

**AGENDA**  
**Township of North Dundas**  
**636 St. Lawrence Street Winchester ON**  
**Tuesday, July 14, 2020 7:00 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) <a href="#">June 10, 2020 - Special Meeting Minutes</a>         | 5 - 6   |
| b) <a href="#">June 16, 2020 - Regular Meeting Minutes</a>         | 7 - 17  |
| c) <a href="#">June 24, 2020 - Special Meeting Minutes</a>         | 18 - 19 |
| d) <a href="#">June 30, 2020 - Special Meeting Minutes (Pools)</a> | 20 - 21 |
| e) <a href="#">June 30, 2020 - Special Meeting Minutes</a>         | 22 - 23 |

**5. Delegations**

**6. Closed Session**

**7. Open Session**

**8. Action Requests**

- a) Finance
- b) Economic Development and Communications
- i. [Winchester B&B CIP](#)

24 - 25

ii.	<a href="#"><u>Business Promotion</u></a>	26 - 29
<b>c)</b>	<b>Public Works</b>	
<b>d)</b>	<b>Waste Management</b>	
i.	<a href="#"><u>Curbside Collection of Waste</u></a>	30
ii.	<a href="#"><u>Transition to Full Producer Responsibility</u></a>	31 - 33
<b>e)</b>	<b>Planning Building and Enforcement</b>	
i.	<a href="#"><u>Zoning By-law Amendment Application from C Fortier - Acceptance</u></a>	34 - 35
ii.	<a href="#"><u>Zoning By-law Amendment Application from Sevita International - Acceptance</u></a>	36 - 37
<b>f)</b>	<b>Recreation and Culture</b>	
i.	<a href="#"><u>Drive in Movies</u></a>	38 - 39
ii.	<a href="#"><u>Additional Maintenance Parks Labourers</u></a>	40 - 41
iii.	<a href="#"><u>Budget Amendment for Repair of Chesterville Arena Compressor</u></a>	42 - 45
<b>g)</b>	<b>Fire</b>	
<b>h)</b>	<b>CAO</b>	
i.	<a href="#"><u>Interim Duties - Director of Public Works</u></a>	46 - 47
ii.	<a href="#"><u>Director of Public Works</u></a>	48 - 49
iii.	<a href="#"><u>PEI Bag Co land - Potential Severance</u></a>	50 - 51
<b>i)</b>	<b>Clerk</b>	
i.	<a href="#"><u>Van Bruinessen Gift of Property</u></a>	52 - 56
ii.	<a href="#"><u>Amend By-law 21-1998</u></a>	57 - 70
<b>9.</b>	<b>Tenders and Quotations</b>	
a)	<a href="#"><u>Waste Management Process Agreement</u></a>	71
b)	<a href="#"><u>Morewood Fire Hall Roof Replacement</u></a>	72 - 73

## 10. By-laws

- |    |  |           |
|----|--|-----------|
| a) | <a href="#"><u>Farm 911 Program: Amendment to Application (Policy #79-2019 – Appendix 1)</u></a>       | 74 - 76   |
| b) | <a href="#"><u>By-law No. 2020-16 Swimming Pool Enclosures</u></a>                                     | 77 - 92   |
| c) | <a href="#"><u>By-law No. 2020-32 Removal of Holding - Vriend Construction Ltd.</u></a>                | 93 - 98   |
| d) | <a href="#"><u>By-law No. 2020-33 Lot 25 Lancaster Lane Part Lot Control</u></a>                       | 99 - 103  |
| e) | <a href="#"><u>By-law No. 2020-34 for Lot 6 on Bailey Ave - Part Lot Control</u></a>                   | 104 - 107 |
| f) | <a href="#"><u>By-law No. 2020-35 Committee of Adjustment - Member Resignation and Replacement</u></a> | 108 - 110 |

## 11. Key Information

- |    |   |           |
|----|---|-----------|
| a) | <a href="#"><u>Director of Waste Management - Waste Recycling Update</u></a>        | 111       |
| b) | <a href="#"><u>CAO - Dry Hydrant - Sharing infrastructure with South Dundas</u></a> | 112 - 113 |
| c) | <a href="#"><u>CAO - Township of North Dundas Face Masks</u></a>                    | 114       |
| d) | <a href="#"><u>Clerk - Stolen Vehicle Replacement</u></a>                           | 115       |

## 12. Consent Agenda

- |    |  |           |
|----|--|-----------|
| a) | Accounts<br>Action Recommended:<br>That Council receive and file for information purposes.   |           |
| b) | <a href="#"><u>Department Activity Updates</u></a><br><a href="#"><u>Action Recommended:</u></a><br><a href="#"><u>That Council receive and file for information purposes.</u></a>   | 116 - 135 |
| c) | <a href="#"><u>South Nation Conservation</u></a><br><a href="#"><u>Re: Low Water Report</u></a><br><a href="#"><u>Action Recommended:</u></a><br><a href="#"><u>That Council receive and file for information purposes.</u></a>                      | 136 - 137 |
| d) | <a href="#"><u>Correspondence - The Town of Kingsville</u></a><br><a href="#"><u>Re: Rent Assistance Program</u></a><br><a href="#"><u>Action Recommended:</u></a><br><a href="#"><u>That Council receive and file for information purposes.</u></a> | 138 - 139 |

- e) [Correspondence - Municipality of West Elgin](#) 140 - 141  
[Re: Universal Basic Income](#)  
[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. 2020-36](#) 142

**19. Adjournment by Resolution**



# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## MINUTES

### JUNE 10, 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 June 10, 2020 with Mayor Fraser in the Chair.

ROLL CALL: Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillors: Gary Annable & John Thompson, Tyler Hoy  
CAO: Angela Rutley  
Economic Development & Communications Officer: Stephen Mann  
Director of Planning, Building & By-law Enforcement: Calvin Pol  
Clerk: Jo-Anne McCaslin

The purpose of the special meeting was to address In-Camera matters pertaining property disposition and personal matters relating to municipal employees.

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

Resolution No. 01

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the special meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:04 pm.

CARRIED

#### 2. Adoption of Agenda

Resolution No. 02

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT the Council of the Corporation of the Township of North Dundas approve the agenda as presented.

CARRIED

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

#### 4. In Camera

Resolution No. 03

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council proceed In Camera at 7:05 pm pursuant to Section 239(2) of the *Municipal Act, 2001* to address

(c) a proposed or pending acquisition or disposition of land by the municipality or local board: and

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

CARRIED

#### 5. Open Session

Resolution No. 04

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council move to Open Session at 9:15 pm.

CARRIED

Mayor Fraser advised Council discussed two (2) potential businesses interested in purchasing municipal property located on Gypsy Lane, one request for exclusive use and privileges over nine (9) municipal parking spaces in a shared parking lot, one (1) by-law enforcement matter and two (2) upcoming municipal employee retirements.

Resolution No. 05

Moved by Councillor Annable  
Seconded by Councillor Thompson

THAT Council authorizes Staff to follow through on matters as discussed in Closed Session relating to property matters and personal matters about identifiable individuals.  
CARRIED

**6. Adjournment by Resolution**

Resolution No. 06

Moved by Councillor Thompson  
Seconded by Councillor Annable

THAT Council adjourn to the call of the chair at 9:23 pm.  
CARRIED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## MINUTES

**JUNE 16, 2020**

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on June 16, 2020 with Mayor Fraser in the Chair.

This virtual meeting, via Webex and ND Facebook Live was hosted by SDG Director of Information Technology Services, Michel St. Onge.

ROLL CALL: Mayor: Tony Fraser  
 Deputy Mayor: Allan Armstrong  
 Councillors: Gary Annable, Tyler Hoy, John Thompson  
 CAO: Angela Rutley  
 Treasurer: John Gareau  
 Economic Development Officer: Stephen Mann  
 Director of Waste Management: Doug Froats  
 Director of Planning, Building & Enforcement: Calvin Pol  
 Director of Recreation and Culture: Meaghan Meerburg  
 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 7:06 pm.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

**2. Adoption of Agenda**

Resolution No. 02

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council approve the agenda as presented.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	

CARRIED

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

Councillor Thompson regarding Item 8 b(ii) - Regional Incentive Program Application.

**4. Adoption of Minutes**

Regular Meeting - May 19 2020

Resolution No. 03

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT the minutes of the Regular Meeting of the Council of the Township of North Dundas, held May 19, 2020 be adopted as circulated.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	

CARRIED

**5. Delegations**

Presentation of 2019 Draft Financial Statements - Annik Blanchard CPA, CA BDO Canada LLP

Ms. Blanchard presented the 2019 Draft Financial Statements and reviewed the Audit Findings Report with Council.

## Resolution No. 04

Moved by Councillor Annable  
Seconded by Councillor Thompson

THAT Council receive and approve the 2019 Financial Statements as presented by Annik J. Blanchard, CPA, CA Partner, BDO Canada LLP.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

**6. Closed Session – NIL****7. Open Session – NIL****8. Action Requests**

## a) Finance

## i) Excluded Expenses Report

Resolution No. 05

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Hoy

THAT Council adopt the attached 2020 Excluded Expenses Report, dated June 16th 2020, regarding additional financial disclosure requirements for the 2020 budget year pursuant to Ontario Regulation 284/09.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

## ii) Penalties and Interest Charges

Resolution No. 06

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Hoy

THAT the waiving of any penalties and/or interest charges owing on outstanding taxes cease as of June 30, 2020; And that penalties and interest charges be reinstated on outstanding taxes to take effect July 1, 2020.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson		X
Mayor Fraser	X	
CARRIED		

b) Economic Development and Communications

i) Winchester B&B CIP Amendment

Resolution No. 07

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council approve an increase in a Façade Grant under the Township of North Dundas' Community Improvement Plan of \$575 to a new maximum of \$4,000 for the property located at 528 St. Lawrence St, Winchester; And that Council authorize the Mayor and CAO to execute the required agreement.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

ii) Regional Incentive Program Applications

Resolution No. 08

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council approve the disbursement of funding under the SDG Counties Regional Incentives Program to the following applicants:

Against the Grain Farms;

Applestock Orchard;

Cannamore Orchard;

Doyle's Pub & Eatery and Doyle's Sweetshop;

Land & Sea; and,

Lofty Nest,

as detailed in this report for a total of \$51,233.38, subject to the terms of the financial agreements.

Councillor Thompson declared a pecuniary interest.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Mayor Fraser	X	
CARRIED		

## c) Public Works

## i) Budget Amendment Chesterville Sewer

Resolution No. 09

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council approve budget amendment #2020-04 in the amount of \$36,900 to rectify a budgeting error relating to Chesterville Sewer wages.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

## ii) Ronson Road Extension

Resolution No. 10

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council authorize the CAO to enter into an agreement with Willis Kerr to extend Ronson Road westward to a maximum of 150 feet.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

## iii) Surplus Equipment

Resolution No. 11

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council accept the bid received from Spencer Livingston for the price of \$1,656.00 plus applicable taxes for the purchase of a small vehicle hoist; and authorize the CAO to advertise the Roadside Ferri Mower on GovDeals with a reserved bid of \$20,000.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

## d) Waste Management

## i) Fire Suppression System

Resolution No. 12

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT Council approve the Budget Amendment for the supply and installation of a fire suppression system to the 2020 Caterpillar 816K at a cost of \$20,941.42 plus applicable taxes from Levitt Safety.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

## e) Planning Building and Enforcement

## i) Waiver of Tent Permit Fees and Street-side Patio Permit Fees

Resolution No. 13

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT Council authorize the Chief Building Official, or designate, to waive the applicable application fee for commercial businesses for any tent permit or street-side patio permit issued between June 12, 2020 to October 31, 2020.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		



## f) Recreation and Culture

## i) Additional Maintenance Parks Labourers

Resolution No. 14

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council approve the recommendation of the Director of Recreation & Culture and the Facilities Manager, and authorize the hiring of Zoe Ravera and Owen Bigras to work for the Recreation & Culture Department as Maintenance & Parks Labourers for the 2020 summer season. (Pay in accordance with the 2020 Part-Time Wages – Hourly wage chart plus 4% Vacation Pay)

In Favour

Opposed

Councillor Annable X

Deputy Mayor Armstrong X

Councillor Hoy X

Councillor Thompson X

Mayor Fraser X

CARRIED

## g) Fire - NIL

## h) CAO - NIL

## i) Clerk - NIL

**9. Tenders and Quotations**

## a) Supply of Course Rock Salt

Resolution No. 15

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council of the Township of North Dundas, accept a two-year tender for the supply of winter highway coarse rock salt from Compass Minerals Canada Corp. with an option to renew for an additional two years for a unit price of \$98.45 per tonne delivered for 2020/ 2021 and \$94.92 per tonne plus delivery for 2021/2022 and authorize the CAO to sign all necessary documents to give effect to the contract.

In Favour

Opposed

Councillor Annable X

Deputy Mayor Armstrong X

Councillor Hoy X

Councillor Thompson X

Mayor Fraser X

CARRIED

## b) Repairs on Gladstone St. and Lactalis public entrance

Resolution No. 16

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council accept the quotation from Cornwall Gravel at a total price of \$16,950.00 including HST for asphalt repairs at the intersection of Gladstone St. and the truck entrance to Lactalis.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

## c) Tender for Removal and Reinstatement of Sidewalks

Resolution No. 17

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT the Council of the Township of North Dundas accept the Tender for Removal and Reinstatement of Sidewalks throughout the Township from D-Squared Construction Ltd for the total amount of \$52,254.02 including taxes; and accept the quotation from H&B Contracting for the replacement of sidewalk from Gladstone St. to 596 Main St. at a price of \$46,800 plus HST.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

**10. By-laws**

## a) Bylaw No. 2020-01 Officers &amp; Committees

Resolution No. 18

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT By-law No. 2020-01, being a By-law for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations be amended as presented this 16th day of June, 2020.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

## 11. Key Information

COVID-19 Implications: Director of Waste Management Doug Froats updated Council on a number of operational changes at the Boyne Road Landfill Site.

Waste Truck Update: Director Froats advised the new 60/40 split waste trucks were received on June 1 and will be put into regular service on Monday July 13th, 2020.

Update Smoking By-law: Director of Planning, Building & Enforcement Calvin Pol advised the current "No Smoking By-law" is outdated and requires a complete overhaul in order to keep up with new legislative requirements. A new by-law will also allow Township By-law Officers the authority to respond to public complaints and provide simplicity to the public where someone can or can't smoke or vape and eliminate grey areas for Township Enforcement Personnel.

Swimming Pool Enclosures By-law Update: Director of Planning, Building & Enforcement Calvin Pol advised the Building Division has commenced a review of the current Swimming Pool Enclosure By-law and recommends that drafting an updated by-law is suggested to include numerous changes and requirements to align with current safety standards and enhance customer service for our residents.

## 12. Consent Agenda

Resolution No. 19

Moved by Councillor Annable  
Seconded by Councillor Thompson

THAT Council authorize payment of accounts as per the attached Council Report dated May 15, 2020, Batch 64 to 69 in the amount of \$343,746.10 dated May 29, 2020, Batch 74 to 75 in the amount of \$297,112.25 AND that all other items listed under the Consent Agenda section of the Agenda be approved as recommended.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

Director of Planning, Building and Enforcement, Calvin Pol noted that Roger Cole has resigned from the Committee of Adjustment and that he is seeking a new member. Council extended thanks to Mr. Cole for his many years of service on the Committee of Adjustment.

### **13. Boards and Committees - NIL**

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

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

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

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

### **18. Ratification By-law**

Resolution No. 20

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT By-law No. 2020-30 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 16th day of June, 2020.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

**19. Adjournment by Resolution**

Resolution No. 21

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council adjourn at 9:02 pm to the call of the chair.

	In Favour	Opposed
Councillor Annable	X	
Deputy Mayor Armstrong	X	
Councillor Hoy	X	
Councillor Thompson	X	
Mayor Fraser	X	
CARRIED		

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**MINUTES**  
**JUNE 24, 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 June 24, 2020 with Mayor Fraser in the Chair. The purpose of the meeting was to discuss an In-Camera matter pertaining to personal matters about identifiable individuals.

ROLL CALL: Mayor: Tony Fraser  
 Deputy Mayor: Allan Armstrong  
 Councillors: Gary Annable, Tyler Hoy & John Thompson,  
 CAO: Angela Rutley  
 SDG County Engineer, Ben deHann was present to provide technical support relating to the position of Director of Public Works.

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

Resolution No. 01 Moved by Deputy Mayor Armstrong  
 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 3:00 pm.  
 CARRIED

**2. Adoption of Agenda**

Resolution No. 02 Moved by Councillor Hoy.  
 Seconded by Deputy Mayor  
 Armstrong  
 THAT the Council of the Corporation of the Township of North Dundas approve the agenda as presented.  
 CARRIED

**3. Resolution No. 03**

Moved by Deputy Mayor Armstrong  
 Seconded by Councillor Thompson  
 THAT the Council of the Corporation of the Township of North Dundas appoint Angela Rutley as Acting Deputy Clerk for this meeting.  
 CARRIED

**4. Disclosure of Pecuniary Interest and General Nature Thereof - NIL**

**5. Closed Session**

Resolution No. 04 Moved by Councillor Hoy  
 Seconded by Deputy Mayor Armstrong  
 THAT the Council of the Corporation of the Township of North Dundas proceed in Camera at 3:05 pm to discuss matters as per Section 239 (2) (b) of the Municipal Act which pertains to personal matters about an identifiable individual, including municipal or local board employees.  
 CARRIED

**6. Open Session**

Resolution No. 06 Moved by Councillor Annable  
 Seconded by Councillor Thompson  
 THAT the Council of the Corporation of the Township of North Dundas move to Open Session at 7:17 pm.  
 CARRIED

Resolution No 07

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT the Council of the Corporation of the Township of North Dundas authorize the CAO to offer the position of Director of Public Works to the recommended candidate, subject to employment conditions.

CARRIED

**7. Adjournment by Resolution**

Resolution No. 07

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council adjourn to the call of the chair at 7:20 pm.

CARRIED

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MAYOR

---

CLERK

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## MINUTES

JUNE 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 June 30, 2020 with Mayor Fraser in the Chair. The purpose of the meeting was to discuss the Winchester Centennial Pool and the Chesterville Public Pool.

ROLL CALL: Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillors: Gary Annable & John Thompson  
Councillor Tyler Hoy (Teleconference)  
CAO: Angela Rutley  
Brandon Cousineau  
Delaney Halpenny  
Nelson Zandbergen, Editor of Nation Valley News videotaped the meeting facebook live.  
Clerk: Jo-Anne McCaslin

### 1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Councillor Annable

Seconded by Councillor Thompson

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

CARRIED

### 2. Adoption of Agenda

Resolution No. 02

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council approve the agenda as presented.

CARRIED

### 3. Disclosure of Pecuniary Interest and General Nature Thereof - NIL

### 4. Key Information Report - Municipal Pools 2020

Director of Recreation and Culture Meerburg provided a detailed report on the order currently applicable to the owners and operators of recreational water facilities and public pools and the health and safety requirements and regulations instituted by the Eastern Ontario Health Unit for pools to open.

Resolution No. 03

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the Council of the Corporation of the Township of North Dundas authorize and direct that the Winchester Pool and the Chesterville Pool will not be opened for the 2020 season.

CARRIED

### 5. Adjournment by Resolution

Resolution No. 05

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council adjourn at 7:35 pm to the call of the chair.

CARRIED



\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## MINUTES

JUNE 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 June 30, 2020 with Mayor Fraser in the Chair. The purpose of the meeting was to discuss an In-Camera matter pertaining to personal matters about an identifiable individual.

ROLL CALL: Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillors: Gary Annable & John Thompson  
Councillor Tyler Hoy (Teleconference)  
CAO: Angela Rutley  
Clerk: Jo-Anne McCaslin

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

Resolution No. 01

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the special meeting of the Council of the Corporation of the Township of North Dundas to address an In-Camera matter be hereby called to order at 7:45 pm.

CARRIED

**2. Adoption of Agenda**

Resolution No. 02

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council approve the agenda as presented

CARRIED

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

**4.. Closed Session**

Resolution No. 03

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the Council of the Corporation of the Township of North Dundas proceed in Camera at 7:48 pm pursuant to Section 239 (2) (b) of the Municipal Act which pertains to personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

**5. Open Session**

Resolution No. 04

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT the Council of the Corporation of the Township of North Dundas move to Open Session at 8:20 pm.

CARRIED

Mayor Fraser advised Council received follow-up information pertaining to the employment conditions of the recommended candidate for the position of Director of Public Works.

**6. Adjournment by Resolution**

Resolution No. 05

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council adjourn to the call of the chair at 8:25 pm.

CARRIED

---

MAYOR

---

CLERK



<b>ACTION REQUEST – Economic Development and Communications</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Winchester B&B CIP

**RECOMMENDATION:**

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

**BACKGROUND:**

In December 2017, Council adopted the Township of North Dundas Community Improvement Plan (CIP) and also established a Community Improvement Plan Review Committee. The Committee is pleased to provide Council with the results of its review of the application:

- The Winchester B&B, owned by Christine Dorothy is located at 528 St. Lawrence St, Winchester. This property is within the Township of North Dundas' CIP Boundaries as per Schedule A of the CIP and meets eligibility as per Section 5.5 of the CIP.
- Estimate of work proposed totals \$10,912.
- The Committee proposes that a \$10,912 Commercial Building Improvement Loan be granted towards the project for the repairs and extension of a deck used by the B&B guests.

**OPTIONS AND DISCUSSION:**

1. **Approve funding of \$10,912** – recommended
2. **Do not fund the application** – not recommended

**FINANCIAL ANALYSIS:**

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

**OTHERS CONSULTED:**

Committee members:

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


**ATTACHMENTS:**

There are no attachments.

**PREPARED BY:**

  
Stephen Mann  
Economic Development &  
Communications Officer

**REVIEWED & APPROVED BY:**

  
\_\_\_\_\_  
Angela Rutley, BBA  
CAO



<b>ACTION REQUEST – Economic Development and Communications</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Business Promotion

**RECOMMENDATION:**

**THAT Council approve support for the local business promotion project through Nation Valley News for the approximate cost of \$3,400.**

**BACKGROUND:**

In an effort to support local businesses regain traction as the Province eases COVID-19 restrictions, we are proposing that an online promotional page be created. Nation Valley News (NVN) has been approached and they would be able to create a page on their website that would list out local businesses each with their own ad space. The ads would be clickable and direct users to the business' website for more information, which will add significant value verses a static advertisement. It would be in .pdf format that would automatically resize the configuration no matter the screen size.

It would be \$30/business to design their ad space to ensure it is clear and concise, plus \$150/week for Facebook promotion and \$50/week to have it promoted on the NVN homepage. The actual page would always exist on the NVN website and would be available to participating businesses and the Township to promote through their networks.

A time limit of two weeks would be given for businesses to submit their details to NVN for this opportunity, after which NVN would design the page. To be permitted to be included in the ad, the businesses must be located within North Dundas and have to be open to the public in some capacity offering customers with the option to call in orders, in store shopping, curb side pickup or delivery, which is the approach taken by neighboring municipalities when they offered a similar program. Final approval for businesses to be included would be at the discretion of the Township. The Township would cover all the costs to develop and promote the page.

**OPTIONS AND DISCUSSION:**

**1. Support the local business promotion project for the approximate cost of \$3400 – recommended.**

**2: Do not support the project – not recommended.**

**FINANCIAL ANALYSIS:**


To fund the project, the Township has a balance of \$1,300 from the Counties Tourism/Economic fund that we could accessed, of which other municipalities accessed to help cover similar costs. There is also \$1,000 in the Economic Development marketing budget that was allocated to cover our portion of projects that would be accessing these County dollars. As well, \$1,500 from the Economic Development tourism photography budget could be accessed, which all together makes a total of \$3,800. If 100 businesses agree to participate, plus two weeks of promotion on the NVN website and Facebook, the cost would be \$3,400 plus HST.

**OTHERS CONSULTED:**

- Ms. Angela Rutley, Township CAO

**ATTACHMENTS:**

- Attachment #1 - Sample of what the finished product could look like once completed.

**PREPARED BY:**  
Stephen Mann  
Economic Development &  
Communications Officer**REVIEWED & APPROVED BY:**  
\_\_\_\_\_  
Angela Rutley, BBA  
CAO



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<b>ACTION REQUEST – Waste Management Services</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Curbside Collection of Waste

**RECOMMENDATION:**

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

**BACKGROUND:**

At a special meeting of Council held March 26, 2020, Council agreed to increase the number of residential bags/containers collected per week from 2 to 3. This was implemented to assist North Dundas residents during the pandemic.

Now that residents are returning to somewhat normal lifestyles, I am recommending as of August 1<sup>st</sup> 2020, that we return to the 2 bags/containers collected curbside as previously established.

**OPTIONS AND DISCUSSION:**

1. **Approve the Policy Amendment – recommended**
2. **Do not approve the Policy Amendment – not recommended**

**OTHERS CONSULTED:**

CAO

**ATTACHMENTS:****PREPARED BY:**

**Doug Froats**  
Director of Waste Management

**REVIEWED & APPROVED BY:**

**Angela Rutley, BBA**  
CAO



<b>ACTION REQUEST – Waste Management Services</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Transition to Full Producer Responsibility

**RECOMMENDATION**

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

**BACKGROUND:**

Full Producer Responsibility has been in motion for several years. The Ministry of Environment, Conservation and Parks, AMO, Municipalities and producers have succeeded in making this a reality. AMO has asked municipal governments to indicate:

- the best date to transition their Blue Box program
- to ensure support for municipalities with population less than 5000;
- to allow for municipalities to continue providing collection services, and,
- to provide services for schools and public spaces.

The municipalities within SDG unanimously support the January 1, 2024 date.

**OPTIONS AND DISCUSSION:**

1. **Support the Resolution from AMO** – recommended
2. **Do not support the Resolution** - not recommended

**OTHERS CONSULTED:**

SDG and the City of Cornwall waste management working group.

**ATTACHMENT:**

AMO Resolution on Transition to Full Producer Responsibility

**PREPARED BY:**

**Doug Froats**  
Director of Waste Management

**REVIEWED & APPROVED BY:**

**Angela Rutley, BBA**  
CAO

## **Resolution on Transition to Full Producer Responsibility**

**WHEREAS** the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern;

**WHEREAS** reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly;

**WHEREAS** the transition to full producer responsibility for packaging, paper and paper products is a critical to reducing waste, improving recycling and driving better economic and environmental outcomes; ,

**WHEREAS** the move to a circular economy is a global movement, and that the transition of Blue Box programs would go a long way toward this outcome;

**WHEREAS** the Township of North Dundas is supportive of a timely, seamless, and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

**WHEREAS** the Township of North Dundas is concerned about a recent proposal by the Ministry of Environment, Conservation and Parks that could jeopardize over 135 small rural, remote, and Northern community Blue Box programs across the Province as well as servicing to schools and public spaces;

**AND WHEREAS** the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility;

### **THEREFORE BE IT RESOLVED:**

**THAT** the Municipality of North Dundas strongly advocates for language to be included in the regulation that ensures municipalities under 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government's Blue Box mediation as well as schools and public spaces.

**THAT** the Township of North Dundas would like to transition their Blue Box program to full producer responsibility January 1, 2024.

**AND THAT** this decision is based on the following rationale:

1. The transition is period is based on all municipalities in the Counties of Stormont, Dundas and Glengarry transitioning at the same time period.

**AND THAT** the Township of North Dundas would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms.

**AND FURTHER THAT** any questions regarding this resolution can be directed to Doug Froats, Director of Waste Management or [dfroats@northdundas.com](mailto:dfroats@northdundas.com)

**AND FURTHER THAT** the resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

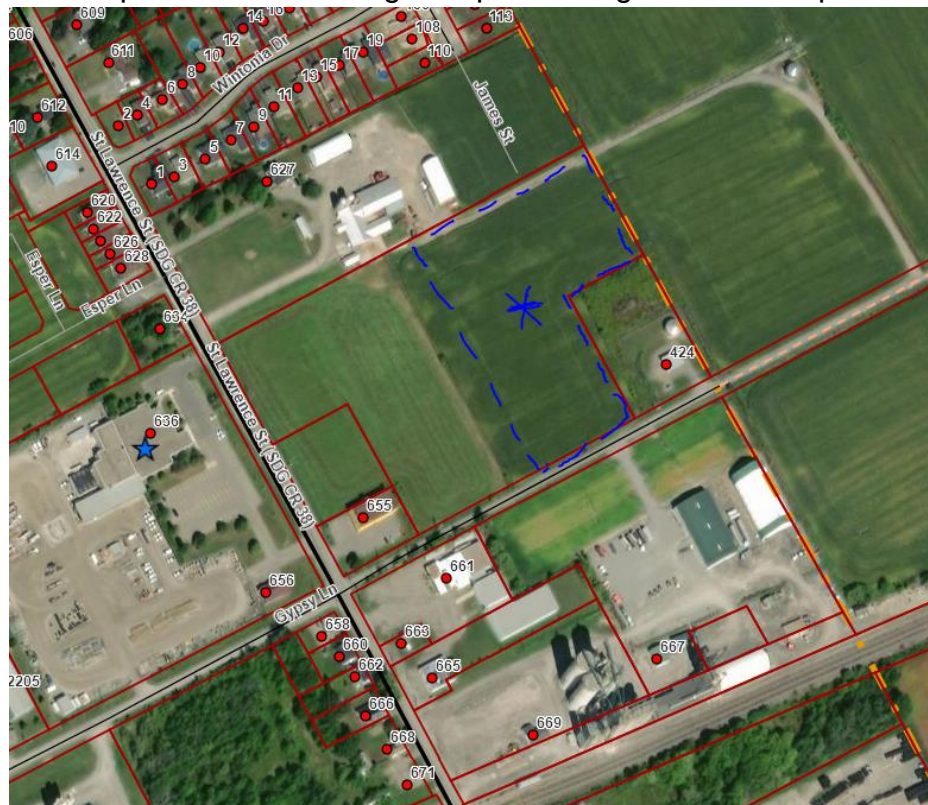


<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Zoning By-law Amendment Application from C Fortier - Acceptance

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

The Township of North Dundas has received a site-specific application from Mr. Curtis Fortier to amend the former Village of Winchester Zoning By-law No. 25-96 to rezone designated employment lands from the Development (D) Zone to Industrial to permit the construction of a welding shop.

Mr. C. Fortier is in the process of severing and purchasing a 4.15 acre parcel of land fronting on Gypsy Lane (blue dashed area), beside the Township Water reservoir. He intends to construct a 6,000 sq.ft. industrial welding shop on the severed parcel. This parcel will front on the open portion of Gypsy Lane.



With the evolving COVID-19 restrictions, the hope is to host the public meeting in August at the Joel Steele Community Hall where social distancing can be achieved within the current limits on the maximum number of people that can be together.

**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 the decision of Council to LPAT.

**FINANCIAL ANALYSIS:**

No impact at this time. A new 6,000 sq. ft. industrial building will generate additional municipal tax revenue for the Township.

**OTHERS CONSULTED:**

CBO  
County Engineer  
Owner  
Applicant

**ATTACHMENTS:**

None

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



Angela Rutley, BBA  
CAO



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Zoning By-law Amendment Application from Sevita International - Acceptance

**RECOMMENDATION:**

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

**EXECUTIVE SUMMARY:**

The Township of North Dundas has received a site-specific application from Sevita International to amend the former Township of Mountain Zoning By-law No. 79-6 to rezone their lands to permit an expansion to their Sandy Row facility a new warehouse and create new offices.

**BACKGROUND:**

Sevita Interested is looking to expand their current operations on Sandy Row with the following three additions:

1. New warehouse (approx. 19,800 sq. ft.)
2. New attached office space (approx. 4,320 sq. ft.)
3. New building for treating & packaging (approx. 4,800 sq. ft.)

In order to expand, the subject land needs to be rezoned to permit these uses. The property is currently the subject of a consent application (lot addition – SDG File B-4-2020).

With the evolving COVID-19 restrictions, the hope is to host the public meeting in August at the Joel Steele Community Hall where social distancing can be achieved within the current limits on the maximum number of people that can be together.

**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 the decision of Council to LPAT.



**FINANCIAL ANALYSIS:**

No impact at this time. A new industrial buildings and office space will generate additional municipal tax revenue for the Township.

**OTHERS CONSULTED:**

CBO

Economic Development Officer

Roads Superintendent

**ATTACHMENTS:**

None

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



Angela Rutley, BBA  
CAO



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Drive in Movies

**RECOMMENDATION:**

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

**BACKGROUND:**

The Mountain Township Agricultural Society are looking to host Drive in Movie nights in partnership with the Township of North Dundas. The conversation regarding Drive in Movies at the South Mountain fair grounds started in the beginning of June. The drive in would accommodate approximately 100 vehicles and would take admission prior to the date of the event online.

The Mountain Township Agricultural Society and the Township of North Dundas have already been in discussion with the Eastern Ontario Health Unit in order to make sure all COVID-19 safety protocols can be achieved.

The Township will be responsible for lining the field to mark off parking spaces, lending staff to monitor garbage, and promoting the event on our social media. The Mountain Township Agricultural Society request is for the Township of North Dundas to cover the movie license cost at each event which could be up to \$1000 per event.

**OPTIONS AND DISCUSSION:**

- 1. Approve the request from the Mountain Township Agricultural Society and authorize staff to pay up to \$\_\_\_\_\_ to cover movie license costs - recommended.**
- 2. Do not approve the request from the Mountain Township Agricultural Society - not recommended.**

**FINANCIAL ANALYSIS:**

This was not a budgeted item for 2020, therefore it can be taken of the MTAS annual contribution for 2021 or taken out of reserves.

**OTHERS CONSULTED:**

CAO  
Facilities Manager  
Recreation Coordinator

**ATTACHMENTS:**

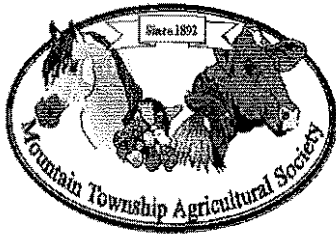
Letter from MTAS

**PREPARED BY: Brandon Cousineau**

**REVIEWED & APPROVED BY:**

A handwritten signature in black ink, appearing to be 'AR', is positioned above a horizontal line.

Angela Rutley, BBA  
CAO



Mountain Township Agricultural Society  
P.O. Box 114  
South Mountain, Ontario  
K0E 1W0

[www.southmountainfair.ca](http://www.southmountainfair.ca)

Township of North Dundas  
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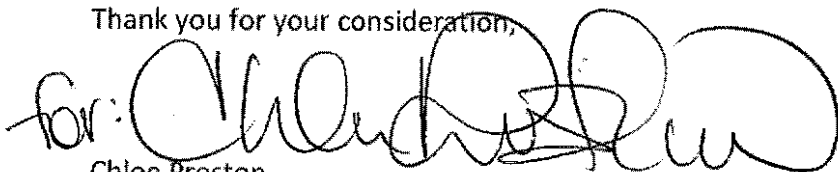
**Re: South Mountain Drive In - Partnership Request**

Given the cancellation of the 2020 South Mountain Fair and these unprecedented times our committee of volunteers has come together with a community event proposal we are seeking to partner with the Township of North Dundas on. We propose to host Drive In Movie Nights at the Fair Grounds with profits to go to the local Food Bank organizations: House of Lazarus and Community Food Share. We have done extensive research and consulted with different authorities for guidelines on how to make this possible. We have secured an inflatable screen and propose to have our first night July 25, 2020. We have acquired Personal Protective Equipment for all volunteers and staff for the events and have purchased sanitizing products to ensure that washrooms are cleaned between each use. We have secured a partnership with Fat Les Chip stand to run a concession booth under his Health Unit Licence. However, in looking to purchase movie rights we have learned that if we utilize funds raised to pay for the movie license then we will have to pay an additional percentage of the gate receipts to the licencing company. This can only be avoided if the fee is covered from donated funds or other funds not from the movie proceeds. In trying to keep costs low to ensure a greater donation to the food bank initiatives we are reaching out to the Township regarding the following:

- Utilizing the Townships Chalk Roller to draw out the appropriate parking with the mandatory 6ft distancing
- Utilizing Township Recycle/Garbage Bins and Staff to keep sanitation well spread to avoid clustering of people
- Donation of the License Fees (\$575.00 per night) to avoid paying overage charges to the movie companies

We hope you consider this request and should you have any questions or concerns please do not hesitate to contact me directly. We live in a wonderful township with great citizens. Coming together to help each other is so important now more than ever.

Thank you for your consideration,

for: 

Chloe Preston  
MTAS 1st Vice President/Fair Chair  
613-889-7190



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Additional Maintenance Parks Labourers

**RECOMMENDATION:**

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

**BACKGROUND:**

The Recreation & Culture Department is in need of 1 Maintenance/ Parks Labourer as one of our students resigned to pursue another employment opportunity. Another Maintenance/Parks Labourer shifted into an administrative role in the office, leaving a vacancy. 1 additional Maintenance/Parks Labourer is requested so that additional projects can be accomplished this summer.

Curtis Bell & Nakita Steele were both previously interviewed for lifeguard positions at our municipal pools this summer. Brendan Coyle had responded to the original job posting and was subsequently interviewed. It is recommended that these individuals be awarded positions as Maintenance/Parks Labourers for remainder of the 2020 summer season.

**OPTIONS AND DISCUSSION:**

- 1. Authorize the hiring of Curtis Bell, Brendan Coyle & Nakita Steele at the Maintenance/Parks Labourer rate - recommended.**
- 2. Request that more interviews be conducted and a position be awarded to another candidate – not recommended.**

**FINANCIAL ANALYSIS:**

Funding for 6 Maintenance/Parks Labourers was included in Recreation & Culture Department's 2020 budget. During the May 5<sup>th</sup> Council meeting, Council approved 2 additional positions.

The Recreation & Culture Department applies for student wage subsidies for various municipal departments, through Canada Summer Jobs, on an annual basis. This year, we have been approved for full wage subsidies up to \$14.00/hr., for a maximum of 8 weeks, for all of our 17 student positions, including these three.

**OTHERS CONSULTED:**

Recreation Coordinator

**PREPARED BY:**



---

**Meaghan Meerburg**  
Director of Recreation

**REVIEWED & APPROVED BY:**



---

**Angela Rutley, BBA**  
CAO



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Budget Amendment for Repair of Chesterville Arena Compressor

**RECOMMENDATION:**

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

**BACKGROUND:**

During the annual arena refrigeration plant end of season inspection, which was delayed until May this year, the contractor performed regular maintenance and also investigated why the compressor was experiencing operational issues. Please find attached, a letter from Mr. Barry Hill, President of AC Mechanical.

As required by our purchasing policy, we contacted 3 companies who work with arena refrigeration plants. Only 2 of the companies work with ammonia and brine plants, which is what our refrigeration plants are. The equipment used is very specialized and we were not able to find a third company for a quote.

From the 2 companies, we were collectively given the following options:

1. Repair the compressor with new & re-conditioned parts.
2. Repair the compressor with all new parts.
3. Replace the compressor.

AC Mechanical Refrigeration Ltd. is the only one of the 2 companies contacted, that works with re-conditioned parts. They also offer a 1-year warranty term for parts & labour on all 3 options above. The other company offers a 90-day, limited warranty.

We were advised by Mr. Hill, that when a compressor is rebuilt properly and the required parts are replaced with new and/or reconditioned components, there will be no issues with performance or efficiency and the expected life will be very similar in comparison to a new compressor.

With a rebuilt compressor, it is expected that we will have an estimated 15,000 hrs of run time, which is approximately 10 years of use, before needing to rebuild the unit again. With a new compressor, the life expectancy is approximately 30 years, with rebuilds required after 10 & 20 years.

Given that compressors, rebuilt or new, need to be rebuilt approximately every 10 years until they are replaced, there is no advantage to replacing the compressor with a new one at this point in time, since the Chesterville Arena compressors are only 12 years old.

The cost to repair the compressor, using new & re-conditioned parts, is quoted as \$9,761. The price to repair using all new parts, is quoted as \$15,000 to \$19,000. The price to replace the compressor is between \$21,000 to \$24,000.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

No funds were allocated for the replacement/repair of the Chesterville & District Arena compressor during the 2020 budget process. The Recreation & Culture Department currently has many budgeted, capital projects underway and it is anticipated that some of these projects will be under budget.

Once these projects are completed, any dollars unspent, can be allocated to finance the repair of the compressor. Should there be a shortfall, a budget amendment can be brought forward to Council for approval, requesting that the remaining funds be funded from the general reserve (2019 budget surplus).

The contractor is going to inspect our other compressor in the Chesterville & District Arena, as well as the 2 compressors in the Winchester Arena. This will help us to anticipate any repairs and/or replacements that will be required in 2021, so that they can be properly budgeted for.

**ATTACHMENT:**

APPENDIX #1 - LETTER FROM AC MECHANICAL

**OTHERS CONSULTED:**

Facilities Manager



**PREPARED BY:**



---

**Meaghan Meerburg**  
Director of Recreation

**REVIEWED & APPROVED BY:**



---

**Angela Rutley, BBA**  
CAO



**Date:**

**Job Title: Chesterville Arena**

**Contact Tom / Meaghan**

**Location North Dundas**

**Submitted By: Barry Hill,**

Good morning Tom/Meaghan

This is a follow up to what we found when we did our end of season inspection at the above mentioned location. This was also a follow up to see if we could determine why the compressor was using so much oil and why it was knocking so much since the time of last rebuild done by another contractor. These rebuild should last about 15000 hrs on a 40 hp compressor. This compressor was only at about 50% of its run time since it was rebuilt. You should have been able to get another 7 or 8 thousand hours of run time, before it was needing rebuild. Peter opened the lower end of the compressor base and found significant amounts of metal filings in the compressor base. After a deeper look, he found unmatched parts were used to put the compressor together at time of the last rebuild.

There were two sets of connecting rods that had the wrong end caps for the bearings not matching the rest of the connecting rod. This caused significant wearing on the crankshaft, causing very early failure to this major component. Due to the fact everything was unbalanced it also caused other components to wear out earlier than they should have, not to mention the large amount of oil consumption that had been occurring in this compressor.

When we tear down and inspect compressors, we use a 3-stage system. When components are at the first stage, they are well within the range to be cleaned and reused in the rebuild process. At stage 2, we start to recommend there will likely be some components needing to be replaced at the time of the next rebuild. If they are stage 3, we do not recommend using the old components and recommend at that point, that new components be used. Depending on the number of stage 3 parts, we may then recommends changing the compressor. This is also because, even to replace all the internal stage 3 parts, when you add the labor to do this scope of work, you would be very close to the price of a new compressor.

This being said, with the options we have provided, for the 2 different rebuild options, we still carry the same warranty as the option for the new compressor. 1 year parts and labor.

The labor is warrantied as if we are the company taking care of the plant. We do pride ourselves on our workmanship. We strongly feel we provide top quality and professional skills and services to our clients and have no concerns in regards to labor warranties.

In regards to longevity of the existing compressor, I would have no issues in advising that you could still get 2 or three rebuild periods before you need to replace the complete compressor; especially with the new component quote. The new and used component quote would still give you a similar amount of time, as the used crankshaft we have is still in stage 1 of 3 stages.

Options 1 new and used parts \$9,761.00 plus hst

Option 2 new parts \$14,990.00 plus hst

Option 3 new compressor \$24,000.00 plus hst

If you would like, we will meet you and Tom onsite at Chesterville and show you the components that were put into the compressor that were not from this compressor. This is what caused your early stage 3 conditions of the major components (crank shaft, connecting rods, and caps bearings).

Yours Truly,

Barry Hill, President

A handwritten signature in blue ink that reads 'Barry Hill'. The signature is stylized with a large, flowing 'B' and 'H'.



<b>ACTION REQUEST – CAO</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Interim Duties - Director of Public Works

**RECOMMENDATION:**

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

**BACKGROUND:**

Director of Public Works, Dan Belleau retired on June 5<sup>th</sup> after 8 years with the Township of North Dundas. Dan was originally planning to help part-time until we hired his replacement, but due to personal circumstances, his availability to do this ceased in late June. Since that time, several positions including the Patrol Foreman/Drainage Superintendent and CAO, with assistance from the Water and Sewer Assistant Manager and Clerk/Deputy CAO, have taken on additional duties until the position is filled, instead of appointing one person in an Acting role.

The new Director of Public Works, Khurram Tunio, is scheduled to start on August 3<sup>rd</sup>, at which time he will take on all duties associated with the position. The proposed increase would recognize the additional duties being performed by the Patrol Foreman/Drainage Superintendent, for example coordinating with contractors and approving invoices, for the four weeks until the position is filled.

**FINANCIAL ANALYSIS:**

There are sufficient funds in the Public Works Department for the increase for the proposed time period.

**REVIEWED AND APPROVED BY:**

A handwritten signature in black ink, appearing to be 'AR', is positioned above a horizontal line.

**Angela Rutley, BBA  
CAO**



ACTION REQUEST – CAO	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Director of Public Works

**RECOMMENDATION:**

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

**BACKGROUND:**

Last summer, Dan Belleau notified us of his intent to retire from the position of Director of Public Works in 2020. Dan retired on June 5<sup>th</sup> after 8 years with the Township of North Dundas. Dan was at the forefront of numerous changes in the Public Works Department over his career with us and we wish him all the best in his retirement.

The search for a successor originated in January when the job was posted with a closing date of February 28 and interviews planned for mid-March. The arrival of COVID-19 postponed our recruitment process. Due to the time lag from the original posting, the position was re-advertised in May. The hiring committee short listed candidates and held interviews with 7 candidates. A special meeting of Council was held on June 24<sup>th</sup> for second interviews with four of the candidates. SDG Director of Transportation and Planning, Benjamin de Haan also participated in the second interviews.

A contract has been signed with the successful candidate, Khurram Tunio and we look forward to his contributions to the Public Works department and to his leadership in planning for growth in the municipal water and sewer systems. Mr. Tunio has a wide range of infrastructure experience, most recently as the Manager of Operations and Engineering with the Counties of Leeds and Grenville. Mr. Tunio's first day at our office will be August 4<sup>th</sup>.

**FINANCIAL ANALYSIS:**

There are sufficient funds in the Public Works Department for this position.

**OTHERS CONSULTED:**

Hiring Committee

**REVIEWED & APPROVED BY:**

A handwritten signature in black ink, appearing to be 'AR', is positioned above a horizontal line.

**Angela Rutley, BBA  
CAO**



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	July 14, 2020
Subject:	PEI Bag Co land - Potential Severance

**RECOMMENDATION:**

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

**BACKGROUND:**

BagCo Real Estate Holdings Inc. (BagCo) would like to sever their property on County Rd #31. This property is subject to an old development agreement requiring construction of Wincrest Industrial Avenue. BagCo, Wellings of Winchester and The Township of North Dundas are currently working on a Road User Agreement to partner on building the extension of Wincrest Industrial Avenue to the property being developed as Wellings of Winchester.



BagCo recognizes that North Dundas Council is not the approval authority that grants severance, but it is requesting Council's support in principle, for severing the property to enable additional development.

**OPTIONS AND DISCUSSION:**

1. **Support severing the property in principle** - recommended.
2. **Do not support severing the property** - not recommended.


**FINANCIAL ANALYSIS:**

Severing the property would allow additional development of the property which could result in additional tax revenue.

**OTHERS CONSULTED:**

Director of Planning, Building and Enforcement

**PREPARED BY:**

---

Angela Rutley, BBA  
CAO





<b>ACTION REQUEST – Clerk</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Van Bruinessen Gift of Property

**RECOMMENDATION:**

**THAT Council receive and accept the property described as Pt BLK V P1 35 Pt 7,9 & 10 Pt 1 & 3 8R5338, (former Village of Chesterville) Township of North Dundas gifted to the Township of North Dundas by John Van Bruinessen and further authorize the Mayor and Clerk to execute the transaction.**

**BACKGROUND:**

Mr. Van Bruinessen bought the above noted property adjacent to the Durant Flower Shop on Industrial Drive in 1997 from the Village of Chesterville. He has recently sold the former flower shop property and now wishes to gift this adjacent property to the Township of North Dundas. This gateway property is fully serviced and currently zoned commercial.

**OPTIONS AND DISCUSSION:**

1. **Accept the property** – recommended.
2. **Do not accept the property** – not recommended.

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

OCWA

**ATTACHMENTS:**

Letter from Cass, Grenkie & Remillard

**PREPARED BY:**

**Jo-Anne McCaslin, CMO**  
**Municipal Clerk**

**REVIEWED & APPROVED BY:**

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

# Cass, Grenkie & Rémillard

Barristers, Solicitors, Notaries

Box 700  
13 Ralph Street  
Chesterville, ON  
K0C 1H0

J. Douglas Grenkie, QC., LSM.  
Jodie C. Reynolds, LL.L., LL.B., LL.M.  
J. A. Jonatan (Jonny) Larochelle, B.Soc. Sc., JD.  
Gregg M. Foss, Paralegal.

Tel: (613) 448-2735

Fax: (613) 448-1395

---

Peter J. Rémillard, B.C.L., LL.B., CFP. (1979 - 2015)

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July 7, 2020

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

Attention: Jo-Anne McCaslin, CMO  
Municipal Clerk

Dear Madam:

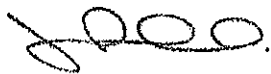
RE: Van Bruinessen Gift of Property  
Vacant Land, Chesterville, Ontario

---

This will hereby confirm that the above property legally described as Pt Blk V Pl 35 Pt 7, 9 & 10 & Pt 1 & 3 8R5338; Township of North Dundas is being gifted by John Van Bruinessen to the Township of North Dundas.

Thanking you, yours very truly,

CASS, GRENKIE & REMILLARD



Jodie C. Reynolds  
JCR/tvb

Encls

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PARCEL REGISTER (ABBREVIATED) FOR PROPERTY IDENTIFIER

LAND  
REGISTRY  
OFFICE #8

66149-0510 (LT)

\* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT \* SUBJECT TO RESERVATIONS IN CROWN GRANT \*

PAGE 1 OF 2  
PREPARED FOR TraceyEV  
ON 2020/06/12 AT 10:01:19

PROPERTY DESCRIPTION: PT BLK V PL 35 PT 7, 9 & 10, 8R1653 & PT 1 & 3 8R5236; TOWNSHIP OF NORTH DUNDAS

PROPERTY REMARKS: PLANNING ACT CONSENT IN DOCUMENT DUL3847.

ESTATE/QUALIFIER:  
FEE SIMPLE  
LT CONVERSION QUALIFIED

RECENTLY:  
CONSOLIDATION FROM 66149-0204, 66149-0506

PIN CREATION DATE:  
2014/03/13

OWNERS' NAMES  
VAN BRUINESSEN, JOHN

CAPACITY SHARE  
OWN

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHKD
** PRINTOUT INCLUDES ALL DOCUMENT TYPES AND DELETED INSTRUMENTS SINCE 2014/03/13 **						
**SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO						
** SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES *						
** AND ESCHEATS OR FORFEITURE TO THE CROWN.						
** THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF						
** IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY						
** CONVENTION.						
** ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.						
**DATE OF CONVERSION TO LAND TITLES: 2009/04/20 **						
DPL35	1921/01/21	PLAN SUBDIVISION				C
DRB22926	1974/10/04	LEASE		*** DELETED AGAINST THIS PROPERTY ***	VAN BRUINESSEN, JOHN VAN BRUINESSEN, MARGUERITE	
DR35883	1979/02/09	CHARGE		*** DELETED AGAINST THIS PROPERTY ***	THE BANK OF NOVA SCOTIA	
8R1653	1982/02/17	PLAN REFERENCE				C
DR47831	1984/04/11	AGR EX CH		*** DELETED AGAINST THIS PROPERTY ***		
REMARKS: DR35883						
DR52691	1986/01/24	AGREEMENT			VILLAGE OF CHESTERVILLE	C
DR53623	1986/06/11	AGR AM CH		*** DELETED AGAINST THIS PROPERTY ***		

NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY.  
NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.



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PARCEL REGISTER (ABBREVIATED) FOR PROPERTY IDENTIFIER

LAND  
REGISTRY  
OFFICE #8

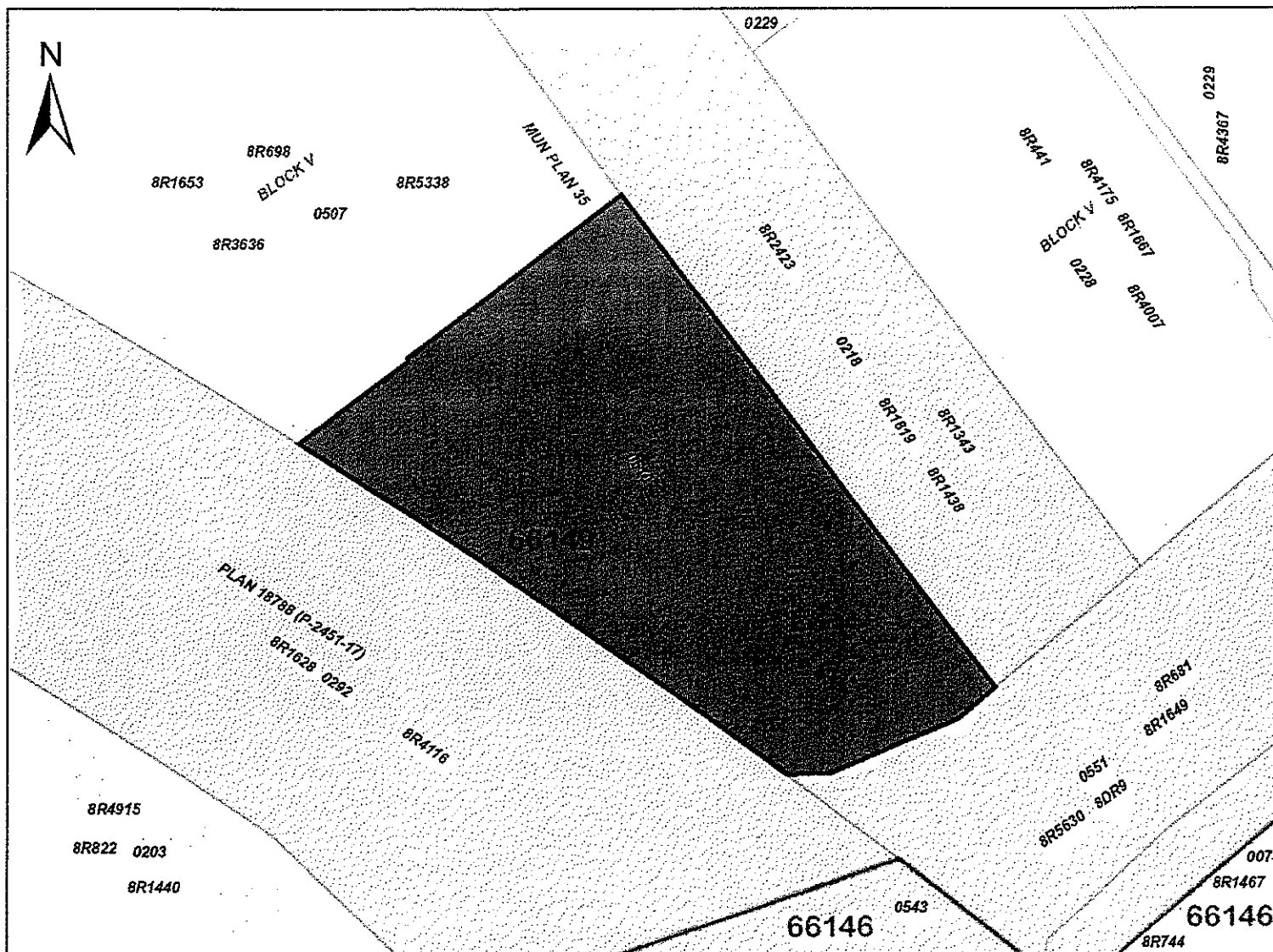
66149-0510 (LT)

PAGE 2 OF 2  
PREPARED FOR TraceyEV  
ON 2020/06/12 AT 10:01:19

\* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT \* SUBJECT TO RESERVATIONS IN CROWN GRANT \*

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHKD
REMARKS: & EXTENDING DR35883						
DR59233	1988/02/25	CHARGE		*** DELETED AGAINST THIS PROPERTY ***	THE BANK OF NOVA SCOTIA	
DR91475	1997/12/12	TRANSFER	\$10,000		VANBRUINESSEN, JOHN	C
DR5338	2013/07/10	PLAN REFERENCE				C
DU13847	2013/07/19	TRANSFER	\$1	VAN BRUINESSEN, JOHN VAN BRUINESSEN, MARGUERITE	VAN BRUINESSEN, JOHN	C
DU15523	2014/02/25	APL CH NAME OWNER		VANBRUINESSEN, JOHN	VAN BRUINESSEN, JOHN	C
DU15580	2014/03/05	APL CONSOLIDATE		VAN BRUINESSEN, JOHN		C
DU20724	2015/12/18	DISCH OF CHARGE		*** COMPLETELY DELETED *** THE BANK OF NOVA SCOTIA		
REMARKS: DR35883.						
DU20725	2015/12/18	DISCH OF CHARGE		*** COMPLETELY DELETED *** THE BANK OF NOVA SCOTIA		
REMARKS: DR59233.						
DU30005	2019/04/24	APL (GENERAL)		*** COMPLETELY DELETED *** VAN BRUINESSEN, JOHN VAN BRUINESSEN, MARGUERITE		
REMARKS: DELETE DRB22926						

NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY.  
NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.



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PRINTED ON 21 JAN, 2019 AT 13:50:38  
FOR TRACEYEV

**SCALE**



**PROPERTY INDEX MAP**

DUNDAS(No. 08)

**LEGEND**

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	0449
BLOCK NUMBER	08050
GEOGRAPHIC FABRIC	
EASEMENT	

**THIS IS NOT A PLAN OF SURVEY**

**NOTES**

REVIEW THE TITLE RECORDS FOR COMPLETE  
PROPERTY INFORMATION AS THIS MAP MAY  
NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND  
DOCUMENTS RECORDED IN THE LAND  
REGISTRATION SYSTEM AND HAS BEEN PREPARED  
FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE  
RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT  
REFERENCE PLANS ARE NOT ILLUSTRATED





<b>ACTION REQUEST – Clerk</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Amend By-law 21-1998

**RECOMMENDATION:**

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

**BACKGROUND:**

Due to the circumstances resulting from Covid-19, we have become aware that some requirements under this by-law have become onerous on applicants. This by-law states an inspection by the Eastern Ontario Health Unit (EOHU) is required before a licence can be issued. Furthermore, if a refreshment and/or food truck is located on leased premises, the taxes on the leased premises must be up-to-date before a licence can be issued. Requirements are highlighted in red on the attachment.

The Eastern Ontario Health Unit inspections for vehicles selling refreshments and/or food are currently, backlogged due to the pandemic. We are aware that EOHU is allowing vendors with good inspection histories to open and be inspected at a later date. Rather than delay the opening of these venues, and to expediate the licencing process, we are requesting that Council waive the requirement to obtain an inspection from the EOHU prior to issuing a licence to established vendors who have a past history of successful inspections. Furthermore, given the financial hardship faced by some individuals and the potential for taxes to be in arrears, we are also requesting authority to issue a licence to refreshment and/or food trucks located on leased premises regardless of the tax status of the owners.

A complete review of this by-law will be conducted and provided to Council at a later date.

**OPTIONS AND DISCUSSION:**

1. **Allow the exemption** – recommended.
2. **Do not allow the exemption** – not recommended.

**FINANCIAL ANALYSIS:**

**OTHERS CONSULTED:**

**ATTACHMENTS:**

By-law 21-1998

**PREPARED BY:**



---

**Jo-Anne McCaslin, CMO  
Municipal Clerk**

**REVIEWED & APPROVED BY:**



---

**Angela Rutley, BBA  
CAO**

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BYLAW NO. 21-98

**BEING** a bylaw for licensing, regulating and governing vehicles from which refreshments and/or food are sold for consumption and for revoking any such licence.

---

**WHEREAS** the Municipal Act, R.S.O., c. M.45, section 236 (11) provides for licensing, regulation and governing vehicles from which refreshments and/or food are sold for consumption by the public, and for revoking any such licence.

**WHEREAS** the Council of the Corporation of the Township of North Dundas deems it expedient to licence, regulate and govern refreshment vehicles.

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

### DEFINITIONS

1. In this bylaw and schedules:
  - i) **Applicant** means a person who applied for:
    - a) licence required to be taken out under the provisions of this bylaw;
    - OR
    - b) a renewal of a licence.
  - ii) **Municipal Official** means anyone appointed by the Corporation of the Township of North Dundas to enforce the provisions of this bylaw.
  - iii) **Class of Licence** means a licence identified by a capital letter of the alphabet corresponding to a class of vehicle from which refreshments and/or food are being sold under Schedule 'A' attached hereto and forming part of this bylaw.
  - iv) **Council** means the Municipal Council of the Corporation of The Township of North Dundas.
  - v) **Eastern Ontario Health Unit** means the Local Health Unit for the United Counties of Stormont, Dundas and Glengarry.
  - vi) **Licence** means a licence issued under the provisions of this bylaw.

.../2



-2-

**BYLAW NO. 21-98, cont'd**

- vii) **Clerk** means the Clerk/Administrator or Deputy Clerk, in absence of the Clerk, of the Corporation of the Township of North Dundas.
- viii) **Licensee** means the person to whom a licence is issued under the provisions of this bylaw.
- ix) **Medical Officer** means the District Medical Officer of Health or a person authorized by him/her.
- x) **Operator** when used in reference to a vehicle from which refreshments and/or food are being sold for consumption refers to the person who alone, or with others, operates, manages, supervises, runs or controls a vehicle from which refreshments and/or food are sold for consumption and "operate", "operation" and other words of like import or intent shall have the corresponding meaning.
- xi) **Owner** when used in reference to a vehicle from which refreshment and/or food are being sold for consumption means a person who alone, or with others, has a right to possess or occupy or actually does possess or occupy and includes a lessee of a vehicle from which refreshments and/or food are sold for consumption.
- xii) **Person** includes a firm or corporation to whom or to which the context applies.
- xiii) **Private property** means all property within the limits of the Township of North Dundas and includes property of the municipal, federal and provincial government, but excluding any of the sidewalks, the streets and highways thereof.
- xiv) **Refreshments and/or food** means food or drinks for human consumption or any ingredient thereof including hot dogs, french fried potatoes, fruits, pastries, candy, peanuts, popcorn, ice cream, ice cream cones, iced milk and other iced confectionery.
- xv) **Vehicle** means a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle.

.../3

-3-

**BYLAW NO. 21-98, cont'd****2.0 LICENCE****2.1** There shall be taken out by;

- a) Every person who carries on or is engaged in providing, as an operator of a vehicle from which refreshments and/or food are sold for consumption,
- b) Every person who carries on or is engaged in providing, as owner of a vehicle from which refreshments and/or food are being sold for consumption,

a licence from the Township authorizing them to carry on their several trades, callings, businesses and occupations in the Township, in or upon the class of vehicle from which refreshments and/or food are being sold for consumption, for each such vehicle and/ or location.

**2.2** The licence shall be in the form authorized by this bylaw and shall be displayed in a prominent position on the motor vehicle.**2.3** The licence is not transferable.**2.4** No such licence shall permit the motor vehicle to be used for the sale or refreshments and/or food for consumption by the public on any municipal property or park within the limits of the municipality before first obtaining permission from the Township.**3.0 APPLICATION****3.1** Application for a licence under this bylaw shall be made to the Clerk-Administrator and, to the said application shall be annexed a certificate from the Medical Health Officer that the vehicle and equipment therein are suitable or the purpose of sale of refreshments and/or food to the public.

.../4

-4-

**BYLAW NO. 21-98, cont'd**

- 3.2 The Clerk-Administrator shall, in considering the application, take into account the following;
- a) that the application, as laid in Schedule 'A', is complete and all necessary documentation is provided,
  - b) that all operators of such vehicles shall carry insurance covering their business operations, with respect to liability to persons consuming their food beverages, for an amount of at least \$1,000,000 and shall provide proof of such insurance to the Township Clerk,
  - c) that, if stationary, the use of the site is in conformity with the Township Zoning Bylaw.
  - d) **that all taxes and rates assessed against the property and payable to the Corporation of the Township of North Dundas have been paid in full to date of the said application.**
  - e) that the annual fee, as laid out in Schedule 'B' attached hereto and forming part of this bylaw is enclosed with the application.
  - f) in the case of a fund raising event, that the applicant has provided a financial statement, as per Schedule 'D', for the previous licence issued for any previous event.
- 4.0 **FEE**
- 4.1 The fee shall be as per Schedule 'B' attached hereto and forming part of this bylaw.

.../5

-5-

**BYLAW NO. 21-98, cont'd****5.0 SUSPEND, REVOKE, NON-RENEWAL**

- 5.1 The Council may suspend a licence or revoke a licence issued to an owner of, or an operator of, a vehicle from which refreshments and/or food are being sold for consumption;
- a) where the provision of services by an owner or an operator may result in a breach of this bylaw or any other bylaw of the Township of North Dundas;
  - b) on such reasonable grounds as may be determined by the Council.
- 5.2 The Council may suspend a licence for such period of times as it may determine.
- 5.3 Where a licence is not renewed, or upon suspension or revocation of the licence, the licensee shall within twenty-four (24) hours of the effective date return the licence certificate and any identification card, issued by the Township.
- 5.4 No licensee shall refuse entry to the Municipal Official upon the premises or have access to any of its property for the purpose of receiving or taking or removing the licence certificate.
6. If a court of competent jurisdiction should declare any section or part of a section of this bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced the Council to pass the remainder of the bylaw and it is hereby declared that the remainder of the bylaw shall be valid and shall remain in force.
- 7.1 Any person who contravenes any of the provisions of this bylaw is guilty of an offence and shall be liable on conviction thereof, forfeit and pay a penalty as set out in the general penalty provision found under the Provincial Offences Act, R.S.O. 1990, c. P. 33.

.../6

-6-

**BYLAW NO. 21-98, cont'd**

- 7.2 In addition to any other penalties provided in this bylaw upon discovery of any vehicle parked or left unattended in contravention of the provisions of this bylaw, the Municipal Official may cause such vehicle to be moved or taken to and placed in another location, and all costs and charges for the removing, care and storage thereof, if any, are a lien upon the vehicle, which may be enforced in the manner provided by the Repair and Storage Liens Act, R.S.O. 1990, c. R.25.
8. Nothing in this bylaw is intended to determine vehicle safety under the Highway Traffic Act, food handling or health under the jurisdiction of the Eastern Ontario Health Unit or provincial/federal authority, or confer compliance with any other bylaw or provincial law.
9. Failure to observe any of the provisions of this bylaw is sufficient grounds for the Clerk to revoke the said licence.
10. Bylaw 922 is hereby repealed.
11. This bylaw shall come into force and take effect on the date of its passage in open Council.

**READ A FIRST AND SECOND TIME** this 4<sup>th</sup> day of May 19 98.

  
 MAYOR

  
 CLERK-ADMINISTRATOR

**READ A THIRD TIME** passed, signed and sealed in open Council this 4<sup>th</sup> day of May 1998.

  
 MAYOR

  
 CLERK-ADMINISTRATOR

**BYLAW NO. 21-98****Schedule 'A'****Classes of Vehicles**

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Every owner and operator shall take out a separate licence for one or more of the following classes of vehicles from which refreshments or food are sold for consumption.

**CLASS "A"**

**Mobile Premises** means a vehicle or other itinerant premises, from which **prepackaged** refreshments or food are offered for sale to the public including ice cream vending.

**Class "A-1"** Authorizing the licensee to provide services and selling refreshments and/or food products on **private property** from mobile premises **currently licensed** to be driven on the streets.

**CLASS "B"**

**Mobile Preparation Premises** means a vehicle or other itinerant refreshments and/or food premises from which refreshments or food **prepared therein** are offered for sale to the public and includes any such vehicle which is stationary.

**Class "B-1"** Authorizing the licensee to provide services and selling refreshments and/or food products on **private property** from a mobile preparation premises **currently not licenced** to be driven on the streets.

**Class "B-2"** Authorizing the licensee to provide services and selling refreshment and/or food products **on the streets** in the Township from a **mobile preparation premises**. Class "B-2" licences shall be issued for special functions only and must have prior approval of the Council.

**Bylaw No. 21-98****Schedule 'B'****LICENCE FEES**


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	<u>Non-Resident</u>	<u>Resident</u>
Class "A-1"	\$600.00	\$300.00
Class "B-1"	500.00	250.00
Class "B-2"	100.00	50.00
Minimum fee	50.00	50.00

**MINIMUM FEE**

Shall apply to;

- 1) Community fund raising events that benefit the inhabitants of the Township of North Dundas. (ie: Dairyfest)

**EXEMPTION**

- 1) Fund raising events, by not for profit organizations, shall be exempted from any fee. Said fund raising event must supply the Township with a financial statement, as per Schedule 'D', indicating total revenues and where said funds have been donated. (ie: Dundas Community Learning)

**BYLAW NO. 21-98**

**Schedule 'E'**

**LICENCE**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

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**To All Whom It May Concern:**

This licence is granted to \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_. (Address), to operate a REFRESHMENT VEHICLE under  
Class \_\_\_\_\_ of Bylaw No. 21-98 within the limits of the Township of North Dundas.

Provided the operator duly observes all such laws, bylaws, rules and regulations, matters  
and things as are, or may be enacted by the Municipal Council of the Township of North Dundas.

This licence shall continue in force until **DECEMBER 31, 19\_\_** and no longer.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

RECEIVED \$ \_\_\_\_\_, the sum of this licence.

SEAL

\_\_\_\_\_  
CLERK



**BYLAW NO. 21-98****Schedule 'D'****FINANCIAL STATEMENT FUNDING RAISING EVENT**

---

Gross Revenue \$ \_\_\_\_\_

LESS: Gross Expenses \$ \_\_\_\_\_

**NET PROFIT** \$                     **RECIPIENTS OF FUNDING FROM THE RAISING EVENT**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL DONATIONS** \$                     

I hereby affix my signature attesting to the accuracy of the foregoing financial statistics.

**SIGNATURE:** \_\_\_\_\_  
President/Treasurer**DATE:** \_\_\_\_\_

**BYLAW NO. 21-98****Schedule 'C'****APPLICATION FOR A LICENCE****SALE OF REFRESHMENTS AND/OR FOOD FROM VEHICLES****PART 'A'****To be completed by applicant** (please type or print clearly)**1. Name, Address, Telephone/Fax Numbers**

1.1 Name \_\_\_\_\_

1.2 Address \_\_\_\_\_  
\_\_\_\_\_

1.3 Telephone # \_\_\_\_\_

1.4 Fax # \_\_\_\_\_

**2. Vehicle Information**

2.1 Make/Model \_\_\_\_\_

2.2 Year Fabricated \_\_\_\_\_

2.3 Serial Number \_\_\_\_\_

2.4 Dimensions:

a) Height \_\_\_\_\_ b) Width \_\_\_\_\_ c) Length \_\_\_\_\_

2.5 Equipment

a) Cooking \_\_\_\_\_

b) Refrigeration \_\_\_\_\_

c) Gas \_\_\_\_\_ d) Water \_\_\_\_\_

**3. Class of Licence Applied for**

3.1 Class A \_\_\_\_\_ Or B \_\_\_\_\_

3.2 Civic Address \_\_\_\_\_

3.3 Property Owner \_\_\_\_\_

-2-

**BYLAW NO. 21-98, SCHEDULE 'C', cont'd****4. Approvals**

The following approvals must be attached to this application;

**4.1 Approval of the Eastern Ontario Health Unit** \_\_\_\_\_

4.2 Inspection report from the gas company \_\_\_\_\_

Not Required \_\_\_\_\_

4.3 Written approval from the property owner \_\_\_\_\_

Not Required \_\_\_\_\_

**5. Insurance**

5.1 Company \_\_\_\_\_

5.2 Policy No. \_\_\_\_\_

Statement from insurance company, stating amount of liability coverage, must accompany this application.

**6. Applicant's Signature**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PART "B" To be completed by the Municipal Administration**

1. RECEIVED BY \_\_\_\_\_

2. DATE RECEIVED \_\_\_\_\_

3. COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



<b>ACTION REQUEST – Waste Management Services</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Waste Management Process Agreement

**RECOMMENDATION:**

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

**BACKGROUND:**

With the introduction of picking up curbside waste and recyclables with the new 60/40 split trucks, the need for processing our recyclables was required. Several options were investigated and the optimal solution is to pursue the processing services provided by Waste Management of Canada at a base rate of \$185 per/ton. A copy of the Agreement is in the Council office for review.

Two other options were offered by other entities, but were at considerably higher rates of \$301 and \$318 per/ton.

**OPTIONS AND DISCUSSION:**

1. **Accept the Agreement** - recommended
2. **Do not accept the Agreement** - not recommended

**FINANCIAL ANALYSIS:**

The cost of processing has been included in the 2020 budget.

**OTHERS CONSULTED:**

CAO

**ATTACHMENTS:****PREPARED BY:**

**Doug Froats**  
Director of Waste Management

**REVIEWED & APPROVED BY:**

**Angela Rutley, BBA**  
CAO



<b>ACTION REQUEST – Recreation and Culture</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Morewood Fire Hall Roof Replacement

**RECOMMENDATION:**

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

**BACKGROUND:**

A tender for the replacement of the Morewood Fire Hall roof was advertised. Submissions were received and opened on Monday, July 6<sup>th</sup>. Three bids were received. One of the three bids was submitted incorrectly as it was not submitted on the correct bid form. A summary of the bids received, is attached.

**OPTIONS AND DISCUSSION:**

- 1. Award the project to Byers Carpentry Inc. for the stipulated price of \$26,940, plus HST - recommended.**
- 2. Request that an alternate company be awarded the project - not recommended.**

**FINANCIAL ANALYSIS:**

The tendered project was included in the 2021 budget. The bid submitted by Byers Carpentry Inc. is within the budgeted amount for this project.

**OTHERS CONSULTED:**

Facilities Manager

**ATTACHMENTS:**

Tender opening summary sheet

**PREPARED BY:**

**Meaghan Meerburg**  
Director of Recreation

**REVIEWED & APPROVED BY:**

**Angela Rutley, BBA**  
CAO

**TENDER OPENING**  
**FOR**  
**REPLACEMENT OF THE METAL ROOF ON THE**  
**MOREWOOD FIRE HALL**  
**21 RUSSELL ST., MOREWOOD**

**TOWNSHIP OF NORTH DUNDAS MUNICIPAL OFFICE – MONDAY, JULY 6<sup>TH</sup>, 2020 AT 9:30 AM**

COMPANY NAME	ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	ITEM 6	ITEM 7	ITEM 8	ITEM 9
Aron’s Roofing	\$39,400.00	\$4,550.00	\$780.00	\$8.75	\$5.30	\$10.50	\$20.50	\$20.50	\$75.00
Byers Carpentry Inc.	\$24,440.00	\$2,000.00	\$500.00	\$5.00	\$5.00	\$5.00	\$8.00	\$4.00	\$55.00
J&M Contracting Corp.	\$40,800.00	\$1,735.00	\$3,570.00	\$2,600.00	\$1,190.00	\$7.25	\$4.50	\$5.25	\$55.00



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Farm 911 Program – Amendment to Application (Policy #79-2019 – Appendix 1)

**RECOMMENDATION:**

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

**BACKGROUND:**

Emily 911 Program By-law No. 2019-63 (adopting Township of North Dundas Policy #79-2019) was passed by Council on December 10, 2019. An application to apply for a Farm 911 sign forms part of Policy #79-2019. The Township adopted the same form used by other Ontario municipalities.

We have received feedback from several applicants who were confused with some questions and found themselves repeating information on the form. A revision of the application form has been completed to ensure more clarity for applicants and staff, therefore resulting in a smoother application process.

**OPTIONS AND DISCUSSION:**

- 1. Approve the amendment** – recommended.
- 2. Do not approve the amendment** – not recommended. The current form is not user-friendly and contains errors.

**OTHERS CONSULTED:**

Farm 911 Applicants (feedback on forms received)

**ATTACHMENTS:**

Appendix 1 – Emily 911 Farm Entrance Program Application

**PREPARED BY:**

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

**REVIEWED & APPROVED BY:**

**Angela Rutley, BBA  
CAO**



## Policy 79-2019 – Appendix 1

### Emily 911 Farm Entrance Program Application

**APPLICANT DETAILS:**

NAME(S):	
ADDRESS:	
PHONE:	EMAIL:

**FARM 911 LOCATION DETAILS:**

ROLL #:	FORMER TOWNSHIP:	
ROAD NAME:	LOT #:	CON #:
SIDE OF ROAD:	PART #:	PLAN #:
SPECIFICALLY _____ METRES N / S / E / W OF _____.		
<div style="display: flex; justify-content: space-between;"> <span>(circle one)</span> <span>(closest civic address)</span> </div>		

I/We hereby make application for an Emily 911 Farm Entrance Access Number at the location indicated above, and have read and understand the Acknowledgement attached.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Fee Paid: \$ \_\_\_\_\_ received by: \_\_\_\_\_ on \_\_\_\_\_

911 Number Assigned: \_\_\_\_\_

Staff Comments:

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\_\_\_\_\_  
(Staff Signature)

\_\_\_\_\_  
(Date)





## **ACKNOWLEDGEMENT**

### **North Dundas – Emily 911 Farm Entrance Program**

I/We the undersigned owners of the property subject to the application, acknowledge that approval of an Emily 911 Farm Entrance Program application:

1. Is to assist in emergency situations only;
2. Does not permit further use or development of the property without the appropriate approvals;
3. Does not constitute the approval of an entrance nor does it deem the access safe for use or that it meets any municipal entrance standards;
4. Does not guarantee that access is adequate for emergency vehicles and where access is not adequate, emergency vehicles may not be able to enter the property; and
5. Requires the land owner to ensure the signage remains visible and is maintained. Should the signage be damaged, knocked down or removed the land owner shall contact the Municipality for replacement or repair of the signage.

I/We confirm that we have read and understand the above stipulations and by signing below confirm our agreement to the above.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Applicant/Owner)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Applicant/Owner)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Applicant/Owner)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Applicant/Owner)

[to be signed by all owners of the subject property]



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	By-law No. 2020-16 - Swimming Pool Enclosures

**RECOMMENDATION:**

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

**PURPOSE:**

Pool enclosure by-laws are established primarily to ensure public safety by requiring proper fencing mechanisms to minimize risk of accidental drowning. Pools located on private properties present a hazard having greater exposure to children and others not familiar with the surroundings. A pool enclosure will mitigate the risk of drowning and reduce the risk of entry by those who may not be aware of the pool and its dangers.

Pool enclosure by-laws are common to any municipal risk management policy. Pools have significant differences to natural bodies of water, as pools are constructed for the purpose of recreational use, attracting both adults and children. Pools are also constructed with walkable surfaces leading to the edge of the pool and an immediate drop into water that is typically more than one metre deep.

**PROPOSED CHANGES FROM PREVIOUS BY-LAW:**

The Building Division performed a review of the Township's current Pool By-law No. 25-2004 to ensure the provisions and requirements align with current safety standards, enhance customer service, reflect the changes to the Municipal Act and attempt to have uniformity across the Township. By-laws from neighbouring municipalities such as North Grenville, South Dundas, and Russell have been compared. As a result of the review, there were numerous changes to be made to the current By-law. As such, it was determined to create a brand-new By-law in order to facilitate those changes, rather than doing an amendment.

It is important to note that properties that have lawfully erected a swimming pool on their property will be deemed to be in compliance with this By-law. Here is a list of the major proposed changes from the current By-law in effect.

Section	Current By-law	Proposed By-law	Comments
Definitions	Basic	Added the following definitions: Building, Building Inspector, Council, Elevated Deck, Fence, MLEO, Pool Deck, Pool (clarified was does not constitute a pool), Pool Equipment, Owner, Spa, Temporary Fence, Township	Pools regulated under the Building Code are not subject to this By-law
Temporary Fencing	Not addressed (therefore not permitted)	Temporary fencing meeting the provisions of the By-law will be permitted	Permitted for a maximum of 14 days
Filling Pool	Not addressed	No person can fill a pool until an inspection of enclosure has been conducted and approved	Approved by Building Inspector or By-law Officer
Replacement Enclosure	Not addressed	A permit is required at a lower cost	Permit is not required for repairs when it was lawfully erected
Application Form	Building Permit Application form	Appendix A is a 2-page document that will be used by the applicant. Helpful tool indicating what information is required in order to obtain a permit.	
Fees	\$50 per Pool By-law, but \$75 in the Building By-law. No difference in price for a spa.	Different rates for spas, enclosure replacements and reduction in fee if a deck permit is also obtained  Re-inspection fees added but are discretionary	Fees would increase March 1 <sup>st</sup> each year in accordance with the cost of living
Above-Ground Pool Enclosure Height	Pool walls can be 1.2m, but an enclosure must be 1.5m	Above ground pool will require to have an enclosure of at least 1.2m for the pool walls and enclosure	
Above-Ground Pools Fence	Permitted but not specifically addressed	Walls of the pool can be extended with an approved manufactured fence	Total height must be at least 1.2m
Refund	Not addressed	Portion of fees can be refunded depending on stage of review	
Double Gate	Not addressed	Two-door gates will be permitted as long as one of the two gates is affixed to the ground or other non-movable object	

Ladders (Acting as part of the enclosure)	Not permitted – Owners are required to install a fence with a gate around such ladder	Above-ground pools would be permitted to have a ladder/gate that is manufactured for such use and is lockable by a cover	Most above-ground pool walls do meet the minimum requirement of the enclosure
Accessory Buildings	Not addressed	Where a wall of an attached or detached accessory building is part of the enclosure, that door will be required to be self-closing and lockable	Ex: an attached garage with a man door leading to the backyard
Pool Equipment Noise	Not addressed	If located within 10m of a neighbouring dwelling, pool equipment must be enclosed	Noise mitigation



### **ENFORCEMENT:**

Building Inspectors and Municipal Law Enforcement Officers will continue to proactively monitor the installation of swimming pools. Procedurally, officers will continue to communicate with the property owner or tenant, as the case may be, and work with them to achieve compliance. We will continue to use notices of non-compliance as a means of enforcement followed by the last resort of laying a charge. The Officer does have at their discretion, the ability to issue a fine at the time of inspection, should it be necessary.

### **FINANCIAL ANALYSIS:**

Swimming pool enclosure permit applications have been steady over the years and, as such, there would be a very small increase in revenue due to the increase of the permit fees which also includes an annual permit fee increase in accordance with the cost of living.

**OPTIONS AND DISCUSSION:**

1. **Adopt the By-law as presented** – recommended.
2. **Do not adopt the By-law** – not recommended. The existing By-law does not meet current standards.
3. **Modify the proposed By-law** – not recommended.

**OTHERS CONSULTED:**

Neighbouring Municipalities


**ATTACHMENTS:**

Draft Pool By-law No. 2020-16

**PREPARED BY:**

Jacob Forget  
CBO & Supervisor of By-law Enforcement


**RECOMMENDED BY:**

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

**APPROVED BY:**

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

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS  
BY-LAW No. 2020-16**

***Being a By-law to regulate the enclosure for privately-owned outdoor swimming pools and spas within the Township of North Dundas.***

**WHEREAS** Section 11(2) of the *Municipal Act, S.O. 2001, c. 25*, as amended, authorizes a municipality to pass by-laws concerning the health, safety and well-being of persons;

**AND WHEREAS** Section 11(3) of the *Municipal Act, S.O. 2001, c. 25*, as amended, authorizes a municipality to pass by-laws respecting structures, including fences;

**AND WHEREAS** Section 8(3) of the *Municipal Act, S.O. 2001, c. 25*, as amended, authorizes a municipality to regulate or prohibit in respect of matters within their jurisdiction, including fences, and to require persons to obtain permits and provide for a system of obtaining permits in relation to those matters;

**AND WHEREAS** Section 391(1) of the *Municipal Act, S.O. 2001, c. 25*, as amended, authorizes a municipality to pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it, including permit fees for pool enclosure permits;

**AND WHEREAS** the Council of The Corporation of the Township of North Dundas deems it necessary to require fences and gates to be erected and maintained around pools and spas;

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

**1.0 SHORT TITLE**

1.1 This By-law may be referred to as the “Pool Enclosure By-law” or the “Swimming Pool By-law.”

**2.0 DEFINITIONS**

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

**“Building”** means any structures used or intended for supporting or sheltering any use or occupancy.

**“Building Inspector”** means an inspector appointed pursuant to subsection 3(2) of the *Ontario Building Code Act, 1992* and by By-law of the Township for the purpose of enforcement of the Act.

**“Chief Building Official”** means the Chief Building Official appointed pursuant to subsection 3(2) of the *Ontario Building Code Act* and by By-Law of the Township for the purposes of enforcement of the Act.

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

**“Elevated Deck”** means a deck that is constructed more than 610 mm (24”) above grade and is adjacent to a pool or spa, allowing direct access;

**“Enclosure”** means any combination of fence, wall or other structure, including doors and gates, surrounding a pool, spa or other body of water to restrict access thereto.

**“Fence”** means a structure or partition made of wood, metal or other substance and erected for the purpose of enclosing a piece of land, to guard an area against entry, or to divide a piece of land into distinct partitions, and includes doors, gates and other closures. For the purposes of this By-law, a cedar hedge or any other organic material shall not be considered as part of a fence.

**“Finished Grade”** means the elevation of the average finished surface of the ground where it abuts a fence or structure.

**“Gate”** means part of a fence that is removable, swinging, sliding or otherwise used as a barrier to block or close an access area. A gate may include a door.

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

**“Officer”** means the Chief Building Official, a Building Inspector or a Municipal Law Enforcement Officer.

**“Permit”** means written permission or written authorization from the Chief Building Official to erect an enclosure around pool or spa as regulated by this By-law;

**“Pool”** or **“Swimming Pool”** means an artificially created body of water intended for swimming, bathing, wading or reflecting, and is capable of retaining water depth greater than 610 mm (24”) but shall exclude the following:

- a) a storm water management system;
- b) facilities or ponds used for water hazards or irrigation at a golf course;
- c) pools located completely inside of a building;
- d) facilities for the purposes of providing water to livestock;
- e) for irrigation of crops which are associated and located on land devoted to the practice of farming; and,
- f) under the jurisdiction of the Building Code.

**“Pool Deck”** means a deck that is adjacent to a pool, allowing access to the pool.

**“Pool Equipment”** means water circulation or treatment equipment such as pump, filters, and heaters.

**“Owner”** means the registered owner of a property, a lessee, a tenant, mortgagee in possession or person otherwise in charge of any property, acting as the authorized agent of the owner.

**“Self-latching Device”** means an automatic latching device attached to a fence, gate or door which prevents access from the outside.

**“Self-closing Gate”** means a device or combination of devices, spring or hinges capable of returning the enclosure to a closed and latched position after each use.

**“Spa”** means a hot tub of varied forms, provided with hydro-jets and holes by which escapes compressed air, the water of which is warmed and in continuous movement.

**“Storm Water Management System”** means any manmade or natural facility designed for the treatment, retention, infiltration or control of storm water, including drainage works and retention ponds.

**“Temporary Fence”** means a fence which complies with all of the following requirements:

- a) shall be a minimum of 1.2 metres in height;
- b) shall, if made of chain link, plastic mesh or wire fencing, have no openings greater than 50 mm (2”);
- c) shall have vertical support by T-bar posts or similar posts at a maximum separation distance between posts of 2.4 metres;
- d) shall have a horizontal support near the top and bottom of the fence, which shall be wood, wire or rope; which will ensure the fence is kept tight between posts; and,
- e) shall not have clearance from the surface below.

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

**3.0 GENERAL REQUIREMENTS**

- 3.1 Every owner of a privately-owned outdoor pool or spa shall ensure that an enclosure around such pool or spa is constructed and maintained according to the provisions of this By-law.
- 3.2 No person shall place water in a pool or spa located within the Township unless the prescribed enclosure or a temporary fence has been erected or installed in accordance with the provisions of this By-law.
  - 3.2.1 A temporary fence erected in accordance with the provisions of this By-law will be permitted for a maximum period of fourteen (14) days, at which point a permanent enclosure must be installed.
- 3.3 No person shall allow water to remain in a pool or spa located within the Township unless the prescribed enclosures, gates and/or temporary fences have been erected in accordance with the provisions of this By-law.
- 3.4 No person shall fill a pool or spa with water, or permit water to collect or remain in a pool, until an Officer has conducted an inspection and confirmed completion of the enclosure that fully complies with the provisions of this By-law.
- 3.5 The owner or installer is responsible for obtaining the required permit from the Electrical Safety Authority to do electrical connections.
- 3.6 No person shall replace an enclosure without a permit.

**4.0 PERMITS**

- 4.1 No person shall install or place a pool or spa on their property without first obtaining a pool enclosure permit.
- 4.2 Despite subsection 4.1, a permit is not required in the case of a pool or spa which has been dismantled and is being reconstructed in the same position, manner, and size in which it was previously located provided that:
  - 4.2.1 A permit was obtained for the original installation; and,
  - 4.2.2 The reinstallation meets the requirements of all currently applicable By-laws.



- 4.3 Where an enclosure is replaced, a permit shall be required.
- 4.4 Where an existing enclosure that was lawfully erected is repaired, a permit shall not be required.

## **5.0 APPLICATION FOR PERMIT**

- 5.1 To obtain a permit, the owner shall file an application by completing the prescribed forms as outlined in Appendix "A" of this By-law.
- 5.2 Except as otherwise permitted by the Chief Building Official, every application shall:
  - 5.2.1 Identify and describe in detail the work to be covered by the permit for which an application is being made;
  - 5.2.2 Describe the land upon which the pool enclosure is to be constructed;
  - 5.2.3 Be accompanied by two (2) complete sets of plans showing details of the enclosure as well as its relationship to property lines, easements, waterbodies, water courses, buildings, decks, septic systems, mechanical system, and fences;
  - 5.2.4 Be accompanied by the fees as prescribed in section 6.0; and,
  - 5.2.5 State the names, addresses, and telephone numbers of the owner or authorized agent and the contractor performing the work.
- 5.3 At the discretion of the Chief Building Official, a permit may be deemed to have been abandoned and cancelled six (6) months after the date of approval if the work has not been completed.
- 5.4 Pertinent information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed work will comply with this By-law.

## **6.0 FEES & REFUND**

- 6.1 The fees shall be in accordance with Schedule "B" of this By-law.
- 6.2 The fees shall be paid at the application stage.
- 6.3 In the event that the fees are not paid in full at the application stage, the application will be deemed to be incomplete and will not be reviewed until such payments are made.
- 6.4 Where an application has been submitted and not reviewed for compliance and the applicant request to cancel their application, 75% of the fee may be refunded.
- 6.5 Where an application has been submitted and reviewed for compliance and the applicant has requested to cancel their application, 50% of the fees may be refunded.
- 6.6 The fees shall increase annually on the first of March of each year with the Statistics Canada Consumer Price Index (CPI) for all items in Ontario.

## **7.0 LOCATION OF POOL, SPA AND DECKS**

- 7.1 No person shall install a pool, spa or pool deck closer than 1.5 m to a septic tank or holding tank, and not closer than 5 m to a septic leaching bed.
- 7.2 No person shall permit a pool, spa or any of its components including walkways, supporting structures, decking or concrete to encroach upon any swale or drainage easement on any lot
- 7.3 Setbacks shall be in accordance with the applicable zoning By-law.

## **8.0 ENCLOSURES**

- 8.1 Every owner of a pool or spa shall have an adequate enclosure erected in accordance with the provisions of this section.
- 8.2 Every enclosure shall:
  - 8.2.1 Be constructed and maintained in a structurally sound condition so as to prevent access when the pool or spa is not in use;
  - 8.2.2 Be constructed in such a manner as to reasonably deter children from climbing;
  - 8.2.3 Not have rails or any other horizontal or diagonal support or exterior fixtures that might facilitate climbing;
  - 8.2.4 Not have openings that could let in a spherical object with a diameter of 100 mm (4") or more, except that chain link fences shall be limited to 50 mm (2") per link; and,
  - 8.2.5 not exceed 100 mm (4") between the ground level and pool fence.
- 8.3 In the case of an in-ground pool, the enclosure shall be at least 1.52 m (60") in height.
- 8.4 In the case of an above-ground pool, where the walls of the pool are less than 1.22 m (48") high above the finished grade for a distance of at least 610 mm (24") from the wall:
  - 8.4.1 The enclosure shall be at least 1.22 m (48") in height; or,
  - 8.4.2 The walls of the pool can be extended with an approved manufactured fence for a total height of at least 1.22 m (48") above the grade.
- 8.5 In the case of a spa, an enclosure is not required provided that:
  - 8.5.1 The spa is covered with a rigid and locking cover that prevents access to the spa when not in use; and,
  - 8.5.2 The cover to the spa shall be locked in a manner that would make it impossible to remove except by the owner of the spa, when not in use.
- 8.6 Barbed wire or fencing energized by electrical current, sharp projections or any other dangerous characteristics shall not be used as an enclosure for a pool or spa.
- 8.7 The enclosure must be situated at a distance of at least 1.22 m (48") from the pool unless otherwise approved by the Chief Building Official.

8.8 No enclosure shall be located closer to 1.22 m (48") to any condition that facilitates the climbing of the enclosure unless alternative measures are implemented to provide an equivalent level of safety.

8.9 A hedge or bush shall not be considered to be an enclosure, or part thereof.

## **9.0 MAINTENANCE & STORAGE**

9.1 Every person shall maintain every part of an outdoor swimming pool enclosure in a structurally sound and upright condition to reasonably deter children from climbing through, over or under to gain access to the enclosed area.

9.2 No person shall place or store materials against the outside of a swimming pool enclosure which could facilitate climbing through or over to gain access to the enclosed area.

## **10.0 GATES**

10.1 Any openings in an enclosure shall be protected by a gate.

10.2 Any exterior accesses in an enclosure leading to a terrace, patio, steps or deck adjoining a swimming pool or spa shall be protected by a gate.

10.3 Gates in an enclosure shall:

10.3.1 Provide protection equivalent to the enclosure;

10.3.2 Be at least the same height as the enclosure;

10.3.3 Be equipped with a self-closing and self-latching device, and a lock at the upper inside of the gate. The device must be installed at not less than 1.22 m (48") in height proportionate to the finished ground level or adjacent floor or step;

10.3.4 Be locked except when the enclosed area is in use and under competent supervision; and,

10.3.5 Be of similar construction as that of the pool enclosure.

10.4 No person shall construct or maintain a two door gate access without one of the two gates having a self-closing device and a self-latching device. The door of this double gate access without a self-closing device and a self-latching device must have a device permanently affixed to the ground or other non-movable object that prevents access through this gate without lifting or removing this device and then releasing the latch.

10.5 Except as provided in subsection 10.6, there shall be no space greater than 100 mm (4") where the gate meets the ground or any other surface.

10.6 Where an above-ground pool contains a ladder as the only means of access, it will be permitted provided the following requirements are met:

10.6.1 The ladder and gate are manufactured and designed for above-ground pools;

10.6.2 The ladder is an A-frame design;

10.6.3 The ladder can be enclosed by a cover that is lockable;

10.6.4 The cover provides the same protection as provided for in section 8.4; and,

10.6.5 Except for the lowest step located directly on the ground, no steps are exposed.

- 10.7 No person shall have the wall of an attached or detached accessory building as part of the required swimming pool enclosure unless the door or entrance in that wall has a self-closing door equipped with a self-latching device (ie. lockset) which shall be locked when the pool is not in use and under competent supervision.

## **11.0 POOL EQUIPMENT**

- 11.1 No person shall install pool's pumping, filtration or heating equipment:
- 11.1.1 Less than 1.2 m (48") from an interior side yard lot line or from a rear yard lot line, as defined in the applicable Zoning By-law;
  - 11.1.2 Less than 3.5 m (12 ft) from an exterior side yard lot line, as defined in the applicable Zoning By-law;
  - 11.1.3 In a front yard, as defined in the applicable Zoning By-law;
  - 11.1.4 Less than 1.2 m (48") from the pool, unless it is installed under a deck adjacent to the pool or located within the pool enclosure; and,
  - 11.1.5 In such a manner so as to facilitate climbing to access the pool.
- 11.2 When the pool's equipment is located within 10 meters (33 ft) of a neighbouring habitable dwelling:
- 11.2.1 No person shall fail to enclose the equipment to reduce or divert noise away from such habitable dwelling.

## **12.0 DECKS**

- 12.1 Any deck or platform that is part of an enclosure shall:
- 12.1.1 Have a guard and handrail that meet the minimum height requirements of the Ontario Building Code;
  - 12.1.2 Be designed in such a manner so as to not create a means of climbing to access the pool or spa;
  - 12.1.3 Have no space greater than 100 mm (4") between any parts of the deck assembly; and,
  - 12.1.4 Where a new deck is being proposed and requires a building permit, associated fees and application will be required in addition to the enclosure permit.
- 12.2 Guards that meet the minimum height requirements of the Ontario Building Code, but fail to meet the minimum height requirement of the enclosure shall be made higher in order to meet the minimum standards of this By-law.

## **13.0 GROUND ELEVATION**

- 13.1 No person shall install a pool or enclosure that alters in any way the existing or approved stormwater drainage patterns of the lot.
- 13.2 The installation of any pool or spa shall include facilities to effectively conduct backwater wash to a storm sewer, where available, or a drainage ditch, in such a manner so as to prevent damage to adjacent properties.

## **14.0 NOTICE**

- 14.1 Where an enclosure is not erected or maintained in accordance with any provision of this By-law, a notice shall be sent by registered mail or by hand

to the owner of the land on which the pool or spa is located at their last known address, requiring them to make the enclosure conform to the requirements of this By-law and shall specify the time allowed for compliance.

14.2 If there is evidence that the person in possession of the property is not the registered property owner, notice shall be served on both the registered property owner and the person in possession of the property.

14.3 Where notice has been sent by the Township pursuant to subsections 14.1 and 14.2, of this By-law and the requirements of the notice have not been complied with, the Township may, in addition to issuing set fines, cause the work to be done, and may recover the expense of such work and administration fees by action or in a like manner as municipal taxes.

14.4 Every person shall comply with a notice immediately.

## **15.0 ENFORCEMENT**

15.1 This By-law shall be enforced by the Chief Building Official.

15.2 An Officer may enter upon land, at any reasonable time, for the purpose of carrying out an inspection to determine whether any of the following are being complied with:

15.2.1 The provisions of this By-law;

15.2.2 A notice sent pursuant to this By-law; or,

15.2.3 An order made under section 431 of the *Municipal Act, S.O. 2001, c25*, as amended.

15.3 The Township, its employees, Officers and agents may enter onto the land, at any reasonable time, for the purpose of carrying out the work described in subsection 14.3.

15.4 No person shall hinder, obstruct, or attempt to hinder or obstruct, an Officer in the exercise of a power or the performance of a duty.

## **16.0 OFFENCE**

16.1 Any person who contravenes any provisions of this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided for by the *Provincial Offences Act, R.S.O. 1990, c. P.15*, as amended.

16.2 Where a person is convicted of an offence under this By-law, the Ontario Court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

16.3 If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law, and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

**17.0 TRANSITION**

- 17.1 Any pool, spa, fence or enclosure that was lawfully erected or constructed prior to the passing of this By-law, shall be deemed to be in compliance.
- 17.2 Any pool erected without a pool enclosure must comply with the provisions of this By-law.

**18.0 REPEAL**

- 18.1 Township of North Dundas By-law No. 25-2004 is hereby repealed in its entirety.

**19.0 SCHEDULE**

- 19.1 Schedule “A” shall form part of this By-law.

**20.0 EFFECTIVE**

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

**READ and passed in Open Council, signed and sealed this 14th day of July, 2020.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Appendix “A”



PLANNING, BUILDING & ENFORCEMENT DEPARTMENT  
636 St. Lawrence St, P.O. Box 489, Winchester, ON K0C 2K0  
Tel: 613-774-2105 Fax: 613-774-5699 [info@northdundas.com](mailto:info@northdundas.com) [www.northdundas.com](http://www.northdundas.com)

FOR OFFICE USE ONLY

Permit No: \_\_\_\_\_

APPLICATION FOR SWIMMING POOL ENCLOSURE PERMIT

THE TOWNSHIP OF NORTH DUNDAS

☐ ABOVE-GROUND POOL

☐ IN-GROUND POOL

☐ SPA

CONTACT INFORMATION:

APPLICANT NAME:	
ADDRESS:	
PHONE:	EMAIL:
CONTRACTOR:	
ADDRESS:	
PHONE:	EMAIL:

INSTALLATION DETAILS:

CIVIC ADDRESS:				
ESTIMATED COST OF PROJECT: \$				
LOT:	CONCESSION:	ROLL #:		
YARD SETBACK (m):	FRONT:	SIDE 1:	SIDE 2:	REAR:
SIZE / DIAMETER OF POOL:				
Water Supply:	Municipal <input type="checkbox"/>	Well <input type="checkbox"/>	Sewers:	Municipal <input type="checkbox"/> Septic <input type="checkbox"/>
Description of Project & Projected Date of Installation :				

I/We hereby apply to The Corporation of the Township of North Dundas for permission to install a swimming pool and enclosure, as described above, and do hereby agree to conform to the Township’s conditions, standards, and specifications governing pools and enclosures.

I DECLARE THAT I UNDERSTAND THE CONTENTS OF THE ATTACHED COPY OF BY-LAW No. \*\*-2019:

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICE USE ONLY

CONDITIONS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Jacob Forget, CBCO

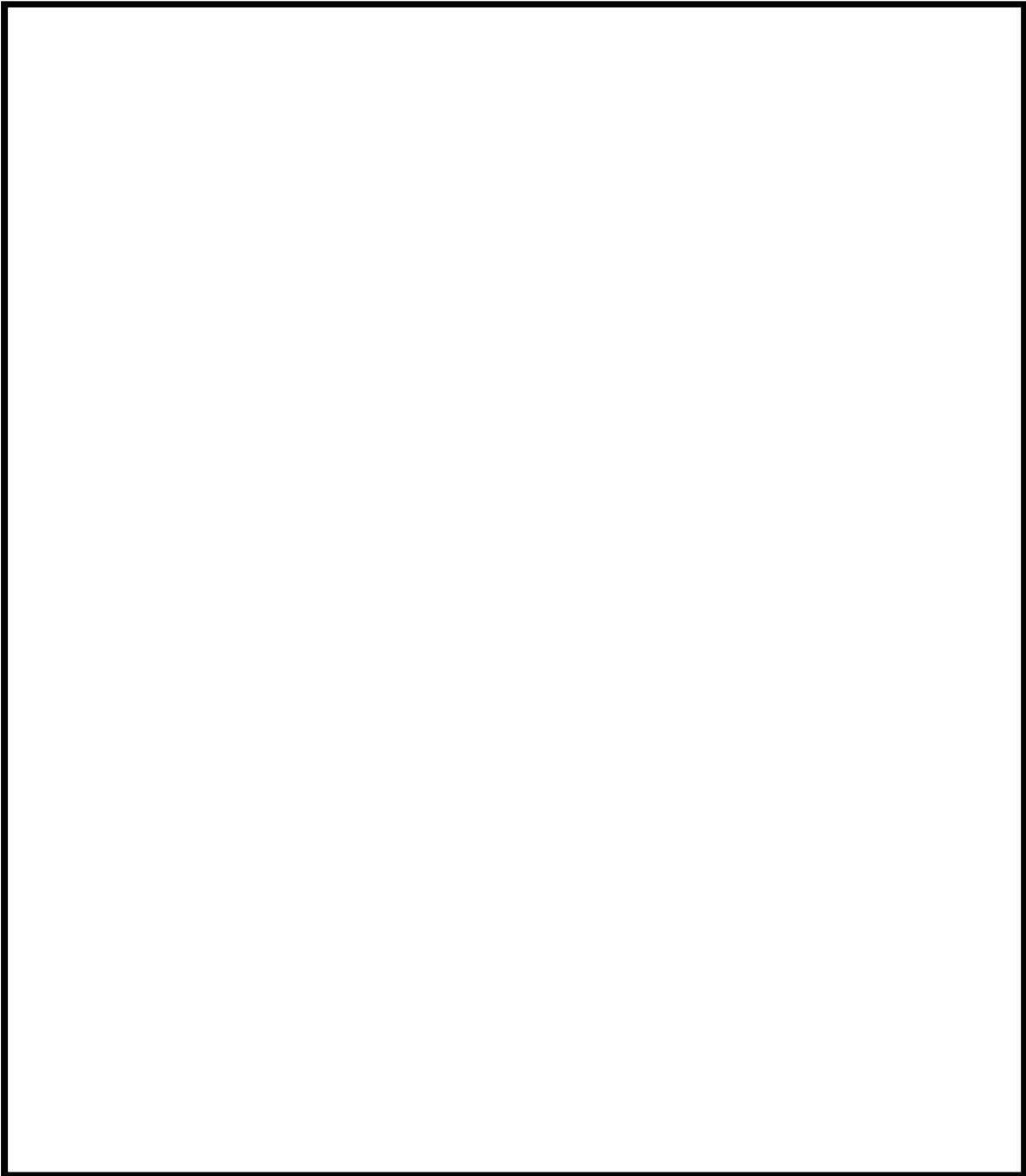
AN INSPECTION MUST BE CONDUCTED PRIOR TO FILLING THE POOL WITH WATER  
Please contact our office at least two (2) days in advance to schedule inspection

Appendix “A” (cont’d)

**SWIMMING POOL ENCLOSURE PERMIT APPLICATION SITE PLAN**

Show the following information on the drawings where applicable:

- Location of Dwelling
- Location of Pool or Spa
- Location, Type, and Height of the Fence
- Height of Pool Walls (for above-ground)
- Location of pool equipment
- Location of deck
- All setback measurements from:
  - o Property lines
  - o Dwelling
  - o Accessory buildings
  - o Septic holding tank
  - o Septic distribution piping and leaching chambers
  - o Water bodies or watercourse
  - o Easements





**Schedule “B”**  
**Fees**

1. The fee for a pool enclosure permit shall be based on the following types of installation:

a) Spa	\$50.00
b) Pool Enclosure	\$100.00
c) Pool Enclosure (where a building permit is obtained for a deck serving the pool)	\$50.00
d) Enclosure Replacement	\$80.00
2. Re-inspection fees are to be calculated in accordance with the Building By-law.
3. Re-inspection fees are subject to the discretion of the Chief Building Official.



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	By-law No. 2020-32 Removal of Holding - Vriend Construction Ltd.

**RECOMMENDATION:**

**THAT** By-law 2020-32, being a By-law to amend the former Village of Winchester Zoning By-law No. 25-96 to remove a holding symbol from Lots 17, 18 and 19 on Registered Plan 117, Davidson Heights Subdivision, be read and passed in Open Council, signed and sealed this 14th day of July, 2020.

**EXECUTIVE SUMMARY:**

The Township of North Dundas has received an application to amend the former Village of Winchester Zoning By-law No. 25-96 to remove the holding symbol from the subject area to change the zoning from Residential Type Three – Holding (R3-h) to Residential Type Three (R3).

**BACKGROUND:**

Notice has been sent to the owners of the property affected by the proposed By-law, and all owners within 120 metres, as required by Section 36 of the *Planning Act*. The conditions for removing the Holding (h) symbol are being met as outlined in the United Counties of Stormont, Dundas and Glengarry Official Plan.





The infrastructure in this final phase of the subdivision has been constructed. Some site works are still required (parkland grading, completion of swales, lot grading, top coat of asphalt). These issues are covered under the subdivision agreement and by financial securities.

Once the holding is removed, the developer can apply for building permits for townhomes or semi-detached dwelling units. Site plan control will apply to townhomes. A Part Lot Control By-law will be required for the division of lots for semi-detached dwelling units or townhomes. These are the last three vacant lots in this subdivision.

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

1. **Adopt the resolution as presented** – recommended.
2. **Do nothing** – not recommended. The proponent can take the amendment to the Tribunal for Council's failure to proceed – Section 34(11) of the Planning Act.
3. **Refuse the request** – not recommended. The proponents can take the amendment to the Tribunal immediately.

#### **FINANCIAL ANALYSIS:**

The tax code for the subject lots would change, leading to an increase in tax revenue.

#### **OTHERS CONSULTED:**

Chief Building Official

Applicant

Public Works

Public Notice sent in accordance with the Planning Act

**ATTACHMENTS:**

Draft By-law No. 2020-32

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**

## **BY-LAW No. 2020-32**

### **EXPLANATORY NOTE**

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

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The Township of North Dundas received an application to amend the former Village of Winchester Zoning By-law No. 25-96 in order to remove part of the holding from the Davidson Subdivision.

The area affected by this by-law is legally described as Lots 17, 18 and 19 on Registered Plan 117, Township of North Dundas, as outlined on the attached schedule. The sole purpose of the amendment is to remove part of the holding provision.

If the proposed by-law is adopted, the subject lots will be rezoned to Residential Third Density (R3).

Under Section 36 of the Planning Act, there is no appeal of a Council decision to remove a holding symbol, but prior input from interested persons is welcomed.

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#### **APPLICANT:**

Chris Vriend  
Vriend Construction

Lots 17, 18 and 19, Registered Plan 117

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

**BY-LAW No. 2020-32**

***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 and 36 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** the Council of The Corporation of the Township of North Dundas passed Zoning By-law No. 25-96, as amended by By-law No. 11-2005, placing a Holding (h) symbol on the five lots in the Davidson Subdivision (Plan 117), pursuant to Sections 34 and 36 of the *Planning Act, R.S.O. 1990*, as amended;

**AND WHEREAS** the Council of The Corporation of the Township of North Dundas deems it appropriate to amend By-law No. 25-96 under Section 36(4) of the Planning Act by removing the holding symbol affecting the three lots zoned “Residential Type Three – Holding (R3-h);”

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

- 1.0** The area affected by this By-law is defined as Lots 17, 18 and 19 on Registered Plan 117, Township of North Dundas, as indicated by the outlined areas on Schedule “1” attached hereto, which forms part of this By-law.
- 2.0** That (the Former Village of Winchester) Zoning By-law No. 25-96, as amended, is hereby amended by removing the Holding (h) symbol from lands described in Section 1.0 of this By-law.
- 3.0** That Schedule “A” of (the Former Village of Winchester) By-law No. 25-96, as amended is hereby further amended as follows:
  - 3.1** That the area affected by Section 1.0 of this By-law shall henceforth be zoned “Residential Type Three (R3)” and shall cease to be zoned “Residential Type Three – Holding (R3-h).”
  - 3.2** That Schedule “A” of (the Former Village of Winchester) By-law No. 25-96 is hereby amended to comply with the provisions of this By-law.
- 4.0** All other applicable provisions of the Former Village of Winchester By-law No. 25-96, as amended, shall continue to apply.
- 5.0** This By-law shall take full force and effect upon the date of its passing.

**READ and passed in Open Council, signed and sealed this 14<sup>th</sup> day of July, 2020.**

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MAYOR

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CLERK

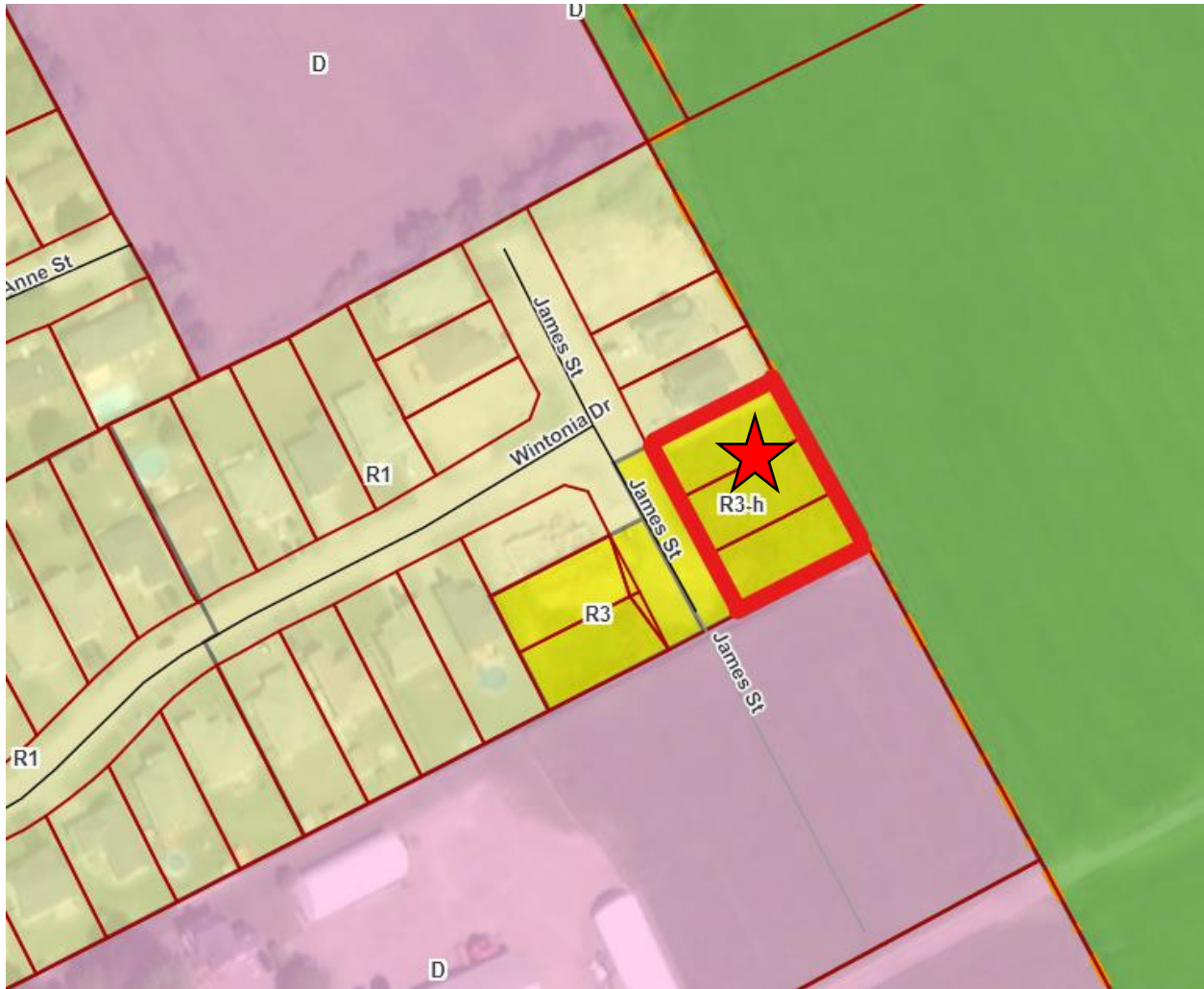
SCHEDULE “1”

ZONING BY-LAW No. 2020-32

Enacted by the Council of The Corporation of the Township of North Dundas  
This 14<sup>th</sup> day of July, 2020.

MAYOR

CLERK



Not to scale



Area to be rezoned from Residential Type 3 –  
Holding (R3-h) to Residential Type 3 (R3):  
Lots 17, 18 and 19 on Registered Plan 117.



ACTION REQUEST – Planning Building and Enforcement	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	By-law No. 2020-33 Lot 25 Lancaster Lane Part Lot Control

**RECOMMENDATION:**

**THAT By-law No. 2020-33, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 14th day of July, 2020.**

**BACKGROUND:**

The applicant, Moderna Homes Design wishes to exempt Lot 25 within Registered Plan 8M-12 from Part Lot Control to divide the existing lot into two (2) lots to permit the individual sale of semi-detached dwellings.

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

Section 50 – Planning Act, R.S.O 1990

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

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

Attached below is a copy of the survey submitted by the applicant.



**1. Adopt the resolution as presented** – recommended. Once approved, the By-law will be sent to the United Counties for stamping.

- 3. Refuse the request** – not recommended. Same as option 2.

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

Chief Building Official  
Applicant  
Township Building Official

Draft By-law No. 2020-33

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**

**BY-LAW No. 2020-33**

**EXPLANATORY NOTE**

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

---

The Township of North Dundas has received a site-specific application to exempt a lot from Part Lot Control.

The area affected by this By-law is described as Lot 25, within Registered Plan 8M-12, in the former Village of Winchester, now the Township of North Dundas.

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

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

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**APPLICANT:**

Moderna Homes Design Inc.  
107 Oxford Street W  
Kemptville, ON  
K0G 1J0

Property Roll Number:  
0511-018-003-28037

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

**BY-LAW No. 2020-33**

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

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

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

**AND WHEREAS** the Council of the Corporation of the Township of North Dundas deems it advisable to exempt Lot 25 within Registered Plan No. 8M-12 in the former Village of Winchester, now the Township of North Dundas, County of Dundas, from Part Lot Control to permit the splitting and sale of a semi-detached dwelling, together with, and subject to any easements for access and maintenance.

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

- 1.0** Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, as amended, shall not apply to Lot 25 on Registered Plan No. 8M-12 in the former Village of Winchester, now the Township of North Dundas.
- 2.0** This By-law shall be effective only to the extent necessary to permit:
- 2.1 The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged;
- 2.2 Individual dwelling units, together with their appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
- 2.3 Any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit.
- 3.0** No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this By-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, as amended.
- 4.0** This By-law shall come into force upon approval and shall expire on July 14<sup>th</sup>, 2022, unless the Council of the Corporation of The Township of North Dundas has provided an extension by amendment to this By-law prior to its expiry

**READ and passed in Open Council, signed and sealed this 14<sup>th</sup> day of July, 2020.**

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MAYOR

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CLERK

<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	By-law No. 2020-34 for Lot 6 on Bailey Ave - Part Lot Control

**THAT By-law No. 2020-34, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 14th day of July, 2020.**

The applicant, Steven and Renee Robinson wish to exempt Lot 6 within Registered Plan 8M-4 from Part Lot Control to divide the existing lot into two (2) lots to permit the individual sale of semi-detached dwellings.

Township is able to proceed with the removal of Part Lot Control as opposed to proceeding with a consent (severance process through the United Counties of SD&G). Part lot control enables the quick division of a lot for semi-detached



and townhomes to be parceled off and sold individually.

Section 50 – Planning Act, R.S.O 1990

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

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

**OPTIONS AND DISCUSSION:**

1. **Adopt the resolution as presented** – recommended. Once approved, the By-law will be sent to the United Counties for stamping.
2. **Do nothing** – not recommended. Lot 25 would have to go through the lengthier severance process to be divided and sold as individual semi-detached dwellings.
3. **Refuse the request** – not recommended. Same as option 2.

**FINANCIAL ANALYSIS:**

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

**OTHERS CONSULTED:**

Chief Building Official  
Building Official  
Applicant

**ATTACHMENTS:**

Draft By-law No. 2020-34

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



Angela Rutley, BBA  
CAO

**BY-LAW No. 2020-34**

**EXPLANATORY NOTE**

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

---

The Township of North Dundas has received a site-specific application to exempt a lot from Part Lot Control.

The area affected by this By-law is described as Lot 6, within Registered Plan 8M-4, in the former Village of Winchester, now the Township of North Dundas.

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

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

---

**APPLICANT:**

Steven or Renee Robinson

Property Roll Number:  
0511-018-000-93012

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

**BY-LAW No. 2020-34**

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

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

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

**AND WHEREAS** the Council of the Corporation of the Township of North Dundas deems it advisable to exempt Lot 6 within Registered Plan No. 8M-4 in the former Village of Winchester, now the Township of North Dundas, County of Dundas, from Part Lot Control to permit the splitting and sale of a semi-detached dwelling, together with, and subject to any easements for access and maintenance.

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

- 1.0** Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, as amended, shall not apply to Lot 6 on Registered Plan No. 8M-4 in the former Village of Winchester, now the Township of North Dundas.
- 2.0** This By-law shall be effective only to the extent necessary to permit:
- 2.1 The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged;
- 2.2 Individual dwelling units, together with their appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
- 2.3 Any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit.
- 3.0** No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this By-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, as amended.
- 4.0** This By-law shall come into force upon approval and shall expire on July 14<sup>th</sup>, 2022, unless the Council of the Corporation of The Township of North Dundas has provided an extension by amendment to this By-law prior to its expiry

**READ and passed in Open Council, signed and sealed this 14<sup>th</sup> day of July, 2020.**

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MAYOR

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CLERK





<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	July 14, 2020
<b>Subject:</b>	Committee of Adjustment - Member Resignation and Replacement

**RECOMMENDATION:**

**That By-law No. 2020-35 being a By-law to replace a member of the Committee of Adjustment be read and passed in Open Council, signed and sealed this 14th day of July, 2020.**

**BACKGROUND:**

Mr. Roger Cole has resigned as a member of the Committee of Adjustment. He served on the committee since 2004. The Planning Act requires that Council must replace this member.

Section 44(4) of the Planning Act, states that: “*where a member ceases to be a member before the expiration of his or her term, the council shall appoint another eligible person for the unexpired portion of the term.*” The new member can be a member of the public or a Council member.

If Council wants a member of Council to sit on the Committee, that Committee member must be appointed annually, in accordance with Section 44(3) which states: “*the members of the committee who are members of a municipal council shall be appointed annually.*” Alternatively, if a member of the public is selected, that individual would serve for the term of Council.

Councilor Gary Annable has expressed an interest in serving on the Committee of Adjustment.

**OPTIONS AND DISCUSSION:**

- 1. Adopt the By-law as presented – recommended.**
- 2. Do not adopt the By-law – not recommended.**
- 3. Modify the proposed By-law – Council can appoint another individual.**

**FINANCIAL ANALYSIS:**

No impact on the Township budget. The Committee of Adjustment pay is covered by the Minor Variance Application Fees.

**OTHERS CONSULTED:**

CAO

**ATTACHMENTS:**

Draft By-law No. 2020-35

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**

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

**BY-LAW No. 2020-35**

***Being a By-law to Appoint Members to the  
Township of North Dundas Committee of Adjustment***

**WHEREAS** section 44 of the Planning Act, R.S.O. 1990, c. P.13, as amended, permits municipal councils by by-law to constitute and appoint committees of adjustment;

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

**1.0** The following individuals shall be appointed to the Township of North Dundas Committee of Adjustment and shall hold office for one year from the date of passage of this by-law for the Council member and for the term of this Council for members of the public, or until their successors are appointed:

Gary Annable (Member of Council)  
Shirley Coons  
Don Johnston  
John Havekes  
Nicole McDonald

**2.0** Remuneration

Members of the Committee of Adjustment shall receive the following remuneration:

Chairperson	\$85.00 per meeting
Members	\$75.00 per meeting

Each member shall be paid car mileage while using their vehicle on Committee business in accordance with the Township's approved policy.

**3.0** By-law No. 2019-15 is hereby repealed.

**READ and passed in Open Council, signed and sealed this 14<sup>th</sup> day of July, 2020.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



## KEY INFORMATION REPORT Waste Management Services

July 14, 2020

### **SUBJECT: Waste Recycling Update**

The new garbage trucks purchased by the Township will be in service starting July 13<sup>th</sup>. Our curbside waste and recycling practices will change at the same time.

Starting the week of July 13<sup>th</sup>, we will be picking up containers which are plastics, cans and glass. The following week will be fibre, which is cardboard, boxboard and so on. The Recycle Coach application on the Township's website has been updated to show a blue icon for containers and a yellow icon for fibers so residents will know which recycling to place at the curb. If needed, new or additional blue boxes can be obtained from the landfill. This change in recycling practices may result in changes in collection routes. Therefore, residents should place waste and recycling at the curb by 7 am.

The Landfill is now OPEN Monday to Friday 8 am till 4 pm and every Saturday from 8 am till 11:30 am utilizing social distancing practices. Additionally, the Household Hazardous Waste Facility is OPEN Monday to Friday 8 am till 4 pm by appointment only. We are also OPEN on Saturday July 18<sup>th</sup> for HHW from 8 am till 12 noon and again by appointment only.

Lastly, as we are going in a different direction in how waste and recycling will be picked up curbside, I would like to recognize Hume Waste Services for their decades of dedicated service to the Township of North Dundas. Thank-you to the owners and staff.

Doug



## KEY INFORMATION REPORT CAO

July 14, 2020

### **SUBJECT: Dry Hydrant - Sharing infrastructure with South Dundas**

As approved in 2019, the Township of North Dundas has installed a dry hydrant on County Road #16 (Brinston Road) to provide a new, reliable water source for firefighting in that area.



This dry hydrant could also benefit South Dundas Fire Department because it is a much closer water source for firefighting in the Northern portion of South Dundas. Discussions have taken place between Fire Chiefs representing both municipalities and there is an interest in sharing the well, to benefit all residents and businesses in the area. The Municipality of South Dundas is interested in establishing an agreement for sharing the well and would like to know North Dundas' proposed terms.

**Installation Cost:** The cost to install the dry hydrant, including, but not limited to catch basins, piping, driveway construction and associated costs is approximately \$16,000. There may still be outstanding invoices that we have not received yet.

**Maintenance Costs:** The dry hydrant does not have a pump, so annual maintenance involves flushing, which incurs minimal cost. It is not anticipated that there would be any further maintenance for at least 15 to 20 years. SDG County has agreed to clear the snow when they are plowing the road. There may be some additional snow clearing required, beyond the reach of their plow wing.

Options:

- A) Do not allow South Dundas Fire Department to access the dry hydrant.
- B) Share the cost of the installation of the dry hydrant and any future maintenance costs equally, with annual invoicing to South Dundas.
- C) Share the cost of the installation of the dry hydrant and any future replacement equally. Maintenance will be the responsibility of North Dundas.
- D) Allow South Dundas to access the dry hydrant without any cost sharing.



## KEY INFORMATION REPORT CAO

July 14, 2020

### **SUBJECT: Township of North Dundas Face Masks**

The Township has been approached by Mike Erickson (Erickson Graphics) to obtain permission from Council to use the Township logo on facemasks and to have these facemasks available for sale at the Township office.

These masks would be printed in full colour and sold for \$15.00 each as a fundraiser with proceeds going towards various community services such as Food Share, House of Lazarus, Dundas County Hospice etc.

The masks would be available for purchase through social media on Erickson Graphics Facebook page and also on their corporate website. Additionally, he is searching out local businesses such as Ben's Pioneer, Foodland, etc. and the Township office to assist in selling these masks.

When Covid-19 hit in March, Mike and his wife Dawn launched a very successful fundraiser at the hospital and publicly, selling t shirts that Mike designed about washing your hands and flattening the curve. Selling masks is an extension of that effort.

Below is a pre-production sample of the finished mask product.





## KEY INFORMATION REPORT

**Clerk**

July 14, 2020

### **SUBJECT: Stolen Vehicle Replacement**

As previously communicated by CAO Rutley, on Saturday, June 13<sup>th</sup>, at 5:30 am. a 2009 Chevrolet Silverado was stolen from the Public Works yard.

John Oswald received a call from the OPP at 12:35 am June 14<sup>th</sup> to advise the vehicle was found abandoned in a ditch on Cameron Road and was currently impounded at the Long Sault OPP Detachment.

As protocol requires, I contacted our municipal insurance broker, Carolyn Corkery of Halpenny Insurance. Ms. Corkery recommended to let the Insurance Adjuster complete an assessment to determine damages. She also noted that due to the year of the vehicle (within the 20-year window) we qualify for replacement cost.

In the meantime, Shop Foreman, Dave Sheldrick, received two quotes (\$8624.16 and \$7841.00) to repair the vehicle. The quotes included repairs to the right cab corner and right rocker panel, front grill and bumper replacement, paint and refinishing of the right side of the vehicle. The quotes did not include repairs to rust inherent to the age of the vehicle.

On June 24<sup>th</sup>, we were advised that the vehicle was deemed a total loss and to submit the original bill of sale to determine the settlement amount.

On June 30<sup>th</sup>, we received the replacement cost and settlement report - the Township will receive a cheque in the amount of \$36,665.47 to replace the vehicle.





## DEPARTMENT ACTIVITY UPDATES

Finance  
July 14, 2020

### KEY FINANCIAL DATA:

#### Bank Balances

Bank Balances	2020 June 30 <sup>th</sup>	Last Month May 31 <sup>st</sup> 2020	Last Year-2019 June 30 <sup>th</sup>
General Operating Acct	7,096,286.98	9,636,347.72	9,931,427.20
Cash, GLC's, (Reserve Fund)	7,314,350.92	6,813,075.53	6,700,539.96
<b>Total</b>	<b>\$14,410,637.90</b>	<b>\$16,449,423.25</b>	<b>\$16,631,967.16</b>

Taxes Receivable Outstanding	June 30 2020	June 30 2019	June 30 2018
Current Year (2020)	10,400,031.53	6,124,727.52	6,049,317.57
One Year in Arrears (2019)	680,915.49	653,268.70	639,209.50
Two Years in Arrears (2018)	414,424.14	317,335.70	354,616.72
Three Years in Arrears (2017+)	473,713.78	372,119.09	721,380.41
Penalty & Interest	221,514.34	215,858.15	221,109.11
<b>Sub-Total</b>	<b>12,190,599.28</b>	<b>7,683,309.16</b>	<b>7,985,633.31</b>
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(357,857.94)
<b>Taxes Receivable</b>	<b><u>\$12,096,994.76</u></b>	<b><u>\$7,589,704.64</u></b>	<b><u>\$7,627,775.37</u></b>
<b>Taxes Billed to Date</b>	<b>20,551,105.05</b>	<b>19,407,605.79</b>	<b>18,820,070.03</b>
<b>Percentage o/s Over Levy</b>	<b>58.863%</b>	<b>39.107%</b>	<b>40.530%</b>

Net taxes receivable last month were **\$2,798,274.57**; this month's balance of **\$12,096,994.76** (an increase over last month in the amount of **\$9,298,720.19**), represents the net impact of billing our final taxes during the month; they are collectible in two instalments (July 31<sup>st</sup> and October 30<sup>th</sup>) – hence the reason outstanding taxes are so high at this time of year.

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

Taxes receivable also include other charges that have been added to the tax roll for collection purposes. Once added, these charges 'lose their identity' and are 'collected in the same manner as taxes' – for example, utility bills are added to taxes – as are municipal drain maintenance charges and sundry other amounts - when collection proves difficult – all of which serves to increase the balance of taxes outstanding.

## **Year-End Audited Financial Statements – 2019**

The auditors have sent us the final draft financial statements which we are in the process of reviewing. Once completed, we will get them back to the auditors at which point they will release the final, bound copies. If we receive them prior to July 14th we will bring them to the meeting.

### **ACTIVITIES:**

- Preparing for and attending at department head meeting of June 26th 2020
- Continuing to work on the FIR (Financial Information Return) – many interruptions – did not get it completed but have it well on its way. We are hoping to be in a position to submit this month - July.
- Several telephone calls and meetings with taxpayers – after bills went out at the beginning of June.
- Report-back on Main Street Revitalization Initiative, covering the period from April 1<sup>st</sup> 2018 to March 31<sup>st</sup> 2020. Funding had been received in the amount of \$47,622.65.
- Applied (second attempt) – for FCM grant re: Asset Management – in the amount of \$50,000.
- Report back to MMAH on Modernization Funding (\$596,943) re: purchase of two recycling vehicles.
- Cash balances are down considerably due to June tax instalment due date being changed to July 31<sup>st</sup>. Instalment due July 31<sup>st</sup> of approximately \$5.4M
- Transferred \$5M to a one-year GIC at 1.2% - considerably better than we were getting on our “loose cash”
- Final tax bills were printed off May 31st and delivered to the three (3) post offices for mailing on June 8th (mailing date last year was June 3rd).
- The total amount of our final billing for this year is \$10,840,299.25 (2019 - \$9,901,331.83); this amount is due in two instalments of approximately \$5.4M each - due dates are July 31st and October 30th. The cash inflow from these instalments will be extremely helpful in paying the summer construction costs as well as the September (second instalment) of the education levy.
- Payment of the second instalment to the school boards in the amount of \$936,882.19 (2019 - \$936,882.19) for the education levy – normally due June 30th – is now due September 30th – as a result of the postponement of due dates by the school boards.
- Payment of the second instalment to the Counties was due June 30th in the amount of \$2,566,927 - (2019 amount of \$2,345,955 was due the end of May).
- We have attached a Year-to-Date Summary of Budget to Actual Expenditures for Council's information.

**Township of North Dundas**  
**Year To Date Budget to Actual**  
**As of June 30, 2020**

Department Activity Updates

**Appendix # 1**

Particulars	Revenues				Expenditures				Impact on Taxation			
	As Per Budget	Year to Date Actual	Variance		As Per Budget	Year to Date Actual	Variance		Budgeted (Surplus) Draw from Taxation	Actual to Date	Variance	
			Amount	%age Earned			Amount	%age Spent			\$ Amt (Over) Under Budget	%age (Over) Under Budget
General Government	1,537,643	648,489	889,154	42%	1,557,577	740,597	816,980	48%	19,934	92,108	(72,174)	-362%
Economic Development & Public Relations	161,361	49,762	111,599	31%	316,126	100,809	215,317	32%	154,765	51,047	103,718	67%
Fire Services	648,544	606,391	42,153	94%	1,419,630	390,021	1,029,609	27%	771,086	(216,370)	987,456	128%
Planning & Development	45,500	22,277	23,223	49%	190,375	88,640	101,735	47%	144,875	66,363	78,512	54%
Building Department	130,000	54,028	75,972	42%	263,150	140,769	122,381	53%	133,150	86,741	46,409	35%
By-law Enforcement	10,000	1,850	8,150	19%	136,400	47,084	89,316	35%	126,400	45,234	81,166	64%
Animal Control	36,000	16,677	19,323	46%	106,025	29,270	76,755	28%	70,025	12,593	57,432	82%
Transportation Services	1,635,361	1,179,962	455,399	72%	4,739,744	1,300,199	3,439,545	27%	3,104,383	120,237	2,984,146	96%
Municipal / Tile Drainage	241,400	89,089	152,311	37%	312,020	45,733	266,287	15%	70,620	(43,356)	113,976	161%
Recreational Services	819,255	356,656	462,599	44%	2,221,686	853,303	1,368,383	38%	1,402,431	496,647	905,784	65%
Other Facilities	633,094	365,777	267,317	58%	641,328	452,262	189,066	71%	8,234	86,485	(78,251)	-950%
Volunteer Organizations	69,000	19,675	49,325	29%	69,000	16,013	52,987	23%	-	(3,662)	3,662	
Waste Management	1,185,675	993,092	192,583	84%	1,967,629	1,215,022	752,607	62%	781,954	221,930	560,024	72%
<b>Total - General Operations</b>	<b>7,152,833</b>	<b>4,403,725</b>	<b>2,749,108</b>	<b>62%</b>	<b>13,940,690</b>	<b>5,419,722</b>	<b>8,520,968</b>	<b>39%</b>	<b>6,787,857</b>	<b>1,015,997</b>	<b>5,771,860</b>	<b>85%</b>
North Dundas Water Services	1,515,152	575,958	939,194	38%	1,515,152	539,480	975,672	36%	-	(36,478)	36,478	
Winchester Sewer	772,360	255,714	516,646	33%	772,360	413,712	358,648	54%	-	157,998	(157,998)	
Chesterville Sewer	393,789	99,643	294,146	25%	393,789	219,328	174,461	56%	-	119,685	(119,685)	
<b>Total - Water and Sewer Operations</b>	<b>2,681,301</b>	<b>931,315</b>	<b>1,749,986</b>	<b>35%</b>	<b>2,681,301</b>	<b>1,172,520</b>	<b>1,508,781</b>	<b>44%</b>	<b>-</b>	<b>241,205</b>	<b>(241,205)</b>	
<b>Grand Totals</b>	<b>9,834,134</b>	<b>5,335,040</b>	<b>4,499,094</b>	<b>54%</b>	<b>16,621,991</b>	<b>6,592,242</b>	<b>10,029,749</b>	<b>40%</b>	<b>6,787,857</b>	<b>1,257,202</b>	<b>5,530,655</b>	<b>81%</b>



## DEPARTMENT ACTIVITY UPDATES

### Economic Development and Communications

July 14, 2020

#### Economic Development

- The Morewood Lucky Mart had their grand opening celebration on June 26<sup>th</sup>, which included a Township scroll presentation and a ribbon cutting to mark the momentous occasion. Photos were shared on the Township website and Facebook to help promote that they are now open for business.
- A report is before Council to consider a local business promotion program to encourage residents to re-engage with businesses as COVID-19 restrictions ease.
- Actively promoting the benefits of our Community Improvement Plan to the local business community and connecting businesses where appropriate with OMAFRA, BDC, Ministry of Economic Development, Innovation Canada, FedDev Ontario, Cornwall Business Enterprise Centre and the CFDC.
- Worked extensively with the Planning Department to encourage a large-scale gas producer to locate to North Dundas.
- Connected with Union Gas to explore options to bring greater gas service to areas of North Dundas to help fuel further commercial and residential development.
- Shared support programs with our business community on a regular basis, which included details on: ShopHERE, Future Proof Main Street Program, Digital Transformation Grant Program, Postmedia Marketing Grant Program, OFA Virtual Agri-Food Career Fair and the Francophone Community Grants Program.
- A local photographer has been hired to capture images of local restaurant patios and chip trucks at their busy times, which will be used on the Township website and social media to encourage residents to get back out into the community to enjoy some delicious food and shop local.
- Continue to connect with our local business community to see how they are managing their way through the COVID-19 pandemic and helping them connect with the funding and support. Encouraging businesses to promote themselves on MyShopLocal.ca and updating the Township Business Directory.

## Marketing

- Keeping the ratepayers informed on the latest COVID-19 developments through regular Township social posts and website updates.
- The Emily 911 Farm Blade project had its official unveiling in North Dundas on June 24<sup>th</sup> at the location where the first blade that was installed. Local media was invited to share the news.
- The Recycle Coach platform was revised to reflect the upcoming recycling collection changes, which have been communicated on the Township website, Twitter, Facebook and directly to the app users.
- Photos of the newly received split garbage and recycling trucks were shared on our website and Facebook to promote the revised collection methods that will be rolling out in July.
- Will be reviewing the Counties Website RFP and how our Township website can be redesigned accordingly to meet accessibility requirements by January 2021.



## DEPARTMENT ACTIVITY UPDATES

Public Works

July 14, 2020

- Crews are beginning road preparation for resurfacing and other treatments on the following: Coulthart Road, Finch Winchester Boundary, Forward Road, Shay Road, McMillan Road, Ronson Road and Ormond Road.
- Replacing various sidewalks in several locations in Winchester and Chesterville.
- Conducting general maintenance on grassed areas and shoulders and knocking back brush in the ditches. Work has begun primarily in the Mountain area and will proceed throughout the Township. Students are assisting with these duties and also weed whacking and painting of fire hydrants.



## DEPARTMENT ACTIVITY UPDATES

Waste Management Services

July 14, 2020

### FINANCIAL INFORMATION:

#### April

Total Fees.....\$3,681.50  
 Fees Charged.....\$3,006.50  
 Fees Paid.....\$675.00  
 Cash on Hand.....\$ 100.00

#### May

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

Wards	APRIL	MAY
1. (Twp of Win)	720	640
2. (Twp of Mtn)	480	600
3. (Vill of Win)	720	640
4. (Vill of Ches)	400	320
5. Other (Boyne)	190	418
<b>Total Cubic Yards</b>	2510	2618
<b>Total Metric Tonnes</b>	228.18	238

### Recyclables

Items Shipped	Dollars/MT	April	May
Bulked Steel	1.64MT/\$45	\$83.50	
Bulked Steel	1.67MT/\$45	84.85	
Bulked Steel	1.71MT/\$60		\$115.65
PLASTIC	14.95MT/\$0		\$0.00
OCC	28.56MT/\$125	\$3,570.00	
PLASTIC	15.00MT/\$0	\$0.00	\$0.00
PLASTIC	14.37MT/\$0		
OCC	27.67MT/\$185		\$5,118.95
<b>Totals</b>		\$3,738.35	\$5,234.60

Bales on Hand of June 29th

ONP-0 OCC-28 PLASTIC -103 ALUM-93

Estimated Value

\$18,824.00

## **WORK COMPLETED ( up to June 29th )**

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- General clean up of landfill
- Consultation with other municipalities concerning waste operations due to the Covid 19 situation
- Changing landfill practices from appointments only to regular hours utilizing social distancing
- Preparing HHW Facility for startup in July
- Organized Fire suppression installation
- Consultation with North Glengarry on processing
- New 60/40 trucks being utilized to pick up cardboard to familiarize employees with operating procedures of the new trucks.





## DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

July 14, 2020

### **PLANNING:**

- Received two (2) new severance applications, performed site visits and provided comments to the Counties.
- Received one (1) new application for a minor variance. Staff prepared the necessary reports, notices, poster and presentation.
- The Committee of Adjustment held two meetings on June 17 and June 30<sup>th</sup>, 2020, to review files A-01/2020 and A-02/2020.
- Received one (1) new zoning amendment application to remove the holding from three building lots within a subdivision in Winchester. Staff prepared the necessary reports, notices and by-law for Council.
- Prepared and issued three (3) zoning compliance reports.
- Responded to various zoning, minor variance and severance inquiries from landowners.
- Developing a parking map for downtown Winchester, including creating an inventory of all signs and parking spaces in the downtown core.
- Finalized the site plan agreement for Empire Construction's development on County Road 31.
- Assisted two corporations in finding a suitable property for their new industrial businesses. An application for rezoning one site has been submitted for Council's consideration.
- Assisted two businesses looking for land to construct apartments on.
- Met with the subdivision owner of Country Lane and a prospective purchaser looking to complete the final phase of the subdivision (2 south blocks).
- Met with Sevita International to discuss expansion plans, a rezoning application and their severance conditions. An application for rezoning their site will be submitted for Council's consideration.
- Working on the SDG County Official Plan appeal as it relates to the Ministry Rural to Agricultural changes.

**BUILDING:**

- Communicated with multiple property owners to discuss various building projects (over email and by phone).
- Attended two webinars related to building code information provided by RSM Building Code consultants.
- Staff were informed of three (3) properties upon which construction had started/occurred. Letters and orders were issued advising the property owners of permit requirements and how to get in touch with our office.
- Assisted OPP, Fire Services and By-law staff in a property investigation with regards to Building Code Act compliance.
- Thirty (30) new applications were received in June. There are currently twenty-two (22) incomplete applications for which we are waiting on additional documentation.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

<b>Building Department</b>	<b>June 2020</b>	<b>June 2019</b>	<b>June 2018</b>	<b>June 2017</b>	<b>June 2016</b>	<b>June 2015</b>
Permits Issued:	<b>35</b>	<b>32</b>	<b>18</b>	<b>16</b>	<b>25</b>	<b>16</b>
New Dwellings	<b>11</b>	<b>13</b>	<b>6</b>	<b>8</b>	<b>4</b>	<b>1</b>
Value of Permits:	<b>\$5,223,060</b>	<b>\$6,322,614</b>	<b>\$2,323,500</b>	<b>\$1,649,762</b>	<b>\$4,655,657</b>	<b>\$1,422,500</b>
Building Permit Fees:	<b>\$19,985</b>	<b>\$33,596</b>	<b>\$14,165</b>	<b>\$9,397</b>	<b>\$12,970</b>	<b>\$7,629</b>
Development Charges:	<b>\$53,714</b>	<b>\$59,012</b>	<b>\$22,250</b>	<b>\$25,669</b>	<b>\$14,904</b>	<b>\$10,061</b>

**BY-LAW ENFORCEMENT:**

- Two (2) parking tickets were issued in June.
- A review of parking restrictions within the villages is ongoing. The goal is to ensure uniformity and clarity for on-street parking permissions and time limits.
  - Met with SDG County roads staff to discuss adding additional “No Parking” to main county roads entering the villages.
- Twenty-two (22) new files were started in June. Currently, there are seven (7) active files.
- Dog tag sales are ongoing. As of July 2<sup>nd</sup>, the \$10 late fee is now applicable, per tag purchased.
- Seventeen (17) notices related to yard maintenance (long grass and weeds) were sent out to property owners. Following those reminders, only three (3) yards were required to be cut by a Township contractor.
- Staff were advised of three (3) pools within the Township which did not have the necessary enclosures. Letters were sent advising the property owners of permit requirements and requesting that they contact the Township office.
- Performed various site visits and inspections with landowners regarding complaints filed.



## DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

July 14, 2020

- A water filtration system has been chosen for the Winchester Arena. A scope of work for the installation of the equipment and pertinent hook-ups was received from a consultant so that Recreation & Culture Department staff can obtain quotes from contractors, as per our municipal purchasing policy.
- The Township of North Dundas *You Rock Challenge* was promoted on the North Dundas Recreation & Culture Facebook page. Residents are encouraged to paint a rock and leave it anonymously on someone's doorstep along with the activity instructions. If someone finds a rock, they are encouraged to put it visibly on their lawn or in their garden, so people in our community can see it; take a photo of the rock and upload it to their social media account with #NorthDundasYouRockChallenge.
- There will be a Canadian Blood Services donor clinic held on Tuesday, July 28<sup>th</sup> in the Joel Steele Community Hall, from 2:30 pm to 7:30 pm. Canadian Blood Services have been working with the Eastern Ontario Health Unit in order make sure all safety measures are taken during COVID-19.
- The Recreation & Culture Department is now allowing baseball teams to rent our ball fields, for the purpose of hosting practices and training sessions. No games or scrimmages are permitted. The Recreation Coordinator was in communication with the Eastern Ontario Health Unit, in order to ensure compliance with all safety measures. New signs have been posted at the entrances to each of our fields, which remind patrons not to enter if they are experiencing symptoms of COVID-19 and to ensure social distancing. One of our regular user groups has already been in contact and is working with the Recreation Coordinator to schedule rentals.
- With the pools not opening for the season, the Facilities Manager & Director of Recreation & Culture, are taking the opportunity to utilize an engineer to explore a structural concern with the Winchester Centennial Pool, so that a project scope and budgetary pricing can be obtained for the 2021 municipal budget.
- The renovations to the Winchester Centennial Pool house pump room are complete.
- The exhaust fan was installed in the Chesterville Public Pool house.
- The Morgan Field pitching mound and batter's box were both dug out and the clay was replaced.

- Numerous small paint touch-ups were completed around the Joel Steele Community Centre: basketball posts and rims, door frames, the spectator stands between Legion Field and Sox Field, the address sign post, etc.
- The Green Room in the Old Town Hall was repainted to match the lobby and paint touch-ups were done on the lobby display cases.
- The canteen counter was replaced in the Morewood Community Hall. It now matches the kitchen.
- The OPP garage bay doors were replaced.
- Pruning and removal of trees by Facility Operators and summer students is ongoing.
- New, semi-permanent signs are being designed and will be printed and installed in the near future. The signs will inform park visitors that various amenities are closed/unavailable for use until further notice, due to COVID-19 directives.
- The Skate & Helmet Lending Libraries at both arenas, were sorted and organized.
- The Recreation & Culture Department applies for student wage subsidies for various municipal departments, through Canada Summer Jobs, on an annual basis. This year, we have been approved for full wage subsidies up to \$14.00/hr., for a maximum of 8 weeks, for 17 student positions.
- A staff team is working on clearing back the Mountain Memorial Park Trail and adding wood chips to low lying areas.





## DEPARTMENT ACTIVITY UPDATES

Fire

July 14, 2020

### DEPARTMENTAL OVERVIEW:

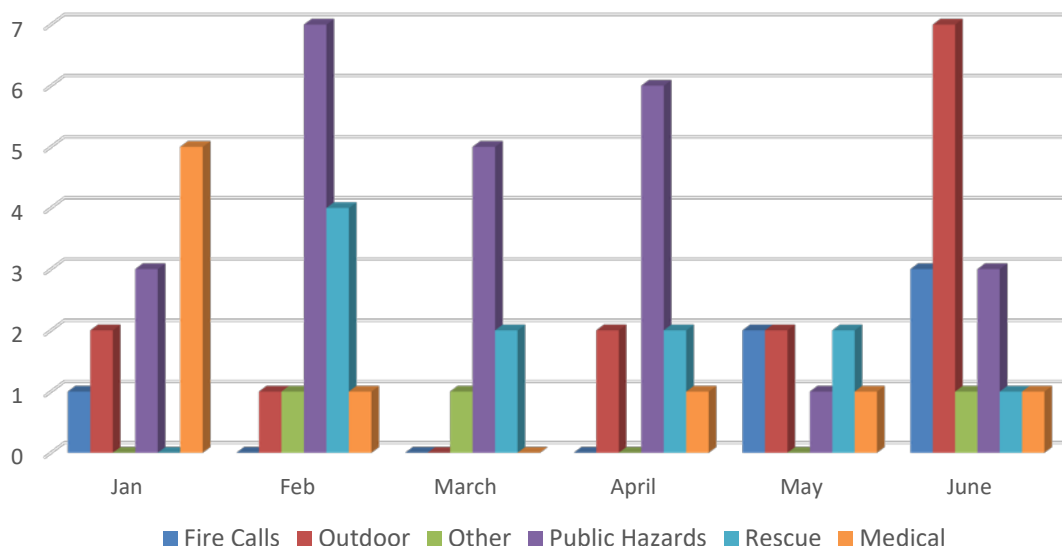
#### Glossary of Terms

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

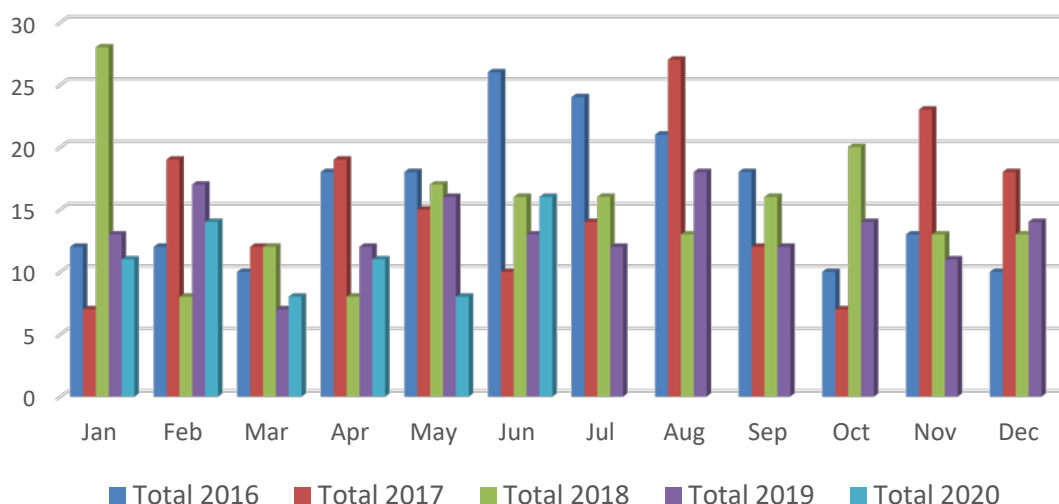
#### Monthly Call Statistics for 2020

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

#### Number of Calls/Types of Calls



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



### Monthly Call Break Down (June)

- 1 house fire (+1 potential rekindle investigation)
- 1 vehicle fire
- 1 shed fire
- 5 outside/grass fires
- 2 burn complaints
- 2 false alarms
- 1 vehicle rollover
- 1 assist to police investigation/inspection
- 1 medical call with potential life-threatening injuries

### Fire Prevention Activities

- Grant Application submitted to Jenny's Heroes Canada for a Fire Extinguisher Simulator training system.
- Applications submitted to the Fire Safety Council for training materials and combination smoke & CO detectors.
- Currently obtaining price estimates for "Yield to Flashing Green Light" signs for posting at village/hamlet borders.
- Chiefs are monitoring staff levels and Personal Protective Equipment supplies
- Weekly surveys being submitted to the OFM regarding PPE stock – currently the Fire Department is sufficiently stocked

### Training

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

### Attachments

- Fire Steering Committee Minutes – June 25, 2020





**The Corporation of the Township of North Dundas  
Fire Steering Committee Meeting  
June 25, 2020**

**MINUTES**

Attendees: M. Gruich, K. Byers, D. Kelly, S. Johnston, R. Sherrer, D. Lannin,  
D. Levere, A. Armstrong

Absent: T. Carruthers

**1. Driver Training:**

- Ken Byers expressed concern regarding lack of firefighters with DZ licences. All other stations noted similar issues.
- All agreed that an action request be submitted to Council requesting that the current reimbursement period be reduced from 5 to 3 years.
- Alternative option could be to have a higher pay rate for volunteers who already have their DZ licence to encourage others to obtain licence.

**2. AED & Medical Bags:**

- Agreed upon that no additional items are to be added to medical supply bags unless done by Jason Abramovitch or Josh Seely.
- If a station feels the need to obtain another bag for their hall, they must request at a steering committee meeting.
- Ray Sherrer to set up a meeting with Mark Capcalla, Jason, Josh and himself to see if online training would be sufficient enough in order to add oxygen tanks back to the trucks.

**3. FireHouse Subs Grant Opportunity:**

- Al Armstrong talked about potential funding opportunities for the Fire Department through FireHouse Subs.
- All committee members are to make a list of potential items to request funding for and it will be discussed at the next meeting.

**4. Training Update:**

- Don Levere reported that Matt Giles is working with Battleshield to put together a guideline for training. Mike is to send everyone a copy of OF-07-2010 (Incident Command) for review.

- The shipping containers for the new training facility have arrived and the training committee is looking at setting them up in the near future.
- The committee is also looking at Mental Health training and reviewing the accountability board.

#### **5. Hiring:**

- Dave Lannin reported that advertising for new recruits is ongoing. The first dates have been set for interviews and testing.
- Website notices have been put up, and the hiring committee is looking at a September hiring date.

#### **6. Fire Prevention:**

- AED was purchased under Capital Budget.
- Green Light signs are awaiting prices from local suppliers.
- No upcoming events are planned due to the pandemic.

#### **7. Hydrant Update:**

- Ray reported that the new hydrant in South Mountain is operational.
- Station 2 tested during training and it's ready to go.

#### **8. Truck Update:**

- The pump in Station 2's pumper has failed, and the vehicle is now being used solely as a rescue truck.
- Station 3 will be called for all Station 2 district structure fires until the new truck is obtained in September. The CAD system has been updated.

#### **9. Jennings Pit:**

- Mike Gruich spoke about the issue at Jennings Pit water source – where the current setup is not suitable for the Fire Department's pumpers.
- Mike to approach Roads Department with the steering committee's concerns and suggest potential corrective actions.
- All agreed this is an important water source for the Fire Department.

#### **10. Next meeting: TBD**



## DEPARTMENT ACTIVITY UPDATES

CAO

July 14, 2020

- Participate in weekly virtual meetings with Chief Medical Officer of Health, Dr. Paul
- Participate in regular virtual meetings with SDG CAOs
- Meetings to develop a potential plan for opening the swimming pools
- Review applications for Director of Public Works, short list candidates, participate in first and second interviews and negotiate with the selected candidate
- Participate in virtual meeting with SDG Mayors and CAOs
- Discussions with South Dundas CAO and our fire representatives regarding the new South Mountain dry hydrant
- Initiated and reviewed new cash handling protocol for office opening
- Ensured signage, glass barriers, hand sanitizing station, social distancing aids etc. were in place to open the office to the public on June 10<sup>th</sup>.
- Preparation and participation in Council meetings of July 10, 16, 24 and 30
- Review and work with lawyer to revise Road User Agreement and send to Wellings and Bagco representatives for their review
- Discussions with lawyers on various issues
- Respond to inquiries from Council, the public and staff
- Work with Economic Development Officer to find ways to promote local businesses
- Review social media and website posts periodically and suggest revisions or additional posts



## DEPARTMENT ACTIVITY UPDATES

Clerk

July 14, 2020

- Participating in weekly scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul) and Emergency Management Ontario.
- Discussions with SDG IT Dept re: virtual meeting arrangements
- Daily calls Emergency Planner, Kevin Spencer
- Attended AMCTO virtual AGM
- Corresponded with County Weed Inspector re: property matters
- Insurance matters - discussions with Municipal Broker & Adjustors re: stolen vehicle/replacement
- Corresponding with Lawyers – re: property matters
- Researching teleconference/video/camera options to enable future in-house livestreaming and recordings of Council meetings.
- On-going discussions with Committees of Council and Delegations
- On-going discussions with couples regarding marriage ceremonies
- Assisting Council & Staff – routine duties
- Assisting Ratepayers – routine duties.
- Preparations for Council meetings – June 24, June 30 & July 14



## LEVEL II (MODERATE) LOW WATER CONDITIONS DECLARED FOR UPPER SOUTH NATION SUBWATERSHED

July 9, 2020

The South Nation Conservation (SNC) Water Response Team has upgraded the Level I (minor) low water conditions issued on June 29<sup>th</sup> to Level II (moderate) low water conditions for the Upper South Nation Subwatershed.

The Upper South Nation Subwatershed includes portions of Augusta, Edwardsburgh/Cardinal, Elizabethtown-Kitley, South Dundas, South Stormont, North Grenville, North Dundas, North Stormont, Russell, Casselman, and Nation. The remainder of the South Nation Watershed will remain in Level I (minor) low water conditions.

Low water conditions are determined based on data collected from precipitation and stream gauges across the watershed. In the past two weeks, conditions within the Upper South Nation Subwatershed have worsened due to persistent hot and dry weather, causing flows in rivers and streams to continue declining. Evaporation could become a significant concern if current conditions persist.

SNC's Water Response Team, consisting of local representatives from provincial and municipal governments, agriculture, and other special interest groups, met on July 9<sup>th</sup> to discuss current conditions and next steps. Members reported observations of dried-up streams, reduced crop yields, and increased demand on municipal well water.

Residents, businesses, and other industries throughout the Upper South Nation Subwatershed can help mitigate the impacts of Level II low water conditions by reducing their water consumption by 20% and limit non-essential uses. Residents should also be aware of their municipality's water conservation and fire by-laws.

The remainder of the Watershed under Level I low water conditions should continue to voluntarily reduce their water consumption by 10%.

Property owners are encouraged to contact SNC if they are experiencing issues with their well. Should low water conditions worsen, shallow wells may go dry.

SNC will continue to monitor watershed conditions and will provide updates as required.

**FOR MORE INFORMATION:** Omar Kana'n, Water Resources Specialist – Engineering, 613-984-2948, okanan@nation.on.ca .

**MEDIA CONTACT:** Taylor Campbell, Communications Specialist, 613-551-7158, tcampbell@nation.on.ca.

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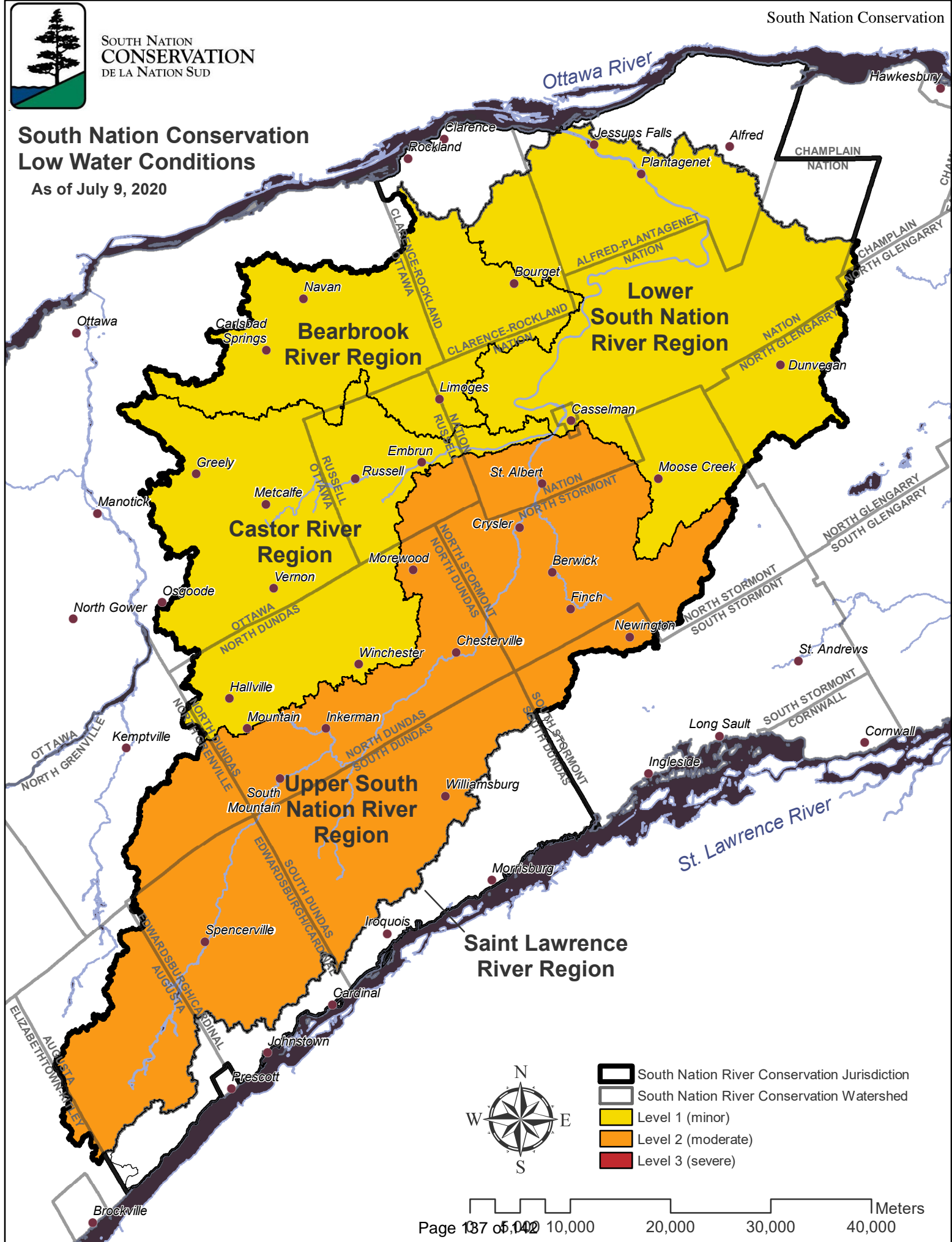


SOUTH NATION  
CONSERVATION  
DE LA NATION SUD

South Nation Conservation

## South Nation Conservation Low Water Conditions

As of July 9, 2020





2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

June 29, 2020

The Honourable Doug Ford ([premier@ontario.ca](mailto:premier@ontario.ca))  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, Ontario M7A 1A1

-and to-

The Honourable Rod Phillips ([rod.phillips@pc.ola.org](mailto:rod.phillips@pc.ola.org))  
Minister of Finance  
Frost Building South; 7<sup>th</sup> Floor  
7 Queen's Park Crescent  
Toronto, Ontario M7A 1Y7

Dear Premier Ford and Minister Phillips:

**RE: Kingsville Council request that the Rent Assistance Program to include all businesses in a lease agreement within all "residential-above-commercial" properties without a cap on commercial/residential ratio**

At its Regular Meeting of June 22, 2020, Kingsville Council resolved the following:

**391-2020**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Larry Patterson

Whereas the COVID-19 Pandemic has greatly impacted the business community in the Town of Kingsville;

And Whereas the Province of Ontario has provided financial assistance including a multi-level Rent Assistance program to the business community impacted by the COVID-19 Pandemic;

And Whereas the Rent Assistance program offered by the Province of Ontario established an arbitrary cap on multi-use properties where it is common for "residential-above-commercial" developments, especially in downtown and Main Street corridors;



And Whereas Kingsville, particularly in our downtown business centres, has several properties with residential-above-commercial where the ratio of commercial storefront businesses represents less than 30 per cent of the entire building, thus leaving a gap where local business owners cannot qualify for rent relief with their willing landlords;

And Whereas the Town of Kingsville's newly adopted Business Retention and Expansion Project Report identified that Kingsville businesses would benefit from the Province expanding the Rent Assistance program to include all commercial lease properties regardless of overall footprint.

Now Therefore Be It Resolved That the Town of Kingsville requests that the Province of Ontario expand their Rent Assistance program to include all businesses in a lease agreement within all "residential-above-commercial" properties without a cap on commercial/residential ratio;

And Finally, That this Resolution be circulated to the Premier, Doug Ford, the Minister of Finance, Rod Phillips, our local MPP Taras Natyshak, and all Ontario municipalities requesting their support.

**CARRIED**

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jennifer Astrologo'.

Jennifer Astrologo, Director of Corporate Services/Clerk  
Corporate Services Department

[jastrologo@kingsville.ca](mailto:jastrologo@kingsville.ca)

/sjk

CC: Taras Natyshak, MPP ([tnatyshak-qp@ndp.on.ca](mailto:tnatyshak-qp@ndp.on.ca))

CC: All Ontario Municipalities





# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

June 26, 2020

Hon. Doug Ford  
Premier  
Premier's Office  
Room 281  
Legislative Building, Queen's Park

Dear the Honorable Doug Ford:

Please be advised that at the Regular Meeting of Council on June 25, 2020, the Council of the Municipality of West Elgin passed the following resolution:

**Resolution No. 2020-210**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

Whereas West Elgin received a resolution from the Municipality of Grey Highlands with regard to the creation of a Universal Basic Income for citizens; and

Whereas the Council of West Elgin agrees that the creation of a Universal Basic Income would assist in reducing the financial strain on its citizens and businesses during the COVID-19 pandemic; and

Where a basic income ensures everyone an income sufficient to meet basic needs and live with dignity, regardless of work status and has the potential to improve individual physical and mental health, labour market participation, food security, housing stability, financial status and social relationships and generally raise the standard of living for vulnerable members of society; and

Therefore be it resolved that the Council of the Municipality of West Elgin urges the Ontario Provincial government and the Federal government work together to investigate the feasibility of implementing a universal basic income program.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe  
Abstain (1): Mayor McPhail

**Carried (3 to 0)**

If you require anything further, please do not hesitate to contact me.

Yours Truly,



Jana Nethercott  
Clerk  
Municipality of West Elgin

cc. Hon. Jeff Yurek, Minister of the Environment, Conservation & Parks  
All Ontario Municipalities

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

**BY-LAW No. 2020-36**

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

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

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

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

- 1.0** That the Minutes of the Regular Meeting held on June 16, 2020, the Special Meetings held June 10, 24 & 30, 2020 and the In Camera Meetings held June 10, 24 & 30, 2020 of the Council of the Township of North Dundas, be hereby adopted.
- 2.0** That the actions of the Township of North Dundas at the Regular Meeting held on July 14, 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 14th day of July, 2020.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK