.7	1.2	2.4	1.1	N/A	N/A	N/A
	% Undissociated H2S	3.91	4.42	4.67	6.54	7.58	5.25	N/A	N/A	N/A
	Undissociated H <sub>2</sub> S	0.0008	0.0027	0.0028	0.0039	0.0023	0.0032	0.003	ND	0.02
	Average									

TOTAL LOADING	
CBOD5 (kg)	324
SS (kg)	1,242
TP (kg)	23
NH <sub>3</sub> (kg)	68

Acute Lethality	Start	End
Rainbow Trout	0%	0%
Daphnia Magna	0%	0%

\* After 4 consecutive discharge seasons not indicating acute lethality testing can be reduced to once annually at end of discharge alternating spring and fall.

PRE-DISCHARGE RESULTS	East	West	
	CBOD5 (mg/L)	<3	<3
	SS (mg/L)	5	5
	TP (mg/L)	0.06	0.42
	NH3	1.20	1.90
	H2S	<0.01	<0.01
E. Coli	39	2	

ANNUAL LOADING TP (KG/D)	kg/day
	1.21
ECA LIMIT	1.66

**ONTARIO CLEAN WATER AGENCY  
CHESTERVILLE SEWAGE LAGOON 2020**

**DETERMINATION OF UN-IONIZED AMMONIA (NH<sub>3</sub>) IN WASTEWATER EFFLUENT**

Sample Date	Sample Temperature (°C)	Degrees Kelvin	Dissociation Constant pKa	Sample pH on-site	Fraction of Un-ionized Ammonia	Total Ammonia (mg/L) (NH <sub>3</sub> +NH <sub>4</sub> +as N)	Un-ionized Ammonia (mg/L)
02-Apr	6.6	279.75	9.85	8.71	0.0678	2.52	0.171
06-Apr	10.2	283.35	9.72	8.71	0.0882	1.81	0.160
08-Apr	8.2	281.35	9.79	8.55	0.0540	2.63	0.142
14-Apr	7.7	280.85	9.81	8.62	0.0606	2.81	0.170
17-Apr	3.7	276.85	9.95	8.56	0.0391	2.96	0.116
20-Apr	5.6	278.75	9.88	8.58	0.0473	3.21	0.152
23-Apr	6.2	279.35	9.86	8.41	0.0341	0.35	0.012
27-Apr	8.5	281.65	9.78	8.31	0.0326	3.57	0.116
30-Apr	11.2	284.35	9.69	8.03	0.0214	3.48	0.074

Sample Date	Sample Temperature (°C)	Degrees Kelvin	Dissociation Constant pKa	Sample pH on-site	Fraction of Un-ionized Ammonia	Total Ammonia (mg/L) (NH <sub>3</sub> +NH <sub>4</sub> +as N)	Un-ionized Ammonia (mg/L)
19-Nov	2.7	275.85	9.99	8.72	0.0513	0.49	0.025
25-Nov	0.0	273.17	10.08	8.7	0.0397	0.98	0.039
30-Nov	3.7	276.85	9.95	8.56	0.0391	1.41	0.055
02-Dec	1.2	274.35	10.04	8.49	0.0274	0.06	0.002
04-Dec	2.4	275.55	10.00	8.44	0.0270	0.03	0.001
07-Dec	1.1	274.25	10.04	8.55	0.0310	0.06	0.002



# Appendix B

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## Flow Meter Calibration Reports



<b>Work Order #</b>	1661659	Meter Flow Verification (1y) 5677	<b>Status</b> COMP
<b>Job Plan #</b>	METFLO01-A	METER FLOW ANNUAL GENERIC	
<b>Project</b>	NORDUY5677-M100		
<b>Type</b>	PM		<b>Scheduled Start Date</b> 03-Mar-20
<b>Criticality</b>	3		
<b>Class</b>	Calibration		

<b>Location</b>	5677, Chesterville WWT Lagoon & CS, Process, Headworks, Pumping
-----------------	---

<b>Asset</b>	0000168525	METER FLOW RAW SEWAGE	<b>Status</b> OPERATING
<b>Building</b>	PUMPING STATION BUILDING		
<b>Level</b>	G		
<b>Qualifier</b>	CHESTERVILLE WWTP. SPS DIESEL ROOM RAW SEWAG		
<b>Manufacturer</b>	TOSHIBA		
<b>Model</b>	LF654NM1BNCAAF		
<b>Serial Number</b>	1865030004		
<b>Warranty Expiration</b>			
<b>Install Date</b>	01-Oct-19		<b>Purchase Price</b> \$ 13,000.00
<b>Asset Comments</b>	PIPE SIZE: 12" WELL DIAMETER: 2.743M PIPE MATERIAL: DUCTILE IRON WALL THICKNESS: 0.34" O.D.: 13.2" I.D: 12.52 WELL RADIUS: 137.16 PLANT METER MAKE: DANFOSS TYPE: MAGNETIC MODEL: 3100173F3001IP67 SERIAL: 3100-122905T433 CALIBRATED RANGE: 0-100% OUTPUT: 4-20 mAdc PERCENT OF ACCURACY - RANGE - CLASS - CALIBRATION RANGE - DATE CODE - OUTPUT AMPERAGE - 4-20MAOUTPUT TYPE (PULSE/MILLIAMPS) - MILLAMPDESIGN PRESSURE - SCADA TAG # - CAPACITY/RATING - M3TYPE/ FORM - MAGLAYING LENGTH - CATALOG NUMBER -		

<b>Reported By</b>	MAXADMIN
<b>Lead</b>	
<b>Crew Work Group</b>	1225 Meter Flow Verification Team 2 Chesterville

Sequence	Asset	Location	Inspected
1	0000261009 METER FLOW EFFLUENT GREYLINE	5677-WLCH-P- PC 5677, Chesterville WWT Lagoon & CS, Process, Process Control & Monitoring	<input checked="" type="checkbox"/>
2	0000168525 METER FLOW RAW SEWAGE	5677-WLCH-P- HW-PUMP 5677, Chesterville WWT Lagoon & CS, Process, Headworks, Pumping	<input checked="" type="checkbox"/>

Asset #	Meter	Last Reading	Date	Current Reading	Date
0000168525					
0000261009	AS LEFT	AS LEFT ASSET CONDITION			



**Safety Message**

This Work Order (and accompanying Maintenance Procedure) have been developed to aid field personnel in the care and maintenance of the specified equipment. However, maintenance personnel are expected to look for and correct any defects which are not anticipated in the procedure. This document may not provide all the technical information that may be required, and it may be necessary to refer to the manufacturer's manual for further details.

The "As Found" and "As Left" readings, as well as any abnormalities found and any repairs carried out, are to be recorded in the Maximo WMS System.

Isolate and de-energize equipment in accordance with the lock-out procedure.

Take time to identify hazards and plan how each hazard will be eliminated or controlled. Work practices must be in accordance with the Occupational Health & Safety Act and the Ontario Clean Water Agency safety manual.

Ensure direct supervisor or their designate have been notified of entry into the site. This notification should provide approximate time and duration. On completion of duties notification is to be given that site has been vacated and secured.

Task	Description
10	<p><b>RUNNING CHECKS</b></p> <ol style="list-style-type: none"> <li>1) Verify calibration parameters and programming parameters where applicable.</li> <li>2) Ensure proper connections and grounding.</li> <li>3) Check display for any alarm or error codes.</li> </ol>
20	<p><b>HAVE QUALIFIED TECHNICIAN CALIBRATE UNIT</b></p> <ol style="list-style-type: none"> <li>1. Have a qualified technician calibrate the unit, using actual flow method or flow simulator.</li> <li>2. Calibration records must be kept for a period of five years.</li> <li>3. Records shall include the level of accuracy of the equipment as found and as left.</li> <li>4. Calibration test equipment shall be certified annually and certification dates recorded on the calibration record. Some test equipment may not require calibration</li> </ol>
30	<p><b>RECORD ADJUSTMENTS AND VERIFY OUTPUTS</b></p> <ol style="list-style-type: none"> <li>1. Record any adjustments, modifications or replacements made to the equipment during the calibration.</li> <li>2. Verify accuracy of electronic outputs to the end device as required based on theoretical versus actual values . {Chart recorders, SCADA, Outpost 5}.</li> <li>3. Ensure all nameplate data is recorded and entered in WMS.</li> </ol>
40	<p><b>COMPLETE A VERIFICATION SHEET FOR EACH FLOW METER, POST IT AND ATTACH TO WORK ORDER</b></p> <p>Note: Calibration sheet must be signed and original kept on site in the SOP binder.</p>

For Field-Use Only - Completion Elements:



**Work Log:**

Annual Inspection and Calibration of Flow Meters

**Labour**

Date	Reg/Prem.	Hours	Memo

**Completed By**

Please Print Name

Stephane Barbarie

Signature

*Stephane Barbarie*

Date

*MARCH 27, 2020*

# Appendix C

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## Ministry Correspondence



Ontario Clean Water Agency  
 5 Industrial Dr.  
 Chesterville ON K0C 1H0  
 Phone: 613-448-3098  
 Fax: 613-448-1616

May 15, 2020

Mr. Charlie Primeau  
 Supervisor, Ministry of the Environment, Conservation and Parks  
[charlie.primeau@ontario.ca](mailto:charlie.primeau@ontario.ca)

**Subject: Chesterville Sewage Lagoon - Notification of Non-Compliance with TSS Limit**

This letter provides notification of non-compliance with the effluent concentration limit for total suspended solids (TSS) specified in section 7(3) of ECA No. 0632-9L6P6S during the spring discharge of Chesterville's Sewage Lagoon. This written notice confirms the verbal notification of non-compliance provided by OCWA to the Ontario Ministry of the Environment, Conservation and Parks' Spills Action Centre on May 13, 2020 (Reference # 6553-BPKHH5).

The following effluent parameter was exceeded:

Parameter	Type of Limit	Type of Sample	Result	ECA Limit
Total Suspended Solids	Monthly Average Concentration	Grab	46.6 mg/L	30.0 mg/L

The spring discharge of Chesterville's sewage lagoons began on April 2, 2020 and ended on April 30, 2020. Nine sets of samples were collected over the course of the discharge. The elevated TSS detected in the samples was caused by algae growth in the polishing cells. The action plan submitted to the Ministry on October 1, 2018 by OCWA to address the ongoing TSS issues remains in effect. In accordance with the plan, effluent was discharged at a slower rate, over a longer period of time during the spring discharge. In addition, sludge removal from the west polishing cell took place in 2019. OCWA is continuing to investigate and implement methods to reduce total suspended solids in the lagoon effluent.

It should be noted that all other parameters remained well below the ECA limits throughout the discharge. A complete listing of all sample results obtained during the spring discharge can be found in the Lagoon Discharge PAR, attached.

If you have any questions or concerns, please don't hesitate to contact me at (613) 448-3098.

Sincerely,

A handwritten signature in blue ink that reads "Dawn Crump".

Dawn Crump  
 Process & Compliance Technician  
 Seaway Valley Cluster

Cc: Angela Rutley, CAO, Township of North Dundas  
 Dan Belleau, Director of Public Works, Township of North Dundas  
 Stephane Barbarie, Senior Operations Manager, OCWA  
 Pat Lalonde, Provincial Officer, MECP

ONTARIO CLEAN WATER AGENCY  
LAGOON PERFORMANCE ASSESSMENT REPORT

MUNICIPALITY: TOWNSHIP OF NORTH DUNDAS  
PROJECT: CHESTERVILLE WASTEWATER TREATMENT LAGOONS  
PROJECT NUM.: 5677  
WORKS NUM.: 110000114  
DESCRIPTION: A FIVE CELL LAGOON SYSTEM INCLUDING TWO PRIMARY CELLS, ONE SECONDARY CELL, AND TWO POLISHING CELLS

YEAR: 2020  
WATER COURSE: SOUTH NATION RIVER  
DESIGN CAPACITY: 1046 m<sup>3</sup>/day  
(1660 m<sup>3</sup>/day upon verification by Performance Testing)

SAMPLE RESULTS	SPRING										173,129 m <sup>3</sup>		
	DATE	02-Apr	06-Apr	08-Apr	14-Apr	17-Apr	20-Apr	23-Apr	27-Apr	30-Apr	Average	ECA Objective	ECA Limit*
CBOD5 (mg/L)	<3	<3	4	5	7	3	8	<3	<3	3.7	20	30	
TSS (mg/L)	48	75	65	58	36	35	56	28	16	46.6	20	30	
TP (mg/L)	0.22	0.3	0.29	0.35	0.21	0.2	0.18	0.14	0.11	0.22	0.75	1.0	
**NH <sub>3</sub> (mg/L)	2.52	1.81	2.63	2.81	2.96	3.21	0.35	3.57	3.48	2.6	7.0	7.5	
S <sup>2-</sup> (mg/L)	0.05	0.1	0.09	0.12	0.07	0.07	0.07	0.05	0.05				
TKN (mg/L)	4.8	5.1	6	7	6.8	6.4	6.4	6	5.3				
NO <sub>2</sub> (mg/L)	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1				
NO <sub>3</sub> (mg/L)	0.80	0.90	0.8	0.8	0.8	0.9	1	1.1	1.1				
E.coli (cfu/100mL)	2	10	84	108	122	104	34	20	54				

\* ECA limit. Monthly average concentration shall not exceed the corresponding maximum concentration  
\*\* NH3 Objectives: March - 9.0 mg/L, April - 7.0 mg/L; NH3 Limits: March - 11.0 mg/L, Apr - 7.5 mg/L

Unionized NH3 calculations	On Site Temperature	6.6	10.2	8.2	7.7	3.7	5.6	6.2	8.5	11.2
	On Site pH	8.71	8.71	8.55	8.62	8.56	8.58	8.41	8.31	8.03
	NH3-N (lab)	2.52	1.81	2.63	2.81	2.96	3.21	0.35	3.57	3.48
	unionized NH3-N (calc)	0.171	0.160	0.142	0.170	0.116	0.152	0.012	0.116	0.074

Undissociated H2S Calculations	S <sup>2-</sup> (mg/L)	0.05	0.10	0.09	0.12	0.07	0.07	0.05	0.05	Average	Objective	Limit	
	pH	8.71	8.71	8.55	8.62	8.56	8.41	8.31	8.03	8.50	6.5 - 8.5	6.0 - 9.5	
	Temp	6.6	10.2	8.2	7.7	3.7	5.6	6.2	8.5	11.2	N/A	N/A	
	% Undissociated H2S	3.37	2.99	4.97	5.06	5.97	4.366	6.627	7.537	13.007	N/A	N/A	
	Undissociated H <sub>2</sub> S	0.0017	0.0030	0.0045	0.0061	0.0042	0.0031	0.0046	0.0038	0.0065	0.0039	ND	0.02

TOTAL LOADING	
CBOD5 (kg)	635
SS (kg)	8,060
TP (kg)	38
NH <sub>3</sub> (kg)	449

Acute Lethality	Start	End
Rainbow Trout	n/a	n/a
Daphnia Magna	n/a	n/a

\* After 4 consecutive discharge seasons not indicating acute lethality testing can be reduced to once annually at end of discharge alternating spring and fall.

PRE-DISCHARGE RESULTS	25-Mar-20	East	West
	CBOD5 (mg/L)	4	<3
	TSS (mg/L)	26	7
	TP (mg/L)	0.38	0.17
	NH3	2.90	3.38
	H2S	0.05	0.01
E. Coli	0	2	

SAMPLE RESULTS	FALL										m <sup>3</sup>		
	DATE										Average	ECA Objective	ECA Limit
CBOD5 (mg/L)												20	30
TSS (mg/L)												20	30
TP (mg/L)												0.75	1.0
**NH <sub>3</sub> (mg/L)												4.5	5.5
S <sup>2-</sup> (mg/L)													
TKN (mg/L)													
NO <sub>2</sub> (mg/L)													
NO <sub>3</sub> (mg/L)													
E.coli (cfu/100mL)													

\* ECA limit. Seasonal average concentration shall not exceed the corresponding maximum concentration  
\*\* NH3 Objective Nov 1 - Dec 16: 4.5 mg/L; NH3 Limit Nov 1 - Dec 16: 5.5 mg/L

Unionized NH3 calculations	On Site Temperature								
	On Site pH								
	NH3-N (lab)								
	unionized NH3-N (calc)								

Undissociated H2S Calculations	S <sup>2-</sup> (mg/L)											Average	Objective	Limit	
	pH													N/A	N/A
	Temp													N/A	N/A
	% Undissociated H2S													N/A	N/A
	Undissociated H <sub>2</sub> S	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	ND	0.02

TOTAL LOADING	
CBOD5 (kg)	0
SS (kg)	0
TP (kg)	0
NH <sub>3</sub> (kg)	0

Acute Lethality	Start	End
Rainbow Trout		
Daphnia Magna	n/a	

\* After 4 consecutive discharge seasons not indicating acute lethality testing can be reduced to once annually at end of discharge alternating spring and fall.

PRE-DISCHARGE RESULTS	East	
	CBOD5 (mg/L)	
	SS (mg/L)	
	TP (mg/L)	
	NH3	
	H2S	
E. Coli		

ANNUAL LOADING TP (KG/D)		kg/day
ECA LIMIT		1.66



<b>ACTION REQUEST – Clerk</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Winchester Wastewater Treatment System - 2020 Annual Report

**RECOMMENDATION:**

**THAT Council receive the Winchester Wastewater Treatment System – 2020 Annual Report, prepared by Ontario Clean Water Agency on behalf of the Township of North Dundas.**

**BACKGROUND:**

Winchester’s wastewater system consists of a gravity fed sanitary sewage collection system, four pumping stations and a wastewater treatment lagoon. The wastewater treatment system consists of a seasonally discharged five cell lagoon system with a rated capacity of 2,220 m3/d.

Ontario Clean Water Agency (OCWA) has prepared the annual Winchester Wastewater System report for the period of January 1 to December 31, 2020 to meet the requirements of the Certificate of Approval. Overall, the system was operated and maintained according to the Certificate of Approval, however, the report identified the following few areas for further consideration:

**Operating Issue (Non-Compliance):**

The ECA limit of total ammonia nitrogen (TAN) was exceeded during the fall discharge from November 20 to December 10, 2020. The elevated TAN concentration in the samples appears to have been caused by a lack of precipitation and high levels of evaporation during the summer months.

**Wastewater System Flows:**

The hydraulic flows reaching the sewage lagoons in 2020 averaged 1,388 m3/day which represents 63% of the 2,220 m3/day design capacity.

The Township of North Dundas has completed a Class Environmental Assessment, Phase 2, of Winchester’s wastewater treatment system to address various operational challenges, such as hydraulic capacity, discharge constraints and treatment capabilities in order to ensure that increased wastewater flows from future growth can be effectively accommodated.



**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

2021 Budget includes funding to further advance the improvements to the Winchester Wastewater Treatment System.

**OTHERS CONSULTED:**

OCWA

**ATTACHMENTS:**

2020 Annual Report – Winchester Wastewater Treatment System

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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

# Winchester Wastewater System

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Sewage Works # 110001202

## Annual Report

Prepared for: Township of North Dundas

Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup> 2020

Issued: March 30, 2021

Revision: 0

Operating Authority:



This report has been prepared to meet the requirements of Certificate of Approval #5312-88TK5R

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## Operations and Compliance Reliability Indices

Compliance Event	# of Events
Ministry of Environment Inspections	0
Ministry of Labour Inspections	0
Non-Compliance	1
Spills/Overflows/Bypasses	0
Sewer Main Blockages	0

## System Process Description

Winchester's wastewater system consists of a gravity fed sanitary sewage collection system, four pumping stations and a wastewater treatment lagoon. The main sewage pumping station is located on Ottawa Street and discharges directly to the lagoons. There are also two pumping stations located on Main Street and one on St. Lawrence Street which pump wastewater to the Ottawa St. SPS.

The wastewater treatment system consists of a seasonally discharged five cell lagoon system with a rated capacity of 2,220 m<sup>3</sup>/d. The three primary facultative treatment cells are operated in parallel (Cells 1, 2 and 3). Wastewater flows from the primary cells to the polishing cell (Cell No. 4), and finally to the post-aeration cell (Cell No. 5). Aeration within Cell No. 5 is supplied by centrifugal air blowers to control odours and strip hydrogen sulphide (H<sub>2</sub>S) prior to discharge. Aluminum sulphate is dosed continuously for phosphorus control as wastewater is pumped to the lagoons. Seasonal discharge of effluent from the lagoons is permitted at specified times during the spring and fall each year. Effluent is pumped from Cell No. 5 over a distance of 7.3 kilometers to an outlet in the South Nation River.

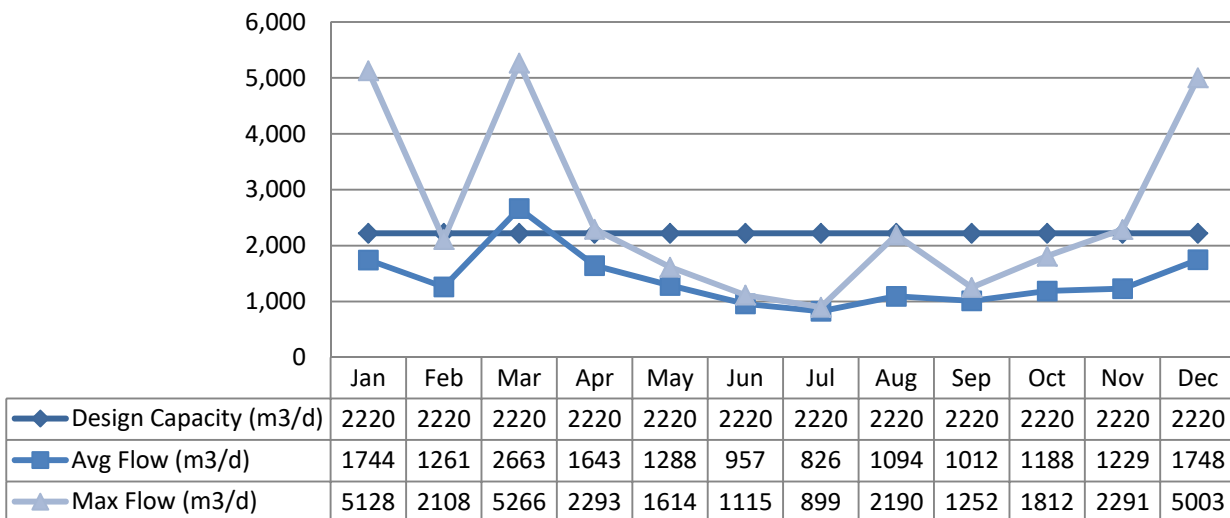
The Township of North Dundas initiated a Class Environmental Assessment of Winchester's wastewater treatment system in 2017 to address various operational challenges, such as hydraulic capacity, discharge constraints and treatment capabilities in order to ensure that increased wastewater flows from future growth can be effectively accommodated. To date, Phase 2 of the EA process has been completed.

## Wastewater System Flows

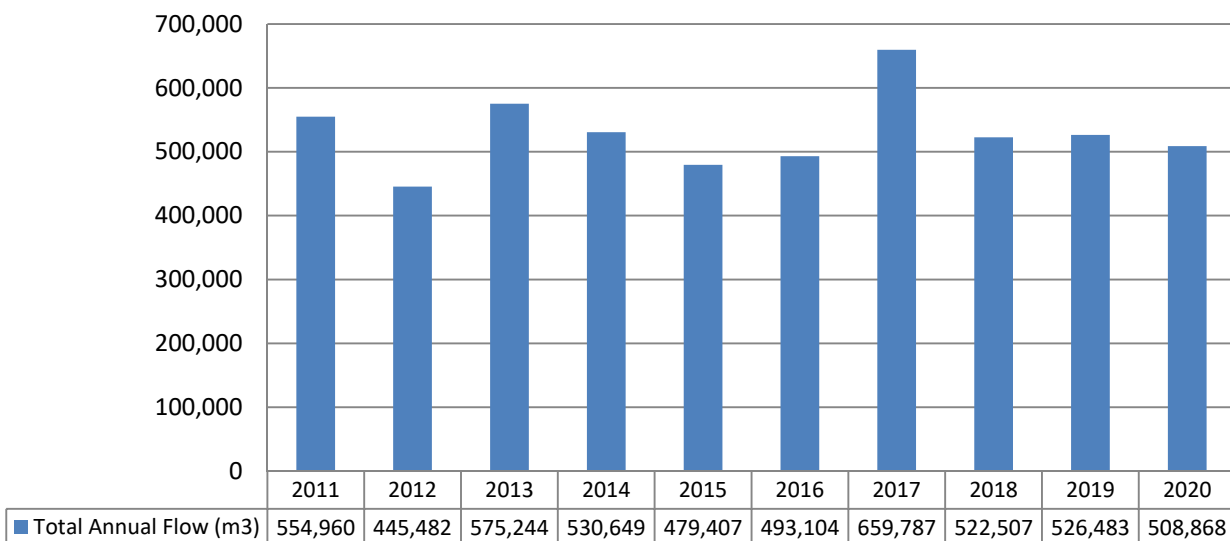
The hydraulic flows reaching the sewage lagoons in 2020 averaged 1,388 m<sup>3</sup>/day which represents 63% of the 2,220 m<sup>3</sup>/day design capacity.

### Raw Flows

2020 Raw Flows:



Annual Raw Flow Comparison:



### Effluent Flow

A total of 536,590 m<sup>3</sup> of effluent was discharged from Winchester’s sewage lagoons in 2020 with 336,331 m<sup>3</sup> discharged in the spring and 200,259 m<sup>3</sup> discharged in the fall.

## Effluent Quality Assurance or Control Measures

Effluent control measures include pre-discharge sampling and testing of lagoon cell contents prior to seasonal discharges. The samples are collected by OCWA's competent and licensed staff using approved methods and protocols for sampling including those specified in the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works", the Ministry's publication, "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater" and the publication, "Standard Methods for the Examination of Water and Wastewater".

All effluent samples collected during the reporting period were submitted to Caduceon in Ottawa for analysis, with the exception of pH, temperature and unionized ammonia. Caduceon is accredited by the Canadian Association for Laboratory Accreditation (CALA). Accredited labs must meet strict provincial guidelines including an extensive quality assurance/quality control program. By choosing these laboratories, OCWA is ensuring appropriate control measures are undertaken during sample analysis.

The pH and temperature parameters were analyzed in the field at the time of sample collection by certified operators to ensure accuracy and precision of the results obtained. Un-ionized ammonia was calculated using the total ammonia nitrogen concentration, pH and temperature as required by the facility's Certificate of Approval.

## Effluent Quality

During the reporting period, the average concentrations of carbonaceous biochemical oxygen demand (CBOD<sub>5</sub>), total suspended solids (TSS), total phosphorus (TP), and pH remained below the effluent limits and objectives outlined in the ECA. In addition, the Dissolved Oxygen (D.O.) measured above the allowable minimum concentration throughout both the spring and fall discharge periods. The objective level of non-detectable was exceeded for undissociated hydrogen sulphide (H<sub>2</sub>S) during both discharge periods, although the measured concentrations remained quite low.

The total ammonia nitrogen (TAN) remained below both the effluent objective and limit during the spring discharge, but exceeded during the fall discharge. Please refer to the non-compliance correspondence submitted to the Ministry for more information (Appendix C) and the 'Operating Issues' section of this report for details.

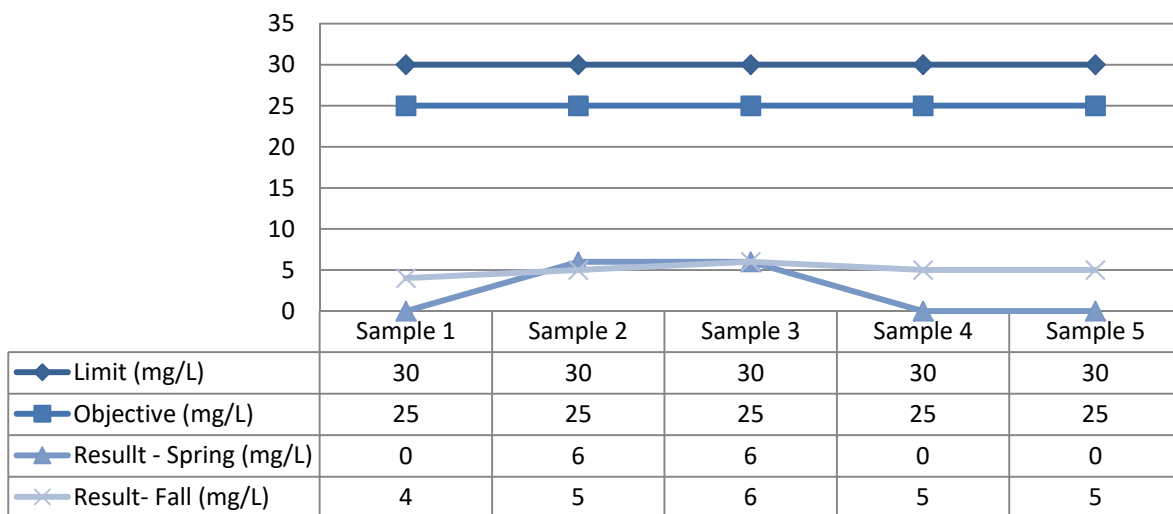
Effluent during both the spring and fall discharge periods remained essentially free of floating or settleable solids and did not contain substances that would cause a film, sheen, foam or discoloration to the receiving stream.

The results from the spring and fall discharge periods are tabulated below. Please refer to the Performance Reports in Appendix A and the 'Operational Issues' section of this report for further information.

**Carbonaceous Biochemical Oxygen Demand (5-Day)**

Discharge Period	Seasonal Average Concentration (mg/L)	Limit (mg/L)	Objective (mg/L)	Exceedance
Spring	3.3	30	25	No
Fall	5.0	30	25	No

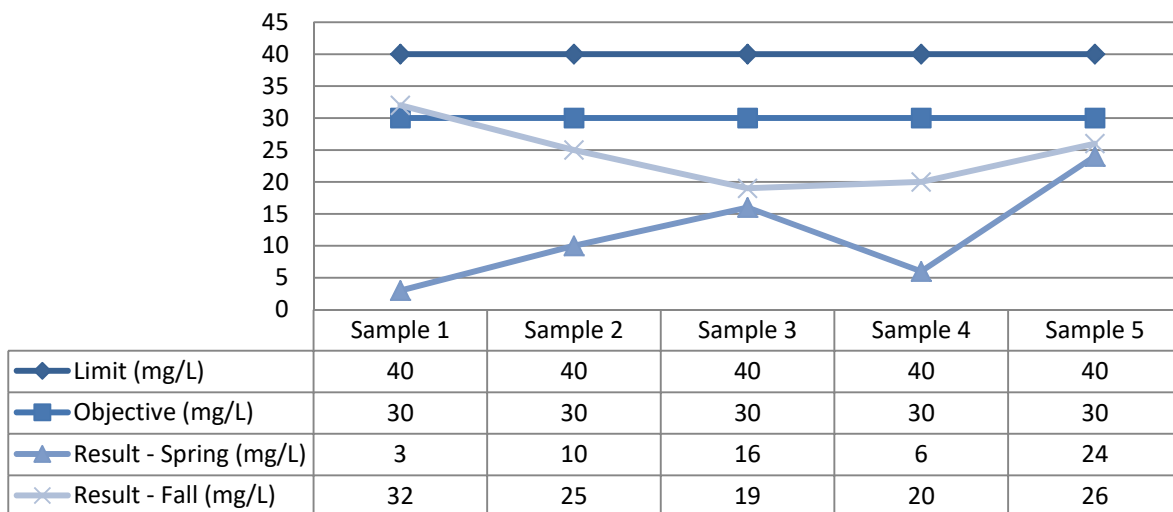
Effluent CBOD<sub>5</sub> Results:



**Total Suspended Solids**

Discharge Period	Seasonal Average Concentration (mg/L)	Limit (mg/L)	Objective (mg/L)	Exceedance
Spring	11.8	40	30	No
Fall	24	40	30	No

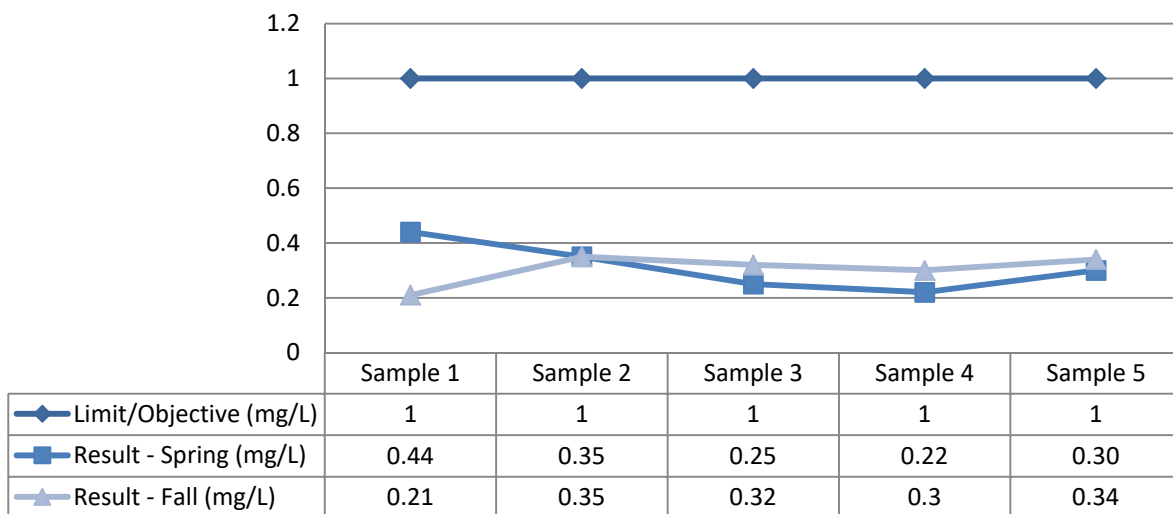
Effluent TSS Results:



**Total Phosphorus**

Discharge Period	Seasonal Average Concentration (mg/L)	Limit (mg/L)	Objective (mg/L)	Exceedance
Spring	0.31	1.0	1.0	No
Fall	0.30	1.0	1.0	No

Effluent TP Results:

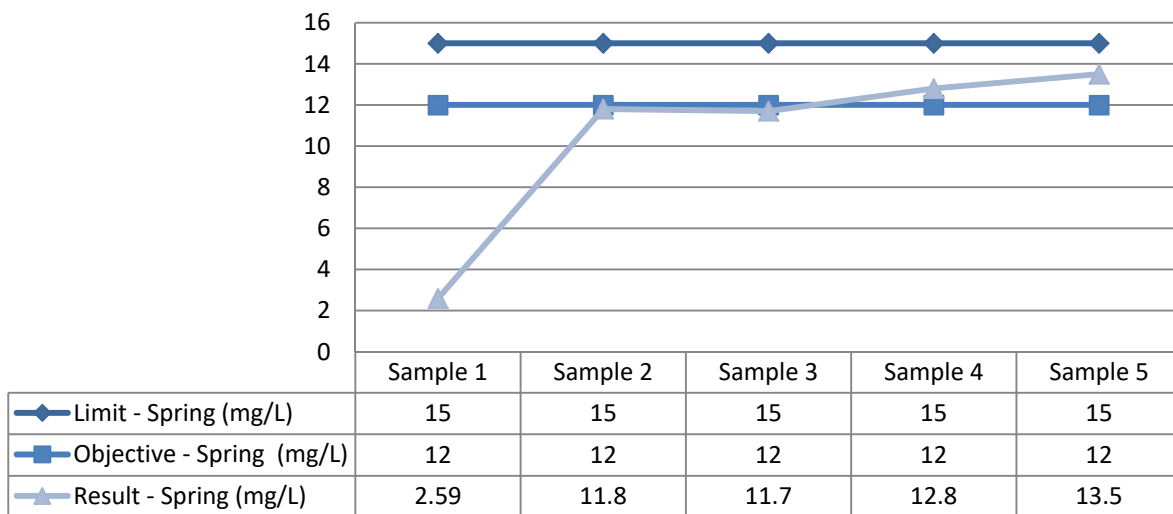


**Total Ammonia Nitrogen**

Discharge Period	Seasonal Average Concentration (mg/L)	Limit (mg/L)	Objective (mg/L)	Exceedance
Spring	10.5	15	12	No
Fall	8.68	7	4	Yes*

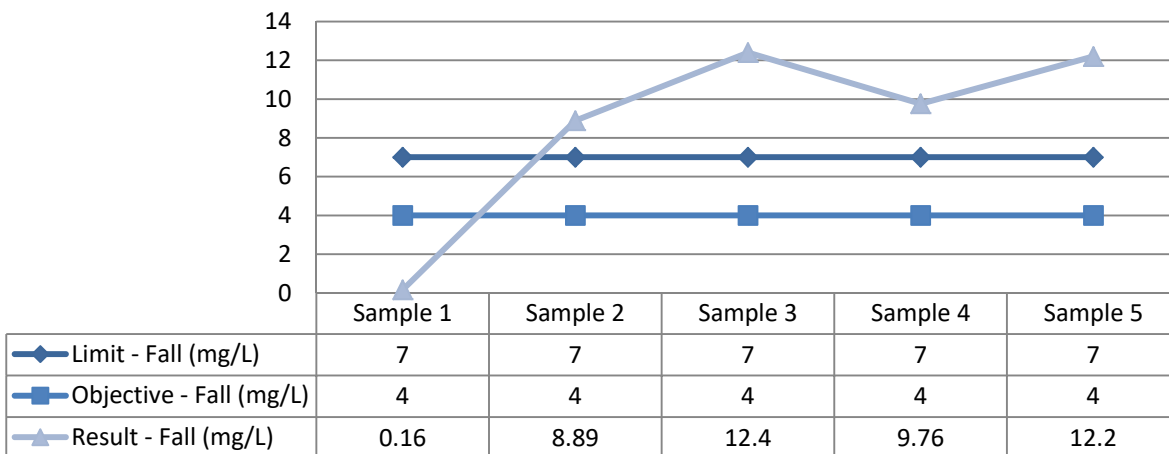
\*Please see the non-compliance correspondence to the Ministry attached in Appendix C.

Effluent TAN Results for Spring Discharge Period:





Effluent TAN Results for Fall Discharge Period:



### Hydrogen Sulphide

Discharge Period	Seasonal Average Concentration (mg/L)	Limit (mg/L)	Objective (mg/L)	Exceedance
Spring	0.0011	0.02	Non-detectable	Yes - <i>Objective</i>
Fall	0.0038	0.02	Non-detectable	Yes - <i>Objective</i>

Effluent Undissociated H<sub>2</sub>S Results for Spring Discharge Period:

	19-Mar	25-Mar	30-Mar	03-Apr	14-Apr	Average
S <sup>2-</sup> (mg/L)	<0.01	0.04	0.03	0.02	0.04	0.03
pH	7.9	8.1	8.0	8.01	8.1	8.03
Temp	2.3	5.0	8.5	9.2	9.5	6.90
% Undissociated H <sub>2</sub> S (from table)	20.6	15.6	14.0	13.8	13.6	15.52
Undissociated H <sub>2</sub> S (mg/L)	ND	0.006	0.004	0.003	0.005	0.0011

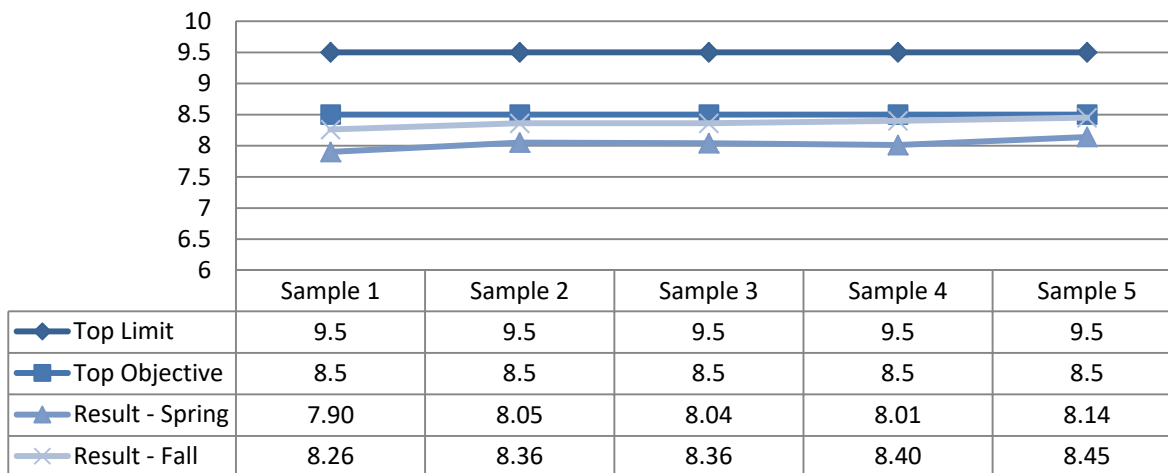
Effluent Undissociated H<sub>2</sub>S Results for Fall Discharge Period:

	20-Nov	25-Nov	30-Nov	04-Dec	10-Dec	Average
S <sup>2-</sup> (mg/L)	0.05	0.06	0.04	0.05	0.06	0.05
pH	8.26	8.36	8.36	8.4	8.45	8.37
Temp	5.7	4.8	3	2.5	1.5	3.50
% Undissociated H <sub>2</sub> S (from table)	8.275	6.939	7.427	7.579	6.382	7.32
Undissociated H <sub>2</sub> S (mg/L)	0.004	0.004	0.003	0.004	0.004	0.0038

**pH**

Discharge Period	Seasonal Average	Limit	Objective	Exceedance
Spring	8.03	6.0 – 9.5	6.5 – 8.5	No
Fall	8.37	6.0 – 9.5	6.5 – 8.5	No

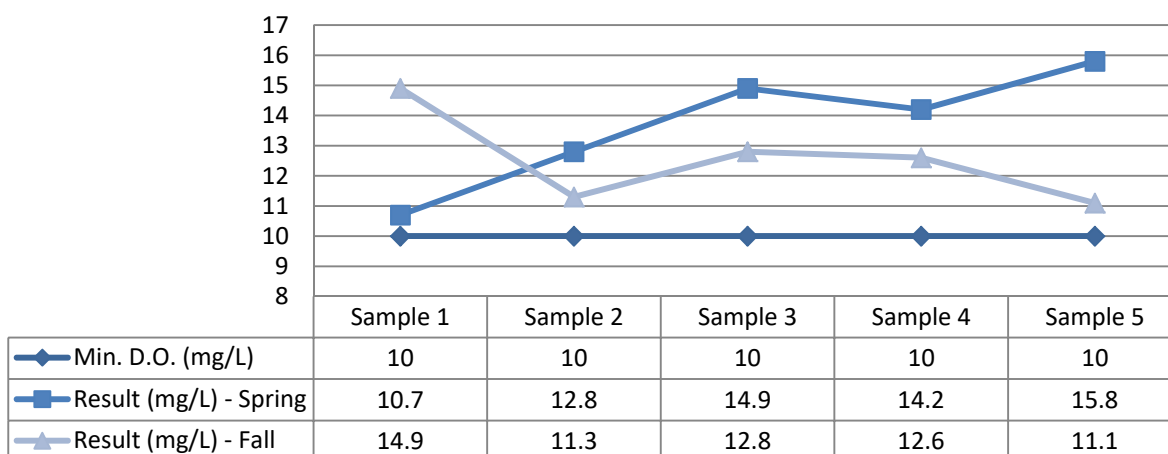
Effluent pH Results:



**Dissolved Oxygen**

Discharge Period	Seasonal Average Concentration (mg/L)	Limit (mg/L)	Objective (mg/L)	Compliant
Spring	13.7	10	n/a	Yes
Fall	12.5	10	n/a	Yes

Effluent D.O. Results:



## Operating Issues

The ECA limit for total ammonia nitrogen (TAN) was exceeded during the fall discharge in 2020. The elevated TAN concentration in the samples appears to have been caused by a lack of precipitation and high levels of evaporation during the summer months.

## Maintenance

### Flow Meter Calibration and Maintenance

Copies of the flow meter calibration certificates for 2020 are attached in Appendix B.

### Maintenance Summary

Description
<ul style="list-style-type: none"> <li>- Performed routine sewer flushing and wet well cleaning</li> <li>- Repaired/upgraded manholes in collection system</li> <li>- Upgraded Falcon alarm system at all sewage pumping stations</li> <li>- Replaced Pump #2 at Ottawa St. SPS</li> <li>- Removed vegetation and brush from lagoon</li> <li>- Installed new gate at lagoon</li> </ul>

### Notice of Modifications

Date	Process	Modification	Status
None to report.			

## Sludge Generation

Sludge depth is monitored periodically, and plans for sludge removal are made as required for optimal operation of the lagoon system.

## Summary of Complaints

Location	Date	Nature of Complaint	Actions Taken
None to report			

## Summary of Abnormal Discharge Events

### Bypass/Overflow/Spills

No bypasses, overflows, or spills occurred during the reporting period.

# Appendix A

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## Performance Assessment Reports

## ONTARIO CLEAN WATER AGENCY PERFORMANCE ASSESSMENT REPORT

MUNICIPALITY: TOWNSHIP OF NORTH DUNDAS  
 PROJECT: WINCHESTER WASTEWATER TREATMENT PLANT  
 PROJECT NUM.: 5679  
 WORKS NUM.: 110001202  
 DESCRIPTION: A FIVE CELL LAGOON (#5 CELL POST AERATION) CELL #1 - 3.95 HA, CELL #2 - 2.75 HA,  
 CELL #3 - 4.1 HA, CELL #4 - 6.3 HA, CELL #5 - 2.0 HA

YEAR: 2020  
 WATER COURSE: SOUTH NATION RIVER  
 DESIGN CAPACITY: 2220 m<sup>3</sup>/day

MONTH	FLOWS					Avg. Alum Dosage (mg/L)	CBOD5			TOTAL SUSPENDED SOLIDS			PHOSPHORUS			TKN RAW TKN (mg/L)
	TOTAL FLOW m <sup>3</sup>	AVG DAY FLOW m <sup>3</sup>	MAX DAY FLOW m <sup>3</sup>	EFFLUENT FLOW m <sup>3</sup>	DISCHARGE DURATION (days)		AVG RAW BOD5 (mg/L)	AVG EFF CBOD5 (mg/L)	PERCENT REMOVAL (%)	AVG RAW TSS (mg/L)	AVG EFF TSS (mg/L)	PERCENT REMOVAL (%)	AVG RAW PHOS. (mg/L)	AVG EFF PHOS. (mg/L)	PERCENT REMOVAL (%)	
JAN	54,058	1,744	5,128			108.5	106			150			3.22			29.9
FEB	36,571	1,261	2,108			108.3	17			120			2.71			28.1
MAR	82,554	2,663	5,266	155,230	13	107.1	21	4.5		56	9.7		1.62	0.35		17.6
APR	49,286	1,643	2,293	181,101	14	111.6	25	1.5		50	15.0		1.69	0.26		16.9
MAY	39,940	1,288	1,614			109.4	74			60			2.91			32.7
JUN	28,711	957	1,115			111.1	58			80			3.70			39.2
JUL	25,595	826	899			111.7	57			120			5.08			53.2
AUG	33,910	1,094	2,190			109.8	59			70			4.30			43.8
SEP	30,355	1,012	1,252			111.1	27			48			3.10			33.1
OCT	36,820	1,188	1,812			108.6	51			45			2.83			31.1
NOV	36,883	1,229	2,291	100,129	11	108.8	36	5.0		65	25.3		3.69	0.29		31.1
DEC	54,183	1,748	5,003	100,130	10	108.4	77	5.0		100	23.0		5.46	0.32		34.2
TOTAL	508,868		SPRING	336,331	27											
TOTAL			FALL	200,259	21											
AVG		1,388				109.5	51	4.2	91.8	80	18.1	77.5	3.36	0.31	90.8	32.6
MAX			5,266				106			150			5.46			53.2
CRITERIA		<b>2,220</b>		SPRING	<b>21</b>			<b>30</b>			<b>40</b>			<b>1</b>		
CRITERIA				FALL	<b>21</b>			<b>30</b>			<b>40</b>			<b>1</b>		

Note: PERCENT REMOVAL BASED ON 12 MONTHS OF RAW SEWAGE COMPOSITE SAMPLES

ONTARIO CLEAN WATER AGENCY  
LAGOON PERFORMANCE ASSESSMENT REPORT

MUNICIPALITY: TOWNSHIP OF NORTH DUNDAS  
 PROJECT: WINCHESTER WASTEWATER TREATMENT LAGOONS  
 PROJECT NUM.: 5679  
 WORKS NUM.: 110001202  
 DESCRIPTION: A FIVE CELL LAGOON (#5 CELL POST AERATION) CELL #1 - 3.95 HA, CELL #2 - 2.75 HA, CELL #3 - 4.1 HA, CELL #4 - 6.3 HA, CELL #5 - 2.0 HA

YEAR: 2020  
 WATER COURSE: SOUTH NATION RIVER  
 DESIGN CAPACITY: 2220 m<sup>3</sup>/day

SAMPLE	SAMPLE RESULTS	336,331 m <sup>3</sup>							C of A Objective	C of A Limit
		SPRING								
5X/DISCH.	DATE	19-Mar	25-Mar	30-Mar	03-Apr	14-Apr	Average			
	START, 25%, 50%, 75%, END	CBOD (mg/L)	<3	6	6	<3	<3	3.3	25	30
TSS (mg/L)		3	10	16	6	24	11.8	30	40	
TP (mg/L)		0.44	0.35	0.25	0.22	0.30	0.31	1	1	
DO (mg/L)		10.7	12.8	14.9	14.2	15.8	13.7	-	10	
N-NH <sub>3</sub> (mg/L)		2.59	11.8	11.7	12.8	13.5	10.5	12	15	
unionized NH <sub>3</sub> **		0.000	0.027	0.099	0.234	0.223	0.12			
NO <sub>2</sub> (mg/L)		<0.1	<0.1	<0.1	<0.1	<0.1				
NO <sub>3</sub> (mg/L)		0.4	0.10	<0.1	<0.1	0.30				
TKN (mg/L)		4.5	17.3	16	16.3	19.7				
<i>E.coli</i> (cfu/100 mL)		0	109	49	6	62				

\*\* un-ionized NH3 based on in-house calculation

SAMPLE	SAMPLE RESULTS	200,259 m <sup>3</sup>							C of A Objective	C of A Limit
		FALL								
5X/DISCH.	DATE	20-Nov	25-Nov	30-Nov	04-Dec	10-Dec	Average			
	START, 25%, 50%, 75%, END	CBOD (mg/L)	4	5	6	5	5	5.0	25	30
TSS (mg/L)		32	25	19	20	26	24	30	40	
TP (mg/L)		0.21	0.35	0.32	0.3	0.34	0.30	1	1	
DO (mg/L)		14.9	11.3	12.8	12.6	11.1	12.5	-	10	
N-NH <sub>3</sub> (mg/L)		0.16	8.89	12.4	9.76	12.2	8.68	4	7	
unionized NH <sub>3</sub> (mg/L)		0.004	0.002	0.293	0.243	0.31	0.17			
NO <sub>2</sub> (mg/L)		<0.1	<0.1	<0.1	<0.1	<0.1				
NO <sub>3</sub> (mg/L)		0.1	0.3	0.3	0.3	0.3				
TKN (mg/L)		2.6	14.4	16.6	14.70	16.6				
<i>E.coli</i> (cfu/100 mL)		75	39	8	4	68				

\*\* un-ionized NH3 based on in-house calculation

	19-Mar	25-Mar	30-Mar	03-Apr	14-Apr	Average	Objective	Limit
S <sub>2</sub> (mg/L)	<0.01	0.04	0.03	0.02	0.04	0.0325	N/A	N/A
pH	7.9	8.1	8.0	8.01	8.1	8.03	6.5 - 8.5	6.0 - 9.5
Temp	2.3	5.0	8.5	9.2	9.5	N/A	N/A	N/A
% Undissociated H <sub>2</sub> S	20.6	15.6	14.0	13.8	13.6	N/A	N/A	N/A
Undissociated H <sub>2</sub> S	ND	0.006	0.004	0.003	0.005	0.0011	ND	0.02

	20-Nov	25-Nov	30-Nov	04-Dec	10-Dec	Average	Objective	Limit
S <sub>2</sub> (mg/L)	0.05	0.06	0.04	0.05	0.06	0.052	N/A	N/A
pH	8.26	8.36	8.36	8.4	8.45	8.37	6.5 - 8.5	6.0 - 9.5
Temp	5.7	4.8	3	2.5	1.5	N/A	N/A	N/A
% Undissociated H <sub>2</sub> S	8.275	6.939	7.427	7.579	6.382	N/A	N/A	N/A
Undissociated H <sub>2</sub> S	0.004	0.004	0.003	0.004	0.004	0.0038	ND	-

PRE-DISCHARGE RESULTS	10-Mar-20	Cell 1	Cell 2	Cell 3	Cell 4	Cell 5
	CBOD (mg/L)	8	6	<3	<3	4
TSS (mg/L)	8	9	10	27	8	
TP (mg/L)	0.16	0.24	0.39	0.39	0.60	
NH <sub>3</sub> (mg/L)	8.59	5.78	1.18	0.46	3.14	
S <sub>2</sub> (mg/L)	5.81	0.33	0.01	0.02	0.02	
<i>E.coli</i> (cfu/100 mL)	51	86	48	2	1	

COMMENTS: H<sub>2</sub>S, TP, *E.coli* sampled prior to discharge

PRE-DISCHARGE RESULTS	29-Oct	Cell 1	Cell 2	Cell 3	Cell 4	Cell 5
	CBOD (mg/L)	4	4	4	<3	3
TSS	16	24	12	30	17	
TP (mg/L)	0.28	0.33	0.23	0.22	0.21	
NH <sub>3</sub> (mg/L)	12.00	14.60	5.22	1.77	0.05	
TKN (mg/L)	18.2	22.6	8.9	5.4	2.2	
H <sub>2</sub> S (mg/L)	0.030	0.060	0.040	0.020	0.040	
<i>E.coli</i> (cfu/100 mL)	2000	3100	2100	1600	1400	

COMMENTS: H<sub>2</sub>S, TP, *E.coli* sampled prior to discharge

TOTAL LOADING	SPRING	FALL	TOTAL	ECA LIMIT
CBOD (kg)	1,110	1,001	2,111	24,309
SS (kg)	3,969	4,886	8,855	32,412
TP (kg)	105	61	166	810.3
NH <sub>3</sub> (kg)	3,524	1,739	5,263	-

**ONTARIO CLEAN WATER AGENCY  
WINCHESTER SEWAGE LAGOON 2020**

**DETERMINATION OF UN-IONIZED AMMONIA (NH<sub>3</sub>) IN WASTEWATER EFFLUENT**

Sample Date	Temperature (°C)	Degrees Kelvin	Dissociation Constant pKa	Sample pH on-site	Fraction of Un-ionized Ammonia	Total Ammonia (mg/L) (NH <sub>3</sub> +NH <sub>4</sub> +as N)	Un-ionized Ammonia (mg/L)
19-Mar	2.3	275.45	10.00	7.9	0.0079	2.59	0.020
25-Mar	5.0	278.15	9.90	8.1	0.0138	11.8	0.163
30-Mar	8.5	281.65	9.78	8.0	0.0178	11.7	0.208
03-Apr	9.2	282.35	9.76	8.01	0.0175	12.8	0.224
14-Apr	9.5	282.65	9.75	8.1	0.0240	13.5	0.325

20-Nov	5.7	278.85	9.88	8.26	0.0234	0.16	0.004
25-Nov	4.8	277.95	9.91	8.36	0.0273	0.06	0.002
30-Nov	3	276.15	9.98	8.36	0.0236	12.4	0.293
04-Dec	2.5	275.65	9.99	8.4	0.0248	9.76	0.243
10-Dec	1.5	274.65	10.03	8.45	0.0256	12.2	0.313

# Appendix B

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## Flow Meter Calibration Reports





<b>Work Order #</b>	1661664	Meter Flow Verification (1y) 5679	<b>Status</b> COMP
<b>Job Plan #</b>	METFLO01-A	METER FLOW ANNUAL GENERIC	
<b>Project</b>	NORDUY5679-M100		
<b>Type</b>	PM		<b>Scheduled Start Date</b> 03-Mar-20
<b>Criticality</b>	3		
<b>Class</b>	Calibration		

<b>Location</b>	5679, Winchester Wastewater Lagoon & CS, Process, Process Control & Monitoring
-----------------	--

<b>Asset</b>	0000073400	METER FLOW LAGOON	<b>Status</b> OPERATING
<b>Building</b>	PUMPING STATION BUILDING		
<b>Level</b>	G		
<b>Qualifier</b>	WINCHESTER LAGOON AT PUMP HOUSE		
<b>Manufacturer</b>	ENDRESS & HAUSER		
<b>Model</b>	33FH4H MA1FD81F21A		
<b>Serial Number</b>	5M 627538		
<b>Warranty Expiration</b>			
<b>Install Date</b>	01-Jan-00		<b>Purchase Price</b> \$ 1,800.00
<b>Asset Comments</b>	Calibrated Range0-378.54 l/sec0-32705.9 m3/daycal factor 1.0907PERCENT OF ACCURACY - CLASS - RANGE - CALIBRATION RANGE - DATE CODE - TYPE/FORM - MAGCAPACITY/RATING - M3/DAYCATALOG NUMBER - LAYING LENGTH - OUTPUT AMPERAGE - 4-20MAOUTPUT TYPE (PULSE/MILLIAMPS) - MILLAMPDESIGN PRESSURE - SCADA TAG # -		

<b>Reported By</b>	MAXADMIN
<b>Lead</b>	
<b>Crew Work Group</b>	1225 Meter Flow Verification Team 2 Chesterville

Asset #	Meter	Last Reading	Date	Current Reading	Date
0000073400	AS LEFT	AS LEFT ASSET CONDITION			



**Safety Message**

This Work Order (and accompanying Maintenance Procedure) have been developed to aid field personnel in the care and maintenance of the specified equipment. However, maintenance personnel are expected to look for and correct any defects which are not anticipated in the procedure. This document may not provide all the technical information that may be required, and it may be necessary to refer to the manufacturer's manual for further details.

The "As Found" and "As Left" readings, as well as any abnormalities found and any repairs carried out, are to be recorded in the Maximo WMS System.

Isolate and de-energize equipment in accordance with the lock-out procedure.

Take time to identify hazards and plan how each hazard will be eliminated or controlled. Work practices must be in accordance with the Occupational Health & Safety Act and the Ontario Clean Water Agency safety manual.

Ensure direct supervisor or their designate have been notified of entry into the site. This notification should provide approximate time and duration. On completion of duties notification is to be given that site has been vacated and secured.

Task	Description
10	<p><b>RUNNING CHECKS</b></p> <ol style="list-style-type: none"> <li>1) Verify calibration parameters and programming parameters where applicable.</li> <li>2) Ensure proper connections and grounding.</li> <li>3) Check display for any alarm or error codes.</li> </ol>
20	<p><b>HAVE QUALIFIED TECHNICIAN CALIBRATE UNIT</b></p> <ol style="list-style-type: none"> <li>1. Have a qualified technician calibrate the unit, using actual flow method or flow simulator.</li> <li>2. Calibration records must be kept for a period of five years.</li> <li>3. Records shall include the level of accuracy of the equipment as found and as left.</li> <li>4. Calibration test equipment shall be certified annually and certification dates recorded on the calibration record. Some test equipment may not require calibration</li> </ol>
30	<p><b>RECORD ADJUSTMENTS AND VERIFY OUTPUTS</b></p> <ol style="list-style-type: none"> <li>1. Record any adjustments, modifications or replacements made to the equipment during the calibration.</li> <li>2. Verify accuracy of electronic outputs to the end device as required based on theoretical versus actual values .{Chart recorders, SCADA, Outpost 5}.</li> <li>3. Ensure all nameplate data is recorded and entered in WMS.</li> </ol>
40	<p><b>COMPLETE A VERIFICATION SHEET FOR EACH FLOW METER, POST IT AND ATTACH TO WORK ORDER</b></p> <p>Note: Calibration sheet must be signed and original kept on site in the SOP binder.</p>

For Field-Use Only - Completion Elements:

**Work Log:**

Annual Inspection and Calibration of Flow Meters

**Labour**

Date	Reg/Prem.	Hours	Memo

**Completed By**

Please Print Name

Stephane Barbarie

Signature

A handwritten signature in black ink that reads "Stephane Barbarie".

Date

March 27, 2020

# Appendix C

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## Ministry Correspondence



Ontario Clean Water Agency  
 5 Industrial Dr.  
 Chesterville ON K0C 1H0  
 Phone: 613-448-3098  
 Fax: 613-448-1616

December 22<sup>nd</sup> 2020

Ministry of the Environment, Conservation and Parks  
 Ottawa District Office  
 2430 Don Reid Drive, Suite 103  
 Ottawa, ON K1H 1E1

Attention: Charlie Primeau, Supervisor

**Subject: Winchester Sewage Lagoon - Notification of Non-Compliance with Total Ammonia Nitrogen (TAN) Limit**

This letter provides notification of non-compliance with the effluent concentration limit for TAN specified in section 7(1) of ECA #5312-88TK5R during the fall discharge of Winchester's Sewage Lagoon. This letter confirms the verbal notification of non-compliance provided by OCWA to the Ontario Ministry of the Environment, Conservation and Parks' Spills Action Centre on December 21, 2020 (Reference # 0231-BWHTRG).

The following effluent parameter was exceeded:

Parameter	Type of Limit	Type of Sample	Result	ECA Limit
Total Ammonia Nitrogen	Seasonal Average Concentration	Grab	8.68 mg/L	7.0 mg/L

The fall discharge of Winchester's sewage lagoons began on November 20<sup>th</sup> 2020 and ended on December 10<sup>th</sup> 2020. Five samples were collected during the discharge. The concentration of total ammonia nitrogen in the samples were 0.16, 8.89, 12.4, 9.76, and 12.2 mg/L respectively. The elevated TAN concentration in the samples appears to have been caused by a lack of precipitation and high levels of evaporation during the summer months. It should be noted that all other parameters remained well below the ECA limits throughout the discharge. A complete listing of all sample results obtained during the spring discharge can be found in the Lagoon Discharge PAR, attached.

If you have any questions or concerns, please contact me at (613) 724-8678.

Sincerely,

A handwritten signature in blue ink that reads "Kaylee Saar".

Kaylee Saar  
 Process & Compliance Technician  
 Seaway Valley Cluster

Cc: Angela Rutley, CAO, Township of North Dundas  
 Khurram Tunio, Director of Public Works, Township of North Dundas  
 Stephane Barbarie, Senior Operations Manager, OCWA  
 Patrick Lanlonde, Provincial Officer, MECP



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	2021 Pool Coordinator

**RECOMMENDATION:**

**THAT Council approve the recommendation of the Director of Recreation and Culture and the Recreation Coordinator, and authorize the hiring of Payton Halpenny to work for the Township of North Dundas as Pool Coordinator for the 2021 summer season.**

**BACKGROUND:**

We are seeking to hire a Pool Coordinator for the annual summer position. The employment opportunity was advertised and interviews were conducted.

Total number of applicants	2
Number of resident applicants	2
Number of non-resident applicants	0
Total number of applicants interviewed	2

**OPTIONS AND DISCUSSION:**

- 1. Authorize the hiring of Payton Halpenny to work for the Township of North Dundas as Pool Coordinator for the 2021 summer season – recommended.**
- 2. Request that the position be awarded to the other candidate – not recommended.**

**Financial Analysis:**

The position of Pool Coordinator was approved during our 2021 budget process.

**OTHERS CONSULTED:**

Recreation Coordinator

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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**Meaghan Meerburg**  
Director of Recreation



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**Angela Rutley, BBA**  
CAO



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	April 1st Community Grants

**RECOMMENDATION:**

**THAT Council approve that the Seaway Surge Baseball Club Inc., Mountain Lions Club, and St. Paul’s Presbyterian Church, each be awarded a \$400 Community Grant.**

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 1<sup>st</sup> and September 1<sup>st</sup> of each year.

Nine proposals were received for the April 1<sup>st</sup> deadline. The Community Grant Review Committee reviewed and discussed the applications and is recommending that the Seaway Surge Baseball Club Inc., Mountain Lions Club, and St. Paul’s Presbyterian Church, each be awarded a \$400 Community Grant.



**OPTIONS AND DISCUSSION:**

1. Award one \$400 grant each to the Seaway Surge Baseball Club Inc., Mountain Lions Club, and St. Paul's Presbyterian Church 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. Two grants are still available for the September 1<sup>st</sup> intake.

**OTHERS CONSULTED:**

Councilor Annable  
Councilor Hoy  
CAO

**PREPARED BY:**



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**Meaghan Meerburg**  
Director of Recreation

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
CAO



<b>ACTION REQUEST – Choose an item.</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Little Free Library

**RECOMMENDATION:**

**THAT Council approve the SDG Library’s request to situate a ‘Little Free Library’ at the Morewood Community Centre.**

**BACKGROUND:**

The SDG Library would like to expand their ‘Little Free Library’ service to include a location at the Morewood Community Centre. The concept is that residents take a book from the box and leave a book in its place. The library is seeking Council’s permission to proceed with this request. The SDG Library, with support from their volunteers, are able to build, situate, and maintain the miniature library. Please see attached for the letter of request submitted by Karen Franklin, Director of Library Services.

**OPTIONS AND DISCUSSION:**

1. **Approve the SDG Library’s request to situate a ‘Little Free Library’ at the Morewood Community Centre – recommended.**
2. **Do not approve the request – not recommended.**

**FINANCIAL ANALYSIS:**

There is no financial commitment for this project. The SDG Library is asking for Council support by way of granting space for the ‘Little Free Library’.

**OTHERS CONSULTED:**

N/A

**ATTACHMENTS:**

Attached for Council information & consideration in APPENDIX #1, are the letter of request that was submitted by the SDG Library, as well as photos of the ‘Little Free Library’ that is located in Newington. Also included, is the proposed location at the Morewood Community Centre.

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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**Meaghan Meerburg**  
Director of Recreation



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**Angela Rutley, BBA**  
CAO



**United Counties of S. D. & G**  
Suite 106, 26 Pitt Street, Cornwall, Ontario K6J 3P2  
Tel: 613-936-8777 Fax: 613-936-2532  
[generalinfo@sdglibrary.ca](mailto:generalinfo@sdglibrary.ca) · [www.sdglibrary.ca](http://www.sdglibrary.ca)

**Township of North Dundas**

636 St. Lawrence Street  
P.O. Box 489  
Winchester, Ontario K0C 2K0

**RE: Establishing a 'Little Free Library' at the Morewood Community Centre**

Dear Members of Council,

The SDG Library is looking to expand our 'Little Free Library' service by adding another two book houses in SDG this spring. We would like the Morewood Community Centre to be one of these locations, and we are requesting the support of Council to set up a 'Little Free Library' there.

'Little Free Libraries' are small book houses that provide an alternative access point for reading materials to help encourage literacy in the community. They work on the "borrow a book, leave a book" philosophy. The SDG Library receives a number of donations throughout the year, and these materials can be used to supplement what is provided by the community. We currently have one 'Little Free Library' set up at the Fire Station in Newington, and it has proven to be well used.

In consultation with North Dundas municipal staff, the SDG Library feels that establishing a 'Little Free Library' in Morewood would result in similar success to what we have seen in Newington. Library staff would look after coordinating the installation of the book house in a mutually agreed upon location, and either Library staff or volunteers would monitor and maintain the book house once set up.

Thank you for your consideration of this project, and we look forward to hearing back from you.

Sincerely,

Karen Franklin  
Director of Library Services  
SDG Library











<b>ACTION REQUEST – CAO</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Administrative Services Assistant Position

**RECOMMENDATION:**

**THAT Council approves the job description for the position of Administrative Services Assistant to be filled on a contract basis.**

**BACKGROUND:**

In November 2020, we hired a Municipal Services Assistant on a 6-month contract, to sanitize and clean the municipal office in accordance with the recommendations of the Eastern Ontario Health Unit. Each day, 50% of the time is spent on sanitization of high touch surfaces and the balance is spent providing some assistance with answering the phone, making calls to businesses to let them know about the Explore Guide Local Business Directory, booking interviews, and performing other sundry duties. The current contract expires at the end of April.

A COVID safety plan was developed over the winter and has been implemented. Based on new information from the Center for Disease Control, the risk of spread of COVID-19 from common touch surfaces is less than originally thought. Periodic cleaning is still required, but not to the same extent. Therefore, instead of continuing with the current position of Municipal Services Assistant, we would like to create a new position with a stronger focus on administrative duties and add accounting duties that can be performed between sanitizing rounds.

Most notably, we would like this position to be able to assist with/draft staff reports, assist with updating our website, perform front counter reception, and be familiar with our tax and water billing systems to be able to answer public inquiries and input payments as required. This will provide more flexibility to cover during staff vacations and illness.

The new position would be offered on an eight-month contract, until the end of the year. At that time, hopefully vaccinations will be widespread and COVID sanitizing protocol will not be as onerous. We will review tasks and staffing requirements at that time.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

There are sufficient funds in the 2021 administration budget for this position.

**OTHERS CONSULTED:**

Treasurer  
Deputy Clerk

**ATTACHMENTS:**

Administrative Services Assistant Position job description

**PREPARED BY:**



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Angela Rutley, BBA  
CAO



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

JOB TITLE: Administrative Services Assistant	LAST REVISION DATE: April 8, 2021
REPORTS TO: Deputy Clerk	<b>8-month contract position</b>
WAGE LEVEL: Grade 2 (\$39,682 to \$46,413 annually)	EFFECTIVE DATE: May 1, 2021

**Position Summary:**

Reporting to the Deputy Clerk, this position provides clerical support to senior management as well as acting as general telephone receptionist for the municipal business office, assisting at the front counter, performing cash receipting duties, assisting with electronic filing and updates to the website and other social media applications, reading municipal water meters, assisting with property files and completing periodic sanitization of high contact areas throughout the municipal office building.

This is an eight-month contract position. Must be available to work 7 hours per day (Monday – Friday) at the municipal office located at 636 St. Lawrence Street in Winchester Ontario. Office hours are from 8 - 4:30 with a 30-minute lunch. Start time may vary between 8 am – 9 am. On-site parking is available at no charge. This location is not accessible by public transit.

**Position Qualifications:**

- A minimum of Grade 12 education. A post-secondary diploma in Administration or a related discipline is preferred.
- Strong interpersonal skills combined with excellent written and oral communications and strong proofreading skills.
- Demonstrated previous working experience with the general public. Previous experience in a municipal environment would be considered an asset.
- Ability to organize departmental activities, meet deadlines and work under pressure.
- Organizational skills to prioritize and complete tasks within appropriate time frames.
- Willingness to learn, to accept responsibility and demonstrate initiative.
- Good problem-solving skills and a commitment to confidentiality and professional ethics.
- Computer literacy and experience with word processing, spreadsheets, social media and other software.

**Position Description:**

- Provide secretarial and administrative services to senior management.
- Compose/prepare external and internal correspondence, memos, reports and other confidential documents and papers.
- Act as (1<sup>st</sup>) general telephone receptionist for the business office. Screen and refer incoming telephone calls to appropriate departmental staff members or take messages for absent or unavailable staff members.
- Enter any complaints received into complaints tracking system and assign to appropriate Department Head or designate.
- Assist with updates to the website and other social media applications.
- Backup for front counter reception and cash receipting duties, filling in as required.
- Sanitize high contact areas in the office during the day and maintain contract tracing records and other COVID-19 related requirements as per EOHU guidelines and Township protocol.
- Schedule appointments, meetings (including virtual meetings), and prepare meeting minutes as required.
- Deliver bank deposits and pickup mail from local post-office.
- Assist with implementation of electronic filing system using TOMRMS.
- Perform quarterly door to door water meter reads and a smaller volume of monthly and final water meter reads.
- Deliver customer notices to homes/businesses as required
- Other duties as assigned.

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



<b>ACTION REQUEST – CAO</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	Part Time Wages

**RECOMMENDATION:**

**THAT Council authorize and approve the attached Part-Time Wage Schedule and authorize this schedule to remain in effect until further notice.**

**BACKGROUND:**

The 2018 increase in minimum wage resulted in significant wage increases in a lot of the positions. On April 1, 2020, the part-time wages were increased by 2019 CPI of 2.1%.

We are currently able to attract applicants to our part-time positions, therefore, we are recommending that the 2020 part-time wages be adopted for 2021 and that these wages continue in effect for all part-time positions until further notice.

**OPTIONS AND DISCUSSION:**

1. **Approve the Part-Time Wage Schedule as attached** - recommended.  
This provides competitive compensation for the positions.
2. **Do not approved the Part-Time Wage Schedule**- not recommended.

**FINANCIAL ANALYSIS:**

Wages for part-time positions are included in the 2021 budget.

**OTHERS CONSULTED:**

Director of Recreation & Culture

**ATTACHMENTS:**

Part-time Wage Schedule

**PREPARED BY:**


---

**Angela Rutley, BBA  
CAO**

# Part-Time Wages - Hourly

(In effect as of January 1, 2021 until further notice)

Approved April 13, 2021

Position Title	Term 1	Returning 2nd Term	Returning 3rd term
Outdoor Pool Coordinator	\$18.38	\$18.75	\$19.12
Head Lifeguard	\$17.36	\$17.70	\$18.06
Lifeguard/Swim Instructor	\$16.34	\$16.66	\$17.00
Junior Administrative Assistant	\$14.29	\$14.58	\$14.88
Accounting Assistant	\$18.38	\$18.75	\$19.12
Accounting Clerk	\$21.66	\$22.08	\$22.52

Position Title	Hourly Rate
Casual/Part-Time Lifeguard	\$15.32
Maintenance/Parks Labourer	\$14.29
Arena Attendant	\$14.29
Bartender	\$12.46
Crossing Guard	\$18.00
Trapper	\$15.32
Municipal Services Assistant	\$16.00

Position Title	Grade	Compensation Category
Casual/Part-Time Facility Operator	2	Full-Time Facilities Operator
Casual/Part-Time Operator/Labourer	2	Full-Time Operator/Labourer
Casual/Part-Time Truck Driver/Labourer	2	Full-Time Truck Driver/Labourer
Casual/Part-Time Labourer	1	Full-Time Roads Labourer
Part-Time Administrative Services Assistant	2	Full-Time Administrative Assistant/Receptionist



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	By-law No 2021-27 Housekeeping By-law Amendment

**RECOMMENDATION:**

THAT By-law No. 2021-27, being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, the former Township of Winchester Zoning By-law No. 12-93, the former Village of Chesterville Zoning By-law No. 04-95, and the former Village of Winchester Zoning By-law 25-96, as amended, be read and passed in Open Council, signed and sealed this 13th day of April, 2021.

**BACKGROUND:**

This By-law will rezone seven (7) properties as conditions of consent (severance). The properties affected by this By-law are properties (surplus dwellings) that were granted a severance as a result of farm consolidation under the 2020 Provincial Policy Statement and the United Counties of Stormont, Dundas and Glengarry Official Plan. This By-law will prohibit residential dwellings from being constructed on the remaining prime agricultural land, as required by the Provincial Policy Statement.

If adopted this By-law will also slightly modify the zoning of five (5) other properties, and will update or harmonize some definitions and general provisions. Holding will be placed on some properties for which there is no water/sewer capacity. If Council awards capacity to these lands in the future, the holding can be removed.

The Winchester and Chesterville Zoning By-laws contain swimming pool enclosure provisions which need to be aligned with the new Pool Enclosure By-law No. 2020-16. A detailed planning report is attached.

The Public Meeting to hear comments on the proposed Housekeeping Amendment By-law will be held on April 13, 2021 at 6:30 pm. One local developer provided comments regarding the proposed changes and is in agreement.

**OPTIONS AND DISCUSSION:**

1. **Adopt the resolution as presented** – recommended.
2. **Do nothing** – Not recommended. These zoning amendments are required for compliance with the 2020 Provincial Policy Statement regarding farm

consolidation and are important updates and consolidations amongst all four (4) Zoning By-laws.

**3. Refuse the request** – Not recommended. Same as above.

**FINANCIAL ANALYSIS:**

No impact at this time.


**OTHERS CONSULTED:**

Chief Building Official  
Property Owners  
Developers

**ATTACHMENTS:**

Planning Report  
Draft Housekeeping By-law No. 2021-27

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**



# Planning Report

## Housekeeping Zoning Amendment

RE:	Housekeeping Amendments to Zoning By-law No. 79-6 (the former Township of Mountain), Zoning By-law No. 12-93 (the former Township of Winchester), Zoning By-law No. 04-95 (the former Village of Chesterville, and Zoning By-law No. 25-96 (the former Village of Winchester).
Meeting Date:	April 13, 2021
By-law No.	2021-27
Subject Area	Multiple properties throughout the former Township of Mountain, the former Township of Winchester, the former Village of Chesterville and the former Village of Winchester

### 1. Executive Summary

This report recommends the following housekeeping amendments:

- Update definitions and general provisions to harmonize the Township's Zoning By-laws and clarify existing provisions.
- Rezone multiple properties in the former Township of Mountain from "Rural (RU)" to "Rural – Exception Eighteen (RU-18)" and former Township of Winchester from "Agricultural (AG)" to "Agricultural – Exception Thirty-Six (AG-36)" to prohibit the construction of residential dwellings on prime agricultural land. This is a requirement of the *Provincial Policy Statement, 2020* and the United Counties Official Plan and was a condition of consent (severance).
- Rezone or modify four (4) properties.

### 2. Purpose and Effect

The Council of the Township of North Dundas has initiated a housekeeping By-law Amendment to update definitions and general provisions in order to harmonize the four (4) Zoning By-laws in North Dundas.

The By-law will rezone multiple properties in the former Township of Winchester (By-law No. 12-93) and the former Township of Mountain (By-law No. 79-6) as a required condition of severance. The majority of properties affected by this By-law are surplus dwellings that were granted a severance as a result of farm consolidation under the *Provincial Policy Statement, 2020* and the United Counties of Stormont, Dundas and Glengarry Official Plan. This By-law will prohibit residential dwellings from being constructed on the remaining prime agricultural land as required by the *Provincial Policy Statement, 2020* and the United Counties Official Plan.

This By-law will correct or slightly modify the zoning of four (4) other properties. These changes will be to adjust the current zoning to more accurately reflect the current use of the properties.

### 3. Background

- 3.1 The protection of prime agricultural land is a priority of the *Provincial Policy Statement, 2020* (PPS). The PPS requires municipalities to prohibit residential uses on prime agricultural land that has been granted a severance through farm consolidation (residence surplus to a farming operation). The properties that are affected by this By-law are located in the former Township of Winchester and Township of Mountain and were granted a severance within the previous year. As a required condition of severance, the owners of the subject properties have paid a surplus dwelling amendment fee and have signed an acknowledgment that the retained farmland will be rezoned to prohibit residential uses as part of a joint By-law Amendment for all surplus dwellings.
- 3.2 This proposed Zoning By-law Amendment is also referred to as a ‘general housekeeping’ By-law. In addition to rezoning properties due to farm consolidation, this By-law will also modify the zoning of four (4) other properties that the Township wishes to correct or change.

### 4. Policy Direction

This By-law would rezone several properties in the former Township of Mountain and the former Township of Winchester to prohibit the construction of residential dwellings on prime agricultural land as a required condition of severance. The prime agricultural land will continue to be used for agricultural purposes and normal farm practices will be protected. Township Council should consider the relevant policies of the *2020 Provincial Policy Statement* and the Official Plan when evaluating the merits of the proposed By-law.

#### 4.1 Provincial Policy Statement

Ontario has a set of *Provincial Policy Statements* for which the Township Council must have regard, the relevant policy sections are as follows:



**2.3.3.3** *New land uses, including the creation of lots, and new or expanding livestock facilities shall comply with the minimum distance separation formulae.*

**2.3.4. Lot Creation and Lot Adjustments:**

**2.3.4.1** *Lot creation in prime agriculture areas is discouraged and may only be permitted for:*

- c) *“a residence surplus to a farming operation as a result of farm consolidation, provided that the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches, which achieve the same objective.”*

The rezoning proposed by this By-law is consistent with the Provincial Policy Statement as it will have the effect of prohibiting residential dwellings on new lots created as a result of farm consolidation (surplus residence to a farming operation).

**4.2 United Counties Official Plan:**

The rezoning proposed by this by-law is in conformity with the United Counties Official Plan. The relevant policy sections are as follows:

**5.3 Agricultural Resource Lands:**

**5.3.2 Scope of Permitted Uses**

*Agricultural uses are defined in the Provincial Policy Statement and include grow crops; raising livestock and animals for food, fur or fiber; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including accommodation for fulltime labour when the operation requires additional employment.*

**5.3.2.1 Agriculture-related uses**

*Agriculture-related uses on prime agricultural lands are encouraged to strengthen and diversify the agricultural industry and to supplement farm income. For the purposes of this section, agriculture-related uses are farm-related commercial and industrial uses directly related to farm operations in the area that support agriculture, and benefit from being close to farm operations. This can include home*

*industries, and uses that produce value added agricultural products such as custom meat shops, wineries, pick-your-own operations, produce market, and packing operations, or a grain drying handling and storage facility*

At the end of section 8.12.13.3 it states that: *“The new lot [residence surplus to a farming operation] will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services, and the Local municipality shall, through the Zoning By-law or other municipality approach, prohibit further dwellings on the vacant retained lands created by the subject consent”.*

This By-law conforms with the United Counties Official Plan as rezoning will prohibit residential dwellings on properties that were granted a severance for a residence surplus to a farming operation.

## **5. Analysis**

### **5.1 Townhomes in the Village of Winchester and Chesterville**

This By-law will modify the zone provisions for Townhome dwellings in the former Village of Winchester to match the requirement in Chesterville by increasing the minimum required front yard depth from 6 m to 7 m to accommodate the off-street parking of vehicles. The current minimum requirement of 6 m is the same as the minimum length for a standard parking stall. However, this can result in vehicles being parked close to the curb or partially on the road and make snow ploughing difficult as well as reducing visibility to residents when backing out of their driveways. The additional 1.0 m that is being proposed will allow residents to have more room in their driveways to park their vehicles and increase visibility at the end of the driveway. To accommodate more parking space in the front yard, the rear yard setback has been reduced from 8 metres in Winchester to match Chesterville’s setback of 7.5 m. Definitions for “stacked townhouses” and “back to back townhomes” have been added to Chesterville and Winchester’s By-laws. In Winchester, the minimum side yards have been increased from 1 metre to 2 metres for townhomes to match Chesterville’s Zoning By-law.

### **5.2 Exempting Ramps and Other Barrier-Free Structures from all Setbacks**

Barrier free structures such as wheelchair ramps occupy a larger space than stairs and decks due to the maximum grade required for wheelchairs to be able to safely ascend and descend the ramps. As a result of this, wheelchair ramps may need to extend into the minimum required yard in many residential or commercial zones which requires a minor variance at the applicants expense, an unfair burden to place on someone installing barrier-free structures.

This By-law will add a provision to the ‘Permitted Encroachments’ section of the Village and Township of Winchester By-laws and the Township of Mountain Zoning By-law exempting all barrier-free structures from any required municipal

setback, effectively making minor variances for such structures unnecessary. The Ontario Building Code has requirements for barrier-free structures, and anyone who wishes to build a barrier-free structure within the minimum setback will need to meet the OBC requirements and obtain any necessary permits.

### 5.3 Protecting Prime Agricultural Land

This By-law will rezone multiple properties in the former Township of Winchester and the former Township of Mountain to prohibit residential dwellings on prime agricultural farmland as a required condition of severance as a result of farm consolidation. Rezoning to prohibit residential development on prime agricultural land that is severed as a result of farm consolidation is consistent with the Provincial Policy Statement and the Official Plan. The rezoning of the subject properties will ensure that the required conditions of severance are being fulfilled and that the intention of the Provincial Policy Statement and the Official Plan are being upheld. This By-law will also ensure that the Township's prime agricultural land is protected as a valuable economic and cultural resource.

### 5.4 Zoning By-law No. 79-6 (former Township of Mountain)

The minimum required lot area for uses other than single dwellings is being increased from 2ha (5 acres) to 8ha (20 acres) to match the zone requirements in the former Township of Winchester's Rural (RU) Zone. This will ensure that residents with livestock or hobby farms have an adequate amount of land to safely conduct their agricultural uses, such as the keeping of livestock, while protecting their wells and the wells on neighbouring lots.

Multiple properties in the former Township of Mountain will be rezoned from "Rural (RU)" to "Rural - Special Exception Eighteen (RU-18)" to prohibit the construction of residential dwellings on prime agricultural land. This is a requirement of the *Provincial Policy Statement* and the *Official Plan* and was a condition of severance. The provisions are listed below:

#### **Rural Zone – Special Exception Eighteen (RU-18)**

Notwithstanding the provisions of Section 10.1 (a) hereof to the contrary on lands zoned "RU-18", the following uses shall not be permitted:

- Accessory Dwellings
- Mobile Home
- Rural Home Occupations
- Single Family Dwellings

### 5.5 Zoning By-law No. 12-93 (former Township of Winchester)

Two properties in Morewood will be rezoned from Commercial (C) to Residential First Density (R1) to better reflect their current usage. The affected properties are

on Thomas Drive, at the corner Moffat Street. The properties were zoned Commercial (C) to accommodate businesses that were being run from the previous owners' homes; however, both houses have recently been sold and the current owners do not wish to operate a business. Owners will still be able to operate a home occupation in the future as that is a permitted use within the Residential First Density (R1) Zone.

Multiple properties in the former Township of Winchester will be rezoned from "Agriculture (AG)" to "Agriculture-Special Exception Thirty-Six (AG-36)" to prohibit the construction of residential dwellings on the prime agricultural land. This is a requirement of the *Provincial Policy Statement* and the *Official Plan* and was a condition of severance. The provisions are listed as follows:

**Agricultural Zone – Special Exception Thirty-Six (AG-36):**

Notwithstanding the provisions of Section 12.1 (a) hereof to the contrary on lands zoned "AG-36", the following residential uses shall not be permitted:

- a) Accessory dwelling
- b) Apartment accessory
- c) Rural home occupation
- d) Single dwelling

**5.6 Zoning By-law No. 04-95 (former Village of Chesterville)**

A portion of the Chesterville Park that obtained a Temporary Use By-law in 2018 shall be rezoned to make the permitted uses permanent. The Temporary Use By-law was originally passed to allow a business to operate at the Public Park on a temporary basis, the business is still operating at the park; however, the Temporary Use By-law has recently expired.

The pool provisions are being removed, as they are duplicated under the new Swimming Pool By-law No. 2020-16 or different in some cases.

**5.7 Zoning By-law No. 25-96 (former Village of Winchester)**

The pool provisions are being removed, as they are duplicated under the new Swimming Pool By-law No. 2020-16 or different in some cases.

**6. Summary**

This proposed By-law will ensure that the Township's Zoning By-laws reflect current Provincial policies. It will also ensure that the Township's prime agricultural land is protected as a valuable cultural and economic resource, while also protecting the businesses that rely on being within close proximity to farm

operations. The other changes collectively bring the by-laws together as one by-law.

## 7. Comments

Two developers have requested copies of the draft by-law. No objections received.

## 6. Recommendation

The proposed Zoning By-law Amendment constitutes good planning and is consistent with the *2020 Provincial Policy Statement* and the County Official Plan, therefore Council should approve the rezoning. Secondly, that Council consider comments from the public, public bodies and adjacent neighbours during the public meeting before rendering a decision on the proposed amendment.

Prepared By:

\_\_\_\_\_  
Paul Clarke, Planning Technician

\_\_\_\_\_  
Date

I hereby certify that this report was prepared under the supervision of a Registered Professional Planner within the meaning of the Ontario Professional Planners Institute Act, 1994.

\_\_\_\_\_  
Calvin Pol, MCIP, RPP, BES  
Director of Planning, Building and Enforcement

\_\_\_\_\_  
Date

**BY-LAW No. 2021-27**

**EXPLANATORY NOTE**

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

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The Council of the Township of North Dundas has initiated a housekeeping by-law amendment to rezone multiple properties in the Township. The areas to be rezoned include: seven (7) properties to prohibit dwelling units as required by the 2020 Provincial Policy Statement for surplus dwelling consents (severances); to slightly modify the zoning of five (5) properties; and to update some definitions and provisions to be more consistent across all four (4) Zoning By-laws currently in effect.

Key maps are provided that will detail the properties that are to be rezoned as a condition of consent and those where the zoning will be slightly modified.

This By-law will rezone multiple properties as a condition of consent. The properties affected by this By-law are properties (surplus dwellings) that were granted a consent as a result of farm consolidation under the 2020 Provincial Policy Statement and the United Counties of Stormont, Dundas and Glengarry Official Plan. This By-law will prohibit residential dwellings from being constructed on the remaining prime agricultural land, as required by the Provincial Policy Statement.

If adopted, this By-law will also slightly modify the zoning of five (5) other properties, will update some definitions, general provisions, and will also harmonize the by-laws to make them more consistent.

This By-law is deemed to be in conformity with the policies contained in the United Counties of Stormont, Dundas and Glengarry Official Plan and the Provincial Policy Statement.

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

**BY-LAW No. 2021-27**

***Being a By-law to amend the Former Township of Winchester By-law No. 12-93, the former Township of Mountain By-law No. 79-6, the Former Village of Chesterville By-law No. 04-95, and the Former Village of Winchester By-law No. 25-96, as amended***

**WHEREAS** pursuant to the provisions of Section 34 of the *Planning Act*, R.S.O. 1990, as amended, the Council of a Municipality may enact by-laws regulating the use of lands and the erection of buildings thereon;

**AND WHEREAS** By-law No. 12-93, as amended, regulates the use of land and the use and erection of buildings and structures within the former Township of Winchester, now the Township of North Dundas;

**AND WHEREAS** By-law No. 79-6, as amended, regulates the use of land and the use and erection of buildings and structures within the former Township of Mountain, now the Township of North Dundas;

**AND WHEREAS** By-law No. 04-95, as amended, regulates the use of land and the use and erection of buildings and structures within the former Village of Chesterville, now the Township of North Dundas;

**AND WHEREAS** By-law No. 25-96, as amended, regulates the use of land and the use and erection of buildings and structures within the former Village of Winchester, now the Township of North Dundas;

**AND WHEREAS** the Council of The Corporation of the Township of North Dundas deems it expedient and advisable to amend certain requirements of By-law No. 12-93, By-law No. 79-6, By-law No. 04-95, and By-law No. 25-96, as amended; insofar as they relate to certain lands to which the said By-law applies as hereinafter set forth;

**AND WHEREAS** the matters set out in this By-law are deemed to be in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry and the 2020 Provincial Policy Statement;

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

**Former Township of Winchester Zoning By-law**

**1.0** That (the Former Township of Winchester) Zoning By-law No. 12-93, as amended, is hereby amended as follows:

1.1 That the following text be inserted in Section 3.25 Yard Encroachments immediately after the contents thereof;

(iv) Exterior ramps, wheelchair lifts and similar barrier-free accessory structures and equipment may be permitted in any minimum yard.

1.2 That in Section 5.1(b) – Lot Area (minimum), the text “2787 m<sup>2</sup> (30000 ft<sup>2</sup>)” is hereby replaced by “4,000 m<sup>2</sup> (43055.7sq.ft)” .

1.3 That the lands shown on Schedule “1” shall henceforth be zoned “Residential Second Density – Exception Two (R2-2)” and shall cease to be zoned “Residential Second Density – Exception One (R2-1)”.

## THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

### BY-LAW No. 2021-27

- 1.4 That the lands shown on Schedule “2” shall henceforth be zoned “Residential Second Density – Exception Three (R2-3)” and shall cease to be zoned “Residential Second Density – Exception Two (R2-2)”.
- 1.5 That the lands legally defined in Schedule “3” and shown on Schedule “4” shall henceforth be zoned “Agricultural – Exception Thirty-Six (AG-36)” and shall cease to be zoned “Agricultural (AG)”.
- 1.6 That the lands shown on Schedule “5” shall henceforth be zoned “Residential First Density – Holding (R1-h)” and shall cease to be zoned “Residential First Density (R1)”.
- 1.7 That the lands shown on Schedule “6” shall henceforth be zoned “Residential First Density (R1)” and shall cease to be zoned “Commercial (C)”.

#### **Former Township of Mountain Zoning By-law**

- 2.0 That (the Former Township of Mountain) Zoning By-law No. 79-6, as amended, is hereby amended as follows:
  - 2.1 That the following text be inserted in Section 3.30 Yard Encroachments immediately after the contents thereof:
    - e) Exterior ramps, wheelchair lifts and similar barrier-free accessory structures and equipment may be permitted in any minimum yard.
  - 2.2 That in Section 10.1(c) – Lot Area (minimum), the text “2 ha (5 ac)” is hereby replaced by “8 ha (20 ac)”.
  - 2.3 That the lands legally defined in Schedule “7” and shown on Schedule “8”, shall henceforth be zoned “Rural – Exception Eighteen (RU-18)” and shall cease to be zoned “Rural (RU)”.

#### **Former Village of Chesterville Zoning By-law**

- 3.0 That (the Former Village of Chesterville) Zoning By-law No. 04-95, as amended, is hereby amended as follows:
  - 3.1 That in Section 3.5 Apartment Building, the text “Apartment Building” is hereby replaced by “Apartment Dwelling”.
  - 3.2 That the following text shall be inserted in Section 3.64. Dwelling Unit immediately after the contents thereof:
    - 3.64.2 **Dwelling - Back to Back Townhouses**  
means a building with four or more dwelling units divided vertically, including a common rear wall, each with an independent entrance and has a yard abutting at least one exterior wall of each dwelling unit.
    - 3.64.3 **Dwelling - Stacked Townhouses**  
means a building with four or more dwelling units divided horizontally and vertically, each with an entrance that is independent or through a shared landing and/or external stairwell.



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

**BY-LAW No. 2021-27**

- 3.3 That Sections 4.1.2(a) (i) and (ii) Private Swimming Pools are hereby repealed.
- 3.4 That the following text shall be inserted in Section 5.8.1 Permitted Uses immediately after the contents thereof:
- Dwelling - Back to Back Townhouses
  - Dwelling - Stacked Townhouses
- 3.5 That in Section 5.8.2 – Zone Requirements the text “Apartment Dwellings” is hereby removed.
- 3.6 That in Section 5.8.2 – Maximum Building Height the text “12 m” is hereby replaced by “12 m (maximum 3 storeys)”.
- 3.7 That the following text be added as Section 5.17.3.2:

**Open Space – Exception Two (OS-2)**

Notwithstanding the provisions of Section 5.17.1, the following uses shall also be permitted:

- Assembly Hall
  - Bakery
  - Business Incubation Uses
  - Catering Establishment
  - Clinic
  - Club
  - Facilities for Charitable Organizations
  - Food Premise
  - Office
  - Personal Service Establishment
  - Place of Amusement
  - Place of Worship
  - Professional Office
  - School, Commercial
  - School, Private
  - Service Outlet
  - Studio
- 3.8 That the lands shown on Schedule “9”, shall henceforth be zoned “Open Space – Exception Two (OS-2)” and shall cease to be zoned “Open Space (OS)”.
- 3.9 That the lands shown on Schedule “10”, shall henceforth be zoned “Residential First Density – Holding (R1-h)” and shall cease to be zoned “Residential First Density (R1)”.
- 3.10 That the lands shown on Schedule “11” shall henceforth be zoned “Residential Mixed Density – Holding (R1-MXh) and shall cease to be zoned “Residential Mixed Density (R1-MX)”.

**Former Village of Winchester Zoning By-law**

- 4.0 That (the Former Village of Winchester) Zoning By-law No. 25-96, as amended, is hereby amended as follows:

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

**BY-LAW No. 2021-27**

- 4.1 That the following text shall be inserted in Section 2.12 Yard Encroachments immediately after the contents thereof:
- 2.12.9 Barrier Free Accessory Structures**  
Exterior ramps, wheelchair lifts and similar barrier-free accessory structures and equipment may be permitted in any minimum yard.
- 4.2 That the following text shall be inserted in Section 3.61.4 Apartment Dwelling House immediately after the contents thereof:
- 3.61.4 An Apartment Dwelling House includes Stacked Townhouses, and Back to Back Townhouses.
- 4.3 That the following text shall be inserted in Section 3.61.17.2 Planned Unit Townhouse immediately after the contents thereof:
- 3.61.17.2 Planned Unit Townhouses includes Stacked Townhouses, but does not include Back to Back Townhouses.
- 4.4 That the following text shall be inserted in Section 3.61 Dwelling Unit immediately after the contents thereof:
- 3.61.20 **Stacked Townhouses**  
means a building with four or more dwelling units divided horizontally and vertically, each with an entrance that is independent or through a shared landing and/or external stairwell.
- 3.61.21 **Back to Back Townhouses**  
means a building with four or more dwelling units divided vertically, including a common rear wall, each with an independent entrance and has a yard abutting at least one exterior wall of each dwelling unit.
- 4.5 That in Section 4.2.6.1 Private Swimming Pools, the first paragraph is hereby repealed.
- 4.6 That in Section 4.2.6.2 Private Swimming Pools is hereby repealed.
- 4.7 That in Section 8.2.5.2 – Lot Frontage (minimum) the text “5.5 m” is hereby replaced by “6.0 m”.
- 4.8 That in Section 8.2.5.3 – Front Yard Depth (minimum) the text “6 m” is hereby replaced by “7.0 m”.
- 4.9 That in Section 8.2.5.5 – Interior Side Yard Width (minimum) the text “1 m” is hereby replaced by “2 m”.
- 4.10 That in Section 8.2.5.6 – Rear Yard Depth (minimum) the text “8 m” is hereby replaced by “7.5 m”.
- 4.11 That in Section 8.2.6.9 – Height of Building (maximum) the text “11 m” is hereby replaced by “12.5 m (maximum 3 storeys)”.
- 4.12 That in Section 9.2.9 – Height of Building (maximum) the text “14 m” is hereby replaced by “14 m (maximum 3 storeys)”.

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

**BY-LAW No. 2021-27**

4.13 That the lands shown on Schedule “12” shall henceforth be zoned “Residential Type One – Holding (R1-h) and shall cease to be zoned “Residential Type One (R1)”.

**5.0** Schedules “1” to “12” constitute part of this By-law.

**6.0** Subject to giving of Notice of Passing of this By-law, in accordance with Section 34(18) of the *Planning Act*, R.S.O. 1990, as amended, this By-law shall come into force on the date of passing by the Council of The Corporation of the Township of North Dundas, where no notice of appeal or objection is received, pursuant to Section 34 (21) of the *Planning Act*, R.S.O. 1990, as amended.

**READ and passed in Open Council, signed and sealed this 13<sup>th</sup> day of April, 2021.**

\_\_\_\_\_  
MAYOR

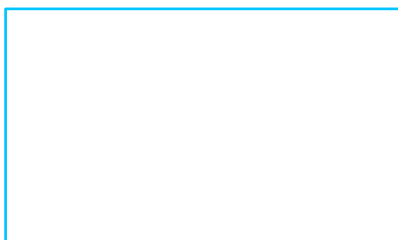
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CLERK

# Schedule "1" By-law No. 2021-27

Enacted by the Council of the Corporation of the Township of North Dundas  
this 13th day of April, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Area to be rezoned from "Residential Second Density - Exception One (R2-1)" to "Residential Second Density - Exception Two (R2-2)".

