

AGENDA
Township of North Dundas
636 St. Lawrence Street Winchester ON
Tuesday, March 10, 2020
After the Public Meetings which start at 6:30 PM

Page

- 1. Call Meeting to Order by Resolution**
- 2. Adoption of Agenda**
 - a) Additions, Deletions or Amendments
All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 3. Disclosure of Pecuniary Interest and General Nature Thereof**
- 4. Adoption of Minutes**
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- 6. Closed Session**
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THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

PUBLIC MEETING MINUTES

FEBRUARY 11, 2020

A Public Meeting of Council, under Sections 34 of the *Planning Act, R.S.O. 1990*, as amended was held to consider a Zoning By-law Amendment to the former Village of Winchester Zoning By-law No. 25-96. (Applicant Winchester Meadows Communities Ltd.)

Roll Call:

Tony Fraser	Present
Allan Armstrong	Present
Gary Annable	Present
Tyler Hoy	Present
John Thompson	Absent

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

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

Moved by Deputy Mayor Armstrong and seconded by Councillor Annable that the Public Meeting of the Council of the Corporation of the Township of North Dundas to consider a Zoning By-law Amendment to the former Village of Winchester Zoning By-law No. 25-96 be called to order at 6:31 pm. (Applicant Winchester Meadows Communities Ltd.)
CARRIED.

The Chairperson confirmed that in accordance with Section 34 of the *Planning Act* and Ontario Regulation 545/06, Public Notices were mailed to all property owners within 120 metres, and to the prescribed agencies and public bodies and a sign posted on the subject property on January 22nd, 2020.

The Chairperson declared the meeting properly constituted as per the requirements of the *Planning Act* and called the meeting to order. An attendance sheet was circulated.

A detailed planning report and draft by-law prepared by Township Planner; Calvin Pol was previously circulated to Council and posted on the Township Website. The Chairperson then turned the meeting over to Mr. Pol who then made a power point presentation outlining the proposed Zoning By-law Amendment.

It was pointed out by the Planner that if a person or public body does not make oral submissions at this public meeting or make written submissions to North Dundas Township before the by-law is passed, the person or public body may not be entitled to appeal the decision of the Council of North Dundas to the Local Planning Appeal Tribunal.

Planner Calvin Pol explained the **Prem Arora/Winchester Meadows Communities Ltd. Amendment**

The Township of North Dundas received a Zoning By-law Amendment application to amend the former Village of Winchester Zoning By-law No. 25-96 under Section 34 of the *Planning Act* for the property legally described as Part of Block 3, Plan 34, Part 3 on Registered Plan 8R-5193, former Village of Winchester, now the Township of North Dundas, municipally known as 465 Ottawa Street, Winchester.

The purpose is to rezone part of the property from Institutional – Special Exception Two (1-2) to Residential Type Four-Exception Nine (R4-9) to permit a multi-unit residential building with the option to construct townhomes should the existing services in the area not have the capacity to service the proposed apartment building. If approved, the effect would be that the owner could construct a three-story residential building, containing thirty-six (36) residential apartment units or townhomes.

In closing, Mr. Pol commented the proposed Zoning By-law Amendment constitutes good planning and is consistent with the 2014 Provincial Policy Statements and the Official Plan.

Comments received under Section 34(15) of the Planning Act:

Ministries & Public Bodies:

South Nation Conservation advised they do not object to the application, but requested to be circulated on the site plan application due to the fact the proposed development abuts the alternate branch of the Henderson Creek which may contain fish at certain times. Further, they advised an Environmental Impact Study is required and that the applicant must demonstrate conformity to the original stormwater design during site plan review.

Comments from the Public:

No comments received to date.

Public Meeting Comments:

The Chairperson asked Members of Council if they had any questions or concerns and then opened the Public Meeting to questions and comments from the public. The applicant was not present at the meeting.

Vincent Zandbelt of 435 Winchester Queen Street and Lillian Gibbons of 475 Lancaster Lane asked about access to the new development.

Planner Pol replied the proposed development (apartment building) will have frontage and access from Lancaster Lane.

Ed Mueller of 478 North Street commented that Queen Street is narrow at Ottawa Street. He asked why access to the proposed building cannot come from Ottawa Street?

Planner Pol replied the Henderson Creek Municipal Drain runs through the property. The proposed apartment building will only occupy the eastern portion of the lot with no direct access to Ottawa Street due to the location of the Henderson Creek Municipal Drain.

Deputy Mayor Armstrong assured residents that Queen Street at Ottawa Street conforms to required road standards, and was looked at before the subdivision was approved.

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

Moved by Councillor Annable and seconded by Deputy Mayor Armstrong that the Public Meeting of the Council of the Corporation of the Township of North Dundas to consider a Zoning By-law Amendment to the former Village of Winchester Zoning By-law 25-96 adjourn at 6:40 pm.
CARRIED.

Tony Fraser, CHAIRPERSON

Jo-Anne McCaslin, CLERK

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

MINUTES

FEBRUARY 11, 2020

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on February 11, 2020 with Mayor Fraser in the Chair.

ROLL CALL: Mayor: Tony Fraser
Deputy Mayor: Allan Armstrong
Councillors: Gary Annable & Tyler Hoy
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
Water/Sewer Assistant Manager: MaryLynn Plummer
Facilities Manager: Tom Dekker
Fire Services Liaison Office: Mike Gruich
Clerk: Jo-Anne McCaslin

Councillor John Thompson was absent.

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

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 6:50 pm.

CARRIED

2. Adoption of Agenda
Resolution No. 02

Moved by Councillor Annable
Seconded by Deputy Mayor Armstrong

THAT Council approve the agenda.

CARRIED

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

4. Adoption of Minutes

a) Public Meeting - January 22, 2020

Resolution No. 03

Moved by Councillor Annable

Seconded by Deputy Mayor Armstrong

THAT the minutes of the public meeting of the Council of the Township of North Dundas, held January 22nd, 2020 be adopted as presented.

CARRIED

b) Regular Meeting - January 22, 2020

Resolution No. 04

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the minutes of the regular meeting of the Council of the Township of North Dundas, held January 22nd, 2020 be adopted as presented.

CARRIED

c) Special Meeting - January 30, 2020

Resolution No. 05

Moved by Councillor Annable

Seconded by Deputy Mayor Armstrong

THAT the minutes of the special meeting of the Council of the Township of North Dundas, held January 30, 2020 be adopted as presented.

CARRIED

5. Delegations

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

Representatives from the Rideau St. Lawrence Family Health Team and Seaway Valley Community Health Centre were present to seek approval from Council to share space at the Seaway Valley Community Health Centre located at 547 St. Lawrence St. Ms. Derouchie advised the RSLFHC will cover renovations in lieu of rent.

Resolution No. 06

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council acknowledges the presentation provided by Donna Derouchie and Cathy Pearson representing the Rideau St. Lawrence Family Health Team and Leanne Clouthier representing Seaway Valley Community Health Centre.

CARRIED

6. Closed Session

Resolution No. 07

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT Council proceed in Camera at 7:20 pm pursuant to Section 239 (2) of The Municipal Act S.O. 2001

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

CARRIED

7. Open Session

Resolution No. 08

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council move to Open Session at 7:29 pm.

CARRIED

Resolution No. 09

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

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

CARRIED

8. Action Requests

a) Finance – NIL

b) Economic Development and Communications – NIL

c) Recreation and Culture

i) Rideau St. Lawrence Family Health Team

Resolution No. 10

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council grant permission to the Rideau St. Lawrence Family Health Team to share space located at 547 St. Lawrence St. Winchester with the Seaway Valley Community Health Centre.

CARRIED

ii) Parking Lot Snow Removal

Resolution No. 11

Moved by Councillor Annable

Seconded by Deputy Mayor Armstrong

THAT Council authorize the Director of Public Works to hire Camouflage Property Maintenance to perform snow removal in the Boyd Parking lot, located

at the corner of Louise & Church St., as well as the United Church rear parking lot, located on Caleb St., for the duration of the 2019/2020 winter and THAT Council authorize the Director of Recreation & Culture to award snow clearing services for the Nelson LaPrade Centre parking lot, to K2D2 Landscaping, for the remainder of the 2019/2020 winter.

CARRIED

d) Waste Management – NIL

e) Planning Building and Enforcement

i) Schedule a Public Meeting for a Housekeeping Amendment

Resolution No. 12

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

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

CARRIED

ii) Zoning Bylaw Amendment Application

Resolution No. 13

Moved by Councillor Annable

Seconded by Deputy Mayor Armstrong

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

CARRIED

f) Public Works - NIL

g) Fire

i) North Dundas Fire Department Station Appointments

Resolution No. 14

Moved by Councillor Hoy

Seconded by Councillor Annable

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

CARRIED

h) CAO

i) Policy 37-2012 Staff compensation for Council meetings

Resolution No. 15

Moved by Councillor Hoy

Seconded by Councillor Annable

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

CARRIED

j) Clerk – NIL

9. Tenders and Quotations – NIL

10. By-laws

a) Bylaw No. 2020-08 Zoning Amendment Prem Arora

Resolution No. 16

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT By-law No. 2020-08, being a By-law to amend the former Village of Winchester Zoning By-law No. 25-96, as amended, be read and passed in Open Council, signed and sealed this 11th day of February, 2020.

CARRIED

11. Key Information

Finance – Budget Update: In preparation of the February 19 budget meeting, Treasurer Gareau provided Council with a 2-page summary of proposed budget amendments from the January 22nd meeting. Council were asked to advise Treasurer Gareau of any changes they wish to make to the draft budget in advance of the February 19th meeting as it is the intention of Council to pass the budget during that meeting.

Economic Development – Local Business Expo: Director Mann provided an update on the upcoming 2020 Local Business Expo scheduled for April 25th at the Joel Steele Arena.

Public Works – Main St. West Capacity Allocation: Assistant Water Sewer Manager Plummer advised the Township has engaged JL Richards to determine best solutions to increase sanitary sewer capacity at the west end of Winchester.

Public Works – 2020 Water Sewer Budget First Draft: Assistant Water Sewer Manager MaryLynn Plummer presented the first draft of the 2020 Water Sewer Budget and requested Council to provide feedback prior to the February 19th budget meeting.

Planning, Building & Enforcement – Building Fees Study: Director Pol asked Council if they were in favour of a building permit fee review. Council indicated not at this time.

CAO – Director of Public Works Job Posting: CAO Rutley requested two members of Council to participate on the hiring committee for the above noted position. Mayor Fraser and Councillor Hoy will assist CAO Rutley.

12. Consent Agenda

Resolution No. 17

Moved by Councillor Hoy
Seconded by Councillor Annable

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

February 5th, 2020 (Jan 1,2020 – Jan 31, 2020, Batch 267 to 269 in the amount of \$171,350.14 (Year 2019)

February 5th, 2020 (Jan 1,2020 – Jan 31, 2020, Batch 11 to 15 in the amount of \$624,055.97 (Year 2020)

Ontario Wildlife Damage Compensation Program Project Number 0 004204,

Farm Business Name: Maple Meadow Farms \$700.00,

Valuer: William Toll \$50.00

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

CARRIED

13. Boards and Committees – NIL

14. Motions and Notices of Motions – NIL

15. Petitions – NIL

16. Council Comments and Concerns – NIL

17. Unfinished Business – NIL

18. Ratification By-law

Resolution No. 18

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT By-law No. 2020-09 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 11th day of February, 2020.

CARRIED

19. Adjournment by Resolution
Resolution No. 19

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT Council adjourn at 8:05 pm to the call of the chair.
CARRIED

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
MINUTES
FEBRUARY 19, 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 February 19, 2020 with Mayor Fraser in the Chair.

ROLL CALL: Mayor: Tony Fraser
Deputy Mayor: Allan Armstrong
Councillors: Gary Annable, Tyler Hoy, John Thompson
CAO: Angela Rutley
Treasurer: John Gareau
Director of Public Works: Dan Belleau
Director of Recreation and Culture: Meaghan Meerburg
Assistant Water Sewer Manager: MaryLynn Plummer
Asset Management/Accounts Payable Clerk: Logan Stanley
Clerk: Jo-Anne McCaslin

1. Call Meeting to Order by Resolution
Resolution No. 01 Moved by Councillor Thompson
Seconded by Councillor Annable
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 Councillor Annable
Seconded by Councillor Thompson
THAT Council approve the agenda as amended. KIR Budget information will be discussed prior to passing By-law 2020-10.
CARRIED

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

4. Adoption of Minutes – NIL

5. Delegations – NIL

6. Closed Session

Resolution No. 03

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT Council proceed in Camera at 7:03 pm pursuant to Section 239 (2) of The Municipal Act S.O. 2001

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

CARRIED

7. Open Session

Resolution No. 04

Moved by Councillor Annable
Seconded by Councillor Thompson

THAT Council move to Open Session at 7:11 pm.

CARRIED

Resolution No. 05

Moved by Councillor Thompson
Seconded by Councillor Annable

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

CARRIED

8. Action Requests

a) Finance – NIL

b) Economic Development and Communications – NIL

c) Public Works

i) Population Projections for Water & Wastewater Servicing Study

Resolution No. 06

Moved by Councillor Annable
Seconded by Councillor Thompson

THAT Council accept the 20-year population projections for the village of Winchester and Chesterville as summarized by JL Richards in their memo dated February 14, 2020.

DEFERRED

ii) 2020 Water Sewer Budget

Resolution No. 07

Moved by Councillor Hoy
Seconded by Deputy Mayor Armstrong

That the Council of the Township of North Dundas approve and adopt the 2020 Water and Sewer Budget as presented February 19th, 2020.

CARRIED

- d) Waste Management – NIL
- e) Planning Building and Enforcement – NIL
- f) Recreation and Culture – NIL
- g) Fire – NIL
- h) CAO – NIL
- i) Clerk – NIL

9. Tenders and Quotations -NIL

10. By-laws

- a) By-law No. 2020-10 Adoption of 2020 Municipal Budget
Resolution No. 08

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT By-Law 2020-10, being a By-law to Adopt the 2020 Municipal Budgeted Revenues and Expenditures be read and passed in Open Council, signed and sealed this 19th day of February 2020.

CARRIED

11. Key Information

Finance – Update of 2020 Draft Budget

Treasurer Gareau presented a detailed analysis of changes to the Draft Budget presented January 22, 2020, noting the revised 2020 Taxation Levy at that time was \$6,754,159. Following a review of the information presented and further discussion, it was determined the current requirement from taxation will be \$6,787,857. which represents a 2.52% increase in the tax rate.

Asset Management/Accounts Payable Clerk, Logan Stanley incorporated the minor revisions into the final budget. By-law 2020-10 was presented to Council.

12. Consent Agenda – NIL

13. Boards and Committees – NIL

14. Motions and Notices of Motions – NIL

15. Petitions – NIL

16. Council Comments and Concerns – Mayor Fraser advised there will be a special meeting of Council on March 3rd to discuss the population projections for water and wastewater serving study and the Winchester Public School concept review.

17. Unfinished Business – NIL

18. Ratification By-law
Resolution No. 09

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT By-law No. 2020-11 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 19th day of February, 2020.

CARRIED

19. Adjournment by Resolution
Resolution No. 10

Moved by Councillor Hoy

Seconded by Deputy Mayor Armstrong

THAT Council adjourn at 8:01 pm to the call of the chair.

CARRIED

MAYOR

CLERK



ACTION REQUEST – Finance	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Council Remuneration - 2019

RECOMMENDATION:

THAT Council accept the 2019 Treasurer’s Statement of Remuneration Paid to Elected Officials.

BACKGROUND:

It is a requirement of the *Municipal Act, Section 284(1)*, that each year, on or before March 31st of the following year, that the Treasurer provides Council with an itemized statement of remuneration and expenses incurred in the previous year to each member of council for their duties as a council member, officer, and/or a member of a local board.

OPTIONS AND DISCUSSION:

1. Accept statement as provided by Treasurer - recommended.
2. Do not accept statement - not recommended. This option would be in contravention of the Municipal Act Section 284(1)

FINANCIAL ANALYSIS:

None.

OTHERS CONSULTED:

CAO
Deputy Treasurer

ATTACHMENTS:

Appendix # 1

PREPARED BY:

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

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO

TOWNSHIP OF NORTH DUNDAS

**2019 TREASURER'S STATEMENT OF MONIES PAID TO
ELECTED OFFICIALS OF THE TOWNSHIP OF NORTH DUNDAS**

WHEREAS the Municipal Act, section 284(1) requires the Treasurer to provide Council with an itemized statement of remuneration and expenses paid in the previous year to each member of council for their duties as a council member, officer, and/or a member of

AND WHEREAS said statement must be supplied to the Council on or before March 31st of the following year.

AND WHEREAS authorization of remuneration is made under the authority of the Township of North Dundas By-Law No. 2019-06.

NOW THEREFORE I, John J Gareau, Treasurer of the Township of North Dundas, do hereby provide Council with the following statement of monies paid to each member as an elected official and/or officer of the Corporation of the Township of North Dundas.

	Mayor Jan 1 - Dec 31	Deputy Mayor Jan 1 - Dec 31	Councillors Jan 1 - Dec 31			Total
	Tony Fraser	Allan Armstrong	Gary Annable	Tyler Hoy	John Thompson	
Honorarium (Includes 2019 Accrual)	29,616.44	17,704.42	15,628.42	15,628.42	15,628.42	94,206.12
Committee Meetings (Taxable)	-	680.00	-	-	-	680.00
Conference Per Diem (Taxable)	600.00	-	900.00	900.00	450.00	2,850.00
Conference Allowances (Taxable)	978.00	-	1,320.42	524.88	33.56	2,856.86
Cell Phone Allowance (Taxable) (Includes 2019 Accrual)	-	604.70	604.70	604.70	-	1,814.10
Cell Phone Expense	774.03	-	-	-	-	774.03
Twp. Portion of Payroll Taxes	2,006.44	1,206.23	1,162.29	1,106.21	995.50	6,476.68
OMERS Contribution	2,774.71	1,715.20	1,520.68	1,520.68	1,464.12	8,995.39
Health Spending Account	238.00	188.10	1,689.24	1,036.00	-	3,151.34
Conference/Seminar Registrations	657.56	-	1,310.73	1,246.56	1,043.04	4,257.89
Conference Expenses	199.92	-	990.30	1,699.56	1,063.58	3,953.36
Mayor Expense Allowance	2,279.09	-	-	-	-	2,279.09
Council Spending Allowance	-	376.34	291.41	266.34	-	934.09
2019 TOTALS	\$40,124.19	\$22,474.99	\$25,418.20	\$24,533.36	\$20,678.22	\$133,228.95

"original signed"

John J Gareau, CPA, CA, AMCT
 Director of Finance, Township of North Dundas

March 2nd 2020

Date



ACTION REQUEST – Economic Development and Communications	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Optimus Prime CIP

RECOMMENDATION:

THAT Council approve funding under the Township of North Dundas’ Community Improvement Plan for a Signage Grant of \$1,500 for the property located at 12024 Dawley Drive, 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:

- Wubs Transit and No Limit Auto Parts will have the signage installed on the façade of the building, furthering their visibility from Dawley Drive. This property is within the Township of North Dundas’ CIP Boundaries as per Schedule A of the CIP and meets eligibility as per Section 5.5 of the CIP.
- Estimate of work proposed totals \$3,889.00
- The Committee proposes that a \$1,500 Signage Grant be granted towards this project to install two lite signs.

OPTIONS AND DISCUSSION:

1. **Approve funding of \$1,500** – recommended
2. **Do not fund the application** – not recommended

FINANCIAL ANALYSIS:

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

OTHERS CONSULTED:

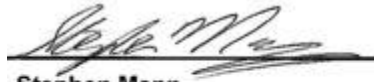
Committee members:

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

ATTACHMENTS:

There are no attachments.

PREPARED BY:



Stephen Mann
Economic Development &
Communications Officer

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	March 3, 2020
Subject:	Wellings of Winchester - Private Street Names

RECOMMENDATION:

That Council hereby accepts the following ten (10) private street names proposed by the Nautical Lands Group for the Wellings of Winchester project:

- | | |
|-----------------------|---------------------------------|
| 1. Capstone Private | 6. Cedar Ridge Private |
| 2. Rocky Road Private | 7. Monteith Private |
| 3. Blueprint Private | 8. Thorpe Private |
| 4. Sandhill Private | 9. Grant Private |
| 5. Bigford Private | 10. Wellings Winchester Private |

BACKGROUND:

The Wellings of Winchester project will involve the construction of private roads within the project. For emergency services (911) and civic numbering purposes, internal street names and numbers are required. Very similar street names found elsewhere in the Township should not be used as it can cause confusion for emergency services and mail/courier packages.

DISCUSSION:

The follow ten (10) street names were submitted by the Nautical Lands Group for the Wellings of Winchester project. None of the proposed names conflict with existing street names. Council has final approval for street names in the Township, and therefore can suggest alternative names.

1. Capstone Private
2. Rocky Road Private
3. Blueprint Private
4. Sandhill Private
5. Bigford Private
6. Cedar Ridge Private
7. Monteith Private
8. Thorpe Private
9. Grant Private
10. Wellings Winchester Private

OPTIONS AND DISCUSSION:

1. **Approve the proposed street names** – recommended.
The Township would assign the civic numbering and street names, and advise emergency services (911).
2. **Do not approve the proposed street names; Suggest alternatives for Nautical Lands to consider** – not recommended.
Changing street names could cause delays in the project and marketing, as new names would have to be evaluated against existing street names.

FINANCIAL ANALYSIS:

None

OTHERS CONSULTED:

Township Clerk
CAO
Chief Building Official
County GIS Department – 911 Civic Numbering
Developer

ATTACHMENTS:

None

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Development Charges Reserve Fund Statement

RECOMMENDATION:

WHEREAS eligible growth-related capital expenditures relating to the Development Charges By-law No. 2017-02 occurred in the Township of North Dundas in 2019;
 NOW THEREFORE BE IT RESOLVED THAT the Treasurer be authorized to transfer \$3,952.02 from Account # 3-3-2000-9590 Development Charges Reserve Fund to Account # 1-4-8010-9502 D.C. Operating and that this transfer is deemed to be effective December 31, 2019;
 AND THAT the Development Charges Treasurer Statement for 2019 be received and be made available to the public

EXECUTIVE SUMMARY:

Section 43(1) of the *Development Charges Act, 1997* requires that the treasurer shall, each year, provide Council with a financial statement relating to the development charge by-laws and reserve funds. Based on the 2019 capital budget, growth related expenditures and development charge reserves, a financial statement has been prepared for Council. Two growth-related capital projects were budgeted for 2019, neither was completed in 2019. A Development Charges Background Study Addendum (#2) was prepared and presented to Council in late 2019. The expenses related to the preparation of the addendum and draft by-law are 90% eligible costs. Ten percent (10%) must come from general taxation.

Under Sections 43(2.1) & (3) of the *Development Charges Act*, the financial statement must be made available to the public, and may be requested to be forwarded to the Minister of Municipal Affairs on request.

BACKGROUND:

Development charges are a special “impact” fee, typically imposed at the time of the building permit on new development (example: a new dwelling, new barn, new commercial business, etc.), to cover growth-related municipal capital facilities. The basic premise behind the charge is that growth is to pay for growth-related costs (translation: costs associated with expanding municipal services to accommodate growth).

Development charges are intended to offset/pay for these initial (“one time”) capital costs. Costs and expenses relating to replacement, maintenance and operations must come from general taxation or other funding sources. For example, once the new house is built, the tax revenues from that dwelling are used to pay these operating, maintaining and replacement costs. However, the “one time” initial capital cost to acquire the new equipment can be recovered by means of a development charge.

Should the Township of North Dundas experience no growth or development, no new additional municipal services would be required. However, North Dundas continues to experience steady growth in residential, commercial and industrial development, and new farm buildings. The principle behind development charges is that, where new growth and development requires new services to be provided, new development should pay for initial growth-related capital costs.

In 2019, a total of \$201,292.89 was received from development charges and interest earned was \$19,964.48. A total of \$3,952.02 will be drawn from the development charge reserve fund for growth-related capital expenditures. Since amalgamation, North Dundas has raised \$2,694,734 from development charges and interest.

OPTIONS AND DISCUSSION:

1. **Adopt the resolution to transfer funds from the development charge reserve fund as per the 2019 budget and related eligible growth-related capital expenses.** Recommended.
2. **Modify any of the proposed development charge fund transfers and take the funds from other reserves or 2019 taxation. Any changes will require a 2019 budget amendment.** Not recommended.
3. **Pass a 2019 budget amendment to fund all 2019 growth related capital costs from general reserves or from taxation.** Not recommended.

FINANCIAL ANALYSIS:

If the financial statements are adopted by Council, the listed growth-related capital costs will be funded from the development charge reserve fund.

OTHERS CONSULTED:

Director of Finance
Accounting Supervisor
CAO
Department Heads

ATTACHMENTS:

2019 Development Charges Reserve Fund Financial Statement
Appendix “A” – Development Charges Statement of Continuity

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

Township of North Dundas

Development Charge Reserve Fund
Statement of Continuity
For the Year End December 31, 2019

Municipal Service	Administration	Public Works				Transportation		Fire Services			Recreation				Chesterville	Totals
	Development Charges Study	Garage	Equipment & Furniture	Unlicenced Vehicles	Licenced Vehicles	Sidewalks	Roads	Fire Station	Equipment & Gear	Vehicles	Arena (Building)	Arena (Contents)	Buildings & Facilities	Equipment	Subdivision Pumping Station	Reserve Fund Total
Balance as of the 1st day of January 2019	\$ 19,219.08	\$ (6,376.59)	\$ 7,837.09	\$ 28,644.47	\$ 40,895.72	\$ (4,534.00)	\$ 114,735.06	\$ 173,421.42	\$ (2,370.91)	\$ 243,575.68	\$ -	\$ 2,163.48	\$ 107,963.08	\$ 25,901.52	\$ -	\$ 751,075.08
Residential Dev. Chrgs Received	3,186.72	15,392.88	4,156.08	10,467.16	19,048.69	6,157.15	46,178.64	19,241.10	5,849.03	32,169.65	0.00	2,999.26	11,247.23	10,497.42	0.00	186,591.00
Non-Residential Dev. Chrgs. Received	228.25	1,104.30	298.16	750.92	1,366.57	441.72	3,312.90	1,380.38	466.13	2,563.69						11,913.02
Farm Buildings Dev. Chrgs Received									429.06	2,359.81						2,788.87
Total Dev. Charge Received	\$ 3,414.97	\$ 16,497.18	\$ 4,454.24	\$ 11,218.08	\$ 20,415.26	\$ 6,598.87	\$ 49,491.54	\$ 20,621.48	\$ 6,744.21	\$ 37,093.15	\$ -	\$ 2,999.26	\$ 11,247.23	\$ 10,497.42	\$ 0.00	\$ 201,292.89
Accrued Interest - Residential	295.33	1,426.55	385.17	970.05	1,765.36	570.62	4,279.65	1,783.19	542.06	2,981.36	0.00	277.96	1,042.35	972.86	0.00	17,292.51
Accrued Interest - Non-Residential	31.69	153.31	41.39	104.25	189.72	61.32	459.93	191.64	64.71	355.91						1,653.87
Accrued Interest - Farm Building									156.63	861.47						1,018.10
Total Accrued Interest	327.02	1,579.86	426.56	1,074.30	1,955.08	631.94	4,739.58	1,974.82	763.41	4,198.74	0.00	277.96	1,042.35	972.86	0.00	19,964.48
SUB-TOTAL	\$ 3,741.99	\$ 18,077.04	\$ 4,880.80	\$ 12,292.39	\$ 22,370.34	\$ 7,230.82	\$ 54,231.12	\$ 22,596.30	\$ 7,507.62	\$ 41,291.89	\$ -	\$ 3,277.22	\$ 12,289.58	\$ 11,470.28	\$ 0.00	\$ 221,257.37
LESS																
Development Charges Refunded	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00
Transfers to Capital Fund	(3,952.02)			-	-	-	-	-	-	-						(3,952.02)
Amount Borrowed by Municipality	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interested on Borrowed Amount	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	\$ (3,952.02)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,952.02)
CLOSING BALANCE - December 31, 2019	\$ 19,009.05	\$ 11,700.45	\$ 12,717.89	\$ 40,936.86	\$ 63,266.05	\$ 2,696.81	\$ 168,966.18	\$ 196,017.72	\$ 5,136.70	\$ 284,867.57	\$ -	\$ 5,440.70	\$ 120,252.66	\$ 37,371.79	\$ -	\$ 968,380.43

FIR Lines 0610 to 0699

		TOTAL
Non-discounted Services	\$ 173,134.01	\$ 617,799.41
Discounted Services	\$ 28,158.88	\$ 152,357.49
Credits Utilized		
Total	\$ 201,292.89	\$ 770,156.90

2019 Capital Projects:

	Budget Amount	Actual Amount	Budget Amount D.C.'s	Eligible Amount D.C.'s	Amount Withdrawn	Amount Financed from Reserves	Amount Financed from 2019 Taxation	Grants/Other Contributions	Total Financing
Development Charges Addendum #2	\$ 0.00	\$ 4,391.13	\$ 0.00	\$ 3,952.02	\$ 3,952.02	\$ 0.00	\$ 439.11	\$ 0.00	\$ 4,391.13
Totals	\$ 0.00	\$ 4,391.13	\$ 0.00	\$ 3,952.02	\$ 3,952.02	\$ 0.00	\$ 439.11	\$ 0.00	\$ 4,391.13
Chesterville Pumping Station	0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				

I, John Gareau, hereby certify that the above statements are in compliance with Section 59.1 of the Development Charges Act, 1997, as amended

John Gareau, Treasurer
Township of North Dundas

Date:



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Special Event Request Form For Winchester Bike Nights

RECOMMENDATION:

THAT Council receive the Special Event Request Forms from the Winchester Downtown Committee and approve the in-kind municipal support as requested in the application forms.

BACKGROUND:

Council and staff wish to continue to support our volunteer groups in providing festivals and events. It is best to maintain flexibility for the type and amount of support to be awarded to North Dundas events so that we can best meet the needs of each event. As such, Council approved the Special Event Request Form on December 10, 2019 and authorized that new events requiring in-kind support be required to submit a request through this new application process. Council will review applications and provide direction. Should an event become a regular event or blossom into an event series, the organizing committee may submit a request to Council for ongoing support.

In 2019, the first Winchester Bike Nights event series was held. At that time, the Special Event Request Form had not been introduced. The Winchester Bike Nights committee was not charged for the rental of the tables, chairs and staff time utilized. They were informed that a new process was being developed and once available, they could apply, retroactively, for their 2019 event.

OPTIONS AND DISCUSSION:

1. **Approve the in-kind municipal support for both the 2019 & 2020 Winchester Bike Nights as requested – recommended.**
2. **Do not approve the support as requested – not recommended.**

FINANCIAL ANALYSIS:

Compensation for Recreation & Culture Dept. staff, inside of regular operational hours, is included in the departmental budget. Should staffing support be required outside of regular operational hours, efforts to flex scheduled shifts will be made, however, overtime rates may apply from time to time.

Vehicle maintenance and fuel is also already included in the departmental budget.

OTHERS CONSULTED:

Facilities Manager
Recreation Coordinator

ATTACHMENTS:

Special Events Request Forms: 2019 & 2020 Winchester Bike Nights

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



Special Event Request Form

1. Event name: Winchester Bike Nights

2. Event date(s): July 18th, August 15th
Sept 12th, 2019

3. Event location(s): will be held in downtown core

4. List of committee members & titles:

Eric Duncan, Owen & Bev Short, Linda Thompson, Sandie
(treasurer) Puddephatt, Danny & Hali Barber, Gloria Stewart,
Gary Annable (president) Vince Zabelt.

5. Does your event meet the following criteria?

a) Takes place in North Dundas Yes No

b) Takes place in a public space or on municipal property Yes No

c) Is open to the public? Yes No

d) Estimated level of community participation (# of participants) 1000 - 1200 people

d) Is run by a North Dundas based, not-for-profit, volunteer committee

Yes No

e) Will have a positive impact on the North Dundas economy and image

Yes No

6. Please provide a brief description of the event(s):

Our Winchester Biker Nights are held on Thursdays during July, August & September. ~~We are also waiting for our approval for the C.P.P. Golden Retriever event to be held in September.~~ The events are held from 5-9pm and motorcycles, trikes are invited to have preferred parking in our downtown core. We have 7 food vendors (6 out of 7 work/sell right out of their establishments) at the event. Each month a different charity benefits from a 50/50 draw. We have 2 beer (craft) vendors set up in the downtown core and this year we'll be adding a wine vendor as well. The public is invited to attend to take in the sights of motorcycles, food, to support local charities and to also enjoy the great ^{music} ~~music~~ as we also feature a different music act at every event.

Dates in 2019 were our inaugural events with huge crowds from not only our local area but bikers & public from outside our area as well.

7. Items & in-kind support being requested (e.g. tables, chairs, garbage & recycling containers, stage, staffing, road barricades/pylons, etc.). Please list item name and quantity. If requesting staff support, please include dates & responsibilities/requirements.

a) tables - July 40, August 40, Sept. 35

b) chairs - July 205, August 205, Sept. 180

c) garbage containers - 3 large blue containers

d) recycling containers - 3 recycle bins

e) road barricades / pylons / caution signs -

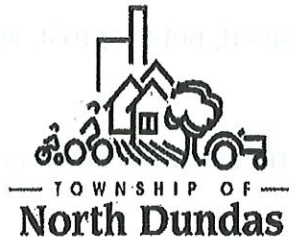
- f) 2-way radios - 6
- g) washroom tear drop sign - 1
- h) Road barricades for 3 locations - Main@Louise,
- i) Main @ Albert, St Lawrence@ Caled.
- j) Detour signs @ Main, Louise, Church, Caled, (west) Main, St Lawrence. pylons for blocking/reserving areas.
- l) Setup & take down by roads dept for road barricades & detour sig
- m) Setup & take down by Rec dept for tables/chairs/cleanup/garbage@ev
- n) Staff support will be required for all events
- o) _____
- p) _____
- q) _____

***** Township of North Dundas to fill-out this section *****

Date of Council meeting: _____

Request: Carried _____ Deferred _____ Denied _____ Amended _____

Council Resolution #: _____



Special Event Request Form

1. Event name: Winchester Bike Nights

2. Event date(s): June 10th, July 16th, August 20th
Sept 19th or Sept 20th, 2020

3. Event location(s): June/July/August - will be held in downtown core
September dates are tentative depending on confirmation
of Golden Helmets Event.

4. List of committee members & titles:

Eric Duncan, Owen & Bev Shortt, Linda Thompson, Sandie
(treasurer) Puddephatt, Danny & Hali Barber, Gloria Stewart,
Mary Annable (president) Vince Zandbelt.

5. Does your event meet the following criteria?

a) Takes place in North Dundas Yes No

b) Takes place in a public space or on municipal property Yes No

c) Is open to the public? Yes No

d) Estimated level of community participation (# of participants) 1000 - 1200 people

d) Is run by a North Dundas based, not-for-profit, volunteer committee

Yes No

e) Will have a positive impact on the North Dundas economy and image

Yes No

6. Please provide a brief description of the event(s):

Our Winchester Biker Nights are held every third Thursday during June, July & August. We are also waiting for our approval for the Opp Golden Helmets event to be held in September. The events are held from 5-9pm and motorcyclers, trikes are invited to have preferred parking in our downtown core. We have 7 food vendors (6 out of 7 work/sell right out of their establishments) at the event. Each month a different charity benefits from a 50/50 draw. We have 2 beer (craft) vendors set up in the downtown core and this year we'll be adding a wine vendor as well. The public is invited to attend to take in the sights of motorcycles, food, to support local charities and to also enjoy the great ^{music} ~~shows~~ as we also feature a different music act at every event.

Dates in 2019 were our inaugural events with huge crowds from not only our local area but bikers & public from outside our area as well.

7. Items & in-kind support being requested (e.g. tables, chairs, garbage & recycling containers, stage, staffing, road barricades/pylons, etc.). Please list item name and quantity. If requesting staff support, please include dates & responsibilities/requirements.

a) tables - ~~35~~ 35

b) chairs - 100

c) garbage containers - 8 large blue containers

d) recycling containers - 8 recycle bins

e) road barricades / pylons / station signs -

- f) 2-way radios - 6
- g) washroom tear drop sign - 1
- h) Road barricades for 3 locations - Main @ Louise,
- i) Main @ Albert, St Lawrence @ Caleb.
- j) Detour signs @ ^(East)Main, Louise, Church, Caleb, ^(west)Main, St
- k) Lawrence. Pylons for blocking / reserving areas.
- l) Setup & take down by roads dept for road barricades & detour signs
- m) Setup & take down by Rec dept for tables / chairs / cleanup / garbage @ event
- n) Staff support will be required for all events
- o) _____
- p) _____
- q) _____

***** Township of North Dundas to fill-out this section *****

Date of Council meeting: _____

Request: Carried _____ Deferred _____ Denied _____ Amended _____

Council Resolution #: _____



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Ball Diamond Policy

RECOMMENDATION:

THAT Policy # 81-2020, being a policy to establish rules and procedures relating to the rental and use of North Dundas Ball Diamonds be adopted as presented.

BACKGROUND:

Since passed and introduced, the Ice Allocation Policy has aided both staff & user groups with scheduling, fee & payment structures, cancellations, etc. With our municipal ball diamonds becoming more utilized, it is requested that a similar policy be instituted for ball diamonds.

OPTIONS AND DISCUSSION:

1. **Approve the Ball Diamond Policy as proposed** - recommended.
2. **Do not approve the proposed policy** - not recommended.

FINANCIAL ANALYSIS:

N/A

OTHERS CONSULTED:

CAO
 Facilities Manager
 Recreation Coordinator

ATTACHMENTS:

Ball Diamond Policy

PREPARED BY:

Meaghan Meerburg
 Director of Recreation

REVIEWED & APPROVED BY:

Angela Rutley, BBA
 CAO

POLICY MANUAL	Policy No. 81-2020
Township of North Dundas	Effective Date: March 10, 2020
Subject: Ball Diamond Policy	

PURPOSE:

To assist the Recreation & Culture Dept. with the administration of ball diamond time and related facility amenities, in a fair and judicious manner.

POLICY:**1. Definitions:****Rental Categories:**a) Minor Sports Groups:

Criteria for eligibility of a Minor Sport Group:

- i. Be non-profit;
- ii. Be guided by a constitution and bylaws governed by a Board of Directors;
- iii. Be actively providing a program of activities for children 18 years of age and younger;
- iv. At least 75% of registrants that are 18 years of age and younger within the group, must be residents of the Township of North Dundas. Teams will be responsible for providing a team roster and addresses if requested by the Recreation & Culture Department; and,
- v. Have an association name that is representative of North Dundas.

b) Resident Groups:

Shall include groups or individuals whose participants consist of at least 75% of municipal residents. Teams will be responsible for providing a team roster and addresses if requested by the Recreation & Culture Department.

c) Non-Resident Groups:

Shall include groups or individuals whose participants consist of less than 75% of municipal residents.

2. Historical Precedent:

It is recognized that it is advantageous to maintain consistency in ball diamond scheduling from year-to-year and therefore historical precedence will ensure that user groups have the right of first refusal for ball diamond bookings. The historical usage

by user groups established with bookings for the previous 2 consecutive ball seasons will set the historical precedent. Requests for ball diamonds are made via the sports field request form which is sent to all groups who booked regular, weekly ball diamond time the previous year. Failure to submit the ball diamond request form by the deadline indicated, may result in loss of the requested time.

3. Signed Contract:

- a) Users are responsible for advising the Recreation & Culture Department of any special requirements regarding curfews, etc. at the time the ball diamond requests are submitted.
- b) The Recreation & Culture Department will make every effort to accommodate ball diamond allocation requests in accordance with this policy. Users with overdue accounts may, at the discretion of the Recreation & Culture Department, have their ball diamond time cancelled and/or lose their historical precedent status for the upcoming season.
- c) The Township of North Dundas will provide the user with a contract, which lists all of the ball diamond times that have been allocated to the user/user group for the season. The signed contract is due to be returned by the date indicated on the ball diamond request form that is issued by the Recreation & Culture Department. Failure to submit by the deadline indicated, may result in loss of the requested time. All ball diamond rentals will require a signed contract before the group or individual(s) enter the sports field. By signing the contract, the user agrees that all times listed on the contract will be paid in accordance with section 9 of this policy.

4. Exchange & Cancellation of Ball Diamond Time:

- a) The Township of North Dundas reserves the right to reasonably postpone, reschedule or cancel any ball diamond time, for a significant or high-profile event, as approved by Council.
- b) Any ball diamond time granted for rental to an individual or user group, as detailed in the signed user agreement, must be paid for in advance of the booking, as stated in section 9 of this policy. If the user cannot utilize one of their scheduled dates, the user/user group may wish to arrange for another party to purchase the block. It is the responsibility of the user to find another party to purchase the contracted ball diamond time and request approval of the Recreation & Culture Department. The Recreation & Culture Department will credit the ball diamond booking to the original user's contract and bill the new user accordingly. If the time slot cannot be sold, no credit or refund will be awarded for the unused time slot.
- c) The Township of North Dundas is the sole authority for all ball diamond rentals. The practice of transferring, trading or sub-leasing booked time between permit holders, without prior consent & approval by the Recreation & Culture Department,

is not allowed.

- d) The Township of North Dundas reserves the right to cancel booked ball time due to safety concerns, mechanical breakdowns, weather conditions, emergency closures or unsuitable ball diamond surface conditions as determined by the Director of Recreation & Culture or the Facilities Manager. Every attempt will be made to reschedule the user group's ball diamond time. All rescheduled ball diamond time will be billed in accordance with regular rental rates. All ball diamond time that cannot be rescheduled, will be refunded if the contract has been paid in full. In case of inclement weather, the Facilities Manager will decide by 2 pm whether the field is playable. If the decision is made that the ball diamond is unplayable, the facilitator for the user group will be contacted as soon as possible, by the method indicated in their contract.

5. Additional Ball Diamond/New Requests:

An existing group or new organization that requests new or additional ball diamond time will be subject to taking any open ball diamond time. If the additional ball diamond time applies to tournaments or special events, section 7 of this policy shall apply.

- a) Should a Resident Group require a regular weekly ball diamond time and no such open slot exists on any of the municipal ball diamonds, the Resident Group may request a ball diamond time that has historically been allotted to a Non-Resident Group. The request will be reviewed and consideration will be given.
- b) In the event that a user/user group would like to request the one-time use of a ball diamond time that is allocated or historically would be allocated to another user/user group, the individual/group making the request, will need to contact the regular user/user group and ask for the ball diamond time to be reallocated. The user/user group who is allocated or historically would be allocated that ball diamond time, has the option to have the time reassigned to the other user/user group or retain the time and deny the request. All transfers are subject to the terms outlined in sections 4.a), 4.b), and 4.c).

6. Priorities:

In the event that there is open ball diamond time, according to historical use, and that block of time is of interest to more than one user group, the following order of priority is to be followed in granting the ball diamond time:

- (a) Priority #1: Shall be given to Resident Minor Sports Groups including North Dundas Minor Ball
- (b) Priority #2: New requests from Resident Groups
- (c) Priority #3: New requests from Non-Resident Groups

The ball diamond time requested, will be allotted to the user group that falls into the highest priority category submitted. Should 2 or more groups in the same priority category submit a request, the request shall be evaluated and may be awarded based on the following criteria:

- Size of Organizing Group
- Purpose of Event
- Amount of Diamond Time Required
- Benefit to the Community
- Designation of Proceeds or Profits from Event
- Percentage of North Dundas Players

7. Tournaments, Playoff Games and Special Events:

Requests for the allocation of ball diamond time for tournaments, playoff games and special events shall only be considered if received in writing from the organizing group.

The exact dates for these events should be submitted with the ball diamond time request form.

Requests for tournaments and special events will be considered on an individual basis and will take into consideration the following criteria:

- Availability
- Historical Precedent
- Organizing Group
- Purpose of Event
- Amount of Ball Diamond Time Required
- Benefit to the Community
- Designation of Proceeds or Profits from Event
- Percentage of North Dundas Players

8. Special Requests:

- a) Should a booking require the rental of additional portable washroom facilities, the date, quantity and desired location of the additional facilities shall be noted on the ball diamond request form. Should the requested ball diamond time be approved, the Recreation & Culture Department shall arrange to book the additional portable washroom facilities and will invoice the ball diamond user group for rental, delivery and pick-up of temporary washroom facilities.
- b) Maintenance for ball diamond facilities, occurs from 7:30 am – 3:30 pm on weekdays only. Should a user group request that a staff member be scheduled outside of these hours for any reason (i.e. for field maintenance, garbage pick-up, etc., in the evening or on weekends) the user group may be billed for applicable staffing charges. All special requests for staffing shall be

noted on the ball diamond request form and are subject to approval by the Recreation & Culture Department.

- c) Users who require the portable pitching mound are responsible for setting it up and putting it back at the end of the booking.
- d) Note that special requests are to be included in the ball diamond request form, however, they will be reviewed by the Recreation & Culture Department if submitted by no later than 9 am, at least 5 business days before the date that they are requested. Special requests are subject to availability.

9. Payment of Contracts:

Users who book ball diamond time on a continuous, contractual basis (more than 3 diamond rentals per month, for more than 1 month), must submit payment in accordance with the dates listed in the following payment schedule or prior to the dates listed. Payment can be made by cash or cheque. Credit card is not an acceptable payment method. Post-dated cheques will be accepted, however, the cheque(s) must be dated on or before the dates outlined in the schedule below. All NSF cheques will be subject to a \$25 administration fee. If a user group fails to provide payment by the dates outlined below, the user group will not be permitted to use the scheduled ball diamond, but rental charges for the scheduled ball diamond time will still be billed accordingly:

- 1st installment of 50% is due by May 15th
- 2nd installment of 50% is due by June 25th

Users who book ball diamond time on an individual basis, or for less than 3 diamond rentals per month, must submit payment in advance of the scheduled ball diamond rental.

10. Alcoholic Beverages:

There will be **NO ALCOHOLIC BEVERAGES** allowed on Township property, including in or around the ball diamond areas. Any user groups caught with alcoholic beverages in the outlined areas, will be issued a written warning immediately. This warning must then be signed by the ball diamond user group representative and the Director of Recreation & Culture. Should a second incident occur as a result of either the host or visiting group(s), the host group will have ball diamond time revoked for one full week, without refund. Should a third incident occur, the host group will have all remaining ball diamond time for the current ball season revoked without refund and any ball diamond requests submitted for the following season may be refused. Host groups are responsible for communicating these expectations with their guest user(s) and are also responsible for ensuring that the guest user(s) are in compliance. As such, if a guest user(s) is in violation of one of the above rules, the host group will receive the penalty. Previous reprimands may be considered in future ball seasons.

11. Penalty Fees:

Users are expected to abide by the rules of the North Dundas ball diamonds and to communicate the rules with their guests. The relevant penalty fees, as indicated below, will be applicable to the host group, should the host and/or guest group(s) fail to comply:

- a) Garbage and recycling bins are to be used; the host group may be subject to a \$20 cleaning fee for any garbage and/or recycling that is not placed in the bins provided.
- b) Diamond lights are to be turned off by the host group, at the end of an evening booking. The host group will be subject to a \$40 energy charge for lights being left on.
- c) Safe bases will either be put out by Township of North Dundas staff or will be made accessible and available for use. Safe bases must be put away at the end of the night, into the designated storage facility or the host group will be subject to a \$25 usage fee.

12. Health & Safety:

The *Smoke-Free Ontario Act, 2017* (SFOA, 2017) prohibits the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational) on the outdoor grounds of community recreational facilities or in public spaces, within 20 metres of the perimeter of the grounds. As such, if you or your visiting team, smoke or hold lighted tobacco or vape within these boundaries, where it is prohibited, you may be ticketed, charged a fine and/or denied diamond time.

13. Insurance:

User groups who have a Commercial General Liability Insurance Policy (CGL), issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence / aggregate, are requested to contact their insurer and have the Township of North Dundas added to the CGL as Additional Insured, for the duration of the ball diamond rental. A certificate of insurance evidencing the CGL, including the Additional Insured, must be provided to the Township prior to the rental period. User groups are also requested to sign a copy of the *Release of Liability & Assumption of Risk* document, provided by the Township.

Should the user group not possess a CGL, the user is asked to exercise one (1) of the two (2) following options:

1. Purchase insurance liability coverage from the Township of North Dundas

(please see *Facility User Group Insurance Program* below) and sign a copy of the *Release of Liability & Assumption of Risk* document, provided by the Township.

2. Decline to purchase insurance liability coverage from the Township of North Dundas. Sign and submit a copy of the *Release of Liability & Assumption of Risk* document, provided by the Township.

Facility User Group Insurance Program

The Facility User Group Insurance Program may provide individuals and/or groups renting a Township of North Dundas facility, the opportunity to obtain affordable liability insurance protection. The intention of the insurance coverage is to protect facility users from financial exposure resulting from claims that may result from their activity or event. The facility user group insurance option will be made available to the user at the time of booking the ball diamond. The coverage is subject to approval by the insurance company. The cost of the insurance will be added to the Rental Agreement. Coverage will depend on the User Group Policy in place at the time and is subject to change. Ball diamond users who would like to purchase insurance through the Township of North Dundas, should contact the Township for more information and rates.

Approved by: Council

Council Resolution: _____



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Commercial Taxes for 9 William St., Chesterville

RECOMMENDATION:

THAT the Council of the Township of North Dundas set the rental rate for exclusive use of the space in the basement of the Nelson LaPrade Center, currently occupied by the Dundas Agricultural Community Group at _____, effective October, 2020.

BACKGROUND:

The DACG (Dundas Agricultural Community Group) is a community group that is made-up of local chapters of organizations that are representing provincial agricultural organizations. The DACG is comprised of the Dundas Federation of Agriculture, the Dundas Soil & Crop Improvement Association, Dundas Farm Safety, and the Chesterville & District Agricultural Society.

The Township has been leasing a section in the lower level of the Nelson LaPrade Centre, located at 9 William Street in Chesterville, to the DACG since 2005. The DACG pays the Township the sum of \$2,000.00 + HST per annum, for exclusive use of the approximate 800 sq. ft. space. Utilities are paid by the Township. The lease amount has remained unchanged since 2013. The most recent lease agreement was authorized and approved for a term of 3 years, commencing on September 1st, 2017 and terminating on September 30th, 2020.

Most municipal property is tax exempt; however, land and structures owned by municipalities are not exempt if occupied exclusively by a tenant who would be taxable if the tenant owned the land. MPAC conducted an assessment of the Nelson LaPrade Centre (NLC) and concluded that commercial taxes are applicable to the space that is occupied by the Dundas Community Agricultural Group, as of January 1, 2016.

As a result of the new assessment, the following taxes are attributable to the leased space:

Taxes for 2016	\$438.81
Taxes for 2017	\$438.88
Taxes for 2018	\$431.21
Taxes for 2019	<u>\$776.94</u>
TOTAL	<u>\$2,085.84</u>

In July, 2019, a similar report was brought forward to Council regarding the Chesterville Park Pavilion Building, which on the same property as the Nelson LaPrade Centre. MPAC also assessed that space and concluded that commercial taxes were applicable. The Chesterville Park Pavilion Building is also approximately 800 sq. ft. Council approved that the rent be increased by \$100/month, from \$675/mo. to \$775/mo., to help pay for a portion of the Commercial Taxes. The tenant monthly lease includes property taxes; however, the tenant is responsible for paying all utility fees.

The Nelson LaPrade Centre is also utilized by service clubs, including the Chesterville & District Lions Club and the Chesterville Rotary Club, as well as other regular, per use rentals. In January, 2018, Council authorized and agreed to provide the Chesterville Rotary with 2 free rentals of the Nelson LaPrade Centre per month and provide the Chesterville Lions with continued use of the basement space in the Nelson LaPrade Centre, free of charge. Council directed that all other not-for-profit groups continue to be charged in accordance with the current rental rates.

The DACG wishes to maintain exclusive use of the basement space when the new lease agreement commences in October. As any variation in the rental fee for the new lease will affect the DACG's 2020 budget, they have requested that the new lease amount be determined at this time. As such, the following options are provided for Council consideration however; Council may wish to suggest an alternative option.

OPTIONS AND DISCUSSION:

1. **Increase the annual lease amount by \$800 to \$2,800 to help pay for the annual commercial taxes** – not recommended.
2. **Maintain the current rate of \$2,000/year** – not recommended.
3. **Increase the lease amount to \$2,200/year to help cover increased utility costs** – not recommended. This does not cover commercial taxes.
4. **Increase the annual lease amount to \$2,200 + property taxes.** The Township would invoice the DACG annually for the property taxes that are attributable to the space that the DACG occupies. This would reimburse the Township for any taxes that are payable for the space and help pay for the increase in operating costs for the building. If something changes and the space is no longer taxable, the DACG would not be paying a higher lease rate unnecessarily.

FINANCIAL ANALYSIS:

Taxes for 2016-2019 totaling \$2,085.84 were not included in the Recreation & Culture Dept. budget, but were paid in 2019 and not charged to the DACG.

OTHERS CONSULTED:

CAO
Director of Finance
Tax Collector

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Fire	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Station #2 – Captain Appointments

RECOMMENDATION:

THAT Council recognize the following fire staffing appointments at Station #2 (Mountain):

1. Chris Lee - Captain
2. Jason Abramovitch - Acting Captain effective Oct.1/19
3. Jesse Boone-Mahoney - Acting Lieutenant

BACKGROUND:

Station #2 (Mountain) has had recent changes to staffing, and wish to advise Council of the following appointments:

1. Chris Lee is now Captain, replacing Mike Patterson who resigned in December 2019.
2. Jason Abramovitch is Acting Captain as of October 1, 2019, replacing Gerald Loughlin who is currently on leave.
3. Jesse Boone-Mahoney is Acting Lieutenant, replacing Jason Abramovitch.

These appointments were made following discussions at the Mountain Fire Captains’ meeting and interviews held by the Chief and Deputy Chief.

OPTIONS AND DISCUSSION:

1. **Recognize the changes in staffing appointments** – recommended.
2. **Do nothing** – not recommended.

FINANCIAL ANALYSIS:

No financial impact to the approved 2020 budget.

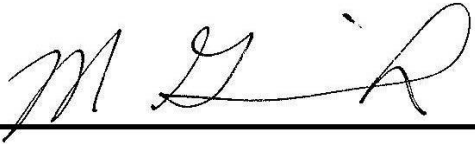
OTHERS CONSULTED:

Mountain Fire Chief & Deputy Chief
 Station #2 Captains

ATTACHMENTS:

None.

PREPARED BY:



**Mike Gruich
Fire Department Liaison**

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – Fire	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Station #2 Training – Ice and Cold-Water Rescue

RECOMMENDATION:

THAT Council authorize North Dundas Fire Station #2 to include Ice and Cold-Water Rescue in their training schedule;
 AND THAT Council accept the equipment donation from the Mountain Firefighters’ Association for such training.

BACKGROUND:

The North Dundas Fire Steering Committee has determined that the Township would benefit from having trained firefighters in Ice and Cold-Water Rescue services at Station #2 (Mountain), which is the main fire station called for the west half of the Township for emergency response. At this time, Station #4 (Chesterville) is the only station which is trained to respond to ice and cold-water rescue emergencies.

Mountain’s Fire Chief Raymond Sherrer proposed at the February Fire Steering Committee meeting that the station begin offering shore-based ice water rescue. In order to do so, Station #2 firefighters would revise their scheduled training for 2020 in order to join Chesterville Station’s planned ice water rescue sessions. In addition, the Mountain Firefighters’ Association has offered to cover the initial costs to procure the required equipment. This would include two (2) cold-water rescue suits, headwear, gloves, rope, and similar associated equipment, estimated at \$5,000.00.

OPTIONS AND DISCUSSION:

1. **Authorize Station #2 to begin Ice and Cold-Water Rescue training – recommended.**

2. **Do not authorize the training – not recommended.** Station #4 will continue to be the sole provider of shore-based ice water rescue services in the Township.

FINANCIAL ANALYSIS:

The initial equipment purchase will be covered by the Mountain Firefighters’ Association, and firefighter training is included in the annual budget. As such, no immediate costs are expected. Future replacement of the necessary equipment will be required and included in the budget at that time.

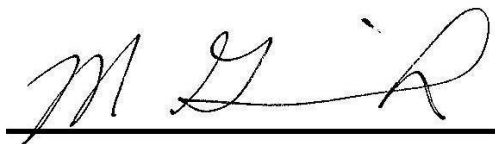
OTHERS CONSULTED:

Fire Steering Committee

ATTACHMENTS:

None.

PREPARED BY:



Mike Gruich
Fire Department Liaison

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Part Time Wages

RECOMMENDATION:

That Council authorize and approve the 2020 Part-Time Wage Schedule dated March 4, 2020 as attached.

BACKGROUND:

In recent years, we have annually increased the Part-Time Wage Schedule by the cost of living for the previous year. In 2018, due to the increase in minimum wage, we had more significant increases in a lot of the positions. As a result, and with no change to minimum wage in 2019, we only made minor changes last year. Minimum wage remains unchanged, but I am suggesting that we increase part-time wages by the 2019 CPI of 2.1% effective April 1, 2020 to stay competitive and ensure we attract applicants to our part-time positions.

OPTIONS AND DISCUSSION:

1. **Approve the 2020 Part-Time Wage Schedule as attached. This provides competitive compensation for the positions.** Recommended.

2. **Do not approved the 2020 Part-Time Wage Schedule and continue with the 2019 rates.** Not recommended.

FINANCIAL ANALYSIS:

The 2020 budget included CPI increases to the part-time wages.

OTHERS CONSULTED:

Department Heads

ATTACHMENTS:

2020 Part-time Wage Schedule

PREPARED BY:

**Angela Rutley, BBA
CAO**

2020 Part-Time Wages - Hourly

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

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

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



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Art on the Waterfront Festival

RECOMMENDATION:

THAT the Council of the Township of North Dundas designate “Art on the Waterfront” scheduled Saturday June 6th and Sunday June 7th, 2020 as a “Public Event of Municipal Significance” and further authorize the temporary closure of portions of Chesterville Main St. and Water St. on Saturday, June 6th and Sunday, June 7th from 6:00 am to 5:00 pm and Mill St. from Friday, June 5th at 1:00 pm to Sunday, June 7th at 10:00 pm to accommodate this event.

BACKGROUND:

The Art on the Waterfront Festival has taken place in Chesterville since 2011. A request for the designation of and temporary road closures for this event has been received from the Chair of the Art on the Waterfront Committee and is attached. Events of municipal significance must be designated as such by a resolution of Council. The resolution must be included with the Special Occasion Permit application.

As protocol dictates, this request will be forwarded to County Engineer, Ben de Haan for permission relating to the temporary closure of a portion of County Road 7 (Chesterville Main St.) from the Chesterville Pharmacy to King St.

Township Streets slated to be temporarily closed are Water St. from the four way stop at King St. and Water St. to Casselman St. and the portion of Mill St. in front of the Chesterville Community Hall.

OPTIONS AND DISCUSSION:

1. **Approve the designation** – Recommended. Designation of this event conveys endorsement and support to the event organizers and volunteers.

2. **Do not approve the request for designation** – Not Recommended.

ATTACHMENTS:

Correspondence from Art on the Waterfront Chair, Cheryl Beasley
 Map of festival layout – street closures defined by red lines.

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

To: Township of North Dundas Council, attn: Meaghan Meerburgh
Attn: North Dundas Fire Department, OPP, and Health Unit.
From: Art on the Waterfront
Re: Formal Request for Road Closures

Date: January 13, 2020

To whom it may concern,

Art on the Waterfront will be holding the 10th annual "Art On The Waterfront " festival from June 6-7, 2020 in Chesterville. In order to allow for this event, we hereby formally apply for the closure of the following roads for the periods indicated.

We request the following closures:

1. The full width of Main Street North starting at the four way stop at King Street and Main Street, northerly on Main Street to a point perpendicular to the entrance to the drug store parking lot, such that we will not impede traffic to that lot, Saturday June 6th between the hours of 7:00 a.m. to 5:00 p.m. and Sunday June 7th between the hours of 7:00 a.m. to 5:00 p.m.

2. The full width of Water Street starting at the four way stop at King Street and Water Street easterly to Casselman Street and then the south half of Water Street as far as the Eric Casselman Dam Saturday June 6th between the hours of 7:00 a.m. to 5:00 p.m. and Sunday June 7th between the hours of 7:00 a.m. to 5:00 p.m. This will allow public traffic to move on the short stretch from Casselman to the Seniors residence and movement to and from the Park.

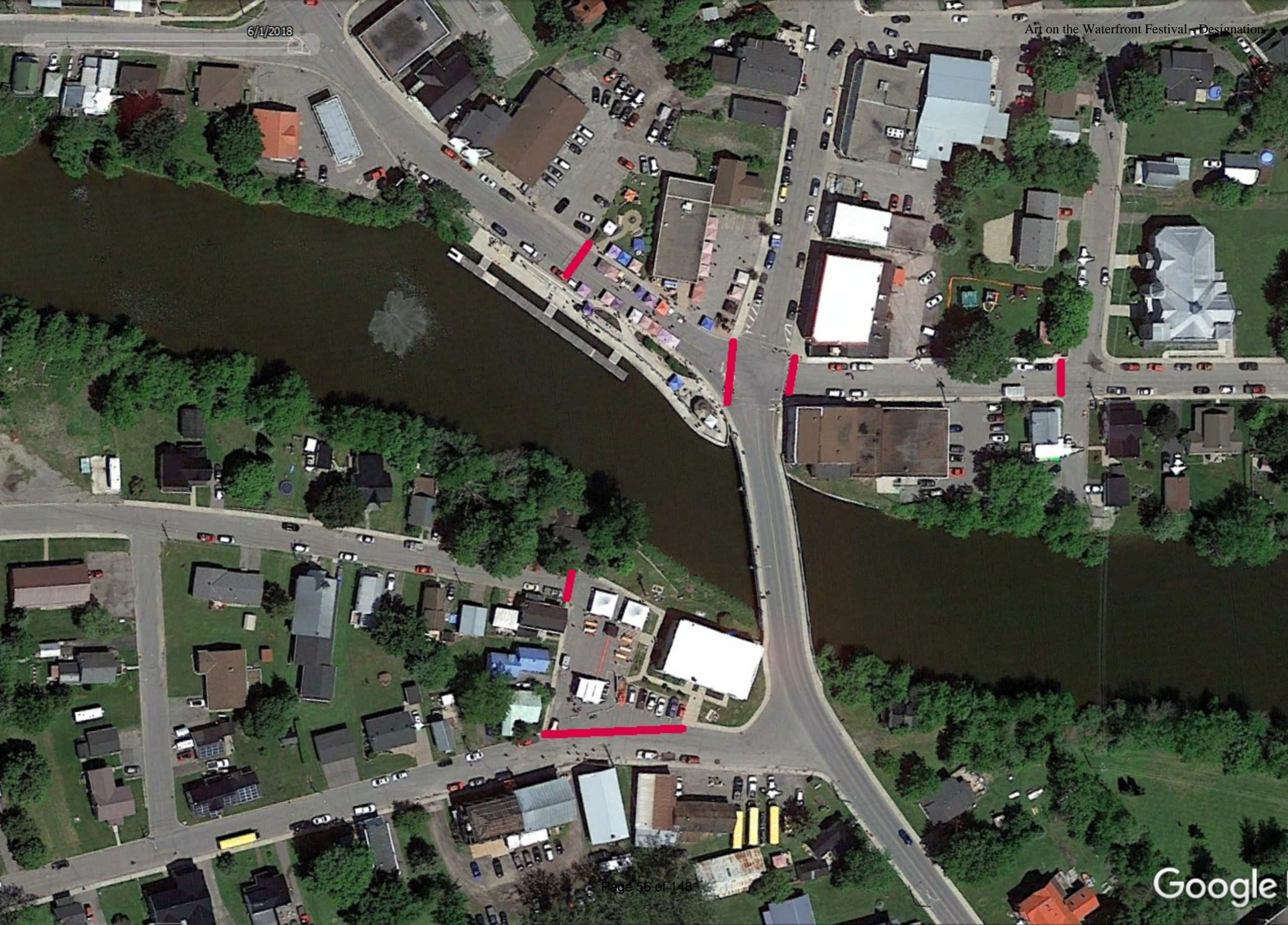
3. The full width of Mill Street starting at the intersection with Victoria Street, past the front of the old Town Hall to a point where Mill Street turns north-westward, Friday, June 5th at 1 p.m. and stay closed until Sunday, June 7th at 10 p.m.. This is due to the concert stage and food/beverage tents. There will be access points for the 2 residents that park their cars in their driveway.

Art on the Waterfront will have officials at the start and finish of the proposed sections of the roads to be closed. We will have barricades to indicate a closure to local traffic. Access will be maintained for emergency services at all times. If you have any questions or concerns, please feel free to contact Cheryl Beasley at 613-774-2224 or email at cbeasley@teksavvy.com .

Thank you for your consideration

Kind regards,

Cheryl Beasley, Chair, Art on the Waterfront 2020





ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Canada Day Celebrations

RECOMMENDATION:

THAT Council designate the Canada Day Celebrations hosted by the North Dundas Canada Day Committee scheduled for Wednesday, July 1st, 2020 as a “Public Event of Municipal Significance”.

BACKGROUND:

For the past six years the North Dundas Canada Day Committee (Mountain, Winchester & Chesterville Lions Clubs) have hosted Canada Day Celebrations at the South Mountain Fairgrounds. Events of municipal significance must be designated as such by a resolution of municipal council. The resolution must be included with the Special Occasion Permit application.

OPTIONS AND DISCUSSION:

1. **Approve the designation.** Recommended. Designating Canada Day Celebrations as a Public Event of Municipal Significance conveys endorsement and support to the event organizers and volunteers.
2. **Do not approve designation.** Not recommended.

FINANCIAL ANALYSIS:

There are no financial implications associated with this designation.

OTHERS CONSULTED:**ATTACHMENTS:****PREPARED BY:**

Jo-Anne McCaslin, CMO
Municipal Clerk

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Meet Me On Main Street Event Series

RECOMMENDATION:

THAT Council designate the 2020 “Meet Me On Main Street”, Community Event Series, hosted by the Township of North Dundas, scheduled for July 8th, July 15th, July 22nd, July 29th, August 5th and August 12th to be a “Public Event of Municipal Significance”.

BACKGROUND:

In 2017, the Township of North Dundas introduced the “*Meet Me On Main Street*” community event series. The event series took place in a different North Dundas hamlet each week between 5:00 pm and 8:00 pm. Due to the success of this event; plans are underway for 2020 with an additional evening in Marionville.

Events of municipal significance must be designated as such by resolution of Municipal Council. The resolution must be included with the Special Occasion Permit applications submitted to the Alcohol and Gaming Commission of Ontario.

OPTIONS AND DISCUSSION:

1. **Approve the designation** - recommended. This designation conveys endorsement and support to the Meet Me On Main Street Community Event Series.
2. **Do not approve designation** - not recommended.

OTHERS CONSULTED:

Recreation Dept.

ATTACHMENTS: N/A

PREPARED BY:

Jo-Anne McCaslin, CMO
Municipal Clerk

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO



ACTION REQUEST – Clerk

To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	MMOMS Temporary Street Closures

RECOMMENDATION:

THAT Council seek permission from the United Counties of SDG to close designated portions of County Roads (as listed below) to vehicular traffic between the hours of 2:00 p.m. and 9:00 p.m. to facilitate the 2020 “Meet Me on Main Street” Event Series.

SCHEDULE OF STREET CLOSURES:

Wednesday July 8 th - Morewood	MOFFAT St. County Rd 7 (from 30 Moffat St. North to Main St)
Wednesday July 15 th – South Mountain	SM MAIN St. County Rd 3 (from SM Main St 10591- 10605 Scott St to Mill St)
Wednesday, July 29 th - Marionville	A portion of GREGOIRE Rd. County Rd 41. Road Closure to be confirmed by and under the control of the Township of Russell.
Wednesday August 5 th – Chesterville	CHES MAIN St. County Rd 7 (from 38 Ches. Main St to King St)
Wednesday August 12 th – Winchester	WINCHESTER MAIN St. County Rd 3 (from 507 Main St W to the intersection of Main St. & St. Lawrence St.) and ST LAWRENCE St. County Rd 38 (from the intersection of Main St. and St. Lawrence to Caleb St)

OPTIONS AND DISCUSSION:

- 1. Approve the request to seek permission from the United Counties of SD&G – recommended.**

The temporary street closures enable the Township of North Dundas to host “Meet Me On Main Street” Celebrations in our villages and hamlets.

- 2. Do not approve the request - not recommended.**

OTHERS CONSULTED:

Recreation Dept.

ATTACHMENTS:

Hamlet Locations – identified street closures and detour routes requested by the Township of North Dundas.

PREPARED BY:



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

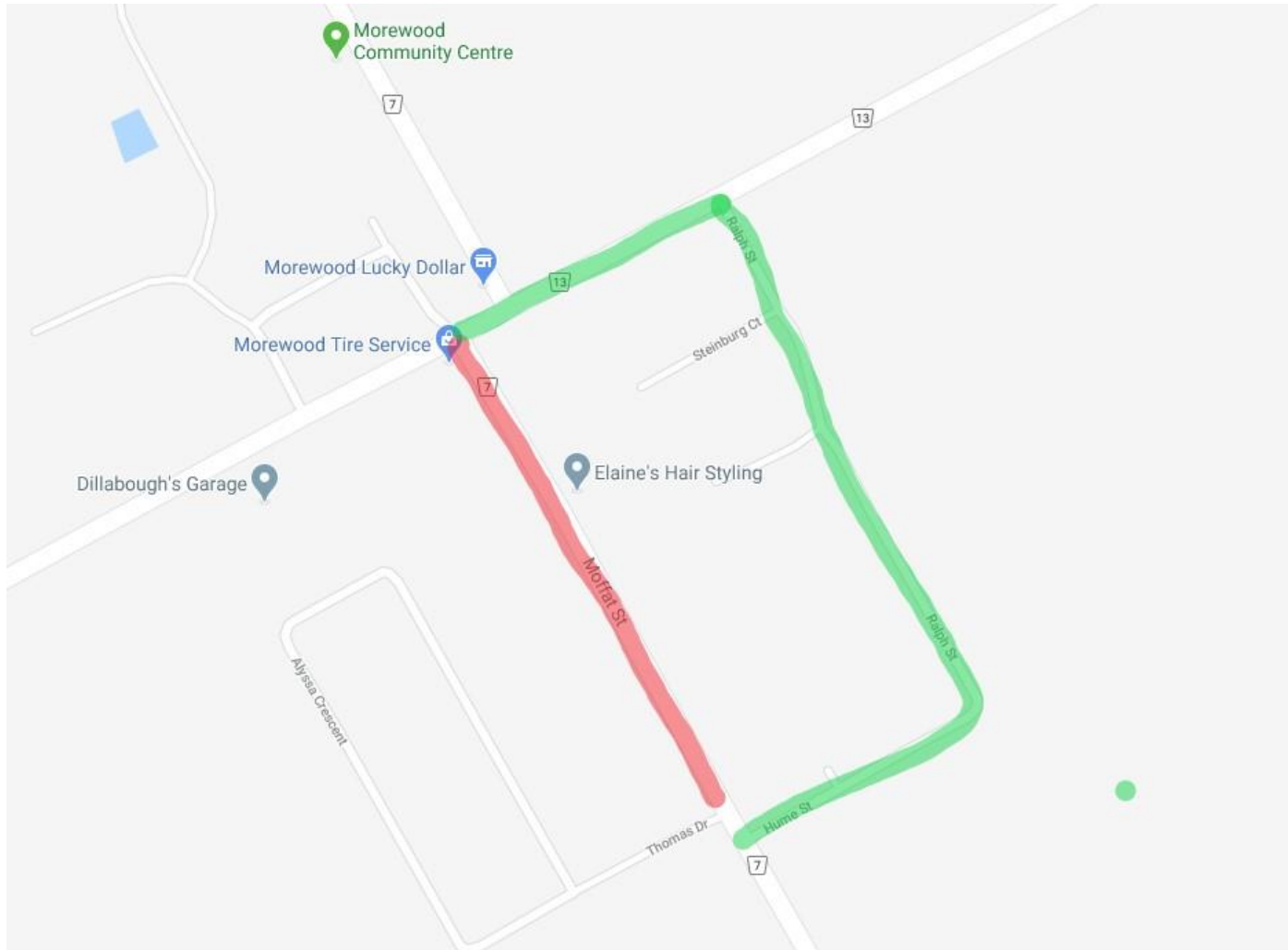
REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

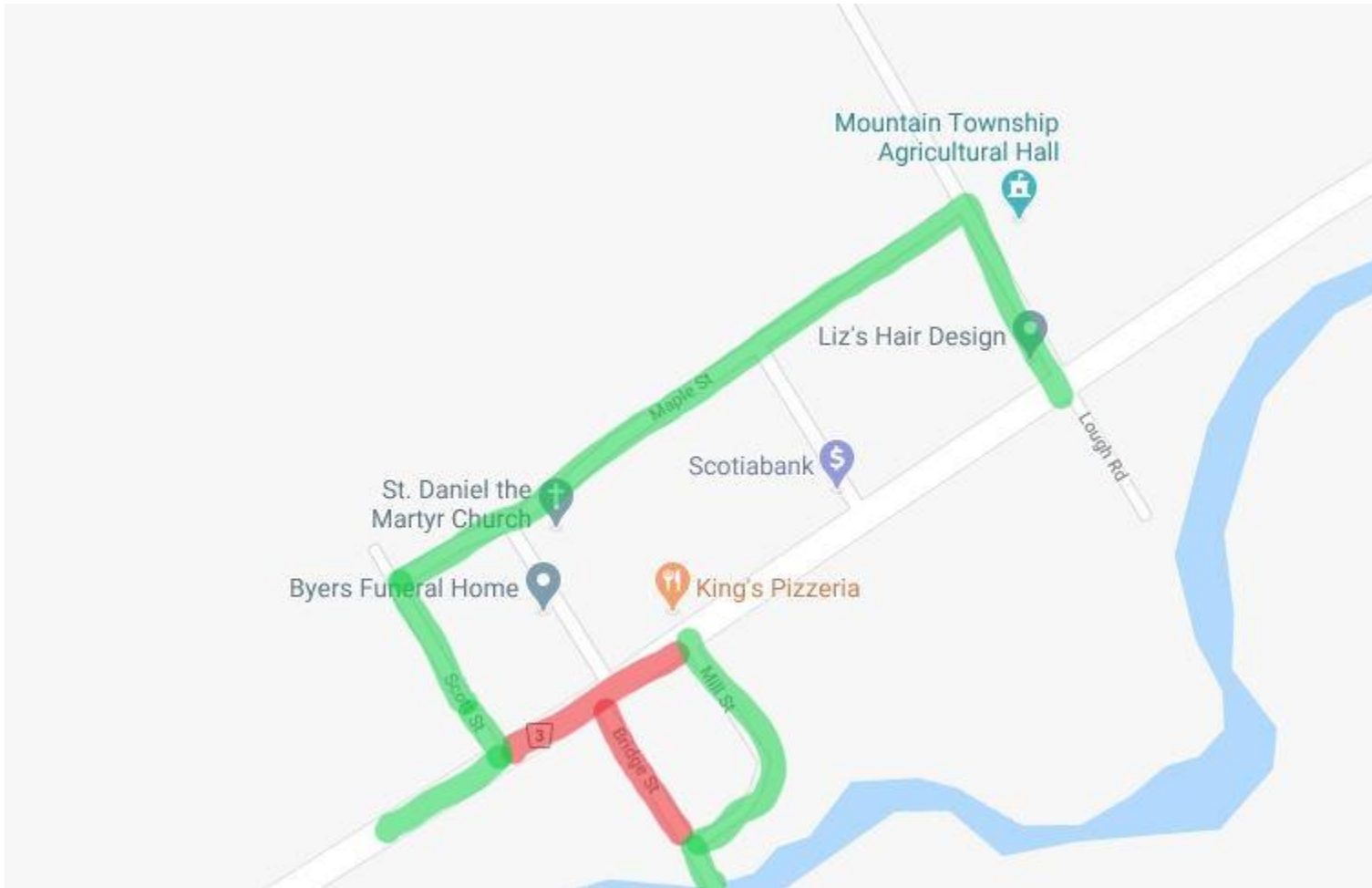
MMOMS – MOREWOOD - JULY 8, 2020

-  Road Closure
-  Detour



MMOMS – SOUTH MOUNTAIN - JULY 15, 2020

-  Road Closure
-  Detour



MMOMS – HALLVILLE – JULY 22, 2020

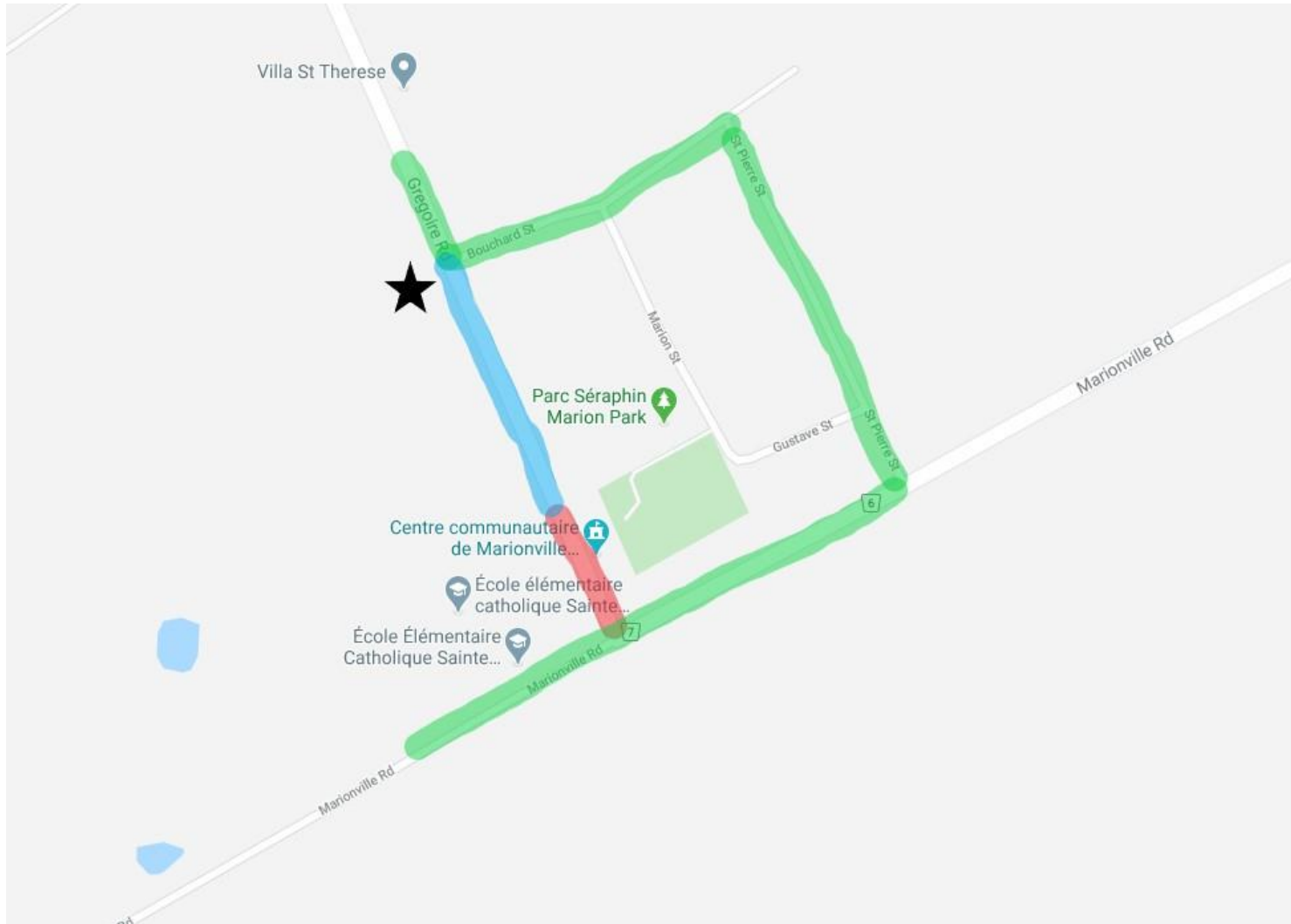
-  Road Closure
-  Detour



MMOMS – MARIONVILLE PROPOSED CLOSURES – JULY 29, 2020

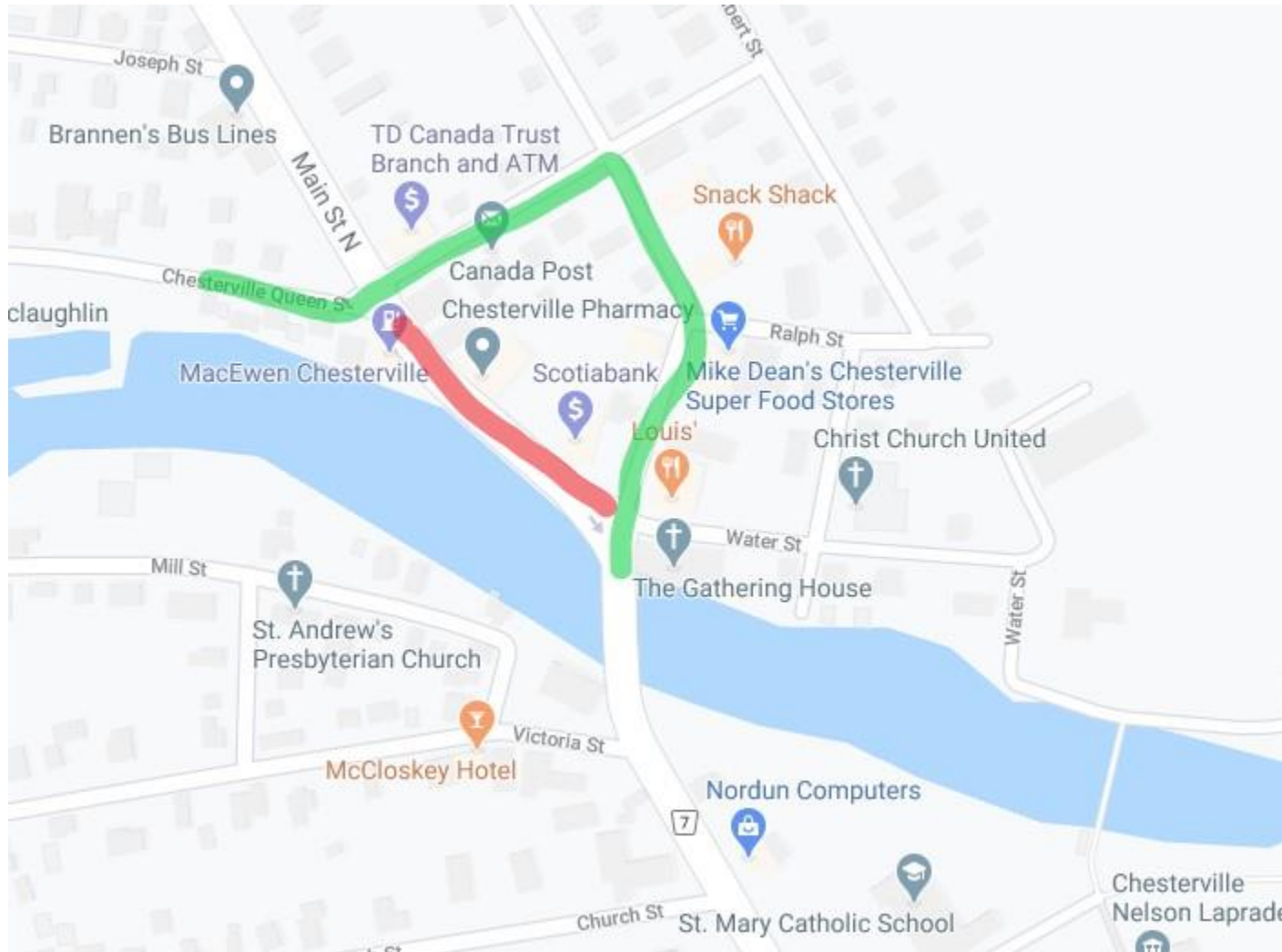
- Red line:** Road Closure
- Green line:** Proposed Detour
- Blue line:** Local Traffic Only

Note: To be organized through Russell, not North Dundas



MMOMS – CHESTERVILLE – AUGUST 5, 2020

-  Road Closure
-  Detour



MMOMS – WINCHESTER – AUGUST 12, 2020

-  Road Closure
-  Detour





ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	South Mountain Fair - Designation

RECOMMENDATION:

THAT Council designate the South Mountain Fair hosted by the Mountain Township Agricultural Society scheduled for August 13th, 14th, 15th & 16th, 2020 as a “Public Event of Municipal Significance”.

BACKGROUND:

The purpose of this report is to approve and authorize the designation of the South Mountain Fair in South Mountain hosted by the Mountain Township Agricultural Society to be a public event of municipal significance. Events of municipal significance must be designated as such by a resolution of municipal council. The resolution must be included with the Special Occasion Permit application.

OPTIONS AND DISCUSSION:

1. **Approve the designation.** Recommended. Designating the South Mountain Fair as a Public Event of Municipal Significance conveys endorsement and support to the event organizers and volunteers.

2. **Do not approve designation.** Not Recommended.

FINANCIAL ANALYSIS:

There are no financial implications associated with this designation.

OTHERS CONSULTED:

ATTACHMENTS:

PREPARED BY:

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

REVIEWED & APPROVED BY:

**Angela Rutley, BBA
CAO**



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Chesterville Fair - Designation

RECOMMENDATION:

THAT Council designate the Chesterville Fair hosted by the Chesterville and District Agricultural Society scheduled for August 28th, 29th, & 30th, 2020 as a “Public Event of Municipal Significance”.

BACKGROUND:

The purpose of this report is to approve and authorize the Chesterville Fair hosted by the Chesterville and District Agricultural Society (CDAS) as a Public Event of Municipal Significance. Events of municipal significance must be designated as such by a resolution of Municipal Council. The resolution must be included with the Special Occasion Permit application submitted by the CDAS to the Alcohol and Gaming Commission of Ontario.

OPTIONS AND DISCUSSION:

1. **Approve the designation.** Recommended. Designating the Chesterville Fair as a Public Event of Municipal Significance conveys endorsement and support to the event organizers and volunteers.

2. **Do not approve designation.** Not Recommended

FINANCIAL ANALYSIS:

There are no financial implications associated with this designation.

OTHERS CONSULTED:

ATTACHMENTS:

PREPARED BY:

Jo-Anne McCaslin, CMO
Municipal Clerk

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO



ACTION REQUEST – Waste Management Services	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Groundwater Monitoring extension

RECOMMENDATION:

THAT Council authorize the quotation dated March 3, 2020 to extend the contract for Groundwater Monitoring as submitted by Golder Associates for services at the two Township of North Dundas Landfill Sites, for one year commencing, January 1, 2020 in the amount of \$63,600.00 plus applicable taxes.

BACKGROUND:

The purpose of this report is to extend the Groundwater Monitoring contract for the year 2020. Having knowledge of the Boyne Road Landfill and the working relationship already established by Golder with the MECP, is a great asset for the Township while in an EA Application process.

OPTIONS AND DISCUSSION:

1. **Accept the quotation-** Recommended
2. **Do not accept the quotation-** Not Recommended

FINANCIAL ANALYSIS:

This has been included in the 2020 Waste Management Budget. There is an increase of \$9,900.00 from the 2019 program due to the Ministry of Environment Conservation & Parks requirement to report on the Mountain Landfill Site every two years.

OTHERS CONSULTED:

CAO

ATTACHMENTS:

Groundwater Monitoring extension March 3, 2020

Doug Froats
 Director of Waste Management

Angela Rutley, BBA
 CAO



March 3, 2020

Proposal No. P20139489

Mr. Doug Froats, Director of Waste Management

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

**PROPOSED 2020 WORK PROGRAM AND BUDGET FOR CONSULTING SERVICES
MOUNTAIN AND BOYNE ROAD LANDFILLS
TOWNSHIP OF NORTH DUNDAS, ONTARIO**

Dear Doug,

Further to your request in February 2020, this letter summarizes the proposed 2020 work program for monitoring and reporting for the Township of North Dundas (Township) Mountain Landfill and Boyne Road Landfill sites.

Proposed 2020 Work Program

Boyne Road Landfill

For the purposes of this cost estimate, it is assumed that the groundwater and surface water monitoring programs will be identical to the 2019 groundwater and surface water monitoring programs. It is noted that an additional background surface water monitoring station has been proposed by the surface water technical reviewer from the Ministry of the Environment Conservation and Parks (MECP). Golder Associates Ltd. (Golder) responded to this proposal in a technical memorandum dated December 8, 2016. A review of the surface water monitoring program from the 2017 Annual Monitoring Report was received from the MECP and noted agreement with the additional station, pending the comments from the review of the 2017 groundwater monitoring program. Comments from the 2017 groundwater monitoring program were not received from the MECP. No comment was made in the 2018 groundwater comments (received October 7, 2019) regarding the addition of a surface water monitoring station. No modifications to the surface water monitoring program were recommended in the surface water comments (received January 8, 2019) on the 2017 surface water monitoring program.

The additional surface water station SW4 was established in 2018 and monitored in both 2018 and 2019 and has again been included in the proposed 2020 work program to provide data for discussion and agreement between the MECP and the Township in 2020.

The following tasks are required for the 2020 work program for the Boyne Road Landfill:

- 1) Complete the spring and late summer groundwater monitoring sessions in accordance with the attached Table 9 of the **2019 Groundwater and Surface Water Monitoring Program and Operations Monitoring Report**.
- 2) Complete spring, late summer and late fall surface water monitoring sessions in accordance with the attached Table 10 of the **2019 Groundwater and Surface Water Monitoring Program and Operations Monitoring Report**.
- 3) Complete a topographical survey of the Boyne Road Landfill. Survey information will be used to report on the annual airspace consumed for inclusion in the **2020 Groundwater and Surface Water Monitoring Program and Operations Monitoring Report**.
- 4) Complete the Boyne Road Landfill **2020 Groundwater and Surface Water Monitoring Program and Operations Monitoring Report** to be submitted to the MECP by March 31, 2021. As was completed for the 2019 report, the report will address the compliance of the Site with all conditions of the ECA, as required by Conditions 7 (e) and (f) of Notice No. 7 of the ECA.

Mountain Landfill

For the purposes of this cost estimate, the 2020 groundwater monitoring program is based on that described in Section 7 and summarized in Table 4 (attached) of the **2017 and 2018 Groundwater Monitoring Program Report**.

The following tasks are proposed for the 2020 work program for the Mountain Landfill:

- 1) Complete spring and fall groundwater monitoring sessions in accordance with the applicable post-closure monitoring program.
- 2) Complete the Mountain Landfill 2019 and 2020 Groundwater and Surface water Monitoring Program and Operations Report, to be submitted to the MECP by March 31, 2021.

Note that the monitoring program report for Mountain Landfill is completed on a biennial basis.

2020 Work Program Estimated Costs

The estimated cost for undertaking the above noted tasks for both landfill sites is presented in the following table. This estimate includes the laboratory costs and effort to include SW4 in the Boyne Road Landfill monitoring program, as well as an allowance to address MECP comments following their review of the Boyne Road annual report (which now are generally being received on an annual basis). Work will be billed on a time and materials basis in accordance with hourly rates for the personnel involved. It is noted that in past years we have typically been able to complete this work for less than the estimated cost; however, the following amounts are suggested for your budgeting purposes.

Mr. Doug Froats, Director of Waste Management
Township of North Dundas

Proposal No. P20139489

March 3, 2020

Task	Estimated Cost
Project Management	\$3,500
Groundwater and Surface Water Monitoring	
Technician, mileage, field equipment, data review, etc.	\$19,400
Laboratory analyses	\$13,400
Topographical Survey and Volume Calculation for Boyne Road Landfill	
Technician, mileage, equipment, etc.	\$3,300
Volume calculations	\$1,100
Addition of Surface Water Station to Annual Monitoring Program	
Reporting, technician, mileage, equipment, data review, etc.	\$500
Laboratory analyses	\$600
Reporting	
Boyne Road Landfill	\$13,400
Reporting	
Mountain Landfill	\$8,400
Total Estimated Cost for 2020 Work (excluding HST)	\$63,600

Authorization

If the scope and terms of this work plan are acceptable to you, please sign and return one copy of the Authorization to Proceed for our files (see attached). If, however, you feel that the scope of work needs modification, please inform us so that we can make the appropriate changes. Our services will continue to be provided under the previously agreed upon General Terms and Conditions (Revised January 2006), as attached.

We appreciate having the opportunity to continue to assist the Township with this work and trust that our submission fully addresses your needs. If you have any questions or require additional information, please do not hesitate to contact us at your convenience.

Yours truly,

Golder Associates Ltd.



Jessica Hanschell, M.Env.Sc., EP.
Environmental Consultant



Paul Smolkin, P.Eng.
Principal

RPM/JLH/PAS/sg

[https://golderassociates.sharepoint.com/sites/123196/project files/1 proposal and project management/p20139489-001-p-rev0-2020 workplan 3mar2020.docx](https://golderassociates.sharepoint.com/sites/123196/project%20files/1%20proposal%20and%20project%20management/p20139489-001-p-rev0-2020%20workplan%203mar2020.docx)

Attachments: Table 9: Proposed 2020 Groundwater Monitoring Program, Boyne Road Landfill Site
Table 10: Proposed 2020 Surface Water Monitoring Program, Boyne Road Landfill Site
Table 4: Proposed 2019-2020 Monitoring Program, Mountain Landfill
Authorization to Proceed
General Terms and Conditions from P61-2154 (signed May 10, 2006)

Table 9: Proposed 2020 Groundwater Monitoring Program, Boyne Road Landfill Site**1.0 MONITORING SESSIONS**

Spring (April)

Late summer (August/September)

2.0 SAMPLING LOCATIONS

MW1, MW4, MW5, MW9, MW13, MW16, MW17, MW19, BRW1-A, BRW1-B, BRW1-C, BRW2, BRW3, MW06-20, MW06-21, MW06-22R, MW07-23, MW07-24, MW07-25, BRW07-26, MW15-1, MW15-2, BRW15-3, BRW16-1A, MW16-1B, MW16-2, BRW16-3A, MW16-3B, MW16-3C

3.0 FIELD-MEASURED PARAMETERS

groundwater levels at all accessible monitoring wells
temperature, conductivity, pH

4.0 LABORATORY MEASURED PARAMETERS

potassium, boron, iron, manganese, barium, aluminum, cadmium, chromium, cobalt, lead, zinc, TDS, alkalinity, sulphate, sodium, nitrate, chloride, BOD, DOC, ammonia, dissolved reactive phosphorous (DRP), phenols, hardness (calculated from laboratory calcium and magnesium analysis), copper, nickel

VOCs (At MW06-22R, MW1, MW4, MW5, and MW16 only)

All laboratory analyses on groundwater samples will be performed by a private analytical laboratory and the reportable detection limits (RDLs) for the specific analyses should be commensurate with the standards established in the Ontario Drinking Water Quality Standards (Ministry of the Environment, 2003, revised June 2006).

Prepared by: RPM

Checked by: JLH

Table 10: Proposed 2019 Surface Water Monitoring Program, Boyne Road Landfill Site**5.0 MONITORING SESSIONS**

Spring (April)
Late summer (August/September)
Late fall (November)

6.0 SAMPLING LOCATIONS

SW1, SW2, SW3, (SW4)*

*SW4 is not currently a required sampling location by the ECA, but has been proposed by the MECP as an alternative background station to SW1

7.0 FIELD-MEASURED PARAMETERS

stream depth, stream width, flow rate
temperature, conductivity, pH, dissolved oxygen

8.0 FIELD OBSERVATIONS

aquatic invertebrates
aquatic plants
algae growth
litter/debris

9.0 LABORATORY MEASURED PARAMETERS

boron, iron, manganese, barium, aluminum, cadmium, chromium, cobalt, lead, zinc, alkalinity, nitrate, nitrite, chloride, BOD, ammonia, total phosphorous, phenols, potassium, copper, nickel, sodium, sulfate, TDS, TSS, COD, DOC, TKN, hardness (calculated from laboratory calcium and magnesium analysis), unionized ammonia (calculated from ammonia and temperature analysis)

VOCs (spring and late summer OR late fall monitoring sessions)

Special Note for Parameters with Established Provincial Water Quality Criteria - All laboratory analyses on surface water samples will be performed by a private analytical laboratory and the reportable detection limits (RDLs) for the specific analyses should be commensurate with the Provincial Water Quality Criteria (Ministry of the Environment, 1994).

Prepared by: RPM

Checked by: JLH

Table 4: Proposed 2019-2020 Monitoring Program, Mountain Landfill**1.0 Monitoring Sessions**

Spring (May)
Fall (September/October)

2.0 Sampling Locations

MW1, MW2, MW7S, MW8S, MW8D, MW14-1A, MW14-1B, MW15-1A, MW15-1B, MW16-1.

3.0 Field-Measured Parameters

groundwater levels at all functioning monitoring wells (including MW3)
temperature, conductivity, pH

4.0 Laboratory Measured Parameters

alkalinity, ammonia, barium, boron, calcium, chloride, COD, DOC, iron, magnesium, manganese, nickel, nitrate, potassium, sodium, sulphate, thallium, TDS, TKN, hardness (calculated from laboratory calcium and magnesium analysis)

Special Note for Parameters with Established Provincial Water Quality Criteria – All laboratory analyses on groundwater samples will be performed by a private analytical laboratory and the reportable detection limits (RDLs) for the specific analyses should be commensurate with the standards established in the Ontario Drinking Water Quality Standards (Ministry of the Environment, 2003, revised June 2006).

Prepared by: RPM

Checked by: JLH

AUTHORIZATION TO PROCEED

TO Doug Froats

DATE March 3, 2020

FROM Jessica Hanschell

PROPOSAL No. P20139489

**PROPOSED 2020 WORK PROGRAM AND BUDGET FOR CONSULTING SERVICES
MOUNTAIN AND BOYNE ROAD LANDFILLS
TOWNSHIP OF NORTH DUNDAS, ONTARIO**

Thank you for retaining Golder Associates Ltd. for the work outlined in the attached proposal dated March 3, 2020. In order to keep records up to date, please sign and date this authorization to proceed. Contractual matters will be based on the attached General Terms and Conditions (Revised January 2006).

Name (Please Print) **Title**

Signature **Date**

Reports to be Addressed To:
Invoice to be Addressed To:
Purchase Order No. Required (if yes, please provide):

https://golderassociates.sharepoint.com/sites/123196/Project Files/1 Proposal and Project Management/Authorization to Proceed_2020.docx



GENERAL TERMS AND CONDITIONS

Revised January, 2006

Golder Associates Ltd. (Golder) and the Client (as described in the attached Proposal) agree that any professional services, including subsequent services and changes, (collectively the Services) to be provided by Golder relating to the Proposal will be on the following Terms and Conditions (collectively the Agreement):

1. **Standard of Care** - Services performed by Golder will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the engineering and science professions currently practicing under similar conditions in the same locality, subject to the time limits and physical constraints applicable to the Services. No warranty, express or implied is made. The Client understands that in the normal course of work some surface damage may occur, the restoration of which is not part of this Agreement.
2. **Right of Entry, Permits, Site Information and Utilities** - Client shall obtain all necessary permits and licenses and provide right of entry for Golder and its subcontractors to carry out the Services. Client warrants that it has furnished to Golder all information known to, or suspected by, Client relating to the past and existing conditions of the site, including but not limited to soil and geologic data, any on-site hazardous materials, and subterranean utilities. Golder may rely on such information.
3. **Safety** - Golder shall be responsible only for its activities and that of its employees and nothing shall imply that Golder has any responsibility for job site safety, which is the responsibility of Client or its contractors.
4. **Payment** - Golder will submit monthly invoices to Client and a final bill upon completion of Services. Client shall notify Golder within ten (10) days of receipt of invoice of any dispute with the invoice, and the parties will promptly resolve any disputed items. Payment on undisputed invoice amounts is due upon receipt of invoice by Client and is past due thirty (30) days from the date of the invoice. Client agrees to pay a finance charge of one and one-half percent (1-1/2%) per month on past due accounts and any legal or other collection costs incurred by Golder in pursuit of past due payments. If payment remains past due sixty (60) days from the date of the invoice, then Golder shall have the right to suspend all work under this Agreement, without prejudice.
5. **Changes** - Client and Golder recognize that it may be necessary to modify the scope of Services, the schedule, and/or the cost estimate proposed in this Agreement. Such changes shall change the scope of Services, schedule, and/or the cost, as may be equitable under the circumstances.
6. **Delays** - If site conditions prevent or inhibit performance of Services or if unrevealed hazardous waste materials or conditions are encountered, Services under this Agreement may be delayed. Client shall not hold Golder responsible for damages or delays in performance caused by any such delays, or delays caused by Client, its subcontractors, acts of God, acts and/or omissions of governmental authorities and regulatory agencies or other events which are beyond the reasonable control of Golder. Delays in excess of thirty (30) days shall, at the option of Golder, make this Agreement subject to termination or to renegotiation.
7. **Insurance** - Golder carries and shall maintain: worker's compensation insurance to statutory required amounts; commercial general liability coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate; professional liability coverage in the amount of \$1,000,000 per any one claim and \$3,000,000 in the aggregate; and automobile insurance in the amount of \$1,000,000. Certificates for all such policies of insurance shall be provided to the Client upon request.
8. **Mutual Indemnity** - Golder agrees to indemnify and save harmless Client its officers, directors, employees, subcontractors, and agents from and against all claims, damages, losses, and expenses (including but not limited to legal fees) arising from personal injury, death, or damage to third-party property to the extent arising from the negligent acts, errors and omissions of Golder. Client agrees to indemnify, defend and save harmless Golder and its officers, directors, employees, subcontractors, and agents from and against all claims, damages, losses, and expenses (including but not limited to legal fees) arising out of or resulting from the Services or work of Golder, including but not limited to, claims made by third parties or any claims against Golder arising from the acts, errors, or omissions of Client or others. To the fullest extent permitted by law, such indemnification shall apply regardless of breach of contract or strict liability of Golder. Such indemnity shall not apply to the extent that Golder is finally determined to be negligent.
9. **Property Transactions** - In connection with any contemplated or actual purchase or sale of property related to the Services, Golder will not be responsible for the independent conclusions, interpretations, interpolations and/or decisions of the Client or others arising out of data which is directly the product of Golder's Services.
10. **Limitation of Liability** - Client agrees to limit the liability of Golder, its employees, officers, directors, agents, consultants and subcontractors to matters which arise directly from Golder's acts, errors or omissions and such that the total aggregate liability of Golder, whether arising in contract, tort, or otherwise, shall not exceed the greater of \$50,000 (fifty thousand) or Golder's total fee for the Services. Any liability of Golder shall expire one year after substantial completion of the Services. Neither party shall be responsible for lost revenues, lost profits, cost of capital, claims of customers, or other special, indirect, consequential or punitive damages.
11. **Subsurface Risks** - Special risks occur whenever engineering or related disciplines are applied to identify subsurface conditions and even a comprehensive sampling and testing program may fail to detect certain conditions. The environmental, geological, geotechnical, geochemical and hydrogeological conditions that Golder interprets to exist between sampling points may differ from those that actually exist. Client agrees to waive any claim against Golder, and agrees to defend, indemnify and hold Golder harmless from any claim or liability for injury or loss which may arise as a result of any damage and resulting impacts to subterranean structures, utilities, or cross-contamination caused by any subsurface investigation.
12. **Discovery of Hazardous Materials** - Client recognizes that hazardous or suspected hazardous substances may be discovered at the site in the course of the Services and that the presence of such substances are not the responsibility of Golder. All contaminated samples, materials and field equipment that cannot be readily cleansed, shall remain the property and responsibility of the Client for proper handling and disposal. Client agrees that the discovery of any such substances shall constitute a changed condition for which Golder shall be fairly compensated. Client agrees to waive any claim against Golder, and agrees to defend, indemnify and hold Golder harmless from any claim or liability for injury or loss of any type arising from any alleged or actual discovery of hazardous or suspected hazardous substances.
13. **Ownership and Use of Instruments of Service** - All reports, plans, data, notes, drawings, and other documents prepared by Golder are considered its professional work product and shall remain the copyright property of Golder. The Services and documents provided by Golder are intended for one time use only. At the request and expense of Client, Golder shall provide the Client with copies of such documents. Client acknowledges that electronic media are susceptible to unauthorized modification, deterioration, and incompatibility and therefore Client cannot rely upon the electronic media version.
14. **Litigation** - The Client shall reimburse Golder for all direct expenses and time in connection with any disputes, litigation or arbitration involving representatives or documents of Golder arising out of the Services in accordance with Golder's then prevailing Schedule of Fees.
15. **Miscellaneous** - a) This Agreement supersedes all other agreements, oral or written, and contains the entire agreement of the parties concerning its subject matter. No cancellation, modification, amendment, deletion, addition, waiver or other change in this Agreement shall have effect unless specifically set forth in writing signed by the party to be bound thereby. Titles in this Agreement are for convenience only; b) This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns provided that it may not be assigned by either party without consent of the other; c) All representations and obligations (including without limitation the obligations of Client to indemnify Golder and the Limitation of Liability) shall survive indefinitely the termination of the Agreement; d) Any provision, to the extent it is found to be, unlawful or unenforceable shall be stricken without affecting any other provisions of this Agreement; e) All questions concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties hereunder shall be governed by the laws of the Province of Ontario. **NOTE: The Client acknowledges and agrees that if it accepts the attached Proposal, or if Golder performs the Services contemplated therein, then the above General Terms and Conditions and the Proposal engagement letter shall constitute a binding Agreement for the sole benefit of the Client and Golder, and that no third-party beneficiaries are created by this Agreement.**

Golder Associates Ltd.

y. 10. 2006 2:57PM

No. 0023 P. 2

CONDITIONS OF ENGAGEMENT FOR CONSULTING SERVICES

THIS AGREEMENT is entered into this 10 day of 05, 2006, by and between

THE TOWNSHIP OF NORTH DUNDAS., hereinafter referred to as "CLIENT",

AND

GOLDER ASSOCIATES LTD., hereinafter referred to as "CONSULTANT".

WHEREAS CLIENT desires CONSULTANT to perform certain technical services on behalf of CLIENT and CONSULTANT desires to perform the same for compensation in accordance with the terms and conditions set forth herein.

THE PARTIES HERETO AGREE AS FOLLOWS:

CONSULTANT shall perform the work outlined in the attached proposal for annual landfill monitoring and reporting at the Boyne Road and Mountain landfill sites, dated April 24, 2006, which proposal is agreed to by CLIENT and incorporated herein by reference (hereinafter referred to as "Services"), and both parties agree to the attached GENERAL TERMS AND CONDITIONS. All Services, regardless of commencement date, will be covered by this Agreement. Unless modified in writing by the parties, the duties of CONSULTANT shall not be construed to exceed those services specifically set forth in the proposal.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed, as of the date and year first set forth below.

Township of North Dundas
(CLIENT)

By:

[Signature]

Date:

May 10, 2006

Title:

Chief Administrative Officer

GOLDER ASSOCIATES LTD.
(CONSULTANT)

By:

[Signature]

Date:

May 10/06

Title:

PRUCILN



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	By-law No. 2020-12 Housekeeping By-law Amendment

RECOMMENDATION:

THAT By-law No. 2020-12, being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, the former Township of Winchester Zoning By-law No. 12-93, the former Village of Chesterville Zoning By-law No. 04-95, and the former Village of Winchester Zoning By-law 25-96, as amended, be read and passed in Open Council, signed and sealed this 10th day of March, 2020.

BACKGROUND:

This By-law will rezone three (3) properties as conditions of consent (severance). The properties affected by this By-law are properties (surplus dwellings) that were granted a consent (severance) as a result of farm consolidation under the 2014 Provincial Policy Statement and the United Counties of Stormont, Dundas and Glengarry Official Plan. This By-law will prohibit residential dwellings from being constructed on the remaining prime agricultural land, as required by the Provincial Policy Statement.

If adopted this By-law will also slightly modify the zoning of two (2) other properties, and will update or harmonize some definitions and general provisions.

OPTIONS AND DISCUSSION:

1. **Adopt the resolution as presented** – recommended.
2. **Do nothing** – Not recommended. These zoning amendments are required for compliance with the Provincial Policy Statement regarding farm consolidation and are important updates and consolidations amongst all four (4) Zoning By-laws currently in effect.
3. **Refuse the request** – Not recommended. Same as above.

FINANCIAL ANALYSIS:

No impact at this time.

OTHERS CONSULTED:

Chief Building Official
Property Owners
County Planning Staff
South Nation Conservation Authority
Municipal Law Enforcement Officer

ATTACHMENTS:

Planning Report
Draft Housekeeping By-law Amendment No. 2020-12

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



Planning Report

Housekeeping Zoning Amendment

RE:	Housekeeping Zoning Amendments to Zoning By-law No. 79-6 (the former Township of Mountain), Zoning By-law No. 12-93 (the former Township of Winchester), Zoning By-law No. 04-95 (the former Village of Chesterville, and Zoning By-law No. 25-96 (the former Village of Winchester).
Meeting Date:	March 10, 2020
By-law No.	2020-12
Subject Area	Multiple properties throughout the former Township of Mountain, the former Township of Winchester, the former Village of Chesterville and the former Village of Winchester

1. Executive Summary

This report recommends the following housekeeping amendments:

- Update definitions and general provisions to harmonize the Township’s Zoning By-laws and clarify existing provisions.
- Rezone multiple properties in the former Township of Mountain from “Rural (RU)” to “Rural – Exception Eighteen (RU-18)” and former Township of Winchester from “Agricultural (AG)” to “Agricultural – Exception Thirty-Six (AG-36)” to prohibit the construction of residential dwellings on prime agricultural land. This is a requirement of the *Provincial Policy Statement, 2014* and the United Counties Official Plan and was a condition of consent (severance).
- Rezone or modify two (2) properties.

2. Purpose and Effect

The Council of the Township of North Dundas has initiated a housekeeping By-law Amendment to update definitions and general provisions in order to harmonize the four (4) Zoning By-laws in North Dundas. The proposed changes are updates to the provisions for recreational vehicles in Chesterville and the use of shipping containers throughout the Township.

The By-law will also rezone multiple properties in the former Township of Winchester (By-law No. 12-93) and the former Township of Mountain (By-law No. 79-6) as a required condition of severance. The majority of properties affected by this By-law are surplus dwellings that were granted a severance as a result of farm consolidation under the *Provincial Policy Statement, 2014* and the United Counties of Stormont, Dundas and Glengarry Official Plan. This By-law will prohibit residential dwellings from being constructed on the remaining prime agricultural land as required by the *Provincial Policy Statement, 2014* and the United Counties Official Plan.

This By-law will correct or slightly modify the zoning of two (2) other properties. These changes will be to adjust the current zoning to meet conditions that were imposed as part of a plan of subdivision.

3. Background

- 3.1** The protection of prime agricultural land is a priority of the *Provincial Policy Statement, 2014* (PPS). The PPS requires municipalities to prohibit residential uses on prime agricultural land that has been granted a severance through farm consolidation (residence surplus to a farming operation). The properties that are affected by this By-law are located in the former Township of Winchester and Township of Mountain and were granted a severance within the previous year. As a required condition of severance, the owners of the subject properties have paid a surplus dwelling amendment fee and have signed an acknowledgment that the retained farmland will be rezoned to prohibit residential uses as part of a joint By-law Amendment for all surplus dwellings.
- 3.2** This proposed Zoning By-law Amendment is also referred to as a 'general housekeeping' By-law. In addition to rezoning properties due to farm consolidation, this By-law will also modify the zoning of two (2) other properties that the Township wishes to correct or change.

4. Policy Direction

This By-law would rezone several properties in the former Township of Mountain and the former Township of Winchester to prohibit the construction of residential dwellings on prime agricultural land as a required condition of severance. The prime agricultural land will continue to be used for agricultural purposes and normal farm practices will be protected. Township Council should consider the relevant policies of the 2014 Provincial Policy Statement and the Official Plan when evaluating the merits of the proposed By-law.

4.1 Provincial Policy Statement

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

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

2.3.4. Lot Creation and Lot Adjustments:

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

- c) *“a residence surplus to a farming operation as a result of farm consolidation, provided that the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services and the planning authority ensures that new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches, which achieve the same objective.”*

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

4.2 United Counties Official Plan:

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

5.3 Agriculture Resource Lands:

5.3.2 Scope of Permitted Uses

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

5.3.2.1 Agriculture-related uses

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

products such as custom meat shops, wineries, pick-your-own operations, produce market, and packing operations, or a grain drying handling and storage facility

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

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

5. Analysis

5.1 Shipping Containers

This By-law will introduce provisions across all four (4) Zoning By-laws restricting the outdoor placement of shipping containers. The following is the definition of shipping containers that will now be applied to all Zoning By-laws:

“Shipping Containers shall mean any new and/or used container designed for the shipping of goods by means of rail, truck or by sea that is strong enough to be suitable for repeated use and includes intermodal shipping containers.”

The provisions of where the shipping containers are allowed are slightly different across all four (4) Zoning By-laws to reflect the different types of zoning but the intention is the same. Shipping containers will be permitted in all industrial type zones, pit and quarry zones, waste disposal zones, and in a Special Exception Zone which permits an industrial use. Shipping containers will also be permitted on farm properties greater than 30 hectares. Shipping containers legally placed in these zones will need to be kept in good condition and painted.

Shipping containers will not be permitted in any Residential, Institutional, Commercial or Open Space zone. However, the Committee of Adjustment may authorize a minor variance to permit a Shipping Container on a property in a Commercial, Institutional or Open Space Zone, if in its opinion the use is desirable and appropriate on the property. Also, a provision has also been added which will allow the temporary use of a shipping container in any zone if the container is being used incidentally to ongoing construction or renovations for which a permit has been issued.

5.2 Agricultural-Related Use

The 2014 and 2020 *Provincial Policy Statements (PPS)* and the United Counties Official Plan outline the importance of allowing agricultural-related uses in prime

agricultural land. These uses, which support local farming operations and benefit from close proximity to farms are some of the few uses allowed in prime agricultural land that are not strictly farm operations. The Zoning By-laws for the former Townships of Mountain and Winchester control land use planning for the vast majority of agricultural land within the Township. However, neither have a formal definition of an agricultural-related use which can sometimes make it difficult for land owners and farm operators to know what is permitted. Below is the proposed definition from the 2020 PPS and the Provincial Guideline on “Permitted Uses in Ontario’s Prime Agricultural Areas” (Publication 851) that will be added to both the Zoning By-laws for the former Township of Mountain and Winchester:

“Agricultural-related use shall mean those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity. Farm-related commercial uses include uses such as retailing of agriculture-related products (e.g., farm supply co-ops, farmers’ markets and retailers of value-added products like wine or cider made from produce grown in the area), livestock assembly yards and farm equipment repair shops. Farm-related industrial uses include uses such as industrial operations that process farm commodities from the area such as abattoirs, feed mills, grain dryers, cold/dry storage facilities, fertilizer storage and distribution facilities, food and beverage processors (e.g., wineries and cheese factories) and agricultural biomass pelletizers.”

5.3 Protecting Prime Agricultural Land

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

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

Two properties in the former Township of Mountain will be rezoned as a condition of a plan of subdivision. A portion of the property legally described as the South Part of Lot 6, Concession 9 will be rezoned to Open Space (OS) for the future development of a passive public open space.

Two new exception zones will be added to the Restricted Lands (RL) zone for parts of the properties legally described as the South Part of Lot 6, Concession 9 and Part of the Southwest $\frac{3}{4}$ of Lot 7, Concession 9, Parts 2 and 3 on Registered Plan 8R-3921. The first exception zone will rezone a 15 m environmental protection area around the Wylie Creek Municipal Drain and the Doran Branch of the Wylie Creek Municipal Drain to protect the fish species in these waterways. The proposed provisions for the “Restricted Lands – Exception One (RL-1)” zone are as follows:

1. Restricted Lands Zone – Exception One (RL-1)

Notwithstanding the provisions of Section 9.2(a) to the contrary, on lands zoned RL-1 only the following use is permitted:

- Conservation use excluding buildings

Section 9.2(b) shall not apply with respect to lands zoned (RL-1).

The second exception zone will rezone a portion of the northeast section of the property legally described as the South Part of Lot 6, Concession 9. The purpose of this zone is similar to the previous zone with the exception that small structures such as gazebos are allowed, provide, they are not within 15m of the Doran Branch of the Wylie Creek Municipal Drain. The proposed provisions for the “Restricted Lands – Exception Two (RL-2)” zone are as follows:

2. Restricted Lands Zone – Exception Two (RL-2)

Notwithstanding the provisions of Section 9.2(a) to the contrary, on lands zoned RL-2 only the following uses are permitted:

- Conservation use excluding buildings
- Buildings and structures accessory to a residential zone excluding pools, garages and sheds.

For the purposes of this By-law the maximum gross floor area of any building or structure in an RL-2 Zone shall be 20 square metres.

Section 9.2(b) shall not apply with respect to lands zoned (RL-2).

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

Rural Zone – Special Exception Eighteen (RU-18)

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

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

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

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

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

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

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

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

A definition is being added for ‘Self-Propelled’ vehicle to clarify which recreational vehicles may be stored on a residential property. The description is as follows:

“Self-Propelled vehicle means a vehicle capable in its current condition of moving across land or water under its own power without any external propulsion or without being towed. For the purposes of this By-law Self Propelled shall also include boats, all-terrain vehicles and snowmobiles.”

Following numerous complaints to the By-law division, the following provision will be added to former Village of Chesterville Zoning By-law to restrict the number of recreational vehicles which may be stored outdoors. The proposed amendment will restrict the number of recreational vehicles stored outdoors to two (2), with the exception that a trailer which has multiple recreational vehicles stored internally will only count as one (1).

6. Summary

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

7. Comments

No comments received to date.

6. Recommendation

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

Prepared By:

Paul Clarke, Planning Technician

Date

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

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

Date

BY-LAW No. 2020-12

EXPLANATORY NOTE

Purpose and Effect of the By-law

The Council of the Township of North Dundas has initiated a housekeeping By-law Amendment to rezone multiple properties in the Township. The areas to be rezoned include: three (3) properties to prohibit dwelling units as required by the 2014 Provincial Policy Statement for surplus dwelling consents (severances); to slightly modify the zoning of two (2) properties; and to update some definitions and provisions across all of the Township's Zoning By-laws.

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

This By-law will rezone multiple properties as conditions of severance. The properties affected by this By-law are surplus dwelling properties that were granted a severance as a result of farm consolidation under the 2014 Provincial Policy Statement and the United Counties of Stormont, Dundas and Glengarry Official Plan. This By-law will prohibit residential dwellings from being constructed on the remaining prime agricultural land, as required by the Provincial Policy Statement.

If adopted, this By-law will also slightly modify the zoning of two (2) other properties, and will update some definitions and general provisions.

This By-law is deemed to be in conformity with the policies contained in the United Counties of Stormont, Dundas and Glengarry Official Plan and the 2014 Provincial Policy Statement.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-12

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

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

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

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

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

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

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

AND WHEREAS the matters set out in this By-law are deemed to be in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry and the 2014 Provincial Policy Statement;

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

Former Township of Winchester Zoning By-law

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

1.1 That the following definition be added as Section 2.2.1 – “Agricultural-related use shall mean those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity. Farm-related commercial uses include uses such as retailing of agriculture-related products (e.g. farm supply co-ops, farmers’ markets and retailers of value-added products like wine or cider made from produce grown in the area), livestock assembly yards and farm equipment repair shops. Farm-related industrial uses include uses such as industrial operations that process farm commodities from the area such as abattoirs, feed mills, grain dryers, cold/dry storage facilities, fertilizer storage and distribution facilities, food and beverage processors (e.g. wineries and cheese factories) and agricultural biomass pelletizers.”

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

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- 1.2 That the following definition be added as Section 2.90.1 – “Shipping Containers shall mean any new and/or used container designed for the shipping of goods by means of rail, truck or by sea that is strong enough to be suitable for repeated use and includes intermodal shipping containers.”
- 1.3 That the following text be added as Section 3.21.1 Shipping Containers:
- (i) A single *Shipping Container* that is not longer than 20 feet and is being used incidentally to active construction on the same *Lot* for which a permit has been issued, is permitted for a maximum of 6 months within a 2-year period.
 - (ii) *Shipping Containers* shall be permitted in an Industrial (ML or M) Zone, Agricultural – Special Exception 3 (AG-3) Zone, Special Rural – Pit (SRP) Zone, Special Rural – Quarry (SRQ) Zone, Special Rural – Waste Disposal (SRD) Zone, Special Rural – Wrecking Yard (SRWY) Zone, or a Special Exception Zone which permits an industrial use.
 - (iii) A *Shipping Container* shall not be permitted in any Residential Zone, Institutional Zone, Open Space Zone, or Commercial Zone unless such *Shipping Container* is being used in accordance with Section 3.21.1(i).
 - (iv) Notwithstanding Section 3.21.1(iii), the Committee of Adjustment may authorize a minor variance to permit a *Shipping Container* on a *Lot* zoned Commercial, Institutional, or Open Space, if in its opinion the use is desirable and appropriate on the *Lot*.
 - (v) A maximum of two (2) *Shipping Containers* shall be permitted on a *Lot* in an Agricultural (AG) Zone or Rural (RU) Zone subject to the following:
 - a. The primary use of the *Lot* shall be *Agricultural Use*;
 - b. The *Lot* shall be a minimum of 30 hectares;
 - c. *Shipping Containers* shall be set back a minimum of 30 metres from the *Front Yard* and 15 metres from any *Side Yard*;
 - d. *Shipping Containers* shall be maintained in good condition; painted and in keeping with the principal use of the property; and
 - e. The doors of any *Shipping Container* shall be kept closed and locked when not in use.
- 1.4 That the areas legally defined in Schedule 1 and shown on Schedule 2, shall henceforth be zoned “Agricultural – Special Exception Thirty-Six (AG-36)” and shall cease to be zoned “Agricultural (AG)”.

Former Township of Mountain Zoning By-law

- 2.0 That (the Former Township of Mountain) Zoning By-law No. 79-6, as amended, is hereby amended as follows:
- 2.1 That the following be inserted as Section 2.2.1 – “Agricultural-related use shall mean those farm-related commercial and farm-related industrial uses

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-12

that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity. Farm-related commercial uses include uses such as retailing of agriculture-related products (e.g. farm supply co-ops, farmers' markets and retailers of value-added products like wine or cider made from produce grown in the area), livestock assembly yards and farm equipment repair shops. Farm-related industrial uses include uses such as industrial operations that process farm commodities from the area such as abattoirs, feed mills, grain dryers, cold/dry storage facilities, fertilizer storage and distribution facilities, food and beverage processors (e.g. wineries and cheese factories) and agricultural biomass pelletizers."

- 2.2 That the following be inserted as Section 2.21.1 "Conservation Use Shall mean a use related to the preservation of natural resources or the natural environment."
- 2.3 That the following definition be added as Section 2.78.1 – "Shipping Containers shall mean any new and/or used container designed for the shipping of goods by means of rail, truck or by sea that is strong enough to be suitable for repeated use and includes intermodal shipping containers."
- 2.4 That the following section be added as Section 3.24.1 – Shipping Containers:
- i) A single *Shipping Container* that is not longer than 20 feet and is being used incidentally to active construction on the same *Lot* for which a permit has been issued, is permitted for a maximum of 6 months within a 2-year period in any zone.
 - ii) *Shipping Containers* shall be permitted in an Industrial (MG or ML) Zone, Solid Waste Disposal (G) Zone, Mineral Extraction (MX) Zone, or a Special Exception Zone which permits an industrial use.
 - ii) A *Shipping Container* shall not be permitted in any Residential (R1 or ER) Zone, Institutional Zone, Open Space Zone, or Commercial (C1 or C2) Zone unless such shipping container is being used in accordance with Section 3.24.1(i).
 - iii) Notwithstanding Section 3.24.1(iii), the Committee of Adjustment may authorize a minor variance to permit a *Shipping Container* on a *Lot* in a Commercial (C1 or C2), Institutional or Open Space Zone, if in its opinion the use is desirable and appropriate on the *Lot*.
 - iv) A maximum of two (2) shipping containers shall be permitted on a *Lot* in a Rural (RU) Zone subject to the following:
 - a. The primary use of the *Lot* shall be *Agricultural Use*;
 - b. The *Lot* shall be a minimum of 30 hectares;
 - c. *Shipping Containers* shall be set back a minimum of 30 metres from the *Front Yard* and 15 metres from any *Side Yard*;
 - d. *Shipping Containers* shall be maintained in good condition; painted and in keeping with the principal use of the property; and

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- e. The doors of any *Shipping Container* shall be kept closed and locked when not in use.

- 2.5 That the following be inserted in Section 9.2 Restricted Lands Zone (RL) immediately after the contents thereof:

9.2 (c) **Special Exception Zones**

- 1) Restricted Lands – Exception One (RL-1)

Notwithstanding the provisions of Section 9.2(a) to the contrary, on lands zoned RL-1, only the following use is permitted:

- Conservation use excluding buildings

Section 9.2(b) shall not apply with respect to lands zoned Restricted Lands – Exception One (RL-1).

- 2) Restricted Lands – Exception Two (RL-2)

Notwithstanding the provisions of Section 9.2(a) to the contrary, on lands zoned RL-2 only the following uses are permitted:

- Conservation use excluding buildings
- Buildings and structures accessory to a residential zone excluding pools, garages and sheds

For the purposes of this By-law the maximum gross floor area of any building or structure in an RL-2 Zone shall be 20 square metres.

Section 9.2(b) shall not apply with respect to lands zoned Restricted Lands – Exception Two (RL-2).

- 2.6 That the lands legally defined in Schedule 3 and shown on Schedule 4, shall henceforth be zoned “Rural – Exception Eighteen (RU-18)” and shall cease to be zoned “Rural (RU)”.
- 2.7 That the lands shown on Schedule 5 shall henceforth be zoned “Restricted Lands – Exception One (RL-1)” and shall cease to be zoned “Residential – Exception Nine (R1-9)” and “Residential – Exception Ten (R1-10)”
- 2.8 That the lands shown on Schedule 6 shall henceforth be zoned “Restricted Lands – Exception Two (RL-2)” and shall cease to be zoned “Residential First Density – Exception Nine (R1-9)”.
- 2.9 That the lands shown on Schedule 7 shall henceforth be zoned “Open Space (OS)” and shall cease to be zoned “Residential – Exception Nine (R1-9)”.

Former Village of Chesterville Zoning By-law

- 3.0 That (the Former Village of Chesterville) Zoning By-law No. 04-95, as amended, is hereby amended as follows:

- 3.1 That the following be inserted as Section 3.182.1 “*Self-Propelled* vehicle Means a vehicle capable in its current condition of moving across land or

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water under its own power without any external propulsion or without being towed. For the purposes of this By-law, *Self-Propelled* vehicle shall also include boats, all-terrain vehicles and snowmobiles.”

- 3.2 That the following be inserted as Section 3.184.1 “Shipping Container Means any new and/or used container designed for the shipping of goods by means of rail, truck or by sea that is strong enough to be suitable for repeated use and includes intermodal shipping containers.”
- 3.3 That in Section 4.20(d) the following text shall be added immediately after the contents thereof; “No person shall store more than two recreational vehicles outdoors in any Residential Zone. For the purposes of this By-law a trailer being used to internally store one or more recreational vehicles shall be considered to be one recreational vehicle.”
- 3.4 That the following shall be inserted as Section 4.25.2 – Shipping Containers:
- (a) A single *Shipping Container* that is not longer than 20 feet and is being used incidental to permitted construction being conducted on the same *Lot* for which a permit has been issued, is permitted for a maximum of 6 months within a 2-year period.
 - (b) *Shipping Containers* shall be permitted in an Industrial (M1 and M2) Zone or in a Special Exception Zone which permits an industrial use.
 - (c) A *Shipping Container* shall not be permitted in any Residential, Institutional, Open Space, or Commercial Zone unless such shipping container is being used in accordance with Section 4.25.2(a).
 - (d) Notwithstanding Section 4.25.2(c), the Committee of Adjustment may authorize a minor variance to permit a *Shipping Container* on a *Lot* in a Commercial (CG or CH), Institutional, or Open Space Zone, if in its opinion the use is desirable and appropriate on the *Lot*.

Former Village of Winchester Zoning By-law

- 4.0 That (the Former Village of Winchester) Zoning By-law 25-96, as amended, is hereby amended as follows:
- 4.1 That the following be inserted as Section 3.169.1 “Shipping Container – Shipping Container shall mean any new and/or used container designed for the shipping of goods by means of rail, truck or by sea that is strong enough to be suitable for repeated use and includes intermodal shipping containers.”
- 4.2 That the following shall be inserted as Section 4.24.2 Shipping Containers:
1. A single *Shipping Container* that is not longer than 20 feet and is being used incidentally to active construction on the same *Lot* for which a permit has been issued, is permitted for a maximum of 6 months within a 2-year period.
 2. *Shipping Containers* shall be permitted in an Industrial (M1) Zone or in a Special Exception Zone which permits an industrial use.

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- 3. A *Shipping Container* shall not be permitted in any Residential, Institutional, Open Space, or Commercial Zone unless such shipping container is being used in accordance with Section 4.24.2.1.
- 4. Notwithstanding Section 4.24.2.3, the Committee of Adjustment may authorize a minor variance to permit a *Shipping Container* on a *Lot* in a Commercial (C1, C2 or C3), Institutional or Open Space Zone, if in its opinion the use is desirable and appropriate on the *Lot*.

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

READ and passed in Open Council, signed and sealed this 10th day of March, 2020.

MAYOR

CLERK

SCHEDULE “1”

BY-LAW No. 2020-12

Enacted by the Council of The Corporation of the Township of North Dundas
this 10th day of March, 2020.

Mayor

Clerk

SD&G File #	Location	Roll Number	PIN
B-117-19	North Part of Lot 22, Concession 10	051101601091000	661530072

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

SCHEDULE "2"

BY-LAW No. 2020-12

Enacted by the Council of The Corporation of the Township of North Dundas
this 10th day of March, 2020.

MAYOR

CLERK



Area to be rezoned from Agricultural (AG) to Agricultural -
Special Exception Thirty-Six (AG-36).

SCHEDULE “3”**BY-LAW No. 2020-12**

Enacted by the Council of The Corporation of the Township of North Dundas
this 10th day of March, 2020.

Mayor

Clerk

SD&G File #	Location	Roll Number	PIN
B-59-19	Part of Lot 22, Concession 3	051101100451005	661090261
B-88-19	West Part of Lot 2, Concession 3	051101100316200	661060067

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

SCHEDULE "4"

BY-LAW No. 2020-12

Enacted by the Council of The Corporation of the Township of North Dundas
this 10th day of March, 2020.

MAYOR

CLERK



Area to be rezoned from Rural (RU) to Rural - Exception Eighteen (RU-18).

SCHEDULE "5"

BY-LAW No. 2020-12

Enacted by the Council of The Corporation of the Township of North Dundas
this 10th day of March, 2020.

MAYOR

CLERK



Area to be rezoned from Residential - Exception Nine (R1-9) and Residential - Exception Ten (R1-10) to Restricted Lands - Exception One (RL-1).

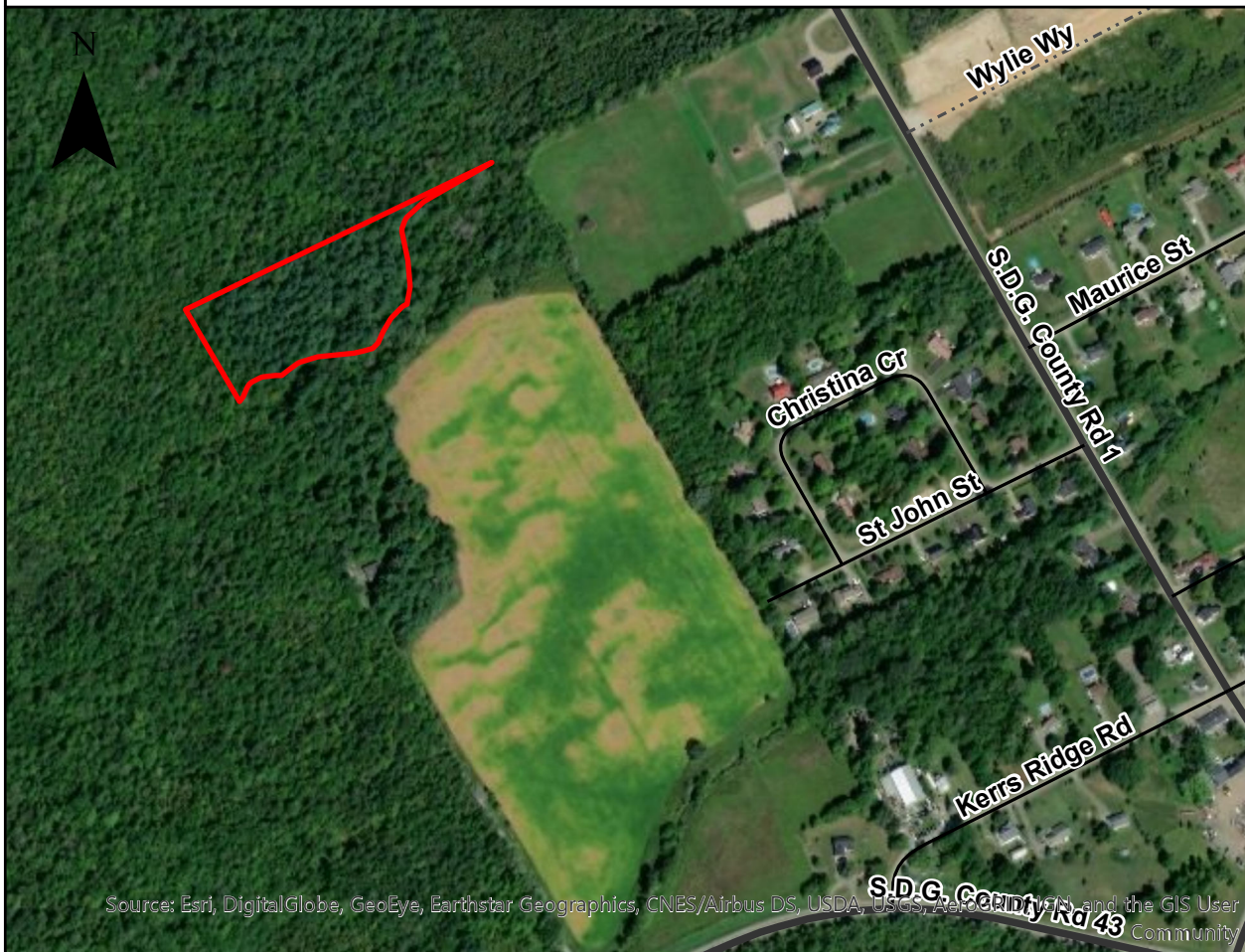
SCHEDULE "6"

BY-LAW No. 2020-12

Enacted by the Council of The Corporation of the Township of North Dundas
this 10th day of March, 2020.

MAYOR

CLERK



Area to be rezoned from Residential - Exception Nine (R1-9) to Restricted Lands - Exception Two (RL-2).

SCHEDULE "7"

BY-LAW No. 2020-12

Enacted by the Council of The Corporation of the Township of North Dundas
this 10th day of March, 2020.

MAYOR

CLERK



Area to be rezoned from Residential - Exception Nine (R1-9) to Open Space (OS).



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	By-law No. 2020-13 Hendrick Rezoning

RECOMMENDATION:

THAT By-law No. 2020-13, being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, as amended, be read and passed in Open Council, signed and sealed this 10th day of March, 2020.

BACKGROUND:

The Township of North Dundas received a site-specific application to amend the former Township of Mountain Zoning By-law No. 79-6 under Section 34 of the Planning Act for the property legally described as Part of Lot 22, Concession 3 Part 1 on Registered Plan 8R-5149, former Township of Mountain now the Township of North Dundas. The threefold purpose is;

1. To rezone a portion of a property into a 15 m “no build” zone along the proposed property lines of a consent (severance);
2. To reduce the minimum required side yard setback for the retained parcel, and;
3. To prohibit residential dwellings on the retained farmland.

This zoning amendment is a required condition of consent (severance) and is required to ensure adequate fire separation between the severed and retained parcels. A detailed planning report is attached with the draft by-law.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

No financial impact at this time.

OTHERS CONSULTED:

Chief Building Official
Property Owner

ATTACHMENTS:

Draft By-law No. 2020-13

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



Planning Report

Zoning Amendment

RE:	Dave Hendrick – Zoning Amendment
Meeting Date:	March 10, 2020
Current Zoning:	Rural (RU)
Proposed Zoning:	Rural – Exception Twenty-Five (RU-25) and Rural – Exception Twenty-Six (RU-26)
Official Plan:	Agricultural Resource Lands
Subject Area:	Approximately 29.48 acres
Existing Use:	Residential and farm land with grain drying operation
Proposed Use:	Unchanged

1. Purpose and Effect

The Township of North Dundas has received a Zoning By-law Amendment application to amend the former Township of Mountain Zoning By-law No. 79-6 under Section 34 of the *Planning Act* for the property legally described as Part of Lot 22, Concession 3 being Part 1 on Registered Plan 8R-5149, former Township of Mountain, now the Township of North Dundas, and municipally known as 11760 Guy Road. The purpose is to rezone the property as a condition of consent (severance). The proposed Amendment is a dual Zoning By-law Amendment that will rezone the severed parcel from Rural (RU) to Rural – Exception Twenty-Five (RU-25). The retained parcel would be rezoned from Rural (RU) to



Rural – Exception Twenty-Six (RU-26). If approved, the effect would be the establishment of a 15 m “no-build” zone on the severed residential lot to ensure adequate fire separation between the proposed property lines, and to reduce the minimum required side yard setback for the retained parcel. Additionally, the Rural – Exception Twenty-Six (RU-26) zone would prohibit the construction of a residential dwelling as required under the *2014 Provincial Policy Statement*.

2. Background

The subject property is owned by Sevita International Corporation. The property is located in the former Township of Mountain on Guy Road. The applicant has received conditional approval for a severance of the property which will sever the farmland and business from the existing residential dwelling. The proposed Zoning By-law Amendment is one of the required conditions of severance. The proposed amendments will change part of the zoning of the severed lot to establish a 15m “no-build” zone along the property lines of the severed parcel to ensure adequate fire separation from the residential dwelling and the existing seed processing facility and warehouse.

The purpose of the second part of the rezoning is two-fold. The first is to rezone the retained parcel to prohibit any new residential dwellings which is required for any severances in Prime Agricultural Land. The second is to reduce the minimum required side yard setback to accommodate the location of the proposed property lines.



3. Policy Direction

3.1 Provincial Policy Statement

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

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

Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

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

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

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

- a. agricultural uses, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;*
- b. agriculture-related uses, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;*
- c. a residence surplus to a farming operation as a result of farm consolidation, provided that:

 - 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and*
 - 2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and*
 - 3. infrastructure, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.**

This proposal is deemed to be in conformity with the *PPS* as the proposed By-law Amendment will prohibit the construction of a residential dwelling on the retained farmland while allowing the existing agricultural-related use to continue.

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

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

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

5.3.2.1 Agriculture-related uses on prime agricultural lands are encouraged to strengthen and diversify the agricultural industry and to supplement farm income. For the purposes of this section, agriculture-related uses are farm-related commercial and industrial uses directly related to farm operations in the area that support agriculture, and benefit from being close to farm operations. This can include home industries, and uses that produce value added agricultural products such as custom meat shops, wineries, pick-your-own operations, produce market, and packing operations, or a grain drying handling and storage facility.

The proposed By-law Amendment will allow the continuation of an agricultural-related use within an agricultural area. The land affected by this Amendment is used for seed drying, processing and packaging, and benefits from its close proximity to farms in the area. Furthermore, the land is also being used to grow crops that are processed in the facility located on the same lot. This proposed Zoning By-law Amendment is deemed to be in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry.

3.3 Zoning By-law No. 79-6

The subject land is currently zoned Rural (RU) and is the subject of a severance. This rezoning was necessitated by the severance application to address concerns regarding fire separation, land use and requirements under the *Provincial Policy Statement*.

The proposed Zoning By-law Amendment addresses multiple issues, the first being the fire separation between the existing agricultural processing facility and the existing dwelling. To ensure adequate fire separation a zoning amendment is being proposed that will prohibit the construction of any buildings or structures (except for a septic tank and field), within 15 m of the shared property lines of the severed and retained lots. This proposed “no-build” zone will only affect the severed lot on which the existing dwelling is located.

The second purpose of this proposed By-law Amendment is to rezone a portion of the retained lot to Rural – Exception Twenty-Six (RU-26) to allow the existing seed processing facility and prohibit the construction of a dwelling in accordance

with the *Provincial Policy Statement*. A definition for Agricultural-related use is also being introduced as part of this By-law. The side yard setback shall also be reduced from the current required 10 m to 3.4 m to accommodate the location of the existing warehouse and the new property lines that were created as a result of the severance.

4. Analysis

The proposed Zoning By-law Amendment will change the zoning of a parcel on Guy Road from Rural (RU) to Rural – Special Exception Twenty-Five (RU-25) and Rural – Special Exception Twenty-Six (RU-26).



The subject land is located southwest of Winchester Village on Guy Road. The proposed zoning amendments are a required condition of severance that has been granted provisional consent by the United Counties of Stormont, Dundas and Glengarry.

The subject land is currently being used for agricultural purposes including an active cash cropping operation and seed processing facility. The severance will see the farm and seed processing facility and existing single-family dwelling separated. To address concerns regarding fire separation between the dwelling and seed processing facility, a 15 m buffer zone has been proposed along the shared property lines on severed lot.

The portion of the lot that is occupied by the seed processing facility will be rezoned to a site-specific exception that will allow the continued operation of the facility, warehouse and office as well as reducing the side yard setback. The remainder of the property will be rezoned to Rural – Exception Eighteen (RU-18) to prohibit residential dwellings through a combined housekeeping amendment as required by the *Provincial Policy Statement*.

The Provincial Policy Statement, 2014, and the County Official Plan support the use of land in Agricultural Districts for a variety of agricultural and agricultural-related uses. The existing seed processing facility benefits from its close proximity to agricultural operations and fits within the definition of 'agriculture-related use' within the *Provincial Policy Statement*.

5. Comments

No comments received to date.

6. Recommendation

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

Prepared By:

Paul Clarke, Planning Technician

Date

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

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

Date

BY-LAW No. 2020-13

EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received an application to amend the former Township of Mountain Zoning By-law No. 79-6 to rezone a 15m “no build” zone along the proposed property lines of a consent (severance) and to reduce the minimum required side yard setback for the retained parcel, and prohibit residential dwellings on the retained farmland. This zoning amendment is a required condition of consent (severance) and is required to ensure adequate fire separation between the severed and retained parcels.

The lands affected by this amendment are described as Part of Lot 22, Concession 3 Part 1 on Registered Plan 8R-5149, former Township of Mountain now the Township of North Dundas.

If the proposed by-law amendment is adopted, part of the subject land will be rezoned to Rural – Exception Twenty-Five (RU-25) and the remaining part of the subject land will be rezoned to Rural – Exception Twenty-Six (RU-26).

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

Applicant/Owner:

Mr. D. Hendrick / Sevita International

Roll Number:

0511-011-004-51005

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-13

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

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

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

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

AND WHEREAS the matters set out in this By-law are deemed to be in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry and the 2014 Provincial Policy Statement;

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

- 1.0** The lands affected by this amendment are described as Part of Lot 22, Concession 3 Part 1 on Registered Plan 8R-5149, former Township of Mountain now the Township of North Dundas.
- 2.0** That the former Township of Mountain Zoning By-law No. 79-6, as amended, is hereby amended as follows:
 - 2.1** That Section 10.1(d) "Rural Zone – Special Exception Zone" is hereby amended by inserting the following new subsections immediately after the contents thereof:
 - 25 Rural – Exception Twenty-Five (RU-25)**

Notwithstanding the provisions of Section 10.1(a) to the contrary, on lands zoned RU-25, no buildings or structures are permitted, save and except for a septic tank and septic field.
 - 26 Rural – Exception Twenty-Six (RU-26)**
 - i) Notwithstanding the provisions of Section 10.1(a) to the contrary, on lands zoned RU-26, only the following uses shall be permitted:
 - Agricultural use
 - Agricultural-related use
 - Office
 - Warehouse
 - Uses accessory to the foregoing

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-13

- ii) For the purposes of this By-law, “Agricultural-related use” shall mean the use of land, buildings or structures used in the production of products or rendering of services directly related to a farming operation, and that require location in close proximity to a farm. Permitted uses shall be limited to grain and seed dryers, feed mills, grain and seed storage facilities, primary farm produce bulk storage and processing facilities, farm product supply dealers, and agricultural research operations.
 - iii) Notwithstanding the provisions of Section 10.1(c) to the contrary, the minimum side yard setback shall be 3.4 m (11.15 feet) for the side yard abutting Part 1 on Plan 8R5960.
- 3.0** That Schedule “A” of (former Township of Mountain) Zoning By-law No. 25-96 is hereby amended as follows:
- 3.1 That the area affected by Section 1 and shown on Schedule “1” of this By-law, shall henceforth be zoned “Rural – Exception Twenty-Five (RU-25)” and shall cease to be zoned “Rural”
 - 3.2 That the area affected by Section 1 and shown on Schedule “2” of this By-law, shall henceforth be zoned “Rural – Exception Twenty-Six (RU-26) and shall cease to be zoned “Rural (RU)”.
 - 3.3 That Schedule “A” of (former Township of Mountain) Zoning By-law No. 79-6 is hereby amended to comply with the provisions of this By-law.
- 4.0** Subject to the giving of Notice of Passing of this By-law, in accordance with Section 34(18) of the *Planning Act, R.S.O. 1990*, as amended, this By-law shall come into force on the date of passing by The Council of the Corporation of the Township of North Dundas where no notice of appeal or objection is received, pursuant to Section 34(21) of the *Planning Act*, as amended.
- 5.0** All other applicable provisions of the former Township of Mountain Zoning By-law No. 79-6, as amended, shall continue to apply.

READ and passed in Open Council, signed and sealed this 10th day of March, 2020.

MAYOR

CLERK

SCHEDULE "1"

BY-LAW No. 2020-13

Enacted by the Council of The Corporation of the Township of North Dundas
this 10th day of March, 2020.

MAYOR

CLERK



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Area to be rezoned from Rural (RU) to Rural - Exception
Twenty-Five (RU-25)

SCHEDULE "2"

BY-LAW No. 2020-13

Enacted by the Council of The Corporation of the Township of North Dundas
this 10th day of March, 2020.

MAYOR

CLERK



Area to be rezoned from Rural (RU) to Rural - Exception
Twenty-Six (RU-26)



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	March 10, 2020
Subject:	Municipal Law Enforcement Officer Appointment

RECOMMENDATION:

That Council accept the recommendation of the Hiring Committee and approve the hiring of Nicolas Hubble as an Intermediate Municipal Law Enforcement Officer as per the offer of employment dated February 27, 2020 and That By-law No. 2020-17 being a By-law to appoint Nicolas Hubble as a Property Standards Officer and a Municipal Law Enforcement Officer be read and passed in Open Council, signed and sealed this 10th day of March, 2020.

BACKGROUND:

The new position of Intermediate Municipal Law Enforcement Officer was approved at the December 10, 2019 meeting of Council. This position was advertised with a closing date of February 3, 2020. Eighteen (18) applications were received and the Hiring Committee conducted interviews with five (5) candidates.

As a result of the five interviews and four reference checks conducted, the hiring committee recommends that Nic Hubble be hired for the position. Mr. Hubble has extensive experience in customer service and is a volunteer fire fighter with North Dundas Fire Station #2 (Mountain). The Letter of Engagement has been signed with a starting date of March 23, 2020.

The attached By-law formalizes the role for the courts as Municipal Law Enforcement Officer and Property Standards Officer.

OPTIONS AND DISCUSSION:

1. **Accept the recommendation and Adopt the By-law as presented – recommended.**
2. **Do not accept the recommendation – not recommended.**
3. **Re-advertise the position – not recommended.**

FINANCIAL ANALYSIS: N/A

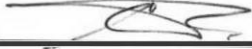
OTHERS CONSULTED:

Chief Administrative Officer
 Chief Building Official
 Senior Municipal By-law Enforcement Officer

ATTACHMENTS:

Draft By-law No. 2020-17

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-17

Being a By-law to appoint Nicolas Hubble as a Property Standards Officer, and a Municipal Law Enforcement Officer.

WHEREAS Section 15 of the *Police Services Act, R.S.O. 1990, c.P.15*, as amended, authorizes the Council of a municipality to appoint Municipal Law Enforcement Officers who shall be Peace Officers for the purpose of enforcing the by-laws of the municipality;

WHEREAS Section 9 of the *Municipal Act, 2001, S.O. 2001, c.M.25*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

WHEREAS Section 11 of the *Municipal Act, 2001*, provides that a single-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein;

WHEREAS Section 8 of the *Municipal Act, 2001*, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate, and (b) enhance their ability to respond to municipal issues;

WHEREAS Section 15.1(3) of the *Building Code Act, S.O. 1992, c.23*, as amended, authorizes the Council of a municipality to appoint certain persons as Property Standards Officers to enforce the provisions of the by-laws enacted pursuant to the Building Code Act related to standards of maintenance and occupancy of property within the its municipal jurisdiction;

AND WHEREAS, Section 32 of By-law No. 20-2012 authorizes the appointment of Property Standards Officers, for the purposes of administering and enforcing such by-law.

NOW THEREFORE, be it resolved that the Council of The Corporation of the Township of North Dundas enacts as follows:

1. **THAT** Nicolas Hubble is hereby appointed as a Municipal Law Enforcement Officer in accordance with the *Police Services Act, R.S.O. 1990, c. P.15*, as amended, for the Township of North Dundas.
2. **THAT** Nicolas Hubble is hereby appointed as a Property Standards Officer for the Township of North Dundas.
3. **THAT** this By-law shall come into force and effect on March 23, 2020.

READ and passed in Open Council, signed and sealed this 10th day of March, 2020.

MAYOR

CLERK

c/s



KEY INFORMATION REPORT

Public Works

March 10, 2020

SUBJECT: Capital Road Projects 2020

Pavement

Ormond Rd: from existing asphalt heading west to Ormond, 2 kms

Kerrs Ridge Rd: from existing asphalt heading west to Hallville, 1 km

Shay Rd: from Forward Rd to the end, 800 meters

Forward Rd West: from existing asphalt at the Village limits heading west, 2.3 kms

Double Surface Treatment

Coulthart Rd: from the Finch Boundary to County Rd 7, 4 kms

Finch Boundary Rd: from County Rd 9 to County Rd 13, 5.7 kms

McMillan Rd: from County Rd 7 to Forward Rd, 3.5 kms

Ronson Rd: from Simms Rd to the end, 2 kms

Gravel Roads to be resurfaced with Gravel

Baker Rd: from County Rd 31 to Ball Rd, 5.4 kms



DEPARTMENT ACTIVITY UPDATES

Finance

March 10, 2020

KEY FINANCIAL DATA:

Bank Balances

Bank Balances	2020 Feb 28 th	Last Month Jan 31 st 2020	Last Year-2019 Feb 28 th
General Operating Acct	5,845,446.38	6,253,132.37	4,718,852.71
Cash, GIC's, (Reserve Fund)	6,792,967.90	6,780,975.64	6,654,371.26
Total	\$12,638,414.28	\$13,034,108.01	\$11,373,223.97

Taxes Receivable Outstanding	Feb 28 2020	Feb 28 2019	Feb 28 2018
Current Year (2020)	9,043,916.04	8,624,239.26	8,322,683.50
One Year in Arrears (2019)	875,687.53	880,353.03	847,476.24
Two Years in Arrears (2018)	462,003.90	417,205.47	406,061.52
Three Years in Arrears (2017+)	524,153.23	430,090.62	797,182.68
Penalty & Interest	235,680.53	203,145.81	214,841.42
Sub-Total	11,141,441.23	10,555,034.19	10,588,245.36
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(357,857.94)
Taxes Receivable	<u>\$11,047,836.71</u>	<u>\$10,461,429.67</u>	<u>\$10,230,387.42</u>
Taxes Billed to Date	19,832,850.84	19,322,799.33	18,437,212.16
Net Taxes Rec'ble Excl Current Yr.	2,003,920.67	1,837,190.41	1,907,703.92
Percentage o/s Over Levy	10.1%	9.51%	10.347%

Net taxes receivable last month were **\$1,979,155.96**; this month's balance of **\$11,047,836.71** represents an increase over last month in the amount of **\$9,068,680.75**. This large increase is due solely to the fact that we processed our interim tax bills in February – with a due date of March 31st. As noted on page 2, actual interim tax billing this year was in the order of **\$9,679,412.19**.

Council will note that the current year - (February 2020) - tax arrears expressed as a percentage of the annual levy are the second lowest of the three years depicted above. Having said that – the percentage of taxes outstanding is very consistent across all three years – ranging from a low of 9.51% for the 2019 year, to a high of 10.347% for the period ending February 28th 2018.

Taxes receivable also include other charges that have been added to the tax roll for collection purposes. Once added, these charges 'lose their identity' and are 'collected in the same manner as taxes' – therefore they add to the balance of taxes receivable outstanding. For example, we had \$113,944 in utility bills added to taxes this year (\$112,098 for the previous year), plus municipal drain charges and sundry other amounts that get added to the tax roll when collection proves difficult.

State of the Union

Our cash position is still strong as evidenced by the cash balances reported on page 1. Operating cash is down approximately \$408k from last month, and up approximately \$1.13m over the same period last year.

These healthy cash balances will be necessary as we continue to incur costs and pay bills but there is no new source of cash flow coming in. The mailing of the interim tax bills in late February will help replenish our cash balances and assist us in making the payments for the upcoming construction season.

Interim Tax Levy - 2020

The interim billing went very well and staff managed to get the interim tax bills out before the end of February. We selected a due date of March 31st - (the last business day of the month) - the same time frame as last year - and this dovetails in very nicely with our first quarter instalments due to the counties and school boards on behalf of the 2020 year.

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

• Amounts billed:	This Year 2020	Last Year 2019	Two Years 2018	Three Years 2017
Uncapped classes				
Residential/Farm	\$8,063,858.11	\$7,828,524.26	\$7,535,548.58	\$7,167,324.07
Capped classes –				
Commercial/Industrial	<u>1,615,554.08</u>	<u>1,575,501.31</u>	<u>1,480,398.27</u>	<u>1,463,296.95</u>
Totals	<u>\$9,679,412.19</u>	<u>\$9,404,025.57</u>	<u>\$9,015,946.85</u>	<u>\$8,630,621.02</u>

- The total amount of tax bills issued was \$9,679,412.19 as per the above breakdown (\$9,404,025.57 for 2019), and we will need these funds by the end of March in order to pay the counties and School Boards their first installment (due March 31st) and to provide working funds for our needs.

Year-End Audit – 2019

The auditors are scheduled to arrive here the week of March 30th to conduct their 2019 year-end audit. The finance department (and pretty much everyone else) – is extremely busy getting ready for them - we have some additional information to gather (mainly for the year-end audit binder) – and are working towards our goal of being prepared for the year-end audit.

Projects Worked on During February

- Preparing for and attending at department head meeting of Feb 25th
- Working on 2020 budget –preparation of Budget Summary for council meeting of February 19th.
- Assisting Public Works department with filling out and filing Drainage Superintendent and Drain Maintenance Grant Applications
- Balancing 2020 Assessment Roll in Vadim to Assessment Roll provided by MPAC
- Calculation of first instalment for 2020 due to School Boards on March 31st
- Meeting with Department Heads with regards to capital expenditures and their financing from reserves re: preparation of the 2019 year-end audit file
- Working on schedules for year-end audit binder in preparation for auditors –annual audit is scheduled for the week of March 30th
- Preparation of council reports and analysis re registration of properties for tax sale.

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



DEPARTMENT ACTIVITY UPDATES
Economic Development and Communications
March 10, 2020

Economic Development:

- Worked with ten applicants to submit applications for the February 21st deadline of the Regional Incentive Program from the Counties. Applications ranged from complete house renovations for new tourist accommodations, accessibility upgrades, landscape improvements, Township facility expansions, complete retail store renovations, on-farm experiences and historic building upgrades.
- The Expo Planning Committee continues to plan for the April 25th event. Booth registration continues including prior year vendors being contacted. Steph the Grilling Gourmet has been secured as the keynote presenter.
- The Expo is being promoted through the Township's website, events calendar and Facebook page. The Chamber of Commerce is promoting it through their website and social media platforms. Vendors are also encouraged to use the event poster to promote that they'll be at the Expo.
- Both the kitchens at the arena will be selling food throughout the day of the Expo to guests and vendors. Guests will also be treated to a full schedule of demonstrations on the stage throughout the duration of the day. Trees will also be given out for free while quantities last as soon as the doors open.
- Communicated to the business community and the Chamber of Commerce details on the following funding programs: Launch Pad Boot Camp, Rural Innovation Initiative of Eastern Ontario, South Nation Community Environmental Grant, Starter Company Plus, SDG Counties Regional Tourism Grant, Tailored for Tourism Seminar Series.
- Worked with a building owner, a retail outlet, a landscape company, a fuel supplier and a professional service provider on taking advantage of the benefits of the Community Improvement Plan.
- Assisted an agri-tourism asset complete their Counties Regional Tourism Grant application.

Communications:

- The Explore North Dundas Publication is being developed with the chosen graphic designer, printing company, photographer and the author of the articles. The anticipated distribution date is within the first two weeks of April. This year's publication is highlighting generational businesses in North Dundas, their story and what has helped make them successful.
- Worked with community and service groups to promote upcoming events on the Community Calendar of Events and social media platforms.



DEPARTMENT ACTIVITY UPDATES

Public Works
March 10, 2020

- With the inclement weather, pothole season is upon us; therefore patching is ongoing on a weekly schedule.
- Road crew will be starting to do snow removal on side streets in the Towns in order to help with the spring thaw.
- Worked on finalizing tenders for the department such as: paving, sidewalks, surface treatment, pulverizing, gravel and winter grit.
- Working closely with Lactalis on preparing for the Winchester water tower maintenance scheduled for April 29th. The tower will be out of commission for a period of 3 to 5 days.



DEPARTMENT ACTIVITY UPDATES
 Waste Management Services
 March 10, 2020

FINANCIAL INFORMATION:

January	December
Total Fees.....\$3886.50	Total Fees.....\$15,661.25
Fees Charged.....\$1,691.50	Fees Charged...\$10,286.25
Fees Paid.....\$2,195.00	Fees Paid..... \$5,375.00
Cash on Hand.....\$ 100.00	Cash on Hand.....\$100.00

Wards	JANUARY	DECEMBER
1. (Twp of Win)	640	720
2. (Twp of Mtn)	600	480
3. (Vill of Win)	640	720
4. (Vill of Ches)	320	320
5. Other (Boyne)	255	306
Total Cubic Yards	2455	2546
Total Metric Tonnes	223.18	231.45

Recyclables

Items Shipped	Dollars/MT	January	December
Bulked Steel	2.05MT/\$80	\$185.30	
Bulked Steel			
Bulked Steel	3.49MT/\$95		\$375.00
ALUM			
OCC	27.49Mt/\$45	\$1,237.05	
OCC	27.26MT/\$45		\$1,226.70
ONP	26.53MT/\$5		\$132.65
Totals		\$1,422.35	\$1734.35

<u>Bales on Hand of February 20th</u>	<u>Estimated Value</u>
ONP-27 OCC-28 PLASTIC -192 ALUM-72	\$14,840.00

WORK COMPLETED (up to February 20th)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working with Jessica @ Golder on gathering information for diversion study
- Meeting with Golder on February 19th discussing diversion avenues and the diversion study
- Gathering info for the RFP at County level concerning Waste Management Issues
- Notified waste contractor of contract cancellation for July 11th, 2020



DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

March 10, 2020

PLANNING:

- Attended a strategy meeting regarding the Cornwall Gravel objections and appeal of the SDG County Official Plan.
- Attended interviews with five (5) candidates for the posted Municipal Law Enforcement Officer.
- Prepared planning reports, presentations and by-laws for two (2) zoning amendments.
- Prepared reports, by-law provisions, and schedules for a Housekeeping Zoning By-law Amendment.
- Attended a Water Supply Class EA and Water & Wastewater Study meeting with J.L. Richards and Public Works staff.
- Attended meeting with Township Engineers to review current agreement and future renewal terms.
- Met with subdivision owners, their engineers, the County Engineer and South Nation Conservation staff to review requirements to finalize two subdivisions in Hallville.
- Met with subdivision owner/developer to discuss next steps for future apartment complex in Winchester.
- Met with the UCDSB representatives and consultants, the Director of Public Works, and the CAO to further discuss the Winchester Childcare Development project.
- Met with a property owner to review a required zoning amendment to move forward with the severance.
- Received two (2) new severance applications and provided comments to the Counties. Met with multiple land owners with regards to proposed severances.
- Prepared Development Charge Reserve Fund statement.
- Issued seven (7) compliance reports. Responded to various zoning, minor variance and severance inquiries from landowners

BUILDING:

- Attended the OBOA February Chapter Meeting in Ottawa on Feb. 28th, 2020.
- CBO attended the February Health & Safety meeting and performed the monthly inspection of the Township office.
- Building Inspector Intern challenged and successfully completed the Ontario Building Code Act HVAC Exam.
- Inspector Testerink continues to perform building inspections on an as-needed basis, and has assisted in training the Building Intern.
- Performed property inspections with the Planning Technician for two (2) severances.
- Staff discovered a roof had been built without the necessary permits in place. A site-visit was completed to collect information and a Stop Work Order was issued on the project.
- Farm 911 blades are now available for purchase (half-price for a limited time).
- Met with multiple property owners to discuss various building projects.
- Seven (7) new applications were received in February. Staff are currently waiting for more information/documentation on sixteen (16) incomplete applications.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

Building Department	Feb. 2020	Feb. 2019	Feb. 2018	Feb. 2017	Feb. 2016	Feb. 2015
Permits Issued:	12	4	4	6	3	3
New Dwellings	9	12	1	2	0	2
Value of Permits:	\$2,109,961	\$875,000	\$970,000	\$1,192,150	\$465,000	\$565,000
Building Permit Fees:	\$17,560	\$10,240	\$3,055	\$7,132	\$2,161	\$1,894
Development Charges:	\$33,766	-	\$4,504	\$13,786	-	\$7,697

BY-LAW ENFORCEMENT:

- The Municipal Law Enforcement Officer job posting closing date was Feb. 3, 2020. The Hiring Committee received eighteen (18) applications and conducted five (5) interviews.
- Three (3) new files were started in February. Currently, there are fourteen (14) active files.
- Performed various site visits and inspections with landowners regarding complaints filed.
- 2020 burn permits are available for purchase at the Township office. Ninety-four (94) permits have been sold to-date.
- By-law Enforcement staff from Russell Township continue to provide part-time contractual By-law Services to assist with current vacancy.
- Two-year dog tag sales are now ongoing. Many requests have been received requesting the option for online tag purchases.
- The Township's Pool Enclosure By-law is currently under review and staff are in the process of drafting a new, updated version.

Note: Winter Parking Restrictions – IN EFFECT

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

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

Parking tickets will continue to be issued to vehicles in contravention



DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

March 10, 2020

- Our former renters insurance provider, Everest, is no longer offering a Facility User Insurance Policy. As such, we have selected Jardine Lloyd Thompson Canada Inc. to be our new provider. The policy premium is higher than we were paying with Everest, however, we are able to keep any revenue that is in excess of the premium, rather than submitting it to the Insurer. We will be continuing with the same rate schedule that we previously offered.
- The Festival of Small Halls is scheduled to host a concert at the Winchester United Church, on October 9th.
- Renovations to the Winchester Centennial Pool House have commenced. The filter room wall was removed and we are investigating the required mechanical replacements so that the project will be completed well before the pool opens for the season.
- The drainage work for South Mountain Resource Centre is scheduled to commence at the end of March.
- The new bay doors for the OPP garage, have been ordered.
- 22 new tables, 100 chairs, and 2 custom 10x10 tents have been ordered.
- New nets for the Winchester Arena have been ordered, as well as new bumper pads for the Chesterville Arena nets.
- Cupboards have been ordered for the Chesterville Arena canteen and prices are currently being obtained for the replacement of the flooring and counter tops.
- The geothermal units in the municipal office building have been replaced and the new units are operational.
- The lights on the Hydro One side of the municipal office building have been replaced, as have the lights in the Building, Planning & Enforcement space and the men's and women's washrooms.
- Local contractor A + Painting will be painting over the graffiti on the back of the Joel Steele Community Centre, as soon as the weather permits.
- An automatic door opener was installed at 547 St. Lawrence St., leading from the lobby, into the medical clinic. A donation was received from Seaway Valley Community Health Centre for the project.
- The new pool lift, which will be shared amongst both municipal pools, was purchased and delivered. Community Living Dundas County, donated \$4,500 towards the purchase, which represents half of the capital expense.
- Plans are in place to alternate the arena Olympias so that the hours of operation can be evened out, in an effort to extend the useful life of the machines.
- The next Yuk Yuk's stand-up comedy night is scheduled for Saturday, March 21st in the Joel Steele Community Hall. Doors will open at 7:00 pm

- and the show will start at 8:00 pm. The Township will operate the bar and Triple B will be on site serving food. Tickets can be purchased at the Township office, as well as online at [Eventbrite.ca](https://www.eventbrite.ca)
- Registrations for aquatic programs, as well as spring term recreation programs, will open on Monday, March 9th. Customers can register online or in person at the Township of North Dundas office.
 - The grant application for Canada Summer Jobs, was completed and submitted.
 - Winchester Minor Baseball has scheduled registration dates for summer 2020 baseball. Boys= March 4th, 25th and April 8th from 6:00-8:00 pm and Girls=March 8th from 6:00-8:00 pm and March 22nd from 2:00-4:00 pm
 - The North Dundas United Soccer Club has opened online registration for soccer, available at www.ndusc.ca
 - The fundraiser that was held for the Winchester & District Memorial Hospital on Saturday, February 15th at the Old Town Hall, was a great success. The show was sold out and the evening offered attendees a great variety of amazing entertainers. The Township of North Dundas opened the bar from 6:00-9:00 pm and had sales of approximately \$400.00.



DEPARTMENT ACTIVITY UPDATES

Fire
March 10, 2020

DEPARTMENTAL OVERVIEW:

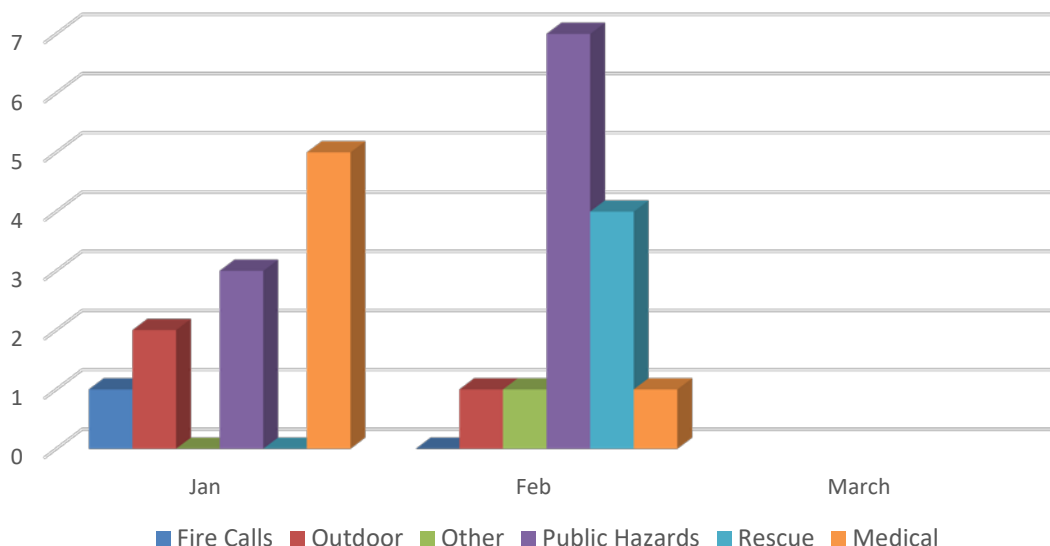
Glossary of Terms

- 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.

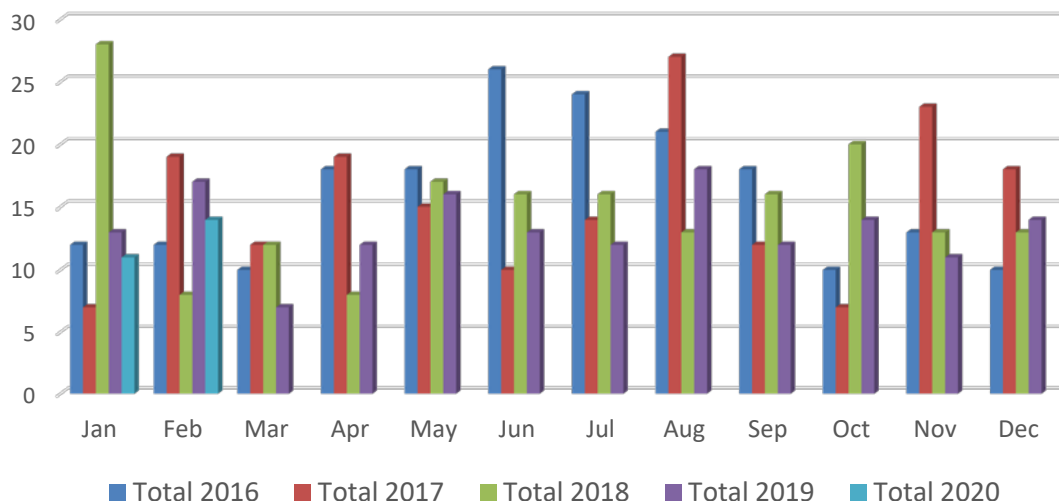
Monthly Call Statistics for 2020

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

Number of Calls/Types of Calls



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



Monthly Call Break Down

- 1 pre-fire condition call (smoke odour, no fire)
- 1 vehicle fire
- 1 automatic aid call (Medical in South Dundas)
- 1 medical call (VSA)
- 3 MVC
- 2 CO alarms
- 4 false calls

Fire Prevention Activities

- Looking at training courses for Fire Prevention building inspections and associated costs
- Donation received from Mountain Lions Club for CO/smoke detector & fire extinguisher program
- Finalized colouring pictures to be distributed for 2020 Colouring Contest
 - Local elementary & middle schools to be contacted for distribution

Training

- Regular training schedule

Attachments

- Fire Steering Committee Minutes – Feb. 15, 2020



The Corporation of the Township of North Dundas
Fire Steering Committee Meeting
February 15, 2020

MINUTES

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

Absent: S. Mattice, D. Levere

1. Budget:

- No budget update to be given. Mike indicated that this would be provided sometime after Council has their budget meeting on Feb. 19th.

2. Monthly Fire Department Newsletter:

- Newsletter to be circulated to all firefighters on a monthly basis.
- Making everyone aware of fundraising events, special training, and Fire Prevention events.
- The newsletter will not include meeting minutes or call details.
- Send all event dates and details to Jess to draft. To be reviewed and approved by Steering Committee prior to being circulated.

3. Shore Based Ice Water Rescue:

- Mountain has proposed that they'd like to offer the Ice Water Rescue for the west end of the Township.
- Mountain Station to cover the initial equipment costs and train with Chesterville Station.
- Held debate and agreed that Mike is to take this proposal to Council for approval.

4. Calendar Ad Costs:

- Discussed the fairness of the current process for distributing calendar ads/costs.
- Agreed that each station will pay for the ads they collected fees for.
- Each station to provide Sandy with the number of ads and amount previously submitted to Jess.

- Sandy to look at making up the short fall with the extra calendar money collected above what was originally paid.

5. Driver Certification & Reimbursement:

- Concern was expressed regarding the current driver certification program and its lack of appeal for more firefighters to upgrade their licence.
- Agreed the current 5-year payback period should be shortened to 3 years, staying capped at \$1,000.
 - Payments would be \$300 in year one and two, \$400 in year three.
- Some have yet to be reimbursed for their training. Mike explained the process and follow-up from the chiefs should be with Jess.

6. Incident Command & Relay Pumping Guidelines:

- Update received from Dave – draft copies of these documents are on hold until the Training and Steering Committees review the guideline that Battlesfield is currently drafting.
- Should have this document by end of February.

7. Fire Prevention Colouring Contest:

- Fire Prevention inquired about offering a ride in the fire truck to school as one of the prizes for the colouring contest.
- Mike to talk with Jo-Anne about the legalities and liability.

8. General Discussion:

- Requirement for Captain positions to be brought forward for Council approval.
 - Mike to check with Angela on this process.
- Lieutenant helmets should be red or yellow? Continue with yellow helmets, and a “lieutenant” sticker.
- New dry hydrant in the west should be completed in the spring.
- Sandy is looking for volunteers to help with parking at the Business Expo again this year.
- Josh Seely and Jay Abramovich have agreed to do the inspections on all Fire Department First Aid kits and AEDs.

9. Next meeting: March 21, 2020



DEPARTMENT ACTIVITY UPDATES

CAO

March 10, 2020

- Continued planning for Local Business Expo to be held at the Joel Steele Community Center on April 25th
- Reviewed water and sewer budget
- Mayor Fraser and I participated in MPP McDonnell's pre-budget consultation in Cornwall on February 5th
- Mayor Fraser and I participated in meeting on Rural Economic Development with MPP McDonnell and MPP Randy Pettapiece, Parliamentary Assistant to the Minister of Agriculture, Food and Rural Affairs, in Bonville on February 11th
- Participated in meeting with JL Richards to review growth projections related to water and sewer infrastructure
- Extensive involvement by the CAO and Deputy Clerk in planning, review and editing of the material for the next issue of the *Explore North Dundas* magazine, scheduled for release in April
- Met with representatives from Lactalis on various issues
- Met with Public Works managers and supervisors to review winter snow removal scheduling and any issues or concerns in the department
- Participated in Winchester Public School child care expansion design review meeting
- Held a Public Works department meeting with all staff to discuss winter scheduling, reset days, health and safety and to respond to questions
- Met with staff regarding Meet Me on Main Street 2020 and to continue planning for the event series
- Administrative Assistant coordinated the shredding of documents in storage that were beyond our records retention requirements
- Worked with staff to review sample allocation bylaws and create draft bylaw for North Dundas
- Posted Director of Public Works job opportunity which closed on February 28th. Twenty-eight applications were received and are currently being reviewed.
- Responded to questions from the Mayor and Council as requested
- Provided guidance to staff as required



DEPARTMENT ACTIVITY UPDATES

Clerk

March 10, 2020

- Attended MP Eric Duncan's Dinner – Feb 13th
- Provided AODA Customer Service training to Staff – Feb 26th
- Met with Kevin Spencer of KC Spencer & Associates to discuss 2020 Emergency Management Program/Accessibility/Public Health matters
- Preparations for Council meetings – Feb 11th, 19th, Mar 3rd & 10th
- Discussions with Committees of Council and Delegations
- Assisting Council & Staff – daily duties
- Assisting Ratepayers – daily duties



Ryan Devries, Vice-President
3650 Coons Road
Williamsburg, ON K0C 2H0
(613) 880-0450
Email: devries_9@hotmail.com

Dundas Federation of Agriculture
www.dundasagriculture.com

Dear Mayor, Deputy Mayor, Councillors and Staff

The Dundas Federation of Agriculture (DFA) is seeking municipal voice to strongly support Bill 156-Security from trespass and Protecting Services Act. This New Provincial Legislation is an important way to keep our farms & Food Supply safe for all. We are seeking the Township of North Dundas to support the motion to send a letter of support to Ontario's Minister of Agriculture, Food and Rural Affairs, the Honourable Ernie Hardeman. (Draft letter below)

The DFA represents ~430 members within Dundas county where a large percentage of land base is zoned and in agricultural production. The DFA has been lobbying for this change with the Ontario Federation of Agriculture (OFA) and we support the new proposed legislation, as existing laws were not supporting our farms (lands, buildings & Livestock) and homes, putting us at risk from unwanted trespassers and more recently the increase activists across lands in production coming onto farms and in our barns.

As a farmer, the passing of Bill-156 is very important. As I'm sure you have all heard and read, over the last year, there has been an increase in activists invading farms, resulting in loss of property as well as causing anxiety to many in the farming sector. Also, it seems every year there is an increase in ATV's being driven across fields damaging crops and pastures. Bill 156-Security from trespass and Protecting Services Act addresses this by giving law enforcement the ability to better deal with these situations as well allows the farms to receive financial compensation for any damages caused by the trespasses, whether its property, loss of livestock, or damaged crops. Farmers should not have to finance the burden of loss.

We as DFA ask that the Township of North Dundas to send a letter to the Honourable Ernie Hardeman, strongly supporting Bill 156- Security from trespass and Protecting Services Act.

Bill-156 is time sensitive and we request your support prior to February 24th as it will go to committee that week.

Sincerely,

Ryan Devries, Vice President
Dundas Federation of Agriculture
613-880-0450

Agriculture is our business.

Sample letter to Minister Hardeman:

Hon. Ernie Hardeman
Minister of Agriculture, Food & Rural Affairs
77 Grenville Street, 11th Floor
Toronto, Ontario M5S 1B3

Via Email: minister.omafra@ontario.ca

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario should be the highest priority.

Sincerely,

SIGNATURE

copy: County Federation Email

Agriculture is our business.



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Sam McDonell RESOLUTION NO 29-2020

SECONDED BY Martin Lang DATE February 3, 2020

WHEREAS the Township of South Glengarry has a strong agricultural tradition and continues to play an important role in Ontario's agri-food sector.

AND WHEREAS the Township of South Glengarry recognizes the importance of the safety of those working in the agri-food sector and the need to protect the safety of our food chain.

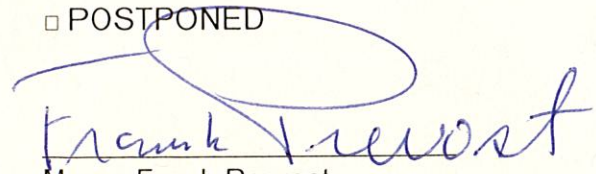
AND WHEREAS in December 2019, the Ontario government introduced legislation in Bill 156 – Security from Trespass and Protecting Food Safety Act, 2019 which will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food supply.

AND WHEREAS the Council of the Township of South Glengarry appreciates the effort being made by the Ontario government to protect those working in the agri-food sector.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry strongly supports Bill 156 and urges all members of the Legislative Assembly of Ontario to pass this legislation to protect all Ontario farm families and food processors.

AND FURTHER that this motion be forwarded to the Honourable Doug Ford, premier of Ontario, the Honourable Ernie Hardman, Minister of Agriculture, Food and Rural Affairs and all Ontario municipalities for their consideration.

CARRIED DEFEATED POSTPONED


 Mayor Frank Prevost

Recorded Vote:	Yes	No
Mayor Prevost	___	___
Deputy Mayor Warden	___	___
Councillor Lang	___	___
Councillor Jaworski	___	___
Councillor McDonell	___	___

Tuesday, March 3rd, 2020

Jo-Anne McCaslin
Clerk, Township of North Dundas
Email: jmccaslin@northdundas.com

Brenda Brunt
Clerk, Municipality of South Dundas
Email: bbrunt@southdundas.com

Re: Future Role with Dundas County Archives

Dear Clerks McCaslin and Brunt,

I would like to begin by thanking the Township of North Dundas and the Municipality of South Dundas for their continued support over the past several years as the vision of a Dundas County Archives became a reality. I am very proud to have played a role in opening the Archives facility in Iroquois, and I am equally proud of the support we have seen from our local community to date.

At the beginning of the new term of Council, I appreciated North Dundas Council reappointing me as their Council representative in December 2018.

Now that the Archives is fully up and running, and with my new role as Member of Parliament, I am writing to advise that I will resign my position as a voting member of the Dundas County Archives.

Going forward, I am still passionate about supporting the completion of the SD&G newspaper digitization project and ensuring the long-term viability and success of the Archives facility itself.

I would appreciate consideration from both Councils to allow me to continue as a non-voting member on the Archives Board. This ensures that the equal voting balance is maintained between both municipalities and that I can continue to work with the volunteers in the coming months and years on further initiatives and projects as I am able.

Thank you once again for your financial and political support for the Dundas County Archives. I look forward to continuing my own efforts in whatever way you deem appropriate.

Best regards,



Eric Duncan

Dundas County Archives

Who Has Dundas County Archives Served in 2019?

A County Archive is mandated by the Municipal Act. Our main purpose is to preserve records for future research. This mandate includes collecting, preserving and organizing the records generated in the operation of the Township of North Dundas and the Municipality of South Dundas. However, a county archive is so much more than municipal records. It is the preserved history of the region. This includes the story of the various businesses, community groups, fairs, individuals and geography of the area.

- The greatest user of the archives has been municipal staff of South Dundas. Most enquiries have been pertaining to historic building permits, and associated files, as well as records of drains, and consultant reports. There have also been requests for various other historic files or reports. These were located and delivered to the person making the enquiry.
- Other Municipal staff from other regions – there have been enquiries for newspaper articles covering past elections. In every case the articles were located, copied and sent to the requester.
- Newspaper reporters – there have been requests for research support on various topics by several different reporters. These were always responded to quickly due to the time sensitivity of the request.
- General public searching for records about their family or their homes – where I had any records of interest, I would make copies and send them on.
- For those who can conduct research in person, I have generally referred them to the **Lynne Cooke Family Research Centre** (St Lawrence Branch of the United Empire Loyalist Association) or suggested that they can come to do research in both facilities. **The Lynne Cooke Family Research Centre operates as a separate facility leasing space in the archives building.**

We have made much progress with the Dundas County Archives during 2019

- **Research support** – There continues to be interest from individuals to conduct research through the archives. As part of the mandate is to provide research access to the public, I have responded to requests from newspaper reporters, members of council and municipal staff, and individuals conducting research into their family or business history. The question remains as to how much time I can give to conduct research on behalf of individuals, given that my status is part time and during that time I have many duties to perform.
- **Women's Institute** materials have continued to be donated to the archives from Iroquois, Matilda, Williamsburg, Elma and Chesterville. These have been processed, boxed and labelled. We have had researchers in to consult these scrap books, as they contain much local history.

- Many **donations have been received from individuals** from both North and South Dundas, as well as people from outside this region. These include historic photographs, family histories, newspapers, ledgers, records from community organizations and businesses. We have also received monetary donations from several individuals who have come to the archives to conduct research. Some have come from as far away as Seattle (Donald Kuntz) Washington, Montana, Massachusetts (Ted Kennedy), Upper New York State and throughout Ontario. These trips generally occur during the summer and fall and are all related to family research. This leads me to feel that we could do more to promote the area as a **tourism destination for family research**. These people come to this area and spend money in our restaurants and bed and breakfasts.
- Our collections have been greatly enhanced by **Local donors of artifacts and records**. We are indebted to Sam Laurin of the Morrisburg Leader, The Winchester Press, The Chesterville Record, The Winchester District Hospital Foundation, The South Mountain Fair Board, Carol Goddard, James Jordan, Randy Vienotte, Stephen law, Evonne Delegarde, Eric Duncan, Sandra Lee and Roger Johnson, The Levere Family, Jim Becksted, Pam French (book shelves and a computer), Carol Montgomery, Howard and Leslie Kirkby, Upper Canada Village, S D & G County Library and Alan Favreau for designing shelving for the Lynne Cooke Family Research Centre / St Lawrence Branch of the United Empire Loyalist Association and the creating and donating custom boxes for the archives. I am appreciative to all these individuals (and countless more), for donating to us in an effort to preserve local history.

- **Volunteers**

I am indebted to volunteers such as Carol Montgomery who has assisted with organizing the large donation of Iroquois newspapers. I am especially thankful for the continued assistance of Howard and Leslie Kirkby who have worked diligently in helping me deal with the organization of the newspapers and preparation of such for the digitization project. I look forward each week to their continued effort on clearing my “to do” list.

- **Newspaper Digitization Project,**

Through the dedicated work of MP Eric Duncan, the United Counties Council has issued a budget of \$93,000 to be split between Dundas County Archives, The Glengarry County Archives and the Lost Villages Historical Society. This is to collect, process and digitize the rare historic newspapers of the area. The plan is to host these files onto a United Counties Web site so that they will be accessible to all.

Our newspaper collection has continued to build through donations from the publishers of the local papers as well as from individuals. As of January 2020, we have processed and digitized over 31,000 pages of newspapers. The United Counties Council has issued a further budget of \$100,000 for 2020 to continue the project and it will continue to be split between the three organizations. This funding has gone towards the digitization of the newspapers by Image Advantage, who will provide to us OCR searchable digital files.

The project also requires that these very fragile papers be organized, stabilized and preserved in newspaper archival boxes before they can be digitized. These archival

materials were not covered in the budget of the United Counties Council. As a result of a request to the service clubs of Dundas County we are thrilled to be generously supported by the Lions Clubs of Iroquois -Matilda, Morrisburg and Mountain District. As well - Legions of Iroquois, Morrisburg and Winchester have all generously supported this project to preserve their local history. Their monetary donations have gone towards the purchase of archival repair tape and newspaper boxes.

- Our **Newspaper Collection** has been building through personal and corporate donations- namely

The Chesterville Record from 1902 to the present date – with some gaps

The Dundas Courier several issues in the 1870s – 1890s

The Iroquois Post, (primarily the 1970s)

The Iroquois Post and Matilda Advocate (a few issues in the 1930's – 1970s)

the Iroquois Chieftain, (1980s to 2008)

The Morrisburgh [sic] Courier 1880s

the Morrisburg Leader, (some issues in 1901 to the present)

the Morrisburg Banner, (1970s)

The St Lawrence News (Iroquois Goes back to 1890's full run 1905, 1917 – 1919...)

The Mountain Herald (one issue in 1905)

The Winchester Press (a few issues in the 1890s, 1918 – to jan 2020 when publication ended)

- In preparation for researchers, a collection of **finding aids** have been created. These not only include research guides to our records but also researching records of local interest which are housed elsewhere, such as the Archives of Ontario and Library and Archives Canada. I have also collected local history resources in a reference library. I have invited volunteers to research and write histories of businesses, locations and individuals to offer potential researchers as a guide.
- **Professional development and networking.**

I have continued to work towards professional development and networking to keep abreast of current trends in archival and municipal archives standards. I have attended the annual Archives of Ontario Conference. I have also taken a few archival workshops on my own time and at my own expense in order to keep up to date.

- I have donated my personal local history research collection to the archives. Also, through various donations, a **local reference library** has been building. We have books written about the history, geography and of businesses, schools and churches in the region, the creation of the St Lawrence Seaway, as well as books by local authors. This collection continues to build on a regular basis.
- There is a **Facebook and Instagram page for the Dundas County Archives** to make various announcements, and to allow the interested public to engage with us. This is updated regularly. This page, as well as the Instagram posts, are meant to showcase new donations to the archives or projects.

- The social media posts also showcase the Dundas County Archives rotating **displays in the lobby of the South Dundas Municipal Centre**. These displays are changed about every 2 months and illustrate local businesses, individuals or other aspects of local history. I try to make sure that both North and South Dundas are featured. In 2019 I have set up displays on the Allison Family on the Titanic, Dr Locke's Shoe Company, At election time I featured a display commemorating that it has been 100 years since women in Dundas won the right to vote in federal elections, Food rationing during the First and Second World Wars, Dutch Immigration into Dundas County after the Second World War. The current display is on the early history of Hockey in the region.

- **Newsletter** for Dundas County Archives.

I am planning to do a monthly newsletter for the archives. The purpose of this is to let people know what kinds of records we house and how they can access them. I will feature stories of local businesses, individuals and groups in these newsletters and will reach out to the public for feedback on what types of events or outreach programs they might be interested in.

- **Newspaper Digitization Project,**

Through the dedicated work of MP Eric Duncan, the United Counties Council has issued a budget of \$93,000 to be split between Dundas County Archives, The Glengarry County Archives and the Lost Villages Historical Society. This is to collect, process and digitize the rare historic newspapers of the area. Our newspaper collection has continued to build through donations from the publishers of the local papers as well as from individuals. As of January 2020, we have processed and had digitized over 31,000 pages of newspapers. The United Counties Council has issued a further budget of \$100,000 to continue the project and it will continue to be split between the Lost Villages Historical Society, the Glengarry County Archive and the Dundas County Archives. This funding has gone towards the digitization of the newspapers by Image Advantage.

The project also requires that these very fragile papers be organized, stabilized and preserved in newspaper archival boxes before they can be digitized. These archival materials were not covered in the budget of the United Counties Council. As a result of a request to the service clubs of Dundas County we are thrilled to be generously supported by the Lions Clubs of Iroquois -Matilda, Morrisburg and Mountain District. As well - Legions of Iroquois, Morrisburg and Winchester have all generously supported this project to preserve their local history. Their monetary donations have gone towards the purchase of archival repair tape and newspaper boxes.

- **Trillium Grant Application.** In November we (North and South Dundas) jointly applied for a Trillium Grow Grant for the archives for \$511,200.00 over a period of 3 years. If we are awarded this grant the first order in business is to conduct repairs to the roof of the building. The quoted cost of this is approximately \$100,000. The budget will enhance the present role of Archivist from part time to full time during the length of the grant. We applied for funds to hire a student or intern to assist with cataloguing. Since we presently have no cataloguing software, this would be purchased. It is standard archival procedure to have a searchable catalogue in order to facilitate the retrieval of records as required. We

have built in a budget to purchase basic archival supplies like mylar sleeves to protect our photo collection and archival boxes. We are planning outreach programs to bring the public into the archives and to promote local history. This can include a “tea and talk” series or a series of guest speakers. We would create online exhibits to showcase our heritage. We would focus on outreach programs for local schools in a heritage fair. This would engage students in learning about their local history and enhancing a love of their heritage. The proposal includes funding for digitization of historic records for preservation and to facilitate access to researchers. We will not learn until late April whether we are successful in our application. Hopefully, if we get the Trillium Grant, we will be able to move forward to commence with data entry and cataloguing.

Plans Moving Forward:

- Evaluate future needs with respect to **archival supplies** in order to be able to continue to preserve our local heritage. I would like to be able to obtain mylar sleeves for our photograph collection as well as proper archival boxes in which to store them.
- I would like to locate **de-accessioned display cases** or budget for some in the future in order to plan for some exhibits to showcase our local history
- It is my hope that, we would have an enhanced web **site**. This could host digitized records and finding aids and research tools. The hope is to be able to create online exhibits about our local heritage.
- Continue with providing researcher support for the public and Municipal staff and Council. I will continue to work towards **fulfilling our mandate under the Municipal Act**, by facilitating the preservation of our local heritage, while allowing access to records to the public. To this goal, finding aids will continue to be a focus and finding ways to facilitate research.

Susan Peters

Dundas County Archives

dundascountyarchives@gmail.com

<https://southdundas.com/residents/dundas-county-archives/>

<https://northdundas.com/town-hall/clerk/dundas-county-archives/>

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-18

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

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

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

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

- 1.0** That the Minutes of the Public and Regular Meetings held on February 11th, 2020 and the Special Meeting held February 19th, 2020, including the In Camera Meetings of the Council of the Township of North Dundas, be hereby adopted.
- 2.0** That the actions of the Township of North Dundas, at its meeting held on March 10, 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 10th day of March, 2020.

MAYOR

CLERK