

Note: This meeting is open to the public and is being held in an enclosed public space. Therefore, face masks are mandatory as per Eastern Ontario Health Unit Directive issued July 7, 2020

AGENDA
Township of North Dundas
Tuesday, August 11, 2020
to be held at 577 Main Street West, Winchester
Joel Steele Community Centre
Following the Public Meetings which start at 6:30 PM

- | | | |
|-----------|--|---------|
| 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) July 14, 2020 - Regular Meeting | 5 - 13 |
| 5. | Delegations | |
| | a) SNC Lavalin PAE Inc. - Robert Spencer & Sheldon Chamberlain | |
| 6. | Closed Session | |
| | a) Pursuant to Section 239 (2) (e) of the Municipal Act
Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. | |
| 7. | Open Session | |
| 8. | Action Requests | |
| | a) Finance | |
| | b) Economic Development and Communications | |
| | i. The Planted Arrow CIP | 14 - 15 |

c) Public Works	
i. <u>ND Rate Study and Financial Plan</u> <u>Sharratt Water Management Ltd. - Ken Sharratt</u>	16 - 120
d) Waste Management	
e) Planning Building and Enforcement	
i. <u>Noise By-law Exemption - SNC Lavalin</u>	121 - 127
f) Recreation and Culture	
i. <u>South Mountain Park Structure</u>	128 - 130
ii. <u>Municipal Tennis Courts</u>	131 - 134
g) Fire	
h) CAO	
i. <u>Mandatory Use of Masks in Enclosed Public Spaces</u>	135 - 138
i) Clerk	
9. Tenders and Quotations	
10. By-laws	
a) <u>By-law No. 2020-31 - Smoking & Vaping</u>	139 - 145
b) <u>By-law No. 2020-38 - FSI Welding Zoning Amendment</u>	146 - 155
c) <u>By-law No. 2020-39 - Sevita International Zoning Amendment</u>	156 - 170
d) <u>By-law No. 2020-41 - Amendment to the Pre-servicing Agreement</u> <u>Wellings of Winchester Inc.</u>	171 - 173
e) <u>By-law No. 2020-42 - Part Lot Control (Moderna)</u>	174 - 178
f) <u>By-law No. 2020-01 - Officers and Committees</u>	179 - 185
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b) <u>Public Works - North Dundas Water Restrictions</u>	187 - 190

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e)	Recreation and Culture - Arena Reopening	194 - 195
f)	Recreation and Culture - Resumption of Programming in North Dundas	196 - 197
g)	Recreation and Culture - Winchester Centennial Pool Repairs	198 - 200
h)	Fire - Driver Training Policy Amendment	201

12. Consent Agenda

a)	Accounts Action Recommended: That Council receive and file for information purposes.	
b)	Department Activity Updates Action Recommended: That Council receive and file for information purposes.	202 - 220

13. Boards and Committees

a)	Rideau Valley Conservation Authority 2019 Annual Report	221 - 232
b)	South Nation Conservation Authority July 2020 Update	233 - 237

14. Motions and Notices of Motions

15. Petitions

16. Council Comments and Concerns

17. Unfinished Business

18. Ratification By-law

a)	By-law No. 2020-40	238
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19. Adjournment by Resolution

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
MINUTES
JULY 14, 2020

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on July 14, 2020 with Mayor Fraser in the Chair.

ROLL CALL: Mayor: Tony Fraser
Deputy Mayor: Allan Armstrong
Councillors: Gary Annable, Tyler Hoy, John Thompson
CAO: Angela Rutley
Treasurer: John Gareau
Economic Development Officer: Stephen Mann
Director of Waste Management: Doug Froats
Director of Planning, Building & Enforcement: Calvin Pol
Director of Recreation and Culture: Meaghan Meerburg
Clerk: Jo-Anne McCaslin

Nelson Zandbergen, Editor of Nation Valley News videotaped the meeting which was broadcast live on North Dundas Facebook.

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Councillor Annable
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 7:04 pm.

CARRIED

2. Adoption of Agenda

Resolution No. 02

Moved by Councillor Annable
Seconded by Councillor Thompson

THAT Council approve the agenda as presented.

CARRIED

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

4. Adoption of Minutes
June Meeting Minutes
Resolution No. 03

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT the minutes of the Special Meetings including the In-Camera minutes, held June 10th, 2020. June 24th, 2020 and June 30, 2020 and the Regular Meeting held June 16th, 2020 of the Council of the Township of North Dundas, held June 10, 2020 be adopted as presented.

CARRIED

5. Delegations – NIL

6. Closed Session – NIL

7. Open Session – NIL

8. Action Requests

- a) Finance – NIL

- b) Economic Development and Communications

- i) Winchester B&B CIP

Resolution No. 04

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

THAT Council approve funding under the Township of North Dundas' Community Improvement Plan for a Commercial Improvement Loan of \$10,912 for the property located at 528 St. Lawrence St, Winchester; and that Council authorize the Mayor and CAO to execute the required agreement.

CARRIED

- ii) Business Promotion

Resolution No. 05

Moved by Councillor Annable
Seconded by Councillor Thompson

THAT Council approve support for the local business promotion project through Nation Valley News and the Chesterville Record for the approximate cost of \$6,800.

CARRIED

- c) Public Works – NIL

d) Waste Management

i) Curbside Collection of Waste

Resolution No. 06

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT the temporary increase made to Item 3 of Policy No. 43-2012, being a policy to Establish the Procedures for Curbside Collection of Waste, be eliminated, and the maximum of 2 bags/containers per week per residence be reinstated effective August 1, 2020.

CARRIED

ii) Transition to Full Producer Responsibility

Resolution No. 07

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council approve the recommendation of the Director of Waste Management to support the resolution from the Association of Municipalities of Ontario (AMO) regarding *Transition to Full Producer Responsibility*; and further that the Township of North Dundas will transition their Blue Box program to full producer responsibility January 1st, 2024; and further, advise that the Township of North Dundas is interested in providing collection services with mutually agreeable collection terms.

CARRIED

e) Planning Building and Enforcement

i) Zoning By-law Amendment Application from C. Fortier – Acceptance

Resolution No. 08

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council hereby accept a Zoning By-law Amendment application as complete from Curtis Fortier and direct that the public meeting be held in August 2020.

CARRIED

ii) Zoning By-law Amendment Application from Sevita International – Acceptance

Resolution No. 09

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council hereby accept a Zoning By-law Amendment application as complete from Sevita International and direct that the public meeting be held in August 2020

CARRIED

f) Recreation and Culture

i) Drive in Movies

Resolution No. 10

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council authorize staff to pay up to \$3500 to cover movie license cost for Drive in Movies in partnership with Mountain Township Agricultural Society.
CARRIED

ii) Additional Maintenance Parks Labourers

Resolution No. 11

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT Council approve the recommendation of the Director of Recreation & Culture and authorize the hiring of Curtis Bell, Brendan Coyle & Nakita Steele to work for the Recreation & Culture Department as Maintenance/Parks Labourers for the 2020 summer season. (Pay in accordance with the 2020 Part-Time Wages)

CARRIED

iii) Budget Amendment for Repair of Chesterville Arena Compressor

Resolution No. 12

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT the Council of the Township of North Dundas approve the Director of Recreation & Culture to authorize AC Mechanical Refrigeration Ltd. to repair the Chesterville & District Arena compressor, at a cost of up to \$10,000, financing to be from savings in other capital projects in the department.

CARRIED

g) Fire – NIL

h) CAO

i) Interim Duties - Director of Public Works

Resolution No. 13

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council approve an increase in compensation for the Patrol Foreman/Drainage Superintendent, John Oswald, from Grade 8 to Grade 9 for the period of July 6 to July 31, 2020 in recognition of additional tasks that are being completed in the interim, until the hiring date of the new Director of Public Works.

CARRIED

ii) Director of Public Works

Resolution No. 14

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council approve the hiring of Khurram Tunio as Director of Public Works effective August 3rd, as per the letter of offer dated July 8, 2020.

CARRIED

iii) PEI Bag Co Land Potential Severance

Resolution No. 15

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council supports in principle severing the property owned by BagCo Real Estate Holding Inc. on County Road 31 in Winchester, subject to entering into a Road User Agreement for the construction of the extension of Wincrest Industrial Avenue west, to the Eastern boundary of the BagCo Real Estate property.

CARRIED

i) Clerk

i) Van Bruinessen Gift of Property

Resolution No. 16

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council receive and accept the property described as Pt BLK V Plan 35 Pt 7,9 &10 Pt 1 & 3 8R5338, (former Village of Chesterville) Township of North Dundas gifted to the Township of North Dundas by John Van Bruinessen and further authorize the Mayor and Clerk to execute the transaction.

CARRIED

Council extended thanks to Mr. Van Bruinessen for this very generous gift of property to the Township.

ii) Amend Bylaw 21-1998

Resolution No. 17

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT By-law 21-1998, being a by-law for licensing, regulating and governing vehicles from which refreshments and/or food are sold for consumption by the public and for revoking any such licence be amended this 14th day of July, 2020

CARRIED

9. Tenders and Quotations - NIL

a) Waste Management Process Agreement

Resolution No. 18

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council authorize the Recycling Service Agreement dated July 2020 with Waste Management of Canada for processing of separated fiber and non-fiber recyclables at the terms stated within.

CARRIED

b) Morewood Fire Hall Roof Replacement

Resolution No. 19

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council award the replacement of the Morewood Fire Hall Roof, located at 21 Russell St. Morewood, to Byers Carpentry Inc., for the stipulated price of \$26,940 excluding HST.

CARRIED

10. By-laws

a) Farm 911 Program Amendment to Application Policy 79-2019 Appendix 1

Resolution No. 20

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT By-law No. 2019-63, being a By-law to govern the placing and maintaining of civic numbering signs on non-building lots, be amended by replacing Appendix 1 in Policy #79-2019, which forms part of this by-law, with the revised Appendix 1 attached.

CARRIED

b) By-law No. 2020-16 Swimming Pool Enclosures

Resolution No. 21

Moved by Councillor Annable

Seconded by Councillor Thompson

That By-law No. 2020-16 being a By-law to regulate the enclosure for privately-owned outdoor swimming pools and spas within the Township of North Dundas be read and passed in Open Council, signed and sealed this 14th day of July, 2020.

CARRIED

c) By-law No. 2020-32 Removal of Holding Vriend Construction Ltd.

Resolution No. 22

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT By-law 2020-32, being a By-law to amend the former Village of Winchester Zoning By-law No. 25-96 to remove a holding symbol from Lots 17, 18 and 19 on

Registered Plan 117, Davidson Heights Subdivision, be read and passed in Open Council, signed and sealed this 14th day of July, 2020.
CARRIED

- d) By-law No. 2020-33 Lot 25 Lancaster Lane Part Lot Control
Resolution No. 23
Moved by Councillor Annable
Seconded by Councillor Thompson
THAT By-law No. 2020-33, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 14th day of July, 2020.
CARRIED

- e) By-law No. 2020-34 for Lot 6 on Bailey Ave Part Lot Control
Resolution No. 24
Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy
THAT By-law No. 2020-34, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 14th day of July, 2020.
CARRIED

- f) By-law No. 2020-35 Committee of Adjustment Member Resignation and Replacement
Resolution No. 25
Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy
That By-law No. 2020-35 being a By-law to replace a member of the Committee of Adjustment be read and passed in Open Council, signed and sealed this 14th day of July, 2020.
CARRIED

11. Key Information

Waste Recycling Update – Director Froats advised the new garbage trucks are in service and explained the changes to recycling practices and curbside pick-up times. He also extended a huge thank-you to Hume Waste Services for their decades of dedicated service to the Township of North Dundas. He also informed Council that the Terms of Reference for the Boyne Road landfill expansion have been approved by the Minister of the Environment effective July 3rd, 2020.

Dry Hydrant – Sharing Infrastructure with South Dundas – CAO Rutley advised the Municipality of South Dundas is interested in establishing an agreement for sharing the dry hydrant installed on County Road 16 and wished to know associated terms. Four options were presented for Council's consideration: They agreed to Option C;

“share the cost of the installation of the dry hydrant and any further replacement equally. Maintenance will be the responsibility of North Dundas”

Township of North Dundas Face Masks – CAO Rutley advised Mike Erickson of Erickson Graphics has requested permission to use the North Dundas Logo on facemasks and to have these facemasks available for sale at the Township office. Council agreed to the request.

Stolen Vehicle Replacement – Clerk McCaslin updated Council on the replacement cost and settlement report pertaining to the municipal vehicle stolen on June 13th.

12. Consent Agenda

Resolution No. 26

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council authorize payment of accounts as per the attached Council Report dated June 17, 2020, Batch 80 to 83 in the amount of \$430,702.53 and June 30, 2020 Batch 95 to 104 in the amount of \$3,578,727.27

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

CARRIED

13. Boards and Committees – NIL

14. Motions and Notices of Motions – NIL

15. Petitions – NIL

16. Council Comments and Concerns

Deputy Mayor Armstrong suggested now that we have entered Stage 3, the Township should proceed to hire a Communications Coordinator. This position was discussed during 2020 budget deliberations prior to COVID. He stated that now that the Director of Public Works has been hired; filling this position should be our next priority. Mayor Fraser reminded Council that this position was a Council initiative and requested Council members to provide the CAO with input to develop this job description.

Mayor Fraser announced the next meeting of Council will be held at the Joel Steele Community Centre on August 11, 2020.

17. Unfinished Business – NIL

18. Ratification By-law

Resolution No. 27

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT By-law No. 2020-36 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this July 14th, 2020.

CARRIED

19. Adjournment by Resolution

Resolution No. 28

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council adjourn at 8:12 pm. to the call of the chair.

CARRIED

MAYOR

CLERK



ACTION REQUEST – Choose an item.	
To:	Mayor and Members of Council
Date of Meeting:	August 11, 2020
Subject:	The Planted Arrow CIP

RECOMMENDATION:

THAT Council approve funding under the Township of North Dundas' Community Improvement Plan for a Façade Grant of \$3,825 and a Commercial Improvement Loan of \$5,950 for the property located at 535 St. Lawrence St, Winchester; And that Council authorize the Mayor and CAO to execute the required agreement.

BACKGROUND:

In December 2017, Council adopted the Township of North Dundas Community Improvement Plan (CIP) and also established a Community Improvement Plan Review Committee. The Committee was split on whether this application was eligible for a grant, but is providing Council with the results of its review of the application:

- The Planted Arrow will be replacing the old style white wooden windows with new white vinyl windows all around the main floor of the commercial business. This property is within the Township of North Dundas' CIP Boundaries as per Schedule A of the CIP and meets eligibility as per Section 5.5 of the CIP. These windows will improve the quality of the materials in the façade as per section 5.4 of the design guidelines.
- Estimate of work proposed totals \$13,600.
- The Committee proposes that a Façade Grant of \$3,825 be granted towards the nine street facing windows and a Commercial Improvement Loan of \$5,950 for the remaining seven windows. Total funding to be granted is \$9,775.
- As per section 5.6h) of the CIP, *"final decisions on applications, extensions and allocation of funds shall be made by Council"*.

OPTIONS AND DISCUSSION:

1. **Approve funding of \$9,775 – Recommended**
2. **Approve a loan of \$13,600 and no grant amount. – Not Recommended.**
3. **Do not fund the application – Not Recommended**

FINANCIAL ANALYSIS:

The amount recommended for funding falls within the 2020 Community Improvement Plan budget.

OTHERS CONSULTED:

Committee members:

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

ATTACHMENTS:



There are no attachments.

PREPARED BY:



Stephen Mann
Economic Development &
Communications Officer

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	August 11, 2020
Subject:	ND Rate Study and Financial Plan

RECOMMENDATION:

THAT the Council of the Township of North Dundas receive and accept the North Dundas Drinking Water and Wastewater System Rate Report and the North Dundas Drinking Water System Financial Plan as provided by Sharratt Water Management Ltd. dated July 10, 2020.

BACKGROUND:

The Township retained the services of Sharratt Water Management Ltd (SWML) to prepare rates for the Township's water and wastewater systems and to prepare a financial plan for the Township's water system that meets the requirements of Ontario Regulation 453/07. The financial plan is needed to renew the Township's drinking water system operators license. The preparation of a financial plan has been prepared as a three-step process:

1. Capital and major maintenance needs.
2. Full cost rates for the water and wastewater system for capital renewal needs and the projected operating costs.
3. Water Financial Plan – This is based on the water portion of components 1 and 2 above, as well as the Township's listing of tangible capital assets. SWML has projected the amortization of these assets forward to 2026. The water financial plan is set out in a separate report.

OPTIONS AND DISCUSSION:

1. **To accept the reports prepared by Ken Sharratt of Sharratt Water Management Ltd.** – recommended. The report reviewed the Township's capital plan and expenditures and have identified a rate increase of 3.5% per annum up to 2026. The rate increase is based on existing infrastructure and does not include future expansion and maintenance costs.
2. **Do not accept the reports** - not recommended. It will place the Township's systems in non-compliance to the Safe Drinking Water Act, 2000 due to lack of maintenance and renewal.

FINANCIAL ANALYSIS:

The cost to prepare the reports was included in the 2020 Water/ Sewer Budget.

OTHERS CONSULTED:

Ken Sharratt
CAO
OCWA

ATTACHMENTS:

North Dundas Drinking Water and Wastewater System Rate Report
North Dundas Financial Plan

PREPARED BY:

Mary Lynn Plummer
Water & Sewer Assistant Manager

RECOMMENDED BY:

REVIEWED & APPROVED BY:



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



Angela Rutley, BBA
CAO

TOWNSHIP OF
North Dundas



**The Township of North Dundas
Drinking Water and Wastewater System**

Rate Report

July 10, 2020



Sharratt Water Management Ltd.
Sustainable Water Management Specialists



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1. EXECUTIVE SUMMARY

The Township retained the services of Sharratt Water Management Ltd (SWML) to prepare rates for the Township's water and wastewater systems and to prepare a financial plan for the Township's water system that meets the requirements of Ontario Regulation 453/07. The financial plan is needed to renew the Townships drinking water system operators' license. The preparation of a financial plan has been prepared as a three-step process:

1. SWML has identified the future capital and major maintenance needs necessary to renew the assets in the water system to 2118, as well as their timing and costs. Future developments such as the implications of the water class EA now underway and the expansion of the Winchester lagoon have not yet been determined and will be covered in a future rate study. The asset renewal for the wastewater system was also projected to 2118.
2. Sharratt Water Management Ltd. has taken the capital renewal needs and the projected operating costs, inflated them to future cost, and developed full cost rates for the water wastewater system. The rates that are proposed and the process used to develop them are set out in this report. Wastewater rates were also developed using the same methodology as for water.
3. Water Financial Plan – This is based on the water portion of components 1 and 2 above, as well as the Township's listing of tangible capital assets. SWML will project the amortization of these assets forward to 2026. The water financial plan is set out in a separate report.

The communities of Winchester and Chesterville are 12 km apart, located in the Township of North Dundas, 60 km southeast of Ottawa. The Township operates water and wastewater systems in Winchester and in Chesterville. Water in both communities is provided by wells, and the two communities are connected with a water main. Wastewater treatment in both is provided by separate lagoon systems. The Township has common water and wastewater rates for users in both communities.

1.1 Water Rates

A water rate is proposed that would be applicable to all users commencing January 1, 2021. This is set out in table 1.1:

Table 1.1 Proposed North Dundas Water System Rates 2021-2025 Inflated and Constant \$

Fixed Charge by Meter Size				2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Inches	5/8X3/4	MM												
		17		\$107.76	110.34	111.93	115.97	120.68	125.57	130.67	135.98	141.52	147.28	153.29
	3/4	19		\$107.76	110.34	111.93	115.97	120.68	125.57	130.67	135.98	141.52	147.28	153.29
	1	25		\$150.84	154.47	156.70	162.36	168.95	175.80	182.94	190.38	198.13	206.20	214.60
	1.5	37.5		\$193.92	198.60	201.47	208.75	217.22	226.03	235.21	244.77	254.73	265.11	275.92
	2	50		\$312.36	319.97	324.59	336.32	349.96	364.16	378.95	394.36	410.40	427.12	444.53
	2.5	62.5		\$753.96	772.35	783.48	811.82	844.73	879.00	914.71	951.89	990.63	1,030.98	1,073.01
	3	75		\$1,184.76	1,213.69	1,231.19	1,275.71	1,327.43	1,381.29	1,437.40	1,495.83	1,556.71	1,620.11	1,686.16
	4	100		\$1,507.80	1,544.70	1,566.97	1,623.63	1,689.45	1,758.01	1,829.41	1,903.79	1,981.26	2,061.96	2,146.03
	6	150		\$2,262.96	2,317.04	2,350.45	2,435.45	2,534.18	2,637.01	2,744.12	2,855.68	2,971.89	3,092.94	3,219.04
Cost per Cubic Metre - Inflated \$				1.10	1.12	1.16	1.20	1.24	1.28	1.33	1.37	1.44	1.51	1.58
Cost per M3 2019\$				1.10	1.09	1.10	1.11	1.12	1.13	1.14	1.15	1.18	1.21	1.23

The above rates represent an increase of 3.5% per year from 2021 to 2026. The rate is projected to finance future capital projects from 2021 to 2029, and beyond. It also covers



projected operating cost increases and it will enhance the capital reserves. Some of the water bills that are associated with this rate are set out below in table 1.2:

Table 1.2 Annual Water Bills with the Current/Proposed Water Rates 2021-2025 Inflated \$

Hypothetical User	2019	2020	2021	2022	2023	2024	2025
Single Person with 70 M3/Year	\$185	\$189	\$193	\$200	\$207	\$215	\$223
Couple with 125 M3 per Year	\$245	\$250	\$257	\$265	\$275	\$286	\$296
Family 300 M3 per Year	\$438	\$446	\$459	\$475	\$492	\$510	\$528
Coffee Shop (Busy) 1000 m3/Yr	\$1,251	\$1,273	\$1,313	\$1,358	\$1,406	\$1,456	\$1,509
Large Industrial User 500,000m3/Yr	551,185	560,709	579,884	610,859	644,306	679,417	716,272

Water bills increase at about 3% per year including inflation of 2.5-3%. A low volume user of 70 m3 per year will pay \$189 in 2020 and \$223 in 2025. A family using 300 cubic metres per year will pay \$446 in 2020 and \$528 in 2025. A large coffee shop using 1000 cubic metres per year will pay \$1,273 in 2020 and \$1,509 in 2025. The large industrial user will pay \$560,709 in 2020, accounting for 50% of all water user fees, and \$716,272 in 2025.

1.2 Wastewater Rates

Wastewater charges are commonly collected by placing a surcharge on water use by those connected to the wastewater system. This approach makes sense, as the wastewater a user directs to the wastewater treatment system is generally related to the amount of water bought by that user. Winchester has utilized this approach in the past, and it is proposed that the Township utilize this approach in the future.

Table 1.3 Proposed Wastewater Surcharge on Water Bills 2020-2025 Per Cent

	2019	2020	2021	2022	2023	2024	2025
Wastewater Surcharge	161%	165%	167%	167%	167%	167%	168%

The surcharge is calculated by determining the amount of water returned to the system. The large industrial user in Winchester has its own wastewater treatment facility and returns only 10,000 cubic metres to the Township wastewater system. The calculation is set out in table 7.5 in this report. The projection of future capital renewal has meant that future rate increases are needed, if reserves are to be maintained, and debt is to be avoided.


Table 1.4 Wastewater Bills with the Proposed Wastewater Surcharge 2020-25 Infl. \$

Hypothetical User	2019	2020	2021	2022	2023	2024	2025
Single Person with 70 M3/Year	\$297	\$311	\$321	\$333	\$346	\$360	\$375
Couple with 125 M3 per Year	\$395	\$413	\$427	\$442	\$460	\$478	\$497
Family 300 M3 per Year	\$705	\$736	\$764	\$791	\$822	\$853	\$886
Coffee Shop (Busy) 1000 m3/Yr	\$2,014	\$2,102	\$2,187	\$2,263	\$2,349	\$2,438	\$2,530
Large Industrial User 10,000 m3/Yr	\$22,565	\$23,567	\$24,479	\$25,332	\$26,309	\$27,321	\$28,372

Wastewater bills increase by about 4% per annum that includes 2.5 to 3% inflation per year. A low volume user of 70 cubic metres per year will pay \$311 in 2020 and this increases to \$375 in 2025. For a family using 300 cubic metres per year, the wastewater bill is projected to be \$736 in 2020 and \$886 in 2025. The large industrial user pays on the 10,000 cubic metres per year that it returns to the Township wastewater system. Its wastewater bill in 2020 is projected at \$23,567, and in 2025, it is \$28,372.

1.3 Value of North Dundas Treated Drinking Water

The cost per litre (1000ml) in 2020 for someone using 300 cubic metres of treated drinking water per year is just under one sixth of a cent. In 2025, it is projected to be just over one sixth of a cent. Table 1.5 provides an indication of the number of water uses that can be undertaken for \$1.00.

Table 1.5 Value of North Dundas Water in 2020 and 2025 in terms of Household Use

	Amount Used (litres)	What \$1.00 will buy Quantity Purchased	
		2020 Rate	2025 Rate
Drink a 340 ml glass of North Dundas tap water	0.3	1,979	1,670
Drink a 500 ml bottle of North Dundas tap water	0.5	1,346	1,136
Buy a 500 ml bottle of water at Tim Hortons	0.5	1/2 bottle	?
Shower 30 minutes (Number of Showers)	270.0	2	2
Shower 10 minutes (Number of Showers)	90.0	7	6
Shower 5 minutes (Number of Showers)	45.0	15	13
Run dishwasher start to finish - new (# of washes)	25.0	27	23
Run dishwasher start to finish - older (# of washes)	38.0	18	15
Flush an older 15 litre (# of flushes)	15.0	45	38
Flush a 6 litre toilet (# of flushes)	6.0	112	95
Flush a high efficiency toilet (# of flushes)	4.5	150	126
Wash clothes - older top load (# of wash loads)	175.0	4	3
Wash clothes - new front load (# of wash loads)	90.0	7	6
Assume the cost of water if use 300 m3 per year			
	Yearly cost	\$446	\$528
	Cost/m3	\$1.49	\$1.76
	Cost/litre	\$0.0015	\$0.00176

Table 1.5 shows that \$1.00 worth of water in 2020 will buy over 1,979 normal glasses of tap water, 15 five-minute showers, 27 runs of a water-efficient dishwasher, 150 toilet flushes with a high-efficiency toilet and 7 washer loads using a high efficiency front-load machine. These numbers pertain only to water. If wastewater treatment is included, then the numbers will be smaller. This table is not intended to downplay the bill increases between 2020 and 2025. Instead, it shows the tremendous value represented by tap water in both years.



2. INTRODUCTION

2.1 Project Purpose

The Township retained the services of Sharratt Water Management Ltd (SWML) to prepare rates for the Township's water and wastewater systems and to prepare a financial plan for the Township's water system that meets the requirements of Ontario Regulation 453/07. The preparation of a financial plan has been prepared as a three-step process:

1. SWML has identified the future capital renewal needs necessary to maintain the water and wastewater systems to 2118, as well as their timing and costs. The same exercise has been carried out for the wastewater system. Future developments such as the implications of the water class EA now underway and the expansion of the Winchester lagoon have not yet been determined and will be covered in a future rate study.
2. SWML has taken the capital renewal data for both the water and wastewater system compiled in step 1, inflated the cost of the asset renewal to future cost, and, with the addition of inflated operating costs, developed full cost rates for the water and wastewater systems. The rates that are proposed and the process used to develop them are set out in this report.
3. Water Financial Plan – This is based on the water portion of components 1 and 2 above as well as the Township's listing of tangible capital assets. SWML will project the amortization of these assets forward to 2026. The water financial plan is set out in a separate report from this rate report.

2.2 Township Water and Wastewater Systems

The communities of Winchester and Chesterville are 12 km apart, located in the Township of North Dundas, 60 km southeast of Ottawa. The Township operates a water and wastewater system in Winchester and water and wastewater system in Chesterville. Water in both communities is provided by wells and the two communities are connected with a water main. Wastewater treatment in both is provided by separate lagoon systems. The Township has a common water and wastewater rate for both communities. The water and wastewater rates for 2020 are set out in Table 2.1:

Table 2.1 North Dundas 2020 Water and Wastewater Rates in \$

Classification			Water	Wastewater
Water Charges				
Metered Fixed per Year				
	Meter Size (inches)	0.62	110.34	165%
		0.75	110.34	165%
		1	154.47	165%
		1.5	198.60	165%
		2	319.97	165%
		2.5	772.35	165%
		3	1213.69	165%
		4	1544.7	165%
Volumetric Charge - All Water				
	Per cubic metre		1.12	165%

Note: Wastewater fees surcharged to the water bill.



3.0 LEGISLATIVE CONTEXT FOR THIS RATE REPORT

There have been a number of legislative initiatives affecting water system management and operations over the past decade. These commenced with the water borne illness tragedy in Walkerton in 2000. Following this event, the government established a public inquiry to look into the tragedy, chaired by the Honourable Dennis O'Connor. The Inquiry Report recommended a comprehensive approach to the delivery of safe drinking water in Ontario.

The Ministry of Environment (MOE) has responded to the Inquiry recommendations by making legislative changes. One having relevance to the development of rates and financial plans was the passage of the Safe Drinking Water Act, 2002 (SDWA). It requires owners of municipal drinking water systems to apply for and obtain a Municipal Drinking Water Licence. Five elements must be in place in order for the owner of a drinking water system to obtain a licence:

- A Drinking Water Works Permit to establish or alter a drinking-water system;
- An accepted Operational Plan. The Drinking Water Quality Management Standard (DWQMS) is the standard upon which operational plans are based. The plan documents an operating authority's quality management system (QMS).
- An Accredited Operating Authority. A third party audit of an operating authority's QMS will be the basis for accreditation.
- A Permit to Take Water.
- A Financial Plan that must be prepared, based on up-to-date rates, and approved in accordance with the prescribed requirements in the Financial Plans Regulation. This is the main purpose of this project.

Under section 30 of the SDWA, the Financial Plans element of the licence program must either be prepared in accordance with the Sustainable Water and Sewage System Act, 2002 (SWSSA) or in accordance with the requirements set by the Minister of the Environment. SWSSA regulations have not been published. Accordingly, the requirements set by the Minister of Environment apply and these are the 2007 MOE guidelines.

Regulation 453/07 of the Safe Drinking Water Act 2002 was passed in 2007, and contains two key provisions that apply to existing water systems:

- *"A person who makes an application under the Act for a municipal drinking water licence shall, before making the application, prepare and approve Financial Plans for the system that satisfy the requirements of Reg. 453/07."*
- *"As a condition in a municipal drinking water licence that is issued in response to an application made under section 33 of the Act for a municipal drinking water licence, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first licence for the system is issued, prepare and approve Financial Plans for the system that satisfy the requirements prescribed Reg. 453/07."*



The financial plans are supported by the review of capital and replacement needs and the preparation of fully sustainable rates. In August 2007, the MOE published "Toward Financially Sustainable Drinking-Water and Wastewater Systems". This document provides an outline of the Province's approach and principles for developing the above-mentioned Financial Plans, including the rates. Achieving financial sustainability in the province's municipal and water and wastewater sector is the long-term goal.

The above MOE publication set out nine principles to guide the preparation of Financial Plans and by implication, water rates:

1. Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate. The owner of the drinking water system must make the Financial Plan available, on request, to members of the public who are served by the drinking water system without charge, publish them on the internet, if one is available, and provide notice to the public of the availability of the document.
2. An integrated approach to planning among water, wastewater and storm water systems is desirable given the inherent relationship among these services. If one entity plans for both water and wastewater, then this arrangement allows owners and operators to make more rational decisions about operations, capital investment and environmental protection – choices that recognize the inter-relationship between water and wastewater services. Many municipalities, where water users are metered, pay for the costs of wastewater services by levying a surcharge on water rates. This is a valuable linkage, as those who use water will generate equivalent amounts of water. However, the guideline encourages municipalities to structure their accounts to reflect the three separate activity areas: water, wastewater and storm water. Costs are to be computed on a service basis for water, and separately for wastewater. Separating fire protection costs from other system costs is desirable. Recovering costs for storm water through a surcharge on water bills does not satisfy the user pay principle.
3. Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services. This can be done by establishing dedicated reserves, in which excess utility revenues above current cash costs and capital expenditures are saved for future utility needs.
4. Financial planning with midcourse corrections is preferable to planning over the short term, or not planning at all. It is recommended that utilities, when they undertake capital investment planning, adopt a planning horizon that encompasses the entire life cycle of the asset base. This may not be immediately possible, but in the interim, a planning horizon of at minimum 35 years is desirable.
5. An asset management planning approach is a key input to the development of a financial plan. A very useful starting assumption, in preparing capital investment plans is that each asset will need to be replaced at the end of the estimated life that is assigned to it for accounting purposes. The intent of an asset management plan, the rates and accompanying financial plan is to ensure that when assets need to be maintained, rehabilitated or replaced; municipalities are in a financial position to do so.



6. *A sustainable level of revenue allows for reliable service that meets or exceeds environmental standards, while providing sufficient resources for future rehabilitation and replacement needs.* A sustainable utility is one that can adequately cover current operating costs, maintain and repair its existing asset base, replace assets when appropriate, fund future growth and service enhancements, and account for inflation and changes in technology. Capital expenditures can be funded through user fees, new debt issuance and cash reserves. The use of debt is limited by the municipality's debt ceiling. Many municipalities wish to avoid the use of debt and, accordingly, need to raise additional revenues from ratepayers today to pay for future investment needs. According to the guidelines, it is a good practice for the funding plan to clearly identify the contribution of various funding sources towards satisfying capital investment plan requirements over the projection periods. A related best practice is for the funding plan to include projected balances for debt and cash reserves in each period of the projection horizon. Additional best practices include:
 - Avoiding large fluctuations in rates from year to year
 - Keeping debt within a sustainable level
 - Avoiding depleting cash reserves or, conversely, building up large cash balances that do not reflect future cash needs
7. *Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services rendered.* Rate structures should promote financial sustainability and water conservation. Metering and the use of rates are preferable to cross subsidization using property taxes.
8. *Financial Plans are living documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.* From time to time, it is good practice to review the accuracy of projections in both capital investment and funding plans. The appropriate frequency is likely to be once in 3 to 5 years.
9. *Financial Plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal council.*

This rate report has been prepared in line with the various pieces of MOE legislation and regulations and in particular, with the above mentioned MOE guideline document.



4.0 WATER/WASTEWATER SERVICE FINANCING OPTIONS

Municipalities have a number of alternatives available to fund water systems expenditures:

Development Charges - Such charges are applied to developers and others connecting new non-serviced areas to the existing water and wastewater systems. The growth related costs of building additions to the system are passed on to these developers or new customers. Existing users are thus spared the capital cost of expanding infrastructure to accommodate new users to the system. The Township does not currently apply a development charge but collects a capital levy that on new new development projects and applies the funds to expand and renew water infrastructure. The capital levy for water connections in 2020 is \$1,943.62 and for sewer it is \$3,279.83. These charges increase with inflation each year.

Connection Charges - Fees are charged to landowners who wish to connect to the system. The fee covers the cost to the water utility associated with installing a service line or drain from the existing water main or large sewer to the edge of the property line. Some costs may be assessed to cover past infrastructure investments by current users that are not reflected in the water rates. The Township assesses connection charges on new hookups. The 2020 fee is \$550 for each plus HST for residential connections to the water and the wastewater system.

Government Grants – The Ontario and federal governments provide funding for capital projects on a shared basis with municipalities. The formula is one-third federal government, one third provincial government and one third municipal funding. No future capital grants have been identified at this time, and none has been assumed in preparing the capital-financing plan for 2020 to 2029.

Reserves - Reserves are set up to deal with unexpected equipment repairs and to renew aging water and wastewater systems. Increasingly, municipalities are carrying out studies to look out many years to identify capital renewal and major maintenance projects that need to be funded by reserves in the future. The Township currently has substantial reserves that will be used to fund projects in the near term and a reserves fund, based on the projected capital renewal needs, and is proposed to be utilized in this study to help fund future water capital and major maintenance projects.

Debentures - Ontario municipalities borrow money in debentures to provide upgrades to service existing users. Utilizing debentures and loans allows principal and interest to be recovered over a period from a large cohort of water users, rather than having the full cost burden of a major project fall on one group of water users at one time. As of December 31, 2019, the Township had no loans outstanding for the water or the wastewater system. No loans are projected for the water or wastewater systems through the 2020-2029 periods, unless it is determined that borrowing is needed to build infrastructure to accommodate growth.

User Fees – Smaller, recurring capital maintenance and renewal projects are often financed out of the annual operating funds of the water system. User fees cover all the costs not covered by other financing approaches.

Most water systems use some or all of the above means. In this project, revenue generation will rely upon user fees, connection fees, capital levies and reserves.



5.0 WATER/WASTEWATER RATE TYPES

There are a number of rate types that are in use in Ontario. These are as follows:

Flat Rate - All users are assessed an annual fee that does not depend on the amount of water used. No users pay a flat rate in the Township. All users in both Winchester and Chesterville have been metered and have been paying according to the two-part constant rate.

Decreasing Block – Metered users pay less per cubic metre as water use increases. This rate provides an economic advantage to large industrial or institutional water users. The Township does not use a declining block rate.

Increasing Block – Metered users pay more per cubic metre as water use increases. This is sometimes called the conservation rate, as it was designed to encourage large users to be more careful with their water use. It is useful in forestalling treatment plant expansion. The Township does not utilize this rate type.

Two Part Constant Unit – In this rate type, there is a fixed portion paid by all metered users that increases with meter size due to the higher cost of large meters, and a variable part that is based on water use. For the variable part, the user pays the same for every cubic metre of water that is registered on the user's water meter.

Seasonal Rate – Higher rates in the summer for metered users when the system is closest to capacity. The Township does not use this rate.

Flat rates are commonly utilized in less than a tenth of Ontario municipalities that are not metered, and in communities that are only partially metered. A decreasing block rate was formerly very popular as it provided some relief for large users. However, the popularity of this rate type is declining. An increasing block rates is often employed to manage a system that is reaching capacity and will face expensive expansion. An increasing number of municipalities in Ontario utilizes it. The constant unit rate is now the most commonly- used water rate type. It is recommended that the two-part constant unit rate, now used by the Township, be continued.

Wastewater Surcharge – Wastewater bills are often surcharged to the fixed and variable components of the water bills as it assumed that water sold to a user is returned as wastewater. The Township uses a wastewater surcharge on its water bills.

Flat rates are commonly utilized in less than a tenth of Ontario municipalities that are not metered, and in communities that are only partially metered. A decreasing block rate was formerly very popular as it provided some relief for large users. However, the popularity of this rate type is declining. An increasing block rates is often employed to manage a system that is reaching capacity and will face expensive expansion. An increasing number of municipalities in Ontario utilizes it. The constant unit rate is now the most commonly- used water rate type. The wastewater surcharge is very common method of recovering wastewater charges. It is recommended that the two-part constant unit rate, and the wastewater surcharge, now used by the Township, be continued.



6.0 PROPOSED WATER SYSTEM RATES FOR 2021-2029

6.1 Water Rate Setting Assumptions

The water rate setting approach begins by establishing an operating and capital financing plan for 2021-2029. This plan contains information about various system attributes, such as various revenue sources, the day-to-day expenditures needed to operate the system, estimated new capital and major maintenance requirements, debt and reserves levels. Several assumptions are made in preparing these plans about the future costs and growth:

- Capital renewal asset inflation 3% per annum
- Operating cost inflation varies around 2.5% with 5% for energy
- Interest on investments-reserves 1.5%
- Yearly population growth/new connections Project 20 yearly for 2020-22,12 for 2023-29

6.2 Capital Expenditures

The projected Township water system capital renewal and major maintenance expenditures, in inflated dollars, for 2020 to 2118, are summarized in Figure 6.1.

Figure 6.1 Water System Projected Capital Renewal 2020-2118 Inflated \$

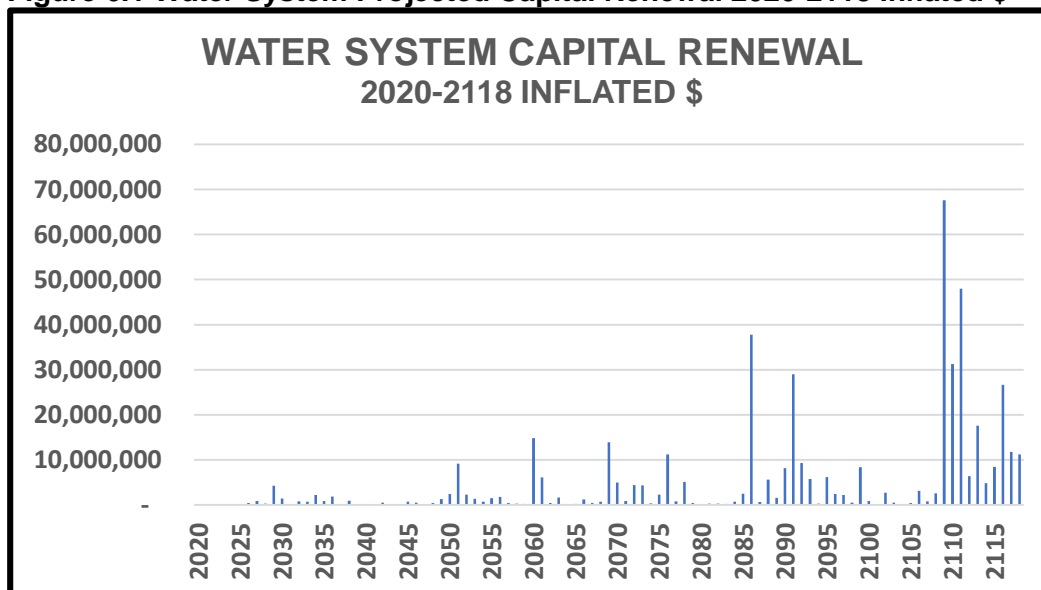


Figure 6.1 indicates that major capital investments occur in the early 2050s through 2075 and again from 2087 to 2099. These data indicate a relatively young system. A shorter-term more detailed look to 2050 is in figure 6.2:

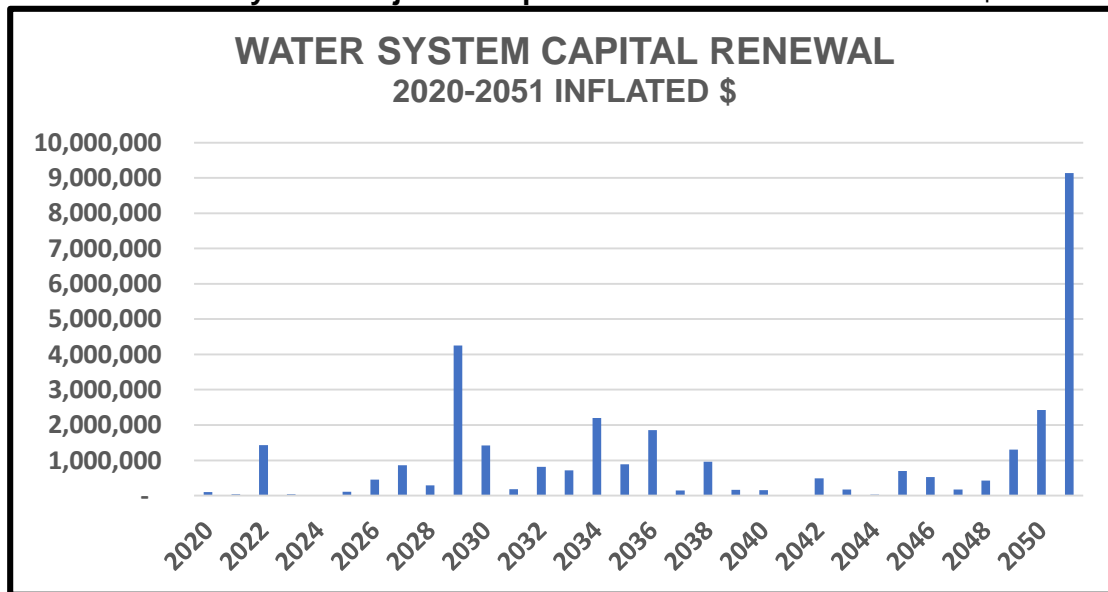

Table 6.2 Water System Projected Capital Renewal 2020-2051 Inflated \$


Figure 6.2 is less obscured by the highly inflated capital expenditures near the end of the century. In the short run, the following major expenditures are apparent:

- 2022 – Water tower rehabilitation in Chesterville
- 2027 – Well rehabilitation, valve restoration, household meter replacement – major maintenance and renewal for a number of items
- 2029 – Chesterville reservoir rehabilitation, Chesterville water pump house #5, water meter replacement, cathodic protection and Winchester well #1 rehabilitation.
- 2050 - Cathodic protection upgrade/renewal
- 2051 – Winchester pumping station and reservoir need major renewal/replacement, hydrant replacement, cathodic protection

These dates should be regarded as approximate as the system operator may make adjustments before these dates that extend the lives of particular assets. In addition, some of the work may be staged over several years. The data shown above are used for long-term planning purposes. Future developments such as the implications of the water class EA now underway and the projected expansion of the Winchester lagoon have not yet been determined and will be covered in a future rate study.

6.3 Water Operating Plan

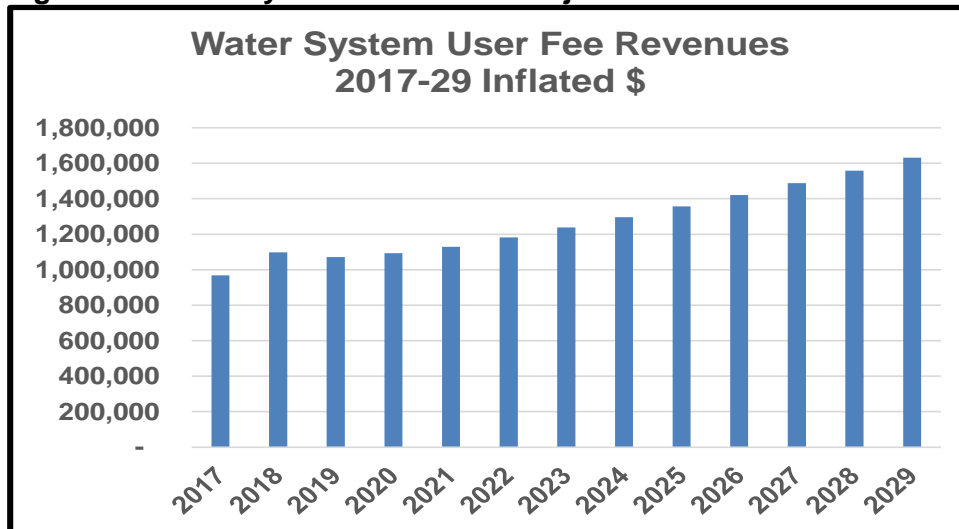
The operating plan for the water system for 2017 to 2029 is summarized in table 6.1. This plan is detailed in appendix 1. All surplus revenues after annual operating and capital costs are paid for, are transferred to the reserves for use in covering projected capital renewal and major maintenance projects. In cases where capital renewal costs exceed the revenue less expenses surplus, funds are transferred from the reserve to make up the shortfall. The total revenues equal operating expenditures plus capital renewal expenses and reserve transfers each year.



6.3.1 User Fee Requirements

Projected user fees are set out in line 2 of table 6.1 and are illustrated in figure 6.3 below:

Figure 6.3 Water System Actual and Projected User Fees 2017-2029 Inflated \$

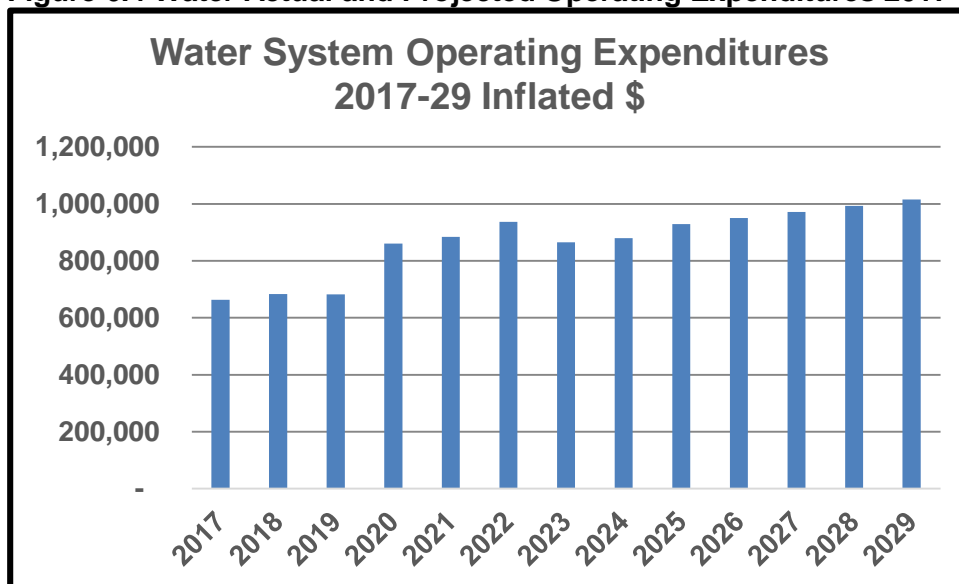


User fees have been increased to fund inflation and capital renewal. User fees are projected to increase at 4.7% per year, including inflation, from 2021 to 2029. User fees need to increase due to several factors including a full recoating of the Chesterville water tower, inflation and the need to continue making provision for future renewal of ageing infrastructure.

6.3.2 Operating Expenses

Future operating expenditures are summarized in line 8 of table 6.1, and are illustrated in figure 6.4:

Figure 6.4 Water Actual and Projected Operating Expenditures 2017-2029 Inflated \$





Operating costs are projected to be in line with inflation of about 2.5% per annum until 2029. The increases in 2020 to 2022 are projected additional repair and maintenance costs. A detailed breakout of these costs by year is shown in appendix 1 to this report.

6.3.3 Debt

As of December 31, 2019, there is no debt on the water system and none is forecast for normal projected capital renewal through 2029, unless system expansion is required to accommodate growth during this period. From 2030 to 2039, a small loan may be needed to offset projected deficits due to projected asset renewal and replacement. The amount and timing will depend on the renewal scheduling that will take place in the next water rate study in five years or so.

6.3.4 Reserves

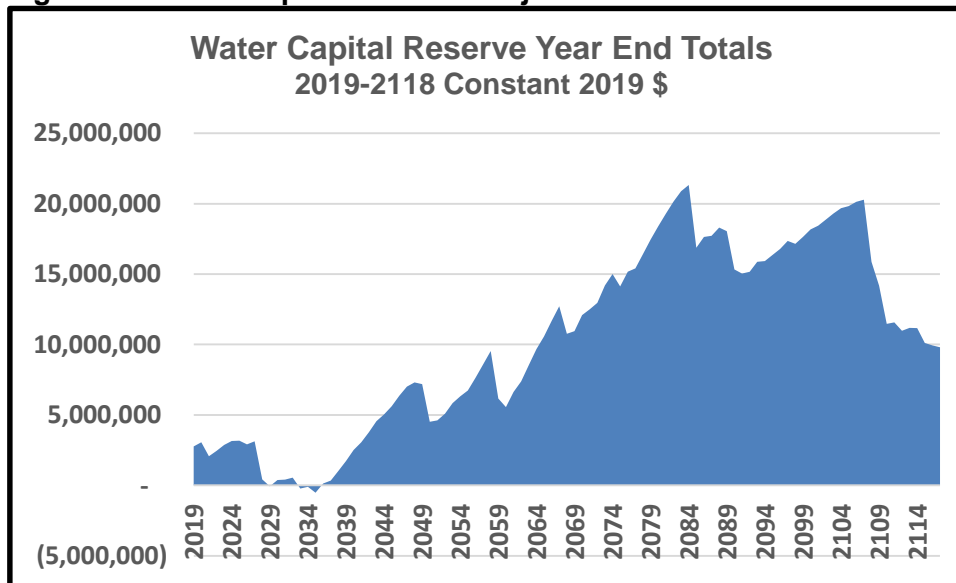
The projected water reserves to fund capital renewal and major maintenance are set out in table 6.2. The water reserves total, for the water system, as of December 31, 2019 was \$2,535,348. By 2029, it is projected to have a surplus of \$428,030, having financed the renewal of a number of assets during this period including the recoating of the Chesterville water tower. The projected reserve year-end totals from 2020 to 2118 are set out in figure 6.5. The yearly reserve transactions for 2020-2118 are set out in appendix 6 to this report.


Table 6.1 North Dundas Water System Summary Operating/Capital Expenditures 2017-2029 - Inflated \$

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
1 Revenues													
2 User Fees	(968,467)	(1,097,451)	(1,092,095)	(1,093,187)	(1,129,539)	(1,182,627)	(1,238,211)	(1,296,407)	(1,357,338)	(1,421,133)	(1,487,926)	(1,557,859)	(1,631,078)
3 Other Revenues	(1,314,097)	(60,543)	(76,179)	(82,836)	(83,653)	(85,489)	(77,652)	(79,328)	(81,040)	(82,789)	(84,577)	(86,404)	(88,271)
4 Capital Levy	(41,422)	(38,621)	(66,889)	(44,099)	(45,205)	(46,339)	(31,032)	(31,811)	(32,609)	(33,426)	(34,265)	(35,124)	(36,005)
5 Interest from Overdue Accounts	(9,599)	(19,073)	(19,500)	(19,635)	(19,877)	(20,122)	(20,370)	(20,622)	(20,877)	(21,135)	(21,396)	(21,661)	(21,929)
6 Interest from Capital Reserve				(38,030)	(41,515)	(45,936)	(31,059)	(36,750)	(43,090)	(47,311)	(47,624)	(43,703)	(46,957)
7 Total Water Revenues	(2,333,586)	(1,215,688)	(1,254,663)	(1,277,787)	(1,319,789)	(1,380,514)	(1,398,325)	(1,464,917)	(1,534,953)	(1,605,794)	(1,675,788)	(1,744,750)	(1,824,239)
8 Total Water Expenditures	663,390	683,132	681,873	860,345	884,524	937,316	864,829	879,969	929,520	950,330	971,616	993,389	1,015,659
9													
10													
11 Capital Expenditure	1,282,952	168,444	610,986	102,126	37,029	1,429,490	38,613	12,242	169,504	516,817	918,145	357,590	4,317,269
12 Transfer to (from) Reserve	387,243	364,113	(38,196)	315,316	398,236	(986,292)	494,883	572,706	435,929	138,647	(213,974)	393,771	(3,508,689)
13 Net	(0)	0	0	-	-	-	-	-	-	-	(0)	-	-

Table 6.2 North Dundas Projected Water Reserves 2020-29 Inflated and 2019 \$

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Opening Value	2,535,348	2,850,091	3,248,319	2,262,018	2,756,893	3,329,591	3,765,512	3,904,151	3,690,169	4,083,933
Reserve Contribution (withdrawal)	314,743	398,228	(986,301)	494,875	572,698	435,921	138,639	(213,982)	393,764	(3,508,696)
Close in Inflated \$	2,850,091	3,248,319	2,262,018	2,756,893	3,329,591	3,765,512	3,904,151	3,690,169	4,083,933	575,237
Close in 2019\$	2,767,079	3,061,852	2,070,067	2,449,464	2,872,135	3,153,557	3,174,432	2,913,054	3,129,995	428,030


Figure 6.5 Water Capital Reserve Projected Year End Totals 2019-2118 Constant 2019\$


The reserves, if the proposed rates are adopted, will be sufficient to cover all currently projected capital renewal and major maintenance costs from 2020 to 2118, the time horizon of this study. During this period, there will be periods where reserves are built up and times when short term borrowing is required. One such time where a small loan may be needed is in the 2029 -2039 period. The rates will be fine-tuned every five years so that the periods when the reserve is in deficit can be managed with short-term loans. The reserve, most of the time, will also provide funding for at least some of any unexpected or emergency expenses and set the stage for the next round of capital forecasting, scheduled to take place in 2024-25.

6.4 Lead Abatement

The system has no lead pipes so that no abatement expenditures are necessary.

6.5 Source Protection

The South Nation Conservation Authority is leading a source protection committee that is reviewing the issue of source protection. The Township spent \$16,200 on source protection in 2017 and has no plans in the immediate future to spend additional funds on source protection.

6.6 Water Rate Development

Rates are calculated by considering several factors. These include the number of users, the projected water sales and the user-fee revenue requirements. To set fair rates, it is important to have a good estimate of the number of present and future water users and to project future water sold.



6.6.1 Connections

The current and projected number of connections for the combined system is set out in table 6.3:

Table 6.3 North Dundas Water System Actual/Projected Number of Connections 2017-29

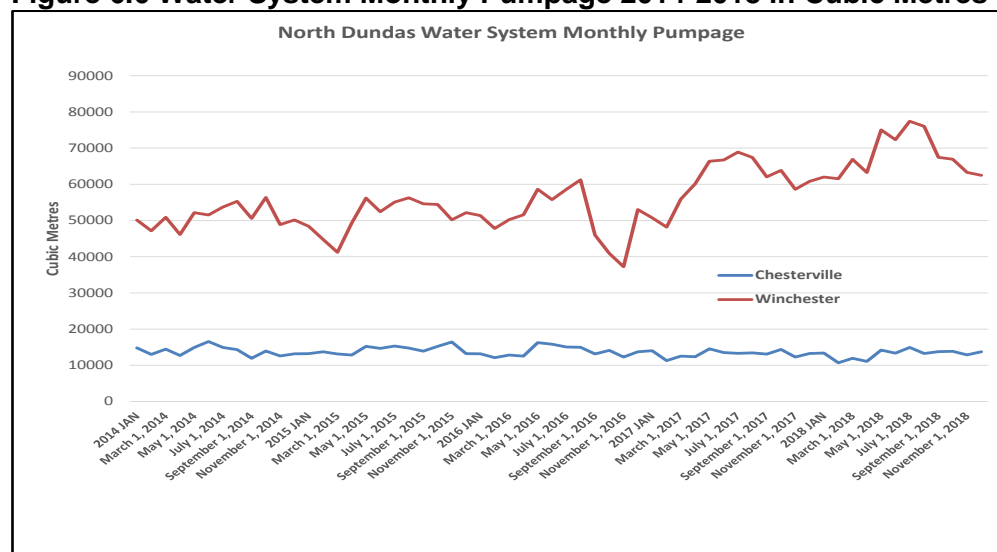
Meter Size	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
17 or 19 mm	1,707	1,712	1,737	1,757	1,777	1,797	1,809	1,821	1,833	1,845	1,857	1,869	1,881
25 mm	24	24	24	24	24	24	24	24	24	24	24	24	24
40 mm	15	15	15	15	15	15	15	15	15	15	15	15	15
50 mm	12	12	12	12	12	12	12	12	12	12	12	12	12
62.5 mm	1	1	1	1	1	1	1	1	1	1	1	1	1
75 mm	3	3	3	3	3	3	3	3	3	3	3	3	3
100 mm	3	3	3	3	3	3	3	3	3	3	3	3	3
Total	1,753	1,758	1,795	1,815	1,835	1,855	1,867	1,879	1,891	1,903	1,915	1,927	1,939

It estimated that Chesterville will hold constant in terms of the number of new connections and Winchester will add 12 new connections in all years except 2020-22 when 20 new connections are projected for each year.

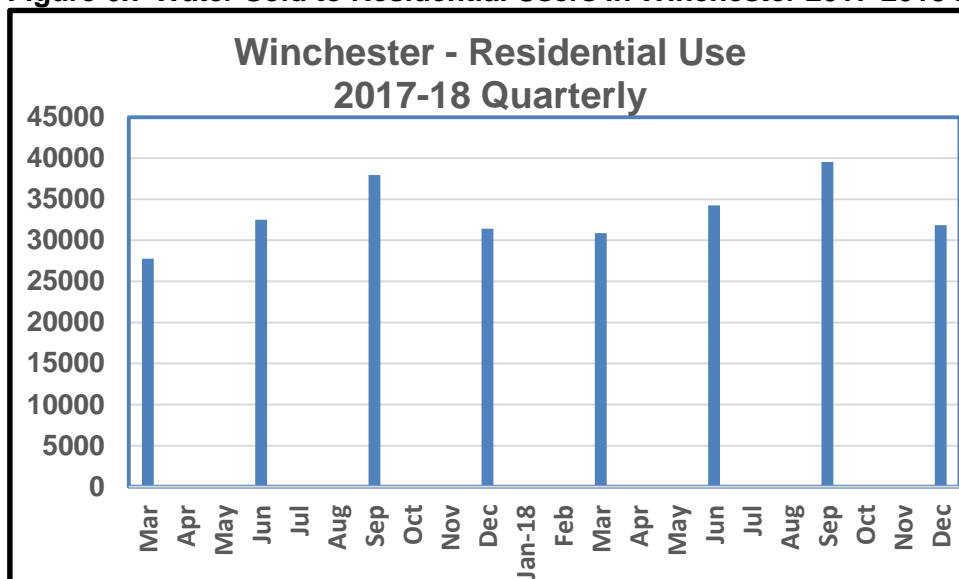
6.6.2 Current and Projected Water Pumpage/Sold

Water pumpage is the water leaving the wells and entering the system. Water sold is what was registered on users' meters. The past pumpage for Winchester and Chesterville is shown in figure 6.6:

Figure 6.6 Water System Monthly Pumpage 2014-2018 in Cubic Metres

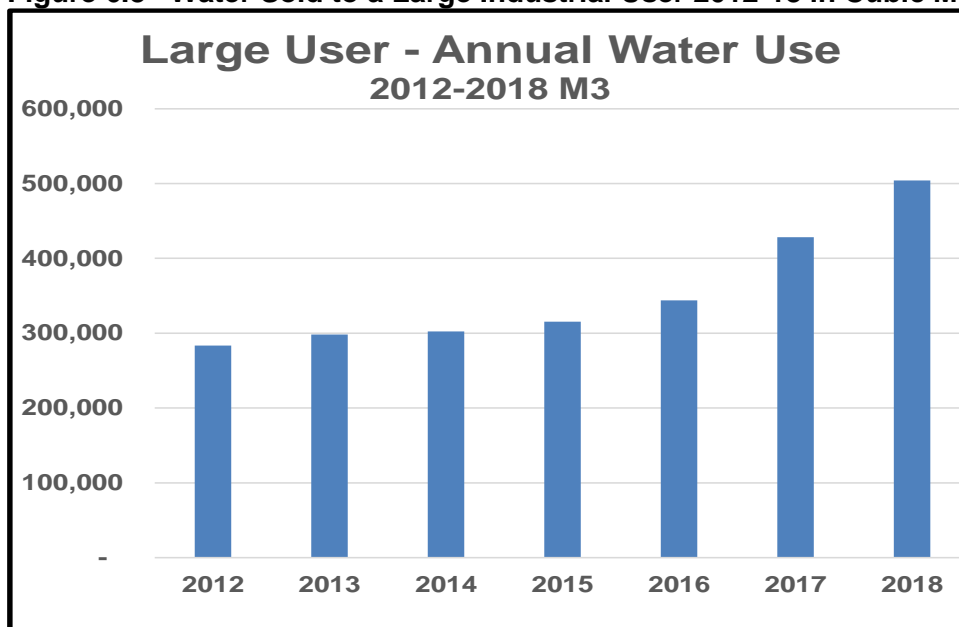


Water pumpage in Winchester, the top line in figure 6.6, remained constant from 2014 to early 2017. It increased substantially in late 2017 and 2018, particularly in the summer months. Pumpage in Chesterville, the lower line in figure 6.6, has been constant from 2014-2018.


Figure 6.7 Water Sold to Residential Users in Winchester 2017-2018 in Cubic Metres


As shown in figure 6.7 Winchester residential usage (water sold) has increased very slightly from 2017 to 2018, with each quarter of 2018 being slightly higher than the same quarter in 2017.

Water use by a large industrial user in Winchester accounts for much of the increase in pumpage observed in figure 6.6 above for the Winchester water system. The large industrial usage is shown below in figure 6.8:

Figure 6.8 Water Sold to a Large Industrial User 2012-18 in Cubic Metres


The large industrial user has substantially increased water usage in 2017 and 2018.



Estimating future water pumpage in the North Dundas system depends on a number of factors including residential growth taking place currently in Winchester, water conservation by existing users in their homes and businesses and future changes in water takings by the large industrial user in Winchester.

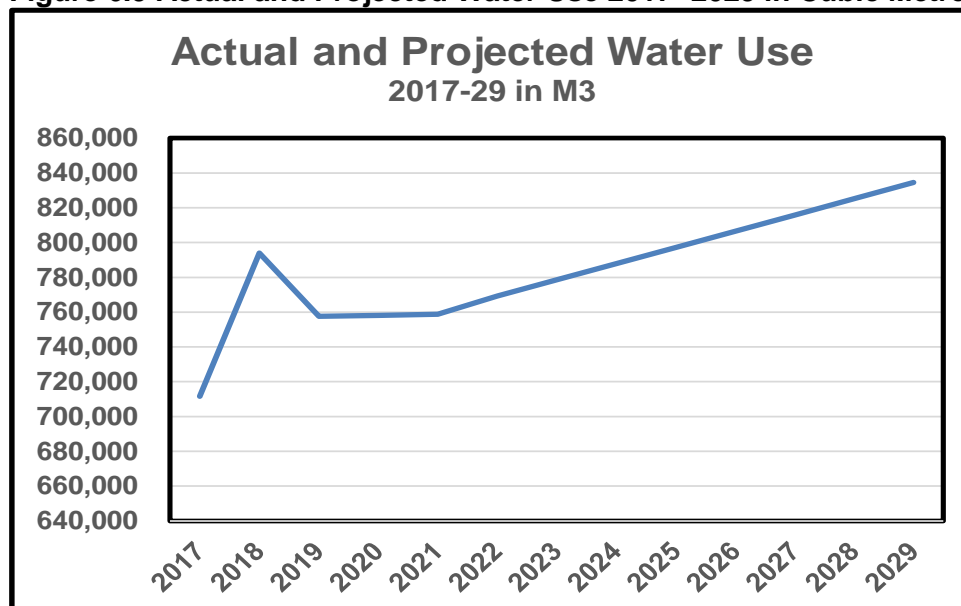
Existing residential users in both Winchester and Chesterville are projected to use 1% less per year for 2020-2029. This is due to water conservation that is taking place throughout all Ontario municipalities as result of provincial plumbing code changes made in the early 1990s. The code changes mandated the use of more efficient water efficient-showers, faucets and toilets in all new construction. This has led vendors of plumbing equipment to stock only water efficient fixtures meaning that any fixture or fitting replacement is a change to more water efficient water use. In the case of toilets, which account for up to 30% of water use in the home, the new code mandated that toilets used in new construction use no more than 6 litres per flush instead of those that used 13 or more litres per flush previously. In fact, many of those sold use only 4 litres per flush. In addition, front load washing machines have become very popular and these use substantially less water and electricity than their predecessors did.

Small commercial and institutional water use in Winchester and Chesterville is projected to be constant with new users added to the system offsetting the decline in water use due to the water conservation effects previously mentioned.

New users being connected to the system in Winchester are assumed to be using a full range of water efficient appliances, fixtures and fittings. The projected water use is 150 litres per capita per day, for each of three people, in each added household.

The water use by the large industrial user was projected to decline in 2019, as water use for January to October 31 in 2019 is 37,000 cubic metres less than the same period in 2018. Based on discussions by Township staff with the large user, water taking is projected be more or less constant for the next three years, and then increase by 400 cubic metres per day over the next 20 years as new business is added to the plant's operations. This amounts to an additional 146,000 cubic metres per year at the end of the projected time. The water use projection in this project assumes that this growth could materialize gradually over the 15 period from 2022-2037 with an annual addition of 9,733 M3 per year to the total registered the previous year.

The future projected water sales based on the assumptions set out above in table 6.4. These projections are summarized in figure 6.9:


Figure 6.9 Actual and Projected Water Use 2017- 2029 in Cubic Metres


Water use is projected to decline in 2020 relative to 2018, due to a decline in use by a large industrial user, and then gradually increase to 2029 as more connections (users) are added and the large industrial user takes additional water.

6.6.3 Rate Calculations

The detailed rate calculations are set out in Appendix 3. The proposed rates for 2021 to 2029 for all users in the system are set out in table 6.5 below. The water rate for 2019 and 2020 is shown for comparison purposes only. The proposed rates for 2021 to 2025 are shown in table 6.6 below.

Table 6.6 Water System Proposed Rates 2021-2025 Inflated \$

				2019	2020	2021	2022	2023	2024	2025
Fixed Charge by Meter Size										
Inches	5/8X3/4	MM	17	\$107.76	110.34	111.93	115.97	120.68	125.57	130.67
	3/4		19	\$107.76	110.34	111.93	115.97	120.68	125.57	130.67
	1		25	\$150.84	154.47	156.70	162.36	168.95	175.80	182.94
	1.5		37.5	\$193.92	198.60	201.47	208.75	217.22	226.03	235.21
	2		50	\$312.36	319.97	324.59	336.32	349.96	364.16	378.95
	2.5		62.5	\$753.96	772.35	783.48	811.82	844.73	879.00	914.71
	3		75	\$1,184.76	1,213.69	1,231.19	1,275.71	1,327.43	1,381.29	1,437.40
	4		100	\$1,507.80	1,544.70	1,566.97	1,623.63	1,689.45	1,758.01	1,829.41
	6		150	\$2,262.96	2,317.04	2,350.45	2,435.45	2,534.18	2,637.01	2,744.12
Cost per Cubic Metre - Inflated \$				1.10	1.12	1.16	1.20	1.24	1.28	1.33
Cost per M3 2019\$				1.10	1.09	1.10	1.11	1.12	1.13	1.14

The above rates represent an increase of 3.5% from 2021 to 2025. The rate is projected to finance future capital projects from 2020 to 2029, and beyond. It also covers projected operating cost increases and it will enhance the capital reserves. Some of the water bills that are associated with this rate are set out below in table 6.7.


Table 6.4 Actual and Projected North Dundas Water System Water Sales 2017-2029 in Cubic Metres

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Winchester													
Large User	428,440	504,247	467,247	467,247	467,247	476,980	486,714	496,447	506,180	515,914	525,647	535,380	545,114
Pre 2019 Residential	129,634	136,508	135,143	133,791	132,454	131,129	129,818	128,520	127,234	125,962	124,702	123,455	122,221
Comm/Institutional	42,090	39,046	40,568	40,568	40,568	40,568	40,568	40,568	40,568	40,568	40,568	40,568	40,568
Post 2018 Connections Use	-	-	1,971	4,818	7,829	10,841	12,647	14,454	16,261	18,068	19,874	21,681	23,488
Total Sold	600,164	679,801	644,929	646,424	648,098	659,518	669,747	679,989	690,243	700,511	710,792	721,085	731,390
Chesterville													
Residential	97,522	99,181	98,189	97,207	96,235	95,273	94,320	93,377	92,443	91,519	90,604	89,698	88,801
Comm/Institutional	13,954	14,901	14,428	14,428	14,428	14,428	14,428	14,428	14,428	14,428	14,428	14,428	14,428
Total Sold	111,476	114,082	112,617	111,635	110,663	109,700	108,748	107,804	106,871	105,946	105,031	104,125	103,228
Grand Total	711,640	793,883	757,546	758,059	758,761	769,218	778,494	787,793	797,114	806,457	815,823	825,210	834,618

Table 6.5 Proposed North Dundas Water Rates 2019-29 Inflated and Constant \$

Table 610 Proposed North Dakota Water Rates 2019-20 Inflated and Constant \$														
				2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Fixed Charge by Meter Size														
es	5/8X3/4	MM	17	\$107.76	110.34	111.93	115.97	120.68	125.57	130.67	135.98	141.52	147.28	153.29
	3/4		19	\$107.76	110.34	111.93	115.97	120.68	125.57	130.67	135.98	141.52	147.28	153.29
	1		25	\$150.84	154.47	156.70	162.36	168.95	175.80	182.94	190.38	198.13	206.20	214.60
	1.5		37.5	\$193.92	198.60	201.47	208.75	217.22	226.03	235.21	244.77	254.73	265.11	275.92
	2		50	\$312.36	319.97	324.59	336.32	349.96	364.16	378.95	394.36	410.40	427.12	444.53
	2.5		62.5	\$753.96	772.35	783.48	811.82	844.73	879.00	914.71	951.89	990.63	1,030.98	1,073.01
	3		75	\$1,184.76	1,213.69	1,231.19	1,275.71	1,327.43	1,381.29	1,437.40	1,495.83	1,556.71	1,620.11	1,686.16
	4		100	\$1,507.80	1,544.70	1,566.97	1,623.63	1,689.45	1,758.01	1,829.41	1,903.79	1,981.26	2,061.96	2,146.03
	6		150	\$2,262.96	2,317.04	2,350.45	2,435.45	2,534.18	2,637.01	2,744.12	2,855.68	2,971.89	3,092.94	3,219.04
Cost per Cubic Metre - Inflated				1.10	1.12	1.16	1.20	1.24	1.28	1.33	1.37	1.44	1.51	1.58
Cost per M3 2019\$				1.10	1.09	1.10	1.11	1.12	1.13	1.14	1.15	1.18	1.21	1.23



6.7 Water Bills for Selected Water Users

Sample annual water bills have been prepared for various hypothetical user groups. This shows the impact on water bills associated with the necessary rate increases. The bills are set out in table 6.7.

Table 6.7 Water Bills for Selected Users with the Proposed Rates 2019-2025 Inflated \$

Hypothetical User	2019	2020	2021	2022	2023	2024	2025
Single Person with 70 M3/Year	\$185	\$189	\$193	\$200	\$207	\$215	\$223
Couple with 125 M3 per Year	\$245	\$250	\$257	\$265	\$275	\$286	\$296
Family 300 M3 per Year	\$438	\$446	\$459	\$475	\$492	\$510	\$528
Coffee Shop (Busy) 1000 m3/Yr	\$1,251	\$1,273	\$1,313	\$1,358	\$1,406	\$1,456	\$1,509
Large Industrial User 500,000m3/Yr	551,185	560,709	579,884	610,859	644,306	679,417	716,272

Water bills increase at about 3% per year including inflation of 2.5-3%. A low volume user of 70 m3 per year will pay \$189 in 2020 and \$223 in 2025. A family using 300 cubic metres per year will pay \$446 in 2020 and \$528 in 2025. A large coffee shop using 1000 cubic metres per year will pay \$1,273 in 2020 and \$1,509 in 2025. The large industrial user will pay \$560,709 in 2020, accounting for 50% of all water user fees, and \$716,272 in 2025.



7.0 PROPOSED NORTH DUNDAS WASTEWATER RATES FOR 2021-29

7.1 Wastewater Rate Setting Assumptions

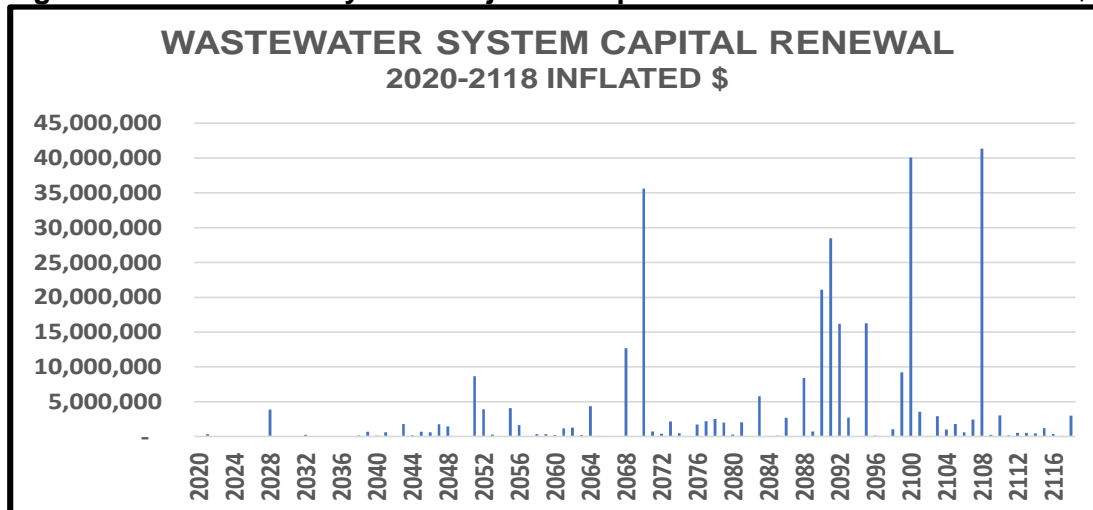
The wastewater rate setting approach begins by establishing a capital-financing plan as well as an operating plan for 2020-2029. The capital plan is based on the capital needs estimates included in the Township budget for 2020-24 prepared by OCWA. For 2025 to 2118, the capital needs were estimated by examining the lifetimes of existing assets and replacing them at future prices when they reach the end of their life. An allowance was made each year for major maintenance based on the level of major maintenance evident in the data supplied by OCWA for 2020-24. A reserve has been funded for capital renewal. The operating plan contains information about various system attributes, such as currently available information concerning various revenue sources, the day-to-day expenditures needed to operate the system, and existing reserves levels. The capital need projections is combined with the operating plan to produce an overall wastewater capital and operating financing plan, with revenues and adjusted to ensure sustainability. Several assumptions were made in preparing the capital and major maintenance programs as well as the operating plan:

- | | |
|-------------------------------------|--|
| • Inflation | capital 3% |
| • Operating | varying but most at 2.5% per annum |
| • Energy | 5% per annum |
| • Interest on investments | 1.5% per annum |
| • Population growth/new connections | 12 in 2019, 2023-5, 20 each year 2020-22 |

7.2 Capital and Major Maintenance Expenditures

Projected capital renewals were provided by OCWA for 2020 to 2024. SWML then systematically considered the year in which existing assets reach the end of their life and replaced them from 2024 to 2118 at the future inflated renewal cost. The result of this analysis is shown in figure 7.1.

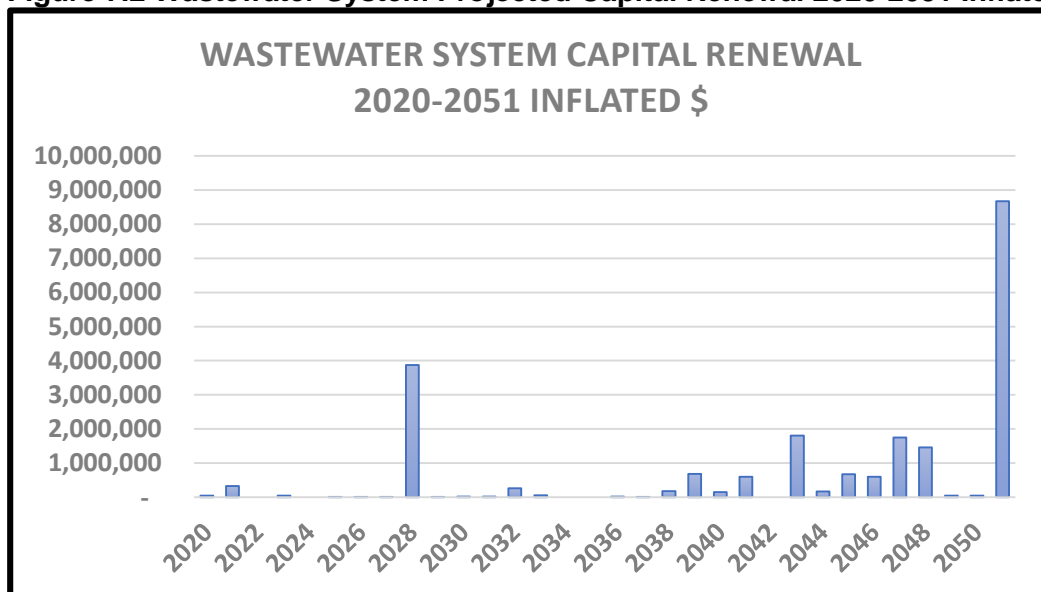
Figure 7.1 Wastewater System Projected Capital Renewal 2020-2118 Inflated \$





This big picture look shows some smaller projects prior to mid-century with several major assets up for renewal from 2065 onwards. The system including sewer mains are being completely renewed during this period. A more detailed listing of renewal projects to 2051 is shown in figure 7.2:

Figure 7.2 Wastewater System Projected Capital Renewal 2020-2051 Inflated \$



Several projects are apparent in the next three decades:

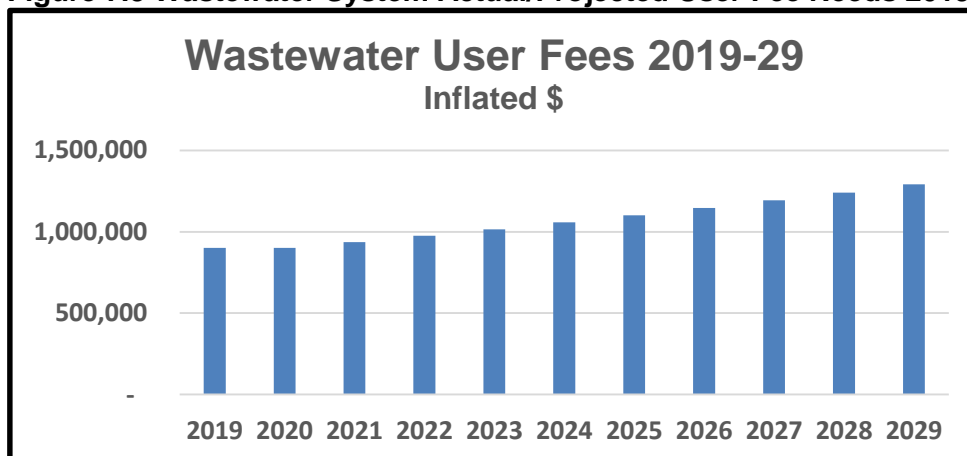
- Lagoon Process Treatment Modification \$1 million 2019\$ for 2022
- Major renovation/renewal of the Ottawa St. PS \$3.8 million inflated \$ for 2028
- Lagoon Sewage PS \$1.7 million inflated \$ for 2043
- Lagoon renewal, maintenance cover repl. \$3 million inflated \$ for 2047-8

7.3 Wastewater Operating Plan

The operating plan for the water system for 2017 to 2029 summarized in table 7.1. Detailed revenues and operating costs, short-term capital costs and funds transfers are shown in appendix 5 to this report

7.3.1 User Fee Requirements

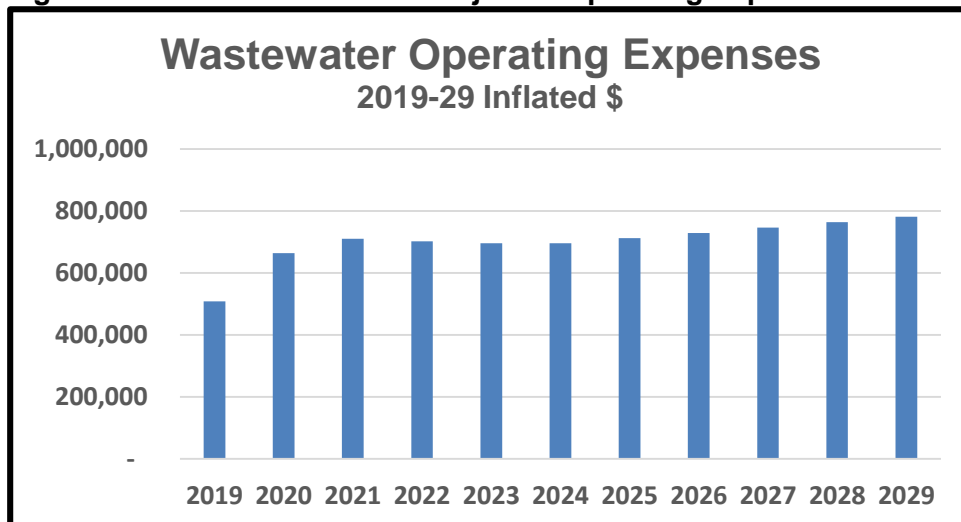
User fees are set out in line 1 of table 7.1 and are illustrated in figure 7.3 below:


Figure 7.3 Wastewater System Actual/Projected User Fee Needs 2019-29 Inflated \$


Wastewater user fees are shown in line 1 of table 7.1. They are projected to increase at 4% per annum for 2020-29 including 3% inflation on capital needs and 2.5% inflation on most operating costs. This level of increase provides sustainability of the entire system over the long term considered in this project.

7.3.2 Operating Expenses

Future operating expenditures are summarized in line 10 of table 7.1, and are illustrated in figure 7.4:

Figure 7.4 Wastewater Actual/Projected Operating Expenses 2019-2029 Inflated \$


Operating costs are projected to be in line with inflation until 2029.


Table 7.1 Summary Wastewater Revenues, Expenses, Capital Expenditures and Transfers 2017-2029 inflated \$

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Revenues													
1 User Fees	(788,480)	(870,885)	(900,233)	(900,233)	(937,143)	(975,565)	(1,015,564)	(1,057,202)	(1,100,547)	(1,145,669)	(1,192,642)	(1,241,540)	(1,292,443)
2 Other Revenues	(104,371)	(41,457)	(47,315)	(30,475)	(26,870)	(27,028)	(31,950)	(32,203)	(32,457)	(32,712)	(32,969)	(33,227)	(33,486)
3 Govt Grants	(43,921)	(84,108)	(60,612)	-	-	-	-	-	-	-	-	-	-
4 Capital Levy	(81,846)	(120,907)	(112,875)	55,647	56,482	57,329	30,806	31,268	31,737	32,213	32,696	33,187	33,685
5 Interest from Overdue Accounts	(1,658)	(1,845)	(1,850)	(1,896)	(1,944)	(1,992)	(2,042)	(2,093)	(2,145)	(2,199)	(2,254)	(2,310)	(2,368)
6 Interest from Capital Reserve	-	-	-	(27,755)	(29,746)	(31,327)	(18,962)	(20,738)	(24,148)	(28,449)	(33,016)	(37,669)	2,024
7 Reserve	(195,595)	(30,466)	-	-	-	-	-	-	-	-	-	-	-
8 Total Water Revenues	(1,215,871)	(1,149,667)	(1,122,885)	(904,712)	(939,220)	(978,584)	(1,037,711)	(1,080,967)	(1,127,560)	(1,176,816)	(1,228,185)	(1,281,559)	(1,292,588)
9													
10 Total Operating Expenditures	452,404	496,943	509,130	664,069	711,194	702,680	696,439	696,196	712,582	729,379	746,598	764,250	782,348
11													
12 Capital Expenditure	339,243	234,725	371,315	48,410	54,955	1,110,211	166,575	74,553	16,590	5,022	7,443	3,874,569	13,349
13													
14 Transfer to (from) Cap Reserve	424,223	418,000	242,440	192,232	173,071	(834,307)	174,696	310,218	398,388	442,415	474,144	(3,357,261)	496,891
15													
16 Net Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Table 7.2 Wastewater System Capital Reserve 2020-2029 Inflated \$

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Opening Value	1,774,479	1,969,210	2,141,213	1,305,854	1,479,514	1,788,712	2,186,097	2,627,526	3,100,700	(257,514)
Reserve Contribution (withdrawal)	194,731	172,003	(835,359)	173,660	309,198	397,385	441,429	473,174	(3,358,214)	495,955
Close in Inflated \$	1,969,210	2,141,213	1,305,854	1,479,514	1,788,712	2,186,097	2,627,526	3,100,700	(257,514)	238,441
Close in 2019\$	1,911,854	2,018,299	1,195,041	1,314,529	1,542,959	1,830,822	2,136,419	2,447,721	(197,363)	177,423



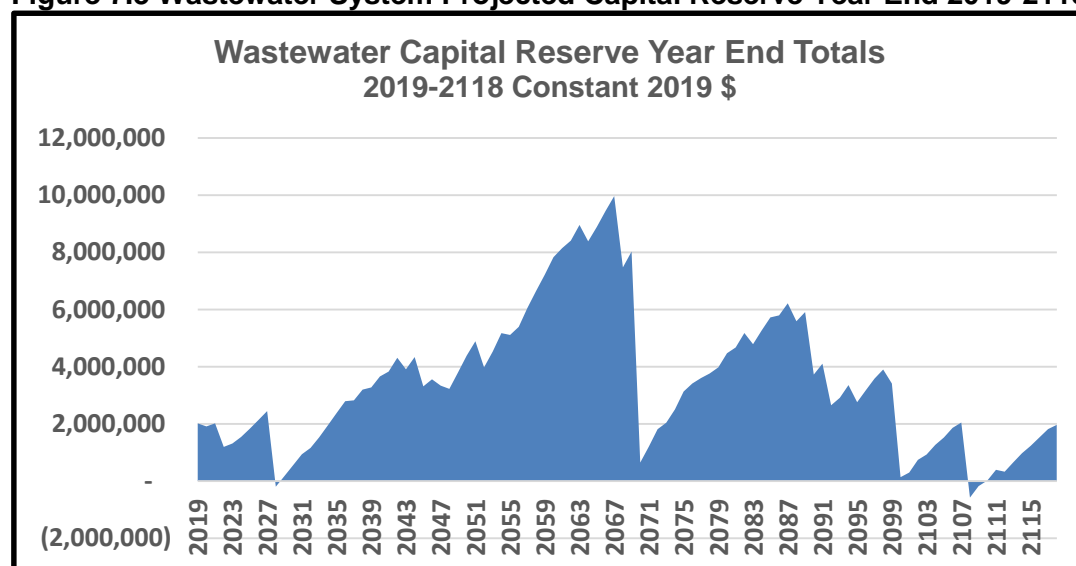
7.3.3 Debt

As of December 31, 2019, there is no debt on the wastewater system and none is projected for infrastructure renewal and replacement. Adding additional infrastructure to accommodate growth may require some debt.

7.3.4 Reserves

The projected water reserves to fund capital renewal and major maintenance are in table 7.2 above. The reserve at December 31, 2019 has a balance of \$1,774,479. The reserve funds all identified capital needs to 2029. The projection of reserve year-end totals from 2019 to 2118 is set out in figure 7.3 below:

Figure 7.3 Wastewater System Projected Capital Reserve Year End 2019-2118 Constant \$



The future projected deficits due to major projected capital renewal projects are balanced over short periods and the amount held in reserves is between \$1-2 million in 2019 funds. The yearly cash flows, as well as totals in inflated and 2019\$, are shown in appendix 7 to this report.

7.6 Wastewater Rate Surcharge

The wastewater surcharge is calculated by taking account of the amount of the water sold that is actually surcharged. The large industrial user, a very large water user, has its own wastewater treatment system. Consequently, a large proportion of the total water sold to the large user is not surcharged. The large user pays for 10,000 cubic metres per year of wastewater treatment at the North Dundas wastewater system. Appendix 9 sets out the calculations used to determine the wastewater surcharge on the water that is sold subject to surcharge. The proposed surcharge for 2020 to 2025 is summarized in table 7.3.


Table 7.3 Proposed Wastewater Surcharge 2021 – 2025 in Percent

	2019	2020	2021	2022	2023	2024	2025
Wastewater Surcharge	161%	165%	167%	167%	167%	167%	168%

The surcharge is applied to both the fixed and variable portions of the water bill.

7.7 Sample Wastewater Bills by User Group

The total water and wastewater bills for the proposed surcharge is set out in table 7.4

Table 7.4 Wastewater Bills with the Proposed Surcharges 2019-2025 Inflated \$

Hypothetical User	2019	2020	2021	2022	2023	2024	2025
Single Person with 70 M3/Year	\$297	\$311	\$321	\$333	\$346	\$360	\$375
Couple with 125 M3 per Year	\$395	\$413	\$427	\$442	\$460	\$478	\$497
Family 300 M3 per Year	\$705	\$736	\$764	\$791	\$822	\$853	\$886
Coffee Shop (Busy) 1000 m3/Yr	\$2,014	\$2,102	\$2,187	\$2,263	\$2,349	\$2,438	\$2,530
Large Industrial User 10,000 m3/Yr	\$22,565	\$23,567	\$24,479	\$25,332	\$26,309	\$27,321	\$28,372

Wastewater bills increase by about 4% per annum that includes 2.5 to 3% inflation per year. A low volume user of 70 cubic metres per year will pay \$311 in 2020 and this increases to \$375 in 2025. For a family using 300 cubic metres per year, the wastewater bill is projected to be \$736 in 2020 and \$886 in 2025. The large industrial user pays on the 10,000 cubic metres per year that it returns to the Township wastewater system. Its wastewater bill in 2020 is projected at \$23,567 and in 2025, it is \$28,372.



APPENDICES



APPENDIX 1 WATER SYSTEM FINANCIAL OPERATIONS 2017-2029 INFLATED \$ PAGE 1/3

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Revenues													
Winchester													
1 Residential User Fees	(223,766)	(239,932)	(239,932)	(240,172)	(247,378)	(259,004)	(271,177)	(283,923)	(297,267)	(311,239)	(325,867)	(341,183)	(357,218)
2 Commercial User Fees	(542,508)	(648,522)	(643,165)	(643,808)	(663,123)	(694,289)	(726,921)	(761,086)	(796,857)	(834,310)	(873,522)	(914,578)	(957,563)
3 Connection Fees	(2,350)	(3,500)	(14,400)	(11,275)	(11,557)	(11,846)	(7,285)	(7,467)	(7,654)	(7,845)	(8,041)	(8,242)	(8,449)
4 Water Tower Space Rental	(3,360)	(10,200)	(10,200)	(10,404)	(10,612)	(10,824)	(11,041)	(11,262)	(11,487)	(11,717)	(11,951)	(12,190)	(12,434)
5 Interest Income -Service Charges	(5,822)	(10,207)	(10,500)	(10,500)	(10,605)	(10,711)	(10,818)	(10,926)	(11,036)	(11,146)	(11,257)	(11,370)	(11,484)
6 Late Payment Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
7 Interest from Hydro Proceeds	(16,477)	(25,635)	(29,750)	(30,345)	(30,952)	(31,571)	(32,202)	(32,846)	(33,503)	(34,173)	(34,857)	(35,554)	(36,265)
8 Water Meter Sales	(1,062)	(915)	(2,700)	(11,275)	(11,557)	(11,846)	(7,285)	(7,467)	(7,654)	(7,845)	(8,041)	(8,242)	(8,449)
9 Miscellaneous	(7,764)	(7,759)	(7,800)	(7,956)	(8,115)	(8,277)	(8,443)	(8,612)	(8,784)	(8,960)	(9,139)	(9,322)	(9,508)
10 Water Conn Debenture	(979)	(979)	(979)	(979)	-	-	-	-	-	-	-	-	-
11 Provincial Operating Grant	(16,246)	-	-	-	-	-	-	-	-	-	-	-	-
12 Capital Levy	(38,316)	(32,329)	(61,156)	(38,223)	(39,182)	(40,166)	(24,704)	(25,324)	(25,960)	(26,612)	(27,280)	(27,964)	(28,666)
13 Reserve	(39,726)	-	-	-	-	-	-	-	-	-	-	-	-
14 Hydro One Reserve	(1,170,575)	-	-	-	-	-	-	-	-	-	-	-	-
15 Total Winchester Operating Revenues	(2,068,949)	(979,978)	(1,020,583)	(1,004,937)	(1,033,080)	(1,078,535)	(1,099,877)	(1,148,914)	(1,200,202)	(1,253,846)	(1,309,956)	(1,368,645)	(1,430,035)
16													
Chesterville													
18 Residential User Fees	(163,055)	(169,534)	(169,534)	(169,703)	(177,679)	(186,030)	(194,774)	(203,928)	(213,513)	(223,548)	(234,054)	(245,055)	(256,573)
19 Commercial User Fees	(39,139)	(39,464)	(39,464)	(39,503)	(41,360)	(43,304)	(45,339)	(47,470)	(49,701)	(52,037)	(54,483)	(57,043)	(59,724)
20 Connection Fees	(250)	(2,800)	(1,350)	(1,377)	(1,405)	(1,433)	(1,461)	(1,491)	(1,520)	(1,551)	(1,582)	(1,613)	(1,646)
21 Water Tower Space Rental	(840)	-	-	-	-	-	-	-	-	-	-	-	-
22 Interest Income -Service Charges	(3,777)	(8,865)	(9,000)	(9,135)	(9,272)	(9,411)	(9,552)	(9,696)	(9,841)	(9,989)	(10,138)	(10,291)	(10,445)
23 Late Payment Charges	(1,584)	(1,362)	(1,500)	(1,538)	(1,576)	(1,615)	(1,656)	(1,697)	(1,740)	(1,783)	(1,828)	(1,873)	(1,920)
24 Interest from Hydro Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-
25 Miscellaneous	-	(7,393)	(7,500)	(7,688)	(7,880)	(8,077)	(8,279)	(8,486)	(8,698)	(8,915)	(9,138)	(9,366)	(9,601)
26 Connection/Admin Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
27 Reserve	(6,040)	-	-	-	-	-	-	-	-	-	-	-	-
28 Chesterville Capital Levy	(3,106)	(6,293)	(5,733)	(5,876)	(6,023)	(6,174)	(6,328)	(6,486)	(6,649)	(6,815)	(6,985)	(7,160)	(7,339)
29 Transfer from Res Capital	(21,694)	-	-	-	-	-	-	-	-	-	-	-	-
30 Transfer from Res Operation	(25,151)	-	-	-	-	-	-	-	-	-	-	-	-
31 Chesterville Operating Revenues	(264,636)	(235,710)	(234,080)	(234,820)	(245,194)	(256,043)	(267,389)	(279,253)	(291,661)	(304,637)	(318,208)	(332,402)	(347,247)
32 Reserve Interest	(32,839)	(36,399)	(32,839)	(36,399)	(40,897)	(26,097)	(31,867)	(38,286)	(42,586)	(42,979)	(39,139)	(42,473)	(42,473)
33 Total Water Revenue	(2,333,586)	(1,215,688)	(1,254,663)	(1,272,596)	(1,314,673)	(1,375,475)	(1,393,363)	(1,460,034)	(1,530,148)	(1,601,069)	(1,671,143)	(1,740,186)	(1,819,755)

Appendix 1 Water System Financial Operations 2017-2029 Inflated \$ Page 2/3

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
35 Expenditures													
36 Winchester													
37 Wages	45,097	38,507	40,000	41,000	42,025	43,076	44,153	45,256	46,388	47,547	48,736	49,955	51,203
38 Benefits	9,027	7,018	7,600	7,790	7,985	8,184	8,389	8,599	8,814	9,034	9,260	9,491	9,729
39 Group Benefits	-	4,197	4,000	4,060	4,121	4,183	4,245	4,309	4,374	4,439	4,506	4,574	4,642
40 Gas	3,783	3,478	3,500	3,588	3,677	3,769	3,863	3,960	4,059	4,160	4,264	4,371	4,480
41 Electricity	47,166	45,317	45,000	46,350	47,741	49,173	50,648	52,167	53,732	55,344	57,005	58,715	60,476
42 Billing	208	260	260	267	273	280	287	294	302	309	317	325	333
43 Water/Sewer	1,217	1,479	1,500	1,538	1,576	1,615	1,656	1,697	1,740	1,783	1,828	1,873	1,920
44 Administration	4,254	5,891	6,000	6,150	6,304	6,461	6,623	6,788	6,958	7,132	7,310	7,493	7,681
45 Advertising	265	170	500	513	525	538	552	566	580	594	609	624	640
46 Repairs/Maintenance	47,078	17,900	25,000	138,800	101,800	129,800	97,800	94,800	106,050	108,701	111,419	114,204	117,059
47 Contracts - Operating	230,271	234,154	239,305	244,091	248,973	253,952	259,031	264,212	269,496	274,886	280,384	285,992	291,711
48 Meter Reading	4,975	5,298	5,600	5,740	5,884	6,031	6,181	6,336	6,494	6,657	6,823	6,994	7,168
49 Township Services	438	-	2,000	2,050	2,101	2,154	2,208	2,263	2,319	2,377	2,437	2,498	2,560
50 Professional Fees	-	90	5,500	5,638	5,778	5,923	6,071	6,223	6,378	6,538	6,701	6,869	7,040
51 Source Protection	16,246	-	-	-	-	-	-	-	-	-	-	-	-
52 P.I.L.	13,528	14,079	14,501	14,719	14,939	15,163	15,391	15,622	15,856	16,094	16,335	16,580	16,829
53													
54 Total Winchester Operating Expenses	423,554	377,836	400,266	522,291	493,702	530,303	507,098	513,092	533,540	545,597	557,934	570,557	583,473
55													
56 Chesterville													
57 Wages	31,200	38,474	40,000	41,000	42,025	43,076	44,153	45,256	46,388	47,547	48,736	49,955	51,203
58 Benefits	6,198	7,018	7,600	7,790	7,985	8,184	8,389	8,599	8,814	9,034	9,260	9,491	9,729
59 Group Benefits	-	4,197	4,000	4,100	4,203	4,308	4,415	4,526	4,639	4,755	4,874	4,995	5,120
60 Billing	58	63	100	103	105	108	110	113	116	119	122	125	128
61 Administration	2,836	3,927	4,000	4,100	4,203	4,308	4,415	4,526	4,639	4,755	4,874	4,995	5,120
62 Advertising	233	128	300	308	315	323	331	339	348	357	366	375	384
63 Repairs/Maintenance	1,309	51,980	15,000	65,800	112,800	123,100	67,800	70,800	93,625	95,966	98,365	100,824	103,344
64 Contracts - Operating	194,915	196,367	203,607	207,679	211,833	216,069	220,391	224,799	229,295	233,880	238,558	243,329	248,196
65 Township Services	-	-	2,000	2,050	2,101	2,154	2,208	2,263	2,319	2,377	2,437	2,498	2,560
66 Professional Fees	199	229	2,000	2,050	2,101	2,154	2,208	2,263	2,319	2,377	2,437	2,498	2,560
67 P.I.L.	2,887	2,913	3,000	3,075	3,152	3,231	3,311	3,394	3,479	3,566	3,655	3,747	3,840
68 Total Chesterville Operating Expenses	239,836	305,296	281,607	338,054	390,822	407,013	357,731	366,877	395,980	404,733	413,682	422,831	432,186
69													
70			\$ 1	1.03	1.06	1.09	1.13	1.16					
71 Total Expenditures	663,390	683,132	681,873	860,345	884,524	937,316	864,829	879,969	929,520	950,330	971,616	993,389	1,015,659
72													
73 Revenues Less Expenses	(1,670,196)	(532,556)	(572,790)	(412,250)	(430,149)	(438,158)	(528,534)	(580,064)	(600,628)	(650,739)	(699,527)	(746,797)	(804,096)


Appendix 1 Water System Financial Operations 2017-2029 Inflated \$ Page 3/3

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
75													
76 Capital													
77 Chesterville Small Capital OCWA Rec	50,957	42,419	165,386	-	-	-	-	-	-	-	-	-	-
78 Flow control Valve at Reservoir	-	-	-	-	-	5,464	-	-	-	-	-	-	-
79 Unit Heater	-	-	-	2,060	-	-	-	-	-	-	-	-	-
80 Pre Fab Building over Pit at Tower	-	-	-	8,240	-	-	-	-	-	-	-	-	-
81 Sump Pump at Tower	-	-	-	-	-	546	-	-	-	-	-	-	-
82 Mag Meter at Chest Reservoir	-	-	-	-	-	-	16,883	-	-	-	-	-	-
83 Level Sensor Well #6	-	-	-	1,236	-	-	-	-	-	-	-	-	-
84 Mag Meter Well #6	-	-	-	8,240	-	-	-	-	-	-	-	-	-
85 Mag Meter Well #5	-	-	-	-	-	8,742	-	-	-	-	-	-	-
86 Install Epoxy Floor at Reservoir	-	-	-	10,300	-	-	-	-	-	-	-	-	-
87 Install Outpost Panesl at Well 5 and 6	-	-	-	5,150	-	-	-	-	-	-	-	-	-
88 Class B Env Assess	-	-	285,000	-	-	-	-	-	-	-	-	-	-
89 Computer	-	-	2,500	-	-	-	-	-	-	-	-	-	-
90 Rate Study	-	-	15,000	-	-	-	-	-	-	-	-	-	-
91 Chesterville Tower Recoating	-	-	-	-	-	1,393,042	-	-	-	-	-	-	-
92 Winchester Drawdown of Unf. Cap	1,210,300	-	-	-	-	-	-	-	-	-	-	-	-
93 Mag Meter Well #7	-	-	-	-	-	-	10,692	-	-	-	-	-	-
94 Pump Repl Well 7c, 7A	-	-	-	-	21,218	-	-	-	-	-	-	-	-
95 Pump Repl Well 7B	-	-	-	-	-	10,927	-	-	-	-	-	-	-
96 Pump Highlight #2	-	-	-	10,300	-	-	-	-	-	-	-	-	-
97 Check Valve Well #7	-	-	-	-	3,183	-	-	-	-	-	-	-	-
98 Well #6 Flow Meter with upgrades	-	-	-	10,300	-	-	-	-	-	-	-	-	-
99 Heater Well #6	-	-	-	-	2,122	-	-	-	-	-	-	-	-
100 Sump Pump Well #1	-	-	-	-	-	-	-	927	-	-	-	-	-
101 Generator Well #7 Final Comm	-	-	-	36,050	-	-	-	-	-	-	-	-	-
102 Winchester Capital Meters	-	23,975	25,000	-	-	-	-	-	-	-	-	-	-
103 Chesterville Capital	-	63,268	-	-	-	-	-	-	-	-	-	-	-
104 Capital Meters	-	-	2,500	10,250	10,506	10,769	11,038	11,314	11,597	11,887	12,184	12,489	12,801
105 Small Capital OCWA Rec Both Systems	21,694	38,782	100,600	-	-	-	-	-	47,375	48,323	49,289	50,275	51,280
106 Capital OCWA Building	-	-	15,000	-	-	-	-	-	-	-	-	-	-
107 Long Term Capital Renewal	-	-	-	-	-	-	-	-	110,532	456,608	856,672	294,827	4,253,188
108 Total Capital	1,282,952	168,444	610,986	102,126	37,029	1,429,490	38,613	12,242	169,504	516,817	918,145	357,590	4,317,269
109 Note: OCWA provides a 5 year capital estimate 2020-2024. The actual capital items are listed above for this period. Line 103 covers the period before 2020 and after 2024 and is an estimate of future capital needs.													
110													
111 Financial Transfers													
112 Reserves													
113 Winchester Reserve	345,821	101,326	-	-	-	-	-	-	-	-	-	-	-
114 Winchester Cap Res	-	224,165	-	-	-	-	-	-	-	-	-	-	-
115 Winchester Tr to Reserve Cap Levy	38,316	32,329	-	-	-	-	-	-	-	-	-	-	-
116 Chesterville Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-
117 Chest Transfer Cap Levy to Res	\$ 3,106	\$ 6,293	\$ (38,196)	-	-	-	-	-	-	-	-	-	-
118 Transfer to (from) Joint Reserve	-	-	-	310,124	393,120	991,332	\$ 489,921	567,823	431,124	133,922	218,619	389,207	3,513,173
119 Total Transfers	387,243	364,113	(38,196)	310,124	393,120	(991,332)	489,921	567,823	431,124	133,922	(218,619)	389,207	(3,513,173)
120													
121 Net	(0)	0	0	-	-	-	-	-	-	-	-	-	-



APPENDIX 2 WATER SYSTEM UNIT CALCULATION 2019 – 2029

Meter Size		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
(mm)	Units/Meter											
17	1	1737	1757	1777	1797	1809	1821	1833	1845	1857	1869	1881
19	1	0	0	0	0	0	0	0	0	0	0	0
25	1.4	33.6	33.6	33.6	33.6	33.6	33.6	33.6	33.6	33.6	33.6	33.6
37.5	1.8	27	27	27	27	27	27	27	27	27	27	27
50	2.9	34.8	34.8	34.8	34.8	34.8	34.8	34.8	34.8	34.8	34.8	34.8
62.5	7	7	7	7	7	7	7	7	7	7	7	7
75	11	33	33	33	33	33	33	33	33	33	33	33
100		0	0	0	0	0	0	0	0	0	0	0
		1,872	1,892	1,912	1,932	1,944	1,956	1,968	1,980	1,992	2,004	2,016



APPENDIX 3 WATER SYSTEM RATE CALCULATION 2019-2029 INFLATED \$

		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
1	Revenue Needed from Water	\$1,071,098	\$1,093,187	\$1,129,539	\$1,182,627	\$1,238,211	\$1,296,407	\$1,357,338	\$1,421,133	\$1,487,926	\$1,557,859	\$1,631,078
2												
3	Fixed Portion of Water Sales	\$200,617	\$208,799	\$214,048	\$224,108	\$234,641	\$245,669	\$257,216	\$269,305	\$281,962	\$295,214	\$309,089
4	Annual Fixed Cost											
5	Meter Size (mm)											
6	17	\$107.76	\$110.34	\$111.93	\$115.97	\$120.68	\$125.57	\$130.67	\$135.98	\$141.52	\$147.28	\$153.29
7	19	\$107.76	\$110.34	\$111.93	\$115.97	\$120.68	\$125.57	\$130.67	\$135.98	\$141.52	\$147.28	\$153.29
8	25	\$150.84	\$154.47	\$156.70	\$162.36	\$168.95	\$175.80	\$182.94	\$190.38	\$198.13	\$206.20	\$214.60
9	37.5	\$193.92	\$198.60	\$201.47	\$208.75	\$217.22	\$226.03	\$235.21	\$244.77	\$254.73	\$265.11	\$275.92
10	50	\$312.36	\$319.97	\$324.59	\$336.32	\$349.96	\$364.16	\$378.95	\$394.36	\$410.40	\$427.12	\$444.53
11	62.5	\$753.96	\$772.35	\$783.48	\$811.82	\$844.73	\$879.00	\$914.71	\$951.89	\$990.63	\$1,030.98	\$1,073.01
12	75	\$1,184.76	\$1,213.69	\$1,231.19	\$1,275.71	\$1,327.43	\$1,381.29	\$1,437.40	\$1,495.83	\$1,556.71	\$1,620.11	\$1,686.16
13	100	\$1,507.80	\$1,544.70	\$1,566.97	\$1,623.63	\$1,689.45	\$1,758.01	\$1,829.41	\$1,903.79	\$1,981.26	\$2,061.96	\$2,146.03
14	150	\$2,262.96	\$2,317.04	\$2,350.45	\$2,435.45	\$2,534.18	\$2,637.01	\$2,744.12	\$2,855.68	\$2,971.89	\$3,092.94	\$3,219.04
15	Total Units	1,872	1,892	1,912	1,932	1,944	1,956	1,968	1,980	1,992	2,004	2,016
16												
17	Cost per Cubic Metre											
18	Variable Revenue Needed	\$870,482	\$884,388	915,491	958,520	1,003,570	1,050,738	1,100,122	1,151,828	1,205,964	\$1,262,644	\$1,321,989
19	Water Sold in M3	790,299	790,812	791,514	801,971	811,247	820,546	829,867	839,210	838,842	838,496	838,171
20	Cost per M3 Infl \$	\$1.10	\$1.12	1.16	1.20	1.24	1.28	1.33	1.37	1.44	\$1.51	\$1.58
21	Cost per M3 2019\$	1.10	1.09	1.10	1.11	1.12	1.13	1.14	1.15	1.18	1.21	1.23



APPENDIX 4 WATER REVENUE CALCULATION 2019-2029 INFLATED \$

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Fixed Charge Revenues											
Number of Units	1,872	1,892	1,912	1,932	1,944	1,956	1,968	1,980	1,992	2,004	2,016
Rate/Unit	\$107.76	\$110.34	\$111.93	\$115.97	\$120.68	\$125.57	\$130.67	\$135.98	\$141.52	\$147.28	\$153.29
Total Fixed Revenue	\$201,770	\$208,799	\$214,048	\$224,108	\$234,641	\$245,669	\$257,216	\$269,305	\$281,962	\$295,214	\$309,089
Variable Rate Revenues											
Amount of Water Sold (M3)	790,299	790,812	791,514	801,971	811,247	820,546	829,867	839,210	838,842	838,496	838,171
Cost/Cubic Metre	\$1.10	\$1.12	\$1.16	\$1.20	\$1.24	\$1.28	\$1.33	\$1.37	\$1.44	\$1.51	\$1.58
Total Variable Revenue	\$ 869,328	\$ 884,388	\$ 915,491	\$ 958,520	\$1,003,570	\$ 1,050,738	\$ 1,100,122	\$ 1,151,828	\$ 1,205,964	\$ 1,262,644	\$ 1,321,989
Total All User Fee Revenues	\$1,071,098	\$1,093,187	\$1,129,539	\$1,182,627	\$1,238,211	\$1,296,407	\$1,357,338	\$1,421,133	\$1,487,926	\$1,557,859	\$1,631,078
Projected Needed Revenues	1,071,098	1,093,187	1,129,539	1,182,627	1,238,211	1,296,407	1,357,338	1,421,133	1,487,926	1,557,859	1,631,078
Variance	0	-	-	-	-	-	-	-	-	-	-



APPENDIX 5 WASTEWATER OPERATING EXPENDITURES 2017-2029 INFLATED \$ PAGE 1 OF 3

	Revenues	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
1	Winchester													
1	Residential User Fees	(324,473)	(362,245)	(374,453)	(374,453)	(389,806)	(405,788)	(422,425)	(439,744)	(457,774)	(476,543)	(496,081)	(516,420)	(537,593)
2	Commercial User Fees	(168,862)	(192,988)	(199,491)	(199,491)	(207,670)	(216,185)	(225,048)	(234,275)	(243,880)	(253,880)	(264,289)	(275,124)	(286,405)
3	Connection Fees	(82,301)	(1,000)	(6,000)	11,220	11,444	11,673	7,144	7,287	7,433	7,581	7,733	7,888	8,045
4	Interest Income -Service Charges	(3,228)	(8,464)	(8,500)	(8,585)	(8,671)	(8,758)	(8,845)	(8,934)	(9,023)	(9,113)	(9,204)	(9,296)	(9,389)
5	Late Payment Charges	(1,658)	(1,845)	(1,850)	(1,896)	(1,944)	(1,992)	(2,042)	(2,093)	(2,145)	(2,199)	(2,254)	(2,310)	(2,368)
6	Sewer Connection Debenture	(3,765)	(3,765)	(3,765)	(3,765)	-	-	-	-	-	-	-	-	-
7	Sewer Capital Levy	(76,899)	(110,289)	(103,200)	65,468	66,450	67,446	41,075	41,691	42,316	42,951	43,595	44,249	44,913
8	Reserve	(54,832)	(21,180)	-	-	-	-	-	-	-	-	-	-	-
9	Winchester Revenues	(716,019)	(701,777)	(697,259)	(511,503)	(530,196)	(553,602)	(610,141)	(636,068)	(663,074)	(691,202)	(720,500)	(751,014)	(782,797)
10														
11	Chesterville													
12	Residential User Fees	(241,613)	(261,322)	(270,128)	(270,128)	(281,203)	(292,733)	(304,735)	(317,229)	(330,235)	(343,775)	(357,870)	(372,542)	(387,816)
13	Commercial User Fees	(53,532)	(54,330)	(56,161)	(56,161)	(58,464)	(60,861)	(63,356)	(65,953)	(68,658)	(71,473)	(74,403)	(77,453)	(80,629)
14	Connection Fees	(100)	(500)	(300)	(308)	(315)	(323)	(331)	(339)	(348)	(357)	(366)	(375)	(384)
15	Interest Income -Service Charges	(3,761)	(8,464)	(8,500)	(8,585)	(8,671)	(8,758)	(8,845)	(8,934)	(9,023)	(9,113)	(9,204)	(9,296)	(9,389)
16	Interest Income-Hydro	(11,216)	(17,449)	(20,250)	(20,453)	(20,657)	(20,864)	(21,072)	(21,283)	(21,496)	(21,711)	(21,928)	(22,147)	(22,369)
17	Federal Grants	(29,281)	(56,072)	(40,408)	-	-	-	-	-	-	-	-	-	-
18	Provincial Grant	(14,640)	(28,036)	(20,204)	-	-	-	-	-	-	-	-	-	-
19	Sewer Capital Levy	(4,947)	(10,618)	(9,675)	(9,820)	(9,967)	(10,117)	(10,269)	(10,423)	(10,579)	(10,738)	(10,899)	(11,062)	(11,228)
20	Reserve	(140,763)	(9,286)	-	-	-	-	-	-	-	-	-	-	-
21	Transfer from Dev Charge -Pumpir	-	(1,813)	-	-	-	-	-	-	-	-	-	-	-
22	Chesterville Revenues	(499,852)	(447,890)	(425,626)	(365,454)	(379,277)	(393,654)	(408,608)	(424,161)	(440,338)	(457,166)	(474,669)	(492,876)	(511,816)
23	Capital Reserve Interest				(27,755)	(36,875)	(36,452)	(20,954)	(34,408)	(35,990)	(34,095)	(29,218)	(23,939)	(30,014)
24	Total Revenues	(1,215,871)	(1,149,667)	(1,122,885)	(904,712)	(946,349)	(983,709)	(1,039,703)	(1,094,637)	(1,139,402)	(1,182,462)	(1,224,386)	(1,267,829)	(1,324,627)

Appendix 5 Wastewater System Operating Expenditures 2017-2029 Inflated \$ Page 2 of 3

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Winchester													
Expenditures													
Wages	34,901	38,474	40,000	41,000	42,025	43,076	44,153	45,256	46,388	47,547	48,736	49,955	51,203
Benefits	6,904	7,018	7,600	7,790	7,985	8,184	8,389	8,599	8,814	9,034	9,260	9,491	9,729
Group Benefits	-	4,197	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Electricity	15,417	8,742	12,000	12,600	13,230	13,892	14,586	15,315	16,081	16,885	17,729	18,616	19,547
Billing	58	63	100	103	105	108	110	113	116	119	122	125	128
Water/Sewer	335	347	500	513	525	538	552	566	580	594	609	624	640
Administration	4,255	5,891	6,000	6,150	6,304	6,461	6,623	6,788	6,958	7,132	7,310	7,493	7,681
Advertising	-	-	100	103	105	108	110	113	116	119	122	125	128
Repairs/Maintenance	1,966	32,815	5,000	93,730	127,308	77,584	95,668	81,149	83,178	85,257	87,389	89,574	91,813
Contracts - Operating	195,840	194,761	204,036	208,117	212,279	216,525	220,855	225,272	229,778	234,373	239,061	243,842	248,719
Professional Fees	5,567	-	5,000	5,125	5,253	5,384	5,519	5,657	5,798	5,943	6,092	6,244	6,400
Environmental Purchases	-	-	-	-	-	-	-	-	-	-	-	-	-
P.I.L.	20,898	20,621	21,240	21,452	21,667	21,884	22,102	22,323	22,547	22,772	23,000	23,230	23,462
Total Winchester Expenses	286,140	312,928	305,576	400,682	440,786	397,743	422,668	415,153	424,353	433,777	443,430	453,319	463,450
Chesterville													
Expenditures													
Wages	28,620	38,474	40,000	41,000	42,025	43,076	44,153	45,256	46,388	47,547	48,736	49,955	51,203
Benefits	5,668	7,018	7,600	7,790	7,985	8,184	8,389	8,599	8,814	9,034	9,260	9,491	9,729
Group Benefits	-	4,197	4,000	4,100	4,203	4,308	4,415	4,526	4,639	4,755	4,874	4,995	5,120
Electricity	6,811	2,922	5,000	5,250	5,513	5,788	6,078	6,381	6,700	7,036	7,387	7,757	8,144
Billing	58	63	100	103	105	108	110	113	116	119	122	125	128
Administration	2,836	3,927	4,500	4,613	4,728	4,846	4,967	5,091	5,219	5,349	5,483	5,620	5,760
Advertising	-	-	100	103	105	108	110	113	116	119	122	125	128
Repairs/Maintenance	453	3,311	6,000	60,770	62,593	91,789	55,150	56,804	58,225	59,680	61,172	62,701	64,269
Groundwater Monitoring W7	-	-	2,500	2,563	2,627	2,692	2,760	2,829	2,899	2,972	3,046	3,122	3,200
Contracts - Operating	116,897	118,326	123,803	126,898	130,071	133,322	136,655	140,072	143,574	147,163	150,842	154,613	158,478
Township Services	-	-	2,000	2,050	2,101	2,154	2,208	2,263	2,319	2,377	2,437	2,498	2,560
Professional Fees	-	-	2,000	2,050	2,101	2,154	2,208	2,263	2,319	2,377	2,437	2,498	2,560
P.I.L.	4,921	5,778	5,951	6,100	6,252	6,409	6,569	6,733	6,901	7,074	7,251	7,432	7,618
Total Chesterville Expenses	166,264	184,014	203,554	263,388	270,408	304,937	273,771	281,043	288,229	295,602	303,168	310,932	318,899
Total Operating Expenses	452,404	496,943	509,130	664,069	711,194	702,680	696,439	696,196	712,582	729,379	746,598	764,250	782,348

Appendix 5 Wastewater System Operating Expenditures 2017-2029 Inflated \$ Page 3 of 3

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
62 Capital													
63 Buildings Winchester	-	14,341	16,000	-	-	-	-	-	-	-	-	-	-
64 OCWA recommendations Win	34,446	77,121	83,500	-	-	-	-	-	-	-	-	-	-
65 Generator Repair Main St SPSWest	-	-	-	-	-	-	11,255	-	-	-	-	-	-
66 Lagoon Expansion Win	66,926	36,091	15,000	-	-	-	-	-	-	-	-	-	-
67 Sewage Meter Win	-	-	40,000	-	-	-	-	-	-	-	-	-	-
68 Gas Generator Main St PS	-	-	42,000	-	-	-	-	57,964	-	-	-	-	-
69 Pump 2 Repl at Ottawa PS	-	-	-	30,900	-	-	-	-	-	-	-	-	-
70 Pump Peristatis Alum Building	-	-	-	-	5,835	-	-	-	-	-	-	-	-
71 Furnace for Main Street SPS	-	-	-	5,150	-	-	-	-	-	-	-	-	-
72 Multiranger with Transducer	-	-	-	-	5,835	-	-	-	-	-	-	-	-
73 Sump Pump Replacement Lagoon	-	-	-	-	849	-	-	-	-	-	-	-	-
74 Sump Pump for Ottawa Street SP	-	-	-	-	-	1,093	-	-	-	-	-	-	-
75 Fred Street Sump Pump Repl	-	-	-	-	10,609	-	-	-	-	-	-	-	-
76 Sludge Removal Cell #2	-	-	-	-	-	-	-	-	-	-	-	-	-
77 Lagoon Process Treat. Modification	-	-	-	-	-	1,092,727	-	-	-	-	-	-	-
78 Repl Pump #1 St Lawrence PS	-	-	-	-	-	-	16,883	-	-	-	-	-	-
79 Repl Pump #3 Ottawa St. PS	-	-	-	-	15,914	-	37,142	-	-	-	-	-	-
80 Repl Submers Pump Main St PS	-	-	-	-	-	-	39,393	-	-	-	-	-	-
81 Purchase Pump for Main St SPS W	-	-	-	4,120	-	-	-	-	-	-	-	-	-
82 Emma St. Pump Stn Rehab	23,541	37,143	80,815	-	-	-	-	-	-	-	-	-	-
83 Chesterville Lagoons Fence	161,142	-	-	-	-	-	-	-	-	-	-	-	-
84 Chesterville OCWA recs	53,188	70,029	59,000	-	-	-	-	-	-	-	-	-	-
85 Ch Pump 1 Main PS	-	-	-	-	15,914	-	-	-	-	-	-	-	-
86 CH Pump 2 Main PS	-	-	-	-	-	16,391	-	-	-	-	-	-	-
87 Pump SPS Lori Lane	-	-	-	8,240	-	-	-	-	-	-	-	-	-
88 Repair West Lagoon Cell Chambr	-	-	-	-	-	-	28,138	-	-	-	-	-	-
89 Repair Asphalt at Lori Lane SPS	-	-	-	-	-	-	33,765	-	-	-	-	-	-
90 CH Sludge Removal at lagoons	-	-	35,000	-	-	-	-	-	-	-	-	-	-
91 Repair West Lagoon Cell Chamber	-	-	-	-	-	-	-	-	-	-	-	-	-
92 Long Range Capital Renewal	-	-	-	-	-	-	-	16,590	16,590	5,022	7,443	3,874,569	13,349
93													
94 Total Capital	339,243	234,725	371,315	48,410	54,955	1,110,211	166,575	74,553	16,590	5,022	7,443	3,874,569	13,349
95													
96 Total Expenditures Incl. Cap	791,647	731,668	880,445	712,479	766,148	1,812,890	863,014	770,749	729,172	734,401	754,041	4,638,820	795,697
97													
98 Financial Transfers													
99 Winchester Reserve	28,452	51,469	-	-	-	-	-	-	-	-	-	-	-
100 Winchester Cap Reserves	141,554	99,538	89,983	-	-	-	-	-	-	-	-	-	-
101 Winchester Capital Levy	158,500	110,289	103,200	-	-	-	-	-	-	-	-	-	-
102 Ch Trans to Reserve	48,958	40,123	39,582	-	-	-	-	-	-	-	-	-	-
103 Chest Sewer Cap Reserve	41,812	105,962	-	-	-	-	-	-	-	-	-	-	-
104 Chest Trans to Cap Levy Res	4,947	10,619	9,675	-	-	-	-	-	-	-	-	-	-
105 Transfer to (from) Reserve	-	-	-	194,731	172,003	(835,359)	173,660	309,198	397,385	441,429	473,174	(3,358,214)	495,955
106													
107 Total Transfers	424,223	418,000	242,440	194,731	172,003	(835,359)	173,660	309,198	397,385	441,429	473,174	(3,358,214)	495,955
108													
109 Grand Total All Expenditures	1,215,871	1,149,668	1,122,885	907,211	938,151	977,531	1,036,675	1,079,947	1,126,556	1,175,830	1,227,215	1,280,606	1,291,652
110													
111 Net	0	1	-	-	-	-	-	-	-	-	-	-	-



APPENDIX 6 WATER SYSTEM RESERVE 2020 – 2118 INFLATED AND CONSTANT \$

	2020	2021	2022	2023	2024	2025	2026	2027	2028
Opening Value	2,535,348	2,850,091	3,248,319	2,262,018	2,756,893	3,329,591	3,765,512	3,904,151	3,690,169
Addition (Withdrawal) from	314,743	398,228	(986,301)	494,875	572,698	435,921	138,639	(213,982)	393,764
Close	2,850,091	3,248,319	2,262,018	2,756,893	3,329,591	3,765,512	3,904,151	3,690,169	4,083,933
Close in 2019\$	2,767,079	3,061,852	2,070,067	2,449,464	2,872,135	3,153,557	3,174,432	2,913,054	3,129,995
	2030	2031	2032	2033	2034	2035	2036	2037	2038
Opening Value	575,237	(89,327)	543,262	603,771	833,517	(348,042)	(160,766)	(858,166)	228,782
Addition (Withdrawal) from	(664,564)	632,589	60,509	229,746	(1,181,559)	187,276	(697,399)	1,086,948	370,888
Close	(89,327)	543,262	603,771	833,517	(348,042)	(160,766)	(858,166)	228,782	599,670
Close in 2019\$	(64,532)	381,033	411,139	551,053	(223,395)	(100,184)	(519,204)	134,385	341,983
	2040	2041	2042	2043	2044	2045	2046	2047	2048
Opening Value	1,856,807	3,215,435	4,818,160	6,032,889	7,663,352	9,546,780	10,873,150	12,480,276	14,565,104
Addition (Withdrawal) from	1,358,628	1,602,725	1,214,730	1,630,463	1,883,427	1,326,371	1,607,125	2,084,828	1,962,124
Close	3,215,435	4,818,160	6,032,889	7,663,352	9,546,780	10,873,150	12,480,276	14,565,104	16,527,228
Close in 2019\$	1,728,455	2,514,561	3,056,815	3,769,862	4,559,595	5,041,823	5,618,483	6,366,068	7,013,269
	2050	2051	2052	2053	2054	2055	2056	2057	2058
Opening Value	17,746,639	17,974,875	11,632,011	12,243,714	13,910,379	16,439,020	18,324,763	20,111,731	23,473,472
Addition (Withdrawal) from	228,236	(6,342,864)	611,704	1,666,665	2,528,641	1,885,743	1,786,968	3,361,741	3,706,115
Close	17,974,875	11,632,011	12,243,714	13,910,379	16,439,020	18,324,763	20,111,731	23,473,472	27,179,587
Close in 2019\$	7,189,719	4,517,141	4,616,202	5,091,823	5,842,155	6,322,637	6,737,087	7,634,187	8,582,051
	2060	2061	2062	2063	2064	2065	2066	2067	2068
Opening Value	31,118,763	20,721,080	19,238,491	23,638,906	27,108,304	32,275,076	37,665,119	42,416,804	48,239,320
Addition (Withdrawal) from	(10,397,682)	(1,482,589)	4,400,415	3,469,398	5,166,772	5,390,042	4,751,685	5,822,516	5,888,169
Close	20,721,080	19,238,491	23,638,906	27,108,304	32,275,076	37,665,119	42,416,804	48,239,320	54,127,488
Close in 2019\$	6,167,174	5,559,140	6,631,728	7,383,537	8,534,777	9,670,012	10,572,760	11,673,857	12,717,269
	2070	2071	2072	2073	2074	2075	2076	2077	2078
Opening Value	47,190,089	49,441,674	56,223,349	59,874,996	63,937,108	72,137,938	78,554,254	76,155,608	84,257,319
Addition (Withdrawal) from	2,251,586	6,781,675	3,651,647	4,062,112	8,200,830	6,416,316	(2,398,646)	8,101,711	3,866,920
Close	49,441,674	56,223,349	59,874,996	63,937,108	72,137,938	78,554,254	76,155,608	84,257,319	88,124,239
Close in 2019\$	10,949,511	12,088,740	12,498,923	12,958,146	14,194,378	15,006,697	14,124,728	15,172,202	15,406,327
	2080	2081	2082	2083	2084	2085	2086	2087	2088
Opening Value	96,783,083	105,917,117	114,986,829	124,176,295	133,594,002	142,641,982	150,046,264	122,245,806	131,644,022
Addition (Withdrawal) from	9,134,034	9,069,711	9,189,466	9,417,707	9,047,980	7,404,281	(27,800,458)	9,398,217	4,568,246
Close	105,917,117	114,986,829	124,176,295	133,594,002	142,641,982	150,046,264	122,245,806	131,644,022	136,212,268
Close in 2019\$	17,454,019	18,396,710	19,288,282	20,146,731	20,884,677	21,328,895	16,870,964	17,638,834	17,719,347
	2090	2091	2092	2093	2094	2095	2096	2097	2098
Opening Value	144,931,231	147,198,390	128,775,878	130,125,510	135,134,578	145,704,083	150,573,584	159,281,938	168,375,581
Addition (Withdrawal) from	2,267,159	(18,422,512)	1,349,632	5,009,068	10,569,506	4,869,501	8,708,354	9,093,643	10,912,501
Close	147,198,390	128,775,878	130,125,510	135,134,578	145,704,083	150,573,584	159,281,938	168,375,581	179,288,082
Close in 2019\$	18,049,289	15,330,430	15,039,903	15,163,933	15,873,762	15,926,477	16,356,871	16,787,096	17,354,443
	2100	2101	2102	2103	2104	2105	2106	2107	2108
Opening Value	182,484,517	193,328,875	205,153,174	214,399,358	225,965,705	238,072,027	250,054,239	259,472,242	271,366,011
Addition (Withdrawal) from	10,844,357	11,824,300	9,246,183	11,566,348	12,106,322	11,982,212	9,418,004	11,893,769	10,241,085
Close	193,328,875	205,153,174	214,399,358	225,965,705	238,072,027	250,054,239	259,472,242	271,366,011	281,607,096
Close in 2019\$	17,639,307	18,172,966	18,438,850	18,867,556	19,299,421	19,680,354	19,826,788	20,131,664	20,282,925
	2110	2111	2112	2113	2114	2115	2116	2117	2118
Opening Value	227,002,889	208,796,990	173,987,009	180,837,615	176,694,937	185,399,464	190,677,106	177,859,739	180,036,929
Addition (Withdrawal) from	(18,205,899)	(34,809,980)	6,850,606	(4,142,679)	8,704,527	5,277,642	(12,817,366)	2,177,189	2,945,729
Close	208,796,990	173,987,009	180,837,615	176,694,937	185,399,464	190,677,106	177,859,739	180,036,929	182,982,657
Close in 2019\$	14,175,448	11,468,118	11,572,492	10,978,044	11,183,355	11,166,703	10,112,694	9,938,334	9,806,741



APPENDIX 7 WASTEWATER SYSTEM RESERVE 2020-2118 INFLATED AND CONSTANT \$

	2020	2021	2022	2023	2024	2025	2026	2027	2028
Opening Value	1,774,479	1,969,210	2,141,213	1,305,854	1,479,514	1,788,712	2,186,097	2,627,526	3,100,700
Addition (Withdrawal) from (to) Ops	194,731	172,003	(835,359)	173,660	309,198	397,385	441,429	473,174	(3,358,214)
Close	1,969,210	2,141,213	1,305,854	1,479,514	1,788,712	2,186,097	2,627,526	3,100,700	(257,514)
Close in 2019\$	1,911,854	2,018,299	1,195,041	1,314,529	1,542,959	1,830,822	2,136,419	2,447,721	(197,363)
	2030	2031	2032	2033	2034	2035	2036	2037	2038
Opening Value	238,441	771,253	1,335,539	1,701,920	2,315,470	3,039,692	3,813,748	4,617,464	4,807,813
Addition (Withdrawal) from (to) Ops	532,812	564,285	366,382	613,550	724,222	774,056	803,715	190,350	801,515
Close	771,253	1,335,539	1,701,920	2,315,470	3,039,692	3,813,748	4,617,464	4,807,813	5,609,328
Close in 2019\$	557,170	936,720	1,158,925	1,530,798	1,951,063	2,376,602	2,793,641	2,824,084	3,198,921
	2040	2041	2042	2043	2044	2045	2046	2047	2048
Opening Value	5,915,494	6,807,013	7,338,429	8,510,037	7,948,106	9,082,066	7,144,137	7,907,147	7,638,917
Addition (Withdrawal) from (to) Ops	891,519	531,416	1,171,608	(561,930)	1,133,960	(1,937,929)	763,010	(268,230)	(39,233)
Close	6,807,013	7,338,429	8,510,037	7,948,106	9,082,066	7,144,137	7,907,147	7,638,917	7,599,683
Close in 2019\$	3,659,105	3,829,871	4,311,965	3,909,942	4,337,645	3,312,699	3,559,711	3,338,793	3,224,898
	2050	2051	2052	2053	2054	2055	2056	2057	2058
Opening Value	9,224,243	10,971,811	12,593,328	10,550,277	12,376,567	14,559,769	14,814,131	16,106,046	18,627,174
Addition (Withdrawal) from (to) Ops	1,747,569	1,621,517	(2,043,051)	1,826,290	2,183,201	254,362	1,291,915	2,521,128	2,440,521
Close	10,971,811	12,593,328	10,550,277	12,376,567	14,559,769	14,814,131	16,106,046	18,627,174	21,067,695
Close in 2019\$	4,388,583	4,890,456	3,977,731	4,530,379	5,174,300	5,111,355	5,395,251	6,058,044	6,652,199
	2060	2061	2062	2063	2064	2065	2066	2067	2068
Opening Value	23,554,602	26,314,910	28,199,448	29,981,497	32,895,778	31,714,716	34,638,357	37,904,509	41,193,785
Addition (Withdrawal) from (to) Ops	2,760,307	1,884,538	1,782,049	2,914,281	(1,181,062)	2,923,640	3,266,153	3,289,275	(9,375,050)
Close	26,314,910	28,199,448	29,981,497	32,895,778	31,714,716	34,638,357	37,904,509	41,193,785	31,818,734
Close in 2019\$	7,832,054	8,148,491	8,411,097	8,959,882	8,386,596	8,892,931	9,448,031	9,968,846	7,475,821
	2070	2071	2072	2073	2074	2075	2076	2077	2078
Opening Value	35,194,745	2,917,849	5,624,269	8,692,389	10,073,951	12,735,440	16,396,230	18,399,623	20,007,662
Addition (Withdrawal) from (to) Ops	(32,276,895)	2,706,419	3,068,121	1,381,562	2,661,489	3,660,790	2,003,392	1,608,040	1,514,894
Close	2,917,849	5,624,269	8,692,389	10,073,951	12,735,440	16,396,230	18,399,623	20,007,662	21,522,556
Close in 2019\$	646,196	1,209,290	1,814,539	2,041,690	2,505,917	3,132,272	3,412,614	3,602,776	3,762,683
	2080	2081	2082	2083	2084	2085	2086	2087	2088
Opening Value	23,434,934	27,135,839	29,214,374	33,341,084	31,749,886	36,001,669	40,275,398	41,995,886	46,407,179
Addition (Withdrawal) from (to) Ops	3,700,905	2,078,535	4,126,710	(1,591,198)	4,251,783	4,273,729	1,720,488	4,411,293	(3,433,210)
Close	27,135,839	29,214,374	33,341,084	31,749,886	36,001,669	40,275,398	41,995,886	46,407,179	42,973,969
Close in 2019\$	4,471,699	4,673,999	5,178,865	4,788,062	5,271,122	5,725,099	5,795,791	6,218,045	5,590,324
	2090	2091	2092	2093	2094	2095	2096	2097	2098
Opening Value	46,809,029	30,382,162	34,493,179	22,941,514	25,950,423	30,812,160	26,082,706	30,940,196	35,941,673
Addition (Withdrawal) from (to) Ops	(16,426,866)	4,111,017	(11,551,665)	3,008,909	4,861,736	(4,729,453)	4,857,490	5,001,477	4,369,637
Close	30,382,162	34,493,179	22,941,514	25,950,423	30,812,160	26,082,706	30,940,196	35,941,673	40,311,310
Close in 2019\$	3,725,424	4,106,322	2,651,580	2,911,990	3,356,837	2,758,821	3,177,289	3,583,396	3,901,990
	2100	2101	2102	2103	2104	2105	2106	2107	2108
Opening Value	36,300,879	1,489,619	3,361,553	8,617,470	11,116,743	15,598,668	19,376,797	24,368,378	27,598,314
Addition (Withdrawal) from (to) Ops	(34,811,260)	1,871,934	5,255,917	2,499,273	4,481,925	3,778,130	4,991,581	3,229,936	(35,625,309)
Close	1,489,619	3,361,553	8,617,470	11,116,743	15,598,668	19,376,797	24,368,378	27,598,314	(8,026,994)
Close in 2019\$	135,913	297,775	741,123	928,220	1,264,513	1,525,038	1,862,036	2,047,419	(578,149)
	2110	2111	2112	2113	2114	2115	2116	2117	2118
Opening Value	(2,517,951)	258,563	5,966,442	5,118,185	10,579,218	16,154,234	21,044,830	26,828,405	32,917,679
Addition (Withdrawal) from (to) Ops	2,776,514	5,707,879	(848,257)	5,461,033	5,575,016	4,890,596	5,783,575	6,089,274	3,759,717
Close	258,563	5,966,442	5,118,185	10,579,218	16,154,234	21,044,830	26,828,405	32,917,679	36,677,396
Close in 2019\$	17,554	393,270	327,532	657,286	974,429	1,232,457	1,525,401	1,817,110	1,965,682



APPENDIX 8 WASTEWATER REVENUE CALCULATIONS 2020-2029 INFLATED \$

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Fixed Charge Revenues										
Number of Units	1,892	1,912	1,932	1,944	1,956	1,968	1,980	1,992	2,004	2,016
Rate/Unit	110	112	116	121	126	131	136	142	147	153
Total Fixed Revenue Water	208,799	214,048	224,108	234,641	245,669	257,216	269,305	281,962	295,214	309,089
Wastewater Surcharge	165%	167%	167%	167%	167%	168%	168%	167%	166%	165%
Total Fixed Wastewater Revenue	344,764	356,427	373,510	391,952	411,243	431,421	452,525	471,303	490,847	511,186
Variable Rate Revenues										
Amount of Water Sold (M3)	300,812	301,514	302,238	301,781	301,346	300,934	300,544	300,176	299,829	299,505
Cost/Cubic Metre	1.12	1.16	1.20	1.24	1.28	1.33	1.37	1.44	1.51	1.58
Total Variable Water Revenue	336,407	348,741	361,236	373,324	385,884	398,936	412,501	431,548	451,496	472,388
Wastewater Surcharge	165%	167%	167%	167%	167%	168%	168%	167%	166%	165%
Total Variable Wastewater Revenue	555,469	580,715	602,055	623,612	645,959	669,126	693,144	721,339	750,694	781,257
Total All User Fee Revenues	\$900,233	\$937,143	\$975,565	\$1,015,564	\$1,057,202	\$1,100,547	\$1,145,669	\$1,192,642	\$1,241,540	\$1,292,443
Projected Needed Revenues	900,233	937,143	975,565	1,015,564	1,057,202	1,100,547	1,145,669	1,192,642	1,241,540	1,292,443
Variance	-	-	-	-	-	-	-	-	-	-



APPENDIX 9 WASTEWATER SURCHARGE CALCULATION 2021-2029 IN PER CENT

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
1 Total Water Sold	790,812	791,514	801,971	811,247	820,546	829,867	839,210	838,842	838,496	838,171
2 Water Sold to Parmalat	500,000	500,000	509,733	519,467	529,200	538,933	548,667	548,667	548,667	548,667
3 Water Sold to Non Parmalat Users subject to Surcharge	290,812	291,514	292,238	291,781	291,346	290,934	290,544	290,176	289,829	289,505
4 Water Used by Parmalt subject to Sewer Surcharge	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
5 Water Use Subject to Wastewater Surcharge	300,812	301,514	302,238	301,781	301,346	300,934	300,544	300,176	299,829	299,505
6 Water Revenue from fixed Water Charge	208,799	214,048	224,108	234,641	245,669	257,216	269,305	281,962	295,214	309,089
7 Water Var. Charge Rev. Subject to the Sewer Surcharge	336,407	348,741	361,236	373,324	385,884	398,936	412,501	431,548	451,496	472,388
8 Total Water Revenue Subject to Sewer Surcharge	545,206	562,788	585,344	607,965	631,553	656,152	681,805	713,510	746,711	781,477
9 Wastewater Revenue Needs	900,233	937,143	975,565	1,015,564	1,057,202	1,100,547	1,145,669	1,192,642	1,241,540	1,292,443
10 Wastewater Revenue as % of Water Revenue	165%	167%	167%	167%	167%	168%	168%	167%	166%	165%
11 Final Wastewater Surcharge	165%	167%	167%	167%	167%	168%	168%	167%	166%	165%



The Township of North Dundas Drinking Water System

Financial Plan

July 10, 2020



Sharratt Water Management Ltd.
Sustainable Water Management Specialists

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1. Introduction

The Township of North Dundas has authorized Sharratt Water Management Ltd. (SWML) to develop the Financial Plan for the Township's drinking water system. A renewal of the drinking water system-operating license is due in late 2020 and a financial plan must be prepared, approved by Council, and submitted in 2020, to the appropriate provincial government ministry, in order to obtain a license renewal.

This Financial Plan has been prepared in accordance with the Financial Plan regulation (O. Reg. 453/07) made under the Safe Drinking Water Act, as well as the provisions of the financial planning guidelines published by the Ministry of the Environment (MOE) in August 2007 entitled "Toward Financially Sustainable Drinking-Water and Wastewater Systems".

In order to develop this financial plan, a rate study was carried out. This report is based on the contents of the **DRINKING WATER AND WASTEWATER SYSTEM RATE REPORT** dated July 10, 2020. In that report, water system capital needs have been estimated based on the dates when all Township listed water assets reach the end of their life and must be replaced in inflated dollars. Allowance has also been made for major maintenance to extend the life of the assets as far as possible before needing total renewal. Capital renewal needs have been projected to 2118. In addition, operating costs have been estimated and inflated to 2029. The revenue needed to support the operating and capital plan is laid out in a funding plan that relies on user fees based on rates, capital levies, connection charges and some other sundry sources of revenue including interest on the reserves. User fees from rates are set so that adequate reserves are developed in order to fund future capital and major maintenance expenses to at least 2029 and to maintain reserves at a sustainable level to 2118.

The Financial Plan is also based on the tangible capital asset information that the Township generated in accordance with the Public Sector Accounting Board (PSAB) standard PS 3150 requirements. The Financial Plan includes a detailed projection of financial and non-financial tangible capital assets to the year 2026.

1.1 Legislative Context to Financial Planning

There have been a number of legislative initiatives affecting water system management and operations over the past decade. These initiatives were a result of the water borne illness tragedy in Walkerton in 2000. Following this event, the Government of Ontario established a public inquiry chaired by the Honourable Dennis O'Connor to look into the tragedy. The Inquiry Report recommended a comprehensive approach to the delivery of safe drinking water in Ontario.

The Ontario Ministry of the Environment (MOE) has responded to the Inquiry recommendations by making legislative changes. One change directly related to the

development of this Financial Plan was the passage of the Safe Drinking Water Act, 2002 (SDWA). It requires owners of a municipal drinking water system to apply for and initially obtain a Municipal Drinking Water License and to renew the license at preset times. Five elements must be in place in order for the owner of a drinking water system to obtain a license:

- 1) A Drinking Water Works Permit to establish or alter a drinking-water system;
- 2) An accepted Operational Plan. The Drinking Water Quality Management Standard (DWQMS) is the standard upon which operational plans are based. The plan documents an operating authority's quality management system (QMS).
- 3) An Accredited Operating Authority. A third party audit of an operating authority's QMS will be the basis for accreditation.
- 4) A Permit to Take Water.
- 5) A Financial Plan that must be prepared and approved in accordance with the prescribed requirements in the Financial Plans Regulation.

Regulation 453/07 of the Safe Drinking Water Act was passed in 2007 and contains several provisions affecting the preparation of Financial Plans pertaining to the licensing of a water system:

- A person who makes an application under the Act for a municipal drinking water license shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements of O. Reg. 453/07, S. 1(1).
- The Financial Plan must be approved by a resolution that is passed by the Council of the municipality
- The Financial Plan must apply to a period of at least six years with the first year to which the financial plans must apply must be the year in which the drinking water system's existing municipal drinking water license would otherwise expire.
- Once a system is licensed, the municipality's Financial Plan is required to be updated every 5 years, in conjunction with every application for license renewal. The next renewal date for the North Dundas water system is late 2020.

1.2 Accounting and Policy Changes

In June 2006, the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered accountants approved new municipal financial accounting and reporting standards requiring that tangible capital assets (TCA), including components of the water

system, be included in municipal financial statements. The new accounting standard PS 3150 came into effect on January 1, 2009. This provides for a sharper focus on the depreciation of the capital asset base of the water system and the need to plan for renewal and replacement on a timely basis. This data is an integral component of the financial statements included in this Financial Plan.

The Clean Water Act 2006 targets the protection of drinking water supplies through the development of collaborative, locally driven, science and watershed based source protection plans. According to the MOE financial planning guidelines, Financial Plans should include source water protection costs related to the provision of water services. Utilities are encouraged to have, at minimum, estimates of any current source protection costs as a separate cost item by the time that their Financial Plans are required in order to align effectively with the anticipated approval timelines for source protection plans.

In June 2007, the government of Ontario proposed a lead action plan. The Financial Plans regulation contains requirements for municipalities to include in their Financial Plans, the costs associated with replacing lead service pipes that are part of the drinking water system.

1.3 Township of North Dundas Water System

The North Dundas water system serves two communities connected with a feeder main:

- Winchester - This system is comprised of six wells, a new reservoir, a water tower and a distribution system. The system is fully metered and currently has about 1,089 connections, including a very large dairy. .
- Chesterville – This system is comprised of two wells, a treatment plant, a reservoir, a water tower and a distribution system. The system was metered in 2013 and has 706 connections.

2.0 Operating Plan

The operating plan details the recurring operating costs as well as the capital renewal and major maintenance investment costs required to sustain the drinking water system. These costs have been developed using assumptions that are detailed in notes in Section 6 of this Financial Plan document. Some key assumptions are set out below:

2.1 Operations Expenses

Operating costs such as labour, chemicals, insurance and other costs are projected to increase at 2.5% per annum and energy is projected to increase at 5% per annum for the 2020-2029 periods.

2.2 Capital Renewal and Major Maintenance Expenses

The system operator has projected capital renewal and major maintenance costs to 2024, and funding needs for these costs have been included in the user fee revenue estimates. Capital renewal needs have been estimated by examining the asset inventory and replacing all assets that reach the end of their lives at inflated future costs from 2025 to 2118. Future developments, including the financial implications of the water class EA now underway, have not yet been determined and will be covered in a future rate study and financial plan. The intent of the financial plan is to ensure that funding will be available, when needed, at least for the projected capital and major maintenance costs between 2019 and 2029 and well beyond. Capital costs are projected to increase at 3.0% per year. The reserve is funded to cover future capital expenditures.

2.3 Debt Servicing Costs

There is no debt on the system as of December 31, 2019, and no debt is forecast for the 2020-2029 period.

2.4 Lead Replacement Costs

There is no lead present in the system and as a result, no funds have been set aside for lead abatement or removal.

2.5 Source Water Protection Costs

The South Nation Conservation Authority is leading a source protection committee that is reviewing the issue of source protection. The Township spent \$16,200 on source protection in 2017 and has no plans in the immediate future to spend additional funds on source protection.

3.0 Funding Plan

The funding plan lays out a plan on how the Township will generate the required funds to meet the expenditure requirements detailed in the operating plan. The funding plan proposed will rely primarily on user fees and capital levies as well as connection fees and other sundry revenue sources. Some key assumptions and results are presented below.

3.1 Government Grants

No allowance has been made for government grants in the 2020-26 periods.

3.2 Debt

There is no debt currently on the system and none is forecast in the 2020 to 2026 periods.

3.3 Required User Fees

Based on the current funding plan, the North Dundas user fees are projected to increase at 3.5% in inflated dollars for the 2021-2026 periods. This is based on the need to generate adequate revenue to cover capital renewal and major maintenance along with an assumption that most operating as well as capital costs inflating at 3% per annum and major maintenance costs will inflate at 2.5% per annum, with energy costs increasing at 5% per annum.

4.0 Continuous Improvement

The Financial Plan regulation requires that the Financial Plans be updated every 5 years, along with the request for the renewal of the Drinking Water License. This on-going update will assist in revisiting the assumptions made to develop the operating and funding plans as well as re-assessing the need for capital renewal and major maintenance expenditures.

5.0 Financial Plan Summary

This section provides a summary of principal features concerning the current and future state of the water system contained in the projected Financial Statements over 7 years (2020-2026) in compliance with O. Reg. 453. The detailed financial statements are set out in tabular form in Section 6. The notes regarding the various line entries in financial statements are presented at the end of the financial statement section.

5.1 Statement of Financial Position (Table 6.1)

One important feature of a water system is the net financial assets/debt. A positive number indicates that the system has the resources to deal with future capital and other needs. A negative number indicates that past capital and other investments must be financed from future revenues. The North Dundas water system's net financial assets are shown in Figure 5.1:

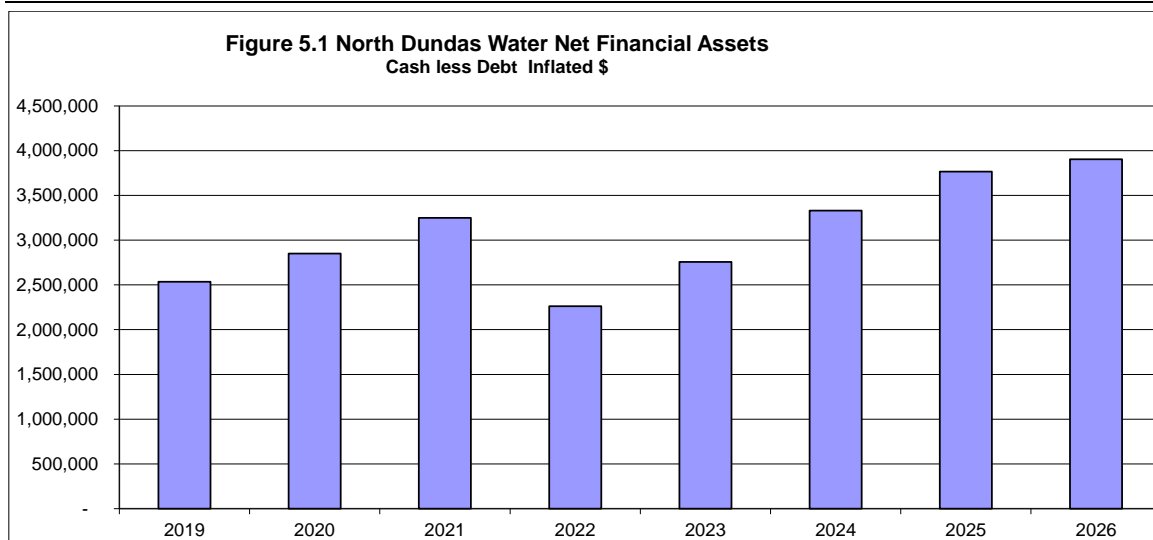
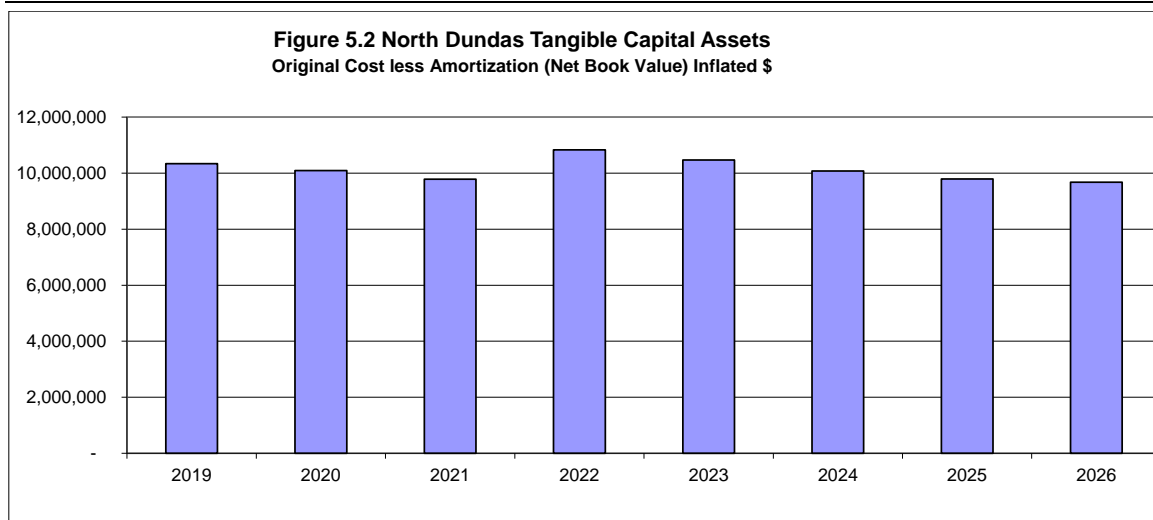


Figure 5.1 shows that the system is projected to have substantial financial assets in 2020 and 2021, when it dips in 2022 as the water tower is rehabilitated. It then rises again to 2026, and in 2026 it is much higher than in 2019. However, the projected water system capital reserve will be drawn down very substantially by 2029-30 to finance asset renewal, assuming that water rates are increased, as recommended, in the July 10, 2020 Water System Rate Report. The reserve year-end totals will then begin to increase and be able to finance all projected capital renewal and major maintenance, until at least 2118. All assets in figure 5.1 are priced in inflated dollars.

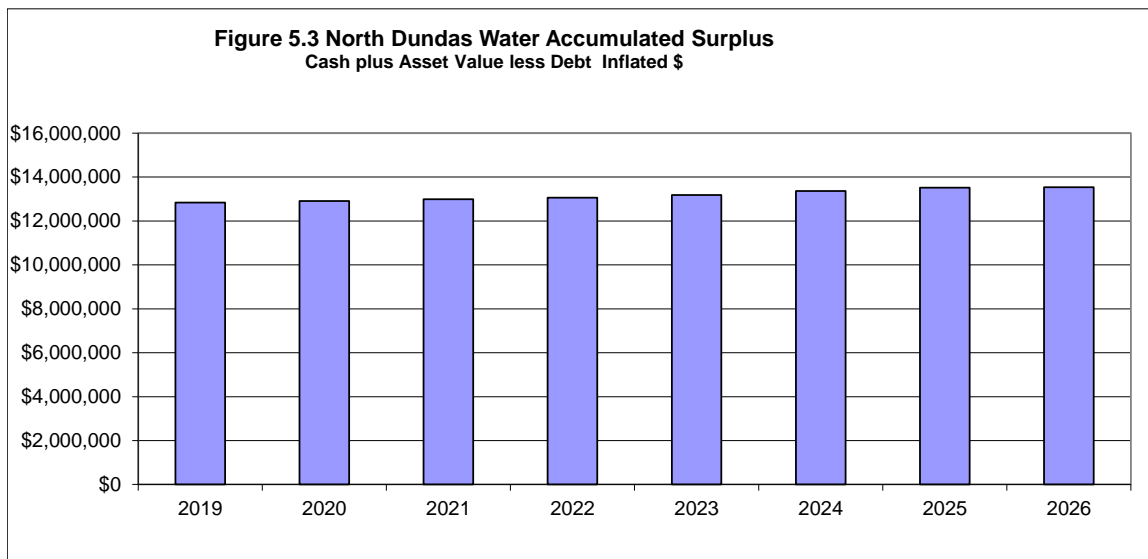
A second feature is the total value of the water system's tangible capital assets such as wells, water towers, reservoirs and water lines. Consideration of the value of tangible capital assets is part of PSAB compliance. The current value of the capital assets is termed net book value (NBV). It is the original cost of an asset less the accumulated amortization. Tangible capital assets, once installed, are being used, and are immediately decreasing in value. Annual amortization is determined by dividing the original cost of an asset by its expected lifetime in years. Amortization is accumulated as the asset wears out so that by the last year of the expected life of the asset, amortization equals the original value of the asset. At that time, the asset has no net book value.

Water systems have a great deal of resources tied up in tangible capital assets and sustaining these assets is critical to maintaining current and future levels of service. As has been noted above, tangible capital assets, once installed, are being used and decrease in value due to amortization. An increase in tangible capital assets is an indication that assets have been renewed faster than they are used. A decrease indicates that assets are being used, or amortized, faster than they are renewed. The value of the Township's water system assets is set out in Figure 5.2.



From 2019, to 2026, the value essentially remains constant with a slight decline in 2026 compared to 2019. The system is being renewed and maintained to keep the assets in good shape.

A third feature is the accumulated surplus set out in Figure 5.3. It is the combination of the data shown in figures 5.1 and 5.2 above, and represents cash on hand plus the net book value of tangible capital assets less debt.



From 2019 until 2026, the accumulated surplus increases largely due the build up of cash reserves as well as some renewal investments that more than offsets the decline in value of the assets due to amortization. The large reserve of financial assets, shown in Figure 5.5, indicates that the Township's proposed financial plan is sustainable for this period.

5.2 Statement of Operations (Table 6.2)

This statement summarizes the operating revenues and expenditures. The expenditures include ongoing operating costs, plus asset amortization. It provides an indication of whether or not the system assets are being maintained on a year over year basis.

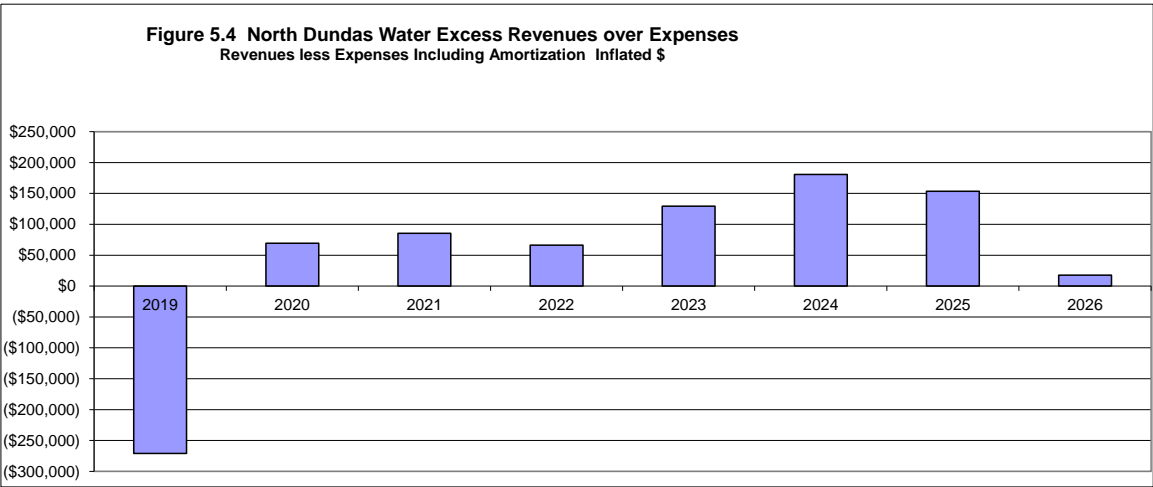


Figure 5.4 indicates that for 2020-2026 more is projected to be spent on renewal and operations than the decline in the value of the tangible capital assets. This is a positive signal that provision is being made to cover asset depreciation as well as operational costs. The Financial Plan has been designed to account for all foreseeable expenditures to 2026, and beyond. On top of this, there is a substantial reserve to handle unexpected expenditures. Consequently, the system is in good shape.

5.3 Statement of Cash Flow (Table 6.3)

This fifth feature shows how revenues are generated and spent over the study period. The revenues include user fees assisted by government capital grants. The expenditures include operating expenses and capital acquisitions. These are shown in Table 6.3 and set out in Figure 5.5.

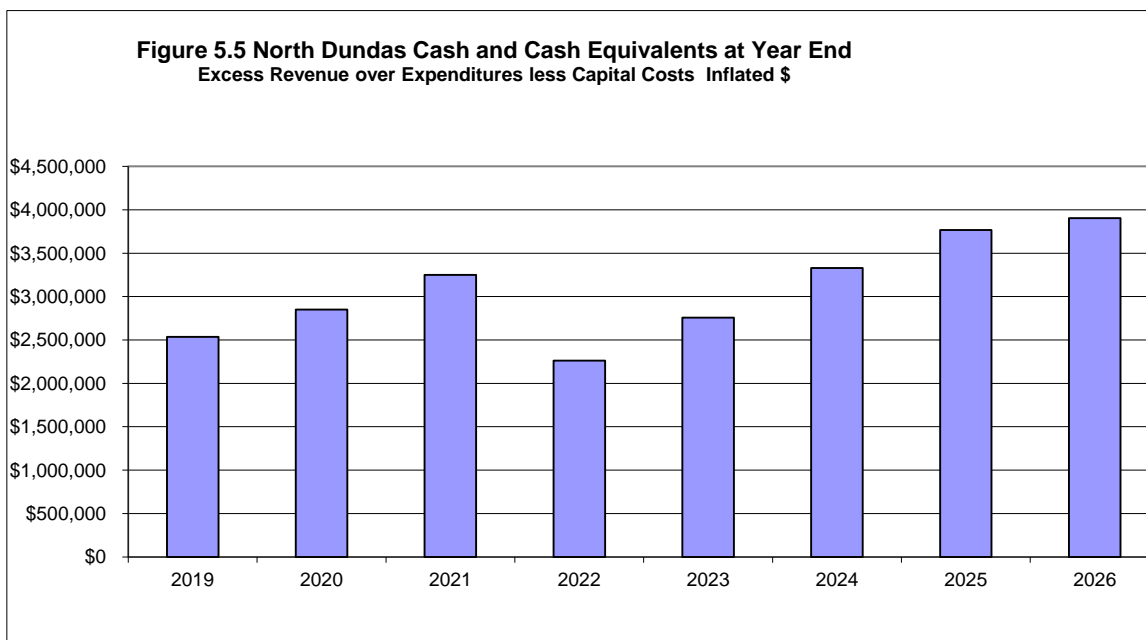


Figure 5.5 is a repeat of figure 5.1 and indicates that the cash equivalents, in inflated dollars, are in surplus throughout the study period. They are drawn down in 2022, to rehabilitate the Chesterville water tower, and then the financial assets increase to 2026.

5.4 Conclusion

The North Dundas water system undertook some major capital projects over the 2010 to 2015 periods. One major renewal project and several more minor renewals projects are schedule from 2020 to 2026. The system is debt free. No further large capital renewal projects are projected until the late 2020s. The system has a good financial capital reserve and this is projected to be sustainable indefinitely. Revenues are sufficient to cover asset depreciation and all operating costs. This sound financial condition will persist, if the Township follows the projected rates and the long-range capital renewal and major maintenance plan set out in the DRINKING WATER AND WASTEWATER SYSTEM RATE REPORT dated July 10, 2020. The detailed financial statements set out in tabular form, that were the basis for the above charts, follow in Section 6

6.0 Financial Statements

The detailed financial statements are set out in the following tables followed by the notes that correspond to the numbers in the tables.

6.1 Statement of Financial Position

	2019	2020	2021	2022	2023	2024	2025	2026	Notes
Financial Assets									
Cash and Cash Equivalents	2,535,348	2,850,664	3,248,900	2,262,608	2,757,491	3,330,197	3,766,126	3,904,772	1
Accounts Receivable	-	-	-	-	-	-	-	-	
Deposits	-	-	-	-	-	-	-	-	
Total Financial Assets	2,535,348	2,850,664	3,248,900	2,262,608	2,757,491	3,330,197	3,766,126	3,904,772	
Liabilities									
Accounts Payable (Capital)	-	-	-	-	-	-	-	-	
Debt Principal	-	-	-	-	-	-	-	-	2
Working Deficit	-	-	-	-	-	-	-	-	
Other liabilities	-	-	-	-	-	-	-	-	
Total Liabilities	-	-	-	-	-	-	-	-	
Net Financial Assets (Debt)	2,535,348	2,850,664	3,248,900	2,262,608	2,757,491	3,330,197	3,766,126	3,904,772	
Non Financial Assets									
Tangible Capital Asset Cost	15,338,537	15,402,088	15,459,527	15,469,008	16,708,980	16,702,946	16,695,850	16,746,646	3
Additions to Tangible Capital Assets - Cost	64,786	91,876	26,523	1,418,721	27,575	927	110,532	285,030	4
Accumulated Amortization incl. Addition	5,062,858	5,399,352	5,704,065	6,053,210	6,267,378	6,626,743	7,011,816	7,358,045	5
Total Non Financial Assets	10,340,465	10,094,612	9,781,984	10,834,519	10,469,177	10,077,130	9,794,566	9,673,631	
Accumulated Surplus/(deficit)	\$12,875,813	\$12,945,276	\$13,030,885	\$13,097,127	\$13,226,668	\$13,407,327	\$13,560,692	\$13,578,404	
Note: Unaudited for Planning Purposes Only - Actual results will differ from the above and these differences could be material.									

6.2 Statement of Financial Operations

Table 6.2 Statement of Financial Operations - North Dundas Water System Inflated \$									
	2019	2020	2021	2022	2023	2024	2025	2026	Notes
Revenues									
User Fees	\$1,092,095	\$1,093,187	\$1,129,539	\$1,182,627	\$1,238,211	\$1,296,407	\$1,357,338	\$1,421,133	6
Other Revenues	\$95,679	\$102,471	\$103,530	\$105,611	\$98,022	\$99,950	\$101,916	\$103,924	7
Interest on Capital Growth Reserve	\$0	\$38,030	\$41,515	\$45,936	\$31,059	\$36,750	\$43,090	\$47,311	8
Capital Levy	\$66,889	\$44,099	\$45,205	\$46,339	\$31,032	\$31,811	\$32,609	\$33,426	9
Total Revenues	\$1,254,663	\$1,277,787	\$1,319,789	\$1,380,514	\$1,398,325	\$1,464,917	\$1,534,953	\$1,605,794	
Expenses									
Operating	\$681,873	\$860,345	\$884,524	\$937,316	\$864,829	\$879,969	\$929,520	\$950,330	10
Major Maintenance	\$508,004	\$10,250	\$10,506	\$10,769	\$11,038	\$11,314	\$58,972	\$234,172	11
Debt Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Amortization	\$335,599	\$337,729	\$339,150	\$366,187	\$392,917	\$392,975	\$393,096	\$403,580	12
Loss on Disposal of Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Lead Abatement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	13
Source Water Protection	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	14
Total Expenses	\$1,525,476	\$1,208,324	\$1,234,180	\$1,314,272	\$1,268,784	\$1,284,258	\$1,381,588	\$1,588,082	
Excess (Deficit) of Revenues over Expenses	(\$270,813)	\$69,463	\$85,609	\$66,242	\$129,541	\$180,659	\$153,365	\$17,712	
Other									
Government Transfers Related to Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	15
Hydro Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Misc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Excess (Deficit) of Revenues over Expenses	(\$270,813)	\$69,463	\$85,609	\$66,242	\$129,541	\$180,659	\$153,365	\$17,712	
Accumulated Surplus (Deficit) Beginning of year	\$13,146,627	\$12,875,813	\$12,945,276	\$13,030,885	\$13,097,128	\$13,226,668	\$13,407,327	\$13,560,692	
Accumulated Surplus (Deficit) End of Year	\$12,875,813	\$12,945,276	\$13,030,885	\$13,097,128	\$13,226,668	\$13,407,327	\$13,560,692	\$13,578,404	
Note: Unaudited for Planning Purposes Only - Actual results will differ from the above and these differences could be material.									

Township of North Dundas Water System
Financial Plan

Page 14 of 19

6.3 Statement of Cash Flow

Table 6.3 Statements of Change in Cash Flow - North Dundas Water System Inflated \$									
	2019	2020	2021	2022	2023	2024	2025	2026	Notes
Operating Transactions									
Total Operating Revenues	\$1,254,663	\$1,239,757	\$1,278,275	\$1,334,578	\$1,367,266	\$1,428,167	\$1,491,863	\$1,558,483	16
Total Cash for Operating Expenses	\$1,017,472	\$1,195,944	\$1,220,123	\$1,272,915	\$1,200,428	\$1,215,568	\$1,265,119	\$1,283,544	17
Total Cash for Major Maintenance	\$508,004	\$10,250	\$10,506	\$10,769	\$11,038	\$11,314	\$58,972	\$234,172	11
Excess of Revenues Over Expenses	(\$270,813)	\$33,563	\$47,645	\$50,894	\$155,800	\$201,285	\$167,772	\$40,767	
Deduct Non Cash Charges to Operations									
Amortization	\$335,599	\$335,599	\$335,599	\$335,599	\$335,599	\$335,599	\$335,599	\$335,599	18
Loss on the Disposal of Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total	\$335,599	\$335,599	\$335,599	\$335,599	\$335,599	\$335,599	\$335,599	\$335,599	
Working Capital Items									
Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Inventory	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Work in Progress	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cash provided/used in Operating Transactions	\$64,786	\$369,162	\$383,244	\$386,493	\$491,399	\$536,884	\$503,371	\$376,366	
Capital Transactions									
Acquisition of TCAs	\$64,786	\$91,876	\$26,523	\$1,418,721	\$27,575	\$927	\$110,532	\$285,030	4
Proceeds on Disposal of TCA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cash provided/used in Capital Transactions	\$64,786	\$91,876	\$26,523	\$1,418,721	\$27,575	\$927	\$110,532	\$285,030	
Investing Transactions									
Proceeds from Investments	\$0	\$38,030	\$41,515	\$45,936	\$31,059	\$36,750	\$43,090	\$47,311	8
Cash (used in) Provided by Investing Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cash Provided/used in Investing Transactions	\$0	\$38,030	\$41,515	\$45,936	\$31,059	\$36,750	\$43,090	\$47,311	
Financing Transactions									
Hydro Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Proceeds from Debentures/Loans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Proceeds from Government Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	15
Misc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cash Provided by/(used) in Financing Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Increase (decrease) in Cash Equivalents	(\$0)	\$315,316	\$398,236	(\$986,292)	\$494,883	\$572,706	\$435,929	\$138,647	
Cash and Cash Equivalents at the beginning of the Year	\$2,535,348	\$2,535,348	\$2,850,664	\$3,248,900	\$2,262,608	\$2,757,491	\$3,330,197	\$3,766,126	
Cash and Cash Equivalents at the End of the Year	\$2,535,348	\$2,850,664	\$3,248,900	\$2,262,608	\$2,757,491	\$3,330,197	\$3,766,126	\$3,904,772	
Note: Unaudited for Planning Purposes Only - Actual results will differ from the above and these differences could be material.									

6.4 Notes on the North Dundas Water System Financial Plan

1. Cash and cash equivalent represent funds held in the water system capital renewal reserves.
2. There is no debt on the system
3. The Township valued tangible capital assets acquired in the past and has prepared a database the original costs of all water assets. This financial plan project has extended the valuation of new capital assets and capital asset replacement to 2026. These figures represent the original cost of the asset when it was put into service. Post 2019 capital works costs are original costs, inflated to future cost, at an inflation rate of 3% per annum.
4. These are capital projects judged as complying with the PSAB definition of capital that are projected to be added to the water system inventory of assets based on a 2019 cost estimate inflated to the year that the asset is installed in the system.
5. Amortization was determined using the straight-line method. All works are assumed to have been constructed or disposed of on July 15. A half year of amortization was provided for in the first year.
6. These are the fixed and variable components of the water fees assessed all users according to council approved rates
7. These include connection charges, interest on late payments, and sundry other revenues.
8. This revenue is represented by the interest at 1.5% per annum earned on the previous end of year capital water reserve total.
9. Capital levies are one of the sources of funding for the reserve fund described in note #2 above. Revenue is raised at the rate of \$1,911.14 per connection (2019 figure that is inflated at 2.5% each year) with 12 new connections assumed in 2019, 20 for 2020-22 and 12 per year for 2023-5.
10. Operating costs cover the day-to-day costs of operating the system such as wages repairs, chemicals, energy etc. and are projected to increase at 2.5% per annum for most items, and 5% per annum for energy.
11. Major maintenance represents substantial one-time preventive maintenance repair projects that will extend the life of an asset, but did not meet the Township's PSAB definition of capital. This includes such activities as swabbing mains, repairs on the distribution system and minor electrical and electronic system upgrades,
12. This is the total annual amortization of the water system capital investments determined by dividing the original acquisition value of each asset by the number of year it is expected to be in service, and summing the value of all annual depreciation for all assets.
13. There is no lead present in the system and as a result, no funds have been set aside for lead abatement.
14. The South Nation Conservation Authority is leading a source protection committee that is reviewing the issue of source protection. The Township spent \$16,200 on source protection in 2017 and has no plans in the immediate future to spend additional funds on source protection.
15. No government grants are expected and none are assumed in the preparation of this financial plan.
16. Revenues from all sources are summarized on this line including user fees, other user charges, special homeowner capital payment provisions and capital levies. Interest earned on funds kept in water reserves is not included on this line and is shown below as proceeds from investments.

17. Operating expenses on this line include amortization.
18. Amortization was included in the operating expenses listed in line 17 above. However, amortization is a non-financial entry, and it is effectively subtracted by the amount in this line from the entry in line 17.

Appendix 1 Ontario Regulation 453/07

**ONTARIO REGULATION 453/07
FINANCIAL PLANS****Consolidation Period:** From April 1, 2008 to the [e-Laws currency date](#).

Last amendment: O. Reg. 69/08.

*This is the English version of a bilingual regulation.***Requirement to prepare financial plans**

1. (1) A person who makes an application under clause 32 (1) (b) of the Act for a municipal drinking water license shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 2. O. Reg. 453/07, s. 1 (1).

(2) A person who makes an application under subsection 32 (4) of the Act for the renewal of a municipal drinking water license shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 3. O. Reg. 453/07, s. 1 (2).

(3) As a condition in a municipal drinking water license that is issued in response to an application made under section 33 of the Act for a municipal drinking water license, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first license for the system is issued, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 3. O. Reg. 453/07, s. 1 (3).

(4) The Director shall include, as a condition in a municipal drinking water license, the requirement set out in subsection (3) in any amendments to a license made after the application, if the condition is not satisfied at the time when the amendment is made. O. Reg. 453/07, s. 1 (4).

Financial plan requirements; new systems

2. For the purposes of clause (b) of the definition of “financial plans” in subsection 30 (1) of the Act, the following requirements are prescribed for financial plans that are required by subsection 1 (1) to satisfy the requirements of this section:

1. The financial plans must be approved by a resolution that indicates that the drinking water system is financially viable and that is passed by,
 - i. the council of the municipality, if the owner of the drinking water system is a municipality, or
 - ii. the governing body of the owner, if the owner of the drinking water system has a governing body and is not a municipality.
2. The financial plans,
 - i. must include a statement that the financial impacts of the drinking water system have been considered, and
 - ii. must apply for a period of at least six years.
3. The first year to which the financial plan must apply is the year in which the drinking water system is expected to first serve the public.
4. For each year in which the financial plans apply, the financial plans must include details of the proposed or projected financial operations of the drinking water system itemized by,
 - i. total revenues, further itemized by water rates, user charges and other revenues,
 - ii. total expenses, further itemized by amortization expenses, interest expenses and other expenses,
 - iii. annual surplus or deficit, and
 - iv. accumulated surplus or deficit.
5. The owner of the drinking water system must,
 - i. make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,

- ii. make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and
 - iii. provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.
6. The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing. O. Reg. 453/07, s. 2.

Financial plan requirements; license renewal

3. (1) For the purposes of clause (b) of the definition of “financial plans” in subsection 30 (1) of the Act, the following requirements are prescribed for financial plans that are required by subsection 1 (2) or a condition that is included in a municipal drinking water license under subsection 1 (3) to satisfy the requirements of this section:

1. The financial plans must be approved by a resolution that is passed by,
 - i. the council of the municipality, if the owner of the drinking water system is a municipality, or
 - ii. the governing body of the owner, if the owner of the drinking water system has a governing body and is not a municipality.
2. The financial plans must apply to a period of at least six years.
3. The first year to which the financial plans must apply must be the year determined in accordance with the following rules:
 - i. If the financial plans are required by subsection 1 (2), the first year to which the financial plans must apply must be the year in which the drinking water system’s existing municipal drinking water license would otherwise expire.
 - ii. If the financial plans are required by a condition that was included in a municipal drinking water license under subsection 1 (3), the first year to which the financial plans must apply must be the later of 2010 and the year in which the first license for the system was issued.
4. Subject to subsection (2), for each year to which the financial plans apply, the financial plans must include the following:
 - i. Details of the proposed or projected financial position of the drinking water system itemized by,
 - A. total financial assets,
 - B. total liabilities,
 - C. net debt,
 - D. non-financial assets that are tangible capital assets, tangible capital assets under construction, inventories of supplies and prepaid expenses, and
 - E. changes in tangible capital assets that are additions, donations, write downs and disposals.
 - ii. Details of the proposed or projected financial operations of the drinking water system itemized by,
 - A. total revenues, further itemized by water rates, user charges and other revenues,
 - B. total expenses, further itemized by amortization expenses, interest expenses and other expenses,
 - C. annual surplus or deficit, and
 - D. accumulated surplus or deficit.
 - iii. Details of the drinking water system’s proposed or projected gross cash receipts and gross cash payments itemized by,
 - A. operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges,
 - B. capital transactions that are proceeds on the sale of tangible capital assets and cash used to acquire capital assets,
 - C. investing transactions that are acquisitions and disposal of investments,
 - D. financing transactions that are proceeds from the issuance of debt and debt repayment,

- E. changes in cash and cash equivalents during the year, and
- F. cash and cash equivalents at the beginning and end of the year.
- iv. Details of the extent to which the information described in subparagraphs i, ii and iii relates directly to the replacement of lead service pipes as defined in section 15.1- 3 of Schedule 15.1 to Ontario Regulation 170/03 (Drinking Water Systems), made under the Act.
- 5. The owner of the drinking water system must,
 - i. make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,
 - ii. make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and
 - iii. provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.
- 6. The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing. O. Reg. 453/07, s. 3 (1).
- (2) Each of the following sub-subparagraphs applies only if the information referred to in the sub-subparagraph is known to the owner at the time the financial plans are prepared:
 - 1. Sub-subparagraphs 4 i A, B and C of subsection (1).
 - 2. Sub-subparagraphs 4 iii A, C, E and F of subsection (1). O. Reg. 453/07, s. 3 (2).

Alternative requirements for two or more drinking water systems

4. If section 3 applies to the financial plans of two or more drinking water systems that are solely owned by the same owner, the requirements prescribed by the section may, as an alternative, be satisfied by financial plans that comply with the section but treat those systems as if they were one drinking water system. O. Reg. 453/07, s. 4.

Amendment of financial plans

5. Sections 2 and 3 do not prevent financial plans from being amended. O. Reg. 453/07, s. 5.

Additional information

6. The requirements of this Regulation do not prevent a person from providing additional information in financial plans prepared for the purpose of meeting the requirements of the Act. O. Reg. 453/07, s.

North Dundas Water System

Financial Plan Project

August 11, 2020



Sharratt Water Management Ltd.
Sustainable Water Management Specialists

Project Purpose

- Develop Water Financial Plan
 - Develop Water/Wastewater Rates
- Approval of Plan and Submit
 - Ontario Government

Water Regulation Changed in 2000

- Walkerton a water regulation landmark
 - Public inquiry
- Safe Drinking Water Act Passed in 2002

MOE Regulations

- 2002 Safe Drinking Water Act
 - Utilities to be licensed
- Elements to obtain a license:
 1. A Permit to Take Water
 2. A Drinking Water Works Permit
 3. An Operational Plan, and
 4. An Accredited Operating Authority
 - 5. A Financial Plan**



Financial Plans – Reg. 453/07

- Regulation 453/07
 - Prepare a Financial plan before licensing
 - Cover 6 year period minimum
 - Compulsory for water systems
 - Has mandatory components
 - Available to the public free of charge
 - Placed on the internet
 - Advertise report availability
 - Approved by Council – Copy to MMAH
 - Repeat study every 5 years
 - before next license renewal

Financial Plan Content

- 2006 Clean Water Act
 - Financial Plans to include source protection costs
- 2007
 - Lead service replacement costs

Financial Planning Guidelines

- Guidelines published by MOE - Aug 07
 - "Toward Financially Sustainable Drinking – Water and Wastewater Systems".
- Goal - Achieving financial sustainability



Key MOE Fin. Plan Principles

1. Engaging the public in decision making processes/accessible reports
2. An integrated approach to water/wastewater system financial planning
3. Life-cycle approaches to fin. planning/asset management
4. Funds available when assets need to be maintained, rehab. replaced
5. Asset management planning is central
6. Sustainable level of revenue allows systems to be kept in good condition
7. Rate structures can promote financial sustainability and water conserv.
8. Metering, use of rates, preferable to cross-subsidization using prop. taxes.
9. Growth should fund growth.
10. Financial Plans are living documents - lend themselves to improvement.
11. Multi-year plans should be periodically reviewed.

North Dundas Water/Wastewater System

- Water
 - Estimated 2018 Repl. Value \$33.9 million
 - 2,433 Assets listed
 - \$18,807 per connection
- Wastewater
 - Est 2018 Repl. Value \$33.0 million
 - 548 Assets
 - \$18,770 per connection

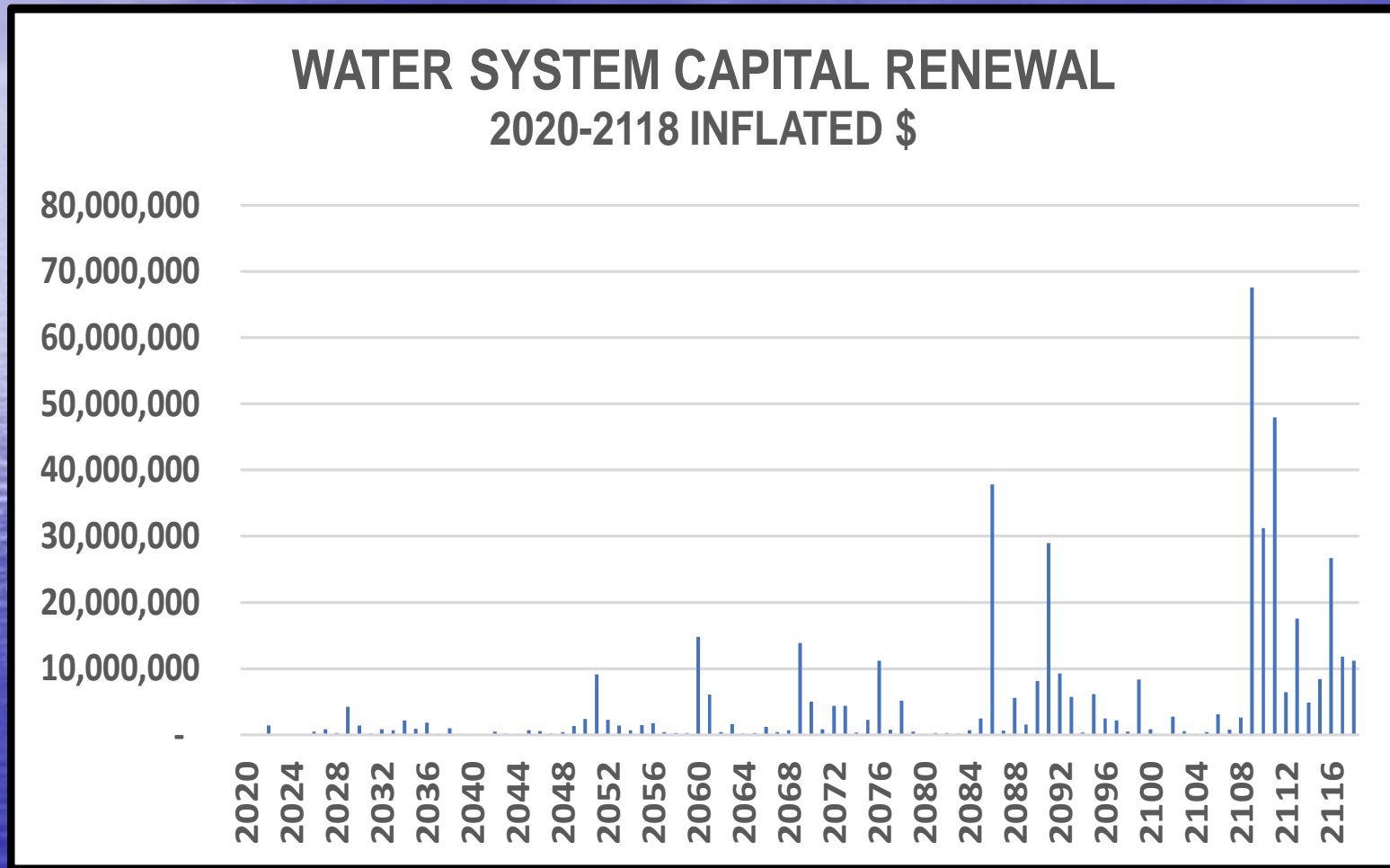
Financial Plan Steps

- Project capital renewal/replacement needs
 - Project all water asset costs to 2118
 - Wastewater assets projected to 2118
- Develop a cost recovery plan
 - Capital renewal costs to 2118
 - Operating costs to 2029
 - Estimate # of users/water sold
 - Develop rates
- Prepare Financial Plan

North Dundas Rate Setting

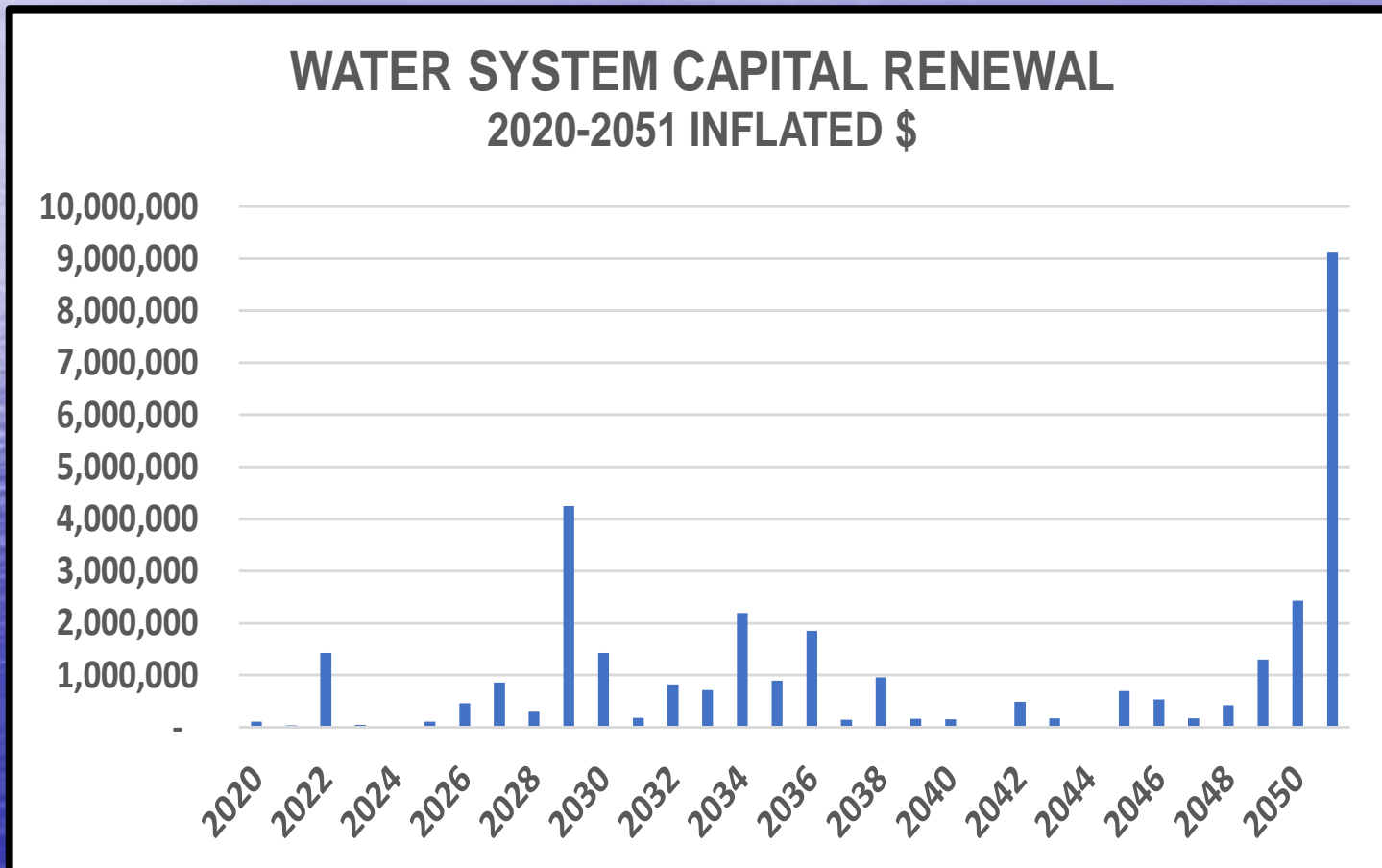
- Inflation – 2-3% for operating
- Capital Projection – 3% inflation
 - (construction price index)
- Rate type – two part rate
 - Fixed component – monthly charge based on meter size
 - Volumetric – based amount of water used

Capital Needs to 2118

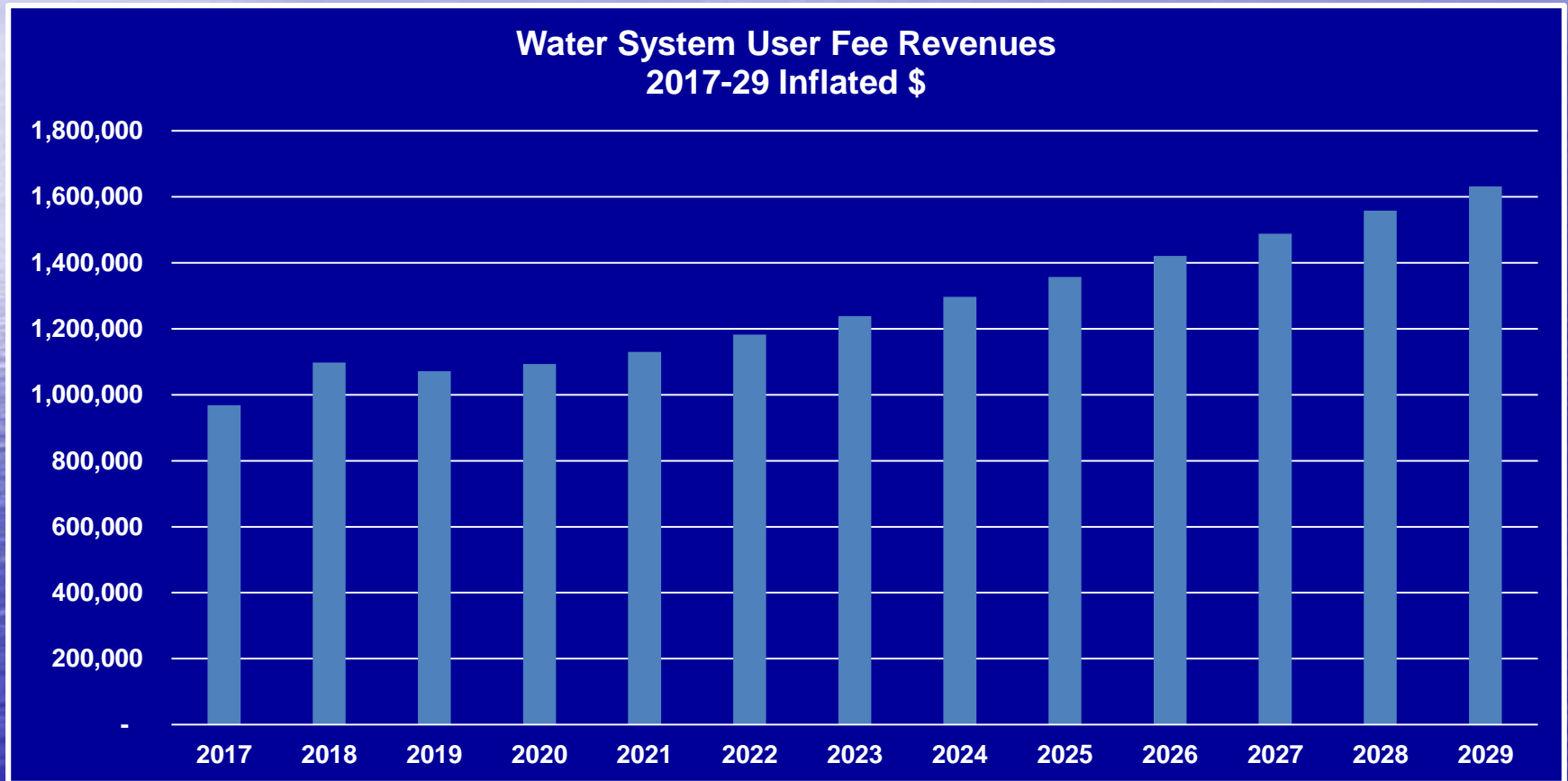


Note: Some project costs not determined yet and not included. Will pick up in 5 years

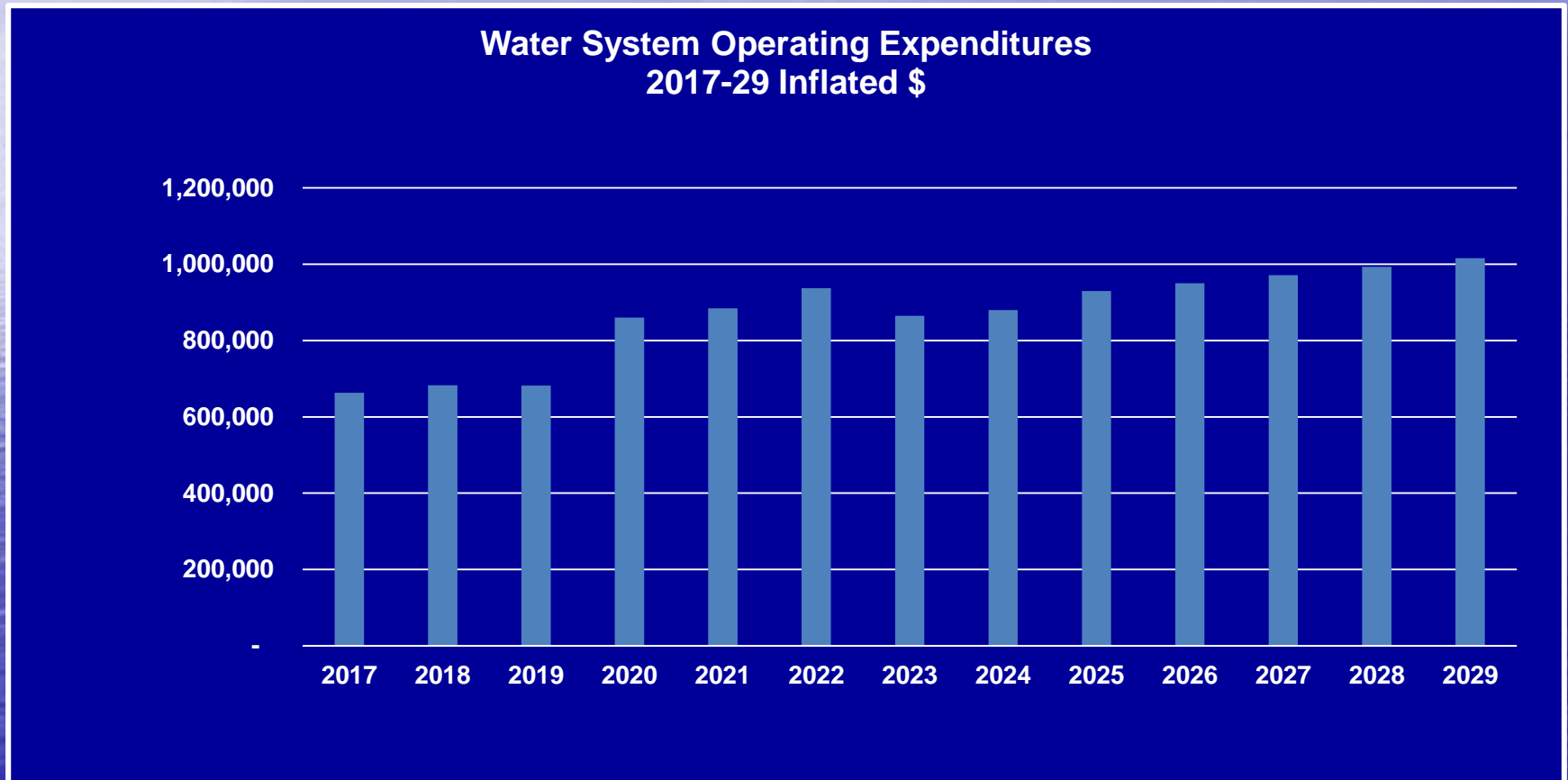
Capital 2020-51



User Fees 2017-29 Infl. \$



Water Expenditures 2017-29 Infl \$

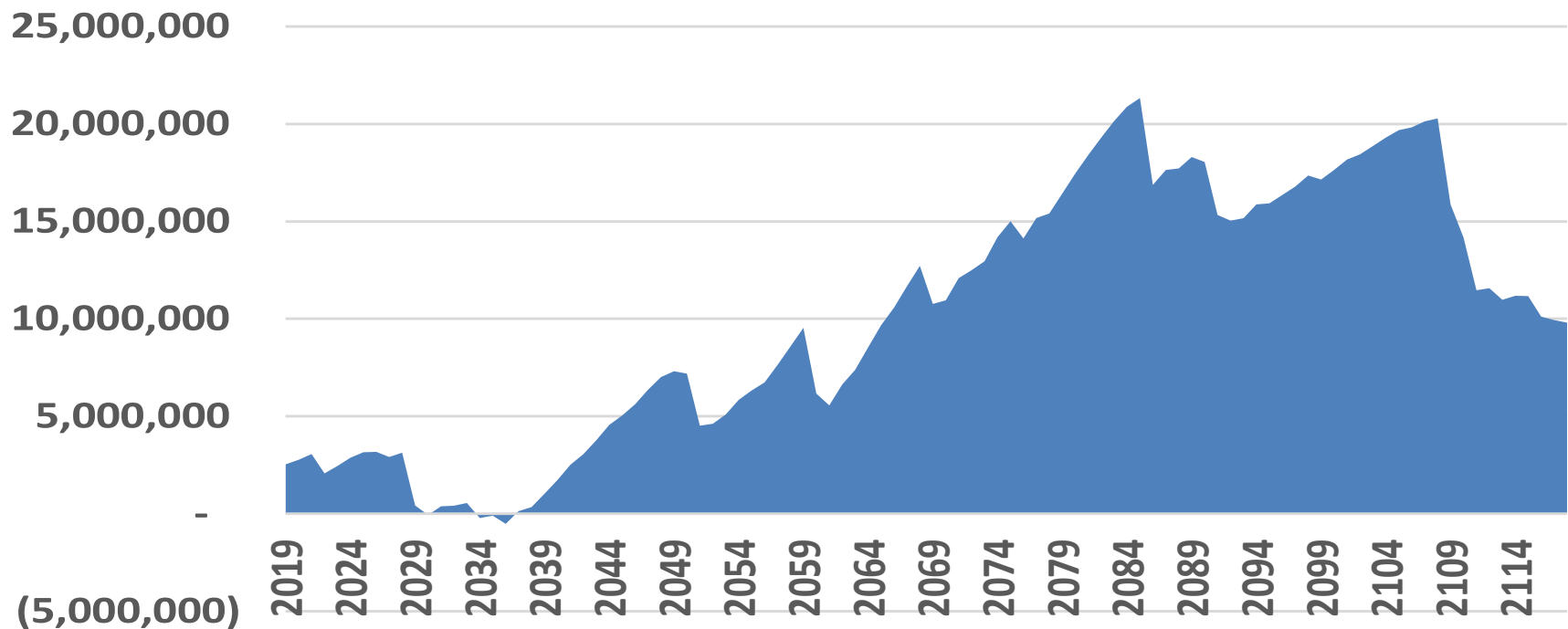


Water Reserve 2019-2029 Infl.\$

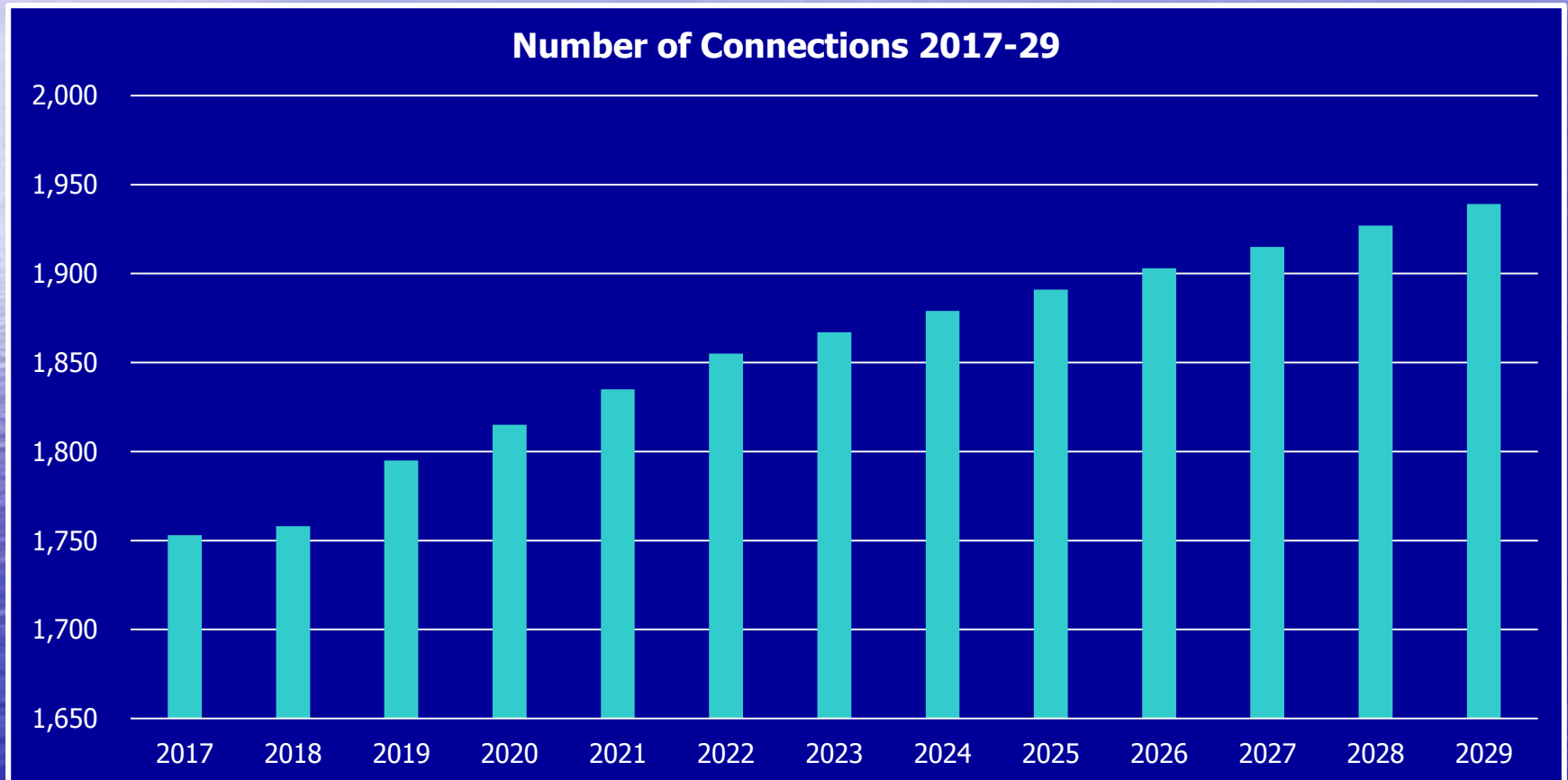
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Opening Value	2,535,348	2,535,348	2,850,664	3,248,900	2,262,608	2,757,491	3,330,197	3,766,126	3,904,772	3,690,798	4,084,569
Reserve Contribution (withdrawal)	(38,196)	315,316	398,236	(986,292)	494,883	572,706	435,929	138,647	(213,974)	393,771	(3,508,689)
Close in Inflated \$	2,535,348	2,850,664	3,248,900	2,262,608	2,757,491	3,330,197	3,766,126	3,904,772	3,690,798	4,084,569	575,881
Close in 2019\$	2,535,348	2,767,635	3,062,400	2,070,607	2,449,995	2,872,657	3,154,071	3,174,937	2,913,550	3,130,482	428,509

Long Range Reserve Projection

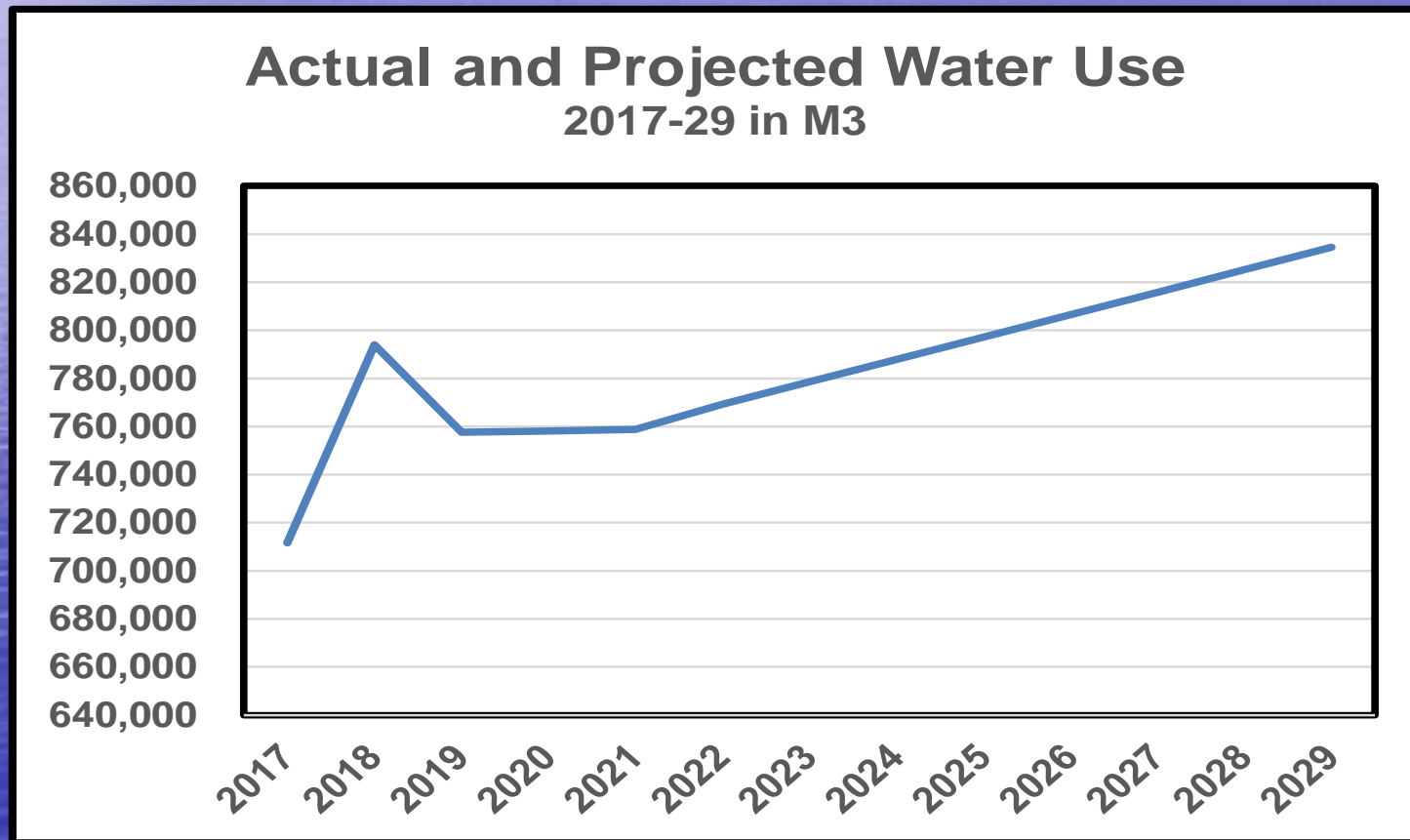
**Water Capital Reserve Year End Totals
2019-2118 Constant 2019 \$**



New Users



Projected Future Water Sales M3



Proposed Rates Infl. \$

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Yearly Fixed Cost for Most Common Meter	110.34	111.93	115.97	120.68	125.57	130.67
Variable Cost per Cubic Metre Inflated \$	1.12	1.16	1.20	1.24	1.28	1.33
Variable Cost Per Cubic Metre 2019\$	1.09	1.10	1.11	1.12	1.13	1.14

All Meter Size Proposed Rates

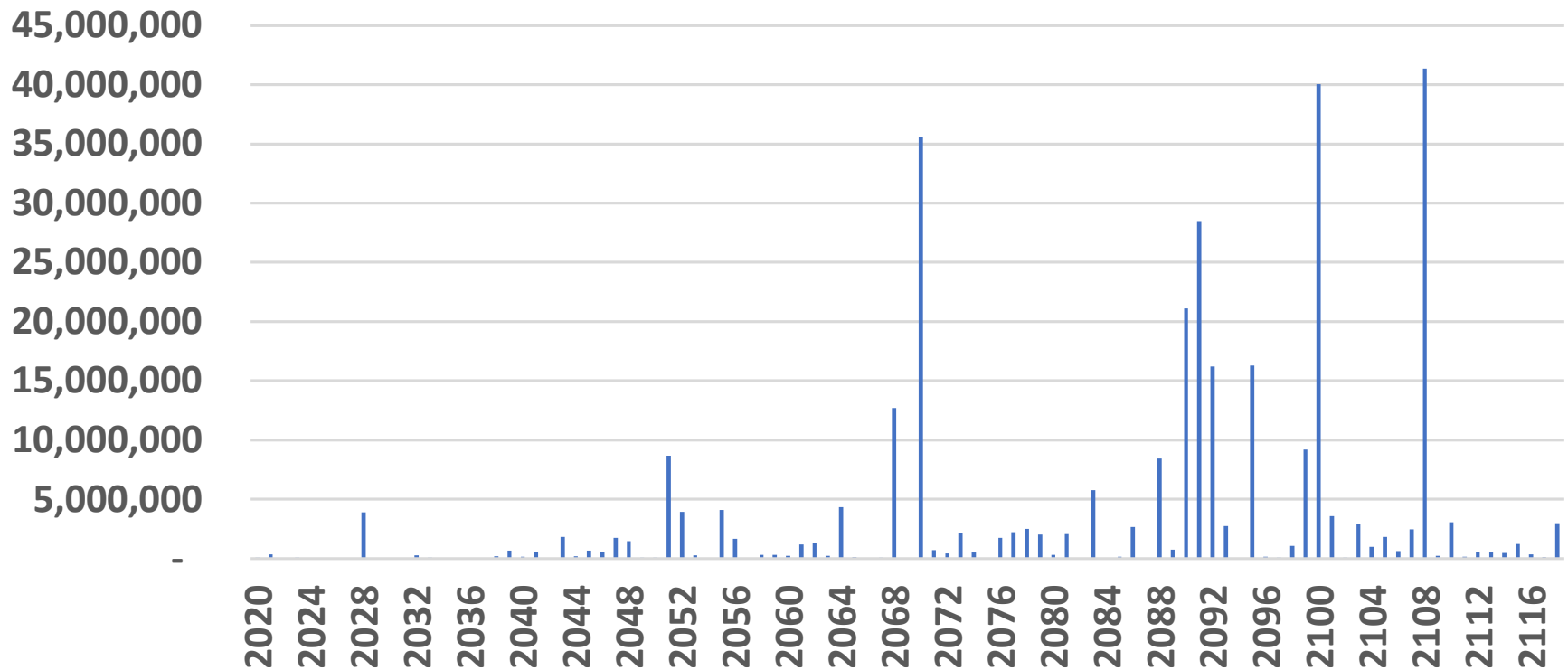
				<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Fixed Charge by Meter Size									
Inches	5/8X3/4	MM	17	110	112	116	121	126	131
	3/4		19	110	112	116	121	126	131
	1		25	154	157	162	169	176	183
	1.5		37.5	199	201	209	217	226	235
	2		50	320	325	336	350	364	379
	2.5		62.5	772	783	812	845	879	915
	3		75	1,214	1,231	1,276	1,327	1,381	1,437
	4		100	1,545	1,567	1,624	1,689	1,758	1,829
	6		150	2,317	2,350	2,435	2,534	2,637	2,744
Cost per Cubic Metre - Inflated \$				1.12	1.16	1.20	1.24	1.28	1.33
Cost per M3 2019\$				1.09	1.10	1.11	1.12	1.13	1.14

Water Bills Infl \$

Hypothetical User	2019	2020	2021	2022	2023	2024	2025
Single Person with 70 M3/Year	\$185	\$189	\$193	\$200	\$207	\$215	\$223
Couple with 125 M3 per Year	\$245	\$250	\$257	\$265	\$275	\$286	\$296
Family 300 M3 per Year	\$438	\$446	\$459	\$475	\$492	\$510	\$528
Coffee Shop (Busy) 1000 m3/Yr	\$1,251	\$1,273	\$1,313	\$1,358	\$1,406	\$1,456	\$1,509
Large Industrial User 500,000m3/Yr	551,185	560,709	579,884	610,859	644,306	679,417	716,272

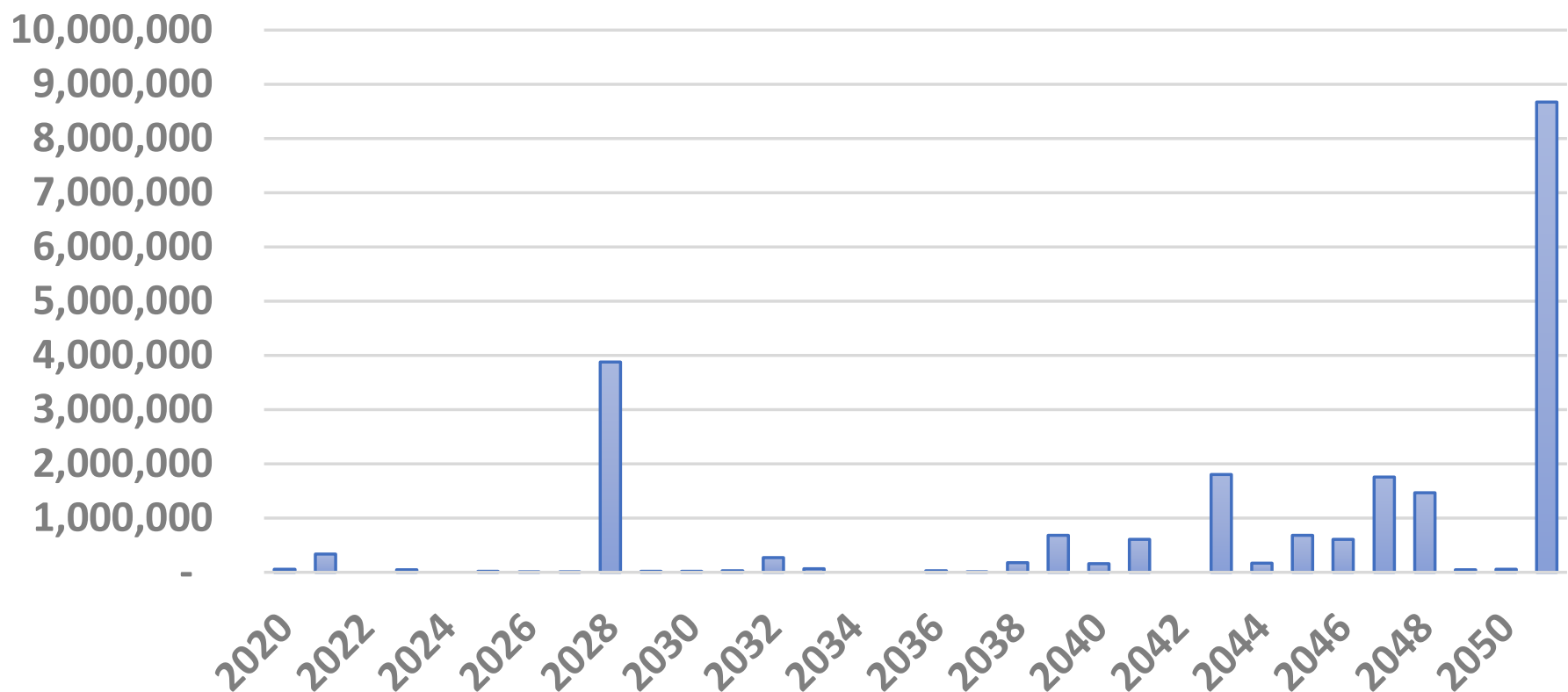
Long Range WWWater Capital Infl \$

WASTEWATER SYSTEM CAPITAL RENEWAL 2020-2118 INFLATED \$



Capital to 2051 Infl. \$

WASTEWATER SYSTEM CAPITAL RENEWAL 2020-2051 INFLATED \$

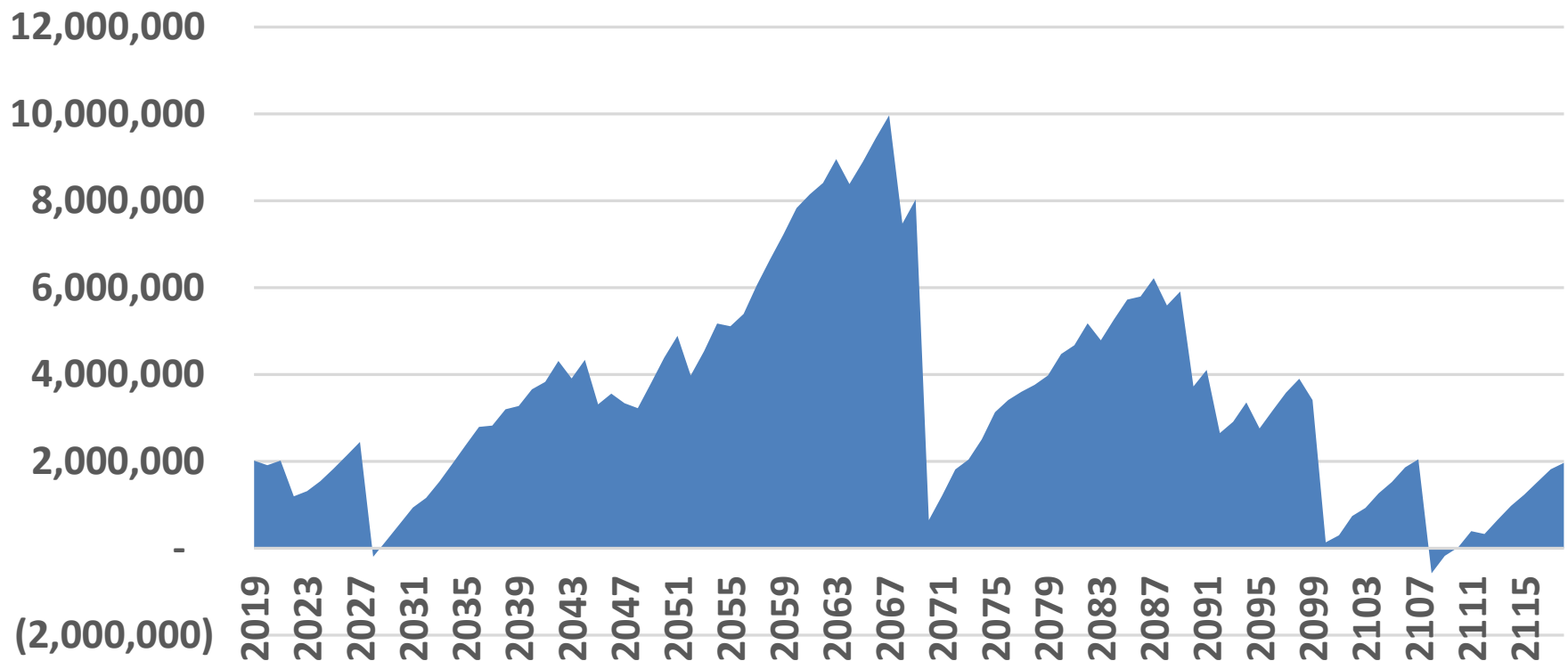


Wastewater Reserve Infl \$

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Opening Value	1,774,479	1,774,479	1,969,210	2,141,213	1,305,854	1,479,514	1,788,712	2,186,097	2,627,526	3,100,700	(257,514)
Reserve Contribution (withdrawal)	242,440	194,731	172,003	(835,359)	173,660	309,198	397,385	441,429	473,174	(3,358,214)	495,955
Close in Inflated \$	2,016,919	1,969,210	2,141,213	1,305,854	1,479,514	1,788,712	2,186,097	2,627,526	3,100,700	(257,514)	238,441
Close in 2019\$	2,016,919	1,911,854	2,018,299	1,195,041	1,314,529	1,542,959	1,830,822	2,136,419	2,447,721	(197,363)	177,423

Long Range Reserve 2019\$

**Wastewater Capital Reserve Year End Totals
2019-2118 Constant 2019 \$**



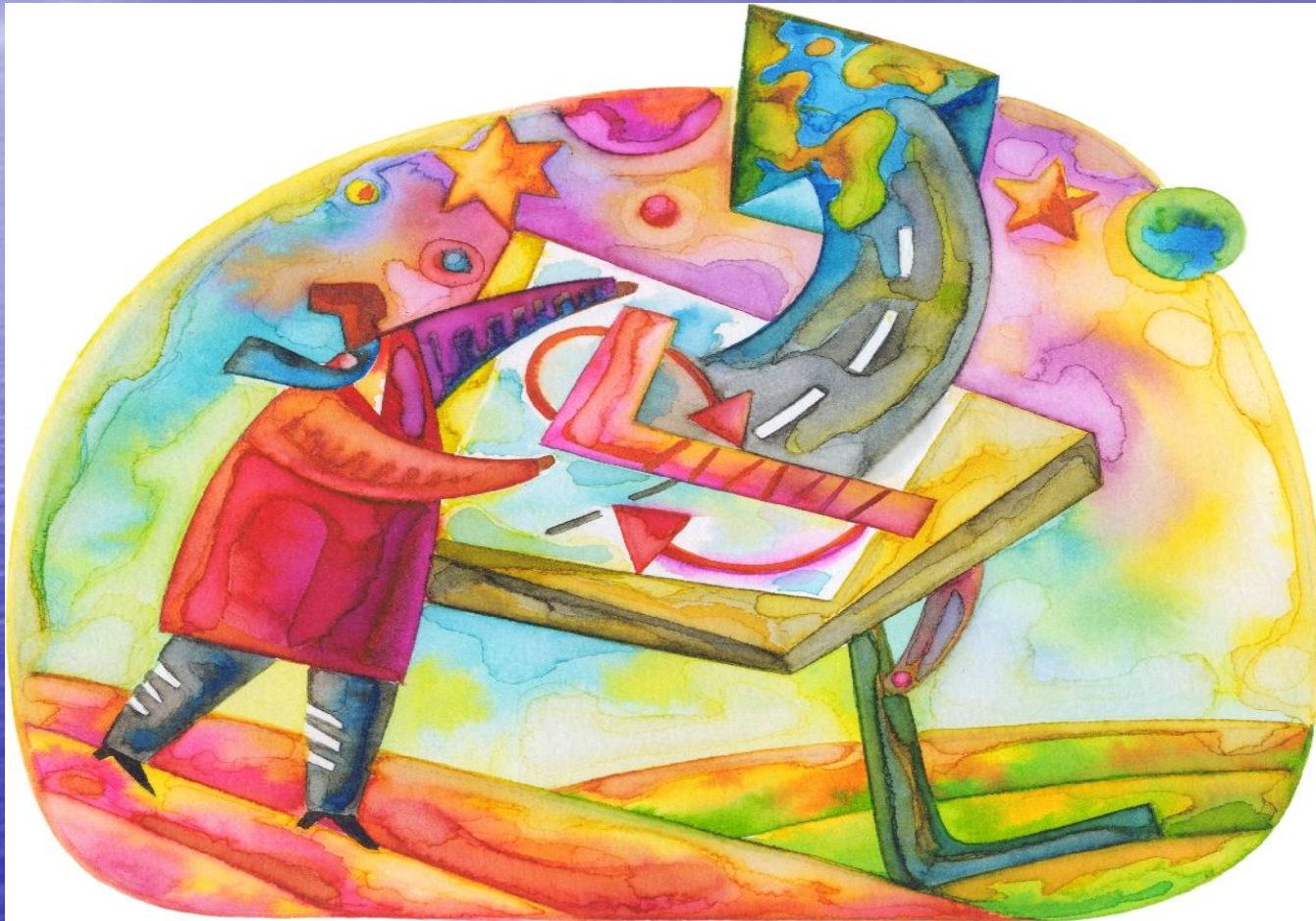
Proposed WW Surcharge Infl \$

2020	2021	2022	2023	2024	2025
165%	167%	167%	167%	167%	168%

Wastewater Bills Infl \$

<u>Hypothetical User</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Single Person with 70 M3/Year	\$297	\$311	\$321	\$333	\$346	\$360	\$375
Couple with 125 M3 per Year	\$395	\$413	\$427	\$442	\$460	\$478	\$497
Family 300 M3 per Year	\$705	\$736	\$764	\$791	\$822	\$853	\$886
Coffee Shop (Busy) 1000 m3/Yr	\$2,014	\$2,102	\$2,187	\$2,263	\$2,349	\$2,438	\$2,530
Large Industrial User 10,000 m3/Yr	\$22,565	\$23,567	\$24,479	\$25,332	\$26,309	\$27,321	\$28,372

Financial Plan



Plan Contents

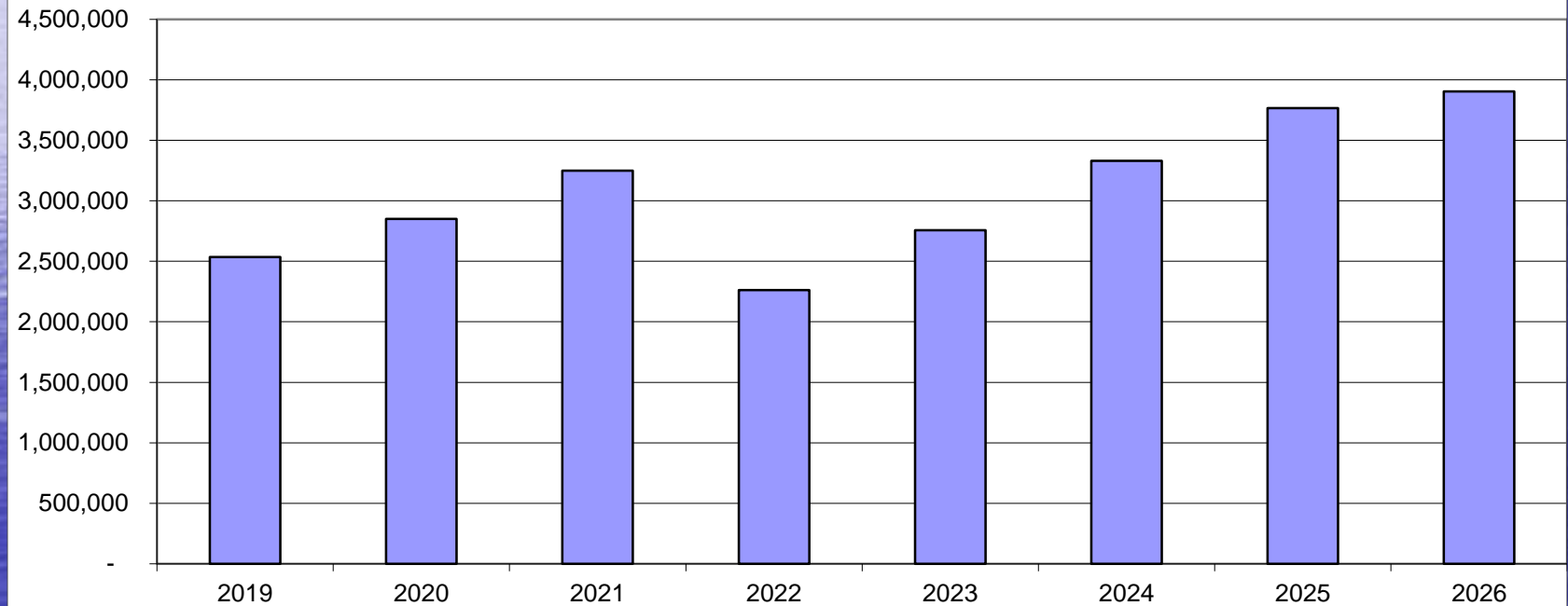
- Follows Reg. 453/07 and Aug 07 Guidelines
- Consistent with PSAB planning approach
 - Consider amortization to 2026
 - Projects net present value forward to 2026
- Includes statements about:
 - Lead abatement
 - Source water protection

Plan Content

- No lead in system – no plan needed
- Source Protection
 - South Nation Conservation Authority
 - leads action on Source Protection
 - \$16,200 spend in 2017
 - No plans at the moment to spend more
- Government grants not assumed
 - But the Township can apply

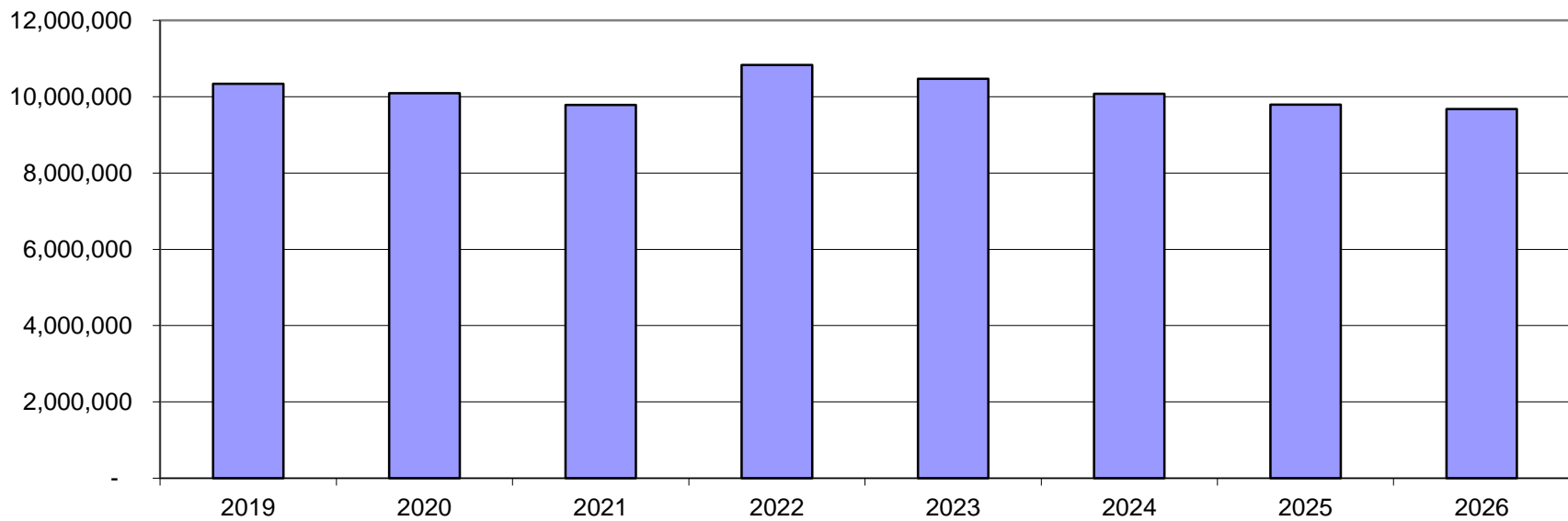
Cash Less Debt-Good Reserve Inflated \$

Figure 5.1 North Dundas Water Net Financial Assets
Cash less Debt Inflated \$



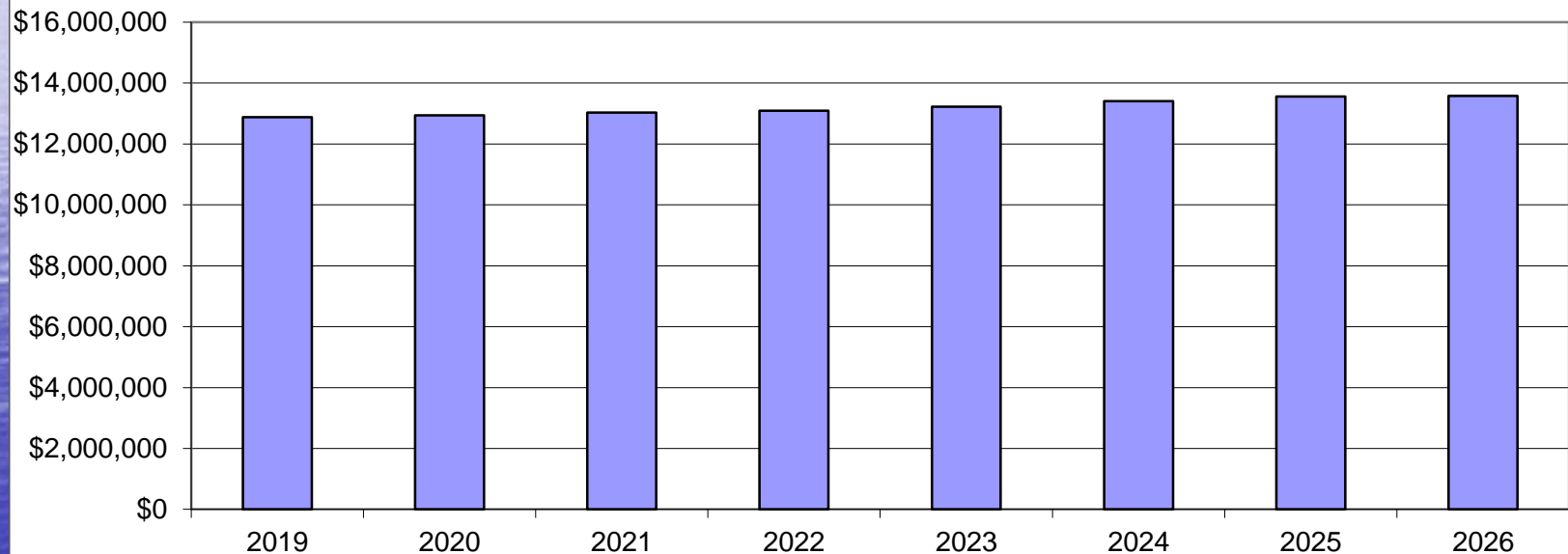
Capital Assets Stable Infl.\$

Figure 5.2 North Dundas Tangible Capital Assets
Original Cost less Amortization (Net Book Value) Inflated \$



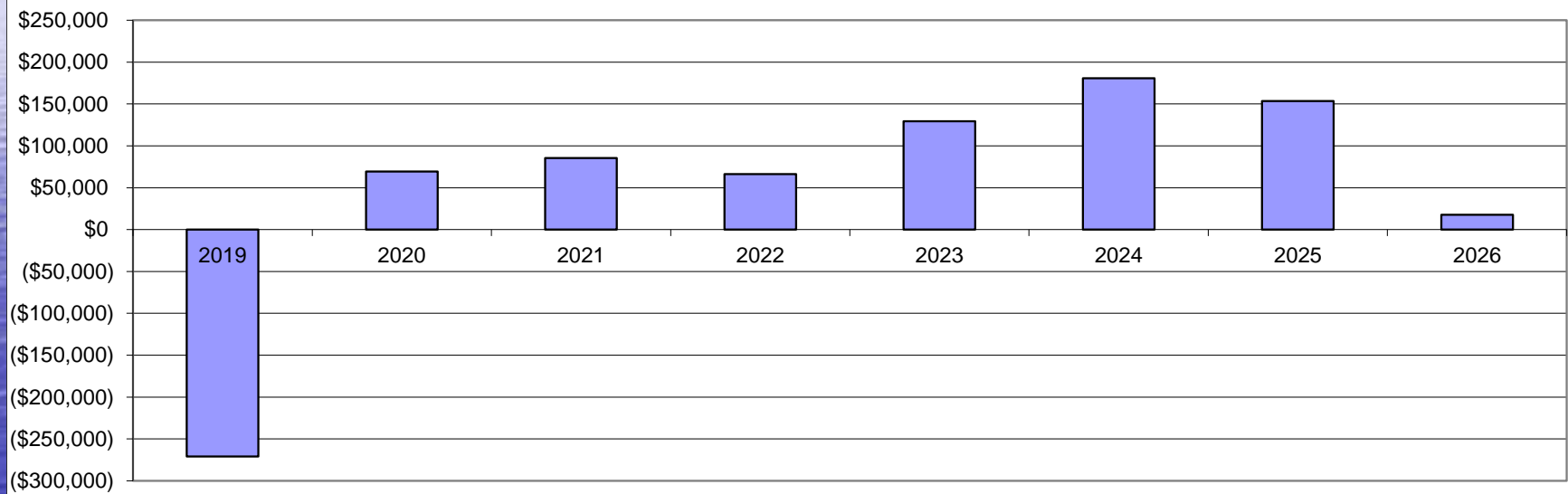
Cash and Asset Value Less Debt Inflated \$

Figure 5.3 North Dundas Water Accumulated Surplus
Cash plus Asset Value less Debt Inflated \$



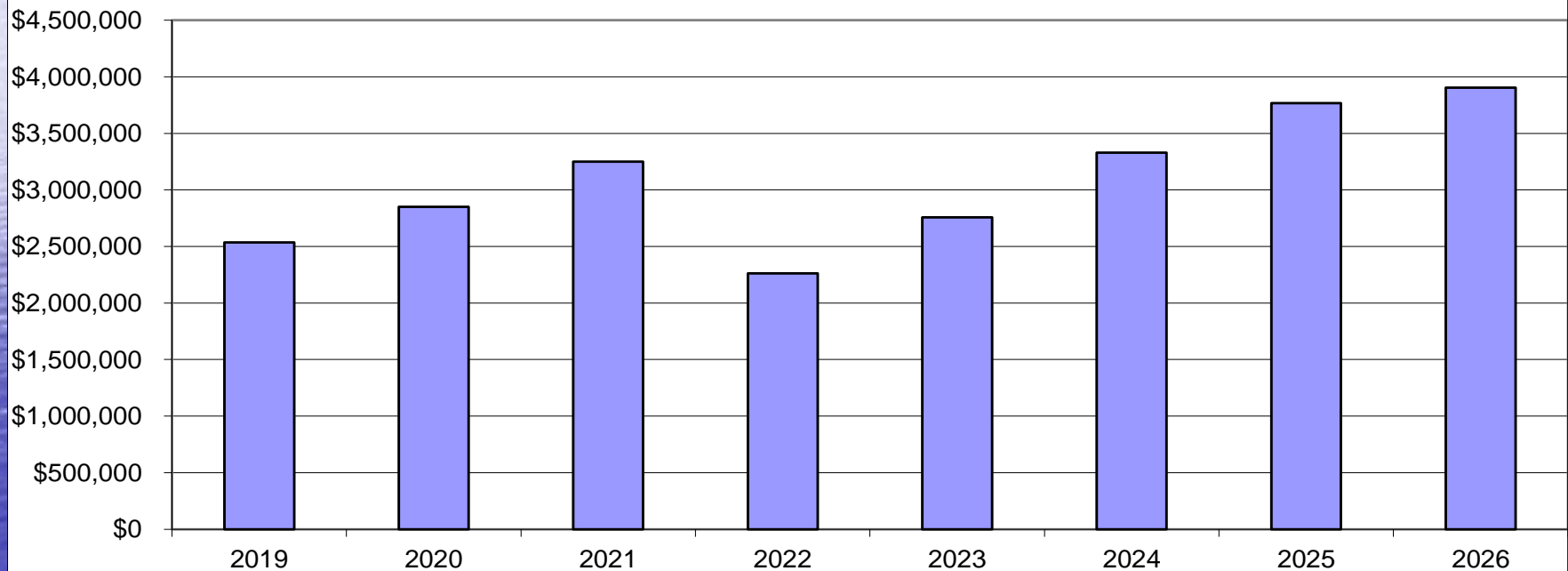
Revenues Less Expenses Incl. Amortization Infl \$

Figure 5.4 North Dundas Water Excess Revenues over Expenses
Revenues less Expenses Including Amortization Inflated \$



Cash Less Expenditures and Capital Infl \$

Figure 5.5 North Dundas Cash and Cash Equivalents at Year End
Excess Revenue over Expenditures less Capital Costs Inflated \$



Conclusions

- Good reserves
- Professional operator
- Managing growth
- Systems are in good shape



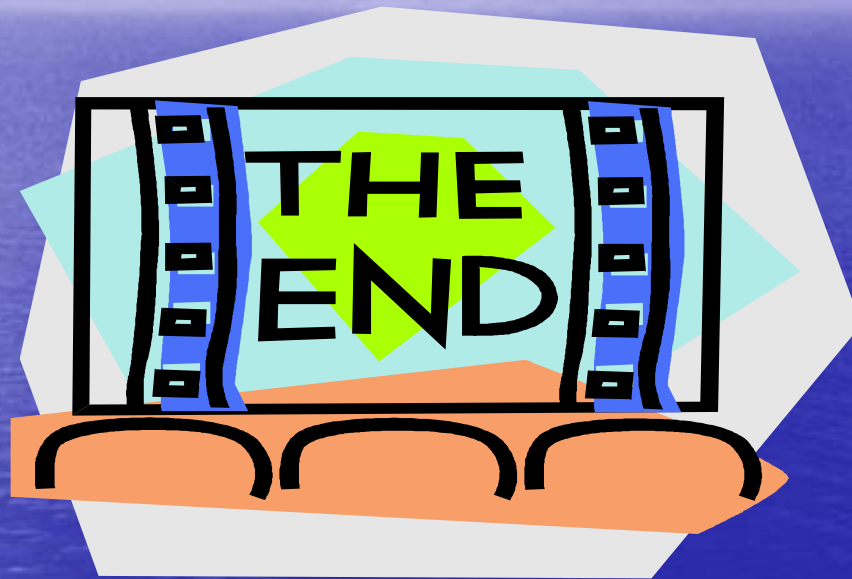
Value of Water

	Amount Used (litres)	What \$1.00 will buy	
		Quantity Purchased	
		2020 Rate	2025 Rate
Drink a 340 ml glass of North Dundas tap water	0.3	1,979	1,670
Drink a 500 ml bottle of North Dundas tap water	0.5	1,346	1,136
Buy a 500 ml bottle of water at Tim Hortons	0.5	1/2 bottle	?
Shower 30 minutes (Number of Showers)	270.0	2	2
Shower 10 minutes (Number of Showers)	90.0	7	6
Shower 5 minutes (Number of Showers)	45.0	15	13
Run dishwasher start to finish - new (# of washes)	25.0	27	23
Run dishwasher start to finish - older (# of washes)	38.0	18	15
Flush an older 15 litre (# of flushes)	15.0	45	38
Flush a 6 litre toilet (# of flushes)	6.0	112	95
Flush a high efficiency toilet (# of flushes)	4.5	150	126
Wash clothes - older top load (# of wash loads)	175.0	4	3
Wash clothes - new front load (# of wash loads)	90.0	7	6
Assume the cost of water if use 300 m3 per year			

Clouds?

- Rates based on one large user
 - need to monitor
- Climate change
 - Heavy rainfall
 - Storms
 - Higher Temps – Irrigation?
- New Regulations
 - Plastics
 - Pharmaceuticals
 - Wastewater treatment







ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	August 11, 2020
Subject:	Noise By-law Exemption - SNC Lavalin

RECOMMENDATION:

THAT Council authorize a Temporary Exemption Permit to Public Nuisance By-law No. 2016-20 for construction located at 171 Main St., Chesterville, for a three (3) week period sometime between September 14th, 2020 to November 30th, 2020, subject to the imposed conditions, attached hereto as Schedule “A”.

BACKGROUND:

The applicant is looking for a temporary site for assembly and outfitting of Mobile Hospital Units in response to COVID 19. A three-week, 24/7 operation is required to demonstrate the company’s ability to construct a Mobile Respiratory Care Unit in an expeditious manner to respond to any urgent COVID outbreak anywhere across Canada. The nearest dwelling unit is approximately 218 metres from the assembly of the modular units.

SNC Lavalin PAE Inc. have asked to be a delegation at the Council meeting on August 11, 2020 to provide Council with details on their proposed assembly operation.

The company has committed to restrict activities during 11pm - 7am as follows:

- Pre-planned and authorized activities only
- No deliveries
- Limited use of mobile equipment
- Study for light/power generator positioning to minimize impact of that equipment
- Noise abatement protocols for generators
- Prioritize indoor/non-invasive work during this period

COMMENTS AND CONSIDERATIONS:

The following are relevant sections from the Public Nuisance By-law No. 2016-20:

3. General Prohibitions

No person shall cause or permit to exist any unusual noise, or noise likely to disturb the inhabitants of the Municipality.

5. Prohibitions by Time

No person shall emit or cause or permit the emission of noise or a nuisance, resulting from any activity listed in Schedule 2 - Prohibitions by Time and which has a sound clearly audible at a point of reception anywhere within the municipality.

Schedule 2***Prohibitions by Time: 11:00 pm one day to 7:00am the next day***

4. *Operation of any construction equipment or construction activity.*
5. *Loading, unloading, delivering, packing, unpacking, or otherwise handling any containers, products, materials, or refuse, whatsoever, unless necessary for the operation of essential services or the moving of private household effects.*

10. Grant of Exemption by Council

(1) Notwithstanding anything contained in this bylaw, any person may make application to Council to be granted an exemption from any of the provisions of this law with respect to any nuisance for which he might be prosecuted and Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect, and any exemption granted shall be in the form established in Schedule 4.

(2) A breach of any of the terms or conditions of any exemption granted by Council shall render the exemption null and void.

At this time, staff see the exemption as a reasonable request to explore the opportunity for a potential industrial (assembly) use on a largely underutilized property in Chesterville. It is recommended that Council and staff revisit the permit approval should the Township receive concerns from the public as the project progresses.

OPTIONS AND DISCUSSION:

1. Approve the Request – recommended. The project is expected to be for a short period of time; however, it could lead to long-term benefit for the property owners and the Township as a whole.

2. Deny the Request – not recommended.

FINANCIAL ANALYSIS:

No anticipated cost to the Township.

OTHERS CONSULTED:

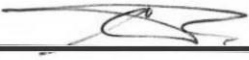
COA
Clerk

Chief Building Official

ATTACHMENTS:


1. Application to Council
2. Schedule "A" – Conditions to Temporary Exemption Permit

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

The Corporation of the Township of North Dundas

Schedule 4 – Application to Council

Application for Temporary Exemption Permit

To "Nuisance Bylaw" By Law 2016 -20

Applicant Name: Last: Spencer

First: Robert

Applicant Address: IDP Warehouse Facility 171 Main Street North Chesterville Ontario

Postal code: K0C1H0

Applicant Phone Number: [REDACTED]

Alternate – On behalf of R. Spencer, Sheldon Chamberlain [REDACTED]

Group or Organization: SNC Lavalin PAE Inc.

Activity/ Event: Government of Canada Mobile Hospital Unit (MHU) in response to COVID 19 Demonstrator

Date of Event: Actual Date TBD

Anticipating 3 weeks (continuous activity) during the period of September 14 and November 30, 2020

**Time(s): 11 pm to 7 am Monday to Saturday and 11 pm till 9 am Sunday
In support of 24 hr. operations**

Description of Event: Including Source of Sound and Vibration for which the exemption is being sought

Temporary Facility Construction

A variance is being requested for construction activity in relation to noise and light generation. Pre-built modular sections are to be assembled and outfitted at the Chesterville site.

We would be required to work around the clock to demonstrate to Canada our ability to expedite Mobile Respiratory Care Unit (MRCU) construction in an expeditious manner in response to urgent COVID outbreaks across Canada.

Our mitigation strategy includes Restricted activity during quiet periods (11pm -7 am)

- **Pre-Planned and authorized work activities only**
- **No deliveries during restricted quiet periods**
- **Limited use of mobile equipment**
- **A survey for the directional positioning of lights and power generators to minimize inconveniences (sound, vibration and fugitive light) to nearby residents**
- **Noise abatement protocols for generators**
- **A commitment to prioritize indoor/non-invasive work during quiet periods**

State the particular provision or provisions from the bylaw for which the exception is being sought

Under Schedule 2 Prohibitions by time

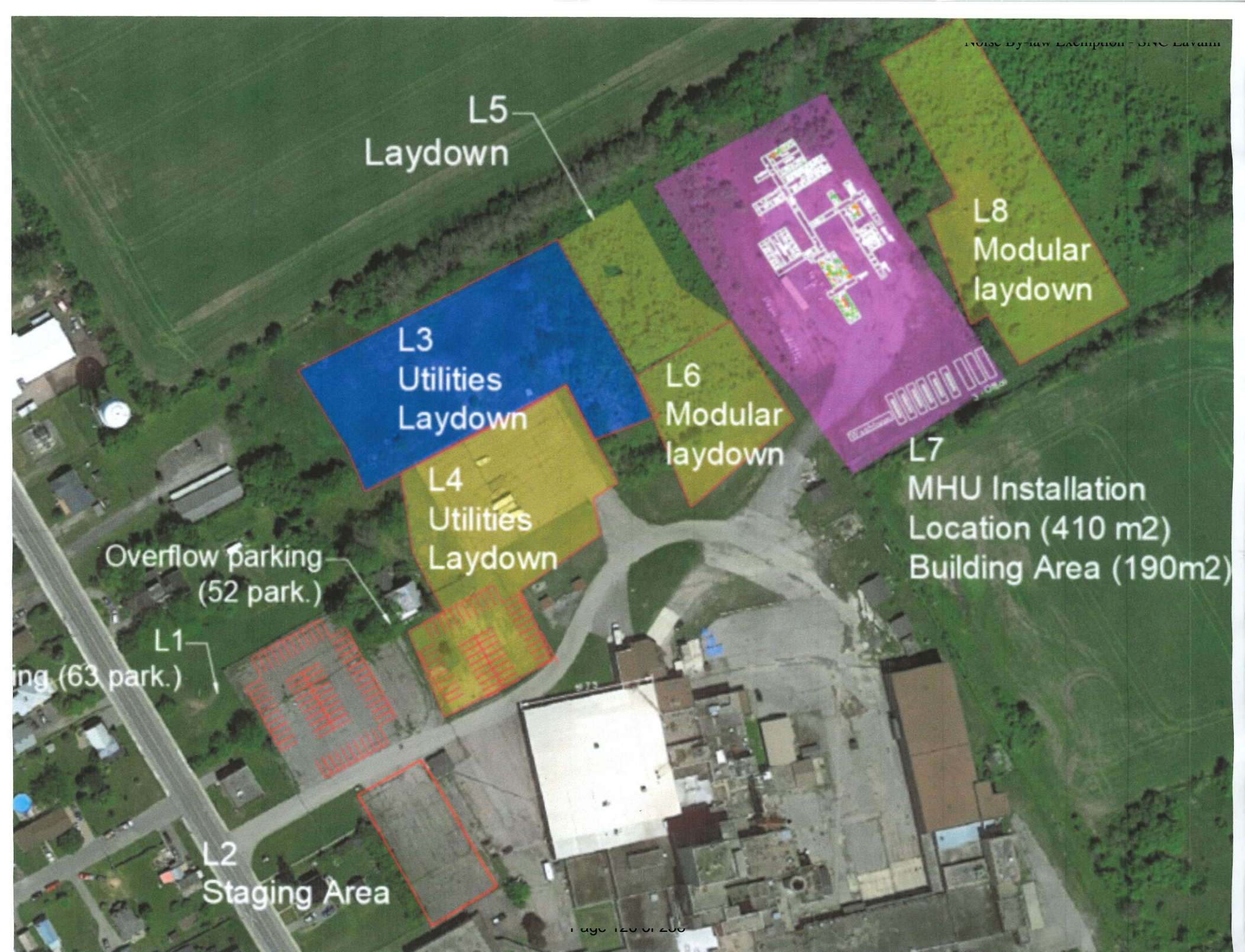
1. **Construction Activity (restricted) to include operation of mobile equipment**
2. **Light generation (properly sighted and aligned inward) for support of construction activities**
3. **Loading/ unloading/ unpacking and or handling of materials**
4. **Noise from temporary power/ lighting supply units (diesel generation)**

Authorization: Print Name Robert Spencer

Date: 04 / 08 / 2020

Sign: _____

A black rectangular box redacting the signature of Robert Spencer.



SCHEDULE "A"
Temporary Exemption Permit Conditions
171 Main St. N, Chesterville, ON K0C 1H0

The Applicant shall provide a written, engineered plan that will address methods to be used to mitigate noise and light emissions during the time period from 11:00 pm and 7:00 am, Monday to Saturday, and from 11:00 pm and 9:00 am on Sundays, including but not limited to the following items:

1. Limit on specific construction activity, including the use of mobile equipment, to reduce impact of noise.
2. Lighting to be aligned and placed in such a fashion so as not to interfere with normal day-to-day life.
3. Pre-planned and authorized activities only.
4. Prioritizing indoor and/or non-invasive work during these periods.
5. No deliveries, as well as loading and unloading activities.
6. Suppression of noise from generator and other gas-operated equipment.



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	August 11, 2020
Subject:	South Mountain Park Structure

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve the Director of Recreation & Culture to proceed with replacing the South Mountain Rink House with a park pavilion and pump shed, at an additional cost of up to \$15,000. Financing to be from savings in other capital projects in the department.

BACKGROUND:

During the 2020 budget process, \$10,353 was approved to be spent on the repair or replacement of the South Mountain Rink House. The structure is now planned to be replaced with a 16'x20' wooden pavilion with roof, which will serve the community year-round, instead of just for the winter season. The new structure will also provide more visibility, thereby deterring vandalism and unwanted use, and it will allow for more diverse use.

Various avenues were explored in order to come-up with the most suitable and cost-effective structure, which resulted in 2 options. Option 1 was a friction fit, timber frame post structure, which would be brought to site and constructed by volunteers. Option 2 was a structure made of lumber. Both options would require engineer stamped drawings, a concrete pad, and construction materials. A local general contractor has committed to volunteering to construct the lumber structure, so that is the option that has been selected.

The separate pump shed will require electrical work and potentially minor plumbing work. The shed will house the electrical, plumbing and equipment required for the operation and maintenance of the outdoor rink.

Repurposing the old, unused shuffleboard court as the base for the pavilion, was explored. Through communication with an engineer, we were advised that the pad would not support the weight load of the structure and therefore concrete footings and piers would need to be installed around the perimeter of the pad. The pad would still need to be cut to size and the middle gutter filled. Engineered design drawings are required for both a new concrete pad as well as for repurposing the shuffleboard court into the proper base.

Council had desired for the South Mountain Recreation Association (RA) and community to raise any funds required for the project that were beyond the \$10,353. The RA committee is comprised of 2 members; however, 1 member is moving in the near future and the other member has decided to step down after many years of valuable service. The Township of North Dundas is very grateful to both RA members for their time, dedication, and commitment to the community of South Mountain over the years. With the Township's help, the RA hopes to recruit more members from the community, to be a part of the RA.

Given the small size of the RA committee and the social restrictions caused by COVID-19, raising additional funds proved to be too challenging. With ice season quickly approaching, it is recommended that Council authorize and approve the additional capital project costs so that the pavilion and pump shed are ready for this winter. We would also like to be able to utilize the Recreation & Culture Dept. team before summer students are gone and full-time staff are assigned to the arenas.

OPTIONS AND DISCUSSION:

- 1. Finance the additional capital cost of the pavilion and pump shed using General Working Reserves (from 2019 surplus) – not recommended.**
- 2. Leave the capital project unfunded for 2020, to be funded in 2021 – not recommended.**
- 3. Allocate any unspent funds for 2020 Recreation & Culture Department capital projects towards the additional costs of the pavilion and pump shed. If there is a shortfall, it would be funded from General Working Reserves (from 2019 surplus) – recommended.**

FINANCIAL ANALYSIS:

The budgetary price for the pavilion materials is \$4,500 and engineered design drawings are an estimated cost of \$1,500. The concrete pad will cost approximately \$9,300. The total budgetary price for the pavilion is \$15,300.

The cost of an 8'x10' shed is \$2,000, the electrical work is approximately \$2,750, and misc. costs, including a base, are anticipated to be up to \$800. The total cost for the pump shed is anticipated to be up to \$5,500.

The total budgetary price for the pavilion & pump shed is \$20,800, putting the project up to \$10,447 over budget.

The Recreation & Culture Department currently has many budgeted, capital projects underway and it is anticipated that some of these projects will be under budget.

Once these projects are completed, any dollars unspent, can be allocated to finance the remaining cost of the new pavilion and pump shed. Should there be a shortfall, a budget amendment can be brought forward to Council for approval, requesting that the remaining funds be financed from the general reserve (2019 budget surplus).

OTHERS CONSULTED:

CAO
Facilities Manager
Mayor Fraser
Councillor Annable

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	August 11, 2020
Subject:	Municipal Tennis Courts

RECOMMENDATION:

THAT Council direct staff to proceed with option _____, outlined below.

BACKGROUND:

Resurfacing of both the South Mountain and Chesterville tennis courts, is planned to be completed in 2020. The resurfacing was included in the Public Works Dept. paving tender with the specification of a 40 mm overlay.

The Chesterville double court remains open for use. The South Mountain double court was not opened this season and will remain closed until the capital project has been completed.

On Tuesday, July 29th, the Facilities Manager and Director of Recreation & Culture, met with 2 representatives from Cornwall Gravel, at the Chesterville Tennis Court, to discuss the schedule and preparation requirements. The representatives advised that if the courts are resurfaced with the 40 mm overlay as tendered, the cracks will resurface in the spring. To do a proper job with the best long-term results, it was advised that the courts be completely removed, a new granular base be laid, graded and compacted, and a 50 mm asphalt surface be placed.

During the site meeting, the representatives also advised that the fence posts would need to be removed at the front of the courts to allow for machine access. Additionally, the fence will need to be unsecured and held out along the bottom for their operators to access the perimeter area. It is recommended that Council consider authorizing staff to contract the painting of the galvanized fence posts and cross bars before reinstating the fence and to replace sections of the fence as needed to improve the overall look of the facility.

Cornwall Gravel was requested to provide pricing for the broadened scope of work being recommended for the existing double courts, with the removal of the courts being quoted as provisional as municipal departments may be able to work together to complete this aspect of the project, thus decreasing costs. Another consideration is the elimination of one court in each respective village (going from a double court facility down to a single). Cornwall Gravel was also asked to provide an estimate to accommodate this request.

The following options and affiliated budgetary pricing is presented for Council consideration:

Single Court:

	Chesterville	South Mountain
Replacement Including Granular Base & Compaction	\$ 18,900	\$18,900
Nets & Hardware	\$ 500	\$ 600
Line Painting	\$ 1,000	\$1,000
Fence Removal/Replacement/Repairs	\$ 9,100	\$ 8,500
Misc. (Landscaping, Fence Post Painting, Etc.)	\$ 5,000	\$ 5,000
Total	\$ 34,500	\$ 34,000
Removal by Contractor of Old Single Surface	\$ 7,600	7,600

Double Court:

	Chesterville	South Mountain
Replacement Including Granular Base & Compaction	\$ 30,600	\$ 30,600
Nets	\$ 900	\$ 1,000
Line Painting	\$ 1,800	\$1,800
Fence Removal/Replacement/Repairs	\$ 3,620	\$ 2,500
Misc. (Landscaping, Fence Post Painting, Etc.)	\$ 3,500	\$ 3,500
Total	\$ 40,420	\$ 39,400
Removal by Contractor of Old Double Surface	\$ 11,900	11,900

Provisional excavation of soft spots 450mm deep is \$85/m², if completed by Cornwall Gravel. This would include backfill with granular. In order to help reduce expenses, we may be able to complete the excavation work in-house if the Public Works Dept. is available to assist, however, the work would need to be completed by Friday, August 21st.

Cornwall Gravel has advised that tennis court resurfacing is very delicate and temperature sensitive work, so the asphalt needs to be laid in hot weather. As such, replacement of the courts needs to be completed by September 15th if the work is to be carried out this year. It is therefore recommended that Council provide the Director of Recreation & Culture with direction.

OPTIONS AND DISCUSSION:

1. **In 2020, replace one single court per village, remove the other court, replace and repair fencing as necessary, and repaint fence posts** – not recommended.
2. **In 2020, replace the existing double court facility in each village, replace and repair fencing as necessary, and repaint fence posts** – not recommended.
3. **In 2020, replace one single court in South Mountain, remove the other court, replace and repair fencing as necessary, and repaint fence posts. Do not complete any work to the Chesterville Tennis Court in 2020, but include the capital project for consideration in the 2021 budget** – recommended.
4. **Do not go forward with any capital work to the tennis courts in 2020. Include the capital projects for consideration in the 2021 budget** – not recommended.
5. **Other option chosen by Council** – not recommended.

FINANCIAL ANALYSIS:

During the 2020 budget process, \$24,000 was approved to be spent on resurfacing the Chesterville Tennis Courts and the same was budgeted to resurface the South Mountain Tennis Courts. The courts were awarded to Cornwall Gravel for the bid price of \$20,800 per double court location.

The revised project scope comes at an increased cost of \$34,000 to \$40,420 per location, which is \$10,000 to \$16,420, plus added contingency, over the \$24,000 allotted budget, depending on which option Council chooses to exercise.

It is recommended that the cost overage be financed from the general reserve (2019 budget surplus).

OTHERS CONSULTED:

Facilities Manager
CAO

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	August 11, 2020
Subject:	Mandatory Use of Masks in Enclosed Public Spaces

RECOMMENDATION:

That Council adopt policy #82-2020 that establishes mandatory use of masks in enclosed public spaces in accordance with the directive from the Eastern Ontario Health Unit.

BACKGROUND:

As of July 7th, 2020, the Eastern Ontario Health Unit (EOHU) made the use of masks or face coverings mandatory in enclosed (indoor) public spaces accessed by the public in order to continue to minimize the risk of an outbreak of COVID-19.

Under the Public Health Directive issued by the Medical Officer of Health under s. 4(2) of O. Reg. 263/20, Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9., every operator of an enclosed public space shall adopt a policy to ensure that no member of the public is permitted to enter or remain in the public areas of the enclosed public space unless he or she is wearing a mask in a manner that covers their nose, mouth and chin.

Under the public health directive above, an enclosed public space is defined as any enclosed or indoor space that members of the public can access such as municipal public spaces.

This policy was created in compliance with the directive above and shall become null and void, upon the rescinding thereof of the said directive.

A guidance document will provide the associated employee training on the policy and responses to potential questions from the public.

OPTIONS AND DISCUSSION:

- 1. Adopt the policy.** This ensures we are compliant with the directive from the EOHU. **Recommended.**
- 2. Do not adopt the policy.** We will not be compliant with the EOHU's July 7th directive. **Not recommended.**

3. **Modify and adopt the policy.** Council can choose to make modifications to the policy.

FINANCIAL ANALYSIS: n/a

OTHERS CONSULTED:

EOHU

United Counties of SDG

ATTACHMENTS: Policy #82-2020

PREPARED BY:

A handwritten signature in black ink, consisting of the letters 'AR' in a stylized, cursive font.

Angela Rutley, BBA
CAO

POLICY MANUAL	Policy No. 82-2020
Township of North Dundas	Effective Date: August 11/20
Subject: Mandatory Use of Masks in Enclosed Public Spaces	

PURPOSE:

This policy is established to comply with the directive issued by the Eastern Ontario Health Unit (EOHU) to adopt a policy to ensure that members of the public wear masks within enclosed public spaces with specified exemptions and staff training requirements.

BACKGROUND:

As of July 7th, 2020, the Eastern Ontario Health Unit (EOHU) made the use of masks or face coverings mandatory in enclosed (indoor) public spaces accessed by the public in order to continue to minimize the risk of an outbreak of COVID-19.

Under the Public Health Directive issued by the Medical Officer of Health under s. 4(2) of O. Reg. 263/20, Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9., every operator of an enclosed public space shall adopt a policy to ensure that no member of the public is permitted to enter or remain in the public areas of the enclosed public space unless he or she is wearing a mask in a manner that covers their nose, mouth and chin.

Under the public health directive above, an enclosed public space is defined as any enclosed or indoor space that members of the public can access such as municipal public spaces.

This policy was created in compliance with the directive above and shall become null and void, upon the rescinding thereof of the said directive.

REQUIREMENTS:

All staff, visitors and customers are required to wear a mask (or face covering) upon entering and remaining within areas of Township operations that are considered enclosed (indoor) public spaces. The mask must securely cover the nose, mouth and chin.

Signage on the mask requirement must be posted at every public entrance to the premises and be clearly visible to the public.

The following persons are exempted from the requirement to wear a mask and will not be required to provide proof of such exemption.

Any person who:

- is younger than 2 years of age, or under the age of 5 and cannot be persuaded to wear a mask;
- has an underlying health condition that prevents them from safely wearing a mask;
- is unable to put on or remove their mask without the assistance of another person;
- is reasonably accommodated by not wearing a mask under the Accessibility for Ontarians with Disabilities Act (AODA) or the Ontario Human Rights Code, R.S.O. 1990, c.H.19, as amended;
- is an employee or an agent of the Township of North Dundas, and:
 - is in an office space where the public does not normally attend, or
 - is within or behind a physical barrier (e.g. plexiglass)

Staff will provide a verbal reminder to any customers entering the premises without a mask, that the customer should be wearing a mask.

If a customer in the premises removes a mask for an extended period of time, staff will remind the customer of the requirement to wear a mask.

Masks may be temporarily removed while engaging in dining or an athletic or fitness activity including water-based activities.

Soap and water or alcohol-based hand sanitizer shall be available at all entrances and exits to the public area of the enclosed public space for use of all persons entering or exiting the premises.

A copy of this policy shall, upon request, be provided to any person authorized to enforce it.

Staff must be trained on the policy, including how to respond in various circumstances:

- Customer who arrives without a mask because they forgot or don't have one
- Customer who is exempt from wearing one
- Customer removes their mask, without reason, for extended periods of time within enclosed space
- Customer requesting more information about the policy
- Customer who becomes aggressive about the mask requirement
- Customer who wants information about the importance of wearing a mask or the science on the use of masks
- Customer who wants to know if they can be fined

A staff guidance document will provide the above training.



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	August 11, 2020
Subject:	Smoking & Vaping By-law No. 2020-31

RECOMMENDATION:

That By-law No. 2020-31, being a By-law to prohibit the smoking or vaping of tobacco, e-substances, cannabis, or any other substance in public places and workplaces within the Township of North Dundas be read and passed in Open Council, signed and sealed this 11th day of August, 2020.

BACKGROUND:

The Township currently has a “No Smoking By-law” (By-law No. 29-99 passed on June 21, 1999), that permits smoking in designated areas within municipal buildings and halls. The current No Smoking By-law is outdated and requires a complete overhaul in order to keep up with new legislative requirements, such as the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational). The proposed By-law update expands the range of locations where smoking or vaping is prohibited.

Since the legalization of cannabis in 2018, many municipal governments have been implementing their own Smoking By-laws at the request of the member of the public and health units. The Smoke-Free Ontario Act does not give any powers to Municipal Law Enforcement Officers (MLEO) for enforcement. The Eastern Ontario Health Unit (EOHU) only has 2 Officers for both Prescott-Russell and the Counties of Stormont, Dundas, Glengarry including the City of Cornwall, who have the ability to enforce the Act.

COMMENTS:

The purpose of this By-law is to give MLEOs the authority to respond effectively to complaints or concerns brought forward by the public or Township staff. The By-law will prohibit smoking or vaping on all Township properties in order to promote healthy environments. Tobacco Enforcement Officer’s from the EOHU will also be permitted to enforce the By-law.

New signs will be installed throughout the Township at the discretion of the By-law division in conjunction with the Recreation Department in order to educate the public.

OPTIONS AND DISCUSSION:

1. **Adopt the By-law as presented** – recommended.
2. **Do not adopt the By-law** – not recommended. MLEOs would not be able to enforce current smoking restrictions imposed by the Smoke-Free Act.
3. **Modify the proposed By-law** – not recommended.

FINANCIAL ANALYSIS:

No financial impact. Numerous signs have been provided free of charge by the EOHU.

OTHERS CONSULTED:

Eastern Ontario Health Unit
Director of Recreation
Recreation Coordinator

ATTACHMENTS:

Smoking and Vaping By-law No. 2020-31

PREPARED BY:

Jacob Forget
Chief Building Official / Supervisor of By-law Enforcement

RECOMMENDED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2020-31

Being a By-law to prohibit the smoking or vaping of tobacco, e-substances, cannabis, or any other substance in public places and workplaces within the Township of North Dundas.

WHEREAS it has been determined that smoking or vaping can negatively affect indoor and outdoor air quality for indicators including carbon monoxide and particulate matter, which poses health risks to smokers and those exposed to the second-hand smoke, vapour, or gas that are associated with or result from smoking or vaping;

AND WHEREAS second-hand smoke can trigger cardiovascular events and can aggravate existing respiratory conditions;

AND WHEREAS second-hand smoke and vapour are deemed to be public nuisances because of its irritating properties;

AND WHEREAS pursuant to subsection 8(3) of the *Municipal Act, 2001*, S.O. 2001, c.25 (the “*Municipal Act*”), municipalities may regulate or prohibit, or require persons to do things, respecting a matter;

AND WHEREAS pursuant to paragraphs 6 and 8 of subsection 10(2) of the *Municipal Act*, a municipality may pass by-laws respecting the health, safety, and well-being of persons, and the protection of persons and property, including consumer protection;

AND WHEREAS Section 115 of the *Municipal Act* authorizes the council of a municipality to pass by-laws prohibiting and regulating the smoking and vaping of tobacco and cannabis in defined public places and workplaces within the municipality;

AND WHEREAS subsection 128(1) of the *Municipal Act* provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that are, could become or cause public nuisances in the opinion of Council;

AND WHEREAS section 18 of the *Smoke-Free Ontario Act, 2017*, S.O. 2017, c. 26, as amended, provides that if there is a conflict between a provision of the Act and that of a municipal by-law that deals with a matter to which the Act applies, the provision that is more restrictive of the matter shall prevail;

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

1.0 SHORT TITLE

1.1 This By-law may be referred to as the “Smoking & Vaping By-law.”

2.0 DEFINITIONS

2.1 For the purposes of this By-law, the following definitions shall apply:

“**Ashtray**” means a receptacle for ashes and for cigar and cigarette butts, whether tobacco, cannabis, or any other substance;

“**Cannabis**” has the same meaning as in subsection 2(1) of the *Cannabis Act*, S.C. 2018, c.16, as amended;

“**Charcoal**” means a combustible substance whose primary purpose is to burn or heat a smoking product;

“Council” means the Council of The Corporation of the Township of North Dundas;

“Electronic cigarette” means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat e-substances, tobacco, nicotine, cannabis or any other substance, and produces a vapour intended to be inhaled by the user of the device;

“Employer” includes an owner, operator, proprietor, manager, superintendent, overseer, receiver or trustee of an activity, business, work, trade, occupation, profession, project or undertaking who has control or direction of, or is directly or indirectly responsible for, the employment of a person in it;

“Enclosed public place” means the inside of any place, building, structure, or vehicle or conveyance, or any part thereof, that is covered by a roof and to which the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry;

“Enclosed workplace” means the inside of any place, building, structure, or vehicle or conveyance, or any part thereof, that is covered by a roof, in which employees work or frequent during the course of their employment whether or not they are acting in the course of their employment at the time, but does not include a place or room used primarily as a private self-contained dwelling;

“E-substance” means a substance that is manufactured or sold to be used in an electronic cigarette, whether or not the substance contains nicotine;

“Municipal Law Enforcement Officer” means a person appointed by the Township under Section 15 of the *Police Services Act, R.S.O. 1990, cP.15*;

“Officer” means a Municipal Law Enforcement Officer or a Tobacco Enforcement Officer;

“Outdoor Municipal Property” means the outdoor area of all property owned or leased by the Township including parks;

“Outdoor restaurant or bar patio” means an area that is not an enclosed public place or an enclosed workplace that meets all the criteria set out in the following paragraphs and includes picnic tables in conjunction with a refreshment vehicle or restaurant:

- a) the public is ordinarily invited or permitted access to the area, either expressly or by implication, whether or not a fee is charged for entry, or the area is worked in or frequented by employees during the course of their employment, whether or not they are acting in the course of their employment at the time; and
- b) food or drink is served or sold or offered for consumption in the area, or the area that is part of or operated in conjunction with an area where food or drink is served or sold or offered;

“Park” means a playground, playing field, ball diamond, splash pad, beach, sports field, including but not limited to recreation centres, community buildings, facilities, squares, gardens, greenspaces, water, pedestrian walkways or any other area owned, leased or used by the Township and devoted to active or passive recreation and includes any lane or walkway or public parking area leading thereto;

“Proprietor or other person in charge” means the person who controls, governs or directs the activity carried on within an enclosed public place,

enclosed workplace, outdoor restaurant or bar patio, and includes the person who is actually in charge thereof at any particular time;

“Refreshment Vehicle” means any vehicle from which refreshments are sold for consumption by the public and includes, without limiting the generality of the foregoing, french fried potato vendors, mobile canteens, hot dog vendors, ice cream vendors, popcorn vendors, carts, wagons, trailers and trucks, irrespective of the type of motive power employed to move the refreshment vehicle from one point to another

“Restaurant” means all food and/or beverage service providers;

“Roof” means a physical barrier of any size, whether temporary or permanent, that covers an area or place or any part of an area or place, and that is capable of excluding rain and/or impeding airflow;

“Smoke” or **“Smoking”** means to hold, or otherwise have control over any lighted tobacco, lighted cannabis, or any other lighted substance that produces vapour, smoke, or gases that may be inhaled or exhaled, and includes use of a cigarette, pipe, water pipe, or any other smoking equipment;

“Smoke-Free Ontario Act, 2017” means the *Smoke-Free Ontario Act, 2017*, S.O. 2017, c. 26, Sched. 3, as amended, and any regulation passed under it;

“Smoking Product” means any substance whose primary purpose is to be burned or heated to produce vapours, gases, or smoke, which may be inhaled, and shall include but is not limited to tobacco, non-tobacco herbal shisha, cannabis or any other substance;

“Vape” or **“Vaping”** means any of the following:

- a) inhaling vapour from an electronic cigarette;
- b) exhaling vapour from an electronic cigarette; or
- c) holding or otherwise having control of an activated electronic cigarette;

“Water pipe” means a device, whether called a water pipe, hookah or any other name, that burns or heats a smoking product, with which the vapour, smoke or gases may pass through liquid prior to being inhaled, and excludes an electronic cigarette as defined under the *Smoke-Free Ontario Act, 2017*; and

“Township” means The Corporation of the Township of North Dundas.

3.0 GENERAL PROHIBITIONS

- 3.1 No person shall smoke or vape in the following places whether or not a “No Smoking/No Vaping” sign is posted:
 - 3.1.1 On outdoor municipal property;
 - 3.1.2 On any outdoor restaurant or bar patio;
 - 3.1.3 In any enclosed public place; and
 - 3.1.4 In any enclosed workplace.
- 3.2 No person shall smoke or vape while on or within a vehicle that is located on any municipal property.
- 3.3 No person shall remove, cover up, mutilate, deface or alter any “No Smoking/No Vaping” sign.

4.0 EXEMPTIONS

4.1 Subsection 3.1 and 3.2 of the By-law shall not apply to a person:

- 4.1.1 Smoking or vaping on any portion of a highway;
- 4.1.2 Smoking or vaping on any part of a sidewalk abutting a Township property, providing that the action is transitory;

5.0 DUTIES

- 5.1 No employer, proprietor, or other person in charge of an enclosed public place, enclosed workplace, or outdoor restaurant or bar patio, shall permit smoking or vaping in the enclosed public place, enclosed workplace, outdoor restaurant or bar patio.
- 5.2 No employer, proprietor, or other person in charge of an enclosed public place, enclosed workplace, or outdoor restaurant or bar patio, shall place an ashtray, or allow an ashtray to remain, in any place where smoking and vaping are prohibited pursuant to this By-law.

6.0 SIGNS

- 6.1 Every employer, proprietor, or other person in charge of an enclosed public place, enclosed workplace, or outdoor restaurant or bar patio shall post signs as required by the Smoke-Free Ontario Act, 2017, indicating that smoking or vaping is not permitted in enclosed workplaces and enclosed public places.

7.0 ENFORCEMENT

- 7.1 The Township By-law Division is responsible for the administration and enforcement of this By-law.
- 7.2 No person shall obstruct, hinder or otherwise interfere an Officer in the lawful performance of their duties and responsibilities under the provisions of this By-law.
- 7.3 No person shall knowingly produce a false document or make a false or misleading statement to an Officer who is acting pursuant to the authority of this By-law.

8.0 ENTRY

- 8.1 An Officer may, at any reasonable time without prior notice, enter any enclosed public place, enclosed workplace, or outdoor restaurant or bar patio for the purposes of determining compliance with this By-law.
- 8.2 For the purposes of an inspection under subsection 7.1 an Officer may:
 - 8.2.1 require the production for inspection of documents or things relevant to the inspection;
 - 8.2.2 inspect and remove documents or things relevant to the inspection for the purposes of making copies or extracts;
 - 8.2.3 require information from any person concerning a matter related to the inspection; and
 - 8.2.4 alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

9.0 OFFENCE

- 9.1 Any person who contravenes any provisions of this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided for by the *Provincial Offences Act, R.S.O. 1990, c. P.33*, as amended.
- 9.2 Where a person is convicted of an offence under this By-law, the Ontario Court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 9.3 If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law, and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

10.0 REPEAL

- 10.1 Township of North Dundas By-law No. 29-99 is hereby repealed in its entirety.

11.0 EFFECTIVE

- 11.1 This By-law shall come into full force and effect upon the date of its passing by Council.

READ and passed in Open Council, signed and sealed this 11th day of August, 2020.

MAYOR

CLERK



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	August 11, 2020
Subject:	By-law No. 2020-38 FSI Welding Zoning Amendment

RECOMMENDATION:

THAT By-law No. 2020-38, being a By-law to amend the former Village of Winchester Zoning By-law No. 25-96, as amended, be read and passed in Open Council, signed and sealed this 11th day of August, 2020.

BACKGROUND:

The Township of North Dundas received an application to amend the former Village of Winchester Zoning By-law No. 25-96 under Section 34 of the Planning Act for the property legally described as Part of Block 7, Plan 34, Part of Part 2 on Registered Plan 8R-3724, former Village of Winchester now the Township of North Dundas, County of Dundas. The purpose is to rezone part of the property from Development (D) to Industrial (M1) to permit the construction of a welding and fabrication facility. If approved, the effect would be that the owner may apply for site plan control and a building permit for the construction of the proposed facility.

The subject lands are within the Employment District in the County Official Plan. Employment District uses may include a mix of industrial uses, manufacturing, construction, warehousing, offices, employment supportive commercial uses including associated retail and ancillary facilities, public service facilities and institutional uses (Section 3.4.3). A detailed planning report is attached.

The property/land to which the proposed Zoning By-law amendment applies is the subject of a consent (severance) (SDG File B-52-20).

OPTIONS AND DISCUSSION:

- 1. Adopt the Resolution as Presented** – recommended. The proposed Zoning By-law Amendment is consistent with the 2020 Provincial Policy Statement, conforms to the United Counties Official Plan and represents an opportunity for economic development in an employment district.
- 2. Do Nothing** – not recommended. The applicant may appeal to LPAT for non-decision after 90 days from the date of application
- 3. Refuse the Request** – not recommended. The applicant may appeal Council's decision to LPAT immediately.

FINANCIAL ANALYSIS:

No impact at this time. Potential for increased tax revenue in the future as a result of the industrial development.

OTHERS CONSULTED:

CBO

ATTACHMENTS:

Draft Zoning Amendment By-law No. 2020-38

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



Planning Report Zoning Amendment

RE:	Curtis Fortier – FSI Welding
Meeting Date:	August 11, 2020
Current Zoning:	Development (D)
Proposed Zoning:	Industrial (M1)
Official Plan:	Employment District
Subject Area:	Approximately 4.7 acres
Existing Use:	Cash cropping
Proposed Use:	Industrial

1. Purpose and Effect

The Township of North Dundas has received a Zoning By-law Amendment application to amend the former Village of Winchester Zoning By-law No. 25-96 under Section 34 of the *Planning Act* for the property legally described as Part of Block 7, Plan 34, Part of Part 2 on Registered Plan 8R-3724. The purpose is to rezone the property from Development (D) to Industrial (M1) to permit a welding and fabrication facility. If approved, the effect would be that the applicant can move forward with an application for site plan control and a building



permit for the construction of a welding and fabrication facility.

2. Background

The subject property is subject of a consent (severance) (SDG. File # B-52-2020) that is currently being reviewed by the United Counties of SD&G Land Division Committee. It is the owner's intent to sever approximately 4.7 acres from the east section of the land and sell it to FSI Welding (Fortier Stark Industrial) for their new facility.

FSI Welding is currently located in Ottawa and this facility is part of an expansion of their existing business. FSI Welding provides a variety of services including structural steel fabrication, high-pressure pipe welding, food-grade stainless steel piping and custom stainless steel fabrication.



The subject land is currently zoned Development (D), a zone which only allows existing uses to continue and gives the Township greater control over land use planning.

3. Policy Direction

3.1 Provincial Policy Statement

Ontario has a set of Provincial Policy Statements (2020), of which Council must have regard for the following relevant excerpts:

- 1.3.1 *Planning authorities shall promote economic development and competitiveness by:*
- a) *Providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long term needs;*
 - b) *Providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for*

employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;

- c) *Facilitating the conditions for economic investment by identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;*
- d) *Encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities, with consideration of housing policy 1.4; and*
- e) *Ensuring the necessary infrastructure is provided to support current and projected needs.*

The proposed industrial project is a form of development in Winchester which will provide jobs and contribute to the local community. The *Provincial Policy Statement (2020)* directs municipalities to support economic development by providing a range of employment uses that take into consideration the present and future needs of local business. The proposed development will serve local businesses by providing steel products including food-grade stainless steel piping.

3.2 Official Plan – United Counties of Stormont, Dundas and Glengarry

The land subject to this amendment is designated as Employment District. Section 3.4.3 of the Official Plan states that: *Employment District uses may include a mix of industrial uses, manufacturing, construction, warehousing, offices, employment supportive commercial uses including associated retail and ancillary facilities, public service facilities and institutional uses.*

Table 3.5 of the County Official Plan lists the permitted uses associated with the Employment District as:

- Class I, II, and III industrial uses
- Transportation and distribution industries near transportation corridors
- Other associated retail and ancillary facilities. These may include limited employment supportive commercial uses serving the employment area (e.g. hotels, restaurants, fitness centers, financial institutions, convention centers, service commercial uses) as defined in the implementing Township Zoning By-law or through a site-specific zoning amendment

If approved, the proposed By-law Amendment will permit the construction of a new 6,000 sq.ft. industrial building within the Employment District, in an area with other existing industrial uses. The proposed location has access to a municipal road (Gypsy Lane) that is maintained all year, and further access to a County Road #38.

3.3 Zoning By-law No. 25-96

The subject land is currently zoned Development (D) and is the subject of a severance. The applicant has applied to the United Counties on behalf of the current owners to sever approximately 4.7 acres from the existing property on the eastside, which is accessible by Gypsy Lane.

The proposed Zoning By-law Amendment will rezone the portion of the property being severed from Development (D) to Industrial (M1) and will allow the applicant to move forward with the site plan control process and construction. A special exception zone is not required for this amendment as the proposed project will meet the existing requirements of the Industrial (M1) zone, including setbacks.



4. Analysis

The proposed Zoning By-law Amendment will change the zoning of part of a parcel from Development (D) to Industrial (M1). The subject land is within the Drinking Water Source Protection Area, specifically wellhead protection areas D and C as identified by South Nation Conservation Authority and located approximately 160m northeast of a municipal well.

The subject land is located in the southeast area of Winchester Village on Gypsy Lane. Should the applicant's



severance application be approved by the United Counties, the lot subject to the zoning amendment will not have direct access to St. Lawrence Street.

The Provincial Policy Statement, 2020, and the County Official Plan support the use of land in employment districts for a variety of industrial uses that provide jobs, and economic development opportunities by supporting other local businesses. The proposed development is not located within 100 metres of a plan of subdivision and, given the scale and type of the proposed industrial use, is not anticipated to have a negative effect on the residential area.

5. Comments

No comments received to date.

6. Recommendation

The proposed Zoning By-law Amendment constitutes good planning and is consistent with the Provincial Policy Statement and the 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. 2020-38
EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received an application to amend the former Village of Winchester Zoning By-law No. 25-96 to rezone part of a parcel from Development (D) to Industrial (M1) to permit the construction of a welding and fabrication facility.

The lands affected by this amendment are described as Part of Block 7, Plan 34, Part of Part 2 on Registered Plan 8R-3724, former Village of Winchester now the Township of North Dundas, County of Dundas.

If the proposed by-law amendment is adopted, the subject land will be rezoned to Industrial (M1) and the applicant can move forward with the site plan control process and construction of a welding and fabrication facility.

The property/land to which the proposed Zoning By-law amendment applies is the subject of a consent (severance) (File B-52-2020).

Applicant/Owner:

C. Fortier / Mr. A Davidson and L. Dubbin

Roll Number:

0511-018-004-61100

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-38

Being a By-law to amend the former Village of Winchester Zoning 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. 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. 25-96, 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 Block 7, Plan 34, being Part of Part 2 on Registered Plan 8R-3724.
- 2.0** That Schedule “A” of (former Village of Winchester) Zoning By-law No. 25-96 is hereby amended as follows:
 - 2.1** That the area affected by Section 1 and shown on Schedule “1” of this By-law, shall henceforth be zoned “Industrial (M1)” and shall cease to be zoned “Development (D)”
 - 2.2** That Schedule “A” of (former Village of Winchester) Zoning By-law No. 25-96 is hereby amended to comply with the provisions of this By-law.
- 3.0** 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.
- 4.0** All other applicable provisions of the former Village of Winchester Zoning By-law No. 25-96, as amended, shall continue to apply.

READ and passed in Open Council, signed and sealed this 11th day of August, 2020.

MAYOR

CLERK

SCHEDULE "1"

BY-LAW No. 2020-38

Enacted by the Council of The Corporation of the Township of North Dundas
this 11th day of August, 2020.

MAYOR

CLERK



Area to be rezoned from Development (D) to Industrial (M1).



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	August 11, 2020
Subject:	By-law No. 2020-39 Sevita International Zoning Amendment

RECOMMENDATION:

THAT By-law No. 2020-39, being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, as amended, be deferred as recommended by South Nation Conservation, pending a professional opinion on safe access during flood events, this 11th day of August, 2020.

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.

ANALYSIS:

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 the floodplain, essentially putting them on an “island” during significant flood events. South Nation Conservation (SNC) has recommended deferral of the zoning amendment to determine if safe access to the site can be obtained during significant flood events. The basis for this request is due to the proposed additional offices and new plant and warehouse operation at this location, putting more individuals at potential risk. SNC is offering to assist in determining the height elevation of the water on the road during a 1:100 year flood event to determine access standards. Access standards are methods or procedures to ensure safe vehicular and pedestrian movement, and access for the maintenance and repair

of protection works, during times of flooding hazards, erosion hazards and/or other water-related hazards.

Provincial Policy Statement 3.1.7 states that: *development and site alteration may be permitted in those portions of hazardous lands and hazardous sites where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:*

- a) development and site alteration is carried out in accordance with floodproofing standards, protection works standards, and access standards;*
- b) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;*

Before Council considers the By-law Amendment, staff would like to obtain a legal opinion on access during flooding events: Can an agreement be entered into, whereby the site is safely accessible.

OPTIONS AND DISCUSSION:

- 1. Adopt the Resolution as Presented** – Recommended. Due to the location affected by the proposed amendment being surrounded by a floodplain, it is recommended that the Township and property owner consider a legal agreement to disclaim Township liability if emergency services are unable to access the site due to flooding. The zoning amendment can be considered after the agreement is signed and registered.
- 2. Do Nothing** – Not recommended. Applicant would have to appeal the non-decision to the Local Planning Appeal Tribunal (LPAT).
- 3. Adopt the By-law** – not recommended. Decisions of Council must be consistent with the Provincial Policy Statement 2020.
- 4. Refuse the Request** – not recommended. The applicant may appeal to LPAT immediately.

FINANCIAL ANALYSIS:

None at this time. Potential for increased tax revenue in the future.

OTHERS CONSULTED:

CBO
South Nation Conservation Authority
Public Works Foreman
Fire Chief

ATTACHMENTS:


Draft By-law No. 2020-39

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



Planning Report Zoning Amendment

RE:	Sevita International Zoning Amendment
Meeting Date:	August 11, 2020
Current Zoning:	Rural (RU) and Rural – Exception Twenty (RU-20)
Proposed Zoning:	Rural – Exception Twenty (RU-20)
Official Plan:	Agricultural Resource Lands
Subject Area:	Approximately 4.2 hectares
Existing Use:	Residential building being used as an office
Proposed Use:	Soybean processing facility, warehouse and office

1. Purpose and Effect

The Township of North Dundas has received a Zoning By-law Amendment 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, including Parts 2, 3 and 5 on Registered Plan 8R-5459, municipally known as 11791 Sandy Row, Mountain. The purpose is to rezone part of the property from Rural (RU) to Rural – Exception Twenty (RU-20). If approved, the effect would be that a new soybean processing facility, warehouse and office could be constructed as part of the existing facility on the adjacent land.



2. Background

The subject property is owned by Sevita International Corporation. The property is located in the former Township of Mountain on Sandy Row. The applicant is requesting a zoning amendment to permit an expanded soybean processing facility, warehouse and office. When the property was initially severed, the existing house was kept in the Rural (RU) zone with a portion of the severed and retained lots being rezoned to Rural – Exception Twenty (RU-20) as a no-build zone for adequate fire separation.



The existing residential building is currently being used as an office and washrooms for the staff working in the processing facility in the area. The owner intends to demolish the residential building and construct in its place the soybean processing facility, warehouse and office space.

The portion of the property that is currently zoned Rural – Exception Twenty (RU-20) was zoned as such to ensure adequate fire separation between the processing facility and residential building, with the planned demolition of the residential building, fire separation is no longer required. As a result of the RU-20 zone no longer being required the proposed rezoning will change the provisions of the RU-20 zone and see it extended to allow for the proposed use.



3. Policy Direction

3.1 Provincial Policy Statement

Ontario has a set of Provincial Policy Statements (2020), of which Council must have regard for the following relevant excerpts:

2.3.3.1 In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses.

Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations.

Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

The *Provincial Policy Statement* defines 'agriculture-related uses' as: farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

The existing seed processing business fits within the *Provincial Policy Statement's* definition of an agriculture-related use as the business dries, processes and packages seeds grown in the local area. Both the business, and local farms benefit from its close proximity to existing agricultural operations and this proposed By-law Amendment will allow the expansion of the existing business in the area.

Provincial Policy Statement 3.1.7 states that: *development and site alteration may be permitted in those portions of hazardous lands and hazardous sites where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:*

- a) *development and site alteration is carried out in accordance with floodproofing standards, protection works standards, and access standards;*
- b) *vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;*

Access standards: *means methods or procedures to ensure safe vehicular and pedestrian movement, and access for the maintenance and repair of protection works, during times of flooding hazards, erosion hazards and/or other water-related hazards.*

South Nation Conservation has raised concerns regarding safely entering and exiting the area during times of flooding. There have been discussions on the placement of delineators along Sandy Row Road to identify where the road surface is in times of flooding. The elevation of the floodwater on the Sandy Row during a 1:100 year storm event is unknown at this time. The existing and proposed buildings and structures on the subject lands are above the floodplain.

3.2 Official Plan – United Counties of Stormont, Dundas and Glengarry

The land subject to this amendment is designated as Agricultural Resource Lands. The Official Plan has text related to the acceptability of the proposed use in this area:

Table 3.5 lists the permitted uses associated with all land use designations in the United Counties, the permitted uses in Agricultural Resource Lands include, Agricultural Uses, Agriculture-Related Uses and existing dwellings.

5.3.2.1 *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.*

The proposed By-law Amendment will allow the expansion of an agriculture-related use within an agricultural area. The land affected by this Amendment will support the agricultural operations in the area, and benefits from its close proximity to farms in the area. This proposed Zoning By-law Amendment is deemed to be in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry.

3.3 Zoning By-law No. 79-6

The subject land is currently zoned Rural (RU), with a portion of the lot zoned Rural – Exception Twenty (RU-20) which establishes a no-build zone between the residential building and the existing seed-processing facility. Sevita International has requested the remaining Rural (RU) zoned area be rezoned to allow a soybean processing facility and necessary ancillary uses. As the proposed rezoning would see the entire area used for agriculture-related industry there is no need for a no-build zone making the current Rural – Exception Twenty (RU-20) zone redundant.

The proposed rezoning will see the Rural – Exception Twenty (RU-20) zone expanded over the entirety of the existing processing facility and the adjacent parcel that contains the existing residential building which will be demolished

shortly. The text contained in the RU-20



zone will be changed to include the proposed uses.

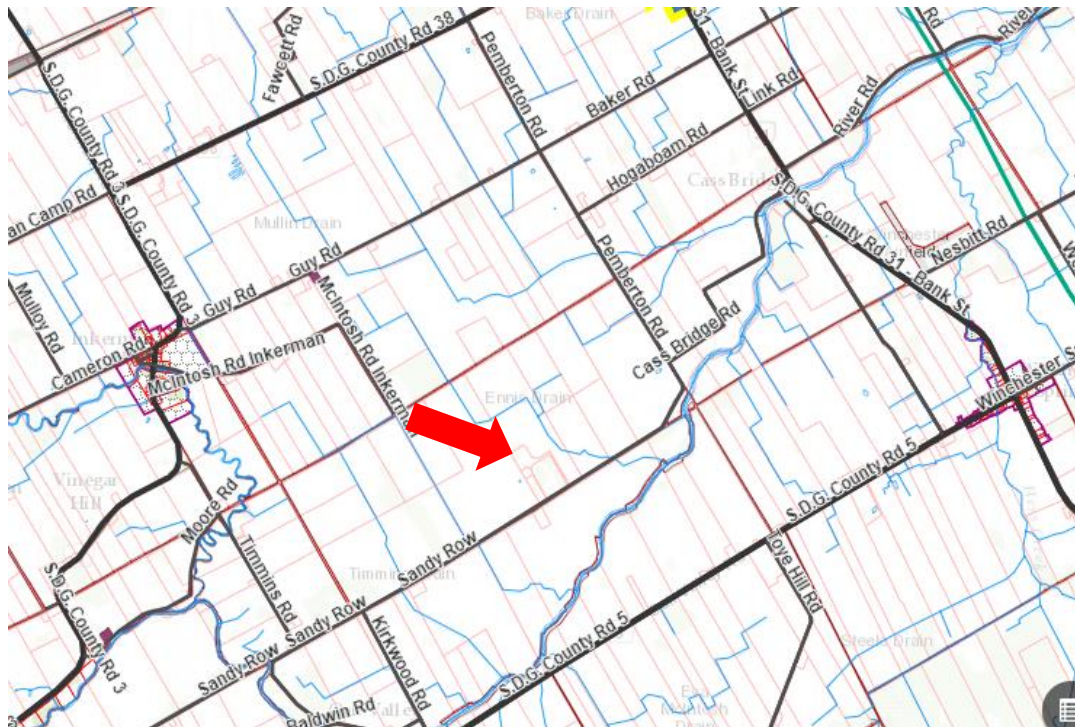
The new zoning text will read;

“Notwithstanding the provisions of Section 10.1(a) hereof to the contrary, on lands zoned “RU-20”, a soybean processing facility, warehouse and office are permitted, together with any uses accessory to the foregoing.”

4. Analysis

The proposed Zoning By-law Amendment will change the zoning of part of two parcels located on Sandy Row from Rural (RU) to Rural – Exception Twenty (RU-20).

The subject land is located southeast of Inkerman on Sandy Row. Currently, there is a house and residential garage which were severed from the farm property. A portion of the severed and retained lots were zoned Rural – Exception Twenty (RU-20) to establish a no-build zone between the residential

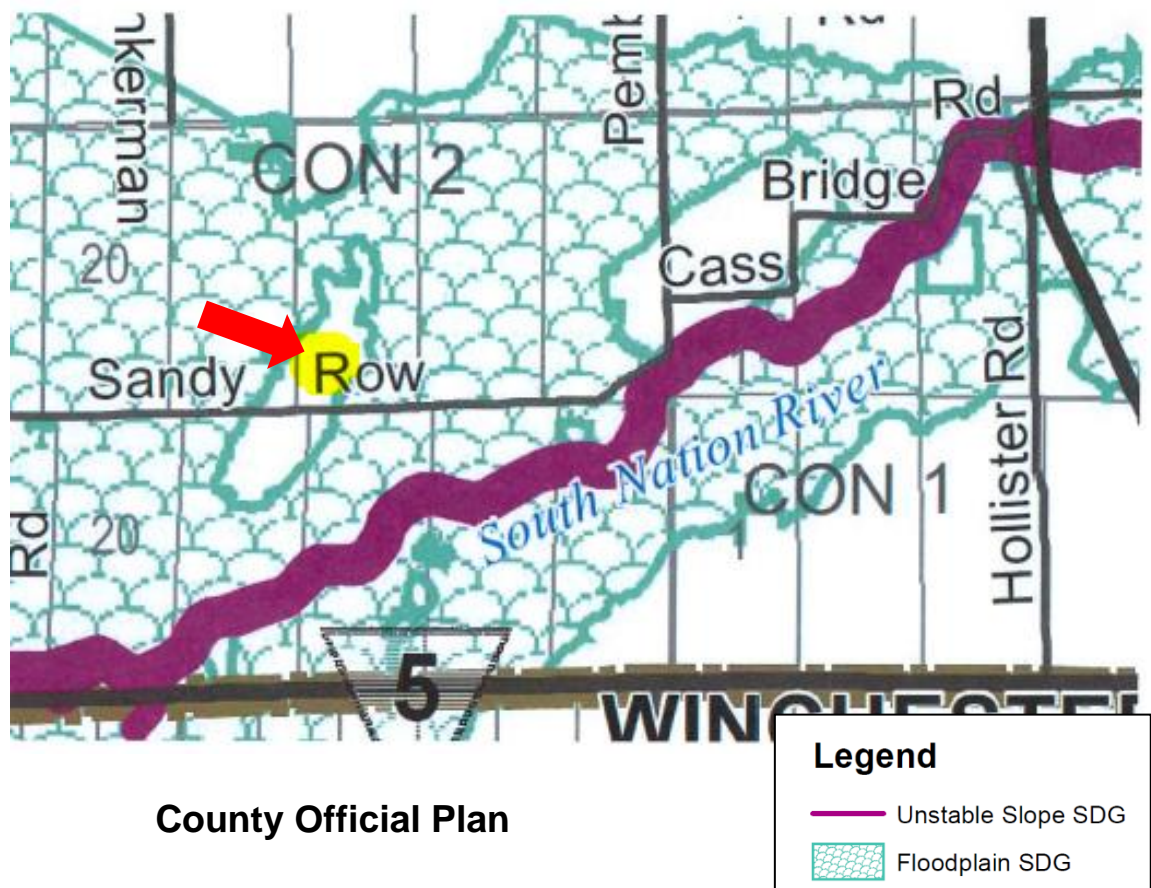


building and the existing agriculture-related industrial use. The applicants have requested this rezoning to allow the expansion of the existing agriculture-related industrial use, specifically the construction of a new soybean processing facility, warehouse and office that will replace the existing residential building.

The Provincial Policy Statement, 2020, and the County Official Plan support the use of land in Agricultural Districts for a variety of agricultural and agriculture-related uses. The proposed soybean processing facility benefits from its close

proximity to agricultural operations and fits within the definition of 'agriculture-related use' within the *Provincial Policy Statement*.

Surrounding the subject property is floodplain. In short, the current dwelling, buildings and structures are located outside the floodplain, essentially these are on an "island" during significant flood events. South Nation Conservation (SNC) has recommended deferral of the Zoning Amendment to determine if safe access to the site can be obtained during significant flood events, in accordance with the Provincial Policy Statement. The basis for this request is that the proposed additional offices, the plant addition and expanded warehouse operation at this location could put more individuals at potential risk. SNC is offering to assist in determining the height elevation of the water on the road during a 1:100 year flood event to determine access standards. Access standards are methods or procedures to ensure safe vehicular and pedestrian movement, and access for the maintenance and repair of protection works during times of flooding hazards, erosion hazards and/or other water-related hazards.



Before Council considers the Zoning By-law Amendment, staff are recommending that the Township obtain a professional opinion on access during a flood event: Can an agreement can be entered into, whereby the site is safely accessible? Secondly, that the Township work with South Nation Conservation to determine "*methods or procedures to ensure safe vehicular access*" in accordance with the Provincial Policy Statement.

5. Comments

Comments received from South Nation Conservation have been included in this report.

6. Recommendation

That By-law No. 2020-39, being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, as amended, be deferred as recommended by South Nation Conservation, pending a professional opinion on safe access during flood events.

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. 2020-39
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. 2020-39

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. 2020-39

READ and passed in Open Council, signed and sealed this 11th day of August, 2020.

MAYOR

CLERK

SCHEDULE "1"

BY-LAW No. 2020-39

Enacted by the Council of The Corporation of the Township of North Dundas
this 11th day of August, 2020.

MAYOR

CLERK



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



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	August 11, 2020
Subject:	By-law No. 2020-41 Amendment to the Pre-servicing Agreement Wellings of Winchester Inc.

RECOMMENDATION:

THAT By-law No. 2020-41, being a By-law to authorize the Mayor and Clerk to enter into an Amending Agreement to the Pre-servicing Agreement between the Township of North Dundas and Wellings of Winchester Inc., be read and passed in Open Council, signed and sealed this 11th day of August, 2020.

BACKGROUND:

On November 12, 2019, Council adopted By-law No. 2019-57 authorizing the Mayor and Clerk to enter into a Pre-servicing Agreement between the Township of North Dundas and Wellings of Winchester Inc. In accordance with the agreement, some site works commenced. The Site Plan Agreement has been drafted; however, there are a few items requiring clarification before final signing. In the interim, Wellings of Winchester would like to proceed further with their approved plans.

DISCUSSION:

On June 30, 2020, the Ministry of the Environment, Conservation and Parks issued their Environmental Compliance Approval (#1817-BQTLDY) for *“the establishment of stormwater and wastewater infrastructure and stormwater management works to serve Phase 1 of the Wellings of Winchester Subdivision, located in Municipality of North Dundas, for the collection, transmission, treatment and disposal of stormwater runoff from a total catchment area of 19.4 hectares, to provide Enhanced Level water quality protection and erosion control, and to attenuate post-development peak flows to allowable peak flows for all storm events up to and including the 100-year storm event, discharging to storm sewers on Main Street West.”* Approval was also granted for *“the establishment of stormwater infrastructure works”* along and crossing County Road #3 (Approval # 4997-BQRM4C).

Hydro and gas layout approvals took more time than expected, causing delays in the final engineering designs. These final engineering plans are dated June 12, 2020 (Rev.8).

An amending agreement has been prepared to enable Wellings of Winchester Inc. to continue site preparations and model units, at their own risk. The Township Engineer will be conducting periodic inspections to ensure general compliance with the approved engineering plans. This will also assist in reducing the site plan security amount, as works will be complete and inspected. The pre-serving agreement amendment will be in effect for a maximum of four (4) months.

OPTIONS AND DISCUSSION:

1. **Adopt By-law No. 2020-41** – recommended. The proponent can continue with site preparation, servicing and additional model units.
2. **Do Nothing** – not recommended. The proponent can only do minimal site preparation and would have to wait for the Site Plan Agreement to commence additional construction.
3. **Refuse the Request** – not recommended. Same as above.

FINANCIAL ANALYSIS:

Only temporary structures and roadways are proposed at this time. Site preparation works may slightly impact the value of the land.

OTHERS CONSULTED:

Developer's Lawyer
Township Solicitor
Municipal Engineer
County Engineer
Developer's Engineer
Developer
CAO

ATTACHMENTS:

Draft By-law No. 2020-41

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-41

Being a By-law to authorize the Mayor and Clerk to enter into an Amending Agreement to the Pre-servicing Agreement between the Township of North Dundas and Wellings of Winchester Inc.

WHEREAS Section 41(7) of the *Planning Act, R.S.O., 1990, c.P. 13*, as amended, enables a municipality to enter into agreements imposed as a condition to the approval of a site plan;

AND WHEREAS the Council of the former Township of Winchester passed By-law No. 12-93, being a By-law to regulate the use of land and the use and erection of buildings and structures pursuant to Section 34 of the *Planning Act*;

AND WHEREAS the Council of the Township of North Dundas deems it necessary and in the public interest to enter into a Pre-servicing Agreement with Wellings of Winchester Inc. being the owner of lands described as Part of Lot 1, Concession 6, former Township of Winchester, now the Township of North Dundas, County of Dundas registered in the Land Registry Office for the Land Registry Division of Dundas (No. 8) at Morrisburg, Ontario, PIN: 66102-0447;

AND WHEREAS Council passed By-law No. 2019-57, being a pre-servicing agreement for the aforementioned subject property.

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

1. That the Mayor and Clerk are hereby authorized to sign an Amending Agreement to the Pre-servicing Agreement with Wellings of Winchester Inc.
2. That this By-law shall come into force and take effect on the date of its final passing.

READ and passed in Open Council, signed and sealed this 11th day of August, 2020.

MAYOR

CLERK

c/s



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	August 11, 2020
Subject:	By-law No. 2020-42 - Part Lot Control (Moderna)

RECOMMENDATION:

THAT By-law No. 2020-42, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 11th day of August, 2020.

BACKGROUND:

The applicant, Moderna Homes Design, wishes to exempt Lots 23 and 24 within Registered Plan 8M-12 from Part Lot Control to divide the existing lots into four (4) lots to permit the individual sale of semi-detached dwellings.

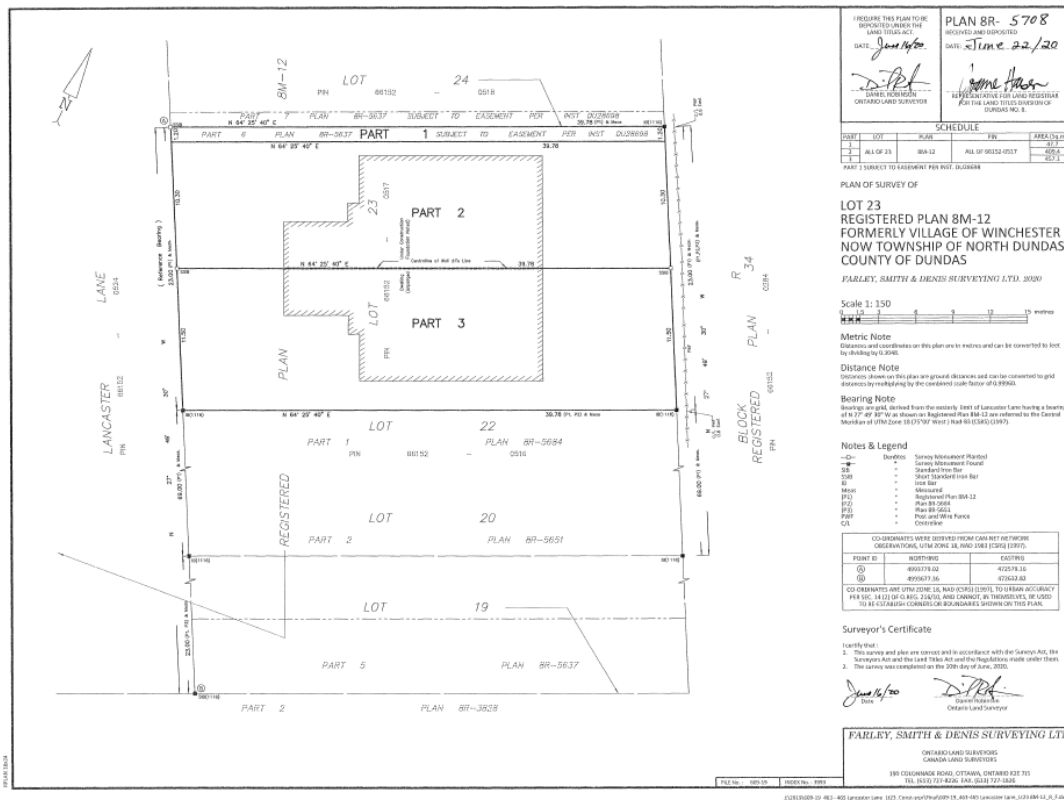
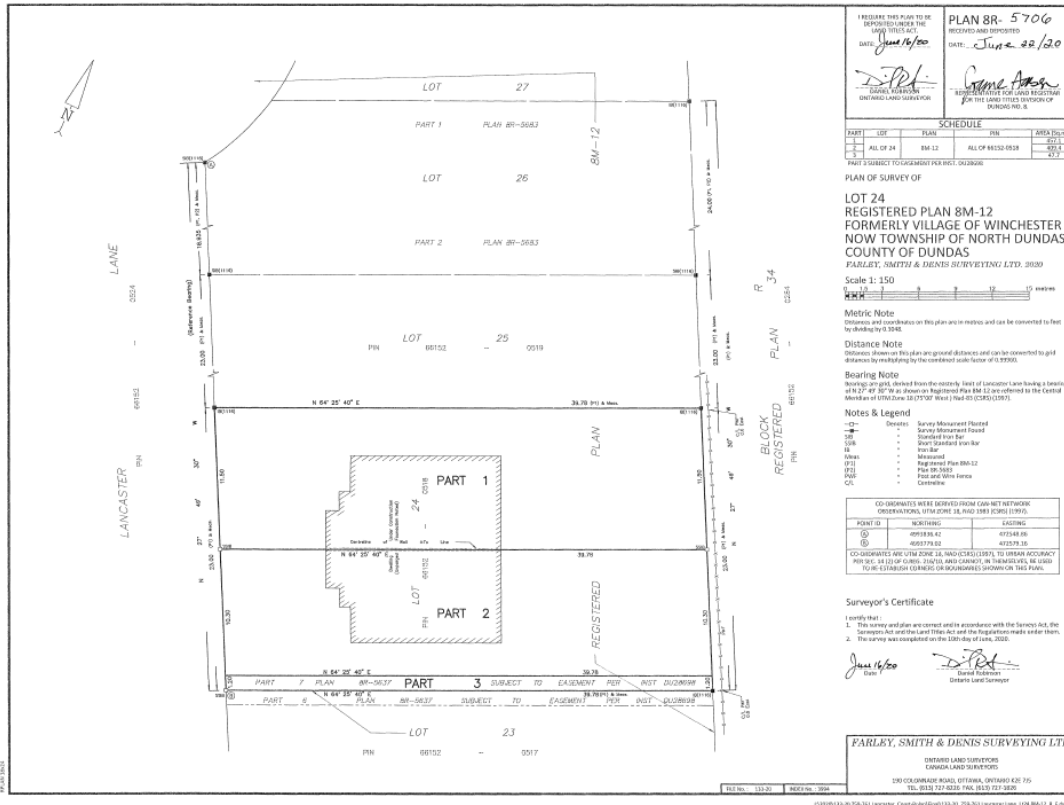
As this application is related to lots that are within an approved plan of subdivision, the Township is able to proceed with the removal of Part Lot Control as opposed to proceeding with a consent (severance process through the United Counties of SD&G). Part lot control enables the quick division of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

Section 50 – Planning Act, R.S.O 1990

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

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

Attached below are copies of the surveys submitted by the applicant.



OPTIONS AND DISCUSSION:

1. **Adopt the resolution as presented** – recommended. Once approved, the By-law will be sent to the United Counties for stamping.
2. **Do nothing** – not recommended. Lots 23 and 24 would have to go through the lengthier severance process to be divided and sold as individual semi-detached dwellings.
3. **Refuse the request** – not recommended. Same as option 2.

FINANCIAL ANALYSIS:

No impact at this time. If approved, this could increase residential tax assessment.

OTHERS CONSULTED:

Chief Building Official

Applicant

Township Building Official

ATTACHMENTS:

By-law No. 2020-42

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-42

EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received a site-specific application to exempt two (2) lots from Part Lot Control.

The areas affected by this By-law are described as Lots 23 and 24, within Registered Plan 8M-12, in the former Village of Winchester, now the Township of North Dundas.

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

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

APPLICANT:

Moderna Homes Design Inc.

Property Roll Numbers:
0511-018-003-28035
0511-018-003-28036

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-42

Being a By-law to Exempt Certain Lands from Part Lot Control

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

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

AND WHEREAS the Council of The Corporation of the Township of North Dundas deems it advisable to exempt Lots 23 and 24 within Registered Plan No. 8M-12 in the former Village of Winchester, now the Township of North Dundas, County of Dundas, from Part Lot Control to permit the splitting and sale of a semi-detached dwellings, together with, and subject to any easements for access and maintenance.

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

- 1.0** Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, as amended, shall not apply to Lot 23 and 24 on Registered Plan No. 8M-12 in the former Village of Winchester, now the Township of North Dundas.
- 2.0** This By-law shall be effective only to the extent necessary to permit:
 - 2.1** The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged;
 - 2.2** Individual dwelling units, together with their appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
 - 2.3** Any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit.
- 3.0** No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this By-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, as amended.
- 4.0** This By-law shall come into force upon approval and shall expire on August 11th, 2022, unless the Council of The Corporation of The Township of North Dundas has provided an extension by amendment to this By-law prior to its expiry.

READ and passed in Open Council, signed and sealed this 11th day of August, 2020.

MAYOR

CLERK



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	August 11, 2020
Subject:	By-law No. 2020-01 - Officers and Committees

RECOMMENDATION:

THAT By-law No. 2020-01, being a By-law for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations be read and passed in Open Council, signed and sealed this 11th day of August, 2020.

BACKGROUND:

The Officers and Committees By-law is a fluid document that requires changes, amendments and updating from time to time to ensure accuracy as people and/or positions change. Hume Waste Services have been removed from the by-law. The attached by-law reflects the following updates (highlighted in yellow.)

Khurram Tunio – Director of Public Works

Gary Annable – Committee of Adjustment & Property Standards Committee

OPTIONS AND DISCUSSION:

1. **Approve the amendments to the by-law as presented** – recommended
2. **Do not approve the amendments** – not recommended.

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

By-law No. 2020-01

PREPARED BY:

Jo-Anne McCaslin, CMO
Municipal Clerk

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-01

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

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

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

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

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

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

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

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

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

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

1. That By-law No. 2019-01 be hereby repealed.
2. That this By-law takes effect on the day of passing.

READ and passed in Open Council, signed and sealed this 7th day of April, 2020.
Amended June 16, 2020.
Amended August 11, 2020.

MAYOR

CLERK



KEY INFORMATION REPORT

Economic Development and Communications

August 11, 2020

SUBJECT: Shop Local Promotion

At the July 14th Council meeting approval was given to proceed with the Shop Local Business Promotion initiative. The idea was to create a collage of business card sized ads, which would be published in both the Chesterville Record and on Nation Valley News on August 13th.

The local business community has been contacted through efforts of the EDO, Township Facebook posts, the North Dundas Chamber of Commerce, as well both the Chesterville Record and Nation Valley News promoting the opportunity through their networks. A two-week timeframe was given for businesses to submit their details, which closed on July 31st. The initiative was very well received by the business community, who were quick to take advantage of the free advertising. As of July 31st, 67 businesses have come on board for the promotion.

Participating businesses sent their advertising details to the EDO, which were added to a Google Drive that both the Chesterville Record and Nation Valley News had access to. This ensured that both medias had the same information when they created their collage of business cards.

In the call out to businesses, it was specified that the businesses must be located within North Dundas and have to be open to the public in some capacity offering customers with the option to call in orders, in store shopping, curb side pickup or delivery, which was the approach taken by neighboring municipalities when they offered a similar program.

During the first week of August, both medias will be designing the business cards and collage of ads. The Chesterville Record will be publishing the final product in their August 13th newspaper, as well as promoting it on their website and Facebook. Nation Valley News will be publishing their final product on their website and Facebook on that same day.

The ad shared online will be a live document, meaning that each business card ad will be clickable and direct customers to the business's website or social media platform. The Township will be sharing the ad on our website and social media, as well as encouraging the participating businesses to do the same.

The \$6,800 that was approved for this project at the July 14th Meeting of Council will be sufficient to cover the \$4,555 + HST costs incurred to date for this initiative. A portion of the balance of the funds remaining will be used to update the ad campaign as more businesses show interest and for further promotion with both medias.



KEY INFORMATION REPORT

Public Works

August 11, 2020

SUBJECT: North Dundas Water Restrictions

Hot and dry weather conditions have severely impacted water conditions and South Nation Conservation (SNC) has declared a level II low water condition. SNC is requesting the public to reduce water consumption by 20% and to limit non-essential uses.

In support of SNC, the Township of North Dundas posted the request to limit usage on the Township's Facebook page and on our website. A notice was also sent to *The Chesterville Record* to be published in the August 6th edition of the paper.

OCWA has reported that water usage in the North Dundas Drinking Water System is up 2,150 cubic meters from last year at the same time.

Residents of North Dundas who are on municipal water are reminded that as per by-law No 2018-55 outdoor water use is restricted from May 1st to Sept 1st. Residents with an odd-numbered address are allowed outside use of water between the hours of 5 am and 9 am and again between 7 pm and 11 pm from one connection only. Residents with an even-numbered address are allowed outside use of water on even-numbered days between the hours of 5 am and 9 am and again between 7 pm and 11 pm from one connection only.

Residents who have recently installed a significant amount of new grass, sod, or landscaping on a property, the outside use of water shall be permitted on said property for the newly installed grass and/or sod each day, during any part of the day, for a period of one week from the initial date of installation.

No other use of outdoor watering as defined in By-law No. 2018-55 is allowed at this time. As per By-law No 2018-55, when deemed appropriate by Township staff, further restrictions, or a complete ban prohibiting the outside use of water, can be put into effect, and shall remain in effect, until said restrictions or ban have been lifted by the Township.

Property owners should contact SNC if they are experience issues with their well, as shallow wells could go dry.

Attachment: By-law 2018-55

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2018-55

Being a By-law to regulate the time, manner, extent and nature of the supply of water in the Township of North Dundas.

WHEREAS the *Municipal Act, S.O. 2001, c.25, s.11*, authorizes a municipality to pass by-laws respecting matters within the jurisdiction of public utilities;

AND WHEREAS, in order to maintain an adequate supply of water, it is deemed expedient to regulate the use of water for various property maintenance activities;

AND WHEREAS, if the demand for water reaches a critical level, direction will be provided by Township staff to immediately stop all watering activities which place a demand on the Township water supply system.

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

SHORT TITLE

1.0 This By-law may be referred to as the “Water Usage By-law.”

DEFINITIONS

2.0 For the purposes of this By-law, the following definitions shall apply:

“building” shall mean any building, structure, or equipment supplied with, serviced by, or connected to the Township water supply system.

“calendar day” or **“day”** shall mean one day commencing at 0:00 hours and ending at 23:59 hours, local time.

“connection” shall mean any device used for the purposes of distributing water on a property, including, but not limited to, a hose, sprinkler, and/or pipe.

“outside use of water” shall mean any use of water for yard watering, vehicle washing, driveway cleaning, and any other similar property maintenance activities.

“person” shall mean an individual, owner, tenant, occupant, inmate, servant, agent, or employee of a property, as defined herein.

“property” shall mean any place or structure supplied by the Township water supply system, including, but not limited to, a house, dwelling unit, and/or building.

“Township” shall mean The Corporation of the Township of North Dundas.

“week” shall mean a period of seven consecutive days, as defined herein.

“yard” shall mean any portion of a property’s grounds including, but not limited to, lawns, gardens, grass, plots, and/or boulevards.

REGULATIONS

3.0 Outside use of water from the Township water supply system shall not be permitted between the first day of May each year and the last day of September of the same year, save and except as hereinafter provided:

3.1 Outside use of water on a property designated by an even-numbered 9-1-1 address shall be permitted by means of no more than one (1) water connection on even-numbered calendar days.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2018-55

- 3.2** Outside use of water on a property designated by an odd-numbered 9-1-1 address shall be permitted by means of no more than one (1) water connection on odd-numbered days.
- 3.3** Any property not designated by a 9-1-1 address, and served by the Township water supply system, shall receive the designation of either an even- or odd-numbered 9-1-1 address from the Township Building Division.
- 3.4** Outside use of water shall not be permitted except between the hours of 05:00 and 09:00, and between the hours of 19:00 and 23:00 on any day between the first day of May each year and the last day of September of the same year.
- 3.5** Upon the installation of a significant amount of new grass, sod, or landscaping on a property, the outside use of water shall be permitted on said property for the newly installed grass and/or sod each day, during any part of the day, for a period of one week from the initial date of installation.
- 3.6** Township staff, or a contractor directed by Township staff, shall be exempt from this By-law while watering Township property.
- 3.7** When deemed appropriate by Township staff, further restrictions, or a complete ban prohibiting the outside use of water, shall be put into effect, and shall remain in effect, until said restrictions or ban have been lifted by the Township. Notice of such further restrictions or complete ban, and the lifting of such, shall be provided by way of advertisement in the local newspaper.
- 3.8** Outside use of water during a watering ban or increased restriction period is strictly prohibited, as established in section 3.7 above.

ENFORCEMENT

- 4.0** Any person who contravenes any of the provisions of this By-law and the procedures with respect thereto is guilty of an offence and the enforcement and the penalty imposed there under shall be subject to the provisions of the *Provincial Offences Act, R.S.O. 1990, Chapter P.53*, and any amendments thereto, and the penalty for the commission of any such offences shall be as provided for in said act.
- 5.0** This By-law shall be enforced by the Municipal Law Enforcement Officers, or designate, of the Township.

EFFECTIVE DATE

- 6.0** This By-law shall come into force and take effect on the day of the final passing thereof.

READ and passed in Open Council, signed and sealed this 11th day of December, 2018.

Tony Fraser, Mayor

Jo-Anne McCaslin, Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2018-55

Regulating of the Supply of Water

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
1	Outside use of water on an even calendar day for an odd-numbered property address.	Section 3.1	\$125.00
2	Outside use of water on an odd calendar day for an even-numbered property address.	Section 3.2	\$125.00
3	Outside use of water except between 05:00 and 09:00, and between 19:00 and 23:00 between May 1 st and September 30 th .	Section 3.4	\$125.00
4	Outside use of water during a water restriction and/or ban period.	Section 3.8	\$125.00

NOTE: The penalty provision(s) for the offences indicated above is/are Section(s) 3 of By-law No. 2018-55, a certified copy of which has been filed.



KEY INFORMATION REPORT Waste Management Services

August 11, 2020

SUBJECT: Waste - Recycling Update

Starting July 13th the transition for picking up waste and recycling by utilizing the Township 60/40 split trucks began. The transition has been quite smooth with a few residents having some difficulties placing their waste at the curb before the trucks have passed by. This issue becomes less and less as we proceed forward and customers adapt to placing their waste curbside by 7 am.

We are altering routes to make them more efficient and to reduce overtime. Currently, Friday routes require both trucks working 12 hours to complete the route. To eliminate overtime on Fridays, portions of Friday routes will be changed to Tuesday and Wednesday as these routes are shorter and can accommodate additional pickups without incurring overtime. Additionally, some residents who previously had curbside pickup in the morning now have pickup in the afternoon.

Plastics, cans and glass are being shipped to Waste Management (WM) in Brockville utilizing the Township roll off system. Eddie Como has placed a 53 ft trailer in our facility to use for the fibre (cardboard, paper) which is also shipped to WM in Brockville. A cost comparison is being performed to determine if it is more efficient to utilize the 53 ft trailer or to continue with the Township roll off system.

Thank you



KEY INFORMATION REPORT

Planning Building and Enforcement

August 11, 2020

SUBJECT: AMPS – Administrative Monetary Penalty System Update

BACKGROUND:

In December 2019, Council had a first reading of the draft Administrative Monetary Penalty System (AMPS) By-law which was proposed to replace the Township's current process for issuing and collecting parking fines, as permitted by Ontario Regulation 333/07 of the *Municipal Act, 2001*.

More recently, staff have determined that it may be beneficial to use the AMPS By-law to issue administrative penalties for contraventions of other Township By-laws, pursuant to section 434.1 of the Municipal Act. This means fines for violations related to yard maintenance, property standards, pool enclosures, etc. can be collected as administrative penalties, rather than Part I tickets sent through the Provincial Offence courts. Due to the current health crisis, courts are not operating and therefore there is a huge backlog of POA charges. The long-term effect may be that many of those charges end up dismissed. Were we to adopt the AMPS By-law, there would be no impact on future charges laid by enforcement officers.

The objective in passing the AMPS By-law is still to provide the public with greater flexibility as to where, when and how they can interact with the Township in resolving by-law penalties, creating a more streamlined, customer-focused service. This will also reduce the Township's costs related to prosecution of tickets, keeps collection primarily in-house, and gives staff the opportunity to have a better understanding of collected and outstanding fines, at a glance.

RECENT ACCOMPLISHMENTS:

Staff recently consulted with By-law Enforcement Officer Bowers from the Municipality of Hastings Highlands, who implemented and currently uses the AMPS program for several by-laws passed by Council with set fines. Hastings Highlands has a similar operation and procedure where it comes to by-law enforcement (voluntary compliance being the objective) and has a population of just over 4,000 residents. From these conversations, we've received valuable insight on the AMPS process, and assistance on templates and documents to be used when implementing the new system.

Officer Bowers also confirmed there is no cap on set fines (despite earlier reports indicating a maximum of \$500); however, the Township must ensure the penalties are not punitive in nature. In recent months, Jacob Forget has had a number of the Township's set fine schedules approved by the Ministry. In keeping these fine amounts, we can be confident that they are appropriate and reasonable.

As part of the AMPS program, the Township will need to assign Screening and Hearing Officers for penalty notices under dispute. Staff have received

confirmation that the SDG County Prosecutor will act as the Hearing Officer for the Township. The goal to assign at least two people with the duties of a Screening Officer, which includes receiving written requests for review of a penalty notice and responding to requests with a decision in writing (no in-person screenings). This position could be assigned to staff (Hastings Highlands having used the municipal clerk and CAO) or the Township could hire members of the community (similar to the Committee of Adjustment members).

CURRENT/FUTURE ACTIVITIES:

- Canvass for potential Screening Officers
- Update ARIS Agreement with Ministry of Transportation
- Determine designated By-laws
 - o Dogs
 - o Parking
 - o Pool Enclosures
 - o Property Standards
 - o Clean Yards
 - o Open Air Burning
 - o Solid Fuel Burning Appliances
- Draft policies/guidelines related to implementation and process
- Prepare forms and letter templates (screening/hearing requests and decisions, infraction notices, final notice letters, etc.)
- Finalize the two By-laws
 - o AMPS
 - o Screening & Hearing Officers
- Anticipated passing date would be October 2020



KEY INFORMATION REPORT

Recreation and Culture

August 11, 2020

SUBJECT: Arena Reopening

On July 27th, 2020 the Director of Recreation & Culture and Recreation Coordinator, participated in a virtual meeting regarding reopening arenas. The Eastern Ontario Health Unit and Recreation Department staff from other municipalities within SD&G, were in attendance.

The only arena that is currently open in SD&G, is the Benson Centre in Cornwall. Therefore, it was very beneficial to hear what was working well for them and what did not work. A few highlights on rules and protocols at the Benson Centre were provided and are as follows:

- No spectators.
- Maximum of 20 skaters on the ice.
- No showers.
- Skaters are only allowed in facility 15 minutes prior to their ice time and must be out of building 15 minutes after.
- Parents/guardians are only allowed inside of the facility if their child requires assistance to put on and take off equipment. Once the child is fully dressed, the parent/guardian must exit the facility.
- In order to disinfect the changerooms after each use, the Benson Centre purchased a Clorox Total 360 disinfecting system. This system allows staff to disinfect changerooms within 3 minutes. A Clorox Total 360 system costs approximately \$7,500.

For the Township of North Dundas to open arenas, we recommend that the following rules be put in place to ensure the safety of patrons and staff:

- All participants & staff must complete a COVID-19 self-assessment at main entrance, before walking into facility.
- Masks will be mandatory (skaters can remove masks in the change room, before walking out onto the ice surface).
- Everyone must sanitize their hands upon entering the facility.
- Traffic flow stickers/signage must be followed at all times.
- Enter through the main entrance and exit through the side entrance.
- Physical distancing must be maintained at all times, unless on the ice surface.
- No spectators permitted in the lobby except for when ice time begins in order to access the stands.
- 1 spectator per skater. Spectators must leave once the skater exits the ice. No spectators are permitted to watch from the lobby, only permitted in the designated area in the stands. North Dundas Minor Hockey has submitted terms which they wish to work together in order to keep spectators safe by controlling numbers of parents/congregating and the needs of disinfecting

- between groups. For example, each group of spectators will wipe hand rails and benches that were occupied at the end of each ice time.
- Skaters are permitted to enter the facility 15 minutes prior to ice time and are encouraged to show up to the facility dressed to go on the ice.
- Skaters must exit the facility within 15 minutes or less, following the end of their ice time.
- No Showers.
- Players must only use their own water bottle.
- Leagues of 50 players maximum.
- Maximum of 50 skaters on the ice as per the EOHU recommendation

It is clear, we will require a new device in order to disinfect our changerooms and commonly touched surfaces more effectively for each arena in order to prepare changerooms in a timely fashion for the next user group. After completing our research, we contacted our local supplier who provided the option of Victory Handheld Electrostatic Sprayer. It is fully battery operated (4 hour battery life), extremely easy to use, refillable disinfectant tank (uses same disinfectant we already have), saves staff time, and provides better disinfectant coverage. Each sprayer is \$1,500.00 plus HST and is currently available.

We do not have a specific date to open our arenas at this moment as it is pending the confirmation of ice time rented by our main user groups such as:

- North Dundas Minor Hockey
- Winchester Skating Club
- Winchester Hawks
- North Dundas Rockets

The Recreation Coordinator is currently in contact with these groups. If we receive confirmation from these main, resident user groups, that they do require ice, our Winchester Arena can open as soon as August 31st, 2020.

Based on feedback received from our user groups, some groups may be decreasing the number of hours of ice time rented per week, which could provide several or numerous hours of available ice time. If these hours are not rented by other users, it could make it possible to accommodate all user groups in one arena this year. Once ice requests are confirmed, a report will be brought to Council with the resulting schedule and if appropriate, associated costs for operating the arenas for Council's consideration.

Another aspect that must be considered when looking into reopening of our arenas are the canteens. Currently, both Winchester and Chesterville canteens have tenants that pay contracted rent to operate canteen space for the 2020/2021 ice season. However, due to COVID-19 and the minimal number of spectators permitted inside the arena it will have an extreme impact on sales for our canteens. Therefore, we recommend that we waive the canteen rent cost for this 2020/2021 ice season in order to try to maintain canteen service to our user groups.



KEY INFORMATION REPORT

Recreation and Culture

August 11, 2020

SUBJECT: Resumption of Programming in North Dundas

On Friday, July 24th, the roller-skating program resumed at the Joel Steele Community Centre. The program is hosted by the Winchester Dairyfest Committee, in partnership with the Township of North Dundas. It takes place weekly, on Thursday and Friday nights, from 6:00-9:00 pm. Admission is free and all participants must wear masks as they enter the building, but are permitted to remove the mask once they are on the slab. The maximum number of participants permitted on the slab at one time, is 50. The special events large side door, which is located beside the Olympia Room, is open as an entry and exit point. The volunteers who operate the program, have a tent set-up outside the door to greet and screen all participants, as well as to monitor attendance. As usual, the Township is supporting roller skating, with promotional support, staffing and providing the slab at no cost. The canteen cannot be offered this year during roller skating as Dairyfest is not an approved food vendor. With COVID-19, the Eastern Ontario Health Unit (EOHU) is only allowing authorized food vendors to operate.

- The Recreation & Culture Dept. started a new program “Zumba in the Park” program on Tuesday, July 21st, in Sox Field, in Winchester, for ages 14 years and over. The 7-week program takes place on Tuesday nights from 6:30-7:30 pm. The cost for the program is \$35.00 plus HST. Registration is currently at the maximum attendance of 35 people and participants have been advised of directives to follow, as stated by the Eastern Ontario Health Unit. Each participant selects his or her socially distanced space as they arrive to each Zumba. Masks are not required as it is outdoors and is a physical activity, however participants may wear a mask if they wish.
- As part of Stage 3 of the Government of Ontario’s framework for reopening businesses and services during the COVID-19 pandemic, on July 13th, the Province of Ontario announced that public spaces, including parks and playgrounds, were permitted to be open, subject to ensuring the appropriate health and safety measures are in place. The Township of North Dundas began permitting access to parks and play structures as of Friday, July 17th at 12:01 am. New signs were installed in our municipal playgrounds, advising guests that while enjoying these park spaces, the following Public Health guidelines must be adhered to:
 - Practice 2-meter physical distancing
 - Do not congregate in large social groups at the park
 - Wash/sanitize hands frequently
 - Do not come to the park if you’re feeling sick

- Be respectful of other individuals and families using play structures and equipment
 - Please note that play structures and other park equipment are not disinfected. Use park space at your own risk.
- 3 baseball user groups have currently returned to regular field rentals at the Chesterville Field and Morgan Field. The rentals all take place in the evening and the groups are all local.
 - A drive-in movie night was hosted by the Mountain Township Agricultural Society (MTAS) on the fairgrounds, on Saturday, July 25th. Ticket sales sold out within 4 days of advertising for the event. The MTAS sold tickets per vehicle, with a maximum number of 100 vehicles permitted to attend, according to EOHU guidance. The Recreation & Culture Department team used the department's chalk liners to set-up parking lines the day prior to the event. We also supplied garbage/recycling bags, along with two student staff members who monitored garbage throughout the event. The Township also provided promotional support via our social media. Another drive-in event is being planned, with details to come shortly. The MTAS was very appreciative of the Township's contributions, stating in a message to our Recreation Coordinator *"The lines and set up was great and the students kept everything VERY clean."* *"The volunteers commented on how happy everyone in attendance was. People stopped on their way out to thank everyone involved. So, I just wanted to reiterate how thankful I am to you and the Township for everything you've done to help us get this going!"* The MTAS has requested that parking spot numbers be drawn on the spots for future events, which we are happy to accommodate.
 - A Blood Donor Clinic was hosted in the Joel Steele Community Hall on Tuesday, July 28th. The organizers worked with the Eastern Ontario Health Unit to create a safe operating plan and the event was a success. The next Blood Donor Clinic is scheduled for Tuesday, September 22nd.
 - Ballroom dance has resumed in the Chesterville Community Hall as a private rental, through the instructor. The program takes place every second Saturday, from 7:00-10:00 pm and the instructor looks after the registration directly. Everyone must still maintain physical distance unless during dancing with their partner, which is acceptable, as both people are in the same social circle.
 - All of our municipal halls are now available for use. Anyone who rents these facilities, must wear a mask at all times, unless during eating/drinking or any physical activity. Everyone must complete a self- assessment, prior to entering the facility. Physical distancing must be maintained.
 - The EOHU is aware of all the programs and events that are hosted by or in conjunction with the Township of North Dundas, or that are taking place on Township property.



KEY INFORMATION REPORT

Recreation and Culture

August 11, 2020

SUBJECT: Winchester Centennial Pool Repairs

On June 23rd, while performing pool opening maintenance for the Winchester Centennial Pool, Lee Bowers, our Facilities Lead Hand, discovered that some of the black perimeter tiles were slightly bowing out. In an effort to allow for the possible opening of the pool, as scheduled immediate action was taken. Kevin Dejong of Dejong Masonry, who is a skilled and dependable, local mason came immediately to visit the site.

Upon further examination, Kevin found that the area behind the perimeter tiles was hollow in some sections and that the mortar beneath the coping stones had disintegrated to sand. Kevin offered the temporary solution to locate all affected areas, remove the tiles, fill the areas with hydraulic cement, re-adhere the tiles, and apply caulking, in order for the pool to be operable on time for potential season opening. This repair was completed over the course of the following 2 days.

During a special meeting of Council, which took place on Tuesday, June 30th, Council resolved to not open the Winchester Centennial Pool & Chesterville Public Pool, in 2020.

Since we are not opening to the public this year, we took the opportunity to investigate the problem. On Thursday, July 9th, a site visit and inspection was held at the pool and included an engineer, Kevin, the Facilities Manager, and the Director of Recreation & Culture. The professionals advised that the perimeter concrete and caulking was compromised due to regular exposure to the chemically treated water, as well as environmental factors. Due to UV exposure, the expandable caulking began to dry out and allow water to access and be retained by, the fiber-based material that was installed between the expansion joints. The absorbed water would transfer to the mortar that is beneath the coping stones and freeze and thaw annually, causing the shifting. The engineer recommends that the fiber-based expansion joint material, be replaced with a PVC foam material that will not retain moisture and therefore help prevent future issues. The engineer's report is attached for Council review.

The Chesterville Public Pool has been inspected for similar deficiencies and none were found at this time.

It is recommended that a tender be prepared for the scope of work that is outlined in the engineer's report and that the tender be advertised following this Council meeting. Two prices will be requested, which will include the option for project completion in the fall of 2020, as well as the option for completion in the spring of 2021. A recommendation will subsequently be brought forward to the September 8th Council meeting.

File No. 9271

July 20, 2020

Township of North Dundas
636 St. Lawrence St.
P.O Box 489
Winchester, ON
K0C 2K0

Attention: Meaghan Meerburg; Director of recreation and Culture
mmeerburg@northdundas.com

Re: Masonry Deterioration Review
Winchester Public Pool
577 Main St.
Winchester, ON

As requested, Eastern Engineering Group Inc. has performed a site review of the above noted location. The purpose of the review was to assess damage reported around the upper rim of the in-ground pool. It was noted that there had been recent repair work required and the source of the deterioration was unknown. The intent of this report is to identify the source and provide recommendations for preventative measures.

To complete our review, we conducted a walkthrough with representatives from the township and the contractor who completed the last series of repairs, Kevin Dejong. We also conducted periodic exploratory review of the pool structure under the coping stones at the four (4) corners of the pool.

This report is based on visual assessment only and represents the professional opinion of the attending professional structural engineer. The report should not be used by a third party with the explicit consent of Eastern Engineering Group Inc.

The pool is constructed of a cast in place concrete walls and concrete pool deck. The edge of the pool has been finished with a precast coping stone and butted into the cast in place deck slab.

During our review it was apparent that the root cause of the issue is that the mortar bed the coping stone is deteriorating due to the presence of seasonal exposure to water and chlorine, as well as freezing and thawing action through seasonal changes. The mortar bed is approximately 3" thick and at some locations has deteriorated to a sand base. This has resulted in loose coping

stone and the finish tile of the pool to come loose. The issue appears to be systematic around the perimeter of the pool.

In addition to the item noted above we noted that the caulking used is deteriorating and the original expansion joint used along the coping stone is fibre based and is heavily saturated.

We recommend in order to repair the issue that the coping stones should be removed and stored and the existing mortar caulking and expansion joint be removed.

Replacements should consist of the following products:

- Replace fibre based expansion joint with continuous 3"x½" HD. PVC Foam gasket.
- Surface treat each mortar lift on the exposed concrete with SikaLatex R bonding agent
- Install SikaTop 123 polymer modified mortar bed in maximum 30mm lifts until required bedding height is achieved.
- Replace coping stones and tiles as necessary, install on mortar bed.
- Seal all joints with Pool and Spa Pro grade silicone sealant, with foam backer as required.

It should be noted that many exterior grade caulking's are susceptible to degradation by exposure to chlorine, it is essential that the product selected application is for pool deck surfaces. We recommend replacement of the caulking along coping stone every 3 years and along the concrete sidewalk joints every 5 years.

Do not hesitate to contact the undersigned should you have any questions or concerns.

Yours Very Truly,

Eastern Engineering Group Inc.



Brandon Campbell, P.Eng



KEY INFORMATION REPORT

Fire

August 11, 2020

SUBJECT: Driver Training Policy Amendment

BACKGROUND:

The Fire Steering Committee is looking to have more licensed DZ drivers on the Fire Department. At present, the Township follows Policy No. 65-2016 for the Driver Certification Program, which allows for reimbursement to firefighters over 5 years in order to help cover the training costs associated with obtaining their DZ license. Unfortunately, volunteers interested in the training don't have the necessary funds available to them to pay for the training up front, or see the 5-year reimbursement period as too long.

A recent count showed that half of the North Dundas volunteers do not have their DZ license. This means that there could be multiple responders arriving first at the hall, before someone with their DZ arrives to drive the trucks to the scene. This puts a lot of pressure on existing drivers to be available more frequently for emergency calls. The Committee's goal is to encourage more volunteers to get their DZ certification to increase available drivers.

PROPOSAL:

The Fire Steering Committee has been reviewing the current policy and discussed various options for Council's consideration. In an effort to encourage more volunteers to take the driver training, they would like to have the policy amended in one or more of the following ways:

1. Reduced reimbursement period: Shorten the payback period from five to three years as volunteers remain on the fire department, with the cap remaining at \$1,000 (\$300 for the first two years, \$400 after the third year).
2. Increase in pay: Offer a higher hourly pay rate for volunteers who have their DZ license (new hires and existing firefighters).
3. Cover the cost of training: Rather than having volunteers pay for the training up front, the Township could cover costs and have the trainees sign an agreement to pay back any outstanding amount (prorated) should they leave the fire department in less than "x" number of years.

The Committee is open to other incentivizing methods, and hopes that a discussion at Council could provide some valuable suggestions to be considered.

COUNCIL CONSIDERATION:

Is this something Council is willing to consider? Of the potential incentives discussed, is there one or a combination of some that is preferable? Staff will prepare an amended policy for Council's approval, based on direction provided.



DEPARTMENT ACTIVITY UPDATES

Finance

August 11, 2020

KEY FINANCIAL DATA:

Bank Balances	2020 July 31st	Last Month June 30th 2020	Last Year-2019 July 25th
General Operating Acct	10,994,013.86	7,096,286.98	10,748,262.25
Cash, GIC's, (Reserve Fund)	7,319,676.97	7,314,350.92	6,712,299.61
Total	\$18,313,690.83	\$14,410,637.90	\$17,460,561.86

Taxes Receivable Outstanding	July 31 2020	July 31 2019	July 31 2018
Current Year (2020)	5,957,952.45	5,595,256.11	5,478,332.32
One Year in Arrears (2019)	633,456.79	640,191.53	605,004.19
Two Years in Arrears (2018)	390,037.26	316,951.25	346,155.56
Three Years in Arrears (2017+)	465,242.13	365,825.20	710,680.61
Penalty & Interest	236,732.10	235,713.03	235,172.95
Sub-Total	7,683,420.73	7,153,937.12	7,375,345.63
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(357,857.94)
Taxes Receivable	<u>\$7,589,816.21</u>	<u>\$7,060,332.60</u>	<u>\$7,017,487.69</u>
Taxes Billed to Date	20,578,471.02	19,437,887.48	18,850,210.30
Percentage o/s Over Levy	36.882%	36.322%	37.228%

Net taxes receivable last month were **\$12,096,994.76**; this month's balance of **\$7,589,816.21** (a decrease over last month in the amount of **\$4,507,178.55**) represents the net impact of billings less collections for the month of July. Tax instalments are collectible in two instalments (July 31st and October 30th) – hence the reason outstanding taxes are so high at this time of year.

The final tax billing for this year (2020) represents a deviation from the previous two years shown, in that previously, the final billing had due dates of June 30th and September 30th. This year due to COVID, the tax due dates have been pushed out a month from their normal due dates, which accounts for the large increase this year as compared to the previous two years.

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

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

ACTIVITIES:

- Preparing for and attending at department head meeting of July 27th 2020
- Working on the 2019 FIR (Financial Information Return)
- Submitted application to City of Cornwall for funding under the Social Services Relief Fund
- Received notification back from FCM (Federation of Canadian Municipalities) – regarding our application for a \$50,000 grant under the Municipal Asset Management Program. We survived the first round of grant review and have been kicked up to the second level for peer review. It is estimated that we should know the outcome within six weeks. The following is a quote from that email: *“Based on the information provided, we have determined that your project meets MAMP’s eligibility criteria and is ready to proceed to the second step of review. Please note that being eligible does not guarantee funding; your application will be reviewed by an independent peer reviewer and projects must pass Peer Review to be recommended for funding. Your funding recommendation is expected within the next six weeks.”*
- Our audited financial statements have been received. An electronic copy has been provided to members of council and senior administration. In addition, a hard-copy has been placed in the council room for your perusal.
- Further to a report from the Clerk at our previous meeting and council's acceptance of a gift of property from Mr. VanBruinessen, a charitable donation receipt will be issued to the donor which he may be able to use on his 2020 Income Tax Return.
- The total amount of our final billing for this year is \$10,840,299.25 (2019 - \$9,901,331.83); this amount is due in two instalments of approximately \$5.4M each - due dates are July 31st and October 30th. Payments for July are still coming in at the time of preparing this report.
- Payment of the second instalment to the school boards in the amount of \$936,882.19 (2019- \$936,882.19) for the education levy – normally due June 30th – is now due September 30th – as a result of the postponement of due dates by the school boards.
- Our third instalment to the Counties is due August 31st in the amount of \$2,428,300 (2019 - \$2,273,493) – so we have some heavy demands on our cash flows over the next couple of months.

Township of North Dundas
Year To Date Budget to Actual
As of July 31, 2020

Department Activity Updates

Appendix # 1

Particulars	Revenues				Expenditures				Impact on Taxation			
	As Per Budget	Year to Date Actual	Variance		As Per Budget	Year to Date Actual	Variance		Budgeted (Surplus) Draw from Taxation	Actual to Date	Variance	
			Amount	%age Earned			Amount	%age Spent			\$ Amt (Over) Under Budget	%age (Over) Under Budget
General Government	1,537,643	911,857	625,786	59%	1,557,577	830,900	726,677	53%	19,934	(80,957)	100,891	506%
Economic Development & Public Relations	161,361	49,762	111,599	31%	316,126	108,875	207,251	34%	154,765	59,113	95,652	62%
Fire Services	648,544	607,427	41,117	94%	1,419,630	467,751	951,879	33%	771,086	(139,676)	910,762	118%
Planning & Development	45,500	26,057	19,443	57%	190,375	101,641	88,734	53%	144,875	75,584	69,291	48%
Building Department	130,000	64,381	65,619	50%	263,150	159,622	103,528	61%	133,150	95,241	37,909	28%
By-law Enforcement	10,000	2,750	7,250	28%	136,400	57,704	78,696	42%	126,400	54,954	71,446	57%
Animal Control	36,000	17,822	18,178	50%	106,025	32,309	73,716	30%	70,025	14,487	55,538	79%
Transportation Services	1,635,361	1,226,800	408,561	75%	4,739,744	1,730,823	3,008,921	37%	3,104,383	504,023	2,600,360	84%
Municipal / Tile Drainage	241,400	89,089	152,311	37%	312,020	47,231	264,789	15%	70,620	(41,858)	112,478	159%
Recreational Services	819,255	378,889	440,366	46%	2,221,686	975,895	1,245,791	44%	1,402,431	597,006	805,425	57%
Other Facilities	633,094	430,093	203,001	68%	641,328	467,347	173,981	73%	8,234	37,254	(29,020)	-352%
Volunteer Organizations	69,000	20,675	48,325	30%	69,000	16,013	52,987	23%	-	(4,662)	4,662	
Waste Management	1,185,675	1,002,534	183,141	85%	1,967,629	1,293,974	673,655	66%	781,954	291,440	490,514	63%
Total - General Operations	7,152,833	4,828,136	2,324,697	67%	13,940,690	6,290,085	7,650,605	45%	6,787,857	1,461,949	5,325,908	78%
North Dundas Water Services	1,515,152	782,056	733,096	52%	1,515,152	618,658	896,494	41%	-	(163,398)	163,398	
Winchester Sewer	772,360	411,636	360,724	53%	772,360	440,803	331,557	57%	-	29,167	(29,167)	
Chesterville Sewer	393,789	195,371	198,418	50%	393,789	236,010	157,779	60%	-	40,639	(40,639)	
Total - Water and Sewer Operations	2,681,301	1,389,063	1,292,238	52%	2,681,301	1,295,471	1,385,830	48%	-	(93,592)	93,592	
Grand Totals	9,834,134	6,217,199	3,616,935	63%	16,621,991	7,585,556	9,036,435	46%	6,787,857	1,368,357	5,419,500	80%



DEPARTMENT ACTIVITY UPDATES

Economic Development and Communications

August 11, 2020

Economic Development

- The Shop Local Business promotional initiative had it's call for business ads, which resulted in over 40 businesses submitting their details for the free advertising. The final collage of business cards will be published in the Chesterville Record and Nation Valley News on August 13th.
- Promoting the Regional Incentives Program that is now open for new applications, with a submission deadline of September 11th. All applications are required to flow through the Township's EDO before being submitted to the Counties SDG.
- Working with the Planning Department on assisting a gas producer to navigate the few remaining hurdles to finalize their property purchase. MP Duncan has been contacted to weigh in on the cost to bring the required supply of natural gas to their facility to make the project feasible.
- Provided a local developer with a number of location options to consider for a future eating establishment.
- Held a conference call with OMAFRA and the Ministry of Economic Development and a large agricultural business on funding options to support an expansion that will significantly increase their output.
- Continue to connect with our local business community to see how they are managing their way through the COVID-19 pandemic and helping them connect with funding and support. Encouraging businesses to promote themselves on MyShopLocal.ca and updating the Township Business Directory.
- Actively promoting the benefits of our Community Improvement Plan to the local business community and connecting businesses where appropriate with OMAFRA, BDC, Ministry of Economic Development, Innovation Canada, FedDev Ontario, Cornwall Business Enterprise Centre and the CFDC.
- A grand opening ribbon cutting and commemorative scroll presentation for the new Winchester Dentistry is scheduled for August 21st.
- Finalized our project areas and submitted a letter of support to Union Gas as they apply to the Ontario Energy Board for provincial funding to expand the natural gas supply network in the Province.

- Connected with several local eating establishments to encourage them to consider setting up an outside patio eating area in an effort to increase business.
- Shared support programs with our business community, which included details on: BMO Celebrating Women Grant Program and the Counties SDG Regional Incentives Program.

Marketing

- Gina Dragone Photography was hired by the Counties to capture people enjoying the outdoors, specifically at South Mountain Disc Golf, paddlers at the Chesterville Kayak Club and the Oschmann Forest Trails. The images will be shared on the Township website and on social media to encourage residents to get out and enjoy the great outdoors.
- Several photos from recent events have been shared on our Township website and social media, namely Zumba in the Park, Roller Skating Nights and the Drive-In Movie Night.
- Several before and after photos of the recently completed renovations to the Chesterville Arena canteen have been share on our social media.
- Keeping the ratepayers informed on the latest COVID-19 developments through regular Township social posts and website updates.
- The benefits of Recycle Coach continued to be promoted to residents through the Township website, social media, directly to the App users and in the Chesterville Record.
- The job opportunities page on the Township website has been promoted on our social media to promote the local employment opportunities for residents as we make our way through COVID.
- The Counties SDG has released the “SDG New Modern Internet Website” Request for Proposal, with an early August closing date. The websites to be redesigned include the Counties, North Dundas’ and North Stormont’s. Township department heads have been contacted to review their portion of our website and begin to determine how they would like their content displayed on the new website.
- The SDG Cycling Adventure Map and downloadable GPS Routes, as well as the opening of the North Dundas parks and playgrounds have been promoted on the Township website and social media.



DEPARTMENT ACTIVITY UPDATES

Public Works

August 11, 2020

- New Director of Public Works, Khurram Tunio, started with our team on Tuesday, August 4th
- Surface treatments have been completed on Ronson Road, McMillan Road and Coulthart Road
- Brushing and grass mowing is ongoing
- In consultation with contractor regarding asphalt scheduling
- Summer students are trimming weeds around signs and guardrails and painting fire hydrants throughout the villages
- Various service requests logged into our electronic complaint tracking system are being addressed



DEPARTMENT ACTIVITY UPDATES

Waste Management Services

August 11, 2020

FINANCIAL INFORMATION:

June

Total Fees.....\$14,231.50
 Fees Charged.....\$9,316.50
 Fees Paid.....\$4,915.00
 Cash on Hand.....\$ 100.00

May

Total Fees.....\$7,918.25
 Fees Charged.....\$3,703.25
 Fees Paid..... \$4,215.00
 Cash on Hand.....\$100.00

Wards	JUNE	MAY
1. (Twp of Win)	720	640
2. (Twp of Mtn)	600	600
3. (Vill of Win)	720	640
4. (Vill of Ches)	400	320
5. Other (Boyne)	902	418
Total Cubic Yards	3342	2618
Total Metric Tonnes	303.81	238

Recyclables

Items Shipped	Dollars/MT	June	May
Bulked Steel	1.56MT/\$60	\$93.58	
Bulked Steel	1.48MT/\$45	\$110.93	
Bulked Steel	1.71MT/\$60		\$115.65
PLASTIC	14.95MT/\$0		\$0.00
OCC	27.19MT/\$118	\$3,208.42	
PLASTIC	15.00MT/\$0		\$0.00
ONP	23.55MT/\$12	\$282.60	
OCC	27.67MT/\$185		\$5,118.95
Totals		\$3,695.53	\$5,234.60

Bales on Hand of July 31 st

ONP-0 OCC-16 PLASTIC -134 ALUM-95

Estimated Value

\$19,128.00

WORK COMPLETED (up to July 31st)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- General clean up of landfill
- Consultation with other municipalities concerning waste operations due to the Covid-19
- July 9th - Methane detection system calibrated by Armstrong Calibrations
- HHW Facility OPEN daily for the month of July by appointment
- Fire suppression installed on new garbage compactor (July 7th)
- New 60/40 trucks being utilized for regular pickup starting July 13th
- Started shipping recyclable to Waste Management (Brockville)
- Working with consulting firm DFA (Derek Ali) who is involved with County level project



DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

August 11, 2020

PLANNING:

- Received three (3) new severance applications, performed site visits and provided comments to the Counties.
- Received one (1) new application for a minor variance for the House of Lazarus in South Mountain. Staff prepared the necessary reports, notices, poster and presentation.
- The Committee of Adjustment held one meeting on July 30th, 2020, to review file A-03/2020. A resident attended the meeting to make a presentation. He expressed concerns over traffic not stopping at the intersection of County Road #3 and Bridge Street/Church Street. He asked if larger stop signs could be installed at this intersection and larger (more) white lines on the pavement showing the stop line. He asked if this could be relayed to the County Council representatives as the stop signs are on the County Road.



County Road #3 at Bridge Street,
South Mountain

- Received two (2) new zoning amendment applications for a development lot in Winchester, and an agricultural-related use in Mountain Township. Staff prepared the necessary reports, notices and by-law for Council. Additional preparations were required in order to ensure physical distancing and sanitizing measures were in place for the public meeting, as directed by the health unit.
- Prepared and issued nine (9) zoning compliance reports.
- Responded to various zoning, minor variance and severance inquiries from landowners.
- Staff scheduled four (4) on-site consultations with residents who wanted to avoid visiting the Township Office for health reasons.
- Prepared the updated Development Charge Schedule and associated informational pamphlet with indexed amounts.
- Met with local business owner to review a municipal parking space proposal, lease options, maintenance options and a lease agreement.
- Virtual meeting on Cornwall Gravel's appeal to the Local Planning Appeal Tribunal. Prepared mineral aggregate planning summary documents for the Township and County solicitors to support North Dundas' position.
- Reviewed Community Improvement Plan applications.
- On-line meeting with three (3) local municipalities to review the current Animal Control Agreement and discuss future plans.
- Virtually attended ESRI User Conference 2020 introducing new GIS features and capabilities for municipalities this year (July 13th to 17th, 2020).
- Attended the SDG Natural Heritage Planning Group meeting to review upcoming policy changes.
- Attended the UCDSB Community Planning & Partnerships meeting to discuss upcoming project and potential partnership opportunities.
- Attended the Briefing on Proposed Bill and Implementation of Community Benefits Charges hosted by the Ministry of Municipal Affairs and Housing.
- Working on the SDG County Official Plan appeal as it relates to the Ministry Rural to Agricultural changes. Prepared background report outlining the Township's position.
- Working with a planned new industrial business to connect to natural gas.

BUILDING:

- Communicated with multiple property owners to discuss various building projects.
- Attended a webinar related to building code information provided by RSM Building Code consultants.
- Staff were informed of five (5) properties upon which construction had started/occurred. Letters and orders were issued advising the property owners of permit requirements and how to get in touch with our office.
- Assisted Fire Services in a property investigation with regards to Building Code Act compliance.
- Thirty-eight (38) new applications were received in July. There are currently forty-one (41) incomplete applications for which we are waiting on additional documentation.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

Building Department	July 2020	July 2019	July 2018	July 2017	July 2016	July 2015
Permits Issued:	21	24	22	16	10	22
New Dwellings	2	4	6	5	-	5
Value of Permits:	\$1,142,650	\$2,173,100	\$3,207,366	\$2,165,850	\$254,000	\$5,642,110
Building Permit Fees:	\$5,640	\$13,283	\$15,432	\$13,880	\$1,991	\$16,231
Development Charges:	\$10,217	\$19,181	\$27,534	\$23,902	-	\$24,423

BY-LAW ENFORCEMENT:

- One (1) parking ticket was issued in July. Warnings have also been given out for common infractions such as parking facing the wrong direction.
- Parking signs were amended to properly reflect the by-law provisions (consistency throughout the Villages).
- Staff have been reviewing the current Parking By-law, and making notes of beneficial changes to bring to Council for approval.
- Continued preparation of AMPS By-law and associated policies. Currently finalizing details and documents for Council approval.
- Five (5) new files were started in July. Currently, there are five (5) active files.
- Dog tag sales are ongoing. As of July 2nd, the \$10 late fee is now applicable, per tag purchased.
- Staff were made aware of fifteen (15) pools within the Township which did not have the necessary enclosures. Letters were sent advising the property owners of permit requirements and requesting that they contact the Township office.
- Performed various site visits and inspections with landowners regarding complaints filed.



DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

August 11, 2020

- The South Nation Conservation Authority (SNC) is planning to plant more trees and also help to kick-start some community garden projects this fall, in various municipalities. SNC is inviting municipalities to apply to have a tree planted somewhere on municipal property. The Recreation & Culture Dept. will be submitting an application, in hopes of receiving a tree for Harmony Park in Hallville, as spruce trees were removed from that park space a couple of years ago.
- On Thursday, July 9th, the Facilities Manager and Director of Recreation & Culture, toured the municipal building located at 547 St. Lawrence St. in Winchester. A list of small maintenance tasks was created and many of the outside tasks have already been completed by the departmental team. Clearance has been requested for access to the OPP space for various internal improvements. Once received, minor repairs and updates will be scheduled. Contractors were contacted in order to remedy immediate issues, as well as to obtain budgetary pricing for 2021 maintenance. Examples of the tasks completed to date include the following:
 - Replacement of the shower head in the OPP men's washroom.
 - Lighting replacements and installation of a new fixture in the locker rooms.
 - Replacement of power receptacles in the OPP garage, including increased power load.
 - Various painting updates including bay doors, man doors, bollards, bike rack, garbage receptacle, railing, and lawn sign.
 - Removal of parking lot brush and weeds.
 - Soil was spread in 2 areas and grass seed will follow once weather permits.
 - Fire Hall sign electrical repaired.
 - Meetings with contractors regarding painting updates (elevated heights and parking lines) and possible improved HVAC capabilities in order to receive information and budgetary pricing.
- Met with 2 local plumbing contractors in order to explain the project scope for the installation of the water filtration system for the Winchester Arena's cooling tower. Quotes to be received shortly, followed by project award.
- Annual maintenance was completed on July 9th, on the generator that provides back-up power for 636 St. Lawrence St. in Winchester, which is the municipal administration building and local Hydro One office.
- The men's washroom flooring was replaced in the municipal/Hydro One office building and carpets were cleaned in the municipal office space.
- The carpet was cleaned in the Green Room of the Old Town Hall and new drapes for the space were ordered.

- The man doors were repainted on the Morewood Fire Hall and the bay doors are scheduled to be painted.
- Pricing was received for repairs to the fire hall signs for both the Hallville & South Mountain halls. The work has been authorized and will soon be completed. Both facilities were able to have their hall signs resurfaced, within the budgeted amount for the Hallville hall signs. The Morewood hall sign has been noted for resurfacing in the 2021 budget.
- An email was sent out to the North Dundas Fire Chiefs, inviting them to submit requests for 2021 budget recommendations. While inspecting the Morewood Fire Hall and the Winchester Fire Hall, the Facilities Manager & Director noted items, which are being investigated and/or pursued. Tours of the Hallville, South Mountain, and Chesterville halls will be scheduled.
- Playground inspections were completed.
- The Poison Parsnip that is located along the Chesterville Waterfront, continues to be eliminated through ongoing maintenance.
- The bay door on the Morewood Outdoor Rink garage, was repainted. A quote has been obtained for replacement of the damaged metal siding on the front of the building, which will be included as 2021 budget requests.
- The outdoor rinks were inspected for required updates including replacement of boards and framing, as well as square footage for painting. These updates will be budgeted accordingly, for completion in 2021.
- Hydro One was contacted about a hydro pole that was tilted at a municipal community centre and it was repaired right away.
- Met with a contractor to obtain 2021 budgetary pricing for various large scope, exterior painting projects, including the perimeter of the South Mountain Resource Centre, the blue portions of 2 sides on the Joel Steele Community Centre, the Morewood Outdoor Rink garage to match the community hall beside, and a section of 547 St. Lawrence St. in Winchester. A budgetary price has also been requested for repainting of the washroom stalls in the Chesterville Public Pool House, Nelson LaPrade Centre, and Joel Steele Community Centre.
- Bollards were installed at the Public Works mechanics garage and Chesterville Fire Hall in order to comply with insurer requests. 2 bollards were also installed on the pathway that leads from Christie Lane to the South East corner of Sox Field, and a sign was posted in order to prevent motorized vehicles from using the pedestrian path.
- The Director of Recreation & Culture and the Recreation Coordinator, participated in 2 virtual meetings with SD&G Recreation Department representatives, regarding plans for recreation facility reopening. Ideas and resources were shared. Counterparts are very interested in adopting a similar approach to facility reopening guidelines and restrictions where possible, in order to provide customers with more consistency and to provide a benchmark for local facilities.
- The Facilities Manager & Director met with Cornwall Gravel regarding the tendered tennis court repairs in Chesterville & South Mountain. A separate report has been prepared for Council review & direction.

- Renovations have been completed to the Chesterville & District Arena Canteen, better known as '*The Demons Den*' and canteen operator Bill Leclair is very happy with the rejuvenated space. Special thanks to Recreation & Culture Department team members Todd Elliott and Mike Sharkey for their skilled craftsmanship, exceptional attention to detail, and for successfully re-configuring the space for improved functionality. The flooring was supplied and installed by local business Curran Flooring Centre in Chesterville, the cupboards were purchased at North Dundas Building Supply, and the countertop was purchased at Lannin's Home Hardware.
- Window sills were beautifully constructed for the Joel Steele Community Hall by Mike Sharkey & Todd Elliott, using leftover wood and stain from the hall's stage front improvement.
- The Chesterville & District Arena change room expansion is underway. A local plumber and electrician were retained for required shut-offs and Recreation & Culture Department team members removed walls and rubber flooring. The new floor is scheduled to be installed the week of August 17th.
- Ball fields were mowed, trimmed, edged, dragged, packed, and tilled as required. The mounds were also rebuilt. Fences were straightened to the best of the staff's abilities and more detailed and required repairs will be reintroduced during the 2021 budget process.
- Operators & students were reassigned to miscellaneous tasks during the recent heat wave as the growth of grass and gardens had come to almost a halt. Team members are now moving back into grass maintenance duties.
- Community garbage receptacles were being emptied on Mondays, Wednesdays & Fridays, but are now being emptied daily.
- Student staff straightened the fence between the Chesterville & District Arena parking lot and the neighbouring Legion and fire hall.



DEPARTMENT ACTIVITY UPDATES

Fire

August 11, 2020

DEPARTMENTAL OVERVIEW:

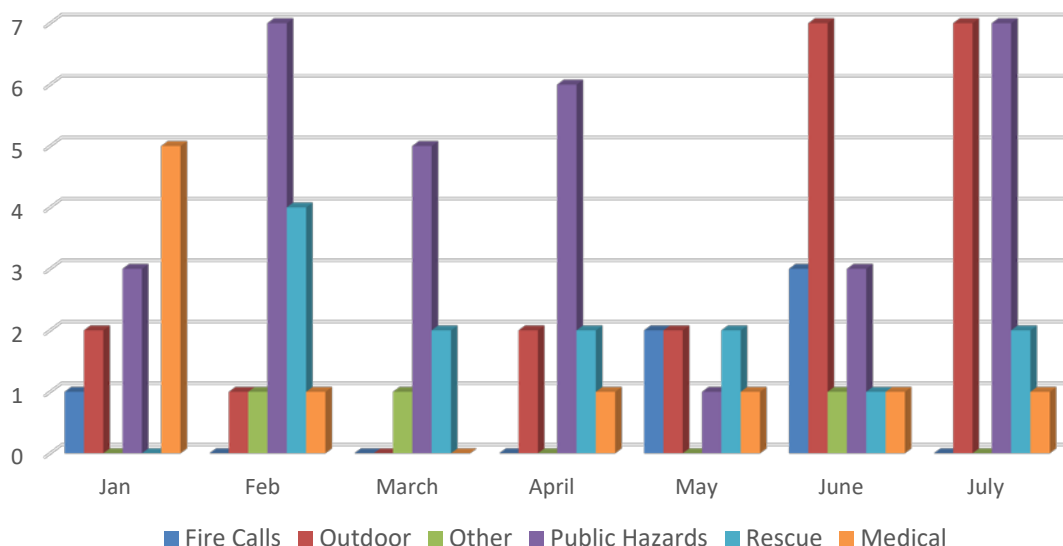
Glossary of Terms

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

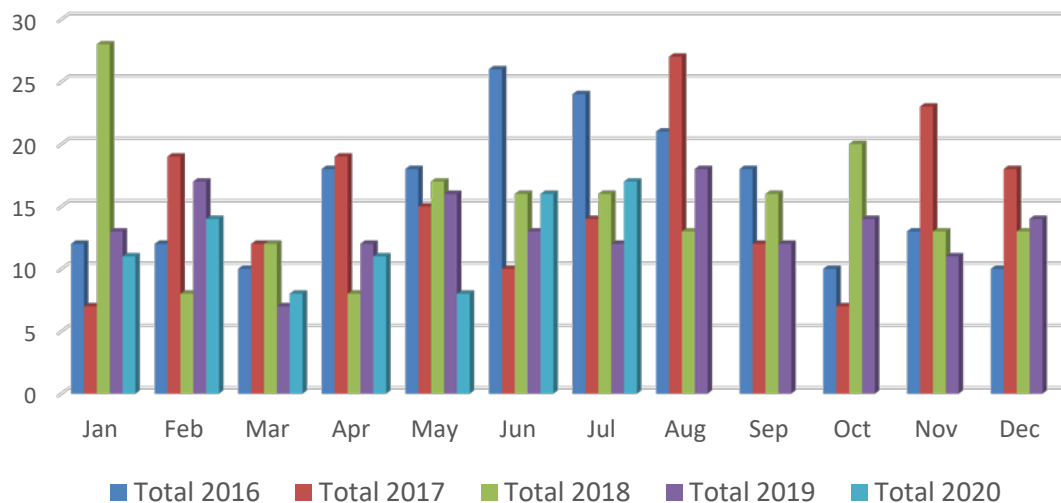
Monthly Call Statistics for 2020

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fire Calls	1	0	0	0	2	3	0					
Outdoor	2	1	0	2	2	7	7					
Other	0	1	1	0	0	1	0					
Public Hazards	3	7	5	6	1	3	9					
Rescue	0	4	2	2	2	1	3					
Medical	5	1	0	1	1	1	1					
Total	11	14	8	11	8	16	20					

Number of Calls/Types of Calls



Total Number of Calls per Month in 2016/2017/2018/2019/2020



Monthly Call Break Down (July)

- 5 grass/outdoor fires
- 2 burn complaints
- 2 vehicle fires
- 1 gas leak
- 1 water leak
- 1 CO alarm
- 5 false alarms
- 1 medical assist
- 1 goat rescue
- 1 MVC

Fire Prevention Activities

- 2 home inspections performed by prevention officers.
- As of March, 2020, NDFS has raised over \$10,200 through the “Fill the Boot” drives (fundraiser for Muscular Dystrophy Canada).
- “Yield to Flashing Green Light” signs to be ordered shortly for posting at village/hamlet borders.
- Fire Prevention kits and banners were ordered for each station.
- PSA notice in Chesterville Record regarding Home Fire Safety.
- Looking at costs for purchasing a Fire Extinguisher Digital Training system (potential purchase in 2021).
- Chiefs are monitoring staff levels and Personal Protective Equipment supplies.
- Weekly surveys being submitted to the OFM regarding PPE stock – currently the Fire Department is sufficiently stocked.

Hiring

- 28 applications received – holding 23 interviews in August.
- Anticipated start date for new hires would be September 1st.

Training

- Regular fire training has resumed in smaller numbers, following direction from the Eastern Ontario Health Unit and Ontario Association of Fire Chiefs with regards to physical distancing, sanitizing, etc.



DEPARTMENT ACTIVITY UPDATES

CAO/Administration

August 11, 2020

- Work with lawyer to draft lease for parking spaces for O'Farrell Financial
- Negotiate lease extension with Hydro One Networks for space they occupy at 636 St. Lawrence Street
- Work with Recreation department staff to develop plan for opening the arenas
- Work with Lawyers on Road User Agreement for Wincrest Industrial Avenue extension
- Continue to implement/adapt processes and workplace to ensure safety of employees with respect to COVID-19.
- Work with Finance Dept to compile COVID related expenses and forecast outstanding related expenditures for submission to the City of Cornwall for Provincial Social Services funding
- Respond to inquiries from Council and staff
- Coordinate with engineer and contractor with respect to roads issues in the absence of a Director of Public Works
- Draft mask policy and guidance document in compliance with directive from Eastern Ontario Health Unit (EOHU)
- Participated in weekly conference call updates with Dr. Paul of the EOHU
- Reviewed Community Improvement Plan applications
- Completed draft annual BPS reporting required by the Province
- Review of lottery licensing files and working with groups to update files and complete outstanding reports etc.



DEPARTMENT ACTIVITY UPDATES

Clerk

August 11, 2020

- Participating in weekly scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul) and Emergency Management Ontario.
- Weekly calls with Emergency Planner, Kevin Spencer
- Discussions with SDG IT Dept re: future virtual meeting arrangements
- Insurance matters - discussions with Municipal Broker
- Corresponding with Lawyers – re: property matters
- Researching teleconference/video/camera options to enable future in-house livestreaming and recordings of Council meetings. Proceeding with Council Chamber Conference System quote provided by Peter Gilroy of Ottawa Special Events.
- Reviewing recent changes to the *Municipal Act* that allow municipalities to expand their authority to amend procedural by-laws to provide that electronic participation in open and closed municipal meetings may count towards quorum beyond times when an emergency declaration is in place and to allow proxy voting (proxyholders) for municipal council members who are unable to attend meetings.
- Amending and updating Section 9 (Meetings of Council During an Emergency) and other minor changes of TND Procedural By-law 2020-19 for presentation to Council September 8th, 2020.
- 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 meeting August 11th
- Vacation July 22 - 28



2019 Annual Report



Your Rideau Valley Conservation Authority

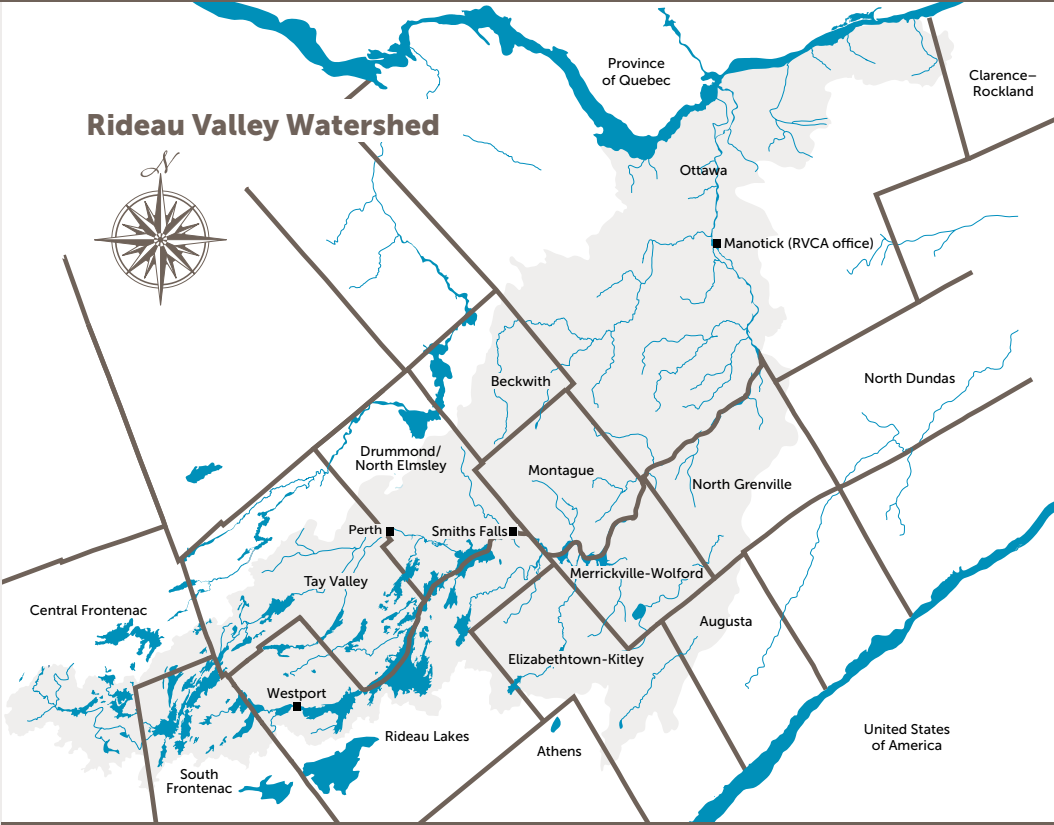
RVCA is one of Ontario’s 36 conservation authorities and a member of Conservation Ontario. We work closely with municipal, provincial and federal government partners, landowners and community groups to maintain and improve natural resources in the Rideau watershed. The RVCA looks to build resilient communities by promoting an integrated watershed approach — one that balances human, environmental and economic needs. Our success is based on partnerships that accomplish local initiatives at the watershed scale.

Our Vision: A thriving watershed with clean abundant water, natural shorelines, rich forests and wetlands, diverse habitat and sustainable land use that is valued and protected by all.

Our Mission: To understand, manage, protect, restore and enhance the Rideau watershed through science, stewardship, education, policy and leadership.

2019 RVCA Board of Directors

Pieter Leenhouts, Chair	Ottawa
Judy Brown, Vice Chair	Perth
Andy Jozefowicz	Athens
Dale McLenaghan	Augusta
Brian Dowdall	Beckwith
Victor Heese	Central Frontenac
Jamie Crawford	Ottawa
George Darouze	Ottawa
Julie Graveline	Ottawa
Scott Moffatt	Ottawa
Anne Robinson	Ottawa
Guy Desjardins	Clarence-Rockland
George Sachs	Drummond/North Elmsley
Rob Rothgeb	Elizabethtown-Kitley
Don Halpenny	Merrickville-Wolford
Vince Carroll	Montague
Gerry Boyce	North Dundas
Barclay Cormack	North Grenville
Carolyn Bresee	Rideau Lakes
Shawn Pankow	Smiths Falls
Pat Barr	South Frontenac
Gene Richardson	Tay Valley
Melissa Sullivan	Westport



Message from the Chair & General Manager



Ultimate Aquatic Workshop

We proudly serve the 450,000 people who call the Rideau watershed home. Conservation authorities have provided quality programs and services based on a watershed model that is more than 74 years old. Globally respected and praised, this Ontario innovation is uniquely ours and the envy of many. With this in mind, we will continue to bridge municipal boundaries, address environmental issues, encourage collective strategies and support informed decision-making.

We are pleased to celebrate our many accomplishments and the delivery of efficient and effective conservation programs that support our vision for a thriving watershed with clean abundant water, robust ecosystems and sustainable land use that is valued and protected by all. Our collaborative work with our Indigenous, federal, provincial, municipal, agricultural, business, environmental, community and academic partners will only grow as we continue to improve client service, program effectiveness and organizational strength, all for the benefit of our watershed's health.

Thank you to our municipalities, board members, partners and staff for their dedication and support. We are also very appreciative of the continuous, enthusiastic efforts of our volunteers.

On behalf of the RVCA Board of Directors and staff, we hope you enjoy this snapshot of 2019's accomplishments. If you would like to learn more about our conservation work, please don't hesitate to contact us.

Yours in conservation,

Pieter Leenhouts
Chair

Sommer Casgrain-Robertson
General Manager/Secretary Treasurer



Corporate Services

Corporate Services supports the whole authority, allowing it to perform its functions in an efficient and cost-effective manner. The department is responsible for strategic planning, budgeting, financial reporting, business improvement, human resources, communications, GIS, member services, foundation support and administration.

- **\$10.76** million budget
- **70** staff plus **16** summer students
- **23** board members representing **18** member municipalities
- Launched RVCA Blog "The River Reed"
- Created Adhoc Policy Committee
- Hosted annual watershed tour for board members, municipalities and local MPPs
- Hosted the Honourable Rod Phillips, Minister of Environment, Conservation and Parks and the Honourable Merrilee Fullerton, Minister of Training, Colleges and Universities
- Hosted the Honourable Elizabeth Dowdeswell, Lieutenant Governor of Ontario

Below: The Honourable Elizabeth Dowdeswell, Lieutenant Governor of Ontario, paid the RVCA a very special visit on Friday, May 31, 2019.

Right: RVCA Board of Directors Tour, June 27, 2019.

Bottom right: On March 14, 2019 the Honourable Rod Phillips, Minister of Environment, Conservation and Parks and the Honourable Merrilee Fullerton, Minister of Training, Colleges and Universities visited the RVCA head office.



Conservation Land Management Services

The RVCA manages over 3,000 hectares of conservation land for the strategic protection of vulnerable habitats and valuable natural resources. This land includes 11 developed conservation areas that are available for public use and enjoyment — two of which offer outdoor education programs. Conservation areas provide affordable recreation, education and tourism opportunities to watershed communities.

Land Management

- Own **2,140+** hectares of conservation lands across the watershed
- Manage **3,000+** hectares of conservation land (inspected and assessed annually)
- Forest management plans completed for 20 properties (**2,400** hectares)
- Managed Forest Tax Incentive Program plans submitted for these properties (received 10-year approval for property tax savings)
- **52** nest boxes monitored at nine conservation areas
- **6** species at risk monitoring or habitat feature projects completed at five conservation areas (bobolink, butternut, barn swallow)
- **6** conservation areas enhanced with tree planting projects
- **3** Memorial Benches installed at Baxter, Chapman Mills and W.A. Taylor Conservation Areas

Conservation Areas

- **11** developed conservation areas
- **200,000** visitors annually
- **42** kilometres of trails maintained for public use
- **5,554** people enjoyed rental facilities at Foley Mountain and Baxter Conservation Areas (interpretive centres, group camping areas and the Baxter river cabin)
- **7** partnership agreements to provide recreational opportunities at six conservation areas

- Public consultations completed for Foley Mountain Conservation Area's Management Plan
- New accessible dock and observation platform installed at Chapman Mills Conservation Area
- New accessible platform installed at Rideau Ferry Yacht Club boat launch
- Partnered with Cabinscape to build a tiny cabin at Mica Mines Conservation Area to give visitors a special opportunity to experience nature
- New trail and boardwalk improvements along the Rideau Trail at Mica Mines Conservation Area

Outdoor Education

- **11,379** students participated in curriculum-based outdoor education programs at Baxter and Foley Mountain Conservation Areas
- **\$27,900+** dollars raised in cooperation with the Rideau Valley Conservation Foundation (RVCF) to offset outdoor education costs for low income schools
- **250** participants attended Baxter and Foley Mountain Conservation Area day camps
- **20** pairs of BOGS® boots donated to the Rideau Valley Conservation Foundation for Baxter and Foley Mountain education programs
- New Forest School drop-in program launched at Foley Mountain Conservation Area



Planning & Regulatory Services

The RVCA brings watershed science, provincial policies and individual municipal needs together to meaningfully assist municipal decision-makers in building and sustaining local communities. The RVCA is also the approval authority for development on hazard lands affected by flooding, steep slopes or unstable soil and in environmentally sensitive areas like wetlands, shorelines and watercourses. Staff also approve the construction, enlargement or alteration of septic systems in the City of Ottawa and Tay Valley Township and provide septic re-inspection services in several other municipalities.

Planning Advisory Reviews

- **1,159** *Planning Act* applications:
 - **443** severances
 - **373** minor variances
 - **154** site plan control
 - **129** zoning by-law amendments
 - **24** Official Plan amendments
 - **18** subdivision reviews
 - **18** condominium applications
- **130** pre-consultation meetings
- **7** *Environmental Assessment Act* reviews
- **2** Aggregate Resource Reviews

Sec. 28 Conservation Authorities Act Approvals

- **697** property inquiries
- **342** applications
- **296** permits issued
- **162** clearance letters
- **111** complaints/occurrences
- **21** violations

Septic System Approvals

- **231** file search requests (City of Ottawa)
- **692** applications for new or replacement septic systems (**637** in Ottawa and **55** in Tay Valley)
- **86** applications for septic renovations or alterations (**74** in Ottawa and 12 in Tay Valley)
- **11** Complaints (Ottawa)
- **630** septic re-inspections completed (**304** in Rideau Lakes, **191** in Central Frontenac (Crow and Eagle Lakes), **106** in Tay Valley and **29** in North Frontenac)

Source Water Protection Approvals

- **10** Risk Management Plans established under the *Clean Water Act*



Stewardship Services

The RVCA works with landowners, farmers, lake associations, NGOs, businesses, government agencies and the public to undertake on-the-ground projects that directly improve the watershed. Programs such as reforestation, landowner incentive programs, shoreline restoration, wetland enhancement and species at risk habitat creation help protect and enhance the watershed's natural resources.

Tree Planting

- **6.4** million trees planted since 1984
- **195,100** trees planted on **100** properties
- **\$250,147** fundraised to offset landowner costs
- **150** trees planted along the Jock River in the Village of Richmond at a TD Tree Day event

Shoreline Naturalization

- **13,553** trees and shrubs planted on **73** properties
- **2.8** kilometres of shoreline naturalized
- **\$140,662** fundraised to offset landowner costs
- **1,000** trees and shrubs planted in Arlington Woods along the Graham Creek ravine following tree loss due to tornado
- **750** trees and shrubs planted along Bilberry Creek in Ottawa as part of erosion control work.
- **520** trees and shrubs planted along Mosquito Creek in partnership with the City of Ottawa and the Riverside South Community Association
- **665** potted trees, shrubs and wildflowers distributed in partnership with Otty Lake Association and Upper Rideau Lake Association through an over-the-counter sale.
- Free shoreline planting projects provided in partnership with Bobs and Crow Lake Foundations

Clean Water Projects

- **107** projects were approved through the Rideau Valley Rural Clean Water Program, allocating **\$182,100** in grants; these grants will support a total project value of **\$492,016**
- **38** projects were approved through the Ottawa Rural Clean Water Program, allocating **\$203,690** in grants; these grants will support a total project value of **\$459,802**
- Delivered the Ottawa Rural Clean Water Program in the Mississippi watershed in partnership with Mississippi Valley Conservation Authority



Lake Planning

- **18th** Annual Lake Links Workshop attended by **100+** local lake stewards and residents

Butternut Stewardship

- **22,832** butternut seedlings have been planted since 2006 (RVCA finds healthy Butternut trees, collects seed, grows seedlings and distributes them to landowners and other clients in Eastern Ontario)

Habitat Enhancement

- **6** brush bundles installed on Wolfe Lake with the Wolfe Lake Association to enhance fish habitat
- Walleye spawning bed installed on Scanlan Creek in partnership with the Wolfe Lake Association



Science & Engineering Services

The RVCA collects, monitors and analyses watershed information to understand our watershed and help us better manage and protect its resources and the people who live in it. Failure to adequately recognize and incorporate the value of natural areas into decisions about the use and management of land and water will reduce the net benefits that societies receive from watersheds.

Source Water Protection

- Fifth year implementing the *Mississippi-Rideau Source Protection Plan*
- Continued support provided to municipalities including policy interpretation and implementation tools
- Finalized the second *Source Protection Plan Amendment* for a new municipal drinking water system in the Municipality of North Grenville and a revision of dense non-aqueous phase liquids policies
- Completed second annual report summarizing implementation progress
- Started implementing the first work plan to update technical Assessment Reports and the Source Protection Plan

Flood Forecasting and Warning

- **18** flood messages for the Rideau River watershed
- **17** flood messages for the Ottawa River watershed
- **3** low water messages

- **19** sites monitored for water levels
- **10** sites monitored for precipitation
- **6** sites monitored for snowpack

Stream Characterization Monitoring

- **3,678** square metres cleared during **12** invasive species removal events on City Stream Watch watercourses.
- **1,307** hours of volunteer work was completed by **315** for the City Stream Watch Program
- **94** headwater drainage feature sample locations on Borthwick Creek, Brassils Creek, Cranberry Creek, Hunt Club Creek, Mosquito Creek, Mud Creek, Ramsay Creek, Sawmill Creek and Stevens Creek
- **34** headwater drainage feature sample locations on the Lower Rideau Rideau
- **9** headwater drainage feature sample locations on the Rideau River



Headwater sampling
at Mud Creek

- **45** sites sampled throughout the watershed in the spring and fall for the Ontario Benthic Biomonitoring Network
- **20.2** kilometres of stream surveys completed on Borthwick Creek, Cranberry Creek, Hunt Club Creek and Ramsay Creek.
- **16** fish sampling sites on Borthwick Creek, Cranberry Creek, Hunt Club Creek and Ramsay Creek
- **1** invasive species workshop and 5 other training and outdoor demonstration workshops

Ground Water Monitoring

- **16** provincial groundwater monitoring network (PGMN) wells maintained at **13** locations — groundwater levels and temperature are recorded hourly; manual groundwater levels are measured quarterly; approximately **50** groundwater quality parameters are analysed annually; **3** locations measure barometric pressure and air temperature hourly; **2** locations record rainfall hourly
- Continued funding partnership within the City of Ottawa to deliver the Ottawa Hydrogeological Harvested Information Geodatabase (OHHIG); OHHIG captures critical historical hydrogeological report information into a spatial referenced database for Conservation Authority and City of Ottawa decision making

Surface Water Quality Monitoring

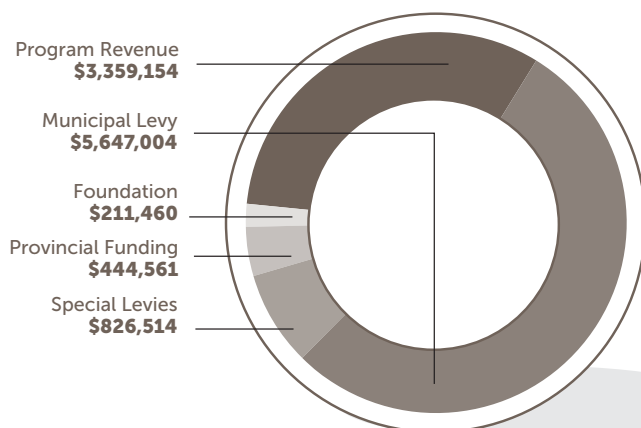
- **246** hours donated by **15** lake steward volunteers to help monitor and sample Watershed Watch lakes sampled for water quality conditions
- **29** participants facilitated lake sampling by offering lake access and/or on-water transportation
- **39** lakes sampled from May to November to monitor levels of nutrients, *E. coli* and other chemical parameters through the Watershed Watch Program
- **96** hours donated by **8** stream steward volunteers to help monitor and sample streams in the Rideau Valley for water quality conditions
- **117** sites sampled for the RVCA Baseline Monitoring Program, City Baseline Monitoring Program and Provincial Water Quality Monitoring Program which monitors the water chemistry of major rivers and tributaries from April to November
- **51** water quality parameters are monitored annually

Watershed Reporting

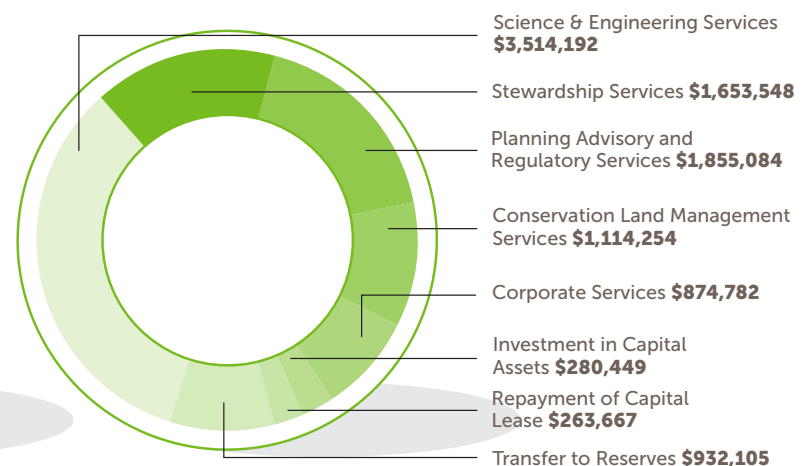
- All **6** subwatershed and **66** catchment reports available online at watersheds.rvca.ca. Subwatershed reports are a compilation of water quality, forest cover, wetland cover and riparian cover data that looks to show the health of the subwatershed and if its health is improving or declining. Municipalities and RVCA use these reports to make policy and program decisions and to focus resource management and stewardship actions where they are needed the most.

Financing Conservation

2019 Revenues \$10,488,693



2019 Expenditures \$10,488,081



Rideau Valley Conservation Foundation



The Rideau Valley Conservation Foundation is proud to be your local, accountable, registered environmental charity dedicated to supporting on-the-ground conservation work in the Rideau River valley. Thanks to your generosity, we continue to improve our watershed and its many communities by valuing, sustaining and protecting the natural environment. We do this by planting trees, naturalizing shorelines, conserving natural spaces, protecting species at risk, educating our youth and much, much more.

We are delighted and inspired by the continuing confidence of our many partners and donors — thank you. In 2019 we launched our 2020 Conservation Campaign as we look to raise funds to keep our natural areas in public hands forever. We are already delighted about the interest in and investment towards the protection of our forests, wetlands and shorelines. Thank you for making your local natural environment a priority.

The Foundation Board of Directors would also like to thank the staff and Board of the Conservation Authority for their dedication and support in 2019. We look forward to continued success in 2020.

Yours in conservation,
Jason W. M. Kelly, RVCF Chair

2019 RVCF Board of Directors

- Charles Billington
- Mary A. Bryden, Past Chair
- Andrew Harkness, Vice Chair
- Jason W.M. Kelly, Chair
- Anne Simmering
- R.E. (Bob) Smith
- Katherine Thomas
- Sarah Wayne, Secretary-Treasurer
- Rich Wilson

2019 Highlights

- Launched the 2020: Conservation Campaign to raise funds to protect our conservation lands through the Steve Simmering Land Endowment Fund and gratefully accepted donations including a Gold Level \$25,000 donation from the Laidlaw Foundation, a corporate donation from Enbridge Gas and other valued private donors.
- Celebrated and acknowledged the continuing support of over 330 watershed businesses and private donors who are recognized on our "Partners in Conservation" wall at our office in Manotick.
- Raised funds to welcome classes (approximately 1,440 students) to students to participate in outdoor education programs at Foley and Baxter Conservation Areas by reducing or eliminating bus and registration fees. Thank you to the Ottawa Community Tree Foundation Community Grants Program, The North Face Canada Explore Fund, Starbucks Foundation Green Apron Grant, BOGS° Outdoor Fund for their support.
- Partnered with One Tree Planted to plant 70,000 tree seedlings in spring 2020.
- Planted trees thanks to Hulse, Playfair and McGarry who have support tree planting in the watershed since 2003.
- Welcomed new and returning Carbon Neutral individuals, businesses and events including LIVE 88.5 and Ottawa Greek Fest.
- Installed a new, accessible dock and viewing platform at Chapman Mills Conservation Area with the support of the Cabela Canada Outdoor Fund.
- Supported fish habitat restoration on Wolfe Lake with support from TD Friends of the Environment Foundation.
- Prepared for restoration of the Hutton Marsh thanks to the dedicated group of local stakeholders and funders who made this project possible including Ducks Unlimited Canada, Leeds and Grenville Stewardship Council, Ontario Federation of Anglers and Hunters Zone F, the United Counties of Leeds



and Grenville (UCLG), Wildlife Habitat Canada, Rideau Valley Conservation Authority and the RVCF.

- Invested in volunteer work along city streams to remove invasive species and litter thanks to TD Fiends of the Environment Foundation funding.
- Participated on the Nature for All Committee as we look to increase accessibility features at Baxter Conservation Area. Thank you to the City of Ottawa Rural Community Funding Grant, the Gosling Foundation, and Jackman Foundation for their support.
- Enjoyed the continued confidence of several land development companies who use the Foundation's Species at Risk Compensation Program to compensate for unavoidable loss of butternut, barn swallow habitat or bobolink habitat during their business activities.

We are currently managing 53 projects.

- Continued delivery of Memorial Tree and Memorial Bench Programs.
- Supported the Royal Canadian Legion Branch 314 Manotick by accepting donations directed to maintaining Remembrance Park's Memory Gardens.
- Continued efforts to accept land donations of ecologically sensitive lands from willing landowners.
- Remained a proud and practicing member of both the Ontario and Canada Land Trust Alliances.
- Launched new website thanks to the support of Probase Web Creative Solutions.
- Supported donors through CanadaHelps.com for safe and easy acceptance of donations to RVCF's special programs and services.
- Modernized the Foundation's logo.
- Maintained accreditation from Imagine Canada's Standards Program — providing public confidence in the RVCF that has demonstrated excellence in board governance, financial accountability and transparency, ethical fundraising, staff management and volunteer involvement.

Love this beautiful valley like we do?

We would be pleased to talk to you about a gift to conservation whether of property, funds or in-kind services . . . please call or write for confidential advice and opportunities. We can match your gift objectives with some very meaningful and long-lasting conservation projects that all will enjoy!

Rideau Valley Conservation Foundation

Box 988, 3889 Rideau Valley Drive, Manotick, ON K4M 1A8
613-692-6823 | info@rvcf.ca | www.rvcf.ca



The RVCF is proudly accredited under Imagine Canada's Standards Program having demonstrated excellence in board governance, financial accountability and transparency, ethical fundraising, staff management and volunteer involvement.



How to Reach Us

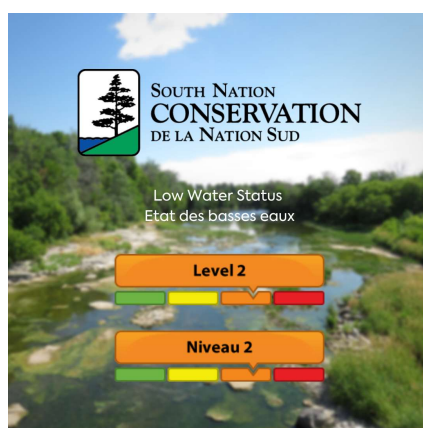
3889 Rideau Valley Drive, P.O. Box 599, Manotick ON K4M 1A5
T 613-692-3571 | 1-800-267-3504 F 613-692-0831
info@rvca.ca | www.rvca.ca

 [RideauValleyCA](https://www.facebook.com/RideauValleyCA)

 [RideauValleyConservationAuthority](https://twitter.com/RideauValleyConservationAuthority)

South Nation Current: July 2020
 Courant de la Nation Sud: Juillet 2020

[View this email in your browser](#)



Level II (Moderate) Low Water Conditions Accross SNC Jurisdiction

With continued lack of adequate rainfall, the SNC Water Response Team has upgraded the drought advisory notice from Level I (minor) to Level II (moderate) for the entire watershed effective July 23, 2020.

Residents, businesses, and other industries can help by reducing their water consumption by 20% and limit non-essential uses (e.g. lawn watering, car washing, etc.). Landowners should be aware of their municipality's water conservation and fire By-laws.

Landowners are encouraged to contact SNC if they are experiencing any problems with their wells and can complete [an online survey on SNC's website](#) to report observed low water impacts.

[More info](#) on current watershed conditions.

Déclaration du niveau II (modéré) de bas niveau d'eau sur tout le territoire de la CNS

En raison du manque de précipitations, l'Équipe d'intervention en cas de bas niveau d'eau de la CNS a fait passer l'avis de sécheresse du niveau I (mineure) au niveau II (modérée) pour l'ensemble du bassin versant à compter du 23 juillet 2020.

Les résidents, entreprises et autres industries peuvent aider en réduisant leur consommation d'eau de 20 % et en limitant les utilisations non essentielles d'eau (par ex. l'arrosage des pelouses, le lavage des voitures, etc.). Les propriétaires fonciers devraient connaître les règlements de leur municipalité en matière de conservation de l'eau et de lutte contre les incendies.

Les propriétaires fonciers sont invités à communiquer avec la CNS s'ils éprouvent des problèmes avec leur puits et peuvent remplir [un sondage en ligne sur le site Web de la CNS](#) pour signaler les impacts des bas niveaux d'eau.

[Plus d'infos](#) sur les conditions actuelles du bassin versant.



SNC Spruces Up County Roads

SNC planted over 400 trees and shrubs along County roads in North Dundas and North Stormont last month.

SNC delivers the Roadside Tree Planting Program on behalf of the SDG Counties and is responsible for ordering stock, planting, maintenance, refilling and monitoring these sites until they can grow on their own. New sites are selected by SNC and County staff every year. [Read more here.](#)

La CNS embellit les routes des comtés

Le mois dernier, la CNS a planté plus de 400 arbres et arbustes le long des routes des comtés de North Dundas et de North Stormont.

La CNS assure le programme de plantation d'arbres en bordure de route pour les comtés de SDG et est chargée de commander les stocks, de planter, d'entretenir, de réapprovisionner et de surveiller les sites de plantation jusqu'à ce que les arbres puissent pousser par eux-mêmes. Chaque année, de nouveaux emplacements sont sélectionnés par le personnel de la CNS et des comtés. [Pour en savoir plus, cliquez ici.](#)



SNC and Ontario Power Generation Partner to Restore Russell Conservation Area

SNC is restoring the J. Henry Tweed Conservation Area in Russell thanks to a new 3-year partnership with Ontario Power Generation.

Main restoration activities throughout 2021 and 2022 will include native tree and shrub planting, repairing existing erosion and streambank stabilization, and restoring in stream habitat to increase biodiversity.

[Watch the project video here.](#)

La CNS et Ontario Power Generation s'associent pour restaurer l'aire de conservation de Russell

La CNS restaure l'aire de conservation J. Henry Tweed à Russell grâce à un nouveau partenariat de trois ans avec Ontario Power Generation.

Les principales activités de restauration en 2021 et 2022 comprendront la plantation d'arbres et d'arbustes indigènes, la réparation de l'érosion existante et la stabilisation des berges, en plus de la restauration de l'habitat du ruisseau en vue d'accroître la biodiversité.

[Regardez la vidéo du projet ici \(en anglais uniquement\).](#)



SNC Sees Record Setting Park Visitation This Spring

As the COVID-19 pandemic is forcing many people to stay home and cancel their summer plans, SNC's public Conservation Areas across Eastern Ontario are serving as a refuge for many seeking to get out of the house and explore their local environments.

From March to June, SNC recorded over 50,000 visitors at Conservation Areas – doubling previous visitation records.

We kindly ask that you continue to respect other visitors, facilities, and properly dispose of garbage and pet waste when visiting. People and their pets are reminded to stay on marked, maintained trails; dogs must be on a leash.

When boating, please be respectful of other boaters and shoreline properties, please reduce your speed when boating within 30 m of a shoreline.

Please also respect physical distancing and not gather in large groups.

[Find a Conservation Area near you here.](#)

La CNS enregistre une fréquentation record des parcs ce printemps

Alors que la pandémie de COVID-19 oblige de nombreuses personnes à rester chez elles et à annuler leurs projets d'été, les aires de conservation publiques de la CNS dans l'Est de l'Ontario servent de refuge à de nombreuses personnes qui cherchent à sortir et explorer leur environnement local.

De mars à juin, la CNS a enregistré plus de 50 000 visiteurs dans ses aires de conservation, doublant ainsi les records de fréquentation précédents.

Nous vous demandons de continuer à respecter les autres visiteurs, les installations et de vous débarrasser correctement des ordures et des déchets d'animaux lors de vos visites. Nous rappelons aux gens et à leurs animaux de compagnie de rester sur les sentiers balisés et entretenus; les chiens doivent être tenus en laisse.

Lorsque vous faites du bateau, veuillez respecter les autres plaisanciers et les propriétés riveraines, veuillez réduire votre vitesse lorsque vous faites du bateau à moins de 30 m d'un rivage.

Veuillez également respecter la distanciation physique et ne pas vous rassembler en grands groupes.

[Trouvez une aire de conservation près de chez vous ici.](#)



Get Out Fishing along the South Nation River!

Family free fishing week in Ontario this year was from July 4th - 19th, and SNC encouraged families from across Eastern Ontario to get out fishing along the South Nation River.

Don't worry if you missed out, it's never too late to get out fishing! Youth under 18 and seniors over 65 don't require a licence to fish in Ontario. The province also sells one-day fishing licences, or a 3-year conservation fishing licence only costs about \$50. Visit the [Ontario website](#) for more information.

SNC also loans out free fishing rods and tackle supplies from its head office in Finch to those in need. Call 1-877-984-2948 or email info@nation.on.ca to borrow fishing gear.

Fun Facts: The South Nation River is 175 kilometres long, beginning north of Brockville and empties into the Ottawa River near Plantagenet.

Through various monitoring initiatives, SNC has determined that there are at least 72 species of fish in the River, including smallmouth bass, pike, crappie, walleye, muskie, catfish and carp.

[Watch our fishing tutorial video here.](#)

Sortez pêcher le long de la rivière Nation Sud!

Cette année, la semaine de pêche familiale gratuite en Ontario s'est déroulée du 4 au 19 juillet, et la CNS a encouragé les familles de tout l'Est de l'Ontario à aller pêcher le long de la rivière Nation Sud.

Ne vous inquiétez pas si vous avez raté votre coup, il n'est jamais trop tard pour sortir pêcher! Les jeunes de moins de 18 ans et les personnes âgées de plus de 65 ans n'ont pas besoin de permis pour pêcher en Ontario. La province vend également des permis de pêche d'une journée, ou un permis de pêche de conservation d'une durée de trois ans ne coûte qu'environ 50 \$. Visitez le site Web de l'[Ontario](#) pour de plus amples renseignements.

Vous pouvez également emprunter gratuitement des cannes à pêche et du matériel de pêche au bureau de la CNS à Finch. Appelez le 1-877-984-2948 ou envoyez un courriel à info@nation.on.ca pour emprunter du matériel de pêche.

Faits intéressants : La rivière Nation Sud, d'une longueur de 175 kilomètres, prend sa source au nord de Brockville et se jette dans la rivière des Outaouais, près de Plantagenet.

Grâce à diverses initiatives de surveillance, la CNS a déterminé qu'il y a au moins 72 espèces de poissons dans la rivière, dont l'achigan à petite bouche, le brochet, la marigane, le doré jaune, le maskinongé, le poisson-chat et la carpe.

[Pour en savoir plus sur la rivière Nation Sud, cliquez ici.](#)

[Regardez notre vidéo de tutoriel sur la pêche ici \(en anglais uniquement\).](#)



Call for Funding: SNC Amends its Community Environmental Grants Program for 2020 to Help Plant More Trees

SNC's popular Community Environmental Grants Program has traditionally supported community events across our Eastern Ontario watershed jurisdiction that promote recreational use of our rivers, protect the environment, or celebrate our natural heritage.

Since most environmental stewardship events have been cancelled due to COVID-19, we've amended the Program guidelines to help community groups access these funds. Funding can now be used to plant community trees and shrubs and upgrade or create new community gardens!

[Click here for more information!](#)

Appel de financement : La CNS modifie son Programme de subventions aux projets communautaires liés à l'environnement en 2020 pour contribuer à planter plus d'arbres

Le populaire Programme de subventions aux projets communautaires liés à l'environnement de la Conservation de la Nation Sud (CNS) encourage et soutient régulièrement les événements communautaires organisés dans l'ensemble du bassin versant dans l'Est de l'Ontario, afin de promouvoir l'utilisation récréative de nos rivières, de protéger l'environnement ou de célébrer notre patrimoine naturel.

Comme la plupart des activités de protection de l'environnement ont été annulées en raison de COVID-19, nous avons modifié les lignes directrices du programme pour aider les groupes communautaires à accéder à ce financement. Les fonds peuvent désormais être utilisés pour planter des arbres et des arbustes communautaires et pour améliorer ou créer de nouveaux jardins publics communautaires!

[Cliquez ici pour plus d'informations!](#)



It's #AllAboutTheRiver Goes Virtual!

Since 2018, SNC has partnered with the South Dundas Chamber of Commerce to host a community event called It's All About the River in Morrisburg, dedicated to showcasing the St. Lawrence River waterfront, local environment and business community.

Since cancelling this years event, SNC worked with partners to promote an online campaign from July 20 - 25.

Using the hashtags #AllAboutTheRiver, #OurRiver and #RespectTheRiver SNC, OPG, the Chamber of Commerce, and other partners including the River Institute, Mohawk Council of Akwesasne, and Raisin Region Conservation Authority took to social media to celebrate our St. Lawrence River,

[Content can still be accessed on our Facebook page here.](#)

It's #AllAboutTheRiver devient virtuel!

Depuis 2018, La CNS s'associe à la Chambre de commerce de South Dundas pour organiser un événement communautaire à Morrisburg intitulé It's All About the River, qui vise à mettre en valeur le secteur riverain du fleuve Saint-Laurent, l'environnement local et le milieu des affaires.

Depuis l'annulation de l'événement de cette année, la CNS a collaboré avec des partenaires pour promouvoir une campagne en ligne du 20 au 25 juillet.

En utilisant les hashtags #AllAboutTheRiver, #OurRiver et #RespectTheRiver, la CNS, OPG, la Chambre de commerce et d'autres partenaires, dont l'Institut des sciences environnementales du fleuve Saint-Laurent (River Institute), le Conseil des Mohawks d'Akwesasne et l'Office de protection de la nature de la région Raisin, ont utilisé les médias sociaux pour célébrer notre fleuve Saint-Laurent.

[Le contenu peut encore être consulté sur notre page Facebook ici.](#)



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THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-40

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 July 14th, 2020 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 August 11th, 2020 in respect of each motion, resolution and other action taken by the Township of North Dundas at its meeting are, except where the prior approval of the Local Planning Appeal Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
- 3.0** That where no individual By-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Township of North Dundas in the above-mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Township of North Dundas.
- 4.0** That the Mayor and Members of Council of the Township of North Dundas are hereby authorized and directed to do all things necessary to give effect to the said action of the Township of North Dundas to obtain approvals where required and except as otherwise provided, the Mayor, or in the absence of the Mayor the alternate Head of Council, and the Municipal Clerk, or in the absence of the Municipal Clerk, the Deputy Clerk, are hereby directed to execute all documents necessary on behalf of the Township of North Dundas.

READ and passed in Open Council, signed and sealed this 11th day of August, 2020.

MAYOR

CLERK