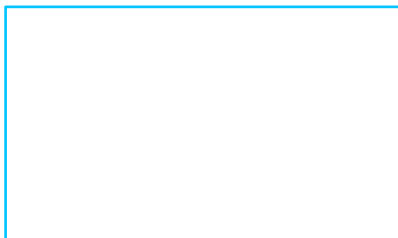
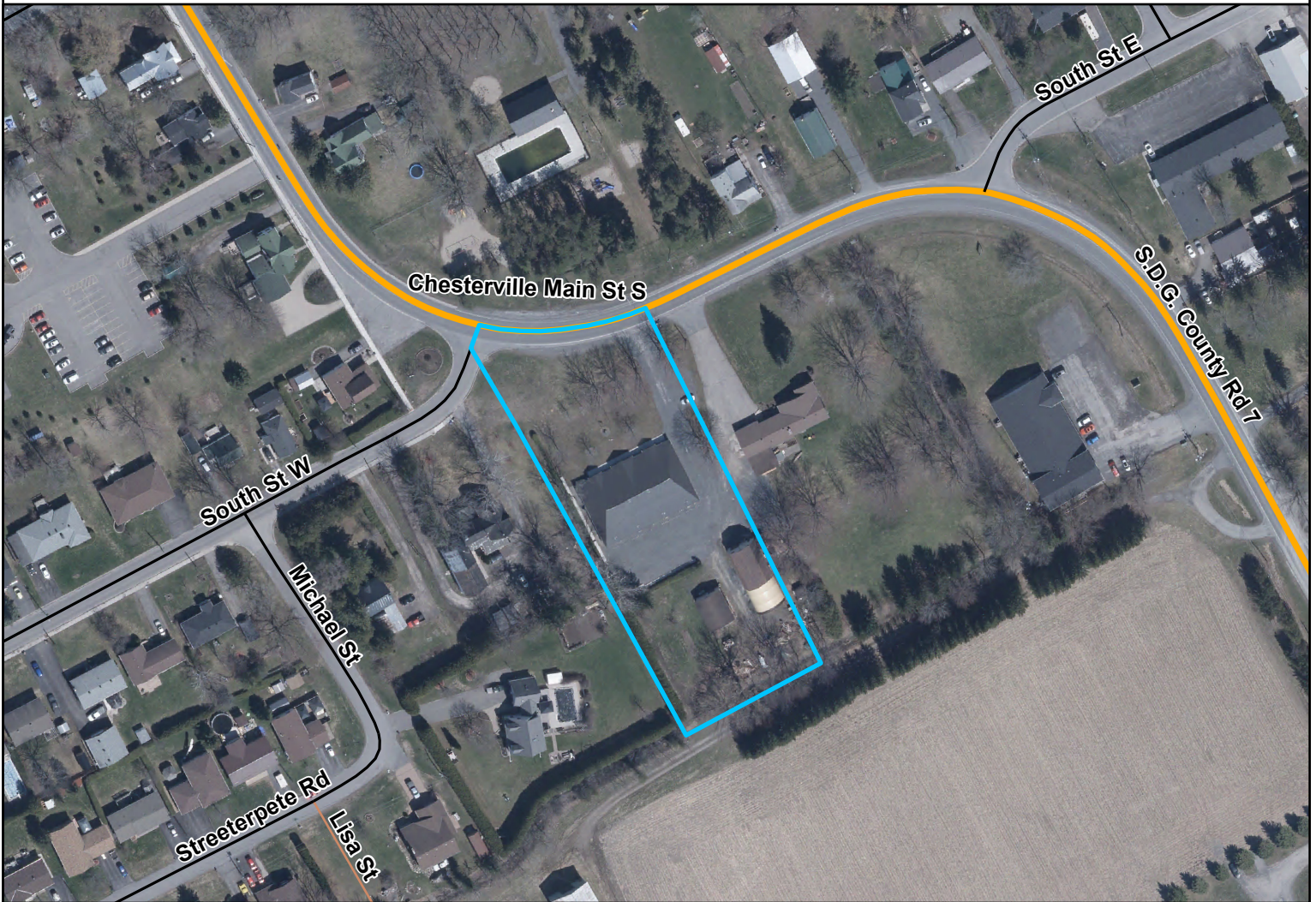


# Schedule "2" By-law No. 2021-27

Enacted by the Council of the Corporation of the Township of North Dundas  
this 13th day of April, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Area to be rezoned from "Residential Second Density - Exception Two (R2-2)" to "Residential Second Density - Exception Three (R2-3)".

**SCHEDULE "3"****BY-LAW No. 2021-27**

Enacted by the Council of The Corporation of the Township of North Dundas  
this 13<sup>th</sup> day of April, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

<b>SD&amp;G File #</b>	<b>Location</b>	<b>Roll Number</b>	<b>PIN</b>
B-10-20	Part of Lot 15 Concession 12	051101601225003	661550414
B-16-20	Part of Lots 8 and 9 Concession 10	051101600956000	661520062
B-64-20	East Part of Lot 23 Concession 10	051101601093000	661530062

Please note: Red numbering indicates that there has been no new number created. Roll number and PIN provided is the parent number.



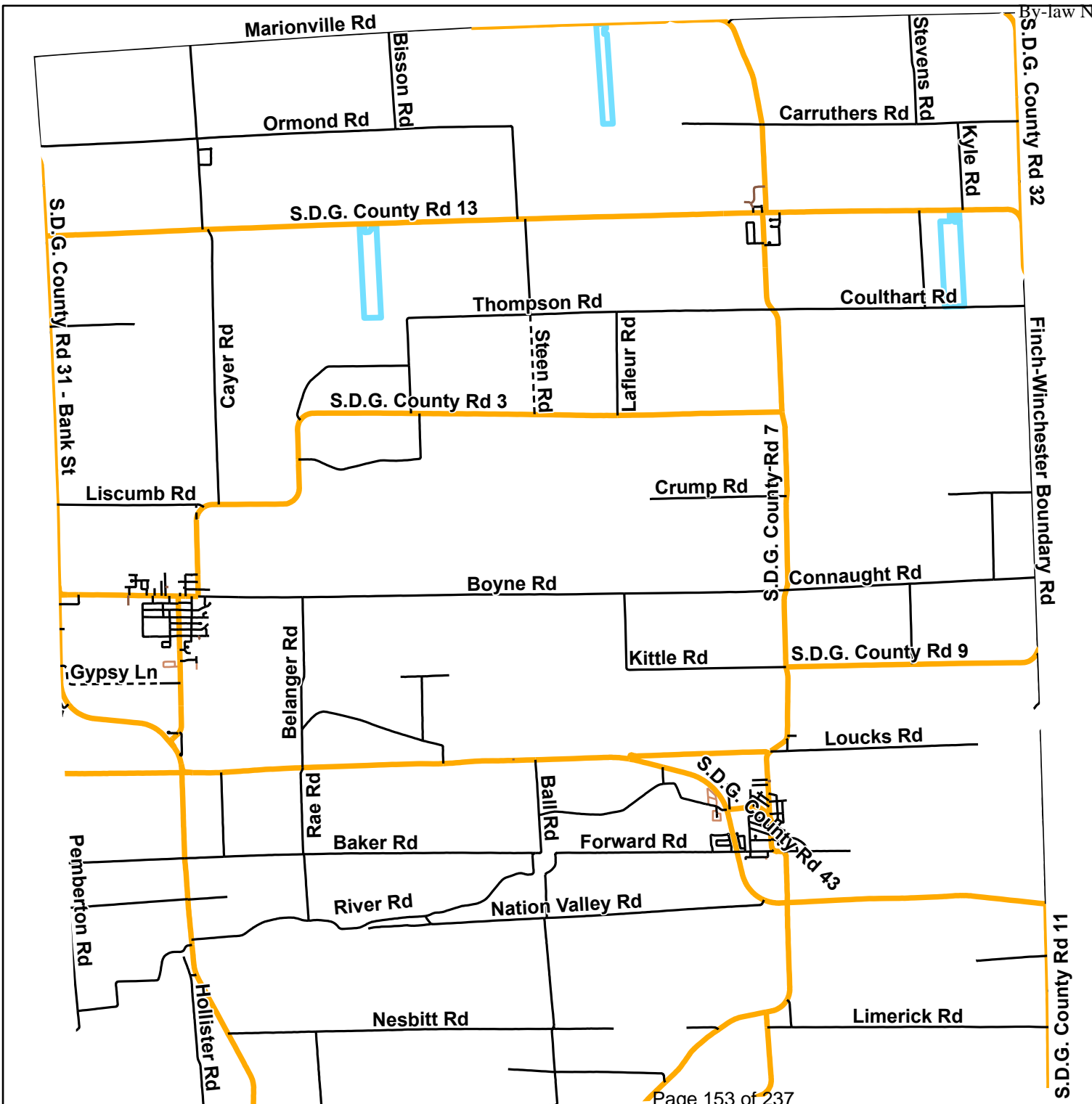
**Surplus Dwellings  
Former Township  
of Winchester**

Schedule "4"

By-law  
No. 2021-27

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



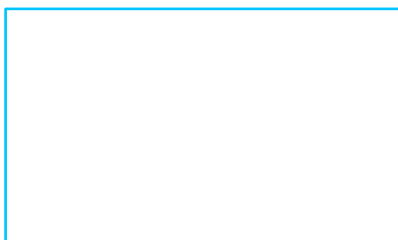
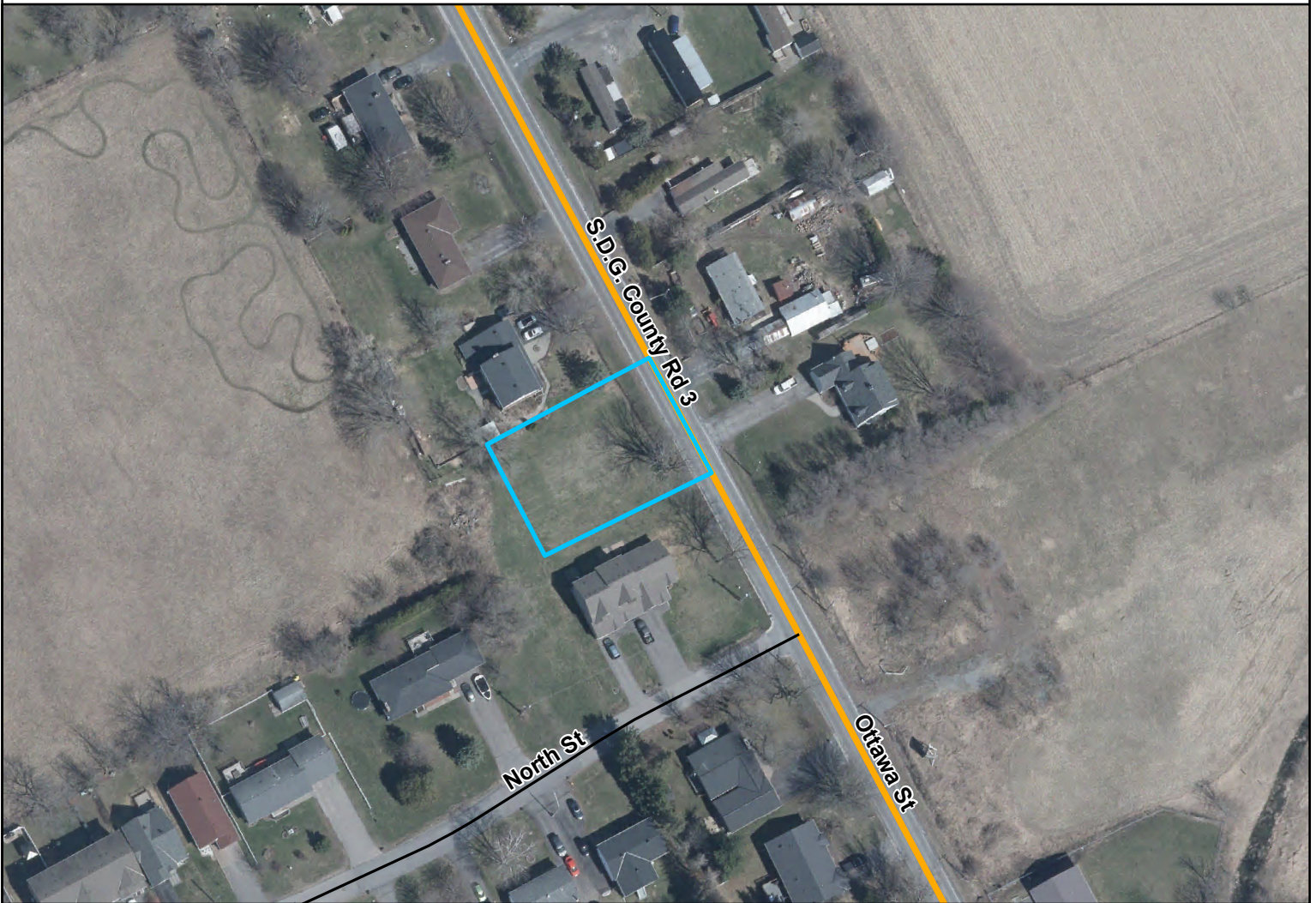


# Schedule "5" By-law No. 2021-27

Enacted by the Council of the Corporation of the Township of North Dundas  
this 13th day of April, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Area to be rezoned from "Residential First Density (R1)"  
to "Residential First Density - Holding (R1-h)".

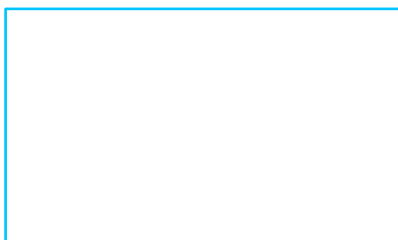
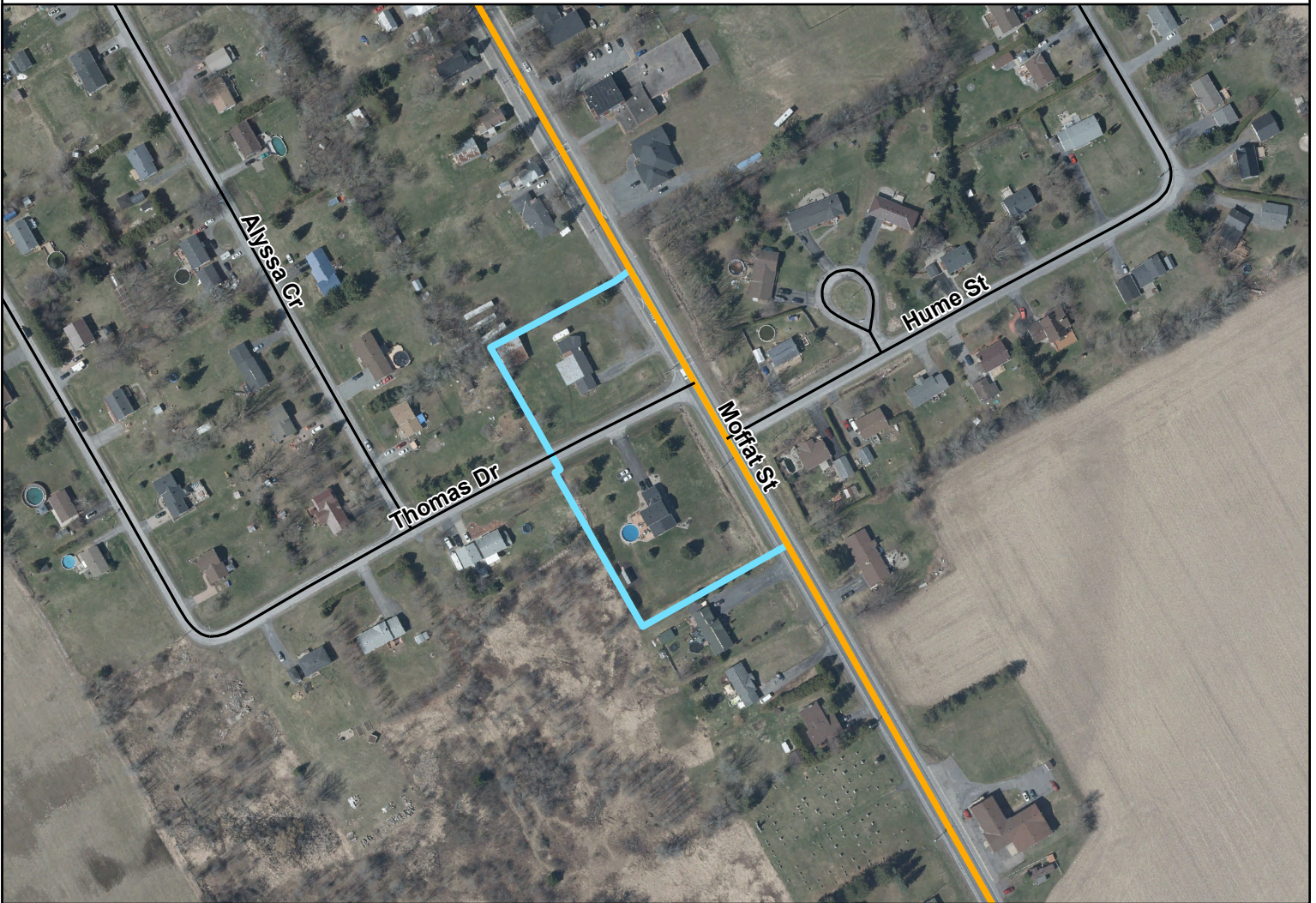


# Schedule "6" By-law No. 2021-27

Enacted by the Council of the Corporation of the Township of North Dundas  
this 13th day of April, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Area to be rezoned from "Commercial (C)"  
to "Residential First Density (R1)"

**SCHEDULE "7"****BY-LAW No. 2021-27**

Enacted by the Council of The Corporation of the Township of North Dundas  
this 13<sup>th</sup> day of April, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

<b>SD&amp;G File #</b>	<b>Location</b>	<b>Roll Number</b>	<b>PIN</b>
B-26-20	Part of Lot 18 Concession 4	051101100519550	661030166
B-29-20	Part of Lots 17 and 18, Concession 9	051101101057000, 051101101060000, 051101101061000, 051101101062000	661010411
B-37-20	Part of Lot 17 Concession 6	051101100764000	661030093
B-42-20	East Part of Lot 19 Concession 6	051101100773000	661020055

Please note: Red numbering indicates that there has been no new number created. Roll number and PIN provided is the parent number.



# TOWNSHIP OF North Dundas

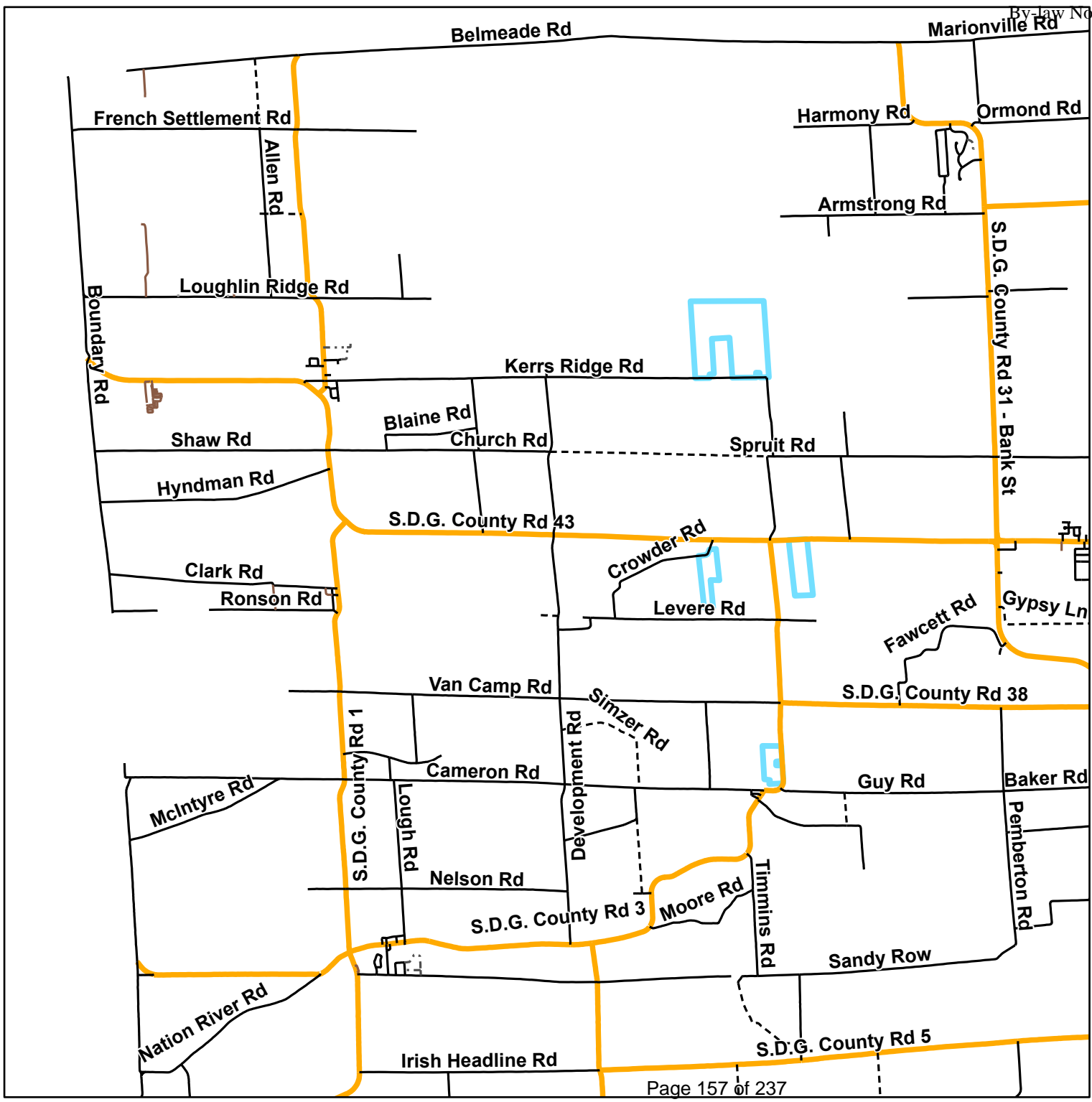
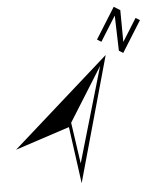
## Surplus Dwellings Former Township of Mountain

Schedule "8"

By-law  
No. 2021-27

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



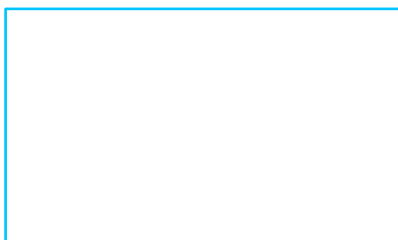
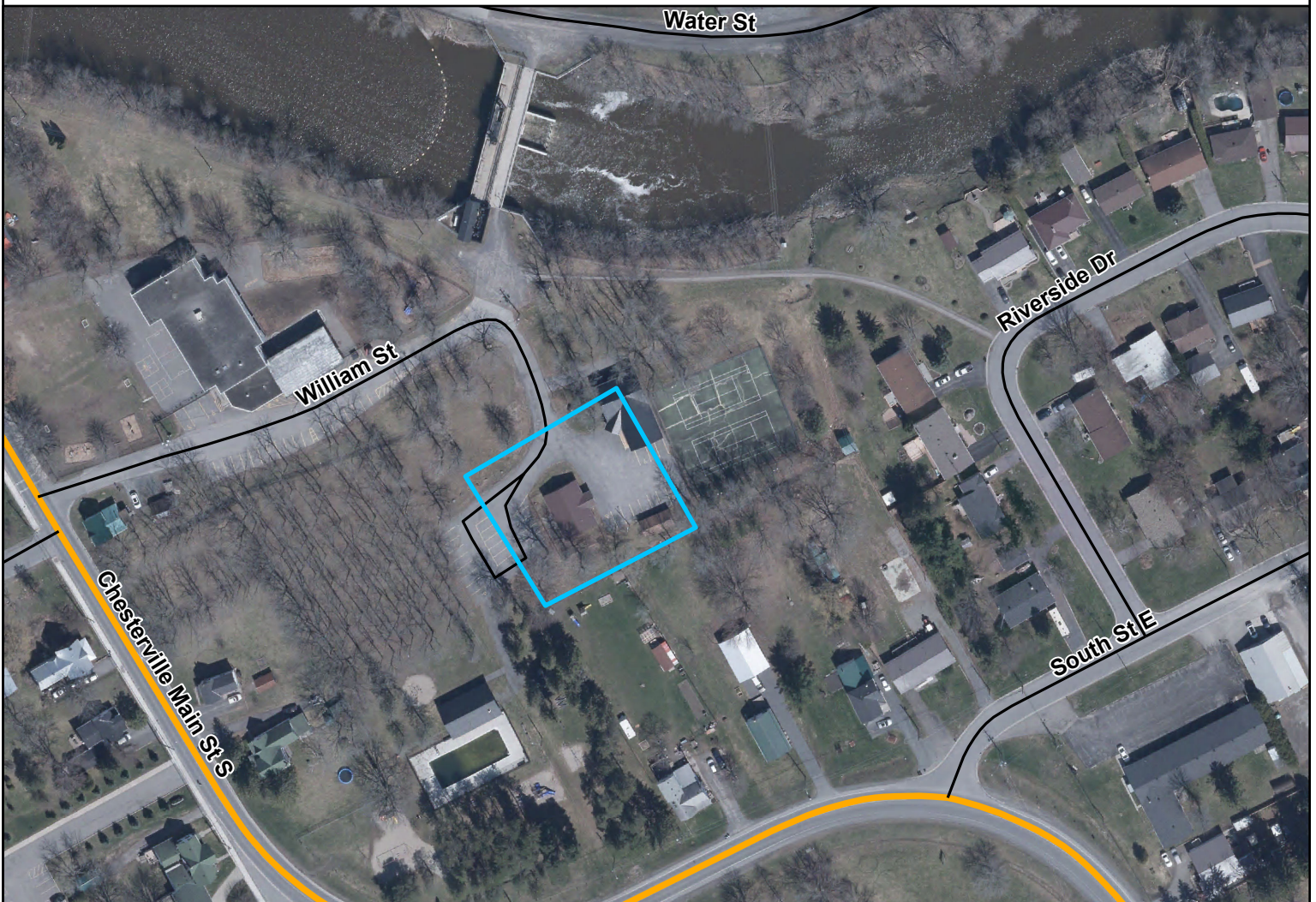


# Schedule "9" By-law No. 2021-27

Enacted by the Council of the Corporation of the Township of North Dundas  
this 13th day of April, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Area to be rezoned from "Open Space (OS)"  
to "Open Space - Exception Two(OS-2)"

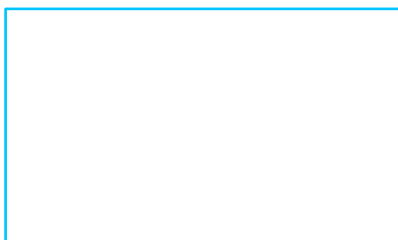


# Schedule "10" By-law No. 2021-27

Enacted by the Council of the Corporation of the Township of North Dundas  
this 13th day of April, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Area to be rezoned from "Residential First Density (R1)"  
to "Residential First Density - Holding (R1-h)"

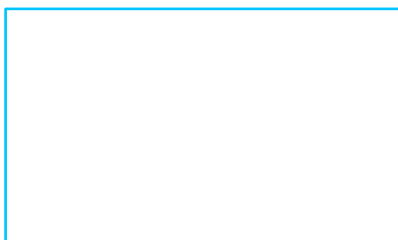


# Schedule "11" By-law No. 2021-27

Enacted by the Council of the Corporation of the Township of North Dundas  
this 13th day of April, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Area to be rezoned from "Residential Mixed Density (R1-MX)"  
to "Residential Mixed Density - Holding (R1-MXh)"

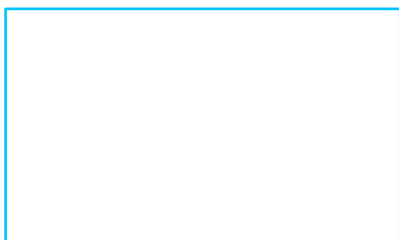
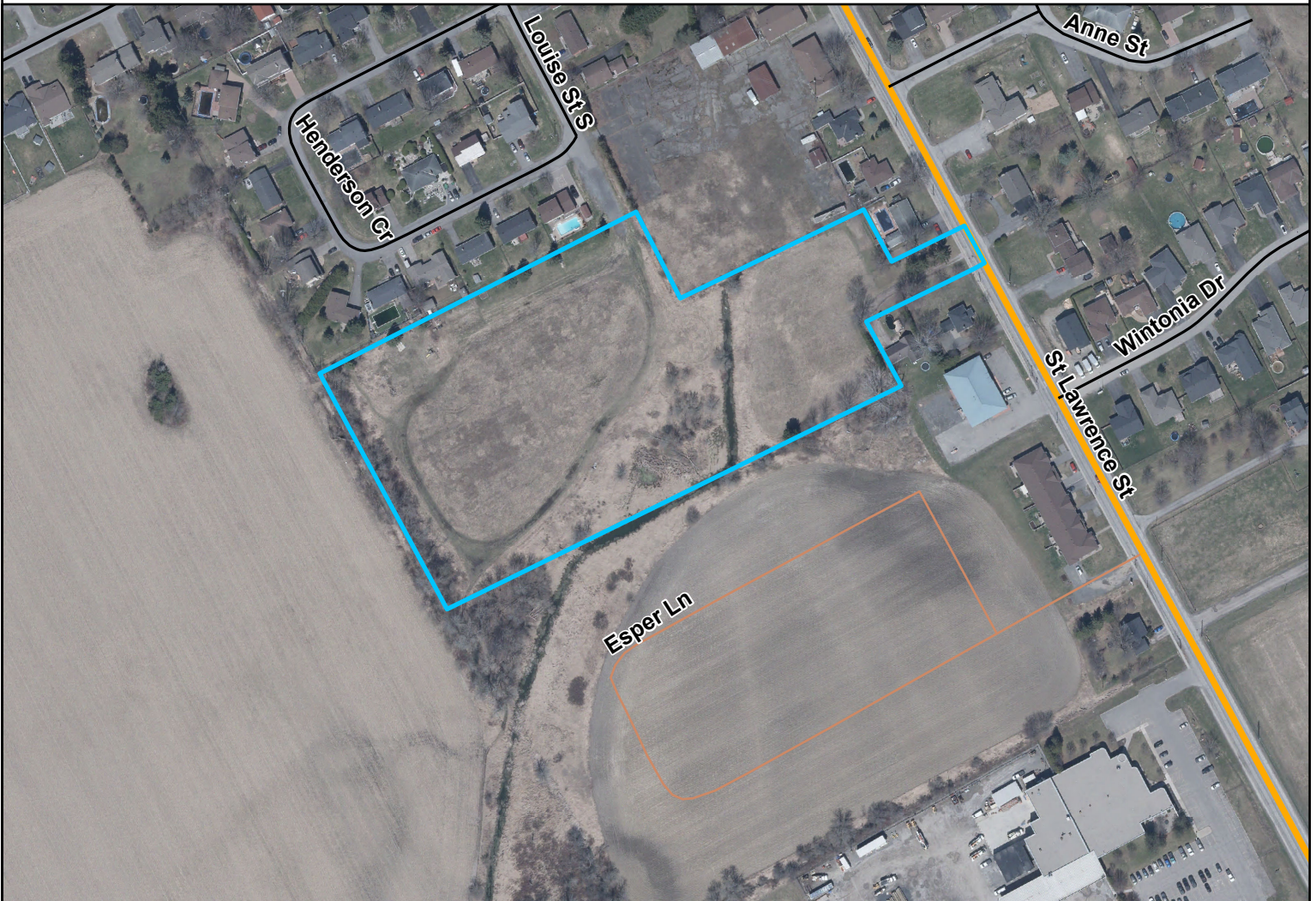


# Schedule "12" By-law No. 2021-27

Enacted by the Council of the Corporation of the Township of North Dundas  
this 13th day of April, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Area to be rezoned from "Residential Type One (R1)"  
to "Residential Type One - Holding (R1-h)"



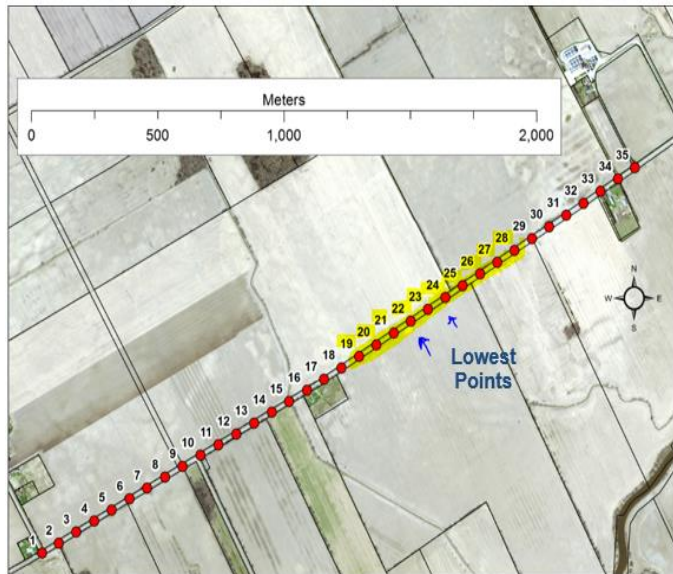
<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	By-law No. 2021-28 - Sevita International Zoning Amendment

**RECOMMENDATION:**

**THAT By-law No. 2021-38, being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, as amended, be read and passed in Open Council, signed and sealed this 13th day of April, 2021.**

**BACKGROUND:**

The Township of North Dundas received an application to amend the former Township of Mountain Zoning By-law No. 79-6 under Section 34 of the Planning Act for the property legally described as Part of Lot 22, Concession 2, Parts 2, 3 and 5 on Registered Plan 8R-5459, former Township of Mountain, now the Township of North Dundas, County of Dundas, municipally known as 11791 Sandy Row. The purpose is to rezone part of the property from Rural (RU) to Rural – Exception Twenty (RU-20) as well as make textual changes to the provisions of the RU-20 zone to allow for a soybean processing facility and ancillary uses. If approved, the effect would be that the owner may apply for site plan control and construction of the proposed facility.



The property/land to which the proposed Zoning By-law Amendment applies is the subject of a consent (severance), file No. B-4-20.

Under the Official Plan from the United Counties, the subject lands are designated Agricultural Resource Lands. Surrounding the subject property is floodplain. In short, the current dwelling, buildings and structures are located outside of the floodplain, essentially putting them on an “island” during significant flood events. South Nation Conservation recommended, when the By-law was first brought



forward on August 11, 2020, that approval be deferred until safe access to the site could be demonstrated. A survey of Sandy Row identified that a section of Sandy Row needs to be raised to provide safe access under Provincial Regulations and policies (see yellow area on page 1).

The initial estimate of the works required to raise Sandy Row to a safe elevation was estimated at \$200,000.00, of which Sevita International has agreed to pay half (\$100,000.00). Council has included their portion of the cost in the 2021 approved budget. With these concerns addressed, Planning Staff are bringing the By-law back to Council for approval. The text of the By-law is unchanged from the last version.

Sevita has submitted a site plan application and drawings for approval.

**OPTIONS AND DISCUSSION:**

1. **Adopt the resolution** – recommended. Safe access will be provided to the site after the Sandy Row road works are complete.
2. **Do Nothing** – not recommended. The applicant may appeal Council’s decision to LPAT.
3. **Refuse the request** – not recommended. Same as above.

**FINANCIAL ANALYSIS:**

No impact at this time. Funds were previously allocated for Sandy Row improvements and have been included in the current budget.

**OTHERS CONSULTED:**

CBO  
South Nation Conservation Authority  
Applicant  
Director of Public Works

**ATTACHMENTS:**

Draft By-law No. 2021-28

**PREPARED BY:**



---

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

**REVIEWED & APPROVED BY:**



---

**Angela Rutley, BBA  
CAO**

**BY-LAW No. 2021-28**  
**EXPLANATORY NOTE**

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

---

The Township of North Dundas has received an application to amend the former Township of Mountain Zoning By-law No. 79-6 to rezone the property located at 11791 Sandy Row to permit a soybean processing facility as part of an expansion of the existing business.

The lands affected by this amendment are described as Part of Lot 22, Concession 2, Parts 2, 3 and 5 on Registered Plan 8R-5459, former Township of Mountain, now the Township of North Dundas, County of Dundas. Municipally known as 11791 Sandy Row.

If the proposed by-law amendment is adopted, the subject land will be rezoned to Rural – Exception Twenty (RU-20).

The property/land to which the proposed Zoning By-law amendment applies is the subject of a severance application (Lot Addition: SDG File#B-4-2020) under the *Planning Act*.

---

**Applicant/Owner:**  
Sevita International

**Roll Number:**  
0511-011-002-95000

## THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

### BY-LAW No. 2021-28

#### *Being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, as amended*

**WHEREAS** pursuant to the provisions of Section 34 of the *Planning Act, R.S.O. 1990*, as amended, the Council of a municipality may enact by-laws regulating the use of lands and the erection of buildings thereon;

**AND WHEREAS** By-law No. 79-6, as amended, regulates the use of land and the use and erection of buildings and structures within the former Township of Mountain, now the Township of North Dundas;

**AND WHEREAS** the Council of The Corporation of the Township of North Dundas deems it expedient and advisable to amend certain requirements of By-law No. 79-6, as amended; insofar as they relate to certain lands to which said By-law applies as hereinafter set forth;

**AND WHEREAS** the matters set out in this By-law are deemed to be in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry and the 2020 Provincial Policy Statement;

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

- 1.0** The lands affected by this amendment are described as Part of Lot 22, Concession 2, Parts 2, 3 and 5 on Registered Plan 8R-5459, former Township of Mountain, now the Township of North Dundas, County of Dundas.
- 2.0** That the former Township of Mountain Zoning By-law No. 79-6, as amended, is hereby amended as follows:
  - 2.1** That Section 10.1 (d) Special Exception Zones, Subsection 20 the text “no buildings or structures are permitted save and except a septic field” is hereby repealed and replaced by “a soybean processing facility, warehouse and office are permitted, together with any uses accessory to the foregoing”.
- 3.0** That Schedule “A” of (former Township of Mountain) Zoning By-law No. 25-96 is hereby amended as follows:
  - 3.1** That the area affected by Section 1 and shown on Schedule “1” of this By-law, shall henceforth be zoned “Rural – Exception Twenty (RU-20)” and shall cease to be zoned “Rural (RU)”
- 4.0** Subject to the giving of Notice of Passing of this By-law, in accordance with Section 34(18) of the *Planning Act, R.S.O. 1990*, as amended, this By-law shall come into force on the date of passing by The Council of the Corporation of the Township of North Dundas where no notice of appeal or objection is received, pursuant to Section 34(21) of the *Planning Act*, as amended.
- 5.0** All other applicable provisions of the former Township of Mountain Zoning By-law No. 79-6, as amended, shall continue to apply.

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**BY-LAW No. 2021-28**

**READ and passed in Open Council, signed and sealed this 13<sup>th</sup> day of April, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

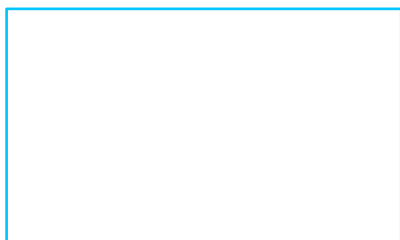


# Schedule "1" By-law No. 2021-28

Enacted by the Council of the Corporation of the Township of North Dundas  
this 13th day of April, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Area to be rezoned from "Rural (RU)"  
to "Rural - Exception Twenty (RU-20)"



<b>ACTION REQUEST – Fire</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	April 13, 2021
<b>Subject:</b>	By-law No. 2021-29 Ontario Fire Safety Grant Agreement

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas formally acknowledge the \$7,300.00 Fire Safety Grant from the Office of the Fire Marshal to be used for increased training opportunities including the purchase of laptops and software;**

**AND THAT By-law No. 2021-29, being a by-law to authorize the Mayor and Clerk to enter into a Transfer Payment Agreement between the Township of North Dundas and the Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal, be read and passed in Open Council, signed and sealed this 13th day of April, 2021.**

**BACKGROUND:**

On March 11<sup>th</sup>, 2021, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic. The Office of the Fire Marshal issued a memo to the Township of North Dundas advising that our Fire Department was eligible to receive up to \$7,300.00 as part of this program.

Staff prepared the necessary grant application form and submitted in the appropriate timeline of March 19<sup>th</sup>. On March 29<sup>th</sup>, 2021, the Township was notified by the OFM that the application proposing upgraded computers and equipment for training at each station was approved (in principle). As part of the process, formal acknowledgement of the grant funds needs to be completed by Council, and a Transfer Payment Agreement must be entered into between the Township and the OFM.

It should be noted that OFM Fire Protection Advisor, Scott Hayes, reached out to the local Fire Departments requesting that no proactive media releases involving the grant be done until the Province has had the opportunity to make an announcement. Staff would like to respect this request and will coordinate with the Township Communications Officer and local media contacts at a later date to make a formal announcement regarding the grant new equipment.



**OPTIONS AND DISCUSSION:**

1. **Adopt the resolution as presented** – recommended. The wording for formal acknowledgement has been requested and approved by the OFM in the Letter of Intent.
2. **Amend the resolution** – not recommended.
3. **Do nothing** – not recommended.

**FINANCIAL ANALYSIS:**

The cost of the laptops, software and accessory equipment is estimated at \$7,340.00 which will be covered by the grant (any overage can be covered through Fire Reserves). A budget amendment will be prepared and brought to Council for approval at a later date.

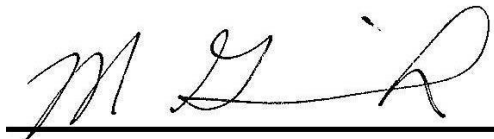
**OTHERS CONSULTED:**

Fire Commissioner  
Fire Training Committee Representative  
Office of the Fire Marshal

**ATTACHMENTS:**

OFM Memorandum RE: Fire Safety Grant Announcement  
OFM Letter of Intent of Grant Allocation  
Draft By-law No. 2021-29

**PREPARED BY:**



**Mike Gruich**  
Fire Department Liaison

**REVIEWED & APPROVED BY:**



**Angela Rutley, BBA**  
CAO

**Ministry of the Solicitor General**

**Office of the Fire Marshal and  
Emergency Management**

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère du Solliciteur général**

**Bureau du commissaire des incendies et  
de la gestion des situations d'urgence**

25, avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télééc. : 647-329-1143



**MEMORANDUM TO:** CAO Angela Rutley  
Clerk Jo-Anne McCaslin  
Fire Chief Michael Gruich

**FROM:** Jon Pegg  
Ontario Fire Marshal

**DATE:** March 11<sup>th</sup>, 2021

**SUBJECT:** Fire Safety Grant Announcement

---

Earlier today, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Since the start of the pandemic, Ontario's fire services have faced unprecedented challenges and have voiced those concerns to me as Fire Marshal. The ability to train fire service members in a COVID environment brought with it new restrictions and despite opportunities to train online and through other modes, I know that not all training priorities may have been met over the last year. In addition, my office has heard concerns from fire departments about fire code enforcement and the ability to enter premises to conduct inspections and promote fire safety. It is hoped that this grant will work to support fire services through this period of uncertainty and ongoing challenges.

I am pleased to advise that the Township of North Dundas is eligible to receive up to **\$7,300.00** as part of this grant program.

The grant is intended to provide fire departments with the flexibility to support two priority areas. First, this grant may be put towards ongoing training needs including registration, administrative programming, technology upgrades and associated costs for attending as well for providing services. In addition, if code compliance and inspections continue to be challenging, addressing opportunities for an inspection program may include technology, capital costs and training to ensure that fire services are able to meet the demand of this need at the local level.

In order to receive funds, the Office of the Fire Marshal (OFM) requires that the attached application be submitted by a representative of the municipality. As decisions regarding



the grant may not have time to proceed to municipal council for approval within the timeframes identified below, my office would be comfortable with the fire chief accepting the grant in principle on behalf of the municipality, pending formal approval from the council. To help facilitate this process, once the grant applications are approved, I will send the respective fire chief a letter of intent that will be contingent upon council's deliberations. In order to allocate funds before March 31, 2021, all applications must be received by my office no later than March 19, 2021. In addition, as a condition of the grant, these funds must be spent by August 1, 2021, and a report back to the Fire Marshal will be required by September 1, 2021, to outline how the grant was utilized at the department level.

Completed agreements should be sent by email to the Office of the Fire Marshal at [ofm@ontario.ca](mailto:ofm@ontario.ca). If you have any questions about this grant, do not hesitate to reach out to your Fire Protection Adviser.

Yours truly,

Jon Pegg  
Ontario Fire Marshal



**Ministry of  
Community Safety and  
Correctional Services**

Office of the  
Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère de la  
Sécurité communautaire et  
des Services correctionnels**

Bureau du  
commissaire des incendies et  
de la gestion des situations d'urgence

25, Avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télééc. : 647-329-1143

March 29, 2021

Jess Manley  
Township of North Dundas  
P.O. Box 489, 636 St. Lawrence Street  
Winchester, ON K0C2K0

Dear Jess Manley,

Further to ongoing discussions regarding the Fire Safety Grant Program, I am writing to confirm that the fire service has agreed (in principle) to utilizing its grant allocation to support its intended purpose as outlined below.

The Township of North Dundas will be provided a total of \$7,300.00 to support:

- Increased training opportunities

This aligns with the intended purpose of Fire Safety Grant Program.

As part of this process, formalization of the grant allocation and the Transfer Payment Agreement is required and will be tabled by you for your municipal council at its next meeting.

The Office of the Fire Marshal will reach out to finalize and execute the Transfer Payment Agreement once municipal council has had the opportunity to approve your proposal for spending the funds provided.

Sincerely,

Jon Pegg  
Fire Marshal

Instructions to the Municipal Representative:

Please complete and submit a copy of this document to our office at [ofm@ontario.ca](mailto:ofm@ontario.ca) by no later than March 31, 2021.

I hereby accept the grant allocation and proposed strategy for utilization, pending approval by Township of North Dundas as outlined above.

Print Name:	Title:	Signature:	Date:

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

**BY-LAW No. 2021-29**

***Being a By-law a by-law to authorize the Mayor and Clerk to enter into a Transfer Payment Agreement between the Township of North Dundas and Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal***

**WHEREAS** Section 8 of the *Municipal Act, S.O. 2001*, Chapter 25, as amended, grants municipalities the capacity, rights powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** the Township of North Dundas wishes to enter into an Agreement in order to participate in the Fire Safety Grant Program offered by the Province;

**AND WHEREAS** the Township of North Dundas acknowledges that funds received through the Agreement shall be used for the purposes of increased fire training opportunities;

**AND WHEREAS** the Township of North Dundas deems it expedient and advisable to enter into a Transfer Payment Agreement with Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal;

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

- 1.0** The Agreement attached hereto as Schedule "A" between the Township of North Dundas and Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal forms part of this By-law.
- 2.0** The Mayor and Clerk are authorized to execute the Agreement on behalf of The Corporation of the Township of North Dundas.
- 3.0** This By-law shall come into force and effect of the date of final passing thereof.

**READ and passed in Open Council, signed and sealed this 13<sup>th</sup> day of April, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

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

**BY-LAW No. 2021-29**

**SCHEDULE "A"**

**FIRE SAFETY GRANT**

**TRANSFER PAYMENT AGREEMENT**

**(Her Majesty the Queen in right of Ontario as represented by  
the Office of the Fire Marshal)**



## KEY INFORMATION REPORT

### Finance

April 13, 2021

## SUBJECT: Government Funding

### 1. One-Time Doubling of Gas Tax Funds in 2021 (App # 1)

We would like to draw council's attention to the attached email, Appendix # 1, from AMO - (The Association of Municipalities of Ontario) - received March 25, 2021.

Deputy Prime Minister and Minister of Finance, Chrystia Freeland announced \$2.2 billion in additional federal Gas Tax funding for 2021. This has amounted to effectively a doubling of the Fund; the additional funding is to provide support to infrastructure projects across Canada and aid in the economic recovery from the COVID-19 pandemic

Below is a partial quote from that announcement:

"Deputy Prime Minister Freeland announced [Bill C-25](#) which would permanently rename the Gas Tax Fund to the Canada Community-Building Fund and increase funding by \$2.2 billion in 2021, almost double the allocation for this year, totaling approximately \$4.5 billion."

The Fund – which Minister Freeland confirmed would be rebranded as the Canada Community-Building Fund – is a stable and predictable source of infrastructure funding for municipalities.

In Ontario, over \$800 million from the Fund is distributed to municipalities every year. This figure is set to double to \$1.6 billion for 2021 following this announcement.

Vital projects from a range of eligible categories are supported by the Fund. The Association of Municipalities of Ontario (AMO) administers the Fund to all municipalities in Ontario except the City of Toronto. Funds are allocated to municipalities on a per-capita basis, based on the 2016 census.

As per the attached "Estimated AMO Allocations of the Federal Gas Tax Fund in 2021" the **Township of North Dundas is to receive a top-up allocation of \$343,851**. This will bring our total allocation for 2021 to **\$701,535**.

We are accountable to use this funding in accordance with our current agreement with AMO for the transfer of federal Gas Tax funds.

We will be updated as soon as AMO receives confirmation on the timing of these payments but at this time, it is estimated we will receive these funds in the spring of 2021.

## **2. Ontario Cannabis Legalization Implementation Fund (OCLIF) (App # 2)**

Please see attached Appendix # 2, correspondence from the Ministry of Finance, dated March 29th 2021, in which the Minister of Finance provided an update on the final distribution of the Ontario Cannabis Legalization Implementation Fund.

OCLIF was announced in 2018 as an initiative to help municipalities with the implementation costs of recreational cannabis legalization. The province had committed that, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeded \$100 million, they would share 50% of the surplus funds with those municipalities who had not opted out of hosting retail stores as of January 22, 2019.

Given that the Ontario portion of the federal excise duty did exceed \$100 million (by approximately \$7.99 million), the province is distributing this final payment of OCLIF funding on a per household basis, adjusted so that each recipient municipality would receive at least \$5,000.

As per the attached, "Final Payment – Allocation Notice" – our calculated share would have been \$1,501; therefore, we will be receiving the minimum amount of \$5,000.

Municipalities must use the funds they receive for the purpose of paying for implementation costs directly related to the legalization of cannabis. We have some discretion in determining the allocation of these funds, but some examples of permitted uses include:

- Increased enforcement (e.g., police, public health, by-law enforcement, court administration, litigation)
- Increased response to public enquiries (e.g., 311 calls, correspondence)
- By-law /policy development (e.g., workplace safety policy)

Municipalities must also adhere to the terms and conditions set out in the November 26, 2018 letter regarding ineligible use of funds and record keeping.

**John Gareau**

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Friday, March 26, 2021 12:24 PM  
**To:** John Gareau  
**Subject:** One-Time Doubling of Gas Tax Funds in 2021

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Add [Communicate@amo.on.ca](mailto:Communicate@amo.on.ca) to your safe list



# Gas Tax Update

March 26, 2021

## One-Time Doubling of Gas Tax Funds in 2021

Pending approval of [Bill C-25](#), the federal government's [announcement](#) that it will top-up the federal Gas Tax Fund with a one-time transfer of \$2.2 billion is [welcome news](#). As with the previous top-up in 2019, AMO will not be taking an administration fee. You can find your community's allocation for 2021 [here](#). All funds are to be used in accordance with your [current agreement](#) with AMO for the transfer of federal Gas Tax funds. We will update you as soon as we receive confirmation on the timing of these payments.

**Contact:** Chris VanDooren, Program Manager, [cvandooren@amo.on.ca](mailto:cvandooren@amo.on.ca), 416-971-9856 ext. 410.

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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Association of Municipalities of Ontario  
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higher logic

Appendix #1  
Pg 1 of 2

## Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
<b>Stormont, Dundas &amp; Glengarry, United Counties of</b>	<b>\$ 2,072,680</b>	<b>\$ 1,992,527</b>	<b>\$ 4,065,207</b>
North Dundas, Township of	357,684	343,851	701,535
North Glengarry, Township of	320,608	308,210	628,819
North Stormont, Township of	217,978	209,549	427,527
South Dundas, Municipality of	343,570	330,284	673,854
South Glengarry, Township of	417,054	400,926	817,980
South Stormont, Township of	415,786	399,707	815,492
 <b>Waterloo, Region of</b>	 <b>\$ 16,972,491</b>	 <b>\$ 16,316,138</b>	 <b>\$ 33,288,629</b>
Cambridge, City of	4,120,433	3,961,089	8,081,522
Kitchener, City of	7,396,672	7,110,630	14,507,302
North Dumfries, Township of	323,970	311,442	635,412
Waterloo, City of	3,329,647	3,200,884	6,530,531
Wellesley, Township of	357,113	343,303	700,415
Wilmot, Township of	651,588	626,390	1,277,978
Woolwich, Township of	793,069	762,400	1,555,469
 <b>Wellington, County of</b>	 <b>\$ 2,883,922</b>	 <b>\$ 2,772,396</b>	 <b>\$ 5,656,319</b>
Centre Wellington, Township of	894,082	859,506	1,753,588
Erin, Town of	362,790	348,760	711,550
Guelph/Eramosa, Township of	407,667	391,901	799,568
Mapleton, Township of	333,865	320,954	654,820
Minto, Town of	275,002	264,367	539,369
Puslinch, Township of	232,662	223,665	456,327
Wellington North, Township of	377,854	363,242	741,096
 <b>York, Regional Municipality of</b>	 <b>\$ 35,192,657</b>	 <b>\$ 33,831,700</b>	 <b>\$ 69,024,356</b>
Aurora, Town of	1,758,447	1,690,445	3,448,891
East Gwillimbury, Town of	760,878	731,454	1,492,332
Georgina, Town of	1,440,439	1,384,735	2,825,174
King, Township of	777,402	747,338	1,524,740
Markham, City of	10,433,207	10,029,738	20,462,945
Newmarket, Town of	2,671,177	2,567,878	5,239,055
Richmond Hill, City of	6,185,153	5,945,963	12,131,115
Vaughan, City of	9,712,227	9,336,639	19,048,866
Whitchurch-Stouffville, Town of	1,453,727	1,397,509	2,851,237



**Ministry of Finance**

Office of the  
Deputy Minister

Frost Building South  
7 Queen's Park Cr  
Toronto ON M7A 1Y7  
Tel.: 416 325-1590  
Fax: 416 325-1595

**Ministère des Finances**

Bureau du  
sous-ministre

Édifice Frost sud  
7 Queen's Park Cr  
Toronto ON M7A 1Y7  
Tél. : 416 325-1590  
Télééc. : 416 325-1595

March 29, 2021

Dear Treasurer:

**Re: Ontario Cannabis Legalization Implementation Fund**

In his March 2021, letter to Heads of Council, the Minister of Finance provided a final update on the Ontario Cannabis Legalization Implementation Fund ("Fund").

As you know, OCLIF was announced in 2018 as an initiative over two years to help municipalities with the implementation costs of recreational cannabis legalization. The province also committed that, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the province will provide 50 per cent of the surplus to those municipalities that did not opt out as of January 22, 2019. The Ontario portion of the federal excise duty exceeding \$100 million was approximately \$7.99 million.

Consistent with the previous distribution of OCLIF funding, the government will distribute this final payment of OCLIF funding for surplus excise duties of \$3.99 million as follows:

- Funding will be provided on a per household basis to municipalities that did not opt-out of hosting retail stores as of January 22, 2019, adjusted so that each recipient municipality will receive at least \$5,000.
- Lower-tier and upper-tier municipalities will receive funding based on 50% of their households. Upper-tier municipalities will receive funding in relation to opt-out decisions made by the lower-tier municipality. If a lower tier municipality opted-out, the upper tier municipality will not receive funding on a per household basis in relation to that municipality.

The attached allocation notice sets out the amount your municipality will receive as the third payment from this Fund. These funding amounts will also be posted on the Ministry of Finance's website at [www.fin.gov.on.ca/en/budget/oclif/](http://www.fin.gov.on.ca/en/budget/oclif/) this month.

Appendix # 2

.../cont'd

As a reminder, municipalities must use the money they receive from the Fund for the purpose of paying for implementation costs directly related to the legalization of cannabis.

Municipalities have discretion to determine how funding should be allocated within these parameters and to consider which local priorities may benefit most from the funding.

Examples of permitted costs include:

- Increased enforcement (e.g., police, public health and by-law enforcement, court administration, litigation)
- Increased response to public inquiries (e.g., 311 calls, correspondence)
- Increased paramedic services
- Increased fire services
- By-law / policy development (e.g., police, public health, workplace safety policy)

Municipalities must also adhere to the terms and conditions set out in the November 26, 2018 letter regarding ineligible use of funds, transfer of funds between upper-tier and lower-tier municipalities, and record keeping.

Questions regarding the Fund can be directed to the Ministry of Finance at:

[OCLIF@ontario.ca](mailto:OCLIF@ontario.ca)

Sincerely,

*Original signed by*

Greg Orencsak  
Deputy Minister

- c:
- The Honourable Doug Downey, Attorney General
  - The Honourable Steve Clark, Minister of Municipal Affairs and Housing
  - Mark Lawson, Chief of Staff, Ministry of Finance
  - David Corbett, Deputy Attorney General
  - Greg Orencsak, Deputy Minister of Finance
  - Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing
  - Jane N Mallen, Assistant Deputy Minister, Policy Division, Ministry of Attorney General
  - Erin McGinn, Assistant Deputy Minister, Government Business Enterprise Division, Ministry of Finance
  - Jonathan Lebi, Assistant Deputy Minister, Local Government and Planning Policy Division, Ministry of Municipal Affairs and Housing

## Ontario Cannabis Legalization Implementation Fund Final Payment - Allocation Notice (March 2021)



**Township of North Dundas  
United Counties of Stormont, Dundas and Glengarry**

0511

The Ontario Cannabis Legalization Implementation Fund (OCLIF) is provided to municipalities to help with the implementation costs of recreational cannabis legalization.

<b>Funding Allocation</b>	<b>\$5,000</b>
<b>A Funding Amount based on Number of Households (A1 x A2 ÷ 100)</b>	<b>\$1,501</b>
1. Number of Households	4,839
2. Funding Amount per 100 Households	\$31
<b>B Minimum Municipal Funding Allocation</b>	<b>\$5,000</b>
<b>C Funding Allocation (maximum of A and B)</b>	<b>\$5,000</b>

### Notes and Data Sources

A - funding amount is rounded up to the nearest dollar.

A1 - household figures are based on the 2020 returned roll provided by the Municipal Property Assessment Corporation (MPAC).

A2 - represents the funding amount per 100 households for lower-tier municipalities.

B - represents the minimum funding allocation to municipalities.

Appendix # 2



## KEY INFORMATION REPORT

### Economic Development and Communications

April 13, 2021

#### **SUBJECT: 2021 Local Business Expo Update**

- The North Dundas Local Business Expo has been a keystone event that the Township and the North Dundas Chamber of Commerce have partnered on since 2017, with the exception being 2020 when no event was held due to COVID-19.
- The businesses that have attended the event in prior years have expressed that it was a success for them in terms of sales and connections that were made. To that end, an ad was placed on the back cover of the recently released Explore North Dundas magazine to promote the Expo is coming back for 2021 in a new format.
- The Expo Planning Committee has virtually met twice this year to review our options for hosting a modified event this year. The outcome of these meetings is summarized in this report.
- It has been agreed that there will be a series of short videos professionally prepared detailing many of our local businesses. These videos would be released on the Township's and Chamber's social media over a set period of time and would be available to the business owners to further use as they desire. If we do not receive the requested grant funding as detailed in this report, we will explore other options to produce the videos, as the cost would be prohibitive.
- The hope is that an in-person event of some capacity will be able to occur in the fall, as further COVID-19 vaccines are rolled out and people are more apt to want to attend such an event. A location to host such an event is still being determined.
- In an effort to help cover the significant costs associated with creating the videos and hosting the event, the Economic Development Department has applied for a Canada Healthy Communities Initiative grant. The program supports communities as they create and adapt public spaces and programming and services for public spaces to respond to ongoing needs arising from COVID-19.
- The grant funding request was in the amount of \$127,500 and put through under the Digital Solutions funding stream. This stream is for community projects that provide digital solutions that use data and technology in innovative ways to encourage citizen engagement and support healthy communities.

- Included in the grant request was funding for the professional creation of the videos, online platform development, extensive advertising, high profile guest speakers and for barriers and sanitization for an in-person event. The funding decisions will be released by April 30<sup>th</sup>, 2021.



## KEY INFORMATION REPORT

### Economic Development and Communications

April 13, 2021

#### **SUBJECT: Explore North Dundas**

- The 2021 Explore North Dundas magazine took the approach to showcase our resilient local business community and how they pivoted to the continued challenges that COVID-19 has brought to their doorstep. This year marks the fourth edition of the magazine that we have produced and plan on continuing with for many years.
- This edition features six businesses, namely Doyle's Pub and Eatery, Iron Forge Pizzeria, Morewood Lucky Mart, MacEwen's Chesterville, The Planted Arrow and Simply Baked Catering.
- To further promote the many other businesses in our Township, we created a North Dundas Local Business Directory that featured 144 business card sized ads over 9 pages of the magazine at no cost to the businesses. All of these business card ads are live links in the PDF of the magazine on the Township's website. This free advertising opportunity was communicated to the local business community through individual phone calls to businesses, through emails from the Economic Development Department, on the Township's website/Facebook and promoted by the Chamber of Commerce on their website, Facebook and through emails to their members.
- Additional features included were an article on the 100 Year Commemoration of the Morewood Cenotaph, as well as a Shop Local and Local Business Expo ad on the back cover.
- The magazine has now been successfully designed, 9,500 copies were printed and approximately 8,500 copies were mailed out to all residents of North Dundas and the neighboring Villages of Russell, Finch, Avonmore and Berwick in mid-March. The remaining copies will be mailed to Osgoode residents and distributed to the six local businesses featured in the magazine to display in their stores.
- Copies of the magazine have also been promoted through the Township's website and Facebook.



## **KEY INFORMATION REPORT Waste Management Services**

April 13, 2021

### **SUBJECT: Regional Waste Management Study**

Following the March 25th County Council meeting concerning the Regional Waste Management Study, the steering committee is looking for feedback.

The committee is looking for the local Councils to have a more robust discussion around their local tables and then respond back to the steering committee.

I have attached the Follow Up to Phase 1&2 Draft Report which contains specific questions concerning which direction Council would like to take or not take.

I have also attached the Phase 1 and Phase 2 Draft Report.



## KEY INFORMATION REPORT Waste Management Services

April 13, 2021

### **SUBJECT: Leaf and Yard Waste- Pilot Project**

The addition of two new 60/40 trucks has enabled the Waste Management Department the opportunity to expand the leaf and yard waste collection program. Presently the collection has been only implemented in the fall in the Villages of Winchester, Chesterville and because of community volunteers, the Village of Morewood.

The new focus is to incorporate other Villages and Hamlets into the collection and to have a spring and fall collection. All leaf and yard waste will be collected in compostable bags. Local retailers will be notified of the possibility of extra bags being required.

All data will be collected (number of stops, number of bags) and presented to council at a later date.

#### Collection Dates:

- |                             |  |
|-----------------------------|--|
| Monday May 3 <sup>rd</sup>  | Village of Winchester  |
| Monday May 10 <sup>th</sup> | Village of Chesterville including Thompson Subdivision   |
| Monday May 17 <sup>th</sup> | Village of Morewood, Village of South Mountain, Hamlets of Inkerman, Mountain, Hallville and Ormond Forestwood Heights Subdivision |

Material collected will be stockpiled at the landfill site. Investigating costs associated with removing material to off site processing facility such as City of Cornwall or Renewi located in Ottawa.





## KEY INFORMATION REPORT

### Planning Building and Enforcement

April 13, 2021

#### **SUBJECT: Building Permit Fees**

#### **SUMMARY:**

- The 2021 Approved Budget included a slight increase in building permit fees to cover inflation.
- An assessment of the current revenue, expenses and permit cost was conducted. Cost recovery has dropped to an average low of 49% (2015-2019) compared with an average of 52% (2012-2015). Typically, cost recovery was targeted at 70-80%, with taxpayers picking up the difference.
- Building Permit fees have not been adjusted for inflation in over 5 years (March 22, 2016).
- A few inconsistencies in the Building Permit Fee By-law have been identified which need to be corrected.

#### **BACKGROUND:**

A Key Information Report was presented on February 11, 2020 in regards to the Fees and Charges By-law No. 2016-27 with regards to building permits. In that report, it was confirmed that the Building Division was running at a mere 49% of cost recovery. Under Provincial law, the Township can collect 100% of the costs associated with having a building department. Surplus years can be carried forward. Last year, Council elected to not pursue the matter further and maintain the same cost of permits. Construction was expected to stop with the pandemic; however, the opposite has occurred, with construction and permits hitting all time highs. Currently, the tax levy is compensating for lost revenue. Worth noting is that the Building Code Act stipulates that fees may not be higher than the anticipated cost of providing the service.

Since 2006, the Building Code has changed the way municipalities must conduct business. The number of inspections, the issuance of permits, the type and quality of inspections, the qualifications of its inspectors, liability insurance, and the reporting requirements have all evolved to have a significant impact on the cost of providing services.

As per the Action Request completed on March 22, 2016, Schedule A of By-law No. 2016-27 was approved in order to update the permit fees to better reflect the actual cost of operating the Division. The permit fee adjustment was the third time that such an increase took place since amalgamation in 1998. At the time, Council had agreed that the proposed fees of the Building Division should aim at achieving 80% cost recovery and that the remaining 20% would be paid by the taxpayers.

At the present, the 5-year average recovery cost for the years 2015, 2016, 2017, 2018 and 2019 is estimated at a mere 49%.

**COMMENTS/OBSERVATIONS:**

Most municipalities today are trying to achieve a higher recovery rate, closer to 100%. When permit fees are paid by the applicant, those individuals essentially pay for a service completed by the Building Division. These types of services can vary from administration, enforcement, inspections, plans examinations and customer service.

It is important to note that the intent of the new proposed fees is to reflect inflation on some permit types, and some permit fees would actually be lowered to better reflect the actual services being provided by the Building Division. Here are a few examples of challenges that the Chief Building Official is facing with the current By-law in effect:

Non-Residential:

- The cost of a permit to construct a hospital is the same cost of constructing an industrial warehouse. As a hospital is much more complex than a warehouse, it is reasonable to anticipate that staff will spend much more time providing building code services of a hospital rather than a warehouse. An amendment to the fees by-law would see an increase in permit costs for an institutional building and the cost of industrial building would decrease. Where an industrial building contains offices, office space would be charged as business and personal services type buildings.
- The cost of permits for additions and alterations to existing buildings are currently based on the project value. Most often, this does not reflect the actual cost of services provided by the Building Division. For example, if a school wants to upgrade their fire alarm system and complete some modifications to their HVAC system, those are costly renovations for the school itself; however, the permit fee calculation should reflect the actual services provided by the Building Division rather than the cost of material/labor, etc. The new fees would be more specific to types of renovations and based on the area being altered rather than the cost of the project.

Farm Buildings:

- Current permit costs for farm buildings is based on project value rather than its actual size, with a maximum permit fee limit of \$1,500. Most farm buildings these days are easily over 10,000 sq.ft. Proposed fees would still be the lowest per square foot rate of any other types of permits. Here is a comparison of current costs to the Township of Russell:

Farm	Russell	North Dundas	Difference
10,000 sq.ft. Farm Building	\$3,250	\$1,500	-92%
20,000 sq.ft. Farm Building	\$6,250	\$1,500	-249%

- Fabric covered structures per square foot is high compared to the services being provided. Staff are recommending that the proposed fee for such projects be lowered.
- Silo and grain bin permit costs are supposed to be calculated by the value of the project (these types of structures are typically very expensive). This causes high permit fees with few services being provided. As such, this application fee should be reduced and be based on a building area.

Residential:

- The current fee for all types of residential additions is based on the project value. This creates fluctuation on permit prices even though the construction is similar and requires the same types of inspection. Permit price should be based on the gross building area of the project to better reflect the work and inspections required.
- Cost of permit for single detached family dwelling is similar for an apartment or semi-detached unit. Slight adjustments are needed to reflect the differences in inspections required.
- Cost of permit for residential is currently not covering the services provided by the Building Division; currently an average of 10 to 12 inspections for a dwelling are required. Fees for those permits would be increased and be more specific to the type of construction.

<b>Residential</b>	<b>Russell</b>	<b>North Dundas</b>	<b>Difference</b>
1500 sq.ft. Dwelling with 8 fixtures	\$1,910	\$1,155	-40%
1500 sq.ft. Dwelling (8 fixtures) with 400 sq.ft. attached garage and 144 sq.ft. deck	\$2,200	\$1,275	-48%
1100 sq.ft. Row House with 10 fixtures	\$1,710	\$847	-45%

- Current prices for decks, garages, porches, verandas would remain the same.
- There is no difference in permit fees for major renovation and minor renovation: they are all based on project value rather than area and type of work.
- There is no permit fee reduction for pre-fabricated dwellings (i.e., Guildcrest Homes). These types of buildings are already inspected by the company themselves which relieves township staff of certain inspection services. These fees could be lowered.

Applicable to All:

- There are no provisions for the performance deposit that are left in limbo for many years; therefore, a permit holder that has not closed off their permit for the past 5 years may still have a \$1,000 deposit left in liability accounts. There

should be yearly deductions as an incentive encouraging permit holders to close off their permit. This would also create some new revenues.

- Minimum permit fees for each property category do not accurately reflect costs (ex: minimum charge for a deck and for a house are both \$85.00). Without accurate minimum charges, we cannot be guaranteed to recoup departmental costs.
- There are no additional fees for sending out letters, orders, registering a document on title, agreements, appealing a property standards order, photocopies, code compliance letters, liquor licence, conditional permits, application, etc. These take considerable effort and time. Some cost recovery should be considered.
- Currently, water line and sewer inspections by our inspectors do not generate any revenue for the building division.

**NEXT STEPS:**

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

A public meeting will be arranged in accordance with the requirements of the Ontario Building Code. The public's comments will be included in the presentation of the final proposed building permit fee structure provided to Council.

**ATTACHMENTS:**

1. Annual Statement of Revenue and Expenses
2. An Annual Report Comparison graph and table

## Statement of Revenue and Expenses

In accordance with By-law No. 01-2006 and with article 1.9.1.1. of Division C of the Ontario Building Code; this report is to indicate the previous year's direct and indirect costs of administering the Ontario Building Code. The report shows the total permit fees collected and provides a breakdown of expenses:

	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Average</b>
<b>Revenue</b>	\$76,552.43	\$102,551.75	\$110,960.86	\$115,862.13	\$138,871.00	<b>\$108,959.63</b>
<b>Direct Cost (1)</b>	\$175,303.57	\$187,731.92	\$173,558.45	\$149,422.68 <b>(4)</b>	\$247,226.00 <b>(5)</b>	<b>\$186,648.52</b>
<b>Indirect Cost (2)</b>	\$9,774.50	\$9,953.67	\$10,156.81	\$10,311.48	\$10,554.23	<b>\$10,150.14</b>
<b>Indirect Expenses (3)</b>	\$12,832.41	\$13,789.97	\$13,462.75	\$11,313.37	\$58,702.24 <b>(6)</b>	<b>\$22,020.15</b>
<b>5 Year Average Revenue</b>						<b>\$108,959.63</b>
<b>5 Year Average Direct/Indirect Costs &amp; Expenses</b>						<b>\$218,818.81</b>
<b>Cost Recovery</b>						<b>49%</b>

- (1) Salaries, benefits, holidays, inspection and review services, vehicle and fuel, repairs, training, etc.
- (2) Support of the building division by other staff from other departments.
- (3) Building maintenance, hydro, heating, water/sewer, cleaning, insurance, snow removal, asset management plan, postage and courier service, telephone, internet, leased equipment, insurance, etc.
- (4) CBO passed away, understaffed for a period of time
- (5) Additional subcontractors were hired to assist with inspections. New software purchased.
- (6) A portion of the roof replacement at the Township office is included.



## KEY INFORMATION REPORT

### Recreation and Culture

April 13, 2021

#### **SUBJECT: Vaccine Clinic Update**

Between March 1<sup>st</sup> and April 5<sup>th</sup>, the Eastern Ontario Health Unit (EOHU) hosted six COVID-19 vaccination clinics in the Joel Steele Community Hall, where 1,502 people were vaccinated. The most vaccines that were administered in one day was approximately 361 vaccines, which took place on Monday, April 5<sup>th</sup>.

In order to double the number of vaccines administered in our facility on each clinic date, the vaccine clinics scheduled to take place on Friday, April 16<sup>th</sup>, Friday, April, 23<sup>rd</sup>, Friday, April 30<sup>th</sup>, and Friday, May 7<sup>th</sup> will be hosted on our arena slab. A meeting is scheduled with Eastern Ontario Health Unit representatives on Thursday, April 8<sup>th</sup> to develop a layout for the slab. Follow-up dates for clients to receive their 2<sup>nd</sup> dose, have been booked for 4 dates in July so far.

**\*\*It is important to note that all vaccination clinics that are being hosted in our Joel Steele Community Centre (hall & slab), are by appointment only, in accordance with Ontario's vaccine distribution strategy.\*\***

Our staff have been working closely with the Eastern Ontario Health Unit regarding the scheduling & set-up of these clinics. We continue to show support & flexibility and to ensure that the EOHU has priority and gets use our facility on any date that they require it for vaccination clinics.



## KEY INFORMATION REPORT Recreation and Culture

April 13, 2021

### **SUBJECT: Improvements to Veteran's View Park**

The Morewood Recreation Association (Morewood RA) is working on revitalizing Veteran's View Park in Morewood. As a part of their project, the volunteer committee is asking for Council's permission to proceed with the replacement of the arch, as well as permission for their committee to purchase and install a gazebo and a custom designed sign.

The Morewood Recreation Association has provided a draft sign design, which is attached for Council review & consideration. The park previously had a small sign on the top of the former arch. No other sign was in place to identify the park. The sign that the Morewood RA is proposing, would be produced by Shane Signs. The steel would be purchased from Quintan Products, welded by a Morewood resident, and assembled by a Morewood RA volunteer.

In order to present a uniform look amongst our villages, our park and gateway signs have been updated in recent years, to match. An example of one of these signs is attached for reference (Thompson Park). Should Council want Veteran's View Park to have the same sign design as our other municipal parks, Council may elect to pay for the purchase and installation of the new sign. Alternatively, Council may approve the Morewood RA to purchase and install their proposed signage.

The proposed white vinyl gazebo, is a 12' x 12' octagon structure. Pictures of the gazebo will be circulated to Council once received. The Morewood Recreation Association would like to situate the gazebo in the centre of the pavers as it requires a prepared surface.

The white vinyl arch was sourced from a non-local vendor and was chosen because it matches the look and finish of the gazebo. The arch is proposed to be installed at the same time as the sign and in the same location that the previous arch was situated; which is between the flower beds at the corner of Moffat and Main Streets, at the edge of the stone radius. Photos of the arch and location are attached for Council information.

The Morewood RA would like to have these park enhancements completed in time for the 100-year commemoration of the Morewood Cenotaph, which will take place this July. The Morewood RA is hoping to install the sign, gazebo and arbor during the early part of June, but they need to account for lead time for purchasing, installation, etc. As a result, the RA is asking for Council's direction this meeting, on how to proceed. The RA will approach the community to raise any additional funds required to complete the work.

As part of Council's contribution to this community project, \$10,000 was approved in the 2021 municipal budget, to reset the interlocking pathway. The resetting was completed on April 8<sup>th</sup> and looks wonderful, thanks to local business K2D2 Landscaping.

**Attachments:**

- Proposed Sign Front
- Proposed Sign Back
- Sketch of Proposed Sign with frame
- Sketch of Proposed Sign Frame
- Proposed Sign Location
- Standard Municipal Park Sign example
- Proposed gazebo location
- Proposed archway
- Location of archway







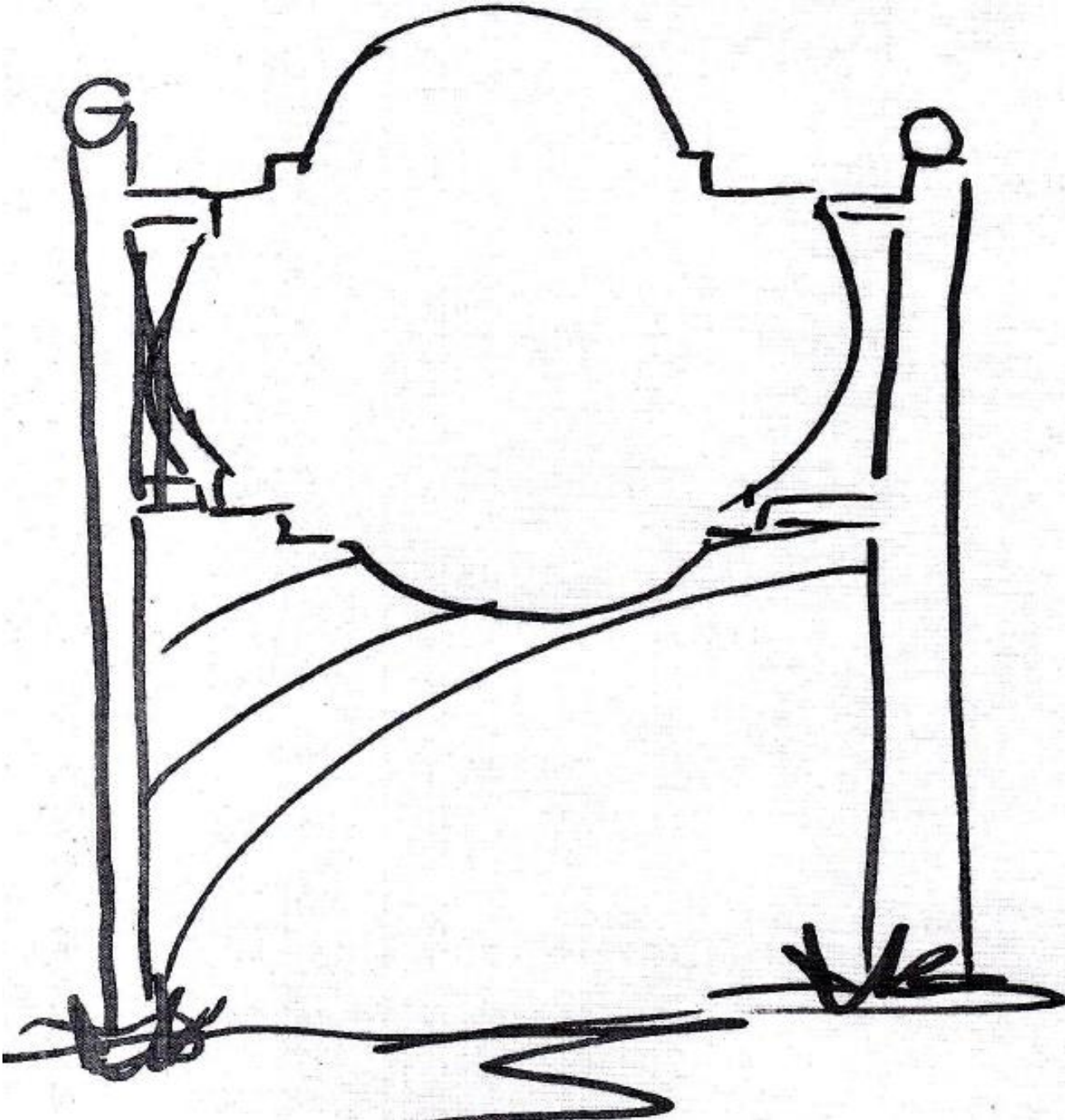
# **In Flanders Fields**

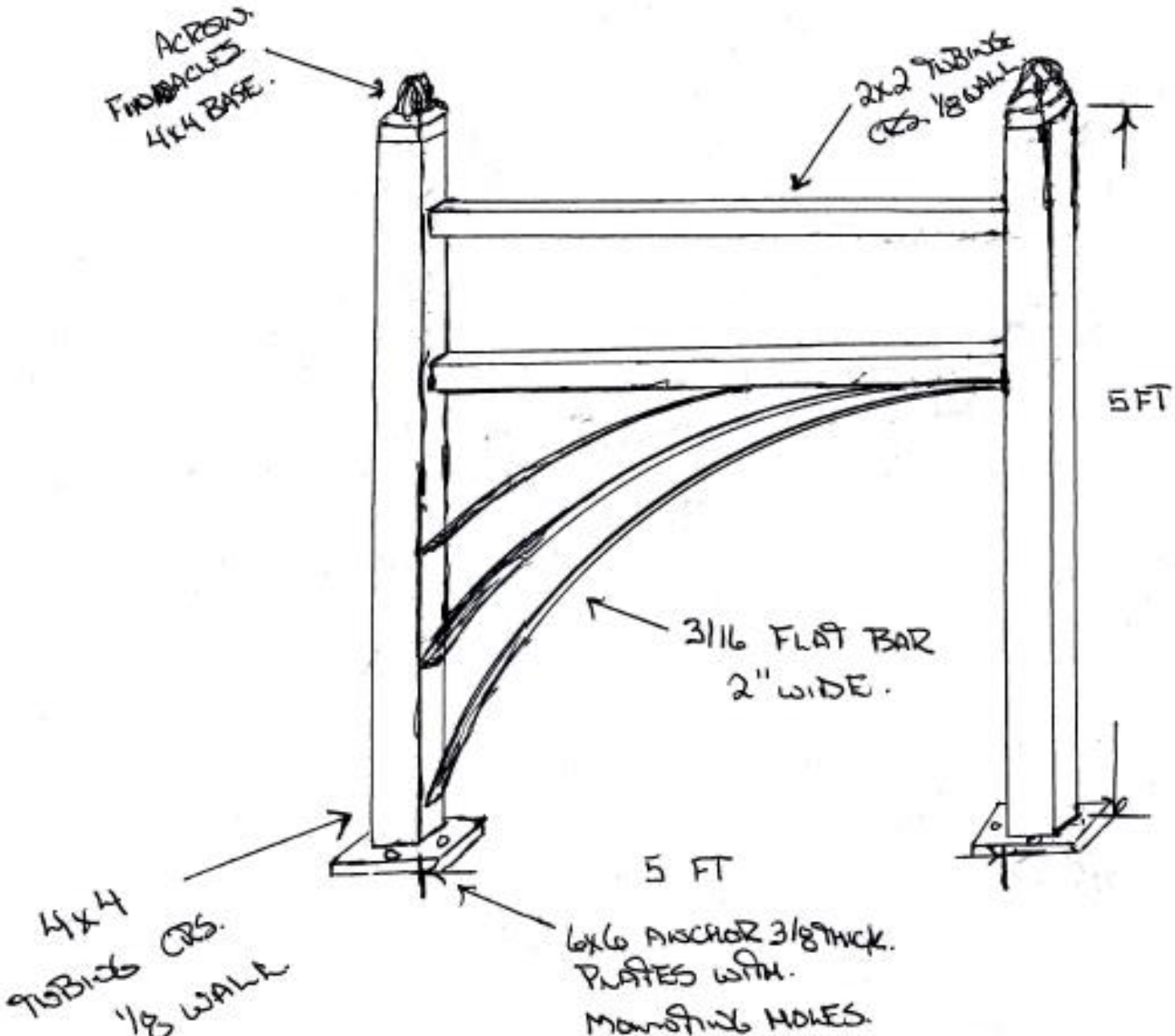
**In Flanders fields the poppies blow  
Between the crosses, row on row,  
That mark our place; and in the sky  
The larks, still bravely singing, fly  
Scarce heard amid the guns below.**

**We are the Dead. Short days ago  
We lived, felt dawn, saw sunset glow,  
Loved and were loved, and now we lie,  
In Flanders fields.**

**Take up our quarrel with the foe:  
To you from failing hands we throw  
The torch; be yours to hold it high.  
If ye break faith with us who die  
We shall not sleep, though poppies grow  
In Flanders fields.**





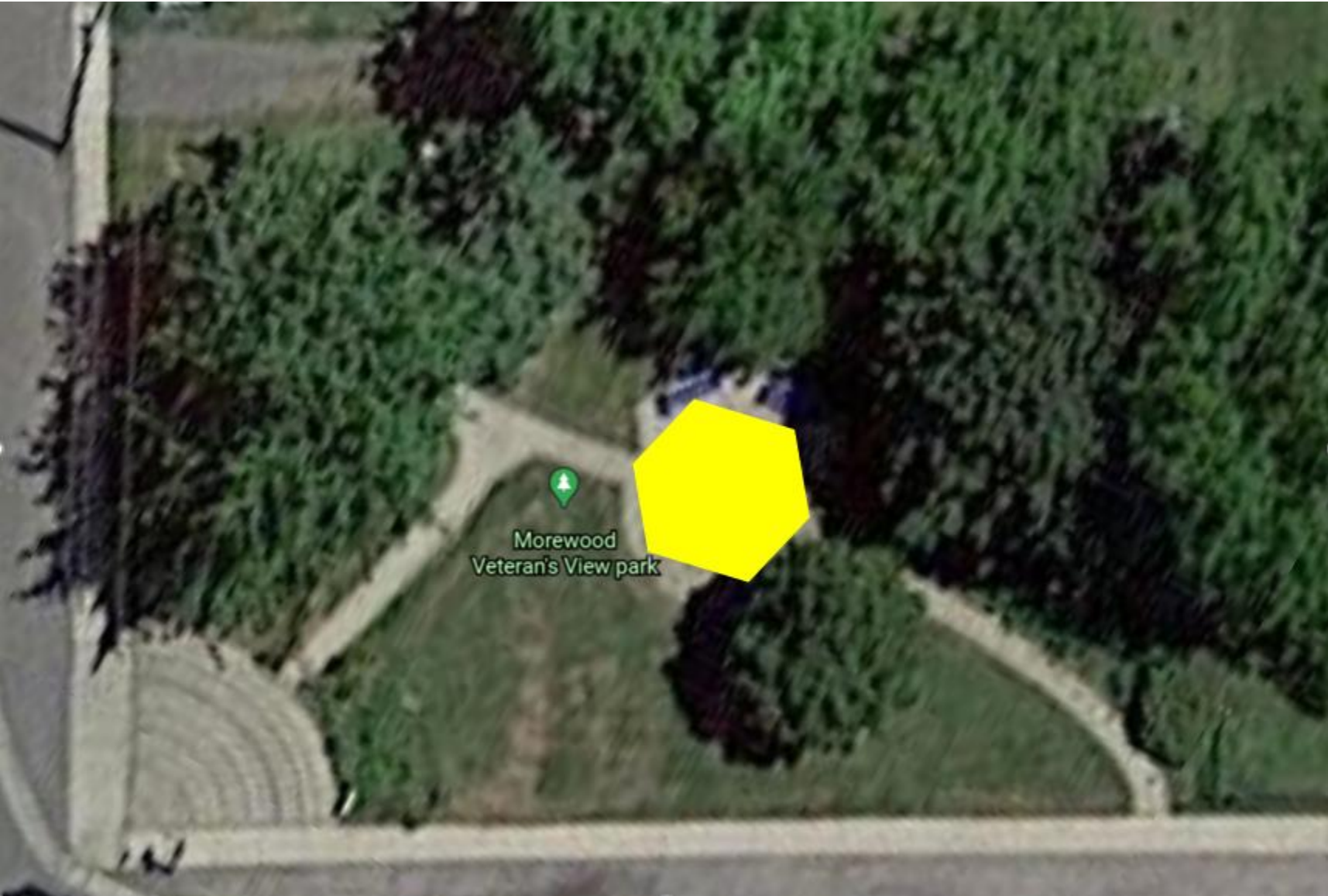


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 + POWDER PAINT  
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## KEY INFORMATION REPORT

### Recreation and Culture

April 13, 2021

#### **SUBJECT: Sports & Recreation Update**

On Monday, March 29<sup>th</sup>, our area was assigned to be in the red zone of the provincial framework. This meant no team sports could be practiced or played, but training was still permitted. Participants were to keep 2 meters physical distance, with no contact permitted during any training.

On Saturday, April 3<sup>rd</sup>, we transitioned into the province wide shut down. Until May 2<sup>nd</sup>, the Township of North Dundas is not able to schedule any field time for user groups; even for training purposes. The fields will continue to be maintained as they remain open and accessible because they are considered public park areas according to the Eastern Ontario Health Unit. Each field would include signage to support & communicate public health guidelines.

To date, we have one user group that would like to use our baseball fields to train for the upcoming season. They will be permitted to rent the fields when we return to either the red or orange zone. Our other user groups have been tentatively scheduled for ball field time, but their contracts will not begin until we return to the orange zone; under which level team sports is allowed.

Our slabs typically host ball hockey and roller hockey during the Spring and Summer months. We have our user groups tentatively scheduled for the upcoming months. Usage for these groups will begin when we re-enter the orange zone.

Recreation programs were scheduled to start on Tuesday April 6<sup>th</sup>, however, with our area entering shutdown, the program session was cancelled. Instructors & registrants were notified and registrant refunds were issued for the whole session as we do not know when we will re-enter the red zone, where programs are permitted. In the red zone, our Recreation Coordinator had limited all classes to 10 registrants and was working with each instructor to ensure that all public health guidelines were followed. He had also added some class times for popular programs, in order to accommodate higher registration levels. Ongoing communication will ensue with registrants via email mainly, in order to keep registrants updated on future program opportunities and changes. For those who do not have email, phone updates will be accommodated.



## DEPARTMENT ACTIVITY UPDATES

Finance  
April 13, 2021

### KEY FINANCIAL DATA:

#### Bank Balances

Bank Balances	2021 Mar 31 <sup>st</sup>	Last Month Feb 28 <sup>th</sup> 2021	Last Year-2020 Mar 31 <sup>st</sup>
General Operating Acct	11,838,014.11	8,680,846.95	8,880,646.26
Cash, GIC's, (Reserve Fund)	5,445,474.16	5,240,752.63	6,807,550.46
<b>Total</b>	<b>\$17,283,488.27</b>	<b>\$13,921,599.58</b>	<b>\$15,688,196.72</b>

Taxes Receivable Outstanding	Mar 31 2021	Mar 31 2020	Mar 31 2019
Current Year (2021)	1,899,572.06	3,593,202.69	1,715,897.07
One Year in Arrears (2020)	770,485.18	796,745.77	803,725.36
Two Years in Arrears (2019)	376,116.12	445,371.57	394,889.89
Three Years in Arrears (2018+)	491,065.44	512,484.10	408,947.15
Penalty & Interest	189,719.78	241,562.74	207,416.32
<b>Sub-Total</b>	<b>3,726,958.58</b>	<b>5,589,366.87</b>	<b>3,530,875.79</b>
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(93,604.52)
<b>Taxes Receivable</b>	<b><u>\$3,633,354.06</u></b>	<b><u>\$5,495,762.35</u></b>	<b><u>\$3,437,271.27</u></b>
<b>Taxes Billed to Date</b>	<b>10,356,194.66</b>	<b>9,780,428.74</b>	<b>9,470,500.36</b>
<b>Percentage o/s Over Levy</b>	<b>35.084%</b>	<b>56.191%</b>	<b>36.294%</b>

Net taxes receivable last month were **\$11,443,195.26**; this month's balance of **\$3,633,354.06** represents a decrease over last month in the amount of **\$7,809,841.20**. This large decrease is due solely to the fact that we processed interim tax bills in February – with a due date of March 31<sup>st</sup>. As noted on page 2, the actual interim tax billing this year was in the order of **\$10,286,769.44**.

Council will note that the current year, (March 2021) tax arrears, expressed as a percentage of the annual levy are much lower than the previous year (2020). This is due to the township extending the due date last year to April 30<sup>th</sup> (from March 31<sup>st</sup>) – as a result of COVID-19. This has resulted in this year's balances (2021), being much more comparable to 2019. Having said that – the percentage of taxes outstanding is very consistent across all three years – ranging from a low of 35.08% for this year (2021), to a high of 56.19% for last year, (the period ending March 31<sup>st</sup> 2020).

Taxes receivable also include other charges that have been added to the tax roll for collection purposes. Once added, these charges 'lose their identity' and are 'collected in the same manner as taxes' – therefore they add to the balance of taxes receivable outstanding.

## **Overall Summary**

Our cash position is still strong as evidenced by the cash balances reported on page 1.

The mailing of the interim tax bills has contributed greatly to replenishing our cash balances and assisting in making the payments to the school boards in the amount of \$936,882.19 (same amount as 2020); due March 31<sup>st</sup>. The originally scheduled March 31<sup>st</sup> instalment for the Counties \$2,420,180 (\$2,265,311 for 2020 - extended to April 30<sup>th</sup>) has also been made. Cash collections from taxes is approximately \$2M ahead of last year at this time but this was offset by last year's delayed payment to the counties.

## **Interim Tax Levy - 2021**

The interim billing went very well and staff managed to get the interim tax bills out the week ending February 19<sup>th</sup>. We selected a due date of March 31<sup>st</sup> - (the last business day of the month) - the same time frame as last year - and this dovetails in very nicely with our first quarter instalments due to the counties and school boards on behalf of the 2021 year.

We billed 50% of last year's annualized tax dollars in conjunction with the requirements of the *Municipal Act*. A four-year summary is depicted below:

<b>Amounts Billed</b>	<b>This Year 2021</b>	<b>Last Year 2020</b>	<b>Two Years 2019</b>	<b>Three Years 2018</b>
Residential/Farm	8,601,451.23	8,063,858.11	7,828,524.26	7,535,548.58
Commercial Industrial	1,685,318.21	1,615,554.08	1,575,501.31	1,480,398.27
<b>Totals</b>	<b>\$10,286,769.44</b>	<b>\$9,679,412.19</b>	<b>\$9,404,025.57</b>	<b>\$9,015,946.85</b>

- The total amount of tax bills issued was \$10,286,769.44 as per the above breakdown (\$9,679,412.19 for 2020).

## **Year-End Audit – 2020**

The auditors were scheduled to arrive here the week of March 11-19<sup>th</sup> to conduct their 2020 year-end audit. We were in contact with them in February and rescheduled the year end audit to the week of April 19<sup>th</sup>.

Consistent with last year, this is now a “virtual” presence in that they are conducting their audit remotely. They have instituted a “portal” into which we can drop electronic copies of our working papers. In addition, they will physically pick up the “year-end binder” – which contains a great deal of financial data and supporting documentation.

### **Projects Worked on During March**

- Preparing for and attending at department head meeting of March 25th
- Working on 2021 budget –preparation of Budget Summary for council meeting of March 23rd
- Assisting Public Works department with filling out and filing Drainage Superintendent and Drain Maintenance Grant Applications
- Prepared and filed the Gas Tax reporting requirement, due March 31st
- Balancing 2021 Assessment Roll in Vadim to Assessment Roll provided by MPAC
- Calculation of first instalment for 2021 due to School Boards on March 31st
- Working on schedules for year-end audit binder in preparation for auditors –annual audit is scheduled for the week of April 19th

It is also a tax collection month and there are therefore more phone calls and sundry other matters to deal with than at other times of the year.





**DEPARTMENT ACTIVITY UPDATES**  
Economic Development and Communications  
April 13, 2021

### **Economic Development**

- Attended the March 11<sup>th</sup> RTO 9 “All you ever wanted to know about the partnership fund” webinar and promoted the granting program to our local tourism businesses.
  
- Actively promoted the SDG Regional Tourism Grant Program to North Dundas tourism businesses, which offers a \$2,500 to \$5,000 grant. I directly worked with and submitted the application on behalf of six tourism businesses. The funding results will be announced in mid-April.
  
- Attended the March 12<sup>th</sup> Tele-Townhall with Minister Lisa MacLeod that reviewed current Provincial funding programs to keep myself and the community updated.
  
- Attended the March 24<sup>th</sup> “COVID-19 & Rural Economic Development in Canada: Impacts, Responses & Recovery” webinar hosted by the University of Waterloo.
  
- Attended the March 31<sup>st</sup> “Ontario Trillium Fund, Ontario Arts Council and Reconnect” webinar to learn about the program which will be shared with the community.
  
- Worked with the North Dundas Chamber of Commerce to host via the Township’s Zoom account on April 8<sup>th</sup> their webinar entitled “Make your website stand out with these five simple tips”, which had Sandfire Design as the keynote speaker.
  
- The SDG Counties Regional Incentives Program is tentatively set to come online in June, following the Counties and North Dundas Council’s passing the appropriate Bylaws. Preliminary discussions with local businesses have commenced to start promoting the news and getting applications ready for when the intake opens.
  
- Connected with a commercial garage to discuss funding options to support a technology purchase to expand their service offerings.
  
- Had a lengthy discussion with an industrial business owner and the province on their recent diversification of their business model and how best to align their expansions with funding options.
  
- Spoke with a new manufacturing business in North Dundas and discussed training cost and manufacturing expansion funding support options.

- Worked with a long-standing retail outlet to see how the Community Improvement Plan and the Regional Incentives Program can be an ideal fit for their improvement needs.
- Provided a local garage business with options to fund and develop an improved online presence.
- Assisted the organizers of the Chesterville Market in starting to plan their 2021 season by providing them resources on how to plan a market, the EOHU, road closures, event promotion and granting programs.
- Promoted Simply Baked Catering's video release that was part of the CFDC's "Exploring Main Street" video series.
- Promoting the North Dundas Economic Development Services on the Township's homepage and Facebook to encourage businesses to connect with the EDO to discuss their businesses challenges and support that can help set them on the right course.

### **Communications**

- The completed Explore North Dundas magazine was received from the printers and mailed out to North Dundas and Russell residents.
- Continue to track all updates done to the Township website as required by UpanUp. The beta testing site of the new Township website was received and is currently being reviewed, with a launch date of mid-May. The Drupal content management training is scheduled for April 7<sup>th</sup>.
- Regularly updating the Township website and Facebook with Provincial and EOHU COVID-19 news releases, as well as Township content as our service offerings are adapted.
- Working with all department heads to advertise 2021 tenders on our website, Facebook and media outlets now that the 2021 budget was recently passed.
- Worked with a local photographer to capture our area's final moments of winter on camera, the photos of which will be used in future Township promotions.





**DEPARTMENT ACTIVITY UPDATES**  
 Waste Management Services  
 April 13, 2021

**FINANCIAL INFORMATION:**

<b>March</b>	<b>February</b>
Total Fees.....\$11,043.25	Total Fees.....\$5,933.25
Fees Charged.....\$4,468.25	Fees Charged.....\$3,103.25
Fees Paid.....\$6,575.00	Fees Paid..... \$2,830.00
Cash on Hand.....\$100.00	Cash on Hand.....\$100.00

<b>Wards</b>	<b>MARCH</b>	<b>FEBRUARY</b>
1. (Twp of Win)	800	640
2. (Twp of Mtn)	480	480
3. (Vill of Win)	720	640
4. (Vill of Ches)	320	320
5. Other (Boyne)	736	392
<b>Total Cubic Yards</b>	3,056	2472
<b>Total Metric Tonnes</b>	277.82	224.73

**Recyclables**

<u>Bales on Hand of December 31<sup>st</sup></u>	<u>Estimated Value</u>
ONP-0 OCC-0 PLASTIC -0 ALUM-99	\$19,800.00

Tonnages of Processed Material Year to Date

Feb 16th to Mar 15th

Fibre-----	28.02 MT	80.49 MT
Plastic/Cans/Glass—	19.64 MT	61.99 MT
<b>Total</b>		<b>142.48 MT</b>

WORK COMPLETED (up to April 1st)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working with Golder on Technical Studies
- Boyne Road & Mountain Landfill annual monitoring report sent to MECP on Tuesday March 23<sup>rd</sup>.
- Posted for a replacement Part Time employee in the waste management department
- The first HHW Day for 2021 will be Saturday May 15<sup>th</sup>.



## DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

April 13, 2021

### **PLANNING:**

- Received four (4) new severance applications, performed site visits and provided comments to the Counties.
- Performed various site visits for severance and subdivision files in order to clear outstanding conditions.
- Received three (3) new applications for Minor Variance Approval in North Dundas. Staff have scheduled a Committee of Adjustment Hearing for April 8<sup>th</sup>, 2021.
- Prepared and issued five (5) zoning compliance reports.
- Advertised and prepared the necessary documents and presentations for the annual Housekeeping Zoning By-law Amendment.
- Responded to various zoning, minor variance and severance inquiries from landowners, lawyers, and realtors.
- Met on-site with a property owner to discuss a potential severance and options.
- Met with various property owners in Winchester and Chesterville to pre-consult regarding water and sewer allocation. Staff assisted in the preparation and submission of multiple applications and forwarded to the Director of Public Works.
- Followed up with the applicants regarding the deferred Zoning By-law amendment in Mountain (Sevita).
- Met with new subdivision owner (taking over old draft plan) to discuss next steps.
- Attended industrial building/property inspection in Chesterville with CBO.
- Met with property owner and CBO to discuss potential residential renovations to a commercial building.
- Met with local developer looking for land for a new industrial plant, discussed Official Plan and Zoning requirements, and potential locations. Had a follow-up meeting with their professional planner.
- Prepared for April LPAT Hearing regarding the SDG Counties Official Plan Appeals.

**BUILDING:**

- Communicated with multiple property owners to discuss various building projects.
- Attended OBOA Golden Triangle Chapter meeting on March 30, 2021.
- Met with Director of Public Works and Lactalis representatives to discuss current fire protection at the Winchester Plant.
- CBO Forget attended multiple webinars hosted by the OBOA regarding Applicable Law (Transportation, Environment, and Planning Approvals).
- Completed the 2020 Customer Service Survey – results attached. 146 surveys were sent out, 34 completed surveys were returned (23%).
- All persons in a room/building during an inspection are still required to wear a face mask, or to leave the area for the duration of the inspection.
  - Additional measures have been established and continue to be communicated to permit holders when booking inspections.
  - Our Building Inspectors have found that approximately 98% of time, contractors are not wearing appropriate face masks when they enter for inspections.
- Assisted in accepting and processing payment for six (6) water/sewer allocation applications.
- Thirty-seven (37) new applications were received in March. There are currently fifty-three (53) outstanding applications, which includes those where we are waiting on additional documentation, and those waiting for water and sewer allocation approval from Council.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

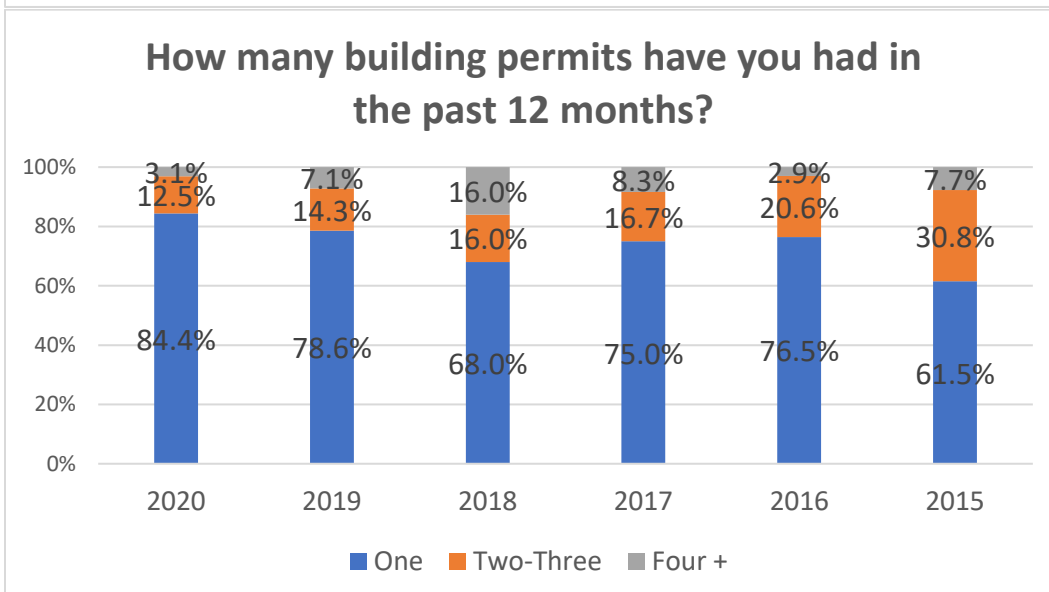
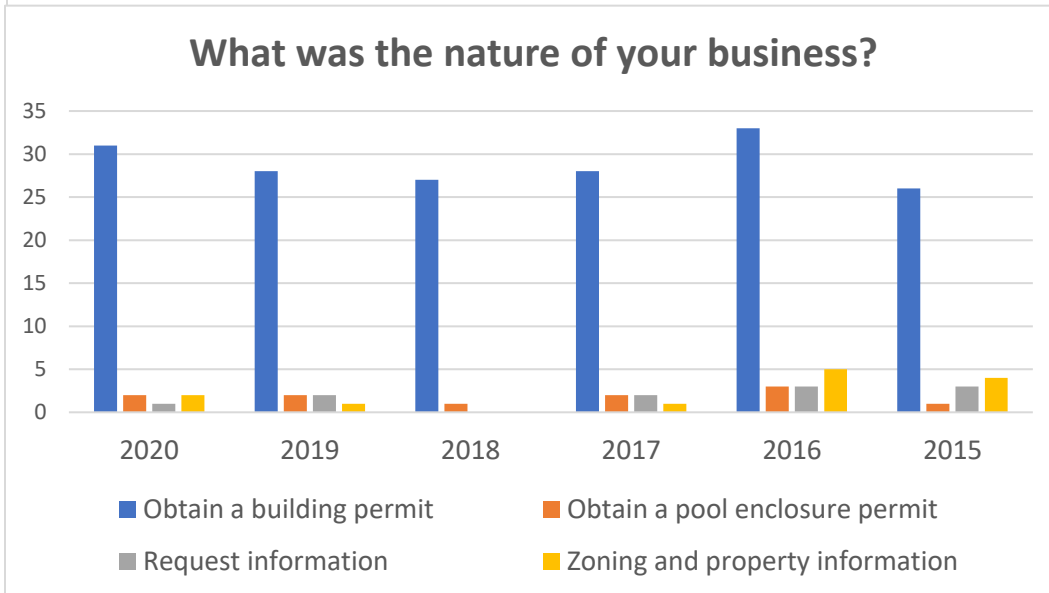
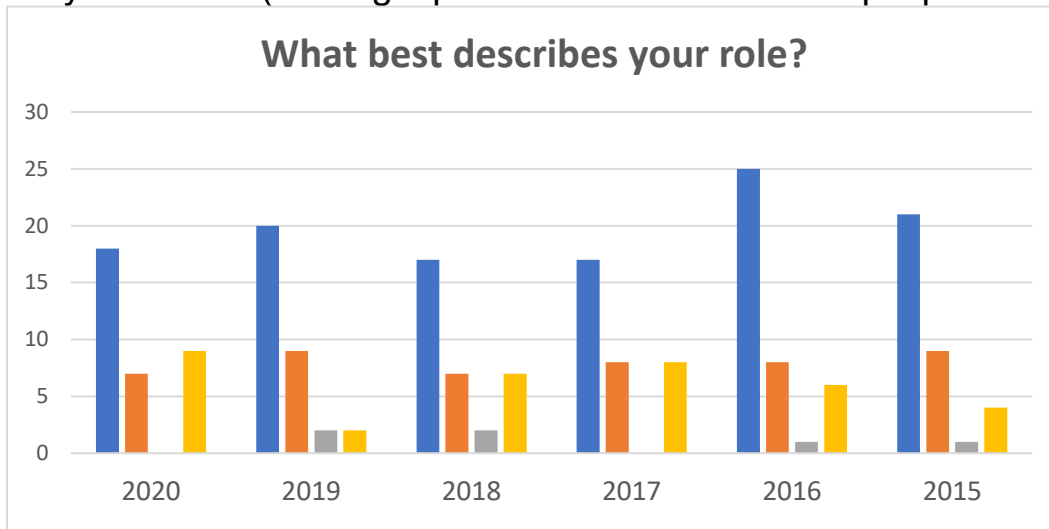
<b>Building Department</b>	<b>Mar. 2021</b>	<b>Mar. 2020</b>	<b>Mar. 2019</b>	<b>Mar. 2018</b>	<b>Mar. 2017</b>	<b>Mar. 2016</b>
Permits Issued:	<b>21</b>	<b>9</b>	<b>6</b>	<b>9</b>	<b>11</b>	<b>9</b>
New Dwellings	<b>11</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>5</b>
Value of Permits:	<b>\$5,581,000</b>	<b>\$1,370,125</b>	<b>\$328,000</b>	<b>\$5,042,500</b>	<b>\$908,810</b>	<b>\$1,340,000</b>
Building Permit Fees:	<b>\$21,886</b>	<b>\$15,137</b>	<b>\$2,364</b>	<b>\$14,178</b>	<b>\$9,080</b>	<b>\$5,708</b>
Development Charges:	<b>\$48,816</b>	<b>\$21,528</b>	<b>-</b>	<b>\$9,008</b>	<b>\$384</b>	<b>\$14,214</b>

**BY-LAW ENFORCEMENT:**

- Ten (10) new files were started in March. Currently, there are seventeen (17) active files. Staff are also monitoring various occurrences which might require follow-up inspections and orders depending on the case.
- A Property Standards appeal was made by a landowner regarding an Order issued to their property. Staff will prepare the necessary notices and reports, and schedule a Property Standards Committee Meeting for April 22<sup>nd</sup>, 2021.
- CBO Forget prepared the staff report and presentation to the Committee of Adjustment for minor variance application A-01/2021, requesting a reduced setback from the property line for an outdoor wood furnace.
- Burn permits continue to be issued. Two hundred and twenty (**220**) permits have been issued (Jan 1.to March 31<sup>st</sup>). An average of 3.5 permits per day.
  - Staff have been doing “spot checks” while doing patrols, ensuring those burning have the necessary permits and are compliant with the Open Air Burn By-law.
- Pool Enclosure Permit applications are starting to come in. The public is reminded that a new pool installation requires a permit to ensure the enclosure (fence) meets the Pool By-law.
  - This year, By-law Enforcement Officer Nic Hubble has been assigned the responsibility of performing pool enclosure inspections.
- Staff continue to receive calls and complaints with relation to COVID-19 policies and procedures. Residents and business-owners are reminded to familiarize themselves with current health and safety protocols and orders in place with regards to gathering.
  - By-law Enforcement Officers continue to educate the public on mandatory mask usage, and have performed site visits to ensure compliance with Provincial Orders, as needed.
  - Working with businesses to educate and bring buildings/procedures into compliance.
- Weekly reports are being sent to the Ministry with regards to COVID-19 inquiries and inspections responded to by staff.
- Attended EOHU Municipal Officials & First Responders Weekly Briefings.
- Performed various site visits and inspections with landowners regarding complaints filed.

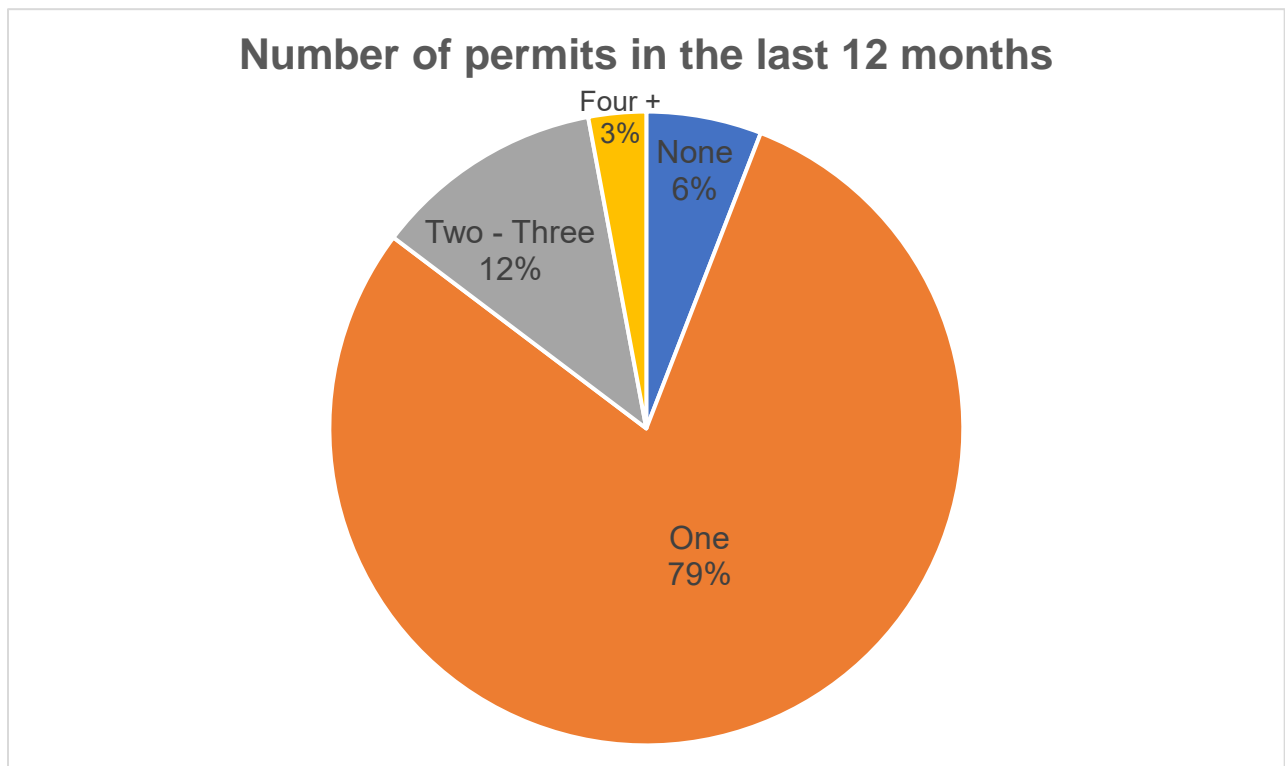
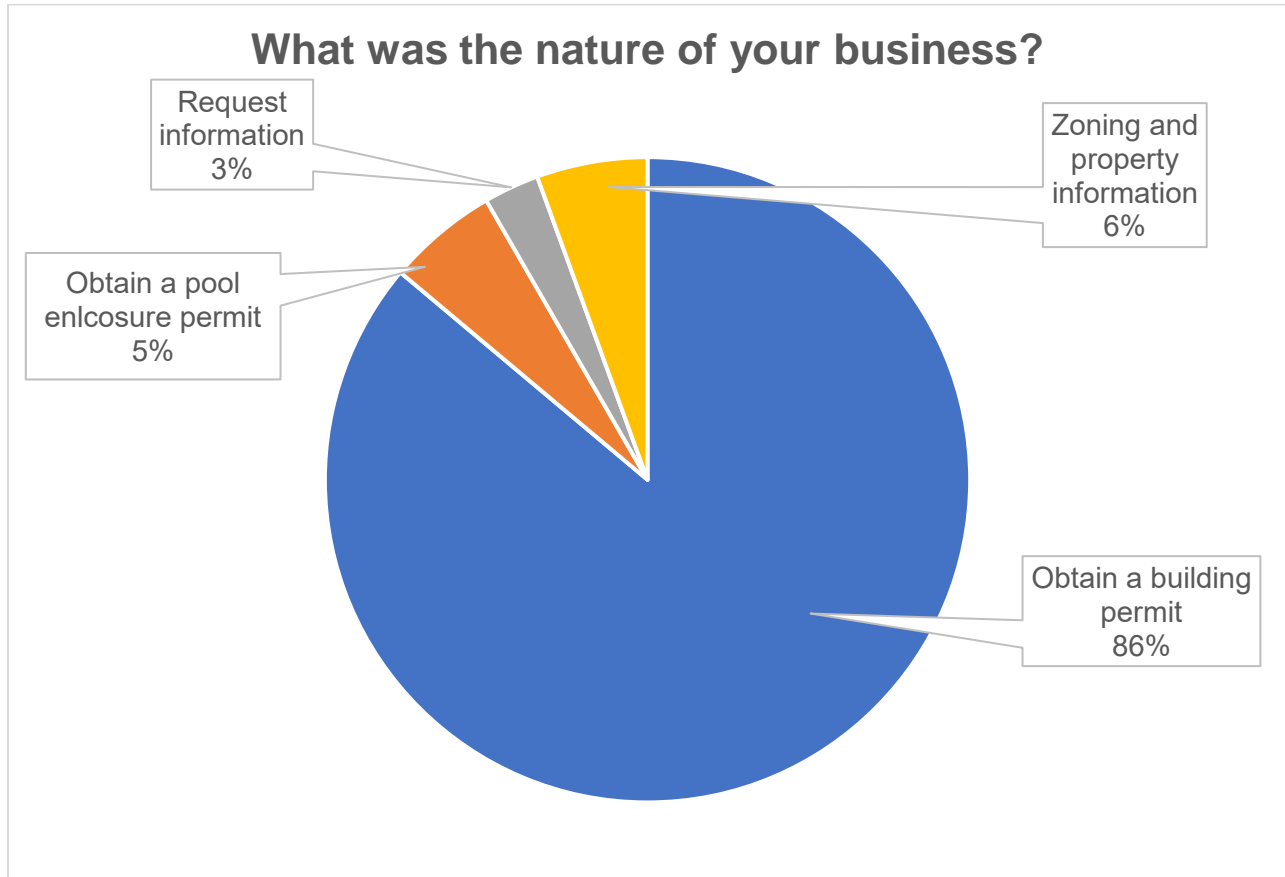
# Building Department Customer Service Survey Results – Comparison

\*34 Surveys returned (27 single permit holders and 5 multiple permit holders)



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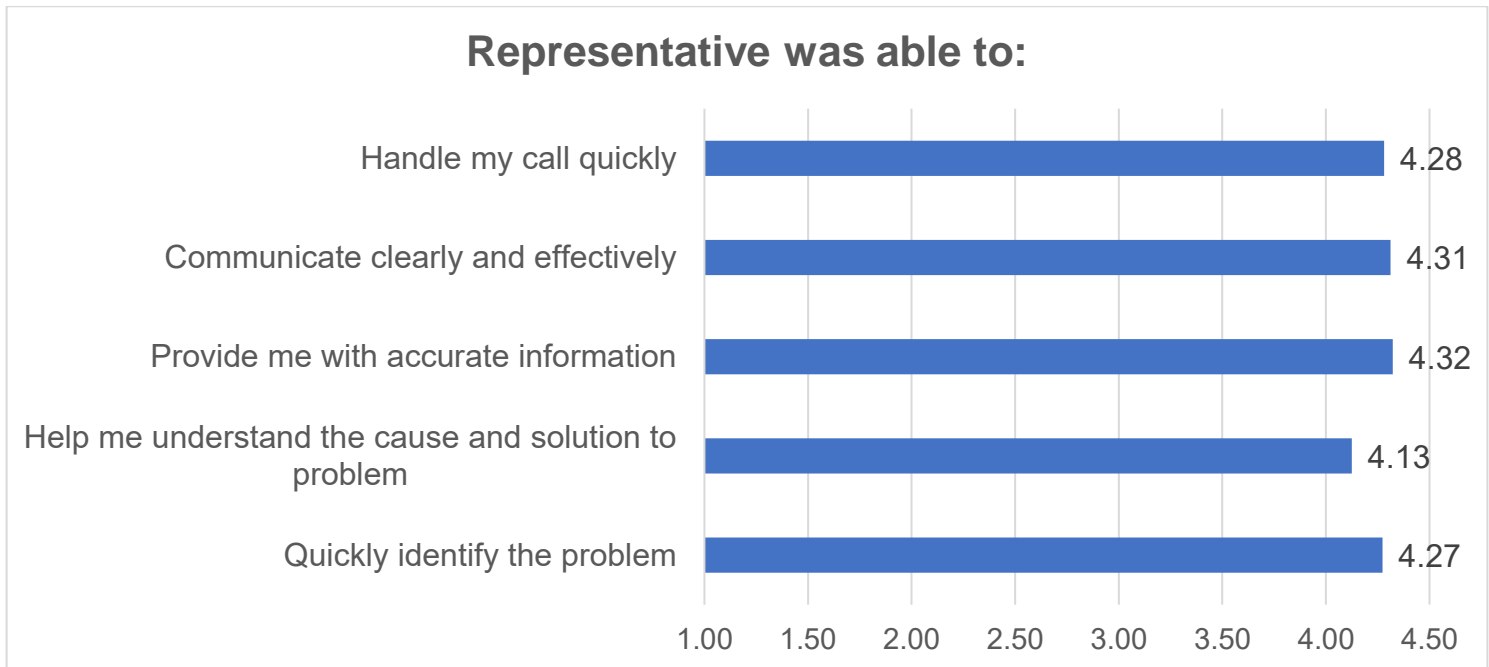
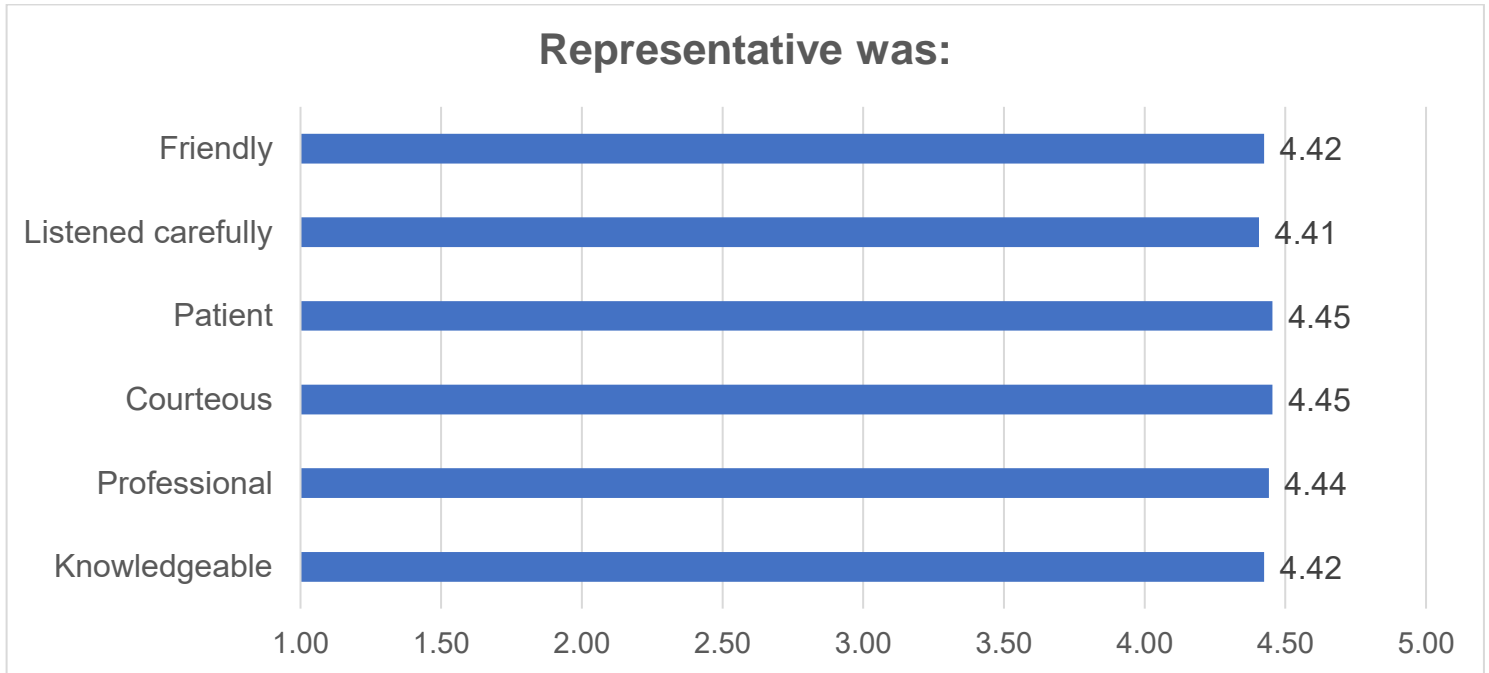
## Customer Service Representative

The Customer Service Representative was:	2020	2019	2018	2017	2016	2015	2014
Knowledgeable	4.42	4.61	4.22	4.46	4.80	4.41	4.4
Professional	4.44	4.65	4.41	4.54	4.80	4.38	4.3
Courteous	4.45	4.65	4.41	4.62	4.83	4.41	4.2
Patient	4.45	4.63	4.33	4.54	4.80	4.40	4.2
Listened Carefully	4.41	4.53	4.54	4.58	4.80	4.30	4.1
Friendly	4.42	4.67	4.37	4.48	4.90	4.23	4.2
<b>SCALE: Strongly Agree (5) to Strongly Disagree (1)</b>							

The Customer Service Representative was able to:	2020	2019	2018	2017	2016	2015	2014
Quickly identify the problem	4.27	4.35	4.20	4.32	4.77	4.24	4.3
Help me understand the cause and solution to the problem	4.13	4.30	3.96	4.33	4.77	4.00	4
Provide me with accurate information	4.32	4.43	4.12	4.44	4.90	4.33	4
Communicate clearly and effectively	4.31	4.65	4.31	4.5	4.83	4.47	4.3
Handle my call quickly	4.28	4.71	4.29	4.26	4.82	4.28	4.2
<b>SCALE: Strongly Agree (5) to Strongly Disagree (1)</b>							

# Building Department Customer Service Survey Results – Comparison

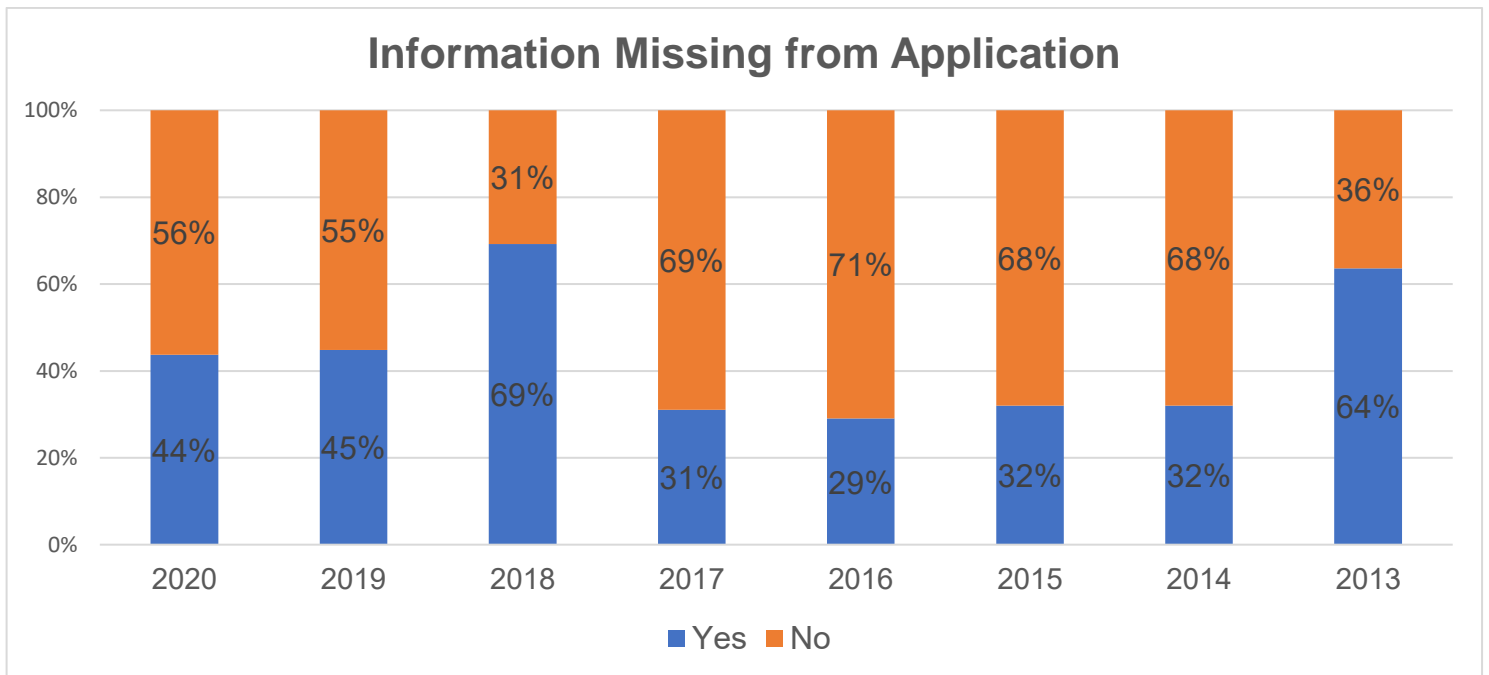
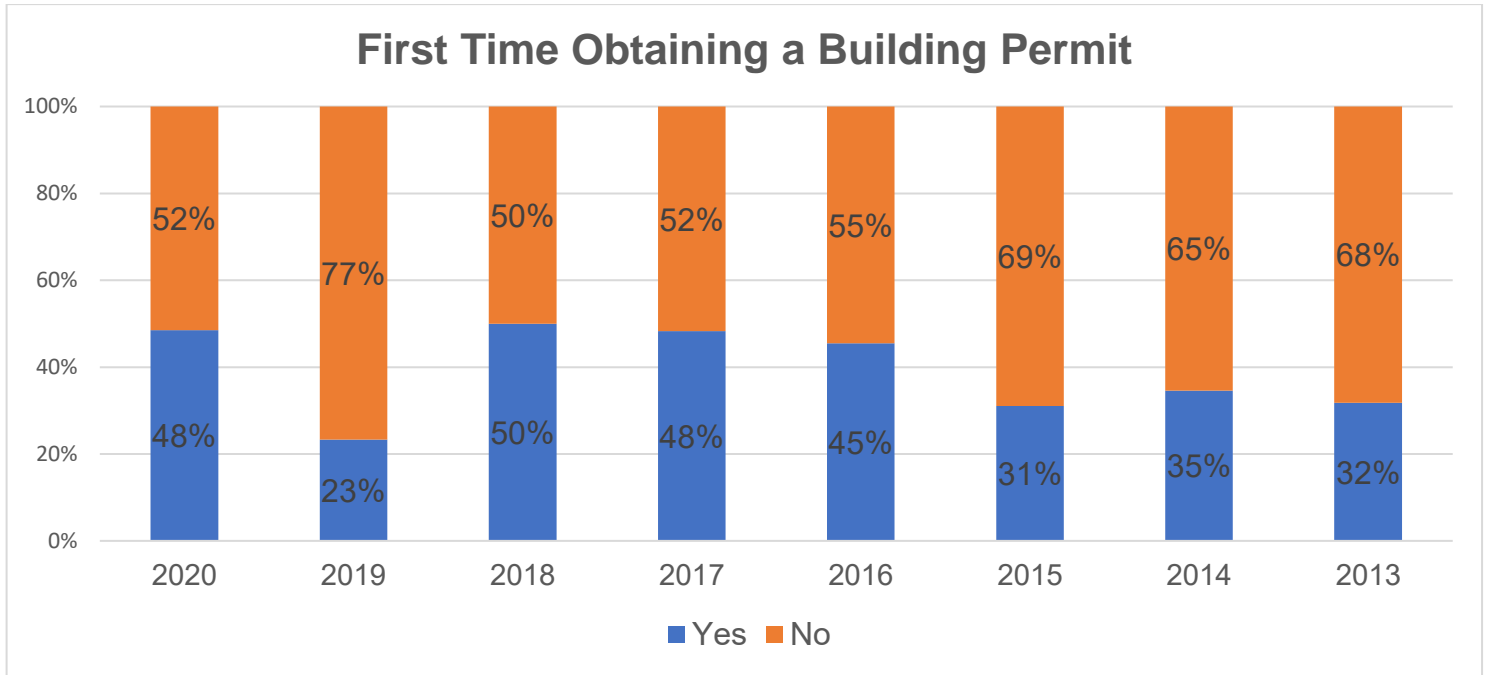
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# Building Department Customer Service Survey Results – Comparison

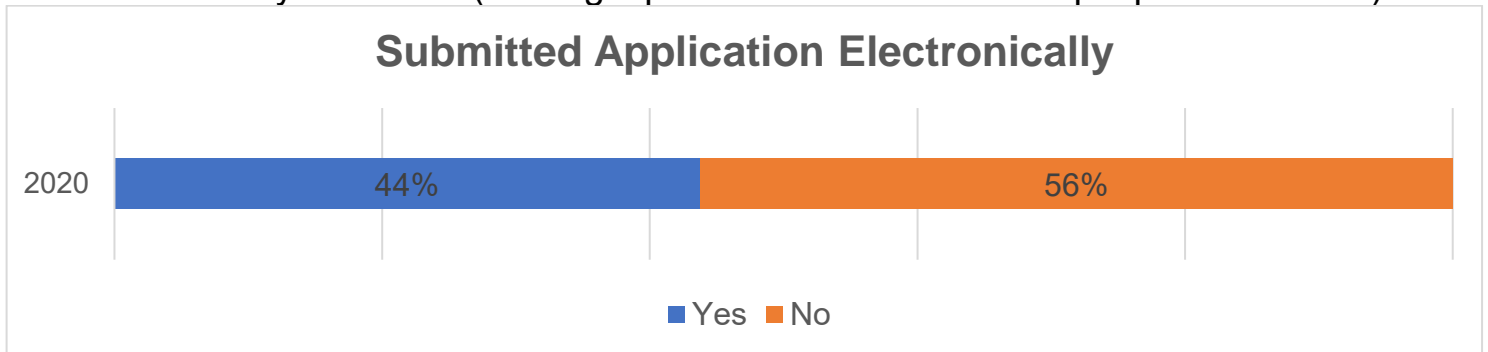
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## Building Department Process Questions



# Building Department Customer Service Survey Results – Comparison

\*34 Surveys returned (27 single permit holders and 5 multiple permit holders)

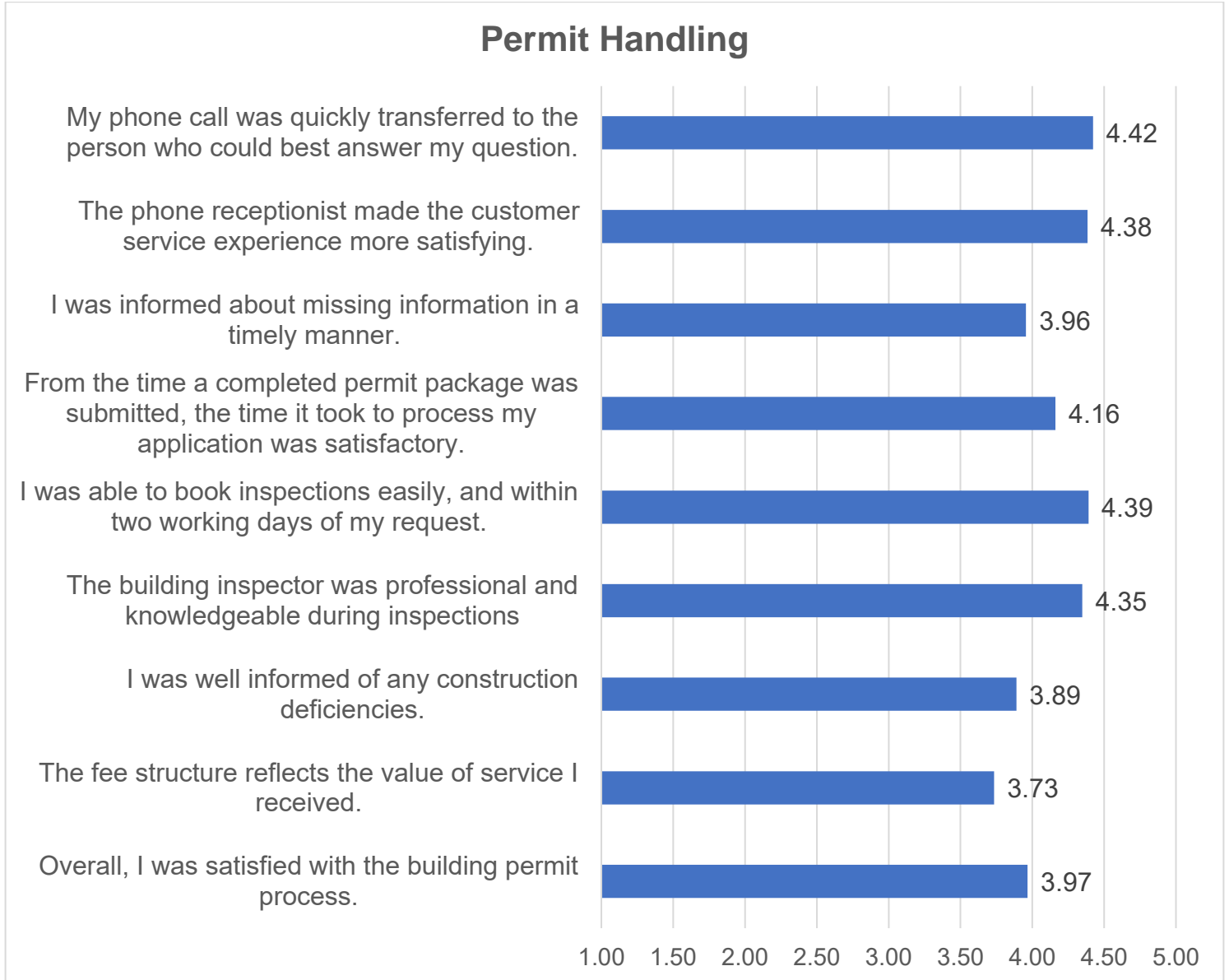


**Please comment on the process for electronic submissions. Was there anything you found useful or that could be improved?**

- We scanned the application & plans & everything was successfully transmitted and acknowledged.
- We enjoy the process at this Township - it's easy & everyone is helpful.
- It was not immediately obvious as to which choice of options was appropriate.
- Very customer-friendly.
- Worked well, no issues.
- Requirement for engineering report wasn't clear, even though engineer signed drawings were submitted. Disconnect may have been because the installation was not done by the manufacturer. We incurred an additional expense to have the engineering report prepared.

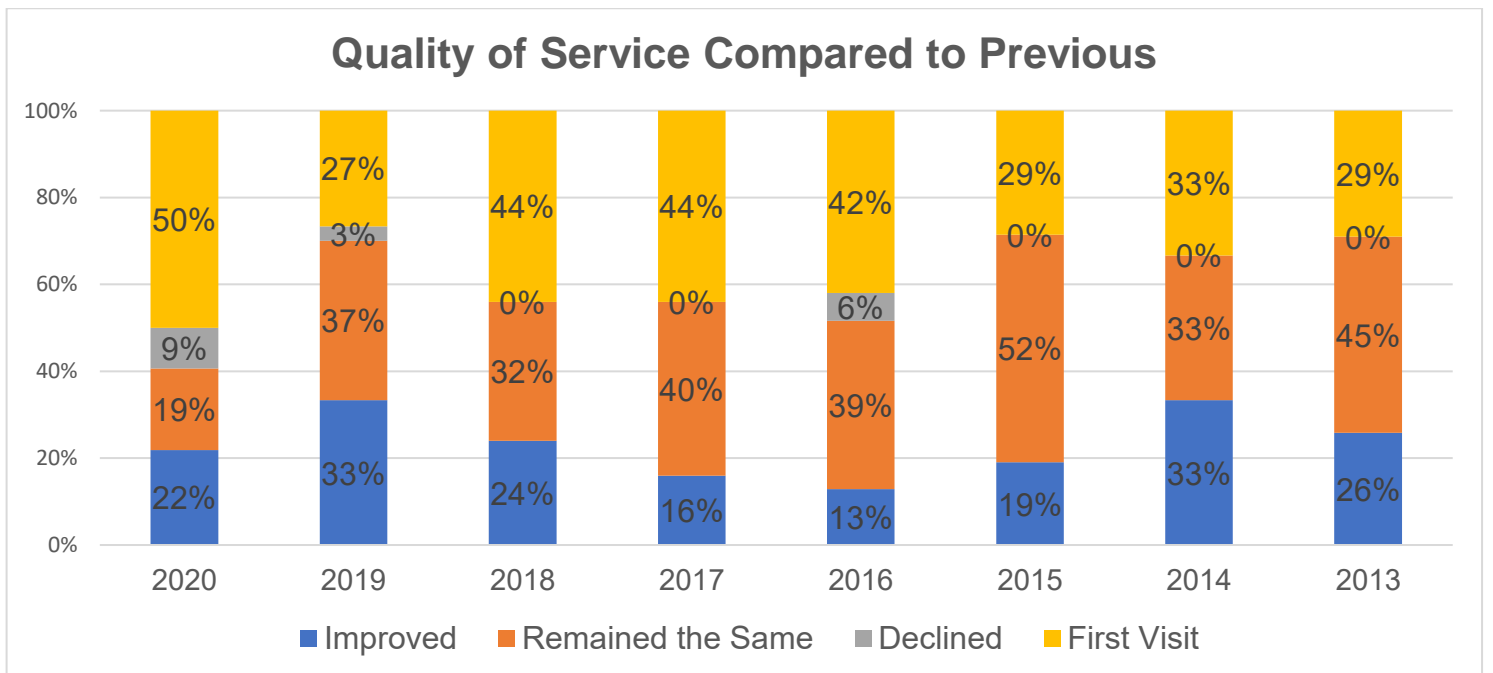
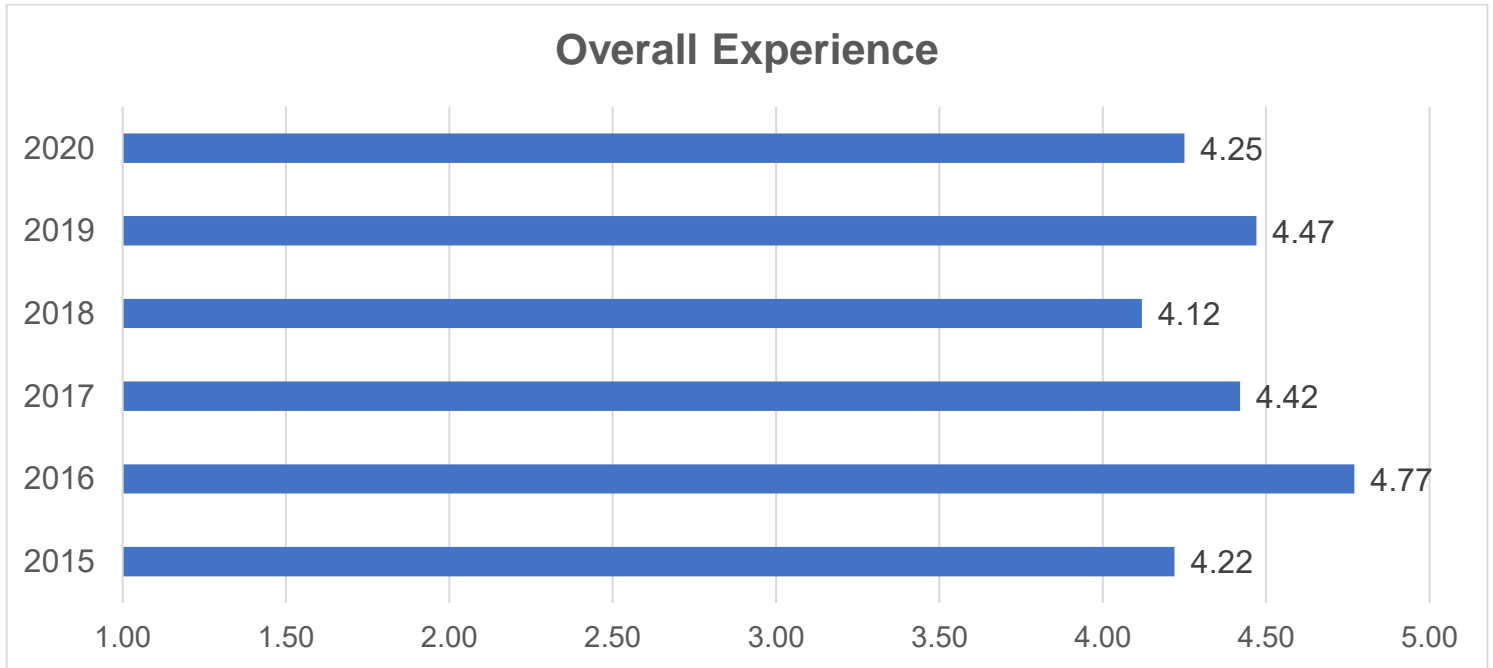
# Building Department Customer Service Survey Results – Comparison

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# Building Department Customer Service Survey Results – Comparison

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# Building Department Customer Service Survey Results – Comparison

\*34 Surveys returned (27 single permit holders and 5 multiple permit holders)

## Comments

### **What aspect of the customer service that you received stood out to you as being positive?**

- Friendliness (x6)
- Polite/Courteous (x4)
- Professional (x3)
- Helpful (x3)
- Patient
- Smile
- Knowledgeable/Well-informed (x3)
- Inspection process after the work was completed was quick and efficient
- Was treated like a customer and not just another person coming in the door
- Helped complete the necessary forms
- From first point of application to permit it was a pleasurable experience
- Able to communicate via email
- Answered all questions (or knew who to go to for answers)
- See previous sections (“Strongly Agree” to all)
- Staff met me in the field and told me everything needed to get a permit
- Translated into layman’s terms
- People answer the phone! All staff were easy to work with.
- Response time is excellent
- Entire Building Department
- Very approachable, with a “can do” attitude
- Things moved quickly once we were authorized as agents for the file
- Dealing with Tony Fraser was the most positive aspect of the process
- Dealing with Mary Lynn was a delight, she got me in touch with all the right people



# Building Department Customer Service Survey Results – Comparison

\*34 Surveys returned (27 single permit holders and 5 multiple permit holders)

## What aspect of the customer service that you received that could be improved?

- More flexible, more reasonable
- None, N/A or “All good” (x14)
- Misunderstandings about supporting documentation needed before the permit was issued
- More permit fee knowledge
- Must recognize that all applicants are not professional builders, therefore shouldn't be charged extra for extra time for review to give details about the building code and material requirements. There was much in my plans that I was forced to change even though they do meet Code.
- Only told about missing information a week later
- Please remember that certain individuals don't come often and may not understand the forms
- More communication between staff

# Building Department Customer Service Survey Results – Comparison

\*34 Surveys returned (27 single permit holders and 5 multiple permit holders)

## Recommendations

- Alacrity and flexibility
- None (x9)
- Thanks for conducting a survey
- Keep up the helpful attitude by staff
- I liked that I got a reply that my application was received and that it's under review. I was instantly advised of missing information so we didn't ruin our timeline, which was lovely.
- Time could have been saved with a detailed suggestion list of ideas to help satisfy requirements. Felt like the Township was forcing me to get an engineer instead of working with me.
- Provide information on minimum requirements for building garden sheds.
- Always keep in mind that the person on the other side of the counter is paying your wages.
- Inspectors should check if past deficiencies were satisfied, instead of only going for the one requested item.
- Process needs to be simplified. There was too much back and forth.
- Can you start sending out a printed garbage schedule again? Website sucks.



## DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

April 13, 2021

- The tender for Regular Maintenance Contracts was opened on Monday, March 29<sup>th</sup>. No bids were received for the sections pertaining to fire protection, fire suppression systems, or fire panels. A new tender will be released that is inclusive of these 3 sections. The bid submissions for all other categories will be reviewed and subsequently awarded.
- The last ice booking at each of our municipal arenas was on Sunday, March 28<sup>th</sup>. The ice in both arenas has been removed.
- Pushbutton locks for the Winchester Fire Hall have been ordered. They should be received and installed in April.
- The South Mountain Park pavilion was erected by North Dundas resident Raymond Sherrer and the final details will be completed by the Township's Recreation & Culture staff.
- The new sign face & backlighting for the Morewood Fire Hall was ordered and is awaiting installation.
- 8 garbage receptacles for various municipal locations were ordered through Quintan and a three-sided AODA picnic table was ordered through Dundas Machine for the 100 Club Park. The concrete pad for the picnic table has also been ordered.
- The exterior door was repaired at the Joel Steele Community Hall lower-level main entrance. The center post was replaced and various small replacements were made, in order to restore the door to optimal condition.
- The interlocking path at Veteran's View Park is being re-laid at this time.
- The Winchester Sox baseball club disbanded and the local players have joined the Winchester Heat. The Heat is taking over the Sox Thursday evening time instead of maintaining the Heat's normal Monday evening time.
- Eric Duncan & Jim McDonell were scheduled to host a drive-thru greeting event with our North Dundas Council in the Chesterville & District Arena parking lot on Wednesday, April 7<sup>th</sup>, however, the event was cancelled due to the announcement of the province-wide shut down. Event organizers were working with Doctor Paul to ensure that all COVID-19 guidelines would be followed. The event has not yet been rescheduled.

- A North Dundas District High School student began his co-op placement with the Recreation & Culture Dept. on Monday, March 29<sup>th</sup>.
- The new Bannerman infield groomer was ordered and is anticipated to arrive in May.
- Clay was ordered for the ballfield in Chesterville, as well as for Morgan Field in Winchester. It is anticipated to arrive mid to end of May.
- Up-to-date quotes were received for ball field fencing. Due to the fences shifting over the winter, additional labour is required for repair work. The rise in material costs has also affected the quotes. We are working with the local business to investigate if costs can be reduced if we provide staff labourers and possibly township equipment & operators.
- Our Facilities Manager met with Fire Chief Byers to discuss and provide updates to the Chief regarding planned repairs and updates for the Morewood Fire Hall.
- AODA automatic door paddles were purchased, installed and wired for the doors to the Old Town Hall theatre and accessible washroom.
- The Chesterville Library side door was ordered. We were advised that it should arrive at the end of May.
- The exterior lights were replaced on the Morewood Fire Hall.
- DeJong Masonry has installed the coping stones around the Winchester Centennial Pool. The pool will be drained this week and then the tiles will be installed. The caulking work around the perimeter of both municipal pools will then be completed, which will conclude the scope of the tendered repair work.
- Christmas lights were taken down throughout the Township.
- Lens covers were cut and put up at the Township Office, over any bare light fixtures.
- Municipal playgrounds were inspected and tilled. Litter was picked-up around the grounds.
- The new flag pole was ordered and received for the Hallville Fire Hall. Installation will be coordinated.
- We scheduled a mechanical & electrical engineer to visit both the Winchester Fire Hall & Chesterville Fire Hall, in order to gather information that is required to design engineered plans for the new ventilation systems for these spaces. The engineer was also able to review the new wall

heaters in the Chesterville & District Arena while he was visiting. He will be signing-off on the heaters. The Building Permit file will be closed once the final engineer's report is received, as well as one outstanding permit from a contractor.

- The Eastern Ontario Health Unit has rented the Old Town Hall for 3 additional flu vaccine clinics. 2 of the clinics took place in March and the 3<sup>rd</sup> will take place at the end of April.
- Program instructor contracts were issued for the spring program term, but later cancelled due to the transition into the lockdown level.
- An email message was received on March 5<sup>th</sup>, from the Eastern Ontario Health Unit, advising staff that some sports and recreational fitness facilities in the Leeds, Grenville and Lanark District Health Unit region have voluntarily closed in order to help to control a COVID-19 outbreak in their region. The EOHU continues to promote their position that facility operators should not take bookings from outside of our region. Our Recreation Coordinator has since received 8-10 requests for ice times that he turned down as they were Ottawa adult hockey teams. These groups were looking to rent ice time in North Dundas in order to finish their season, as Ottawa was in the red zone at that time.
- Interviews for Maintenance/Parks Labourers were conducted and interviews are being scheduled for pool positions. A list of recommended individuals and the associated positions will be presented in the May 11<sup>th</sup> meeting.
- Attended 3 virtual meetings with the SD&G Recreation Networking Group, which is comprised of municipal & City of Cornwall staff who help operate recreation facilities for their area. 2 meetings were held to discuss sports fields & outdoor amenities; halls, and recreation programming. The third meeting was held with a member of the EOHU, to discuss outdoor pool, beach & splashpad guidelines for safe operation. Our Director of Recreation & Culture, Recreation Coordinator, and Pool Coordinator will be working together to create a pool reopening plan for our 2 North Dundas pools. Additional details will be presented to Council in a future Council meeting.
- The Glengarry Inter Agency Group (GIAG) is seeking an alternate location to host their camps in Winchester this summer, due to the unavailability of their typical space in the Winchester Public School. Representatives from GIAG met with our Recreation Coordinator on March 22<sup>nd</sup> to view the Old Town Hall as a potential back-up location. They have expressed their interest in use of the Winchester Centennial Pool this summer. Should a formal request be made, it will be brought forward for Council consideration.

- All ice contracts have been paid.
- The Sports Field Request Form was updated and emailed to all former user groups with a deadline of Friday April 9<sup>th</sup>, 2021. This is the booking request form for our ball diamonds and soccer fields.
- According to the Eastern Ontario Health Unit, if we reopen into the orange zone, it would not be the responsibility of any sports field renters to screen or control patrons walking by the fields as those patrons have no affiliation to the rental. However, the renter is responsible for keeping an active screening log of all players and spectators (parents). All shared equipment will have to be disinfected between each use, but the EOHU recommends that each player have their own equipment if possible.
- The back-up generator for the municipal administration building received its semi-annual maintenance service. The contractor recommended that the unit be cleaned of debris and that some repairs be conducted. The maintenance was completed by our Shop Foreman/Head Mechanic and the cleaning was completed by a Facility Operator.
- The Art on the Waterfront (AOTW) Committee is in the early stages of planning a different kind of initiative this year, that can be done safely and within the public health rules. As the committee navigates this new path, our Recreation Coordinator will be providing support and acting as a liaison between the Eastern Ontario Health Unit and the AOTW committee.
- Seaway Surge Baseball released a press release regarding their intention to coordinate house league baseball in North Dundas for the spring/summer 2021 season. Please find the full press release attached.



## PRESS RELEASE

### For Immediate Release

#### SEAWAY SURGE BASEBALL ANNOUNCES INTENT TO RUN LOCAL HOUSE LEAGUE IN 2021

With the decision by Kemptville and Upper Canada Little Leagues to cease providing baseball programs at any age level, The Seaway Surge Baseball Club is pleased to announce our intent on coordinating house league baseball in North Grenville, North Dundas, and South Dundas for the spring/summer 2021 season.

Since 2015 the Seaway Surge have been providing competitive baseball for players ages 8 to 22 in eastern Ontario. The Surge is committed to ensuring local, affordable, recreational house league baseball continues to be organized and available to children of all ages in our communities.

The Seaway Surge Baseball Club is looking to organize house league operations under Baseball Ontario for age groups 7U, 9U, 11U, 13U, 15U, and 18U for the upcoming 2021 season.

It is our intention to provide a safe, fun, and developmental environment where players can practice and play home games at their local diamonds from May to August.

In order to ensure players in these communities can enjoy house league baseball in 2021, we are seeking interested coaches and volunteers to come forward and make this inaugural season a memorable one. We can't make this season happen without you!

No baseball experience? No problem. We require several dedicated individuals interested in working as a team to organize and administer the upcoming season.

Interested parents, and players, are asked to express their interest online by following the link:  
<https://go.teamsnap.com/forms/262255/signups/new>

Potential volunteers are asked to click the following link to express their interest:  
<https://go.teamsnap.com/forms/262254/signups/new>

Have questions? Email us at: [info@seawaysurge.com](mailto:info@seawaysurge.com).

Stay tuned to our website at [www.seawaysurge.com](http://www.seawaysurge.com) and our Facebook page for further updates!





## DEPARTMENT ACTIVITY UPDATES

Fire  
April 13, 2021

### DEPARTMENTAL OVERVIEW:

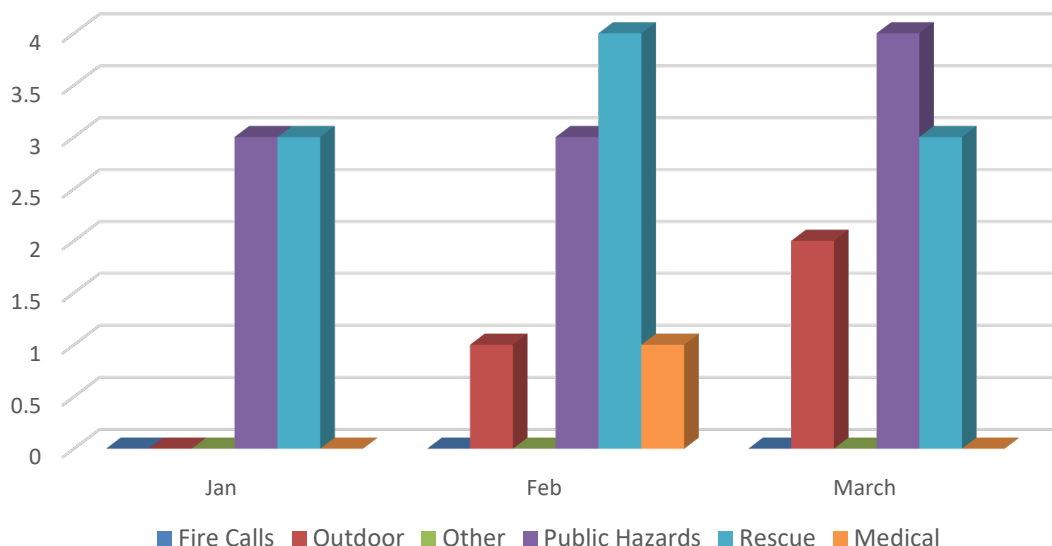
#### Glossary of Terms

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

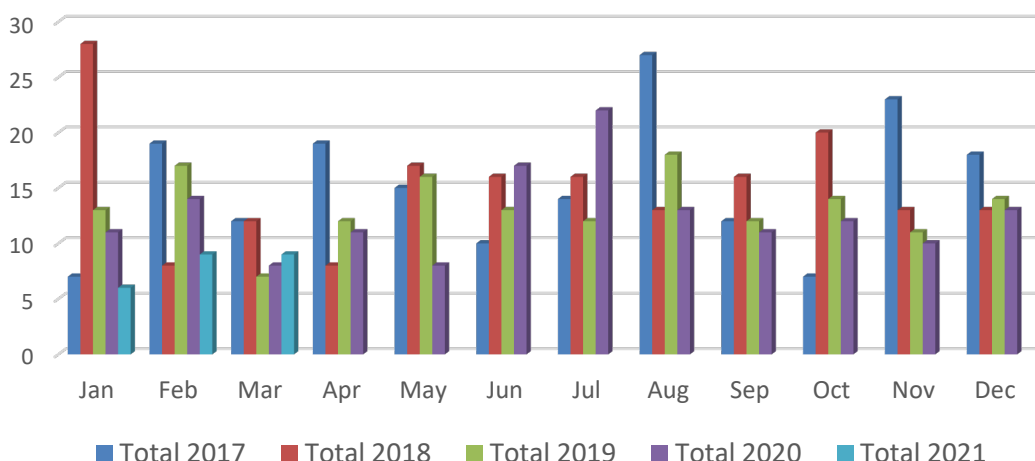
#### Monthly Call Statistics for 2021

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fire Calls	0	0	0									
Outdoor	0	1	2									
Other	0	0	0									
Public Hazards	3	3	4									
Rescue	3	4	3									
Medical	0	1	0									
<b>Total</b>	<b>6</b>	<b>9</b>	<b>9</b>									

#### Number of Calls/Types of Calls



### Total Number of Calls per Month in 2017/2018/2019/2020/2021



### Monthly Call Break Down

- 2 outdoor/grass fires
- 1 water/ice rescue
- 3 false alarms
- 2 MVC (with injuries)
- 1 “other” assistance to resident

### Fire Prevention Activities

- Online Public Safety Announcements continue, and volunteers have been using social media to share useful fire safety tips
- Home/property inspections have been suspended unless there is an immediate threat to life/property safety
- As of March 31<sup>st</sup>, the majority of firefighters who want it have obtained the first dose of the COVID-19 vaccine. The health unit has been contacted in order to book the final set of firefighters’ appointments
- Firefighters responded to a call at a vacant building in Chesterville. The Chief has been in touch with by-law enforcement staff to ensure the building is properly secured for public safety reasons and to avoid repeat calls

### Training

- Application was submitted to the OFM for a \$7,300 grant to obtain updated computers and display screens for training use at each station
- Fire training continues in smaller numbers, following direction from the Eastern Ontario Health Unit and Ontario Association of Fire Chiefs with regards to physical distancing, sanitizing, etc.
  - Each station will be hosting two training nights each, in order to accommodate the smaller groups

### Attachments

- Fire Steering Committee Minutes – March 27, 2021



**The Corporation of the Township of North Dundas  
Fire Steering Committee Meeting  
March 27, 2021**

**MINUTES**

Attendees: M. Gruich, K. Byers, R. Sherrer, K. Raistrick, A. Armstrong, S. Johnston, D. Lannin, T. Carruthers, D. Levere, A. Rutley, B. Mattice

**1. Township COVID-19 Safety Policy:**

- Angela Rutley spoke about the COVID-19 Safety Policy and advised that Chiefs and stations as a whole need to tighten up on protocols at the halls to better protect everyone.
- Everyone in attendance was supplied with a package containing proper signage, questionnaires, and the policy itself.
  - A list of additional signage and lamination required for each station should be emailed to either Jess or Angela
- Discussion held on best practices for calls as well.
- Encourage firefighters to use the digital survey (online/phone) before going into halls or to calls.
- Masks to be worn at all times in halls, on the way to a call, and at the scene.

**2. Burn By-law:**

- Brent Mattice asked for input on how the new Open Air Burn By-law is working for the Department, and asked for feedback on how it can be improved.
- Also discussed the importance of note taking when at calls.
  - Everyone was provided with proper evidence notebooks

**3. Budget Update:**

- Al explained that the budget has passed
  - Asked for more information on the generator for Mountain that was cut. Ray to get this information to Mike.

**4. New Truck Update:**

- Ray reported that the squad at Mountain is now in service, and will be getting a radio installed in the near future.
- New pumper/tanker will be delivered on Monday, March 29<sup>th</sup> and training for pump operators will start that afternoon.

- Sandy reported that the new Winchester squad is getting decals and radio installed.
- The Winchester Tanker is away getting the motor fixed and frame rails replced.

**5. Next meeting: TBD**



## DEPARTMENT ACTIVITY UPDATES

CAO

April 13, 2021

- Participated in weekly updates from Dr. Paul of the EOHU
- Liaised with lawyers and responded to inquiries on several files
- Updated the North Dundas COVID Safety Plan and circulated it to Department Heads for circulation to their staff along with sign off sheet, Ministry of Labour report and a staff memo reminding everyone of the importance of following our protocol to ensure a safe workplace and to protect themselves and their family members
- Participated in Interviews for Patrol Supervisor
- Attended March 25<sup>th</sup> SDG County Council virtual meeting regarding waste management initiative
- Attended March 27<sup>th</sup> Fire Steering Committee meeting to update the department on COVID protocol, electronic screening and the most recently updated COVID Safety Plan. Provided updated COVID Safety Plan and employee sign off sheets, as well as physical distancing, masks mandatory and hand washing posters to those in attendance.
- Participated in March 29<sup>th</sup> Local Business Expo planning meeting
- Contacted property owners regarding potential sites for a test well
- Participated in SDG CAO meetings to discuss local issues and initiatives
- Collaborated with Treasurer to review Finance Department staffing, determine best arrangement of duties/positions and modify task assignments accordingly
- Worked with Treasurer to coordinate resources to complete meter reading and provide employee training while two of our employees were away from the office
- Responded to Council inquiries and concerns as required and follow up with applicable staff
- Assisted and followed up with Department Heads on issues as required



## DEPARTMENT ACTIVITY UPDATES

Clerk

April 13, 2021

- Participating in weekly scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul) and Emergency Management Ontario.
- Weekly calls Emergency Planner, Kevin Spencer
- Discussions with SDG IT Dept re: Meeting Management options to replace Council Docs.
- Meetings with Escribe to discuss system implementation & training schedules
- Attended Dundas County Archives Committee meeting.
- Insurance matters – ongoing discussions with Municipal Broker
- 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 – March 23 & April 13

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

**BY-LAW No. 2021-30**

***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 Meeting held on March 23rd, 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 April 13th, 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 Local Planning Appeal Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
- 3.0** That where no individual By-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Township of North Dundas in the above-mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Township of North Dundas.
- 4.0** That the Mayor and Members of Council of the Township of North Dundas are hereby authorized and directed to do all things necessary to give effect to the said action of the Township of North Dundas to obtain approvals where required and except as otherwise provided, the Mayor, or in the absence of the Mayor the alternate Head of Council, and the Municipal Clerk, or in the absence of the Municipal Clerk, the Deputy Clerk, are hereby directed to execute all documents necessary on behalf of the Township of North Dundas.

**READ and passed in Open Council, signed and sealed this 13th day of April, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK