

AGENDA
Township of North Dundas
636 St. Lawrence Street Winchester ON Tuesday,
February 11, 2020
After the Public Meeting which starts at 6:30 PM

Page

1. Call Meeting to Order by Resolution

2. Adoption of Agenda

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

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

- a) [Public Meeting - January 22, 2020](#) 5 - 6
b) [Regular Meeting - January 22, 2020](#) 7 - 14
c) [Special Meeting - January 30, 2020](#) 15 - 16

5. Delegations

- a) [Donna Derouchie & Cathy Pearson - Rideau St. Lawrence Family Health Team and Leanne Clouthier - Seaway Valley Community Health Centre](#) 17

6. Closed Session

- a) Pursuant to Section 239 (2)(b) of the Municipal Act, 2001 S.O. c. 25 - personal matters about an identifiable individual.

7. Open Session

8. Action Requests

- a) Finance

b)	Economic Development and Communications	
c)	Public Works	
i.	<u>Parking Lot Snow Removal</u>	18 - 19
d)	Waste Management	
e)	Planning Building and Enforcement	
i.	<u>Schedule a Public Meeting for a Housekeeping Amendment</u>	20 - 21
ii.	<u>Zoning By-law Amendment Application</u>	22 - 23
f)	Recreation and Culture	
g)	Fire	
i.	<u>North Dundas Fire Department Station Appointments</u>	24 - 27
h)	CAO	
i.	<u>Policy #37-2012- Staff compensation for Council meetings</u>	28 - 31
i)	Clerk	
9.	Tenders and Quotations	
10.	By-laws	
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a)	<u>Finance - Budget Update</u>	47 - 49
b)	<u>Economic Development and Communications - Local Business Expo</u>	50 - 51
c)	<u>Public Works - Main St West Capacity Allocation</u>	52
d)	<u>Public Works - 2020 Water Sewer Budget First Draft</u>	53 - 64
e)	<u>Planning Building and Enforcement - Building Fees Study</u>	65 - 67
f)	<u>CAO - Director of Public Works Job Posting</u>	68 - 69
12.	Consent Agenda	

- a) Accounts:
Action Recommended:
That Council receive and file for information purposes.
- b) [Department Activity Updates:](#) 70 - 85
[Action Recommended:](#)
[That Council receive and file for information purposes.](#)
- c) [Correspondence:](#) 86 - 88
[Upper Canada Playhouse 2020 Sponsor Brochure](#)
[Action Recommended:](#)
[That Council receive and file for information purposes.](#)
- d) [Correspondence:](#) 89
[Twp of Warwick - Resolution re: Safety on Family Farms](#)
[Action Recommended:](#)
[That Council receive and file for information purposes.](#)
- e) [Correspondence](#) 90 - 91
[Twp of South Frontenac - Resolution re: Safety on Family Farms](#)
[Action Recommended:](#)
[That Council receive and file for information purposes.](#)
- f) [Correspondence](#) 92 - 93
[SNC - Municipal Information Day & Family Day Activities](#)
[Action Recommended:](#)
[That Council receive and file for information purposes.](#)

13. Boards and Committees

14. Motions and Notices of Motions

15. Petitions

16. Council Comments and Concerns

17. Unfinished Business

18. Ratification By-law

- a) [By-law No. 2020-09](#) 94

19. Adjournment by Resolution

TOWNSHIP OF NORTH DUNDAS

PUBLIC MEETING TO CONSIDER DEVELOPMENT CHARGES

JANUARY 22, 2020

A Public Meeting of Council, under Section 12 (1) of the *Development Charges Act 1997*, as amended, to consider and receive comment on a proposed by-law was held in Council Chambers on January 22, 2020.

Roll Call:	Mayor Tony Fraser	Present
	Deputy Mayor Allan Armstrong	Present
	Councillor Gary Annable	Present
	Councillor Tyler Hoy	Present
	Councillor John Thompson	Present

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

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

**Moved by Gary Annable and seconded by John Thompson that the public meeting of the Council of the Corporation of the Township of North Dundas to consider a Proposed By-law under the Development Charges Act be called to order at 7:00 pm.
CARRIED.**

The Chairperson opened the public meeting and stated the purpose of the By-law Amendment is to provide for an additional category (or categories) for developments designed for seniors only, based on the typical average number of persons per unit within these types of developments. He noted the requirements to hold a public meeting are that there must be a minimum of 20 days' notice and that the development charge background study and by-law be available at least two weeks prior to the public meeting. He confirmed these requirements were met, noting the public notice for this public meeting was published in the Winchester Press on December 18, 2019, therefore a minimum of 20 days' notice was given. Further, the addendum and draft by-law amendment have been available to the public more than two weeks prior to this public meeting and have been posted on the Township website since November 22, 2019.

Chairperson Fraser then declared the meeting properly constituted. He stated any person in attendance may make written or oral representations in support of or in opposition to

the proposed by-law and encouraged members of the public to sign the Attendance Sheet.

Chairperson Fraser then asked Township Planner and Development Charges Specialist, Calvin Pol to provide a presentation. Mr. Pol provided an explanation of the steps taken thus far in the Development Charge implementation process leading up to the public meeting and the appeal period process, and then presented a review of the background study, addendum #2 and by-law modifications. He presented two charges (Development Charges by Type of Dwelling Unit) for Council to consider relating to the additional category (or categories) for developments designed for seniors.

Chairperson Fraser thanked Planner Pol for a very informative presentation.

The Chairperson asked members of the public and Council if they had any questions or concerns.

There were no questions from members of the public.

Following a general review of the information presented, Council decided the blended charge for the Senior-Oriented Dwelling Unit (Avg.) will apply. The Development Charge per Unit will be \$2,402.

Planner Pol advised he will make the necessary corrections to the proposed by-law.

Chairperson Fraser advised the By-law would be considered during the regular meeting of Council.

**Moved by John Thompson and seconded by Gary Annable that the public meeting of the Council of the Corporation of the Township of North Dundas to consider a Proposed By-law under the Development Charges Act be adjourned at 7:10 pm.
CARRIED.**

CHAIRPERSON, Tony Fraser

CLERK, Jo-Anne McCaslin

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
MINUTES
JANUARY 22, 2020

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on January 22, 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
Director of Public Works: Dan Belleau
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
Deputy Treasurer: Johanna Barkley
Facilities Manager: Tom Dekker
Fire Services Liaison Office: Mike Gruich
Clerk: Jo-Anne McCaslin

1. Call Meeting to Order by Resolution
Resolution No. 01

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:11 pm.
CARRIED

2. Adoption of Agenda
Resolution No. 02

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

THAT Council approve the agenda as amended. Addition R&C KIR – Updates for Recommended 2020 Projects & Associated Budget Impacts.
CARRIED

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

4. Adoption of Minutes

a) Public Meeting Minutes - December 10 2019

Resolution No. 03

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT the minutes of the Public Meeting of the Council of the Township of North Dundas, held December 10, 2019 be adopted as presented.

CARRIED

b) Regular Meeting Minutes - December 10 2019

Resolution No. 04

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT the minutes of the Regular Meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held December 10, 2019 be adopted as presented.

CARRIED

c) Delegations

Robert Noseworthy - Westerra Homes

Mr. Noseworthy presented a cheque in the amount of \$8000 to Cathy Ashby to assist with the Operation Backpack program.

Resolution No. 05

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT Council acknowledge the presentation provided by Robert Noseworthy of Westerra Homes to Cathy Ashby, Executive Director of the House of Lazarus, in support of the Operation Backpack program.

CARRIED

5. Closed Session – NIL

6. Open Session – NIL

7. Action Requests

a) Finance

i) FCM Grant Application

Resolution No. 06

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

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

CARRIED

ii) Approval of Tax Reductions Under Sec 357 and 358

Resolution No. 07

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

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

CARRIED

b) Economic Development and Communications – NIL

c) Public Works – NIL

d) Waste Management – NIL

e) Planning Building and Enforcement

i) Accept a Zoning Bylaw Amendment Application

Resolution No. 08

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

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

CARRIED

f) Recreation and Culture

i) Municipal Services Assistant

Resolution No. 09

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

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

CARRIED

ii) Meet Me On Main Street - 2020 Dates

Resolution No. 10

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

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

CARRIED

g) Fire – NIL

h) CAO

- i) Director of Public Works Job Description
Resolution No. 11

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

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

CARRIED

- ii) Deputy Clerk - Job Description
Resolution No. 12

Moved by Councillor Hoy
Seconded by Deputy Mayor Armstrong

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

CARRIED

- iii) Community Free Tree Day
Resolution No. 13

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

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

CARRIED

i) Clerk

- i) MTAS - FCC AgriSpirit Fund
Resolution No. 14

Moved by Councillor Thompson
Seconded by Councillor Annable

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

CARRIED

- ii) Accountability and Transparency Policy
Resolution No. 15

Moved by Councillor Annable
Seconded by Councillor Thompson

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

CARRIED

8. Tenders and Quotations – NIL

9. By-laws

- a) By-law No. 2020-02 - Interim Tax Levy By-law
Resolution No. 16

Moved by Councillor Thompson
Seconded by Councillor Annable

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

CARRIED

- b) By-law No. 2020-03 Borrowing By-law BMO
Resolution No. 17

Moved by Councillor Annable
Seconded by Councillor Thompson

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

CARRIED

- c) By-law No. 2019-62 Water Sewer Rate By-law
Resolution No. 18

Moved by Councillor Thompson
Seconded by Councillor Annable

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

CARRIED

- d) By-law No. 2020-04 Amendment to Development Charges Bylaw No. 2017-02
Resolution No. 19

Moved by Councillor Annable
Seconded by Councillor Thompson

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

CARRIED

- e) By-law No. 2020-05 Amendment to the Licensing of Dogs By-law No. 38-2000
Resolution No. 20

Moved by Councillor Thompson
Seconded by Councillor Annable

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

CARRIED

- f) By-law No. 2019-12 Procedural Bylaw Amendments
Resolution No. 21

Moved by Councillor Annable

Seconded by Councillor Thompson

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

CARRIED

10. Key Information

PWS – Investing in Canada Infrastructure Program – Green Program Funding Application – Director Belleau advised the Township in consultation with OCWA is submitting an application for the above-mentioned grant. Funding for the Chesterville Water Tower was highly recommended by OCWA and meets a significant number of criteria listed in the program guide.

WMS – Blue Box Transition Update - Director Froats provided an update on the anticipated Blue Box Transition informing Council of the possible pros and cons involved with the transition process. He highlighted potential issues that may result as we transition into EPR (Extended Producer Responsibility).

CAO – MTAS Funding Request – CAO Rutley presented a letter from the Mountain Township Agricultural Society requesting funding to assist paving the parking lot at the MTAS Hall. They noted in the letter that the previous Council considered donating the proceeds of the sale of the Mountain Hall to the MTAS. CAO Rutley advised the proceeds of the sale of the hall were budgeted to be used to help finance the South Mountain Park tennis court resurfacing project.

R&C – Updates for Recommended 2020 Projects & Associated Budget Impacts – Director Meerburg advised the replacement of the HVAC at the Municipal building is underway and it has been determined that three duct heaters need to be replaced. This represents an amount of \$37,000 in addition to the originally awarded project budget of \$170,131. She also advised of potential additional expenditures concerning the replacement/upgrade of 50 lights in the Hydro One side of the Municipal building and a drainage issue at the South Mountain Resource Centre.

Finance – Treasurer Gareau presented detailed changes to the capital and operational budget from the 1st to 2nd draft. Department Heads were asked to update Council on respective changes to capital projects and to comment on key operational items. Mayor Fraser asked Council to review the 2nd draft and to direct any questions pertaining to the 2020 draft budget to Staff prior to the budget meeting scheduled for February 19th.

11. Consent Agenda

Resolution No. 22

Moved by Councillor Thompson

Seconded by Councillor Annable

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

December 18th, 2019 (Dec 1st to Dec 14th) Batch 242 to 249 in the amount of \$1,561,810.11.

January 03rd, 2020 (Dec 15th to Dec 31st) Batch 254 to 263 in the amount of \$925,879.93.

January 16th, 2020 (Jan 1st to Jan 15th) Batch 266 in the amount of \$346,477.58 (Year 2019).

January 16th, 2020 (Jan 1st to Jan 15th) Batch 1 to 7 in the amount of \$229,803.97 (Year 2020).

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

CARRIED

12. Boards and Committees

Resolution No.23

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council receive and file the SDG Council News dated December, 2019.

CARRIED

13. Motions and Notices of Motions – NIL

14. Petitions - NIL

15. Council Comments and Concerns – NIL

16. Unfinished Business – NIL

17. Ratification By-law

Resolution No. 24

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT By-law No. 2020-06 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 22nd day of January, 2020.

CARRIED

18. Adjournment by Resolution
Resolution No. 25

Moved by Councillor Annable
Seconded by Councillor Thompson

THAT Council adjourn at 10:28 pm to the call of the chair.

CARRIED

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

MINUTES

JANUARY 30, 2020

A special meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on January 30, 2020 with Mayor Fraser in the Chair.

ROLL CALL: Mayor: Tony Fraser - Present
Deputy Mayor: Allan Armstrong - Absent
Councillors: Gary Annable - Absent
Councillor Tyler Hoy - Present
Councillor John Thompson - Present
CAO: Angela Rutley - Present

The purpose of the special meeting was to discuss sewer capacity for a development proposal.

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT the special meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 5:17 pm.

CARRIED

2. Appointment of Deputy Clerk

Resolution No. 02

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT the Council appoint CAO Angela Rutley as Deputy Clerk for the purpose of taking the minutes at this meeting.

CARRIED

3. Adoption of Agenda

Resolution No. 03

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT Council approve the agenda as presented.

CARRIED

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

5. Action Request

Public Works – Waste Water Capacity 12015 Main Street West Connection:

Council met to discuss wastewater capacity in the west end of Winchester in order to respond to a request from a developer by January 31, 2020. CAO Rutley advised that discussions with OCWA indicated that operationally and with using reasonable estimates for approved development, and understanding that not all development will be built or have flows immediately, the proposed 0.33 litres per second can be accommodated with minor changes to the Main Street pumping station and a contingency plan for worst case scenario flow days.

Resolution No. 04

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT Council approve the allocation of up to 0.33 litres per second of water capacity to Maverick Development Corporation for Winchester 12015 Main Street West connection.

CARRIED

6. Ratification By-law

Resolution No. 05

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT By-law No. 2020-07 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 30th day of January, 2020.

CARRIED

7. Adjournment by Resolution

Resolution No. 06

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT the Council of the Corporation of the Township of North Council adjourn to the call of the chair at 5:30 pm.

CARRIED

MAYOR

CLERK

Rideau St Lawrence Family Health Team

History

Family health teams were created to expand access to comprehensive family health care services across Ontario. There are currently 3 million Ontarians enrolled in Family Health Teams in over 200 communities across Ontario.

What are Family Health Teams ?

Family Health teams are primary health care organizations that include a team of family physicians, nurse practitioners, registered nurses, social workers, pharmacists and other professionals who work together to provide primary health care for their community. They ensure that people receive the care they need in their communities, as each team is set-up based on local health and community needs. Family Health Teams are community-centered primary care organizations whose programs and services are geared to the population groups they serve.

Rideau St. Lawrence Family Health Team

In April 2018-2019 the application for the Rideau St. Lawrence Family Health Team received approval and funding from the Ministry of Health and Long-Term Care for the hiring of professional staff (family Health Team) to provide programs to the catchment area is North Dundas, South Dundas and South Stormont. There is a partnership that has been formed with Seaway Valley Community Health Care which was inclusive. RSLFHT is a non- profit organization.

Patients from a group of medical clinics and physician offices within this catchment area will have access to these allied health professionals. Programs include Chronic Disease Management, Mental health, Acute Episodic Care, and the Prescription and Description of opioids and narcotics.



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	February 11, 2020
Subject:	Parking Lot Snow Removal

RECOMMENDATION:

THAT Council authorize the Director of Public Works to hire Camouflage Property Maintenance to perform snow removal in the Boyd Parking lot, located at the corner of Louise & Church St., as well as the United Church rear parking lot, located on Caleb St., for the duration of the 2019/2020 winter and THAT Council authorize the Director of Recreation & Culture to award snow clearing services for the Nelson LaPrade Centre parking lot, to K2D2 Landscaping, for the remainder of the 2019/2020 winter.

BACKGROUND:

The Township entered into an agreement with the Winchester United Church in 1996, to provide parking lot maintenance, including snow removal. The Boyd parking lot is owned by the Township. Both of these lots are very popular and cars begin arriving as early as 6 am. Recently there has been a complaint that snow is not being cleared in a timely basis from the Boyd lot. The United Church has also requested that snow removal be confirmed, in advance, for special church services. The main priority of the Roads Department is to clear the roads - parking lots are cleared only when equipment is available. To meet customer expectations, we recommend that Camouflage Property Maintenance be contracted to perform winter maintenance on these two lots for the balance of this season. This firm is already contracted by the Township for other services in Winchester. The Township will continue to clear the snow storage area in these lots when needed.

The Public Works Department has traditionally maintained the parking lot at the end of William St., in Chesterville, which provides parking for the Nelson LaPrade Centre, Chesterville Public Pool, and Chesterville Park Pavilion Building. This parking lot also provides a place for the school buses to turn around. The Public Works plow trucks are able to push the snow out of the main area of the street/parking lot; however, the equipment is too large to clear snow from around the buildings. K2D2 Landscaping has been asked to maintain the area around the buildings for the remainder of the 2019/2020 winter, as they already maintain properties in close proximity to this area.

The Township is in year 1 of a 3-year snow clearing agreement, for the years 2019/2020, 2020/2021 and 2021/2022. If continuation of these arrangements is satisfactory to all parties for the remainder of the 2019/2020 winter, we recommend that these service locations be tendered for the years 2020/2021 and 2021/2022, in order to coincide with the expiration of the existing 3-year snow plowing agreement.

OPTIONS AND DISCUSSION:

1. Accept the recommendation – recommended.
2. Do not accept the recommendation – not recommended.


FINANCIAL ANALYSIS:

Funds to cover the additional cost for the Boyd & United Church parking lots are included in the Public Works 2020 budget. Additional funds required for snow clearing for the Nelson LaPrade Centre parking lot, will be included in the Recreation & Culture Department section of the 2020 Third Draft Budget, which will be presented at the February 19th Council meeting.

OTHERS CONSULTED:


CAO
 Director of Recreation & Culture
 Facilities Manager
 Roads Foreman/Drainage Superintendent

PREPARED BY:



Dan Belleau
 Director of Public Works

REVIEWED & APPROVED BY:



Angela Rutley, BBA
 CAO



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	February 11, 2020
Subject:	Schedule a Public Meeting for a Housekeeping Amendment

RECOMMENDATION:

THAT Council hereby directs that a public meeting be held on March 10, 2020 at 6:30 pm to inform the public of a proposed Housekeeping Amendment to the Zoning By-laws of the Township of North Dundas.

BACKGROUND:

This By-law will make several changes to the Zoning By-laws of the Township of North Dundas to clarify, correct or standardize provisions across the four (4) Zoning By-laws currently in effect. Furthermore, this Housekeeping Amendment will rezone a portion of two (2) properties in the Township as a required condition of their respective subdivision agreements, and rezone farmland to prohibit dwelling units as required by the 2014 Provincial Policy Statement for surplus dwelling consents (severance).

OPTIONS AND DISCUSSION:

- 1. Accept the resolution as presented** – recommended.
- 2. Refuse the request** – not recommended. These changes to the Zoning By-laws are necessary to clarify and standardize the Zoning By-laws and are required to meet the conditions of multiple plans of subdivision.
- 3. Do Nothing** – not recommended. Same as above.

FINANCIAL ANALYSIS:

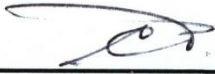
No impact anticipated.

OTHERS CONSULTED:

CBO
SNC

PREPARED BY:

REVIEWED & APPROVED BY:



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



**Angela Rutley, BBA
CAO**



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	February 11, 2020
Subject:	Zoning By-law Amendment Application

RECOMMENDATION:

THAT Council hereby accept a Zoning By-law Amendment application as complete from Sevita International Inc., and direct that the public meeting be held on March 10, 2020 at 6:30 pm.

BACKGROUND:

The applicant has applied to rezone a portion of the lands legally described as Part of Lot 22, Concession 3, Part 1 on Registered Plan 8R-5149, former Township of Mountain now the Township of North Dundas. The proposed rezoning would change the zoning of part of the property from Rural (RU) to Rural – Exception Twenty-Five (RU-25) to prohibit any building and structure. The zoning amendment is a condition resulting from a severance application.

The retained portion of the land would be rezoned to Rural – Exception Twenty-Six (RU-26) to reduce a side yard setback to accommodate the setbacks of the existing structures to the new property lines once the severance is complete.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

None.

OTHERS CONSULTED:

Applicant
WJ Johnston – Surveyor
CBO

ATTACHMENTS:


None

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – Fire	
To:	Mayor and Members of Council
Date of Meeting:	February 11, 2020
Subject:	North Dundas Fire Department Station Appointments

RECOMMENDATION:

THAT Council accept the recommendations of the North Dundas Fire Department and appoint Trevor Carruthers as Deputy Fire Chief for Fire Station 1, Steve Mattice as Captain for Fire Station 1 and Ben Baynham as Captain for Fire Station 4.

BACKGROUND:

As of March 1st, 2020, Deputy Chief Shawn Mattice will be resigning from Fire Station 1, Morewood. The North Dundas Fire Department is recommending that Trevor Carruthers be appointed the new Deputy Chief, and that Steve Mattice be appointed Captain (Mr. Carruthers' former role) for Morewood Station.

In December 2019, Anne McLean stepped down from her position as Captain with the Fire Department. Since that time, the position has remained vacant. North Dundas Fire Department is recommending that Ben Baynham be appointed the new Captain for Station 4, Chesterville.

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation of the Fire Department – recommended.**
- 2. Appoint alternate Deputy Chief and Captains – not recommended.**
- 3. Do not appoint anyone for the open positions – not recommended.**

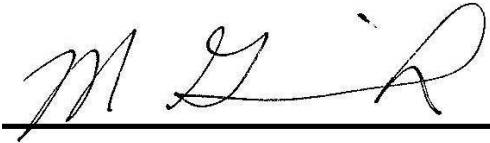
FINANCIAL ANALYSIS:**OTHERS CONSULTED:**

Station 1 Chief, Ken Byers
Fire Commissioner

ATTACHMENTS:

Recommendation Letter from Chief Byers
Recommendation Letter from Chief Gruich

PREPARED BY:

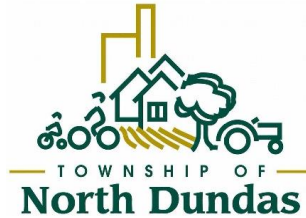
A handwritten signature in black ink, appearing to read 'MGR', written over a horizontal line.

Mike Gruich
Fire Department Liaison

REVIEWED & APPROVED BY:

A handwritten signature in black ink, appearing to read 'JAM', written over a horizontal line.

Jo-Anne McCaslin, CMO
Municipal Clerk



February 4, 2020

Angela Rutley, CAO
Township of North Dundas
636 St. Lawrence St
Winchester, ON
K0C 2K0

Re: Deputy Chief Appointment – Trevor Carruthers

Please be advised that Shawn Mattice has resigned from his position with the Fire Department as Morewood Station's Deputy Chief. Discussions have taken place at our recent Officers' Meeting, as well as at the January Fire Steering Committee Meeting. It was agreed that we would like to recommend Trevor Carruthers for the position as Deputy Chief. Trevor Carruthers has been a Captain at Morewood Station for 2 years. I am also recommending that Steve Mattice replace Mr. Carruthers' Captain's position.

If possible, we would like to add this proposal to the February 11th Council Meeting agenda, and request their approval. Let me know if there are any questions or if you would like me to be present for the meeting.

Regards,

Ken Byers
Fire Chief – Morewood Station
North Dundas Fire Department



February 4, 2020

Angela Rutley, CAO
Township of North Dundas
636 St. Lawrence St
Winchester, ON
K0C 2K0

Re: Chesterville Captain Appointment – Ben Baynham

Please be advised that Anne McLean has resigned from her position with the Fire Department as a Captain at the Chesterville Station. Discussions have taken place at our recent Officers' Meeting, as well as with the Fire Steering Committee. It was agreed that we would like to recommend Ben Baynham for the position as Captain. Mr. Baynham has been a volunteer on the Fire Department for 9 years.

If possible, we would like to add this proposal to the February 11th Council Meeting agenda, and request their approval. Please let me know if there are any questions.

Regards,

Mike Gruich
Fire Chief – Chesterville Station
North Dundas Fire Department



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	February 11, 2020
Subject:	Policy #37-2012- Staff compensation for Council meetings

RECOMMENDATION:

That Council repeal policy #37-2012, a policy to determine staff compensation for attendance at Council meetings.

BACKGROUND:

Policy #37-2012 sets out staff compensation for attendance at Council meetings. The policy is out of date and the topic is included in section 8 of by-law 2019-16, which establishes remuneration for Council & Township Staff and Appointed members. Therefore, the policy is no longer required and should be repealed.

OPTIONS AND DISCUSSION:

1. Repeal the policy. Recommended.
2. Do not repeal the policy. Not Recommended.

FINANCIAL ANALYSIS:

No impact

ATTACHMENTS:

Policy #37-2012
By-Law 2019-16

PREPARED BY:

Angela Rutley, BBA
CAO

POLICY MANUAL	Policy No. 37–2012
Township of North Dundas	Effective Date: February 21, 2012
Subject: TIL and staff meeting allowance for attendance at Council meetings	Page 1 of 1 Replaces policy 05-2004

Purpose: To determine the method of reimbursing staff for attendance at Council meetings.

Definitions:

Department Head shall mean the Chief Administrative Officer, Clerk, Treasurer, Director of Transportation, Director of Recreation, Director of Planning, Building and Enforcement, Director of Waste Management and the Economic Development and Communications Officer.

Policy: Section 6 of Schedule “A”, By-Law 22-2008, a by-law to establish the remuneration for members of council, officers and employees, shall be interpreted as follows:

- 1) All department heads will be granted one week of time-in-lieu to compensate them for attendance at one council meeting per month. (This week will be pro-rated if the department head does not attend one Council meeting each month.) Timesheets must be submitted to payroll when any of these days are used.
- 2) If a department head is requested by the CAO to attend additional council meetings in the same month, the department head shall be paid the meeting fee of \$100.00 per additional meeting as per By-Law 22-2008. Claims for this allowance should be made on an expense report, charged to “staff meeting allowance” for the respective department and submitted to the CAO for approval.
- 3) Staff members (not including department heads) who are requested by the CAO to attend one council meeting in a month, may bank time-in-lieu for the time that they are at the council meeting. If a staff member is requested to attend a second council meeting in the same month, he or she will be paid the \$100 staff meeting allowance as per By-Law 22-2008. He or she must submit an expense report to the CAO for approval.

Approved by: _____

Resolution: _____

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2019-16

Being a By-law to establish the remuneration for Council & Township Staff and Appointed Members

WHEREAS Section 283 (1) of the *Municipal Act, S.O. 2001*, states that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of that local board.

AND WHEREAS Section 283 (5) states that if a resolution of a municipality under subsection 255 (2) or (3) of the old Act is not revoked before January 1, 2003, the resolution shall be deemed to be a by-law of the municipality and one third of the remuneration paid to the elected members of the council and its local boards is deemed as expenses incident to the discharge of their duties as members of the council or local board;

AND WHEREAS Section 283 of the *Ontario Municipal Act, S.O. 2001* establishes a procedure for the review of the by-law under subsection (5);

AND WHEREAS the Federal Government passed Bill C44 which eliminates the tax exemption for the one-third allowance effective January 1, 2019;

AND WHEREAS the Council of the Township of North Dundas deems it necessary and desirable to enact a By-law to establish the remuneration for members of Council and Staff.

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

- 1.0 One Third Allowance
 - 1.1 That one-third of the remuneration paid to the elected members of council is deemed to be expenses incident to the discharge of their duties as members of council
 - 1.2 That this one third allowance shall be reviewed at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election pursuant to Section 283 of the *Municipal Act, S.O. 2001*.
- 2.0 That payments made as part of the annual honorarium, meeting allowance and other items be set out in Schedule "A" to this By-law.
- 3.0 That By-law No. 32-2012 is hereby repealed.
- 4.0 That this By-law is retro-active to January 1, 2019.

READ and passed in open Council signed and sealed this 12th day of March, 2019.

MAYOR

CLERK

BY-LAW NO. 2019-16

Schedule "A" Page 1

1. The members of Council shall be paid at the following rates:

a) Mayor	\$29,502.99
b) Deputy-Mayor	\$17,636.70
c) Councillors	\$15,568.57
2. The above noted rates shall cover any and all regular and special Council meetings.
3. All members of Council who have been appointed as paid Council representatives on the various committees listed on the Officers and Committees By-law shall be paid \$85.00 per committee meeting.
4. The Mayor shall be permitted an expense allowance not to exceed \$3,500.00 per year for reimbursement of all expenses related to attending events associated to the office and for special projects as chosen by the Mayor.
5. All members of Council shall be permitted to attend two (2) conventions (three (3) days in succession) per year and shall be paid \$1,200.00 per convention to cover all expenses to attend the convention including travel, meals and hotel. Council will be paid \$150.00 per day to a maximum of 3 days (\$450.00) for attending the conference. The Municipality shall pay the registration fee directly to the conference organization for all members of Council.
6. Members of Council, other than the Mayor, are entitled to reimbursement of admission/banquet tickets to a maximum of \$500 per year, to attend events as representatives of the Township. The Mayor's admission/tickets are eligible as part of the Mayor's \$3,500 expense allowance.
7. Council's remuneration will be adjusted annually by the Statistics Canada Consumer Price Index for Ontario. The adjustment will be effective January 1st each year and be based on the annual Consumer Price Index for Ontario for the previous year ending December 31st as published by Statistics Canada. In the event of a negative Consumer Price Index for any year, respective remuneration will remain unchanged for that year.
8. Department Heads and staff members who attend one Council meeting in a month at the request of the CAO, shall receive time-in-lieu for the time attending the meeting. When Department Heads and staff are requested by the CAO to attend any additional Council meetings in the same month, they will receive time-in-lieu or \$100.00 per meeting at the CAO's discretion.
9. Staff members may attend two (2) conferences per year at the discretion and authority of the CAO. Staff members will be reimbursed for all conference expenses as approved by the CAO. Registration fees shall be paid directly to the conference organization for all staff members.
10. Notwithstanding section (9) staff members may attend any workshop related to their specific jobs as authorized by the CAO and shall have all related expenses reimbursed. Registration fees shall be paid directly to the organization.
11. When applicable, Members of Council, committee members and Township employees will be reimbursed travel expenses at the rate of 50 cents per kilometer.
12. Members of Council will be provided with a cell phone or phone allowance in accordance with policy 62-2015.
13. If eligible, Council members must enrol in the Township's Primary Pension Plan (OMERS).
14. All members of Council will have access to an annual Health Spending Account as per policy 69-2017.



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	February 11, 2020
Subject:	By-law No. 2020-08 Zoning Amendment Prem Arora

RECOMMENDATION:

THAT By-law No. 2020-08, 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 February, 2020.

BACKGROUND:

The Township of North Dundas received a site-specific 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 3, Plan 34, Part 3 on Registered Plan 8R-5193, former Village of Winchester, now the Township of North Dundas. The purpose is to rezone part of the property from Institutional – Special Exception Two (I-2) to Residential Type Four – Exception Nine (R4-9) to permit a multi-unit residential building with the option to construct townhomes. If approved, the effect would be that the owner could construct a three-storey residential building containing thirty-six (36) residential apartment units or townhomes.

The developer's consulting Engineer conducted a preliminary review of the proposed development and confirmed that the existing underground services on Lancaster Lane can accommodate the proposed development. A detailed planning report is attached, with the draft By-law.

OPTIONS AND DISCUSSION:

- 1. Adopt the Resolution as Presented** – recommended. The proposed Zoning By-law Amendment is consistent with the 2014 Provincial Policy Statement, conforms to the United Counties Official Plan and represents an opportunity for economic development within the Township.
- 2. Do Nothing** – not recommended. The applicant may appeal to LPAT for non-decision after 90 days from the date of the application.
- 3. Refuse the Request** – not recommended. The applicant may appeal Council's decision to LPAT immediately.

FINANCIAL ANALYSIS:

No financial impact at this time, possibility for increased tax revenue in the future.

OTHERS CONSULTED:

CBO

Applicant's Engineer

South Nation Conservation Authority Staff

Director of Public Works

ATTACHMENTS:

Draft By-law No. 2020-08

Planning Report

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



Planning Report Zoning Amendment

RE:	Prem Arora – Zoning Amendment
Meeting Date:	February 11, 2020
Current Zoning:	Institutional – Special Exception Two (I-2)
Proposed Zoning:	Residential Type Four – Exception Nine (R4-9)
Official Plan:	Residential District
Subject Area:	Approximately 1.8 acres
Existing Use:	Vacant Land
Proposed Use:	Three-Storey apartment building with 36 residential units

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 3, Plan 34, Part 3 on Registered Plan 8R-5193, former Village of Winchester, now the Township of North Dundas, municipally known as 465 Ottawa Street, Winchester. The purpose is to rezone part of the property from Institutional – Special Exception Two (I-2) to Residential Type Four – Exception Nine (R4-9) to permit a multi-unit residential building with the



The subject property is owned by Winchester Meadows Communities Ltd. The property is located in Winchester Village on Lancaster Lane, beside the large stormwater management pond. The developer is proposing to construct a three-storey apartment-style residential building that will contain thirty-six (36) residential units. To facilitate this new development, the lands must be rezoned to a residential zone. In this case, the applicant is requesting that the portion of the property that will be used for the apartment be rezoned to Residential Type Four – Exception Nine (R4-9).



The developer's consulting Engineer conducted a preliminary review of the proposed development and confirmed that the existing underground services on Lancaster Lane can accommodate the proposed thirty-six (36) dwelling apartment building. However, in the event that the existing servicing on the site cannot support the proposed development, the applicant will construct townhomes and has requested a special exemption to allow a multi-storey apartment and townhomes as permitted uses to address this concern.

The proposed development will occupy the southwest corner of the existing lot, separated from the remainder of the lot by the Henderson Creek Municipal Drain. The apartment will have frontage and access from Lancaster Lane. The subject land has municipal services including water, sewer and natural gas, making it the ideal location for high-to medium-density residential use.

3.1 Provincial Policy Statement

Ontario has a set of Provincial Policy Statements (2014), of which the Council must have regard for the following relevant excerpts:

1.1 *Managing and directing land use to achieve efficient and resilient development and land use patterns*

1.1.2 *Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 20 years.*

Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas.

According to the last census conducted by Statistics Canada in 2016, the population of North Dundas was 11,278. The Official Plan for the United Counties of Stormont, Dundas and Glengarry projects to the population to increase to 12,107 by 2021. Permitting the development of this proposed high to medium-density residential building will allow the Township to meet the needs of its increasing population in a responsible way and meet our obligations under the 2014 Provincial Policy Statement.

1.1.3.2 *Land use patterns within settlement areas shall be based on:*

a. densities and a mix of land uses which:

- 1. efficiently use land and resources;*
- 2. are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
- 3. minimize negative impacts to air quality and climate change, and promote energy efficiency;*
- 4. support active transportation;*
- 5. are transit-supportive, where transit is planned, exists or may be developed; and*
- 6. are freight-supportive; and*

b. a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy

1.1.3.3, where this can be accommodated.

1.1.3.3 *Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.*

This proposal is deemed to be in conformity with the *PPS* as the proposed development is a form of intensification that responsibly utilizes the existing municipal infrastructure in the area and will help meet the future needs of the Township's increasing population.

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

The land subject to this amendment is designated as a Residential District. 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 Residential Districts include a full range of low, medium, and high-density housing.

3.5.2.6 – Infill and Intensification

“Infilling and redevelopment can occur on vacant lots of record or ‘brownfields’, on underutilized sites (e.g. surplus municipal properties, railway properties, church sites, school or other institutional sites), or by expanding or converting existing buildings. This will consolidate development and optimize the use of existing services. Creation of new residential units will be encouraged in built-up areas with sufficient existing or planned infrastructure. This may occur through the conversion of non-residential buildings or by increasing the number of units in existing residential buildings. Non-residential intensification is encouraged by making better use of floor space in existing industrial, commercial or institutional buildings.”

The proposed development will result in the intensification of an underutilized lot within the Settlement Area for the Village of Winchester. This proposed development will address the increased demand for rental housing as the



population of North Dundas increases, and is a desirable form of intensification as defined in the *United Counties Official Plan* and the 2014 *Provincial Policy Statement (PPS)*. This proposal is deemed to be in conformity with the *Official Plan* and the 2014 *PPS*.

3.3 Zoning By-law No. 25-96

The subject land is currently part of a parcel that is zoned Institutional – Special Exception Two (I-2) located adjacent to the Winchester Meadows subdivision.

The proposed apartment building will have an entrance on Lancaster Lane. The remaining portion of the parcel, with frontage on Ottawa Street is to remain Institutional – Special Exception Two (I-2).

To facilitate the proposed development(s), the applicant is requesting that a portion of the existing parcel be rezoned from Institutional – Special Exception Two (I-2) to Residential Type Four – Exception Nine (R4-9). The proposed line of division between the existing zoning and the proposed zoning will be the Henderson Creek Municipal Drain which runs directly through the property creating a natural dividing line. The applicant has requested a special exception to allow the construction of townhomes as another option should the servicing capacity of the site not meet the minimum requirements to support the proposed apartment building. The zone requirements for the apartment building will remain unchanged, and the requirements for the townhomes will be the requirements listed in the Residential Type Three (R3) Zone.

4. Analysis

The proposed Zoning By-law Amendment will change the zoning of part of a vacant parcel in the northeast section of the Village of Winchester on Lancaster Lane next to the Winchester Meadows subdivision. The proposed amendment will change the zoning on part of the parcel from Institutional – Special Exception Two (I-2) to Residential Type Four – Exception Nine (R4-9) to permit the construction of a multi-storey residential building. The proposed apartment building will have site access from Lancaster Lane and will only occupy the eastern portion of the lot with no direct access to Ottawa Street.

According to Statistics Canada, there are 330 rental units in the Village of Winchester. This project represents an increase of approximately 9% of the existing rental housing supply in the Village and ensures the Township is meeting the requirements of the *Provincial Policy Statement*.

The 2014 Provincial Policy Statement and the County Official Plan support higher density residential use in Residential Districts. The subject land is an appropriate size for the proposed development and is a suitable and desirable form of residential intensification in a settlement area that utilizes existing municipal infrastructure.

5. Comments

South Nation Conservation Authority commented on this application. The proposed development abuts the Alternate Branch of the Henderson Creek Municipal Drain which may contain fish species especially in the spring and after rain events and will require an Environmental Impact Study (EIS) as part of the site plan application.

Furthermore, the applicant will be required to demonstrate at the site plan stage that the proposed development still conforms to the overall stormwater design. A copy of the full comments has been attached to this Planning Report.

6. Recommendation

The proposed Zoning By-law Amendment constitutes good planning and is consistent with the 2014 Provincial Policy Statement and the County Official Plan, therefore Council should approve the rezoning. Secondly, that Council consider comments from the public, public bodies and adjacent neighbours during the public meeting before rendering a decision on the proposed amendment.

Prepared By:

Paul Clarke, Planning Technician

Date

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

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

Date



SOUTH NATION
CONSERVATION
DE LA NATION SUD

Via E-mail (cpol@northdundas.com)

February 4, 2020

Mr. Calvin Pol
Director of Planning, Building and By-Law Enforcement
Township of North Dundas
636 Lawrence Street
Winchester, ON
K0C 2K0

Re: Zoning Bylaw Amendment Review
465 Ottawa Street, Winchester
Winchester Meadows Apartments/Townhomes
Concession 7, Lot 4 (Winchester), Township of North Dundas
Roll No. 051101800328000

Dear Mr. Pol,

South Nation Conservation (SNC) has reviewed the Notice of Public Meeting for an amendment to the Zoning Bylaw, which will change the zoning from Institutional (I) to Residential Type Four Exception (R4-9) to permit a 36 unit apartment, with the option to construct townhomes should the existing municipal servicing in the area not meet the capacity needs of the proposed apartment building.

Our review considers the impact of the applications on the local environment, as outlined under Sections 2.1 (Natural Heritage) and 3.1 (Natural Hazards) of the Provincial Policy Statement (April 2014), issued under Section 3 of the *Planning Act*, 1990. It also considers the Source Water Protection Agreement between the Township of North Dundas and SNC.

SNC does not object to the application. We request to be circulated on a site plan application when it is received by the municipality. We offer the following comments to assist with the future development of the property.

Natural Heritage

The proposed development abuts the Alternate Branch of the Henderson Creek Municipal Drain, an intermittent watercourse that provides flows and nutrients to aquatic habitats in the Henderson Creek Municipal Drain, approximately 400m downstream. The Henderson Creek Municipal Drain has permanent flows and likely contains fish species, while the Alternate Branch may contain fish, especially in the spring and following rain events.



SOUTH NATION
CONSERVATION
DE LA NATION SUD

The United Counties of Stormont, Dundas and Glengarry (SDG) Official Plan will require an Environmental Impact Study (EIS), prepared by a qualified professional, for development adjacent to the watercourse as part of the site plan application. The EIS must demonstrate that the proposed development will have no negative impacts on the watercourse or its functions.

The EIS should be scoped to focus on the aquatic habitat of the watercourse, including the potential for fish habitat. It should provide mitigation measures to ensure protection of surface water quality, such as riparian plantings, and recommend methods of protecting the adjacent buffer in perpetuity.

Please feel free to contact SNC for technical information on suitable species and planting methods.

A stormwater management plan was approved for the adjacent Winchester Meadows subdivision. The apartment block was assigned a higher runoff coefficient than the remainder of the residential subdivision, however, the applicant will be required to demonstrate at the site plan stage that the proposed revision still conforms to the overall stormwater design.

Natural Hazards

Our review did not identify any natural hazards associated with the property.

Ontario Regulation 170/06

It is the obligation of SNC to implement Ontario Regulation 170/06, Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, under the *Conservation Authorities Act*, 1990.

Any interference with a watercourse, including an outlet for storm water management, may require a permit from SNC and restrictions may apply.



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I trust the above is to your satisfaction. Please feel free to contact our office if there are any questions or concerns.

Kind regards,

A handwritten signature in black ink, which appears to read "James Holland". The signature is written in a cursive, flowing style.

James Holland, MSc RPP
Watershed Planner
South Nation Conservation

SNC-1086-2020

BY-LAW No. 2020-08
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 Institutional – Special Exception Two (I-2) to Residential Type Four – Exception Nine (R4-9) to permit a three (3) storey multi-unit apartment with 36 units for lease, with the option for leased townhomes should the existing servicing on the site not be capable of supporting an apartment building.

The lands affected by this amendment are described as Part of Block 3, Plan 34, Part 3 on Registered Plan 8R-5193, former Village of Winchester, now the Township of North Dundas.

If the proposed By-law Amendment is adopted, the subject land will be rezoned to Residential Type Four – Exception Nine (R4-9).

The property/land to which the proposed Zoning By-law Amendment applies is not the subject of any other application under the *Planning Act*.

Applicant/Owner:
Prem Arora/Winchester Meadows Communities Ltd.

Roll Number:
0511-018-003-28000

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-08

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 2014 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 3, Plan 34, Part 3 on Registered Plan 8R-5193, former Village of Winchester, now the Township of North Dundas.

2.0 That the former Village of Winchester Zoning By-law No. 25-96, as amended, is hereby amended as follows:

2.1 That Section 9.3 'Residential Type 4 Exception Zones' is hereby amended by inserting the following new subsection immediately after the contents thereof:

9. Residential Type 4 Zone – Exception Nine (R4-9)

Notwithstanding the provisions of Section 9.1 to the contrary, on lands zoned R4-9, the following additional uses are permitted:

- Townhouse Dwelling House
- Planned Unit Townhouse

The zone and setback requirements for a Townhouse Dwelling House or a Planned Unit Townhouse shall be as set out in Section 8.2.6.

All other provisions of the Residential Type Four (R4) Zone shall apply to lands zoned R4-9.

3.0 That Schedule "A" of (former Village of Winchester) 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 "Residential Type Four – Exception Nine

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2020-08

(R4-9)” and shall cease to be zoned “Institutional – Special Exception Two (I-2)”

3.2 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.

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 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 February, 2020.

MAYOR

CLERK

SCHEDULE "1"

BY-LAW No. 2020-08

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

MAYOR

CLERK



Area to be rezoned from Institutional - Exception Two (I-2)
to Residential Type 4 - Exception Nine (R4-9).



KEY INFORMATION REPORT

Finance

February 11, 2020

SUBJECT: Budget Update

We would like to apprise Council of the status of the 2020 draft budget as it currently exists, preparatory to our budget meeting of February 19th 2020. We are providing Council with a two-page summary of the proposed amendments from last month's meeting – attached as "Appendix A".

Following the January 22nd 2020 meeting with Council, we had a taxation levy as follows:

Taxation Requirements: PRELIM DRAFT	\$7,207,059
Potential Adjustments discussed at Meeting of January 22 nd (Appendix "A")	(452,900)
Further Potential Adjustments Under Consideration (Appendix "A")	<u>(38,400)</u>
Revised Net Requirement from Taxation Levy	6,715,759
Previous Year's Levy (2019)	<u>6,235,296</u>
Increase over Previous Year	<u>\$480,463</u>

Increase in Tax Rate Over Previous Year	1.4%
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Format of Budget Meeting for Feb 19th 2020:

In an effort to streamline the presentation of the budget data on February 19th, we ask council to consider any changes they wish to make and to communicate these changes to finance in advance of the meeting (if possible), so that we can update the budget with the necessary and relevant adjustments.

We ask council to bring their budget binders to the meeting. Township staff will bring revised capital spreadsheets to the meeting, updated to indicate all of the proposed amendments from the January meeting.

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

Net Taxation Revenue Per Budget 1ST Draft of December 10, 2019	\$ 7,207,059
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Discussed at the January 22, 2020 meeting
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			Amount to be Adjusted	Net Impact on Taxation	Adjustment Arising from Discussion
Administration	1-4-1300-8501	Penalties and Interest on Taxes - increase amount from \$310,000 to \$330,000	(20,000)	(20,000)	(20,000)
	1-5-1200-1010	Administration Salaries - Increase from \$584,000 to \$608,000 to reflect recent changes	24,000	24,000	24,000
	1-5-1200-1015	Include a Part-time position for communications	25,000	25,000	25,000
Economic Development	1-4-1701-9000	2019 Carry-forward project - Funding Flyer	(500)	-	-
	1-5-1401-2300		500		
	1-5-1401-2700	Remove donation to Dairyfest - not required for 2020	(1,000)	(1,000)	(1,000)
Fire Services	1-5-20XX-1010	Increase wages and Employer Payroll Taxes from \$259,400 to \$265,900 to align with 2019 actual costs	6,500	6,500	6,500
	1-5-20XX-1015				
	1-5-20XX-1110				
Planning	1-4-8010-9000	2019 Carry-forward Project - 3 sign holders with Township Logo	(4,000)	-	-
	1-5-8010-8000		4,000		
	1-4-8010-9000	Purchase 2nd Smart Board from savings on 2019 Smart Board	(3,500)	-	-
	1-5-8010-9000		3,500		
By-Law Enforcement	1-5-2200-1010	Increase Salaries and Wages from \$58,700 to \$63,300 to reflect anticipated direction of the hiring of a Municipal Law Enforcement Officer and recent changes	4,600	4,600	4,600
Public Works	1-4-3000-9997	Roads Need Study to be financed in future years	(35,000)	-	-
	1-5-3101-2200		35,000		
	1-5-3101-8002	Defer St. John Street and Christina Crescent	(163,000)	(163,000)	(163,000)
	1-5-3101-8002	Defer Clark Road - investigate storm sewer in 2020	(367,000)	(367,000)	(367,000)
	1-5-3101-8002	Forward Road South - remove and redo "grindings" for 2020	(99,000)	(99,000)	(99,000)
Recreation &	1-5-3101-8002	Forward Road West - upgrade road surface to asphalt with funds from Forward Road South (increase cost from \$171,000 to \$270,000)	99,000	99,000	99,000
	1-5-7100-7150	Joel Steele Community Centre - Remove painting over vandalism on building	(4,300)	(4,300)	(4,300)
	1-5-7210-8000	Chesterville Community Park - Reduce stump grinding from \$5,000 to \$3,575	(1,425)	(1,425)	(1,425)

			Amount to be Adjusted	Net Impact on Taxation	Adjustment Arising from Discussion
Culture	1-4-7760-9250 1-5-7760-8000	Main Street Revitalization Grant Program - Adjust amounts to spend on project from \$17,200 to \$11,681 to reflect revised anticipated balance in reserve fund	(5,519) 5,519	-	-
Other Facilities	1-5-2010-8001	Morewood Fire Station - Ceiling repair in truck bay area reduced from \$5,500 to \$5,000 (ceiling fan removed - installed in 2019)	(500)	(500)	(500)
	1-5-7010-8000	Municipal Building - Increase funds for HVAC system (from \$134,500 to 171,500)	37,000	37,000	37,000
	1-5-7030-8000	547 St. Lawrence - Add the replacement of 2 bay doors at the OPP facility	7,225	7,225	7,225

Total Impact on Adjustments Discussed at January 22, 2020 meeting	\$ (452,900)
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Adjusted Requirement from Taxation as a Result of Above Discussions	\$ 6,754,159
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Other Potential Adjustments Under Consideration
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			Amount to be Adjusted	Net Impact on Taxation	Adjustment Arising from Discussion
Administration	1-5-XXXX-1110	Reduce amounts required for Group Benefits from \$389,700 to \$351,300 based on most recent proposal	(38,400)	(38,400)	(38,400)
Fire Services	1-5-20XX-9000	Increase or reduce funds transferred to Fire Truck Reserves (current balance is \$80,000)			
Public Works	1-4-3035-8005	Consider school board to pay for pedestrian crossing at school (\$15,000)	(15,000)	(15,000)	
Recreation & Culture	1-4-7310-8005	Purchase of generator - Morewood RA to contribute 50%	(3,000)	3,000	
	1-5-7310-8000		6,000		
Other Facilities	1-5-7760-2070	Funding for Mountain Township Agricultural Society (MTAS) parking lot			
	1-5-7010-8000 1-5-7011-7150	Municipal Building - Remove repaving of section of parking lot	(5,640) (6,360)	(12,000)	

Total Impact of Potential Adjustments	\$ (38,400)
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Adjusted Requirement from Taxation	\$ 6,715,759
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KEY INFORMATION REPORT

Economic Development and Communications

February 11, 2020

SUBJECT: Local Business Expo

- The 2020 Local Business Expo will take place on Saturday, April 25th at the Joel Steele Community Centre from 9:00 am - 3:00 pm.
- The Chamber of Commerce is hosting the booth registration on their site and companies have begun registering. It is anticipated we will sell out in advance of the event.
- There will be no distinct business section signs installed on the arena floor as was done at previous Expos.
- The Township's website will host a complete listing of all vendors that register with links to their websites to further help promote those in attendance.
- In partnership with South Nation Conservation, the Township will be giving away trees and having a contest for larger potted trees.
- The arena floor will again have a demonstration stage with a full agenda of guests. Stage performances will include Steph the Grilling Gourmet, dancing and home improvements, with more to be confirmed.
- We will be having professional sound management onsite throughout the day to ensure excellent audio quality for all speakers.
- We are arranging to have heat temporarily installed in the arena in the days leading up to the event, which is in response to vendor comments from prior years.
- Simply Baked Catering will be in the marketplace kitchen and Triple B's will be in the lobby kitchen selling food throughout the day.
- Free vendor WIFI will be provided by Storm Internet.
- There will be two door prize raffles conducted, with prizes to be donated by local businesses.
- Juice FM will be promoting the Expo with radio ads and Facebook posts leading up to the event.
- The ABM already onsite will be available for guests to access.

- The Expo is being promoted via:
 - Township website and Facebook
 - Nation Valley News will produce a promotional video and boosted Facebook ads
 - The Chamber of Commerce is promoting through their website and social media
 - An ad will be run in the 2020 Explore North Dundas publication,
 - CTV will share a piece (potentially)
 - Road side signage
 - Township Welcome sign banners
 - The Legion's digital and Lion's static boards



KEY INFORMATION REPORT

Public Works

February 11, 2020

SUBJECT: Main St West Capacity Allocation

A developer has been in discussion with the Township regarding a commercial development at the West end of Main Street in Winchester, between Tim Hortons and Foodland. According to our sanitary sewer model, on peak flow days, the proposed flows from the development could push our sanitary capacity at the Main Street pumping station close to 100%; however, with a few minor upgrades at that station, staff and OCWA believe that we would be able to accommodate the extra flow from the proposed development.

We have engaged JL Richards to determine the long-term solution to increasing sanitary sewer capacity at the west end of Winchester. This work will proceed while construction of current proposed and approved development is underway, including phase 1 of Wellings of Winchester.

Staff is working on an allocation by-law that would formalize the process of allocating available capacity, thus enabling better control in our system, particularly in areas where capacity is approaching the limit in the model. Staff will be consulting with Council on a number of potential parameters that could be included in the by-law.

Further, in January of each year Public Works will present an Annual Development Allocation report to Council for approval. The report will outline the uncommitted water and sewer capacity available for new developments/connections. Only building/development requests that are within the available capacity, as set out in the report, will be approved.



INFORMATION REPORT

Public Works

February 11, 2020

SUBJECT: 2020 Water Sewer Budget First Draft

Water/Sewer Budget 2020

- The First Draft of the Water/Sewer Budget is attached for your consideration. Also attached:
 - The OCWA 2020 Capital Recommendations for Winchester/Chesterville Water and Sewer.
 - A copy of the Water Sewer Anticipated 2019 Reserves and Reserve Funds.
- Please note we are working on a few capital projects:
 1. Completion of Phase 1&2 of a Class B EA (Environmental Assessment) for a new water source \$313,500.00
 2. Completion of Water/Sewer Rate Study \$15,400.00
 3. Purchase of Neptune 360 Meter Reading Software and Hardware \$26,000.00
 4. A Sewer Servicing Study for County RD #3 (Main Street) \$45,000.00
- The Residential and Commercial Water/Sewer Revenues reflect the new 2020 rates. The rates increased as of January 1st, 2020.
- With the Water/Sewer Capital Levy Charge, we expect to recognize a total revenue of \$287,201.00 in 2020. This is placed in a reserve account to fund growth/expansion of the system. e.g. Winchester Lagoon Expansion and Drinking Water Expansion.
- We would appreciate any feedback from Council regarding the budget and plan to bring it back to the February 19th Council Meeting for approval.

TOWNSHIP OF NORTH DUNDAS

Budget Worksheet

Department: NORTH DUNDAS WATER



GL3170

Date: Feb 05, 2020

Page: 1

Time: 9:50 am

Account Code	Account Name	2020 2ND DRAFT	2019 ACTUAL VALUES	2019 AMENDED BUDGET	2018 ACTUAL VALUES	2018 AMENDED BUDGET	2017 ACTUAL VALUES
GENERAL FUND							
Revenues							
1-4-9000-4900	Fees - Water Connection - Winch	-18,900.00	-7,650.00	-14,400.00	-3,500.00	-4,550.00	-2,350.00
1-4-9000-4901	Fees - Water Residential Users - Winch	-249,301.00	-244,844.50	-251,377.00	-239,932.43	-232,493.00	-223,765.79
1-4-9000-4902	Fees - Water Commercial User - Winch	-644,522.00	-633,001.19	-679,456.00	-648,521.60	-563,665.00	-542,507.66
1-4-9000-4903	Water Tower Space Rental - Winch	-10,200.00	-10,200.00	-10,200.00	-10,200.00	-4,000.00	-3,360.00
1-4-9000-4904	Int Income - Water Service Charges - Winch	-17,700.00	-9,575.91	-10,500.00	-10,207.28	-6,000.00	-5,821.77
1-4-9000-4907	Connection Debiture - Water - Winch	-979.00	-978.54	-979.00	-978.54	-979.00	-978.54
1-4-9000-4910	Int Income - Hydro Proceeds - Winch	-30,500.00	-30,231.81	-29,750.00	-25,635.26	-20,160.00	-16,477.19
1-4-9000-4911	Water Meter Sales - Winch	-3,000.00	-11,894.65	-2,700.00	-914.75	-450.00	-1,061.72
1-4-9000-4920	Water Rev - Misc Rev & Cert - Winch	-8,800.00	-8,700.97	-7,800.00	-7,759.10	-7,000.00	-7,763.79
1-4-9000-5015	Federal Grnts - Water Capital - Winch	0.00	0.00	0.00	0.00	0.00	0.00
1-4-9000-5070	Provincial Grnts - Water Capital - Winch	0.00	0.00	0.00	0.00	0.00	-16,246.00
1-4-9000-7000	Capital Fin - Water - Homeowners - Winch	0.00	0.00	0.00	0.00	0.00	0.00
1-4-9000-7817	Envi Products - Rain Barrels - Winch	0.00	0.00	0.00	0.00	0.00	0.00
1-4-9000-8000	Water Capital Levy - Winch	-139,001.00	-44,456.45	-61,156.00	-32,328.70	-24,239.00	-38,316.47
1-4-9000-9001	T/F Reserves NC - Water - Winch	0.00	0.00	0.00	0.00	0.00	0.00
1-4-9000-9250	T/F Res Funds - Win/Che Cap Levy	0.00	0.00	0.00	0.00	0.00	-39,725.82
1-4-9000-9251	T/F Res Funds - Hydro 1 Res Fund - Winch	0.00	0.00	0.00	0.00	0.00	-1,170,574.65
1-4-9000-9999	Surplus Adj't - Water - Winch	0.00	0.00	0.00	0.00	0.00	0.00
1-4-9010-4900	Fees - Water Connection - Chest	-900.00	0.00	-1,350.00	-2,800.00	-1,050.00	-250.00
1-4-9010-4901	Fees - Water Residential Users - Chest	-178,350.00	-175,162.38	-177,620.00	-169,533.72	-169,414.00	-163,054.42
1-4-9010-4902	Fees - Water Commercial User - Chest	-45,819.00	-45,000.16	-41,346.00	-39,463.58	-40,666.00	-39,139.55
1-4-9010-4903	Water Tower Space Rental - Chest	0.00	0.00	0.00	0.00	-1,000.00	-840.00
1-4-9010-4904	Int Income - Water Service Charges - Chest	-16,700.00	-8,120.40	-9,000.00	-8,865.62	-4,000.00	-3,777.27
1-4-9010-4905	Fees - Water Late Payments - Chest	-1,500.00	-1,488.14	-1,500.00	-1,361.97	-1,600.00	-1,583.91
1-4-9010-4920	Misc Water Rev & Certificates - Chest	-8,500.00	-8,026.91	-7,500.00	-7,393.11	-6,000.00	-6,040.00
1-4-9010-5015	Federal Grnts - Water - Chest	0.00	0.00	0.00	0.00	-37,500.00	0.00
1-4-9010-5070	Provincial Grnts - Water - Chest	0.00	0.00	0.00	0.00	-18,750.00	0.00
1-4-9010-8000	Capital Levy - Water - Chest	-3,887.00	-699.20	-5,733.00	-6,292.76	-5,594.00	-3,105.97
1-4-9010-9000	T/F Res - Water Capital - Chest	-136,593.00	-47,381.00	-47,381.00	0.00	0.00	-21,694.46
1-4-9010-9001	T/F Res - Water Non-Capital - Chest	0.00	0.00	0.00	0.00	0.00	-25,150.99
Revenues Total		-1,515,152.00	-1,287,412.21	-1,359,748.00	-1,215,688.42	-1,149,110.00	-2,333,585.97
Expenditures							
1-5-9000-1010	Wages	41,000.00	39,356.32	40,000.00	38,506.65	38,500.00	45,097.31
1-5-9000-1011	Staff Meeting Allowance	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9000-1015	Part - Time Wages	2,560.00	0.00	0.00	0.00	0.00	0.00

TOWNSHIP OF NORTH DUNDAS

Budget Worksheet

Department: NORTH DUNDAS WATER



GL3170

Date: Feb 05, 2020

Page: 2

Time: 9:50 am

Account Code	Account Name	2020 2ND DRAFT	2019 ACTUAL VALUES	2019 AMENDED BUDGET	2018 ACTUAL VALUES	2018 AMENDED BUDGET	2017 ACTUAL VALUES
1-5-9000-1110	Benefits	8,100.00	7,966.56	7,600.00	7,018.02	7,770.00	9,026.80
1-5-9000-1111	Group Benefits	4,500.00	3,918.65	4,000.00	4,196.69	4,200.00	0.00
1-5-9000-1320	Memberships/Association Dues	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9000-2024	Union Gas	4,000.00	3,792.18	3,500.00	3,478.37	4,000.00	3,782.77
1-5-9000-2030	Hydro	45,000.00	42,283.51	45,000.00	45,317.17	50,000.00	47,166.46
1-5-9000-2040	Water/Sewer	1,500.00	1,384.68	1,500.00	1,479.07	1,200.00	1,216.76
1-5-9000-2041	Billing/Collecting	250.00	228.52	260.00	259.86	200.00	208.40
1-5-9000-2042	Allocated Administration Expenses	6,000.00	0.00	6,000.00	5,890.59	5,000.00	4,254.49
1-5-9000-2300	Advertising	1,000.00	961.51	500.00	169.98	500.00	265.29
1-5-9000-3010	Repairs & Maintenance Equipment	15,000.00	4,860.79	25,000.00	17,900.17	35,000.00	47,077.81
1-5-9000-3053	Groundwater Monitoring Well #7	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9000-4010	Contracts (OCWA)	243,373.00	239,304.96	239,305.00	234,153.60	234,156.00	230,271.25
1-5-9000-4011	Contracts- Meter Readings	0.00	2,794.52	5,600.00	5,297.50	5,740.00	4,975.21
1-5-9000-4012	Services Provided By Township	0.00	0.00	2,000.00	0.00	2,000.00	437.57
1-5-9000-5070	Source Protection	0.00	0.00	0.00	0.00	0.00	16,246.00
1-5-9000-7112	P.I.L.	15,145.00	14,423.92	14,501.00	14,078.71	13,970.00	13,527.91
1-5-9000-7810	Professional Fees	5,000.00	415.02	5,500.00	90.06	0.00	0.00
1-5-9000-7817	Envi Products - Rain Barrels	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9000-8000	Capital - Class B Enviromental Asse:	313,500.00	38,482.39	285,000.00	0.00	0.00	0.00
1-5-9000-8001	Capital - Meters	28,000.00	36,765.45	25,000.00	23,974.67	25,000.00	0.00
1-5-9000-8002	Capital - Computer	0.00	1,216.22	2,500.00	0.00	0.00	0.00
1-5-9000-8003	Capital - OCWA Recommendations	193,800.00	104,439.38	165,386.00	42,418.89	84,300.00	50,957.48
1-5-9000-8005	Capital - Meter Reader Equipment U	26,000.00	0.00	0.00	0.00	0.00	0.00
1-5-9000-8006	Capital - Feeder Main & Reservoir	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9000-8008	Water Tower - Winchester	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9000-8009	Capital - Rate Study	15,400.00	2,996.33	15,000.00	0.00	0.00	0.00
1-5-9000-9000	Transfers to Reserves - Winch Wate	0.00	0.00	0.00	101,325.83	181,259.00	345,820.95
1-5-9000-9001	T/T Res-Win Water Capital	0.00	0.00	0.00	224,165.45	0.00	0.00
1-5-9000-9004	Tr. to Res. - Capital Water Levy	139,001.00	61,156.00	61,156.00	32,328.70	24,239.00	38,316.47
1-5-9000-9998	Drawdown of Unfinanced Capital	0.00	0.00	0.00	0.00	0.00	1,210,300.47
1-5-9000-9999	Surplus Adjustment	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9010-1010	Wages	41,000.00	39,309.41	40,000.00	38,474.27	38,500.00	31,200.26
1-5-9010-1110	Benefits	8,100.00	7,955.04	7,600.00	7,017.66	7,770.00	6,198.27
1-5-9010-1111	Group Benefits	4,500.00	3,918.65	4,000.00	4,196.69	4,200.00	0.00
1-5-9010-1320	Memberships/Association Dues	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9010-2030	Hydro	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9010-2040	Water/Sewer	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9010-2041	Billing/Collecting	100.00	50.88	100.00	63.08	100.00	57.94

TOWNSHIP OF NORTH DUNDAS

Budget Worksheet

Department: NORTH DUNDAS WATER



GL3170

Date: Feb 05, 2020

Page: 3

Time: 9:50 am

Account Code	Account Name	2020 2ND DRAFT	2019 ACTUAL VALUES	2019 AMENDED BUDGET	2018 ACTUAL VALUES	2018 AMENDED BUDGET	2017 ACTUAL VALUES
1-5-9010-2042	Allocated Administration Expenses	4,500.00	0.00	4,000.00	3,927.07	3,500.00	2,836.33
1-5-9010-2300	Advertising	300.00	164.12	300.00	128.22	300.00	233.44
1-5-9010-3010	Repairs & Maintenance Equipment	15,000.00	12,467.96	15,000.00	51,979.62	8,000.00	1,309.31
1-5-9010-4010	Contracts (OCWA)	202,584.00	198,606.84	203,607.00	196,367.05	198,832.00	194,914.65
1-5-9010-4012	Services Provided By Township	0.00	0.00	2,000.00	0.00	2,000.00	0.00
1-5-9010-7112	P.I.L.	3,052.00	2,906.96	3,000.00	2,912.60	2,980.00	2,886.66
1-5-9010-7810	Professional Fees	2,000.00	0.00	2,000.00	229.43	2,000.00	199.28
1-5-9010-8000	Capital - Water Main at Cty Rd 7 Bric	0.00	0.00	0.00	0.00	75,000.00	0.00
1-5-9010-8001	Capital - Meters	0.00	2,586.89	2,500.00	0.00	0.00	0.00
1-5-9010-8003	Capital - OCWA Recommendations	122,000.00	59,736.70	100,600.00	38,782.28	53,300.00	21,694.46
1-5-9010-8004	Capital - OCWA Building	0.00	5,444.16	15,000.00	0.00	30,000.00	0.00
1-5-9010-9000	Transfers to Reserves-Chesterville V	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9010-9001	T/T Res - Chest Water Capital	0.00	0.00	0.00	63,267.71	0.00	0.00
1-5-9010-9004	Tr. to Res. - Capital Water Levy	3,887.00	5,733.00	5,733.00	6,292.76	5,594.00	3,105.97
1-5-9010-9999	Surplus Adj.-Chesterville Water	0.00	0.00	0.00	0.00	0.00	0.00
Expenditures Total		1,515,152.00	945,627.52	1,359,748.00	1,215,688.42	1,149,110.00	2,333,585.97
GENERAL FUND Total		0.00	-341,784.69	0.00	0.00	0.00	0.00
		0.00	-341,784.69	0.00	0.00	0.00	0.00

TOWNSHIP OF NORTH DUNDAS

Budget Worksheet

Department: WINCHESTER SEWER



GL3170

Date: Feb 05, 2020

Page: 1

Time: 9:52 am

Account Code	Account Name	2020 2ND DRAFT	2019 ACTUAL VALUES	2019 AMENDED BUDGET	2018 ACTUAL VALUES	2018 AMENDED BUDGET	2017 ACTUAL VALUES
GENERAL FUND							
Revenues							
1-4-9020-4900	Fees - Sewer Connection - Winch	-4,200.00	-1,600.00	-6,000.00	-1,000.00	-1,300.00	-82,301.02
1-4-9020-4901	Fees - Sewer Residential Users - Wi	-392,392.00	-384,095.22	-374,453.00	-362,245.34	-336,478.00	-324,472.72
1-4-9020-4902	Fees - Sewer Commercial Users - W	-216,950.00	-212,363.26	-199,491.00	-192,987.51	-175,110.00	-168,862.04
1-4-9020-4904	Int & Misc. Income - Sewer - Winch	-15,700.00	-7,706.41	-8,500.00	-8,464.40	-3,500.00	-3,228.27
1-4-9020-4905	Fees - Sewer Late Payments - Wincl	-1,600.00	-1,552.07	-1,850.00	-1,845.07	-1,675.00	-1,657.85
1-4-9020-4906	Fees - Sewer Study - Winch	0.00	0.00	0.00	0.00	0.00	0.00
1-4-9020-4907	Sewer Connection Debenture	-3,765.00	-3,765.44	-3,765.00	-3,765.44	-3,766.00	-3,765.44
1-4-9020-7000	Capital Financing - Homeowners	0.00	0.00	0.00	0.00	0.00	0.00
1-4-9020-8000	Winchester Sewer Capital Levy	-137,753.00	-44,784.91	-103,200.00	-110,289.12	-40,903.00	-76,899.21
1-4-9020-8001	Cty Rd. 3/Dawley Dr - Capital Levy	0.00	0.00	0.00	0.00	0.00	0.00
1-4-9020-9000	T/F Reserves, Sewer Winch Capital	0.00	0.00	0.00	-21,180.08	-55,293.00	-54,832.03
	Revenues Total	-772,360.00	-655,867.31	-697,259.00	-701,776.96	-618,025.00	-716,018.58
Expenditures							
1-5-9020-1010	Wages	41,000.00	39,309.41	40,000.00	38,474.27	38,500.00	34,901.18
1-5-9020-1110	Benefits	8,100.00	7,955.04	7,600.00	7,017.66	7,700.00	6,904.24
1-5-9020-1111	Group Benefits	4,500.00	3,918.65	4,000.00	4,196.69	4,200.00	0.00
1-5-9020-2024	Union Gas	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9020-2030	Hydro	12,000.00	10,875.07	12,000.00	8,741.85	16,000.00	15,416.94
1-5-9020-2040	Water/Sewer	500.00	361.14	500.00	346.99	500.00	334.58
1-5-9020-2041	Billing / Collecting	100.00	50.87	100.00	63.09	100.00	57.93
1-5-9020-2042	Allocated Administration Expenses	6,000.00	0.00	6,000.00	5,890.59	5,500.00	4,254.49
1-5-9020-2300	Advertising	100.00	504.63	100.00	0.00	100.00	0.00
1-5-9020-3010	Repairs & Maintenance Equipment	5,000.00	1,692.98	5,000.00	32,814.72	5,000.00	1,965.79
1-5-9020-4010	Contracts (OCWA)	206,429.00	199,536.48	204,036.00	194,761.36	199,741.00	195,839.71
1-5-9020-4012	Services Provided By Township	0.00	0.00	2,000.00	0.00	2,000.00	0.00
1-5-9020-7112	P.I.L.	21,152.00	20,145.02	21,240.00	20,620.97	21,577.00	20,898.11
1-5-9020-7810	Professional Fees	5,000.00	0.00	5,000.00	0.00	15,000.00	5,567.17
1-5-9020-8000	Capital - Main St Sewer Extension	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9020-8002	Capital - Buildings	0.00	13,551.34	16,000.00	14,341.04	40,000.00	0.00
1-5-9020-8003	Capital - OCWA Recommendations	130,000.00	133,150.47	125,500.00	77,121.08	151,000.00	34,445.76
1-5-9020-8004	Capital-Lagoon Expansion	0.00	26,660.67	15,000.00	36,091.08	70,204.00	66,926.03
1-5-9020-8005	Capital - Sewer Service Study	45,000.00	0.00	0.00	0.00	0.00	0.00
1-5-9020-8006	Capital - Sewage Meter	50,000.00	0.00	40,000.00	0.00	0.00	0.00
1-5-9020-8007	Capital - Dawley Drive	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9020-9000	Transfer to Reserves-Winchester Se	0.00	0.00	0.00	51,468.57	0.00	28,452.12

TOWNSHIP OF NORTH DUNDAS

Budget Worksheet

Department: WINCHESTER SEWER



GL3170

Date: Feb 05, 2020

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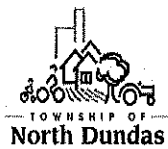
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Account Code	Account Name	2020 2ND DRAFT	2019 ACTUAL VALUES	2019 AMENDED BUDGET	2018 ACTUAL VALUES	2018 AMENDED BUDGET	2017 ACTUAL VALUES
1-5-9020-9001	T/T Res - Winc Sewer Capital	99,726.00	89,983.00	89,983.00	99,537.88	0.00	141,554.30
1-5-9020-9002	Transfers to Twp Reserves	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9020-9004	Tr. to Res. - Capital Sewer Levy	137,753.00	103,200.00	103,200.00	110,289.12	40,903.00	158,500.23
Expenditures Total		772,360.00	650,894.77	697,259.00	701,776.96	618,025.00	716,018.58
GENERAL FUND Total		0.00	-4,972.54	0.00	0.00	0.00	0.00
		0.00	-4,972.54	0.00	0.00	0.00	0.00

TOWNSHIP OF NORTH DUNDAS

Budget Worksheet

Department: CHESTERVILLE SEWER



GL3170

Date: Feb 05, 2020

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Time: 9:51 am

Account Code	Account Name	2020 2ND DRAFT	2019 ACTUAL VALUES	2019 AMENDED BUDGET	2018 ACTUAL VALUES	2018 AMENDED BUDGET	2017 ACTUAL VALUES
GENERAL FUND							
Revenues							
1-4-9030-4900	Sewer Frontage & Connection Fee -	-200.00	-100.00	-300.00	-500.00	-300.00	-100.00
1-4-9030-4901	Residential Users Fees	-286,620.00	-280,559.77	-270,128.00	-261,321.62	-250,552.00	-241,612.58
1-4-9030-4902	Commercial Users Fees	-64,109.00	-62,753.14	-56,161.00	-54,330.16	-55,513.00	-53,532.31
1-4-9030-4904	Interest & Misc. Income	-15,700.00	-7,706.41	-8,500.00	-8,464.39	-3,500.00	-3,761.12
1-4-9030-4910	Interest Income from Hydro Proceed	-20,600.00	-20,577.96	-20,250.00	-17,449.21	-13,750.00	-11,215.57
1-4-9030-5015	Federal Grants	0.00	-35,650.95	-40,408.00	-56,071.69	-59,000.00	-29,280.74
1-4-9030-5070	Provincial Grants	0.00	-17,825.48	-20,204.00	-28,035.84	-29,500.00	-14,640.37
1-4-9030-7000	Capital Financing - Homeowners	0.00	0.00	0.00	0.00	0.00	0.00
1-4-9030-7220	Sale of Document Tenders	0.00	0.00	0.00	0.00	0.00	0.00
1-4-9030-8000	Chest Sewage Capital Levy	-6,560.00	-1,179.88	-9,675.00	-10,618.93	-9,439.00	-4,946.56
1-4-9030-8001	Sale of Assets	0.00	0.00	0.00	0.00	0.00	0.00
1-4-9030-9000	Transfer from Reserves	0.00	0.00	0.00	-9,285.84	-29,500.00	-140,762.65
1-4-9030-9001	T/F Reserves - Sewer Ward 4	0.00	0.00	0.00	0.00	0.00	0.00
1-4-9030-9500	Transfers from Dev Charges-Pumpir	0.00	0.00	0.00	-1,813.06	0.00	0.00
1-4-9030-9999	Surplus Adj't-Sewer Chesterville	0.00	0.00	0.00	0.00	0.00	0.00
Revenues Total		-393,789.00	-426,353.59	-425,626.00	-447,890.74	-451,054.00	-499,851.90
Expenditures							
1-5-9030-1010	Wages	4,100.00	39,310.33	40,000.00	38,473.75	38,500.00	28,619.96
1-5-9030-1110	Benefits	8,100.00	7,955.44	7,600.00	7,017.67	7,700.00	5,667.53
1-5-9030-1111	Group Benefits	4,500.00	3,918.65	4,000.00	4,196.71	4,200.00	0.00
1-5-9030-2030	Hydro	5,000.00	4,688.54	5,000.00	2,922.08	7,000.00	6,810.97
1-5-9030-2041	Billing / Collecting	100.00	50.87	100.00	63.09	100.00	57.94
1-5-9030-2042	Allocated Administration Expenses	4,500.00	0.00	4,500.00	3,927.07	3,500.00	2,836.33
1-5-9030-2300	Advertising	100.00	0.00	100.00	0.00	100.00	0.00
1-5-9030-3010	Repairs & Maintenance Equipment	5,000.00	1,872.38	6,000.00	3,310.58	10,000.00	452.67
1-5-9030-3053	Lagoon Groundwater Monitoring	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00
1-5-9030-4010	Contracts (OCWA)	123,365.00	121,303.20	123,803.00	118,325.81	121,192.00	116,896.91
1-5-9030-4012	Service Provided By Township	0.00	0.00	2,000.00	0.00	2,000.00	0.00
1-5-9030-7112	P.I.L.	12,000.00	11,423.63	5,951.00	5,777.73	5,082.00	4,921.23
1-5-9030-7120	Sewer-Bad Debt Exp	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9030-7810	Professional Fees	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00
1-5-9030-8000	Capital - Emma St PS Rehabilitation	0.00	71,301.89	80,815.00	37,143.38	118,000.00	23,541.47
1-5-9030-8001	Faubert Ave. Sewer Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9030-8002	Capital - Chesterville Lagoons Fencib	0.00	0.00	0.00	0.00	0.00	161,142.29
1-5-9030-8003	Capital - OCWA Recommendations	67,000.00	74,593.13	94,000.00	70,028.66	74,000.00	53,187.92

TOWNSHIP OF NORTH DUNDAS

Budget Worksheet

Department: CHESTERVILLE SEWER



GL3170

Date: Feb 05, 2020

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Time: 9:51 am

Account Code	Account Name	2020 2ND DRAFT	2019 ACTUAL VALUES	2019 AMENDED BUDGET	2018 ACTUAL VALUES	2018 AMENDED BUDGET	2017 ACTUAL VALUES
1-5-9030-8004	Capital - Lagoon Expansion	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9030-9000	Transfer to Reserves- Chesterville S	148,964.00	37,582.00	37,582.00	40,122.97	45,741.00	48,958.04
1-5-9030-9001	T/T Res - Chest Sewer Capital	0.00	0.00	0.00	105,962.31	0.00	41,812.08
1-5-9030-9004	Tr. to Res. - Capital Sewer Levy	6,560.00	9,675.00	9,675.00	10,618.93	9,439.00	4,946.56
1-5-9030-9999	UFC-Sewage Lagoon	0.00	0.00	0.00	0.00	0.00	0.00
Expenditures Total		393,789.00	383,675.06	425,626.00	447,890.74	451,054.00	499,851.90
GENERAL FUND Total		0.00	-42,678.53	0.00	0.00	0.00	0.00
		0.00	-42,678.53	0.00	0.00	0.00	0.00

The Township of North Dundas

(5-Year Recommended Capital/Major Maintenance from 2020 to 2024)
The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Scope of Work	Cost Estimate					CR	H&SR	R/M	LR	I	SPI	Approved by Client	Rationale for Project
	2020	2021	2022	2023	2024								
Chesterville Drinking Water System Capital													
Valve Flow Control at Reservoir - Replace			\$5,000										Preventive Maintenance
Unit Heater	\$2,000												Life Expectancy
Pre-fab building over pit at Tower	\$30,000												Protect Outpost and communication equipment
Pump Sump at Tower			\$500										Life Expectancy
Magnetic Flow Meter (Chesterville Reservoir)				\$15,000									Life Expectancy
Level Sensor (Well #6)	\$1,200												Life Expectancy
Magnetic Flow Meter Well #6	\$8,000												Life Expectancy
Magnetic Flow Meter Well #5			\$8,000										Life Expectancy
Total Estimate - Recommended Capital						\$41,200	\$0	\$13,500	\$15,000	\$0			
Chesterville Drinking Water System Major Maintenance													
Chlorination Systems	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000								Preventive Maintenance (Well #5,6 & Reservoir Cl2 Pump & Analyzers, Kits, Tubing, Valves & Injectors)
Electrical/Instrumentation Upgrades	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000								As required
Buildings and Grounds Maintenance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000								As required
Distribution Maintenance	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000								Preventive Maintenance - Hydrants, Valves, Service connections, Cathodic protection
Reservoir Chamber - Clean & Inspect		\$5,000											5 year inspection
Water Tower Clean and Inspect					\$12,000								5 year inspection
Water Tower recommendations as per report (Start of project engineering, tendering)		\$70,000											Report recommendations
Water Tower Recoating Interior and exterior			\$1,237,700										Report recommendations
Swab 8" Transmission Line Well #5 to Chesterville Reservoir		\$25,000											Water Quality
Backflow Preventor at Reservoir					\$1,000								Life Expectancy
Generator - Detailed Inspection at Well 5/6			\$5,000										Certified technicain (internal checks, electrical)
Generator - Detailed Inspection at Reservoir		\$5,000											Certified technicain (internal checks, electrical)
HVAC Systems			\$4,000										Life Expectancy Well #5, 6 & Reservoir
Well 5 maintenance suggestions as per report			\$40,000										Preventive Maintenance
Operating Authority Audit	\$800	\$800	\$1,100	\$800	\$800								DWQMS
Outpost Panel at Well 5/6	\$5,000												Life Expectancy
Pump Highlift (Reservoir)			\$15,000										Life Expectancy
Pump Highlift Rebuild	\$8,000												Preventive Maintenance
Repair infiltration in pit at Tower		\$25,000											Preventive Maintenance
Camera/Clean Screen Well #6				\$10,000									Dependant on well production
Epoxy floor at reservoir	\$10,000												Improvement
Total Estimate - Recommended Major Maintenance						\$80,800	\$187,800	\$1,359,800	\$67,800	\$70,800			
Chesterville Wastewater Treatment System Capital													
Pump SPS - Lori Lane	\$8,000												Life Expectancy
Pump #1 Main Pumping Station		\$15,000											Life Expectancy
Pump #2 Main Pumping Station			\$15,000										Life Expectancy
Total Estimate - Recommended Capital						\$8,000	\$15,000	\$15,000	\$0	\$0			
Chesterville Wastewater Treatment System Major Maintenance													
Buildings and Grounds Maintenance	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000								As required
Collection System (flushing, sealing, upgrading, camera, etc.)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000								Preventive Maintenance
Electrical / Instrumentation	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000								As required
Manhole Upgrades General	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000								Preventive Maintenance
Fill hole at lagoon	\$10,000												Old Nestle Sewage buildings
Sludge Removal Lagoons			\$35,000										To increase capacity
Reshape Old Nestle Lagoon Berms (1 of 3)		\$10,000											As clay becomes available
Repair West Lagoon cell effluent chamber				\$25,000									Life Expectancy
Asphalt at Water St. SPS & Lori Lane SPS				\$30,000									Improvement
Total Estimate - Recommended Major Maintenance						\$59,000	\$59,000	\$84,000	\$104,000	\$49,000			

Scope of Work	Cost Estimate					CR	H&SR	R/M	LR	I	SPI	Approved by Client	Rationale for Project
	2020	2021	2022	2023	2024								
Winchester Drinking Water System Capital													
Magnetic Flow Meter well #7				\$9,500									Life Expectancy
Pump Replace Well #7C - Replace		\$10,000											Life Expectancy
Pump Well Well #7A - Replace		\$10,000											Life Expectancy
Pump Well #7B - Replace			\$10,000										Life Expectancy
Pump Highlift #2 at Reservoir	\$10,000												Life Expectancy
Install Check Valve at Well #7		\$3,000											Preventive Maintenance
Well #6 Flow Meter and piping upgrade with insulation	\$10,000												Life Expectancy
Unit Heater Well #6		\$2,000											Life Expectancy
Pump-Sump at Well #1					\$800								Life Expectancy
Generator Well # 7 Final phase and commissioning	\$35,000												Stand by power
Total Estimate - Recommended Capital	\$55,000	\$25,000	\$10,000	\$9,500	\$800								
Winchester Drinking Water System Major Maintenance													
Distribution Maintenance	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000								Preventive Maintenance All Valves,Hydrants,Services,Cathodic Protection,Anodes
Chlorination Systems	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000								Preventive Maintenance (Well #5,6 & Reservoir Cl2 Pump & Analyzers, Kits, Tubing, Valves & Injectors)
Electrical & Instrumentation Upgrades	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000								As required
Cathodic Protection to piping at Reservoir	\$10,000												Preventive Maintenance (minimize corrosion)
Heat Trace at Water Tower			\$1,500										Preventive Maintenance
Operating Authority Audit	\$800	\$800	\$1,100	\$800	\$800								DWQMS
Outpost Panels Wells 6 and 7			\$10,000										Life Expectancy
Pipe Insulation - Replace Pieces at Well 5, 6 & 7		\$4,000											Preventive Maintenance
Camera/Inspection Well #5 (well & pump performance test)		\$10,000											Detailed report for well maintenance program
Camera/Inspection Well #6 (well & pump performance test)			\$30,000										Detailed report for well maintenance program
Camera/Inspection Well #7a (well & pump performance test)				\$10,000									Detailed report for well maintenance program
Camera/Inspection Well #7b&c (well & pump performance test)	\$30,000												Detailed report for well maintenance program
Buildings and Grounds Maintenance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000								As required
Clean and Inspect Reservoir					\$7,000								5 year cycle
Tower Inspection (planning, mobilize, test, monitor)	\$11,000												5 year cycle
Total Estimate - Recommended Major Maintenance	\$138,800	\$101,800	\$129,600	\$97,800	\$94,800								

Scope of Work	Cost Estimate					CR	H&SR	R/M	LR	I	SPI	Approved by Client	Rationale for Project
	2020	2021	2022	2023	2024								
Winchester Wastewater Treatment System Capital													
Pump Submersible at Main St. SPS - Replace				\$35,000									Life Expectancy
Engineering services for Generator at Main St. SPS West				\$10,000									Due to increased flows. Reduce response time for high level.
Purchase Natural Gas Generator for Main St. SPS West					\$50,000								Due to increased flows. Reduce response time for high level.
Pump #2 Replace at Ottawa St. SPS	\$30,000												Life Expectancy
Pump #3 Replace at Ottawa St. SPS				\$33,000									Life Expectancy
Pump #1 at St. Lawrence St. SPS - Replace				\$15,000									Life Expectancy
Pump Peristaltic at Alum Bldg.		\$5,500											Life Expectancy
Purchase pump for Main St. SPS West	\$4,000												To increase discharge flow
Main St. SPS Gas Furnace	\$5,000												Life Expectancy
Multiranger with transducer		\$5,500											Life Expectancy
Sump Pump - Replace (Lagoon)		\$800											Life Expectancy
Sump Pump - Ottawa St. SPS			\$1,000										Life Expectancy
Total Estimate - Recommended Capital	\$39,000	\$11,800	\$1,000	\$93,000	\$50,000								
Winchester Wastewater Treatment System Major Maintenance													
Buildings and Grounds	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000								As required
Collection System (flushing, sealing, upgrading, camera)	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000								Preventive Maintenance
Electrical / Instrumentation	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000								As required
Manhole Upgrades	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000								Preventive Maintenance
Blowers at Lagoons		\$8,000											Preventive Maintenance
Lagoon process treatment modification			\$1,000,000										E.A. process upgrade
Generators - Detailed Inspection at Ottawa St.	\$5,000												Certified technician (internal checks, electrical)
Lagoon Discharge Gate		\$7,000											Preventive Maintenance
Lagoon Process (appurtenances, valve chambers)		\$5,000											Preventive Maintenance
Pump (1) at Ottawa St. SPS - Rebuild		\$15,000											Preventive Maintenance
Main St. SPS and rebuild one pump	\$15,000												Preventive Maintenance
Sludge Removal		\$15,000		\$15,000									Increase capacity cells 1, 2, 3 or 4 dependant on sludge depth
Sludge Removal Cell #5		\$15,000											Increase capacity
Windmill Kits at Lagoon	\$1,000		\$1,000										As required
Fred Street Sump		\$10,000											Preventive Maintenance
Total Estimate - Recommended Major Maintenance	\$91,000	\$145,000	\$1,071,000	\$85,000	\$70,000								

Total Capital Estimate	\$143,200	\$51,800	\$39,500	\$117,500	\$50,800
Total Major Maintenance Estimate	\$512,800	\$493,600	#####	\$354,600	\$284,600

2020 Recommended Capital Presented by: Stephane Barbarie, Senior Operations Manager
2020 Recommended Capital Approved by:

Legend:
CR = Compliance Risk H&SR = Health & Safety Risk R/M = Repair/Maintenance LR = Lifecycle Replacement I = Improvement SPI = Spare Parts Inventory
High priority recommended to be completed in upcoming year
Medium priority recommended to be completed in 1 to 3 years
Low priority recommended to be completed in years 4 to 5

North Dundas Water Sewer Reserves and Reserve Funds

Account Number	Account Name	Balance Dec.31, 2019
1-3-2000-8035	Reserves-Water TND	2,590,956.79
1-3-2000-8045	Reserves-Sewer Winchester	1,382,335.86
1-3-2000-8050	Reserves-Sewer Chesterville	340,113.60
		4,313,406.25
3-3-2000-9400	Winchester Water Capital Levy	116,441.47
3-3-2000-9401	Chesterville Water Capital Levy	10,248.57
3-3-2000-9405	Winchester Sewage Capital Levy	387,632.40
3-3-2000-9406	Chesterville Sewage Capital Levy	39,655.46
		553,977.90



KEY INFORMATION REPORT

Planning Building and Enforcement

February 11, 2020

SUBJECT: Building Fees Study

SUMMARY:

A brief assessment of the current revenue, expenses and permit cost was conducted.

BACKGROUND:

The Building Code Act establishes that Council is responsible for the enforcement of the Act and for appointing such staff as are necessary to ensure compliance. To compensate for the imposed costs to the Township for enforcement, the Act establishes provisions for cost recovery through permit fees. The Ministry of Municipal Affairs and Housing recommends periodic reviews to ensure permit fees remain relevant to the costs of providing the service.

Since 2006, the Building Code has changed the way municipalities must conduct business. The number of inspections, the issuance of permits, the type and quality of inspections, the qualifications of its inspectors, liability insurance, and the reporting requirements have all evolved to have a significant impact on the cost of providing services. The Building Code Act stipulates that fees may not be higher than the anticipated cost of providing the service.

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

COMMENTS/OBSERVATIONS:

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

At the present, the 5-year average recovery cost for the years 2015, 2016, 2017, 2018 and 2019 (unaudited) is estimated at a mere 49%. Once the 2019 audit is complete, it is expected that the cost recovery will in fact be less than the 49%.

NEXT STEPS:

If Council is in favor of a permit fee review at this time, staff will prepare the necessary reports such as: previous and anticipated permit activity, proposed

permit fees, enforcement costs, average time spent per permit type, permit fee justification, etc.

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

ATTACHMENTS:

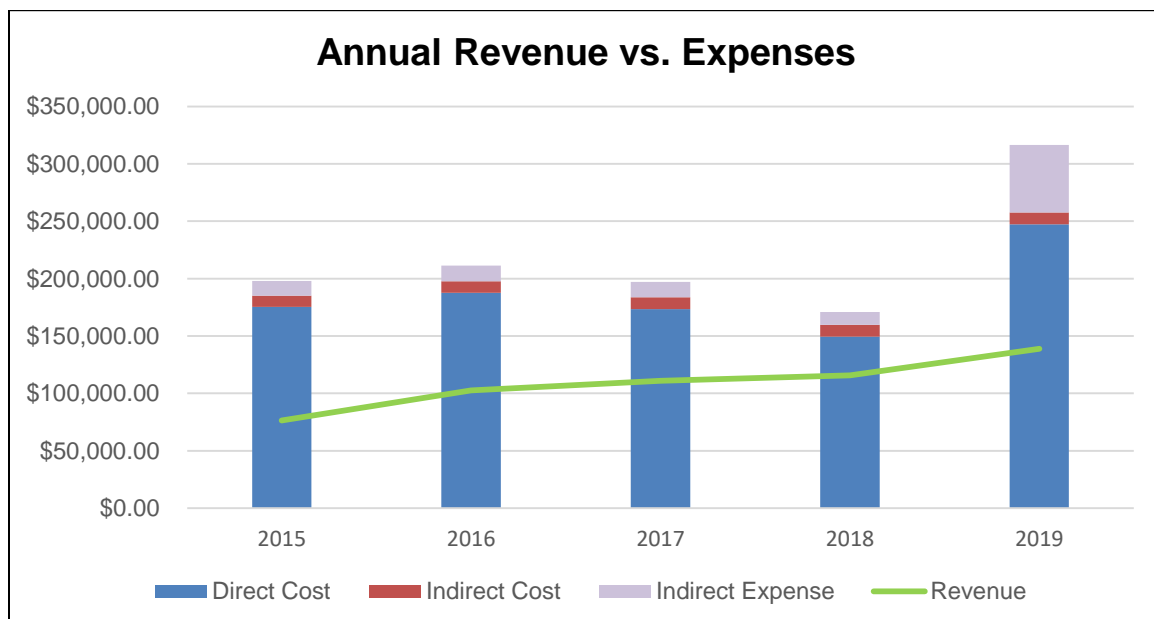
1. Annual Statement of Revenue and Expenses
2. An Annual Report Comparison graph and table

Statement of Revenue and Expenses

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

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

- (1) Salaries, benefits, holidays, inspection and review services, vehicle and fuel, repairs, training, etc.
- (2) Support of the building division by other staff from other departments.
- (3) Building maintenance, hydro, heating, water/sewer, cleaning, insurance, snow removal, asset management plan, postage and courier service, telephone, internet, leased equipment, insurance, etc.





KEY INFORMATION REPORT CAO

February 11, 2020

SUBJECT: Director of Public Works Job Posting

- The updated job description for the Director of Public Works was approved by Council on January 22nd.
- The job posting has been advertised on the Township website and Facebook page. It has also been advertised through the Ontario Good Roads Association, Municipal World and Ontario Municipal Jobs.
- Applications will be received until Friday, February 28th.
- As per the Township's Recruitment & Selection policy, 52-2013 regarding department heads, final selection of the successful candidate, as a department head, shall be made by Council in conjunction with the CAO. With recent department head positions, two members of Council have participated on the hiring committee. I am asking that Council let me know the members that will be participating on the hiring committee, thus enabling me to co-ordinate the process with them.
- The job posting is attached.



Employment Opportunity – Township of North Dundas Director of Public Works

The Township of North Dundas is a growing municipality on the southern border of the City of Ottawa. It is a vibrant rural community that is home to a population of approximately 12,000 with municipal headquarters in the Village of Winchester. Our residents enjoy a mixed rural and urban lifestyle, excellent health care facilities including a local hospital, recreation facilities, live amateur theatre and numerous community events throughout the year including the popular *Meet Me on Main Street* event series.

The Township of North Dundas is seeking a dedicated, enterprising and results-oriented leader for the position of Director of Public Works. The Public Works Department is a diverse portfolio, including roads, bridges, sidewalks, water, sewers, drainage and fleet, with an annual budget of approximately four million dollars. Reporting to the Chief Administrative Officer, the Director of Public Works is responsible for the effective and efficient delivery of public works related municipal services, including strategic leadership and administrative management of the Public Works Department.

The 2020 salary range is \$93,422 to \$116,914, dependent on qualifications. The Township of North Dundas offers a competitive benefits package and is a member of the OMERS pension plan.

The full job description and qualifications are available at www.northdundas.com.

**To apply to become part of our team, please
submit your resume and cover letter by 4:30pm on Friday, February 28th, 2020 to**

Angela Rutley, CAO
Township of North Dundas
636 St. Lawrence St., PO Box 489,
Winchester, ON K0C 2K0
Fax: 613-774-5699
E-Mail: careers@northdundas.com

The Township of North Dundas wishes to thank all applicants who apply, however, only those being selected for an interview will be contacted.

The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate qualified candidates in all parts of the hiring process. Applicants need to make their needs known in advance. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.



DEPARTMENT ACTIVITY UPDATES

Finance

February 11, 2020

KEY FINANCIAL DATA:

Bank Balances

Bank Balances	2020 Jan 31 st	Last Month Dec 31 st 2019	Last Year-2019 Jan 31 st
General Operating Acct	6,253,132.37	6,308,385.24	4,355,183.67
Cash, GIC's, (Reserve Fund)	6,780,975.64	6,769,281.19	6,643,348.88
Total	\$13,034,108.01	\$13,077,666.43	\$10,998,532.55

Taxes Receivable Outstanding	Jan 31 2020	Jan 31 2019	Jan 31 2018
Current Year (2020)	(125,802.23)	(137,006.10)	(101,758.21)
One Year in Arrears (2019)	930,450.32	1,011,224.20	908,969.27
Two Years in Arrears (2018)	489,531.15	432,498.89	427,026.06
Three Years in Arrears (2017+)	546,596.62	438,769.46	809,662.99
Penalty & Interest	231,984.62	195,598.12	216,113.04
Sub-Total	2,072,760.48	1,941,084.57	2,260,013.15
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(357,857.94)
Taxes Receivable	\$1,979,155.96	\$1,847,480.05	\$1,902,155.21
Taxes Billed to Date	\$19,832,850.84	\$19,322,802.92	\$18,435,294.74
Percentage o/s Over Levy	9.979%	9.561%	10.318%

Net taxes receivable last month were **\$2,139,578.61**; this month's balance of **\$1,979,155.96** (a net decrease over last month in the amount of **\$160,422.65**), represents the net impact of billings less collections for the month of January.

The percentage of taxes outstanding is just under the double digits and is very consistent across all three years – ranging from a high of 10.318% (January 2018), to a low of 9.561% for the period ending January 31st 2019.

Taxes receivable also include other charges that have been added to the tax roll for collection purposes. Once added, these charges 'lose their identity' and are 'collected in the same manner as taxes' – therefore they add to the balance of taxes receivable outstanding. For example, we had \$113,943.68 in utility bills added to taxes this year (\$112,098 previous year), plus municipal drain charges and sundry other amounts that get added to the tax roll when collection proves difficult.

State of the Union

Our cash position is still very good as evidenced by the cash balances reported on page 1. Our operating cash is down approximately \$55k from last month. We made our fourth instalment to the school boards in mid-December in the amount of \$998,244.77 (2018 - \$974,038.94) as well as our final instalment to the Counties for fiscal 2019 in the amount of \$2,265,311 (2018 - \$2,176,484). In addition, there will be a **final** payment in early 2020 to the Counties and school boards for their share of the net supplementary taxes less write-offs for the 2019 fiscal year. This amount is approximately \$102,968.80.

Cash balances are down from last month due to the fact we continue to incur costs and pay bills but there is no new inflow of cash coming in. The tax collector is preparing the interim tax bills – projected to go in the mail by February 21st - due the last business day of March. The amount of the interim levy is in the area of \$9.2M so this will help replenish our cash balances and assist in making payments for the upcoming construction season.

Projects Worked on During January

- Preparing for and attending at department head meetings of January 6th and Jan 29th.
- Submission of Drainage Superintendent Grant – due January 31st 2020.
- Working on Drain Maintenance Grant in preparation for mailing out Drainage bills to affected ratepayers for their share of drainage work done.
- Calculation of Final Amount due to Counties and School Boards re Supps and Write-offs.
- Sent out reminder notices for delinquent accounts.
- Working on schedules for year-end audit binder in preparation for auditors – their annual audit is scheduled for the week of March 29th – April 3rd.
- Emailed FCM (Federation of Canadian Municipalities) Grant Application with regards to our Municipal Asset Management Program, software needs and AMP (Asset Management Plan) requirements – most notably a road needs study and building assessment.
- Completed and filed Stats-Can report as requested by Statistics-Canada in accordance with their Core Public Infrastructure Survey.
- Working on 2020 budget –preparing Budget Summary for council meeting of February 19th.



DEPARTMENT ACTIVITY UPDATES

Economic Development and Communications

February 11, 2020

Economic Development

- Communicated to the business community and the Chamber of Commerce details on the following funding and support programs: SDG's Regional Incentives Program, SDG's Regional Tourism Grant, SDG's Tailored for Tourism seminar series, Scott's Gro for Good grants, the Ontario Travel Festival and Events Guide and the Regional Economic Development Fund.
- Working extensively with businesses helping to craft their Regional Incentive Program applications in advance of the February 21st deadline.
- Hosted RT09's presentation of "Partnership Funding" on January 28th, as part of the SDG's Tailored for Tourism seminar series.
- Connected with local businesses to gauge interest in a community kitchen at the Morewood Community Centre.
- Introduced a food manufacturing client to building owners to find a suitable location.
- Reviewed EODF funding options to support the Wincrest Industrial Avenue expansion in Winchester.
- Meet with the CFDC to discuss options to further their impact in North Dundas.
- The 2020 Expo Planning Committee continued to meet to plan venue setup, guest speakers and promotion of the event.
- Attended the annual EDCO conference in Toronto on February 5th and 6th.
- Three North Dundas businesses will be attending the Cornwall Innovation Pitch Night on February 11th to seek venture capital funding.

Communications

- The Explore North Dundas publication planning is underway. Securing quotes from authors, photographers, printers and graphic designers, as well determining the content to be featured.
- The February newsletter is being developed and will be mailed out with the first property tax bills.
- Attended an EDO/Communications meeting on January 30th at the Counties to discuss options for lower tier and County website upgrades and partnerships.

- Working to determine events within North Dundas where we will take advantage of having a County hired photographer to capture photos for future marketing efforts.
- Continued to work with ratepayers and staff to ensure a smooth rollout of Recycle Coach.
- Worked with community and service groups to promote upcoming events.



DEPARTMENT ACTIVITY UPDATES

Public Works

February 11, 2020

- Road crew have been cold patching, ice blading gravel roads with the graders and opening catch basins for extreme rain events. They are also performing snow removal when necessary.
- I am working with the adjoining Townships on a Winter Maintenance Policy that will be presented to Council at a later date.
- Mary Lynn and I have been working on preparing the 2020 budget for water and sewage.
- Mary Lynn and I are working on the Water and Waste Water Capacity Allocation By-Law.
- Staff met with JL Richards to discuss progress on the North Dundas Drinking Water Capacity Expansion EA, Water and Waste Water Servicing Study and the Lactalis Lagoon Effluent Pipeline. Staff will bring in a report to Council on the above subjects for the March Council meeting.



DEPARTMENT ACTIVITY UPDATES

Waste Management Services

February 11, 2020

FINANCIAL INFORMATION:

November

Total Fees.....\$12,625.50
 Fees Charged.....\$7,726.50
 Fees Paid.....\$4,900.00
 Cash on Hand.....\$ 100.00

December

Total Fees.....\$15,661.25
 Fees Charged..\$10,286.25
 Fees Paid..... \$5,375.00
 Cash on Hand.....\$100.00

Wards	NOVEMBER	DECEMBER
1. (Twp of Win)	720	720
2. (Twp of Mtn)	480	480
3. (Vill of Win)	720	720
4. (Vill of Ches)	320	320
5. Other (Boyne)	765	306
Total Cubic Yards	3005	2546
Total Metric Tonnes	273.18	231.45

Recyclables

Items Shipped	Dollars/MT	November	December
Bulked Steel			
Bulked Steel	2.08MT/\$55	\$129.10	
Bulked Steel	3.49MT/\$95		\$375.00
ALUM			
OCC	29.09MT/\$45	\$1,309.05	
ONP	26.53MT/\$5		\$132.65
OCC	27.26MT/\$45		\$1,226.70
ONP	25.77MT/\$0	\$0.00	
Totals		\$1,438.15	\$1734.35

Bales on Hand of January 29th

ONP-15 OCC-43 PLASTIC -182 ALUM-72

Estimated Value

\$14,864.00

WORK COMPLETED (up to January 29th)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Extra busy collecting and processing recyclables from Christmas rush
- RPRA meeting in South Stormont Jan 16th- Blue Box transition to Extended Producer Responsibility
- Removal of trees from Tree Depots
- Working with RARE to find avenues to the declining recycle markets.



DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

February 11, 2020

PLANNING:

- Attended a strategy meeting regarding the Cornwall Gravel objections and appeal of the SDG County Official Plan.
- Prepared various reports to Council for review and approval including amendment to the zoning and the dog licencing by-laws.
- Prepared the reports, by-law and presentation for the Development Charges By-law Amendment.
- Attended the Natural Heritage Municipal Engagement Session hosted by South Nation Conservation on Jan. 15, 2020.
- Attended Conservation Ontario training session on the use of a climate change vulnerability assessment tool (for quality of drinking water sources)
- Met with two Hallville Subdivision owners to review requirements to finalize their developments.
- Met with subdivision owner/developer to discuss next steps for future apartment complex in Winchester.
- Met with legal representatives to discuss requirements to be included in a road agreement for the Wellings of Winchester project.
- Met with developer to discuss options for future development of a subdivision in Winchester.
- Received two (2) new severance applications and provided comments to the Counties.
- Issued one (1) compliance report.
- Met with multiple land owners with regards to proposed severances.
- Responded to various zoning, minor variance and severance inquiries from landowners.

BUILDING:

- Attended the OBOA January Chapter Meeting in Kemptville on Jan. 29th, 2020.
- Building Inspector Intern completed the OBOA House (2012) training course in Ottawa.
- Building Inspector Intern successfully completed the Ontario Building Code Plumbing Exam.
- Inspector Testerink continues to perform building inspections on an as-needed basis, and has assisted in training the Building Intern.
- Staff discovered a house being built without the necessary permits in place. A site-visit was completed to collect information and a Stop Work Order was issued on the project.
- Farm 911 blades are now available for purchase (half-price for a limited time). Staff are working with County GIS staff to incorporate the new numbers into the current civic number inventory. Fifteen (15) Farm 911 applications have been received to date.
- Met with County staff to review street naming and civic numbering needs and requirements for a residential development in Winchester.
- Met with multiple property owners to discuss various building projects.
- Fourteen (14) new applications were received in January. Staff are currently waiting for more information/documentation on eighteen (18) incomplete applications.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

Building Department	Jan. 2020	Jan. 2019	Jan. 2018	Jan. 2017	Jan. 2016	Jan. 2015
Permits Issued:	4	5	3	5	5	4
New Dwellings	2	2	-	1	1	-
Value of Permits:	\$1,301,900	\$541,900	\$10,200	\$467,150	\$465,150	\$150,000
Building Permit Fees:	\$3,984	\$3,044	\$390	\$2,647	\$2,647	\$1,332
Development Charges:	\$9,926	\$10,652	\$237	\$3,726	\$3,726	-

BY-LAW ENFORCEMENT:

- Eight (8) new files were started in January. Currently, there are fourteen (14) active files.
- Performed various site visits and inspections with landowners regarding complaints filed.
- 2020 burn permits are available for purchase at the Township office.
- Staff attended a property upon which owners were burning without a permit, and issued at \$500 fine.
- By-law Enforcement staff from Russell Township continue to provide part-time contractual By-law Services to assist with current vacancy.
- Two-year dog tag sales are now ongoing.
- Staff have received multiple complaints regarding dogs at large. Dog owners are reminded to review the Dog By-law and their responsibilities.

Note: Winter Parking Restrictions – IN EFFECT

In order to facilitate snow clearing operations, Township winter parking restrictions are in effect:

**NO ON-STREET PARKING
11:00 PM to 7:00 AM
Nov. 1, 2019 to April 1, 2020**

Parking tickets will continue to be issued to vehicles in contravention



DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

February 11, 2020

- The main entrance doors at the municipal administration building were adjusted; a new threshold was put in, and the weather stripping and hinges were replaced. The door now operates seamlessly.
- Swim program registrations are set to open online on Monday, March 9th.
- Fire drills were completed at both arenas, on Friday, January 31st. The arena fire plans were also updated.
- The next Yuk Yuk's stand-up comedy night is scheduled for Saturday, March 21st in the Joel Steele Community Hall. The door will open at 7:00 pm and the show will start at 8:00 pm. The Township will operate the bar and Triple B will be on site serving food. Tickets can be purchased on Eventbrite.ca
- Health & Safety inspections were completed and issues were rectified or being followed-up on.
- The Recreation Coordinator, Director of Recreation & Culture, and Clerk/Deputy CAO, met with our insurance broker about Facility User Group policies.
- Reviewed and made recommendations for the Recurring Services Tender and the Regular Maintenance Contracts Tender.
- The Eastern Ontario Health Unit inspected the Morewood Community Hall kitchen on Friday, January 17th. Minor deficiencies were noted and rectified on Monday, January 20th.
- Mid-season inspections were conducted on both arena compressors.
- An exhaust fan was installed in the Jr. B Hawks Hockey Club change room.



DEPARTMENT ACTIVITY UPDATES

Fire

February 11, 2020

DEPARTMENTAL OVERVIEW:

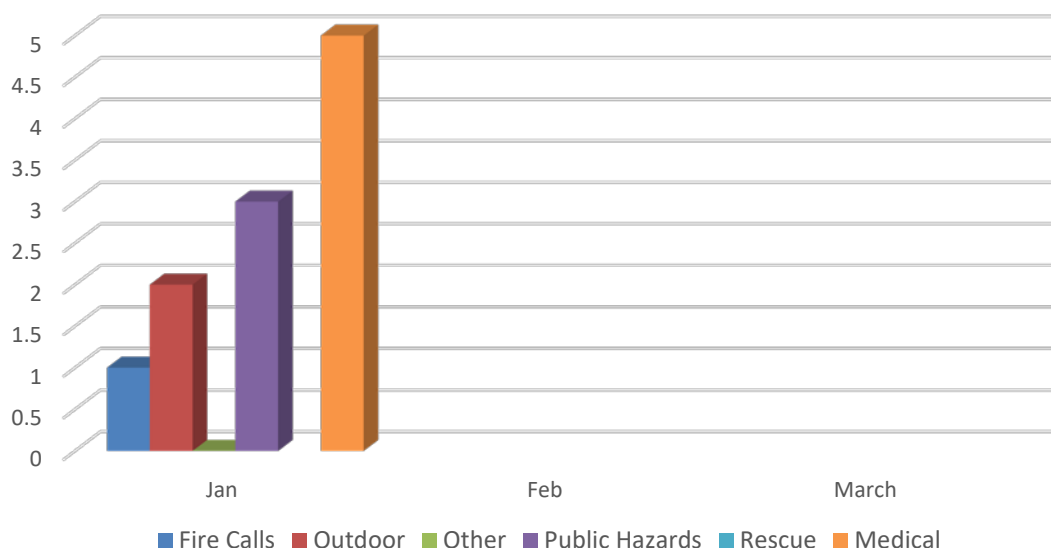
Glossary of Terms

- 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.

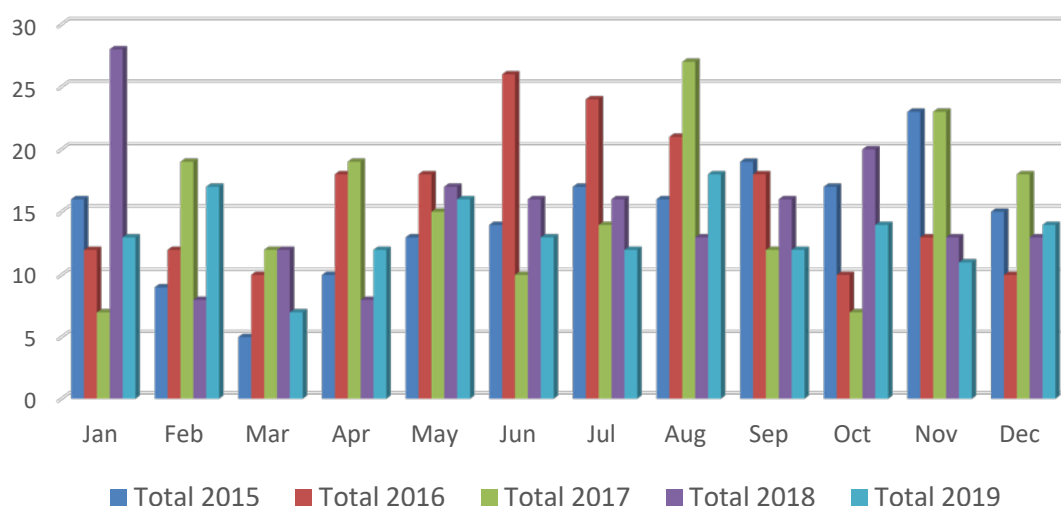
Monthly Call Statistics for 2020

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fire Calls	1											
Outdoor	2											
Other	0											
Public Hazards	3											
Rescue	0											
Medical	5											
Total	11											

Number of Calls/Types of Calls



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



Monthly Call Break Down

- 1 structure fire (commercial building)
- 1 pre-fire call (smoke visible, no fire)
- 1 outdoor fire
- 3 medical (life threatening) emergencies
- 2 medical assists
- 2 CO alarms
- 1 false call

Fire Prevention Activities

- Recent/Upcoming Community Events:
 - Morewood Winter Carnival (Jan. 24th-26th)
 - Chesterville Winter Carnival (Feb. 7th-9th)
- Review of CO/smoke detector & fire extinguisher sale program
- Preparations have begun for 2020 Colouring Contest with local elementary & middle school grades
 - To review prize for winning participant

Training

- Regular training schedule



DEPARTMENT ACTIVITY UPDATES

CAO

February 11, 2020

- Working with **Local Business Expo** planning committee to plan the 2020 Expo to be held on April 25th at the Joel Steele Community Center
- Met with MTAS representatives regarding their request for a donation to their parking lot paving project
- Working with Deputy Clerk and Economic Development Officer (EDO) to plan and create the 2020 **Explore North Dundas** magazine including service provider selection, theme, content, featured businesses etc.
- Winter newsletter review and editing in participation with Deputy Clerk and EDO
- Working with lawyer on Road User agreement for Wincrest Industrial Avenue extension
- Meetings with Shop Foreman and Director of Public Works regarding capital planning for fire trucks, fleet and equipment.
- Dealing with Health and Safety related questions and issues
- Meetings with staff members as required or requested
- Investigate sanitary sewer capacity in Winchester's west end related to a development proposal
- Respond to Council inquiries
- Discussions with lawyer on human resources matters as required
- Review grant application to Canada Infrastructure Program Green Stream for Chesterville Water Tower Rehabilitation



DEPARTMENT ACTIVITY UPDATES

Clerk

February 11, 2020

- Met with Carolyn Corkery re: 2020 Municipal Insurance Program
- Corresponded with Kevin Spencer re: 2019 Emergency Management Compliance Reporting
- Attended Scotiabank Townhall (re: South Mountain Bank Closing)
- Completed and submitted 2019 Freedom of Information Report
- Discussions with Committees of Council re: upcoming carnival events/ road closures/insurance requirements etc.
- Assisting Council & Staff – daily duties
- Assisting Ratepayers – daily duties
- Preparing for and attending at department head meetings of January 29th
- Preparation for February 11th Council meeting

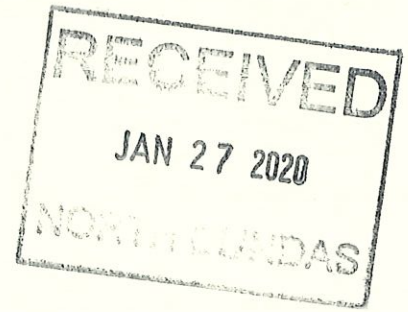
Name of Municipality: Township of North Dundas
Contact: Judy Peddle, jpeddle@northdundas.com
Project Number: OWDCP-004204
Program: Ontario Wildlife Damage Compensation Program
Injury or Kill Date: November 4, 2019
Farm Business Name: Maple Meadow Farms
Investigator Name: William Toll

Municipality Report created on:

January 22, 2020 1:39 PM

2019

Invoice	Eligible Project Item	Item Amount
OWDCP-004204-1	Sheep	\$700.00
OWDCP-004204-1	Administrative Allowance	\$30.00
Total Paid:		\$730.00



January 24th, 2020

Township of North Dundas
636 Saint Lawrence St.
Winchester, ON K0C 2K0
Att: Mayor & Council

Dear Mayor & Council:

The Playhouse produces shows that entertain our community, bring visitors to our area and contribute to our local economy. It also engages in an extensive marketing campaign to promote its shows, its community and its Sponsors.

As one of the largest area attractions and one of the most successful theatres in the Province, The Playhouse gives their Sponsors a greater return for their marketing dollar than the actual cost of their Sponsorship. Each Sponsorship option comes with exposure at the theatre to our audience of 40,000 plus to hundreds of thousands more through our marketing. We also give our Sponsors theatre tickets and opening night invitations they can use for personal or business purposes.

Take a look at the options in our 2020 Sponsor Brochure and contact us about one that works for you. Let us promote and entertain you in 2020.

Yours truly,

Donnie Bowes, Artistic Director/Marketing & Sponsorship Manager
Upper Canada Playhouse
donniebowes@gmail.com
613-543-0665 x 1



As a valued Sponsor, you'll soar to new marketing heights with us and enjoy higher exposure for your business!

Playhouse Sponsorship remains one of the most effective, entertaining and economical ways to promote yourself.



Sponsors get year-long exposure to an audience of 40,000, a profile in The Playhouse's extensive marketing and theatre tickets they can use for themselves, staff, customers or potential customers.

Lobby signs, radio spots, print ads, website, social media, pre-show announcements and

50,000 colour brochures! Just some of the ways we get your name out there. Add in the theatre tickets you also get, plus a tax receipt for an allowable portion, and Sponsorship gives you a greater return than it costs.

Sponsorship makes great business sense. Fly with us in 2020 and land yourself a great marketing opportunity!

Flying With Us will land you some great ways to promote yourself!

Choose one of the options that works for you!

1. SEASON SPONSORSHIP (\$5,000)

- MAXIMUM exposure all Season.
- Special LINK to your business/organization on our Website.
- Logo on all advertising, cover of 50,000 Season Brochures, Show Programs and Website.
- Company name on all radio spots for Season.
- Pre-show announcement for every performance.
- 80 Sponsor tickets for Season.
- Opening Night invitations.
- Lobby sign.
- Listing in 50,000 widely distributed Season Brochures
- Plaque of Recognition.
- Tax receipt for allowable portion.

2. PRODUCTION SPONSORSHIP (\$2,500)

- Exposure entire Season. Extensive exposure during run of sponsored show.
- Special LINK to your business/organization on our Website.
- Logo on all advertising for sponsored show, special show panel of 50,000 Season Brochures, cover of Show Program for sponsored show and Website.
- Pre-show announcement for every performance of sponsored show.
- Company name on all radio spots for sponsored show.
- 40 Sponsor tickets for Season.
- Opening Night invitations.
- Lobby sign.
- Listing in 50,000 widely distributed Season Brochures.
- Plaque of Recognition.
- Tax receipt for allowable portion.

Continued....

3. APPRENTICESHIP SPONSORSHIP (\$1,500)

- Exposure entire Season.
- Special LINK to your business/organization on our Website.
- 25 Sponsor tickets for Season.
- Opening Night invitations.
- Lobby sign.
- Listing in 50,000 widely distributed Season Brochures.
- Plaque of Recognition.
- Tax receipt for allowable portion.

4. WEEKLY SPONSORSHIP (\$1,250)

- Exposure entire Season. Sponsor 1 week's performances of any show in Season.
- Special LINK to your business/organization on our Website.
- Pre-show announcement for performances in sponsored week.
- 20 Sponsor tickets for Season.
- Opening Night invitations.
- Lobby sign.
- Listing in 50,000 widely distributed Season Brochures.
- Plaque of Recognition.
- Tax receipt for allowable portion.

5. PERFORMANCE SPONSORSHIP (\$400)

- Exposure entire Season. Sponsor 1 performance of any show in Season.
- Special LINK to your business/organization on our Website.
- Pre-show announcement for sponsored show.
- 10 Sponsor tickets for Season.
- Opening Night invitations.
- Lobby sign.
- Listing in 50,000 widely distributed Season Brochures.
- Plaque of Recognition.
- Tax receipt for allowable portion.

CONTACT US NOW!

So we can feature you in
our 2020 Spring Colour Brochure

Donnie Bowes:

— Artistic Director, Marketing and Sponsorship Manager

email: donniebowes@gmail.com

Tel: 613-543-0665 ext.1 Toll Free: 1-877-550-3650

www.uppercanadaplayhouse.com

2020 Playhouse Season

Laughter & Music All Year Long!

Blue Suede Shoes FEB. 21 to 23

Live concert of Elvis hits!

Sweet Dreams: Tribute to Patsy Cline

MAR. 25 to 29

Leisa Way's live concert of Patsy Cline hits!

Remembering the Hits of the 60s & 70s APR. 28 to MAY 3

Created by Jesse Collins — Live concert of hits that became the soundtrack of your life!

Renovations for Six JUN. 4 to 28

New Norm Foster comedy. Three couples undergo house renos & could use a little fix-up in their relationships too!

Sugar Road JUL. 9 to AUG. 2

Country comedy by Kristen Da Silva. Country music star returns to a small-town festival & rekindles a past relationship.

Ned Durango Comes To Big Oak

AUG. 6 to 30

Classic Norm Foster hit. Hilarity & politics erupt when small town folks try to attract big business by getting Ned Durango to lead their Tomato Queen Parade.

Move Over, Mrs. Markham

SEP. 10 to OCT. 4

Hilarious comedy by Ray Cooney & John Chapman. Comic chaos ensues when three couples unknowingly borrow an upstairs flat on the same night for a secret rendezvous.

20-20 Rear Vision OCT. 13 to 18

Lucien & Jimmy the Janitor imagine a world without smart phones & stupid politicians.

The Highwaymen OCT. 20 to 25

Live concert of biggest hits of Willie; Waylon; Johnny & Kris!

A Christmas Carol DEC. 3 to 20

Magical, musical holiday production of Dickens' classic ghost story with large community choir!

Fly With Us in 2020!

— The Entertainment & Destination choice of thousands!

2020 SEASON

Sponsorship & Marketing Options



FLY WITH US!



TOWNSHIP OF SOUTH FRONTENAC

4432 George St, Box 100
Sydenham ON, K0H 2T0
613-376-3027 Ext 2222 or 1-800-559-5862
amaddocks@southfrontenac.net



August 9, 2019

The Honourable Doug Downey, Attorney General of Ontario
Ministry of the Attorney General
720 Bay St
11th Floor
Toronto ON
M7A 2S9

Dear Honourable Sir:

Re: Enforcement for Safety on Family Farms

Please be advised that the Council of the Township of South Frontenac passed the following resolution at their meeting August 6, 2019:

That Council support the resolution passed by the Township of Warwick regarding the safety on family farms,

And that the Premier, Attorney General, Minister of Agriculture, Food and Rural Affairs, AMO, ROMA and all other municipalities be informed of this decision.

Carried.

Our Council was strongly supportive of the Township of Warwick's position to find a better way to ensure stronger enforcement of existing laws or the creation of new legislation to ensure that the safety of Ontario's farm families, employees and animals. There have been a number of incidents recently where farmers and livestock transporters have been harassed and activists have had no regard for private property and leaving farmers feeling unprotected by the Ontario legal system. A copy of the Township of Warwick resolution is attached.

We look forward to receiving any updates on this matter.

Yours truly

A handwritten signature in cursive script that reads "Angela Maddocks".

Angela Maddocks
Clerk

Encl.

c.c. Honourable Doug Ford, Premier of Ontario
Honourable Sylvia Jones, Solicitor General
Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
All Ontario Municipalities
AMO
ROMA



TOWNSHIP OF WARWICK

"A Community in Action"

6332 Nauvoo Road, R.R. #8, Watford, ON N0M 2S0

Township Office: (519) 849-3926 / 1-877-849-3926

Watford Arena: (519) 876-2808

Website: www.warwicktownship.ca

Works Department: (519) 849-3923

Fax: (519) 849-6136

E-mail: info@warwicktownship.ca

June 26, 2019

The Honourable Doug Downey, Attorney General of Ontario
Ministry of the Attorney General
720 Bay Street
11th Floor
Toronto, ON M7A 2S9

Dear Honourable Sir:

Re: Resolution Regarding Enforcement for Safety on Family Farms

Please be advised that Warwick Township Council adopted the following resolution at their regular meeting on June 17, 2019:

WHEREAS agriculture is the second largest industry in Ontario, contributing \$13.7 billion annually to Ontario's GDP and is essential for putting food on the tables of millions of people here and around the world;

AND WHEREAS in recent months there has been a steady increase in harassment of farmers and livestock transporters by activists opposed to animal agriculture and the consumption of animals;

AND WHEREAS the protests have become blatantly illegal in nature with extremist groups trespassing onto private property, unlawfully entering into buildings and removing animals without fear of prosecution and even promoting and publishing their crimes on social media;

AND WHEREAS maintaining proper biosecurity is essential to ensure the health and well-being of the animals cared for on these agricultural operations;

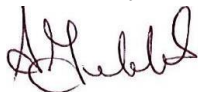
AND WHEREAS the recent attacks on farmers homes and businesses have resulted in no criminal charges laid, leaving farmers feeling unprotected by the Ontario legal system and afraid for the welfare of themselves, their families, their employees and the animals they care for;

NOW THEREFORE BE IT RESOLVED THAT the Council for the Corporation of the Township of Warwick requests that Hon. Doug Downey work with his fellow MPP's and agricultural leaders to find a better way forward to ensure stronger enforcement of existing laws - or new legislation - to ensure the safety of Ontario's farm families, employees and animals;

AND BE IT FURTHER RESOLVED THAT this motion be circulated to Hon. Doug Downey, Ministry of the Attorney General, Hon. Doug Ford, Premier of Ontario, Hon. Sylvia Jones, Solicitor General and Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs and all Municipalities in the Province of Ontario, AMO, and ROMA.

- Carried.

Yours truly,

A handwritten signature in dark ink, appearing to read 'A. Gubbels', written in a cursive style.

Amanda Gubbels
Administrator/Clerk
Township of Warwick

cc: The Honourable Doug Ford, Premier of Ontario
The Honourable Sylvia Jones, Solicitor General
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
All Ontario Municipalities
Association of Municipalities of Ontario (AMO)
Rural Ontario Municipal Association (ROMA)



SOUTH NATION
CONSERVATION
DE LA NATION SUD

Memorandum

To: Mayor Tony Fraser, Council, CAO Angela Rutley
From: John Mesman, Team Lead, Communications and Outreach
Date: January 31, 2020
RE: **You're Invited – Municipal Information Day; SNC Workshop Dates**

South Nation Conservation (SNC) works closely with its 16 member municipalities to provide important environmental programs and services to residents and municipalities.

To share information and solicit feedback, SNC hosts an annual Municipal Information Day and you're invited; additional workshops that may be of interest are listed below. Further information can be found at www.nation.on.ca/events.

Municipal Information Day

- Wednesday, March 25th (9:30 a.m. to 2:30 p.m.)
- SNC Administrative Office, Finch

Environmental Impact Study Workshop

- Wednesday, February 26th (9:00 a.m. to 4:00 p.m.)
- Ben Franklin Place, Ottawa

Flood Forecasting and Warning Information Day

- Thursday, February 27th (9:00 a.m. to 1:00 p.m.)
- SNC Administrative Office, Finch

Annual Septic Meeting

- Friday, February 28th (9:00 a.m. to 11:30 a.m.)
- 220 Main Street, Plantagenet

Joint Standing Committee Meetings

- Thursday, March 5th (9:30 a.m.)
- SNC Administrative Office, Finch

Forestry Annual Logging Contractors Meeting

- Wednesday, March 25th (10:00 a.m. to 12:00 p.m.)
- SNC Administrative Office, Finch

Please share this information with your staff; we look forward to the opportunity to strengthen our municipal connections, face to face. RSVP to info@nation.on.ca.

Best,

John Mesman, Team Lead, Communications and Outreach



SOUTH NATION
CONSERVATION
DE LA NATION SUD

Memorandum

To: Mayor Tony Fraser, Council, CAO Angela Rutley
Township of North Dundas
From: John Mesman, Team Lead. Communications and Outreach
Date: January 27, 2020
RE: Free Snowshoe Hike at Warwick Forest on Family Day Weekend

SNC will be hosting a free, self-guided snowshoe hike at the Warwick Forest Conservation Area in Berwick on Saturday, February 15th, 2020, from 10:30 am until 2:00 pm.

Participants can warm up with free hot chocolate and borrow snowshoes for a free self-guided hike on the property's 4 kilometers of groomed interpretive trail.

Warwick Forest is just one SNC's public Conservation Areas that remain open and maintained for winter use: W.E Burton and J. Henry Tweed in Russell, Two Creeks Forest in Morrisburg and Robert Graham in Glen Stewart all feature groomed winter trail systems.

SNC also has agreements in place with municipal partners to groom other trails and parks, including Nokomis Park in Limoges and the Russell Recreational Trail.

Municipal Council and staff are more than welcome to attend this free community event. We've also attached a poster to share with your networks.

Community Environmental Grants Program:

We also wish to take this opportunity to inform Municipal Council and staff that SNC is currently accepting applications for the 2020 intake of its Community Environmental Grants Program.

Through the Program, local non-profit and community groups may apply to receive a grant of up to \$300 from SNC to help offset the costs of their local event or activity. Residents can be referred to www.nation.on.ca/grants for more information.

Feel free to contact ksmith@nation.on.ca for more information on the upcoming event, our network of groomed trails, or the Community Environmental Grants Program.

Sincerely,

John Mesman
Team Lead, Communications & Outreach
South Nation Conservation

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-09

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

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

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

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

- 1.0** That the Minutes of the Public and Regular Meetings held on January 22nd, 2020 and the Special Meeting held January 30th, 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 its meeting held on February 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 February, 2020.

MAYOR

CLERK