

**AGENDA**  
**Township of North Dundas**  
**636 St. Lawrence Street Winchester**  
**ON Tuesday, March 23, 2021 7:00 PM**  
**(Revised March 22nd & 23rd)**

Page

- 1. Call Meeting to Order by Resolution**
- 2. Adoption of Agenda**
  - a) Additions, Deletions or Amendments  
All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 3. Disclosure of Pecuniary Interest and General Nature Thereof**
- 4. Adoption of Minutes**
  - a) [Special Meeting March 3, 2021](#) 4 - 5
  - b) [Regular Meeting March 9, 2021](#) 6 - 15
  - c) [Special Meeting March 10, 2021](#) 16 - 19
- 5. Delegations**
  - a) [OFA-DFA Presentation - Jackie Pemberton & Ryan DeVries](#) 20 - 80
  - b) [SNC Board Update - Bill Smirle](#) 81 - 87
  - c) OPP Report - Jim Blanchette, Community Services Officer
- 6. Closed Session**
  - a) Pursuant to Section 239 (2) of the Municipal Act, 2001,  
(b) personal matters about an identifiable individual, including municipal or local board employees. Specifically: Staff
- 7. Open Session**

## 8. Action Requests

### a) Finance

- i. [Utility Billing, Accounts Receivable & Payable Position](#) 88 - 91
- ii. [Treasurer's Statement of Remuneration Paid to Elected Officials](#) 92 - 93
- iii. [Approval of 2021 Water & Sewer Budget](#) 94 - 102

### b) Economic Development and Communications

### c) Public Works

- i. [Hiring of Spring / Summer Operators / Students](#) 103 - 105

### d) Waste Management

### e) Planning Building and Enforcement

### f) Recreation and Culture

### g) Fire

### h) CAO

### i) Clerk

- i. [FCC AgriSpirit Fund](#) 106 - 108
- ii. [The Planted Arrow Garden Party Market Road Closures 2021](#) 109 - 112

## 9. Tenders and Quotations

## 10. By-laws

- a) [By-Law No. 2021-24 2021 Municipal Budget](#) 113 - 117
- b) [By-Law No. 2019-16 Remuneration for Council](#) 118 - 122
- c) [By-Law No. 2020-19 Procedural By-Law Amendment](#) 123 - 151
- d) [By-Law No. 2021-01 Officers & Committees](#) 152 - 158
- e) [By-Law No. 2021-23 Part Lot Control Vriend Construction](#) 159 - 164
- f) [By-Law No. 2021-25 Subdivision Agreement - Shellian Inc - Silver Creek Estates](#) 165 - 168

## **11. Key Information**

- a) [Planning Building and Enforcement - CRINS-SINRC Report - Xplornet Tower in South Mountain](#) 169 - 191

## **12. Consent Agenda**

## **13. Boards and Committees**

- a) County Council: Mayor Fraser & Deputy Mayor Armstrong
- b) Art on the Waterfront: Councillor Thompson
- c) Canada Day: Mayor Fraser
- d) Chesterville Carnival: Councillor Thompson
- e) Dairyfest: Councillor Hoy
- f) Display of Lights: Mayor Fraser
- g) Fire Chiefs Steering: Fire Commissioner Armstrong
- h) Winchester Downtown Revitalization: Councillor Annable

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

## **15. Petitions**

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

## **17. Unfinished Business**

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

- a) [By-Law No. 2021-26](#) 192

## **19. Adjournment by Resolution**

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**SPECIAL MEETING MINUTES**  
**March 3, 2021**

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A special meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on March 3<sup>rd</sup>, 2021 with Mayor Fraser in the Chair. Attendance was taken at the entrance in accordance with COVID-19 screening protocols.

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

Mr. Allan Whyte of Cunningham Swan Lawyers was present via videoconference to address Council in closed session. Public Works Director, Khurram Tunio joined the closed session meeting remotely at 6:15 pm.

**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 5:00 pm.

CARRIED

**2. Adoption of Agenda**

Resolution No. 02

Moved by Councillor Thompson  
 Seconded by Councillor Hoy

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

CARRIED

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

**4. In Camera:**

Resolution No. 03

Moved by Deputy Mayor Armstrong  
 Seconded by Councillor Thompson

THAT Council proceed In Camera at 5:01 pm pursuant to Section 239 (2) of *The Municipal Act*:

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

(e) litigation or potential litigation, including matters before administrative tribunals affecting the Municipality or local board

Specifically – Potential Litigation

CARRIED

5. Open Session:  
Resolution No. 04  
Moved by Councillor Annable  
Seconded by Councillor Thompson  
THAT Council move to Open Session at 7:02 pm.  
CARRIED

Resolution No. 05  
Moved by Councillor Thompson  
Seconded by Councillor Hoy  
THAT Council authorizes Staff to follow through on matters as discussed in Closed Session relating to potential litigation matters.  
CARRIED

6. Ratification By-law  
Resolution No. 06  
Moved by Councillor Hoy  
Seconded by Councillor Annable  
THAT By-law No. 2020-20 to adopt, confirm and ratify matters dealt with by resolution be read and passed in Open Council, signed and sealed this 3<sup>rd</sup> day of March, 2021.  
CARRIED

7. Adjournment by Resolution  
Resolution No. 07  
Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson  
THAT Council adjourn at 7:07 pm to the call of the Chair.  
CARRIED

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MAYOR

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CLERK

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**MINUTES**  
**MARCH 9, 2021**

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A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on March 9, 2021 with Mayor Fraser in the Chair. Attendance was taken at the entrance in accordance with COVID-19 screening protocols.

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

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 7:00 pm.  
CARRIED
  
2. Adoption of Agenda  
Resolution No. 02 Moved by Councillor Hoy  
Seconded by Councillor Thompson  
THAT Council approve the agenda as amended. PB&E Key Information Report to be presented prior to PWS Action Requests.  
CARRIED
  
3. Disclosure of Pecuniary Interest and General Nature Thereof – NIL

4. Adoption of Minutes

a) Regular Meeting - February 9 2021

Resolution No. 03

Moved by Councillor Annable  
Seconded by Councillor Thompson

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

CARRIED

b) Public Meeting - February 23 2021

Resolution No. 04

Moved by Councillor Hoy  
Seconded by Councillor Annable

THAT the minutes of the Public Meeting of the Council of the Township of North Dundas, held February 23, 2021 be adopted as presented.

CARRIED

c) Special Meeting - February 23 2021

Resolution No. 05

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson

THAT the minutes of the Special Meeting of the Council of the Township of North Dundas, held February 23, 2021 be adopted as presented.

CARRIED

5. Delegations – NIL

6. Closed Session – NIL

7. Open Session – NIL

8. Action Requests

a) Finance – NIL

b) Economic Development and Communications – NIL

KIR - Development Projects seeking Water/Sewer Capacity:

Prior to the presentation of water and sewer allocation requests by Director Tunio, Director Pol provided a list of development projects in the works and those coming in the future seeking water and sewer capacity.

c) Public Works

i) Water and Sewer Units Allocations - Approved Developments

Resolution No. 06

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council allocate water and sewer units to previously approved and built developments as follows:

Winchester Meadows – 36 water and 36 sewer units

Guy Racine Subdivision – 5 water and 5 sewer units

Davidson Subdivision – 1 water and 1 sewer unit

Winfields – 4 water and 4 sewer units

Maverick – 13.5 water and 13.5 sewer units

CARRIED

ii) Water & Sewer Allocation - Wellings of Winchester

Resolution No. 07

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council allocates 76.4 water units and 76.4 sewer units for phase 2 and phase 3 of the Wellings of Winchester at pin #66102-0447, application submitted by Wellings of Winchester Inc.

CARRIED

iii) Water and Sewer Allocation - 109 James Street

Resolution No. 08

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council allocates 3 water units and 3 sewer units in total for a single detached dwelling on 109 James Street, and two semi-detached dwellings on vacant lot PIN#661500211 in Winchester, application submitted by Vriend Construction Ltd.

CARRIED

iv) Water and Sewer Allocation - Lot 16 Queen Street

Resolution No. 09

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT Council allocates 11 water units and 11 sewer units for single and semi-detached dwellings at the vacant lots identified by pin #66146-0579, pin #66146-0580, pin #66146-0581, pin #66146-0582, pin #66146-0583 and pin #66146-0584, application submitted by 1 Movestment Inc.

CARRIED



- v) Water & Sewer Allocation - 2 Winfield Avenue  
Resolution No. 10  
Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson  
THAT Council allocates 2 water units and 2 sewer units for a duplex dwelling at 2 Winfield Avenue in Winchester, application submitted by Steven & Renee Robinson.  
CARRIED
- vi) Water and Sewer Allocation - 24406872 and 85 Tabitha Crescent  
Resolution No. 11  
Moved by Deputy Mayor Armstrong  
Seconded by Councillor Annable  
THAT Council allocates 9 water units and 9 sewer units for single and semi-detached dwellings at 24 Tabitha Crescent, 40 Tabitha Crescent, 68 Tabitha Crescent, 72 Tabitha Crescent, and 85 Tabitha Crescent in Chesterville, application submitted by Brian Shane Corporation Ltd.  
CARRIED
- vii) Water and Sewer Allocation - Clarence Street  
Resolution No. 12  
Moved by Councillor Annable  
Seconded by Councillor Hoy  
THAT Council allocates 4 water units and 4 sewer units for single detached dwellings at the vacant lots identified by Pin #66102-0776, Pin #66102-0771, Pin #66102-0783 and Pin #66102-0783 in Winchester, application submitted by Allan Racine.  
CARRIED
- viii) Water and Sewer Allocation - 138 Elizabeth Drive  
Resolution No. 13  
Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson  
THAT Council allocates 1 water unit and 1 sewer unit for single detached dwelling at 138 Elizabeth Drive in Chesterville, application submitted by Andrew and Emma Harbers.  
CARRIED
- ix) Water and Sewer Allocation - 142 Elizabeth Drive  
Resolution No. 14  
Moved by Councillor Hoy  
Seconded by Councillor Annable  
THAT Council allocates 1 water unit and 1 sewer unit for single detached dwelling at 142 Elizabeth Drive in Chesterville, application submitted by Henry and Bonnie Brunveld.  
CARRIED

- x) Water and Sewer Allocation -146, 150 and 154 Elizabeth Drive  
Resolution No. 15 Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson  
THAT Council allocates 3 water units and 3 sewer units for single detached dwellings at 146 Elizabeth Drive, 150 Elizabeth Drive and 154 Elizabeth Drive in Chesterville, application submitted by Michael Aube.  
CARRIED
  - x) Water Allocation - 430 Gypsy Lane  
Resolution No. 16 Moved by Councillor Annable  
Seconded by Councillor Hoy  
THAT Council allocates 1 water unit for a non-residential facility located at 430 Gypsy Lane in Winchester, application submitted by Fortier Stark Industrial Inc.  
CARRIED
  - xii) Water & Sewer Allocation - Esper Lane Winchester  
Resolution No. 17 Moved by Councillor Annable  
Seconded by Councillor Thompson  
THAT Council allocates 51 water units and 51 sewer units for townhome dwellings on Esper Lane (Dream Haven Subdivision) being Registered Plan 8M-9, Blocks 2 to 15; application submitted by 990984 Ontario Limited.  
CARRIED
  - xiii) 2020 OSIM Bridge Inspection & Needs Study  
Resolution No. 18 Moved by Deputy Mayor Armstrong  
Seconded by Councillor Annable  
THAT Council receives the 2020 OSIM Bridge Inspection and Needs Study and directs staff to incorporate the recommendations and 10-year capital plans into the annual draft budgets for improvements to structures and culverts.  
CARRIED
- d) Waste Management – NIL
- e) Planning Building and Enforcement - NIL
  - i) Development Charges Reserve Fund 2020 Statement  
Resolution No. 19 Moved by Councillor Thompson  
Seconded by Councillor Annable  
WHEREAS eligible growth-related capital expenditures relating to the Development Charges By-law No. 2017-02 occurred in the Township of North Dundas in 2020;  
  
NOW THEREFORE BE IT RESOLVED THAT the Treasurer be authorized to transfer \$45,000.00 from Account #3-3-2000-9590 Development Charges

Reserve Fund to Account # 1-4-3211-9500 and that this transfer is deemed to be effective December 31, 2020;

AND THAT the Treasurer be authorized to transfer \$1,612.90 from Account # 3-3-2000-9590 Development Charges Reserve Fund to Account # 1-4-3000-9500 and that this transfer is deemed to be effective December 31, 2020;

AND THAT the Treasurer be authorized to transfer \$5,451.00 from Account # 3-3-2000-9590 Development Charges Reserve Fund to Account # 1-4-2030-9500 and that this transfer is deemed to be effective December 31, 2020;

AND THAT the Treasurer be authorized to transfer \$61.03 from Account # 3-3-2000-9445 Development Charges Reserve - Chesterville Pumping Station to Account # 1-4-9030-9500 and that this transfer is deemed to be effective December 31, 2020;

AND THAT the Development Charges Treasurer Statement for 2020 be received and be made available to the public.

CARRIED

f) Recreation and Culture – NIL

g) Fire – NIL

h) CAO – NIL

i) Clerk – NIL

9. Tenders and Quotations

a) Boyne Road Landfill - Water Monitoring Program and Budget

Resolution No. 20

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council accepts the quotation submitted by Golder Associates Ltd. dated February 23, 2021 in the amount of \$57,600.00 plus applicable taxes and authorizes the CAO to extend the contract with Golder Associates Ltd. for Ground Water Monitoring at the two Township of North Dundas Landfill Sites for one additional year commencing, Jan 1, 2021.

CARRIED

10. By-laws

- a) By-law No. 2020-59 Capital Charges

Resolution No. 21

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT By-law No. 2020-59, being a By-law to set Capital Charges for Water and Sanitary Sewer Connections, be read a second and third time and passed in Open Council, signed and sealed this 9th day of March, 2021.

CARRIED

- b) By-law No. 2021-16 29 Main Street Chesterville Zoning Amendment

Resolution No. 22

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT By-law No. 2021-16, being a By-law to amend the former Village of Chesterville Zoning By-law No. 04-95, as amended, be read and passed in Open Council, signed and sealed this 9th day of March, 2021.

CARRIED

- c) By-law No. 2021-18 Part Lot Control Moderna Homes

Resolution No. 23

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT By-law No. 2021-18, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 9th day of March, 2021.

CARRIED

- d) By-law No. 2021-19 Subdivision Agreement 2379132 Ontario Inc. Hallville Silver Creek Estates

Resolution No. 24

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT By-law No. 2021-19, being a By-law to authorize the Mayor and Clerk to enter into a Subdivision Agreement between the Township of North Dundas and 2379132 Ontario Inc., be read and passed in Open Council signed and sealed this 9th day of March, 2021.

CARRIED

11. Key Information

- a) FIN – 2021 COVID-19 Recovery Funding for Municipalities Treasurer Gareau advised the Government of Ontario has committed financial support in the amount of \$186,938.00 to the Township. The purpose of this money is to support COVID-19 operating costs and pressures.

- b) PWS Clarence Street Hydro Poles - Director Tunio advised Council of the cost estimated to relocate 4 hydro poles on Clarence Street inward, approximately 5 feet. Council is not in favour of moving the poles unless cost sharing is confirmed with Hydro One and the Upper Canada District School Board.
- c) PBE Housekeeping Zoning By-law Amendment - Director Pol advised the public meeting to consider the annual Housekeeping Zoning By-law Amendment to implement Provincial updates, make corrections, address discrepancies and rezone surplus dwelling properties with the Township's Zoning By-laws will be held April 13<sup>th</sup> at 6:30 pm.
- d) PBE Dream Haven Estates Subdivision Proposal - Director Pol advised Terry Sloane submitted a concept plan from Park View Homes for his land abutting the Township Office. The proposal is for two-storey townhomes on most lots and two semi-detached units. The proposed density would increase from 66 units to a total of 107 units. Director Pol advised Park View Homes would like to know if Council would approve the concept plan in principle. Discussion included on-street parking issues, snow storage, emergency vehicle access, waste collection and sufficient space for two cars in driveways. At the completion of the presentation, Council concurred with the recommendations contained in the Key Information Report (pages 160-161) provided by Director Pol.
- e) R&C Arena Update - Director Meerburg provide an update on usership since the lockdown was lifted on Tuesday February 16<sup>th</sup> and advised of screening processes and protocols instituted prior to users and patrons entering our facilities.

## 12. Consent Agenda

Resolution No. 25

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Annable

THAT Council authorize payment of accounts as per the attached Council Report dated February 01, 2021 to February 12, 2021 Batch 225 in the amount of \$216,477.61 (Year 2020)

February 13, 2021 to February 28, 2021 Batch 226 in the amount of \$27,994.75 (Year 2020)

February 01, 2021 to February 12, 2021 Batch 10 to 16 in the amount of \$415,738.85

February 13, 2021 to February 28, 2021 Batch 17 to 24 in the amount of \$267,957.26

Ontario Wildlife Damage Compensation Program – 005424  
Property Owner of 6830 Belmeade Rd \$280.00  
Richard Scheepers \$50.00

Ontario Wildlife Damage Compensation Program – 005427  
Property Owner of 13683 Loucks Rd \$221.60  
Richard Scheepers \$50.00

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

CARRIED

Request for Support- Township of South Glengarry  
Resolution No. 26

Moved by Councillor Thompson  
Seconded by Deputy Mayor Armstrong

THAT the Council of the Township of North Dundas support the Township of South Glengarry Resolution No. 75-2021, that requests the Province of Ontario to procure approved COVID-19 vaccines to be distributed to the residents of the Province of Ontario, increase the Province's vaccination rate to keep pace with the doses that have been received and accelerate the launch of its COVID-19 vaccine booking system.

CARRIED

Integrity Commissioner Services  
Resolution No. 27

Moved by Councillor Thompson  
Seconded by Councillor Annable

THAT the Council of the Township of North Dundas receive the Integrity Commissioner Services – Annual Report for the year 2020.

CARRIED

### 13. Boards and Committees

County Council: Deputy Mayor Armstrong advised the next County Council meeting is March 15 at which time it is expected the 2021 Budget will be ratified. He noted discussion regarding the SDG Waste Strategy is ongoing.

Art on the Waterfront: Councillor Thompson no report.

Chesterville Carnival: Councillor Thompson no report.

Canada Day: Mayor Fraser no report.

Dairyfest: Councillor Hoy no report.

Fire Chiefs Steering: Fire Commissioner Armstrong advised the driver training policy will be coming back to Council for review and reported positive news about repairs to Tanker 3 which are currently in progress.

Display of Lights: Mayor Fraser no report at this time but hopeful a similar event will be held this year under the leadership of Sandy Burns.

Winchester Downtown Revitalization: Councillor Annable reported new flags have been ordered for the downtown core.

14.Motions and Notices of Motions - NIL

15.Petitions - NIL

16.Council Comments and Concerns

Mayor Fraser advised of the Budget Meeting scheduled for March 10 at 7:00 pm.

17.Unfinished Business - NIL

18.Ratification By-law

Resolution No. 28

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT By-law No. 2021-21 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 9th day of March, 2021.  
CARRIED

19.Adjournment by Resolution

Resolution No. 29

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council adjourn at 9:25 pm to the call of the Chair.  
CARRIED

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MAYOR

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CLERK

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**MINUTES**  
**MARCH 10, 2021**

---

A Special Meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on March 10, 2021 with Mayor Fraser in the Chair. Attendance was taken at the entrance in accordance with COVID-19 screening protocols.

The purpose of the meeting was to discuss the 2021 Municipal Budget:

ROLL CALL: Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillors: Gary Annable, Tyler Hoy, John Thompson  
CAO: Angela Rutley  
Treasurer: John Gareau  
Economic Development Officer: Stephen Mann  
Director of Public Works: Khurram Tunio  
Director of Waste Management: Doug Froats  
Director of Planning, Building & By-law: Calvin Pol  
Director of Recreation and Culture: Meaghan Meerburg  
Fire Liaison Officer: Mike Gruich  
Deputy Treasurer: Johanna Barkley  
Facilities Manager: Tom Dekker  
Clerk: Jo-Anne McCaslin

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

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

CARRIED

2. Adoption of Agenda

Resolution No. 02

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council approve the agenda as amended. Closed Session moved to follow Key Information Reports.

CARRIED

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



4. Closed Session (held following Key Information Reports)

Resolution No. 04

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council proceed in Camera at 8:25 pm pursuant to Section 239 (2) of The Municipal Act S.O. 2001

(d) labour relations or employee negotiations; and

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

Resolution No. 05

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT Council move to Open Session at 9:29 pm.

CARRIED

5. Open Session

Resolution No. 06

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

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

CARRIED

6. Action Requests

a) Finance – NIL

b) Economic Development and Communications – NIL

c) Public Works

i) Replacement of Truck 3204 - Budget Increase and Contract Award

Resolution No. 03

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas pre-approves an increase in the 2021 Capital budget line #1-5-3101-8101 by an additional \$285,000 for the purchase of a snowplow truck to be financed through \$273,266.84 from insurance proceeds and \$11,733.16 from development charges; And that Council authorize the Director of Public Works to single-source the award for the purchase as follows:

- Cab and chassis to Cornwall Freightliner in the total amount of \$142,988.00 plus HST and;

- Plow system to Gin-Cor Industries in the amount of \$135,770 plus HST.

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

7. Key Information:

REC 2021 Budget Additional Information – Director Meerburg presented information and addressed questions on various items included for consideration in the 2021 budget.

FIN 2021 Budget Discussion – Treasurer Gareau and Deputy Treasurer Barkley presented a detailed analysis of changes to the Draft Budget presented February 9, 2021 for Council’s review highlighting items for recommended for consideration. Council deliberated the items and asked questions of the respective Department Head. Deputy Treasurer Barkley incorporated revisions into the draft budget excel spreadsheet.

Following a review of the information presented, it was determined the current requirement from taxation will be \$6,711,420 which represents a reduction in the tax rate of 2.1%.

Mayor Fraser advised it is the intention of Council to adopt the 2021 Municipal Budget at the regular meeting of Council scheduled for March 23, 2021.

8. Ratification By-law

Resolution No. 07

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT By-law No. 2021-22 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 10th Day of March, 2021.

CARRIED

9. Adjournment by Resolution

Resolution No. 08

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council adjourn at 9:32 pm to the call of the chair.

CARRIED

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MAYOR

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CLERK



# **Agriculture *Matters***

**A Guide for Municipal Councillors and Staff**

## Introduction

Ontario's agriculture and agri-food sectors are leading economic drivers for the province; contributing over \$47 billion in GDP and employing over 837,000 Ontarians.

The Ontario Federation of Agriculture (OFA) is Canada's largest voluntary general farm organization, representing more than 38,000 family farm businesses across Ontario. OFA works to represent and champion the interests of Ontario farmers through government relations, farm policy recommendations, lobby efforts, research, community representation and media relations. Ontario farmers form the backbone of our robust food system and rural communities with the potential to drive the Ontario economy forward.

The purpose of this Guide is to provide an overview of issues affecting farmers today, as well as identifying opportunities for local communities to support this untapped, and sometimes undervalued, economic sector. It is available electronically at [ofa.on.ca/GrowAg](http://ofa.on.ca/GrowAg).

OFA's 52 County and Regional Federations offer strong, grassroots leadership, and should be your first point of contact when addressing municipal issues affecting agricultural businesses in your community.

### *Producing Prosperity in Ontario*

OFA's campaign, [Producing Prosperity in Ontario](#), calls for greater investment in Ontario's agri-food sector and rural communities as an effective strategy to deliver economic growth and prosperity for all Ontarians.

Distributing development dollars across Ontario is the solution to ongoing challenges facing rural and urban communities. New investments in Ontario's rural communities will grow existing businesses, attract new companies, and boost opportunities for regional economic development.

Distributing economic development will create new jobs, enable new affordable housing options, improve food security, and contribute to environmental stewardship.

When we invest in our small communities, we improve the physical and social infrastructure in rural Ontario; generating new opportunities to work and live in communities across the province. This is good for rural Ontario and alleviates the stresses in our urban communities. It's a win-win.

To learn more about the long-term benefits of investing in our agri-food sector and our rural communities, visit [producingprosperity.ca](http://producingprosperity.ca).

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# Municipal Issues Affecting Ontario Agriculture

## *Land Use Planning and Economic Development*

### Agricultural Representation in Municipal Governance

#### What's the issue for municipalities?

- Programs and policies developed by councillors and administered by municipal staff with limited knowledge of modern agriculture can inadvertently adversely affect farmers and their operations.

#### Why does it matter to farmers?

- Farmers are facing greater challenges in influencing local decision-making as an increasing number of citizens have a limited understanding of agriculture.
- Municipal councillors listen to the concerns of their constituents and since farmers are a minority, their voice may not be heard. As an integral part of our local economy, environmental sustainability, and ability to feed ourselves, we must include the views of farmers to ensure farms remain viable and financially sustainable.
- The intensifying responsibilities of councillors today make the role a full-time job. Consequently, fewer farmers can make the necessary commitment to this role, limiting their voice at the table.

#### How can you help?

- Engage with your farm community early and often. This can occur through public meetings, attending local County Federation meetings, or inviting representatives to speak at Council meetings.
- Consult with farmers on policies and programs that may affect their farm business operations, including new roads, bridges and traffic circles that may impede transportation of modern farm equipment.
- Some municipalities have an Agricultural Advisory Committee established to advise councillors and staff on by-laws that affect agriculture. After discussing with the local County Federation, consider the benefits of creating an Agricultural Advisory Committee to encourage regular discussion and information sharing.
- Ensure that all meetings and consultations consider the schedules of farm businesses. Planting season and harvesting season (in particular, the months of May, October and November) are exceptionally busy and farmers will rarely be able to attend meetings. Flexible hours (e.g. beyond 9:00 a.m.-5:00 p.m.) and online (e.g. webinars) can also help alleviate timing pressures.

#### Resources

- [OFA's Guide and Checklist to Support Agricultural Growth in Your Municipality](#)
- [AFIO Directory: Examples of Agricultural Advisory Committee Terms of Reference](#)

## Municipal Official Plans

### What's the issue for municipalities?

- Ontario municipalities must have an Official Plan. The Official Plan describes your local township, county, region, district or city government's policies on how land in your community will be used, and where future development will go. It is prepared with local citizen input and helps ensure that future growth and development will meet the needs of the community, in an orderly manner.
- As outlined in the Planning Act, municipal Official Plans and Zoning By-Laws "shall be consistent with" the [Provincial Policy Statement \(PPS\)](#). The PPS provides policy direction to municipalities on matters of provincial interest related to land use planning and development.
- In addition, the Greenbelt Plan, Niagara Escarpment Plan, Oak Ridges Moraine Conservation Plan, Growth Plan for the Greater Golden Horseshoe and the Lake Simcoe Protection Plan may set specific land use policies for municipalities subject to one or more of these Plans.
- In some cases, municipalities might be in the process of developing or reviewing their Official Plan. Periodic review of the municipal Official Plan is obligatory.

### Why does it matter to farmers?

- The municipal Official Plan identifies areas in the municipality set aside for agricultural, residential, industrial, commercial, recreational and institutional uses. Large contiguous tracts of land designated for agricultural uses are necessary for farming to prosper.
- Non-agricultural land uses located within lands designated for agriculture can negatively impact the ability of surrounding agricultural operations to expand or to introduce new agricultural activities, particularly through mandated separation distances imposed by the Minimum Distance Separation (MDS) formulae.

### How can you help?

- Ensure you have read the resources provided below and recognize the challenges associated with development pressures on agricultural lands.
- Strike a balance between competing interests for land uses. Economic development is often seen as directly tied to urban growth and more jobs. However, agriculture and its related industries also create and retain jobs. Consider how we will feed our growing population on a municipal, provincial, national and global scale.

### Resources

- [OMAFRA's Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#)
- [OMAFRA's Minimum Distance Separation Guidebook](#)



## Comprehensive Zoning By-Laws

### What's the issue for municipalities?

- Municipal governments have the responsibility to develop Official Plans and Comprehensive Zoning By-Laws for their areas. These two documents set out the general allocations for land use, as well as listing the types of activities allowed within each land use category (e.g. for agricultural zoning, by-laws impacting farm diversification through on-farm processing of farm products).
- Official Plans outline which areas within the municipality will be designated agricultural, residential, industrial, commercial, recreational, or institutional uses. Official Plans also regulate the growth of these competing land uses within the municipality. Zoning by-laws focus on specifics, such as how lands within each major designation will be used, where buildings and structures can be located on each parcel of land (setbacks from roads and lot lines), the types and sizes of buildings permitted, lot sizes and dimensions, and parking requirements.

### Why does it matter to farmers?

- The municipality's policies on growth and development and its zoning by-laws affect farmers. Municipal Official Plans and zoning by-laws need to reflect the unique needs of agriculture.
- Agriculture products and production practices are constantly changing and evolving. Comprehensive Zoning By-Laws may not reflect the current realities of farming today.
- On-farm diversification (e.g. food processing, retail farm markets, farm weddings, etc.) is growing in Ontario as farmers look for new revenue streams and consumers are increasingly interested in where their food comes from.

### How can you help?

- When establishing and updating Comprehensive Zoning By-Laws and Official Plans, consult with your agricultural community to reduce or eliminate negative consequences.
- Ensure Municipal Official Plans and Zoning By-Laws are clear about what uses are permitted, consider neighbouring uses, and provide support for these farm ventures to contribute to their success.

### Resources

- [OMAFRA's Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#)
- [OMAFRA's Minimum Distance Separation Guidebook](#)
- [AFIO Directory: Comprehensive Zoning By-Laws](#)

## Farming and Food Production Protection Act and Municipal By-Laws

### What's the issue for municipalities?

- Municipalities need to carefully consider the scope of by-laws that could impact normal farm practices, ideally by consulting with an Agricultural Advisory Committee or county Federation of Agriculture.

### Why does it matter to farmers?

- The [Farming and Food Production Protection Act](#) (Ontario's "right to farm" law) provides a mechanism for farmers, either individually or in a group, to have a local by-law reviewed if they believe that the by-law unduly restricts a normal farm practice.
- Section 6 of the *Farming and Food Production Protection Act* enables a farmer or group of farmers to apply to the Board should they believe that a municipal by-law (current or future) unduly restricts a normal farm practice. The onus is on the applicant(s) to prove that the by-law unduly restricts a normal farm practice.
- If the Board determines that the by-law does restrict a normal farm practice, then it can grant the applicant(s) an exemption from the by-law. However, if the Board determines that the by-law does not restrict a normal farm practice, the applicant(s) are bound to comply with the by-law.
- Non-farming neighbours may not understand normal farm practices, and may object to odour, noise, dust, or other realities of farming. This may result in negative interactions or neighbour disputes about normal farm practices.

### How can you help?

- Ensure Municipal By-Laws are clear about their application to normal farm practices and recognize that Ontario agriculture in the 21<sup>st</sup> century is a complex and constantly evolving industry.
- Learn about normal farm practices and promote awareness among non-farming neighbours about the realities of living near farms.

### Resources

- [OMAFRA's Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#)
- [Past decisions of the Normal Farm Practices Protection Board](#)
- [OMAFRA web page on Normal Farm Practices](#)

## Rural Economic Development

### What's the issue for municipalities?

- Policies that support the economic well-being of rural businesses and residents support the broader regional economy. Availability and access to health care services, rural schools, affordable energy, broadband internet and transportation infrastructure are all essential for rural economic development.
- Municipalities tend to offer economic development programs and incentives in urban areas to develop their downtowns and support businesses (e.g. downtown revitalization or business improvement areas), however, rural support is often lacking.
- Rural municipalities are increasingly engaging in economic development initiatives. An economic development strategy may be commissioned to assist with identifying key sectors to target for growth and guide initiatives undertaken by the municipality.

### Why does it matter to farmers?

- Economic development initiatives tend to favour industries such as manufacturing, energy or retail while overlooking the economic opportunities in the agri-food sector. Farmers need continued support to provide food, fibre and fuel to Ontario's economy.
- Rural areas may not be given the resources and support needed to retain and expand their operations. There is a growing importance to support economic prosperity of rural and agricultural businesses through financial incentives and reduced costs.

### How can you help?

- Reduce the financial burden by exempting farm structures from development charges.
- Support rural infrastructure projects and apply for municipal infrastructure funding.
- Municipalities can implement Community Improvement Plans (CIP) that encourage private investment, renew infrastructure, and waive development fees. Provide incentives for on-farm diversification by developing an agricultural/rural-specific CIP.
- Business retention and expansion studies (BR+E) can focus specifically on agriculture and food to determine specific needs and opportunities within the sector. An agri-food BR+E can be particularly useful for determining whether specific infrastructure is needed (e.g. grain elevator, freezer storage facilities, distribution centres, etc.) or specific cluster development (e.g. craft beer and hops industry growth).

### Resources

- [AFIO Directory: Examples of municipal/regional Economic Development Strategies](#)
- [AFIO Directory: Examples of rural/agricultural Community Improvement Plans](#)
- [AFIO Directory: Examples of BR+E studies for agriculture and food](#)

## Broadband Internet

### What's the issue for municipalities?

- Reliable internet access is the norm in urban Ontario but continues to be a problem in many rural areas of the province, often only a few kilometres from major cities. Access to high speed internet in rural and remote areas is an ongoing challenge.
- In December 2016, the Canadian Radio-television and Telecommunications Commission (CRTC) ruled that broadband internet service is considered a basic telecommunications service for all Canadians. The CRTC set targets for internet service providers to offer customers in all parts of the country download speeds of at least 50 megabits per second (Mbps) and upload speeds of at least 10 Mbps, and to also offer the option of unlimited data.

### Why does it matter to farmers?

- Reliable, high-speed broadband internet service is as vital to modern farm businesses as electricity and telephone service. Farmers rely on the internet for information to make business decisions, operate precision agricultural technologies (e.g. auto-steer technology on tractors, GPS-enabled yield monitors), facilitate marketing of farm products, access continuing education and farm management information, and participate in the global digital economy.
- Two out of three Ontario farmers surveyed have unreliable internet connection, according to a recent survey of more than 1,000 OFA members. Results showed 94% of respondents believed access to the internet is important to their farm operations, and the majority of those indicated their business would suffer without reliable internet access. More than 50% of respondents believed better internet access would boost their bottom line by opening opportunities for domestic and international markets, and keeping pace with new innovations, technology and overall competitiveness.
- OFA believes that rather than setting speed targets, Internet Service Providers (ISPs) must adopt a Minimum Customer Service standard that will ensure that farmers and rural residents can receive the level of reliable internet service they need, at a price competitive with their urban counterparts.

### How can you help?

- Initiate projects to expand broadband internet into rural areas to meet the current and future needs of rural residents.
- Conduct research into where there are underserved areas in your community.
- Support regional initiatives such as the [South Western Integrated Fibre Technology \(SWIFT\) Network](#) and [Eastern Ontario Regional Network \(EORN\)](#).

### Resources

- [OFA's web page on Broadband Internet](#)
- [CRTC's web page on Closing the Digital Divide](#)

## Community and Regional Food Planning

### What's the issue for municipalities?

- Community and regional food planning strengthens the relationships between producers, processors, distributors, and consumers of food. While some municipalities may not see their role, there are many instances where local governments can help their communities stay healthy by supporting policies and programs that facilitate the consumption of locally-produced foods.
- Agri-food products that are produced and available locally will support healthy communities, provide job opportunities, and diversify the economy. Local produce is fresher and reconnects consumers with how food is produced.

### Why does it matter to farmers?

- Supporting local food means supporting local farmers. Increasing opportunities for farmers to sell and market their products contributes to the viability of their farm business. It also helps consumers understand modern agriculture and increases public trust and engagement with the food system.
- A municipality can implement policies that either assist or hinder opportunities to market local agricultural products within the community. Even with the best intentions, local by-laws can impact the ability of farmers to access, and market directly to, consumers.

### How can you help?

- In 2013, Ontario passed Bill 36, the [Local Food Act](#), to help foster successful local food economies and systems, help increase awareness and diversity of local food, and develop new markets for local food. Municipalities can develop and promote activities to celebrate during Local Food Week in June and Ontario Agriculture Week in October.
- Developing a municipal local food procurement policy can help connect urban centres and the surrounding rural communities. Supporting local food production, consumption and procurement helps the local economy and keeps local dollars in the community.
- Municipal governments have a responsibility to citizens to incorporate community and regional food planning into their policies. Planning for food can take the form of local by-laws that do not restrict the development of local food systems, zoning to allow for farmers markets and other marketing opportunities, and activities that strengthen community food security and local economic development.

### Resources

- [AFIO Directory: Examples of Food Policy Council Terms of Reference](#)
- [AFIO Directory: Examples of Local Food Promotional Brochures and Maps](#)
- [AFIO Directory: How-To Guides and Toolkits for Agriculture and Food](#)

## Food and Organic Waste

### What's the issue for municipalities?

- Every year Ontarians divert 1.4 million tonnes of food and organic waste from landfill streams, and yet 2.2 million tonnes are sent for disposal. Residential and Industrial, Commercial, and Institutional (IC&I) sectors represent 86% of food and organic waste generated; 10% from agriculture; and 4% during distribution.
- Municipalities that process food and organic waste need to support technology and innovation to recover compostable products and packaging. Special considerations are needed for rural, northern and remote communities. Community size and geographic distribution present unique issues under existing organic waste resource recovery legislation. Municipalities need to pursue regional recovery capacity approaches including economy of scale waste processing.
- Municipalities need to plan for the management and beneficial use of biosolids, enhanced biosolids processing technologies and co-management practices that support volume minimization and nutrient recovery.

### Why does it matter to farmers?

- Agriculture is a key part of the food and organic waste circuit. Aside from manure that is reinvested into soils as fertilizer, farms do not produce a significant amount of waste, but agriculture must be part of food and organic waste discussions to address unique considerations and solutions for urban and rural Ontario.
- Agriculture is integral to the final stages of the food and organic waste resource circuit and an important partner in the distribution of composts and other food waste.
- The Ontario [Community Food Program Donation Tax Credit for Farmers](#), in addition to the charitable donation tax credit, assists eligible farmers in donating agricultural products to eligible community food programs in Ontario (e.g. food banks).

### How can you help?

- Develop regional solutions through partnerships among municipalities, industry and communities. Community-based solutions such as organic waste processing infrastructure, small-scale composting, small-scale biogas and biomass energy generation facilities for rural, northern and remote areas will reduce food waste.
- Food waste that cannot be diverted for food consumption and animal feed should be diverted to composting, aerobic or anaerobic digestion. Partner with the agricultural community to strategically site regional anaerobic digesters with the dual purpose of final stage organic waste consumption, and production of low or net-zero energy.

### Resources

- [OFA's web page on Food Waste](#)
- [MECP's Discussion Paper on Reducing Litter and Waste in Our Communities](#)
- [OFA's submission regarding MECP's discussion paper: Reducing Litter and Waste](#)

## Municipal Farm Property Tax Ratio

### What's the issue for municipalities?

- The Municipal Property Assessment Corporation (MPAC) is responsible for the assessment and classification of property. However, municipalities set property tax rates and upper/single-tier municipalities determine local tax burden through their tax ratio policy.
- Farm residences, plus a minimum one acre of land, are taxed at the municipality's residential tax rate. However, farmland and outbuildings that are eligible for the Farm Property Class Tax Rate Program are taxed at no more than 25% of the residential property tax rate. Upper and single-tier municipalities have the authority to set the farm property tax ratio below 25%.

### Why does it matter to farmers?

- In MPAC's province-wide 2016 property reassessment, farmland assessment increases have greatly outpaced the residential assessment increases in most municipalities. Consequentially, the farm class is carrying a larger share of the total municipal tax burden. Therefore, a reduction in the municipal farm property tax ratio (below 25 percent of the residential property tax rate) should be considered.
- Collecting an increasing portion of the municipal budget from the farm property class is inappropriate where the revenue is allocated to finance municipal services for developed areas (e.g. sidewalks, street lighting). Taxes collected from farmland should reflect the minimal municipal services required by farm land and buildings.
- The farm property tax rate only applies to farmland and farm buildings that have been classified by MPAC into the farm property class. The farm residence and one acre remain in the residential property class and are taxed at the residential property tax rate. Therefore, farmers pay residential property taxes like other homeowners.

### How can you help?

- Support reducing the farm property tax ratio to ensure that the percentage of municipal tax revenue from the farm property class remains consistent with previous years.

### Resources

- [OFA's web page on Property Assessment and Taxation](#)
- [MPAC's web page on How Assessment Works](#)

## Taxation of On-Farm Value Added Activities

### What's the issue for municipalities?

- The Ontario Fair Assessment System, based on the classification of properties where each class is taxed at a different rate, has resulted in some buildings located on farms being classified and taxed at full commercial or industrial rates. These rates are inappropriate in cases where the building is used for activities necessary in getting the primary agricultural product or commodity stored and distributed.
- In addition, buildings used to conduct on-farm value-added activities, such as small-scale processing, retail or agri-tourism should be encouraged and not discouraged by excessive property taxes. The OFA defines value-added activities as an extension of the farming operation by taking a marketable farm commodity produced on land owned or controlled through rental, lease and/or sharecropping arrangements by the same farmer or farmers and increasing its value by further preparing it, and/or storing it, and/or selling it directly to the consumer.
- In 2018, [changes to Ontario Regulation 282/98 under the Assessment Act](#) allow upper-tier municipalities to create optional sub classes under the industrial and commercial property classes for on-farm value-added activities. In municipalities that adopt this optional property class, the first \$50,000 in assessed value of on-farm value-added facilities will be taxed at 25% of the local commercial or industrial tax rate. Facilities with an assessed value of greater than \$1,000,000 will not be eligible for this new optional property tax classes.

### Why does it matter to farmers?

- Farm buildings that are used for activities necessary to get their primary agricultural products to market should not be considered commercial or industrial uses.
- Farm buildings that are used for small-scale value-added agriculture should be encouraged to support business diversification and product enhancement on the farm.
- Commercial and industrial property tax classes are considerably higher than farmland property tax classes and can unduly restrict farm business ventures.

### How can you help?

- Support the adoption of a subclass for industrial and commercial property classes in upper-tier municipalities.
- Encourage on-farm, value-added activities that enhance agricultural offerings in a community to create jobs and stimulate the rural economy.

### Resources

- [OFA's web page on Property Assessment and Taxation](#)
- [Changes made to Ontario Regulation 282/98 under the Assessment Act](#)



## Development Charges on New Farm Buildings

### What's the issue for municipalities?

- Municipal governments can levy municipal development charges on new residential and non-residential buildings and structures to cover the capital costs associated with increased demand for municipal services that result from growth-related development. These capital costs can include acquiring and improving land and buildings, infrastructure for water and sewer services, and new equipment and buildings required to maintain emergency services.
- Although the [Development Charges Act](#) provides municipalities with the ability to apply such charges to agricultural buildings and structures, most municipalities have chosen to exempt agricultural buildings and structures from municipal development charges.
- However, subsequent by-laws may omit the existing exemptions for agricultural buildings and structures unless farmers and municipal councillors are vigilant.

### Why does it matter to farmers?

- Development charges are in place to fund services related to growth, which brings more people to a municipality (e.g. higher local population, more employment). Since the construction of most new farm buildings does not increase the need for services as a commercial or industrial business would, development charges should not apply to farm buildings and structures. If they do, farmers are bearing more than their share of the municipality's additional capital expenditures.
- If one municipality applies development charges to agricultural buildings and structures while a neighbouring municipality does not, an inter-regional inequity is created. About 90 percent of municipalities with development charges by-laws do not apply the charges to farm buildings and structures.
- Standardizing the application of development charges to agriculture through a province-wide exemption would prevent farmers from facing inequitable treatment in a minority of municipalities. The OFA believes that the *Development Charges Act* should be amended to provide a statutory exemption to farm animal housing and other farm buildings/structures from all development charges to ensure equitable treatment of farms in all Ontario municipalities.

### How can you help?

- Determine whether development charges apply to agricultural structures in your municipality and consider amending these charges.
- Support OFA's position that all new farm buildings in Ontario should be exempt from development charges.

### Resources

- [OFA's submission on the Development Charges Act](#)

## *Environment and Animal Welfare*

### **Nutrient Management and Pesticides**

#### **What's the issue for municipalities?**

- The [Nutrient Management Act \(NMA\)](#) and the [Pesticides Act](#) both contain language placing regulatory control firmly in the domain of the provincial government. Specifically, in the case of the NMA section 61(1) states: A regulation supersedes a by-law of a municipality as a provision in that by-law if the by-law or provision addresses the same subject matter as the regulation.
- Similarly, section 7.1(5) of the *Pesticides Act* states: A municipal by-law is inoperative if it addresses the use, sale, offer for sale or transfer of a pesticide that may be used for a cosmetic purpose.

#### **Why does it matter to farmers?**

- The OFA lobbied for, and supports, the above provisions on the basis that it is preferable to have provincial legislation and regulations governing pesticides and land-applied nutrients rather than a patchwork of inconsistent municipal by-laws.

#### **How can you help?**

- Where necessary, repeal existing by-laws that deal with either pesticides or land-applied nutrients.

#### **Resources**

- [OMAFRA's web page on Nutrient Management Act](#)
- [OMAFRA's web page on Using Pesticides in Ontario](#)

## Noxious Weed Control

### What's the issue for municipalities?

- The [Weed Control Act](#) is meant to provide relief from the spread of noxious weeds. The Act requires every person in possession of land adjacent to agricultural land to “destroy all noxious weeds on it”. The province has designated a number of plants as noxious weeds, including giant hog weed. Municipalities may add additional weeds to the provincial list for local enforcement.
- There are three levels of weed inspectors: lower tier (if applicable) appointed locally, upper tier (county, region or district) appointed regionally, and a provincial inspector appointed by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).
- A landowner concerned about weeds on neighbouring lands should contact their municipal clerk, asking for the weed inspector. The local municipal clerk should always be the first point of contact, regardless of whether the weed problem occurs at the municipal, county or provincial levels. The clerk will contact the appropriate inspector.
- Any person (landowners, municipalities, provincially owned land, MTO properties, conservation authorities, former railway rights-of-way, etc.) in possession of land where noxious weeds are present and negatively impacting agricultural lands, are responsible for controlling them, including any associated costs.
- A weed inspector who finds noxious weeds or weed seeds can order the person in possession of the land to destroy them within seven days (excluding weekends). An order to destroy weeds can be appealed to the chief inspector. In turn, the decision of the chief inspector can be appealed to Divisional Court.
- If a landowner fails to obey an order to destroy, the municipality can destroy the weeds and bill the owner for the cost. Ultimately, if the bill is not paid, it is added to the property tax bill as taxes owing.

### Why does it matter to farmers?

- Weed control on and adjacent to agricultural land improves crop yields and reduces a farmer's need to undertake costly on-farm weed control when not controlled by the municipality.

### How can you help?

- Ensure that municipal properties, including parks, recreational trails and road allowances adjacent to agricultural lands are kept weed-free.
- Commit to ensuring that municipal weed inspectors keep all properties adjacent to agricultural lands weed-free.

### Resources

- [OMAFRA's web page on Noxious Weeds in Ontario](#)

## Predation and Wildlife Management

### What's the issue for municipalities?

- We all enjoy seeing wildlife, but when their numbers increase to the point where they cannot survive without turning to agricultural crops, livestock or poultry for food, then farmers look for help. Wildlife damage costs Ontario farmers approximately \$41 million per year.
- Some municipalities have passed municipal “no discharge of firearms” by-laws. These by-laws can negatively impact farmers by closing the municipality to hunting and predator control, leading to increased wildlife damage to crops, livestock or poultry. Other municipalities have passed by-laws to permit Sunday gun hunting, during the normal open season, for deer, wild turkey, etc.

### Why does it matter to farmers?

- The *Ontario Wildlife Damage Compensation Program* provides limited compensation to farmers for wildlife damage to livestock, killed or injured by predators, or dogs. Farmers who have had livestock or poultry killed or injured by a predator should contact their municipal clerk and ask for the Municipal Investigator. Municipalities are required under the *Ontario Wildlife Damage Compensation Program* to appoint one or more Municipal Investigators.
- There is **no** government program that compensates for wildlife damages to crops, orchards, vineyards, etc.
- Section 31 of the [Fish and Wildlife Conservation Act](#) authorizes anyone to harass, capture or kill wildlife on their own land that is damaging, or is about to damage, their property. These provisions apply to all wildlife, including wild turkeys and beaver, with the exception of endangered or threatened species and moose, caribou, elk or white-tailed deer. MNR does issue authorizations to farmers facing damage by deer or elk. Farmers and other property owners can take reasonable action to protect their property - including crops, livestock or poultry - from predation.

### How can you help?

- An apparent first response to agricultural damage by wildlife is to allow hunting during open seasons. In some instances, trapping may be a viable solution.
- Develop a municipal program to compensate licensed hunters or trappers who remove nuisance coyotes preying on livestock or poultry.
- Pass a by-law to permit Sunday gun hunting during the normal open season for deer, wild turkey, etc.
- Only apply “no discharge of firearms” by-laws in urban areas within your municipality.

### Resources

- [OMAFRA's web page on Predation and Wildlife Damage](#)

## Provincial Animal Welfare Services (PAWS) Act

### What's the issue for municipalities?

- On January 1<sup>st</sup>, 2020 the *Provincial Animal Welfare Services (PAWS) Act* came into effect for the province of Ontario.
- The new legislation introduced a provincially funded animal welfare enforcement model, headed by a Chief Animal Welfare Inspector and one or more deputies. The new model has the strongest penalties in Canada for people who commit cruelty offences.
- One hundred provincial inspectors will provide province-wide coverage for animal distress and cruelty investigations. These inspectors are subject to a code of conduct and specialized training.
- The legislation empowers others, beyond inspectors, to act when an animal is in imminent risk of serious injury or death when it is left in a hot car.
- Transitional regulations have been put in place to ensure animals are protected while long-term regulations are being developed. During this time, Provincial inspectors will work with local police, veterinarians, agriculture commodities, and local humane societies to ensure animals remain protected.
- For more information, please visit the [Ministry of the Solicitor General page on Animal Welfare](#).

### Why does it matter to farmers?

- Ontario farm families care about their animals. Farm animal and equine owners uphold high standards of care in alignment with accepted codes of practice and normal farming activities.
- Ontario farm animal owners and caregivers ensure the health and welfare of farm animals through compliance with the provisions outlined in the PAWS Act.

### How can you help?

- Keep informed about the [Provincial Animal Welfare Services Act, 2019](#).
- Promote the toll-free number for the Ontario Animal Protection Call Centre to report concerns about animal distress or abuse: 1-833-9-ANIMAL (264625); Call centre is available 24 hours a day, seven days a week.

### Resources

- [OFA's web page on Farm Animal Care](#)

## Farm Trespass and Biosecurity

### What's the issue for municipalities?

- Increasingly, animal activists and unwanted trespassers are illegally entering property, barns and buildings, seizing private property and threatening the health and safety of the farm, employees, livestock and crops. This is causing significant disruptions to the entire agri-food sector, especially for livestock farmers and transporters. These incidents distress farmers, their familiars and their employees, and threaten the health of livestock and crops when activists breach biosecurity protocols.
- Introduced in December 2019, Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019* intends to protect farms, farm families, and the safety of the entire food value chain by addressing the ongoing threat of unwanted trespassing and activists who disrupt Ontario farms and the safety of the food system.
- The new legislation provides a balanced approach to protect farms, families, livestock and food safety, while recognizing a citizen's right to protest. Bill 156 recognizes the importance of minimizing animal stress and reducing the potential of spreading disease.

### Why does it matter to farmers?

- Increased incidents of on-farm trespass and barn invasions puts the health and welfare of animals and ultimately the entire food supply at risk by breaching biosecurity protocols.
- These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols.
- Ontario farmers follow strict codes of conduct to ensure the health, safety and welfare of all farm animals.
- Bill 156- *Security from Trespass and Protecting Food Safety Act* will ensure farm businesses have a legal standing to protect Ontario farms, farm families and employees, livestock, crops and ultimately the entire food supply from intruders.

### How can you help?

- Show your support from Bill 156 and its intent to protect farms, farm families and employees, livestock and the safety of the food system by addressing the ongoing threat of unwanted trespassing and activists who think it is their right to disrupt our farms and the safety of the food chain.

### Resources

- [OFA's webpage - Farmers: Trespass and Occupiers' Liability](#)

## Rabies

### What's the issue for municipalities?

- As of July 1, 2018, Ontario rabies immunization requirements for animals are applied uniformly across all health units. Every owner or person having the care or custody of a horse, cow, bull, steer, calf or sheep shall ensure such animal is immunized against rabies. Therapy animals, service animals and riding school horses fall under these requirements. Two exceptions which are *not* subject to requirements:
  1. Livestock “accessible only to the person or persons who are responsible for the care and control of such animal” (e.g. individuals involved in daily or health needs and/or handling, showing, or commercially transporting an animal).
  2. Livestock “where the only time the animal is accessible by persons other than the persons described in clause (a) is when the animal is at a seasonal agricultural winter fair including those held by an agricultural society constituted under the *Agricultural and Horticultural Organizations Act*, unless the animal is part of an interactive display such as a petting zoo” (includes animals in 4-H events/clubs).
- When animals are kept or held in areas accessible to the general public, reasonable measures (e.g. signage, physical barriers, supervision of animals, etc.) should be used to prevent unauthorized persons from handling the animals. Animals in settings where the general public is encouraged and/or expected to have direct contact with these animals (e.g. petting zoos, “animal experience” events and other interactive animal exhibits) must be vaccinated against rabies thirty days (30) prior to the event.
- Animal rabies immunization requirements in Ontario are primarily enforced by health units conducting investigations after an animal bite to a human has been reported to public health. However, some municipalities and health units may take a more proactive approach in settings such as petting zoos or interactive animal exhibits.

### Why does it matter to farmers?

- Animal owners are responsible for paying for rabies vaccinations, including any veterinary fees for administration. The failure to immunize will result in a fine. An immunization certificate or statement of exemption must be provided to a medical officer of health or a public health inspector upon request.
- Animals on private or community pastures that are not intended to come into contact with the general public are *not* subject to the rabies immunization requirement. In this case, livestock fences are considered sufficient barriers, and individuals trespassing on pastures are *not* considered members of the general public.

### How can you help?

- Ensure you and your local public health unit is aware of [R.R.O. 1990, Regulation 567](#).

### Resources

- [OFA's web page on Farm Animal Care](#)
- [Ministry of Health and Long-Term Care's FAQ on Ontario's Rabies Immunization Requirements for Animals](#)

## Drainage

### What's the issue for municipalities?

- Under the [Drainage Act](#), landowners requiring drainage to remove excess water, thereby making their land more productive, can petition their council for a drain. If the petition is valid, Council appoints an engineer to prepare a report. The engineer's report describes the work to be done, including an estimate of the overall cost of the project, and a schedule showing each landowner's share of the project's costs. The municipality implements the engineer's report by enacting a by-law. A portion of the costs of construction, maintenance or repairs allocated to properties classed as "agriculture" for property tax purposes are reduced through a grant from the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA).
- The municipality is also responsible for employing a Drainage Superintendent. The Drainage Superintendent initiates, supervises and assists in the construction, maintenance and repairs of municipal drains under the Act. The costs to employ the Drainage Superintendent are partially paid through an annual grant from OMAFRA.
- The [Tile Drainage Act](#) provides loans to farmers to construct tile drainage systems on their farms. Loans are limited to 75% of the cost of the work to be done, to a maximum for \$50,000 per farmer, per year. Repayment is through ten (10) annual installments, often collected concurrently with the property taxes. The funds for tile loans are provided by OMAFRA but are distributed to farmers by their local municipality. To be eligible for a tile drainage loan, the farmer must employ an OMAFRA-licensed contractor to do the requisite work.

### Why does it matter to farmers?

- The ability to safely remove excess waters from one's fields enables farmers to achieve higher crop yields while also reducing rutting and soil compaction.

### How can you help?

- Understand your role and responsibilities under both the *Drainage Act* and *Tile Drainage Act* related to agricultural land drainage.
- Non-farm developments adjacent to farmland (e.g. residential, industrial, commercial, recreational or institutional) often entail sizable site grading, which can change natural drainage patterns. Drainage problems can be created at the newly created site, adjacent farms, or both. Ensure that changes in land use require an engineered drainage plan to ensure that adjacent properties are not negatively impacted by drainage.

### Resources

- [OMAFRA's web page on Drainage](#)
- [OFA's web page on Farm Property](#)



## Water

### What's the issue for municipalities?

- Municipal Council must ensure that municipal drinking water is safe, that proper testing is performed at regular intervals, and that regularly scheduled maintenance is performed on structural components. Additional roles of municipalities under the [Clean Water Act \(CWA\)](#) include the implementation of a Source Protection Plan (SPP) for every source of municipal drinking water, be it surface water or groundwater.
- The CWA aims to protect the sources of water that are drawn into a municipal water system for distribution to those who are serviced by the municipal water system.
- Once an SPP is approved, it is the role of the municipality to implement the plan in its Wellhead Protection Areas (groundwater systems) and Intake Protection Zones (surface water systems). To assist in this endeavour, municipalities will be expected to employ and direct Risk Management Officials and Risk Management Inspectors to work with farmers and other landowners on the development and implementation of Risk Management Plans that are tailored to the properties that they own and manage.

### Why does it matter to farmers?

- Increased scrutiny is being placed on any activities which may impact water quality, including agricultural practices. Given that farms are often located in well-head recharge areas and along rivers and lakes which provide the source of a municipality's drinking water, agriculture will be faced with restrictions on farming practices. Farmers are rural residents who require potable water for their families and their operations, however they will also need to provide safeguards for the public's benefit.
- One major concern for the OFA is the cost of compliance for those farmers who are required to change their management practices as a result of the SPPs.
- Another concern is that Risk Management Officials and Inspectors will not be knowledgeable about agricultural practices. OFA encourages all areas of the Province to use the [Farm Source Water Protection - OFEC Framework](#) when developing Risk Management Plans on farms that have been identified with practices deemed to be significant threats.

### How can you help?

- Provide funding for farmers required to incur capital costs, and/or management costs, and/or ongoing maintenance costs to protect a municipal drinking water supply.
- Encourage Risk Management Officials/Inspectors to use the Farm Source Water Protection Framework when developing Risk Management Plans on farm operations.

### Resources

- [OFA's web page on Water](#)
- [OMAFRA's web page on Water](#)
- [Farm Source Water Protection - OFEC Framework](#)

## Energy Hydro

### What is the issue for municipalities?

- The role of the municipal councils differs for those areas served by a Local Distribution Company, and those served by Hydro One.

#### 1) *In places with a Local Distribution Company (LDC)*

The municipal council (or in some cases a private firm) owns the electricity distribution system. They are responsible for ensuring electricity service, including quality of service, such as issues with uncontrolled ground current.

#### 2) *In municipalities served by Hydro One*

The role of the municipal council is limited where the municipality is served by Hydro One. Council may be called upon to work politically to ensure their constituents receive quality service and the municipality may intervene in hydro rate hearings to encourage better rates and/or service.

### Why does it matter to farmers?

- Hydro is a crucial service for farm and business development.

### How can you help?

- If served by a PUC/LDC, identify how you will address concerns about unacceptable level of service, maintenance or repair, and how you will ensure rural delivery charges remain aligned with lower urban delivery charges.
- If served by Hydro One, how will you ensure that hydro maintenance and repair services are adequate, and costs are better managed.

### Resources

- [OFA's web page on Understanding Service Types for Hydro One Customers](#)
- [OFA's web page on Uncontrolled Electricity](#)
- [OFA's web page on Ontario Electricity Bill Reductions](#)

## Natural Gas and Renewable Natural Gas

### What is the issue for municipalities?

- Natural gas distribution, where it is available, is provided almost entirely by private firms (e.g. Union Gas or Enbridge). However, these private firms hold a municipal franchise provided to them by the local government to provide service in the area.
- In many rural areas, no natural gas distribution service is provided. As a result, rural residents pay more for energy than their urban counterparts. For example, to heat a three-bedroom home with gas costs \$1,500 per year. Electric heat costs \$ 4,600 and propane heat costs almost \$4,100.
- Municipalities without natural gas service are less attractive for business development and are a missed opportunity for rural prosperity.

### Why does it matter to farmers?

- Energy is one of the largest inputs on farms, and a significant cost to rural residents and local business owners. If natural gas was available across the province, it could save Ontario farmers, business owners and rural residents over \$1 billion in annual energy costs.
- New rural gas pipeline infrastructure will also enable rural agricultural communities to produce clean biogas and renewable natural gas for pipeline delivery.

### How can you help?

- Undertake a project to bring gas service to, or expand, natural gas service into the rural community.
- Support local improvement by-laws for natural gas service.

### Resources

- [OFA's web page on Natural Gas Infrastructure](#)
- [OFA's web page on Energy Costs and Availability](#)
- [OFA's website Grow Rural Ontario](#)

## Community Energy and Emissions Planning

### What is the issue for municipalities?

- Through the Municipal Energy Plan Program, municipalities can get funding to develop a plan that will help your community:
  - improve energy efficiency;
  - reduce energy consumption and greenhouse gas emissions;
  - study the impact of future growth on energy needs; and
  - foster renewable energy production and economic development.
- Previous attempts to build rural power generation incentivized large, industrial-scaled facilities attached to high-voltage transmission grids. These large renewable procurements were sited based on available high-voltage capacity, with no input from local municipalities.

### Why does it matter to farmers?

- OFA believes Rural Community Energy Projects will put power generation where it is needed and will consider energy policy in alignment with Climate Change, rural economic development, waste management and agricultural objectives. There are plenty of opportunities in Ontario where incentivized local and small-scale energy solutions will help rural Ontario grow.
- Rural Ontario needs access to local energy systems where communities have a say in facility location, design, construction, ownership and management. Developing community energy systems fosters rural economic development and helps communities reduce carbon emissions while creating jobs and delivering reliable local power.

### How can you help?

- Take part in regional energy planning and engage your local farm community.
- Eliminate the barriers between electricity, natural gas and other sources of energy and move towards more integrated and longer-term planning.

### Resources

- [OFA's web page on Rural Community Energy Plans](#)
- [Ontario's Municipal Energy Plan Program](#)
- [Independent Electricity System Operator \(IESO\) web page on Regional Planning](#)
- [Association of Municipalities of Ontario \(AMO\) web page on Advocacy](#)

## Alternative Energy Opportunities on Farms

### What is the issue for municipalities?

- Alternative energy use promotes conservation and local generation while decreasing transmission costs and greenhouse gas emissions and can provide new revenue sources for municipalities. Alternative energy opportunities on farms include: biogas (electricity from manure), wind power, solar heat, solar electric, and co-generation or combined heat and power.
- Affordable and sustainable energy is critical to the prosperity of our communities. Energy from farms can help power farms and Ontario while improving our environment. It is mutually beneficial for farmers, the private sector and government.
- Rural renewable power should be viewed as a critical contributor to rural economic development and a new foundation for Ontario's farms.

### Why does it matter to farmers?

- Energy opportunities can add several million dollars in annual farm income in the short term, and between \$1 and \$2 billion annually in the long term, with over \$200 million added each year to the farm 'take home' income. This would do a great deal for the stability of Ontario farms.
- OFA believes solar power on roof tops and close to areas of use is an excellent innovation. Large scale solar on farm land is a questionable and likely harmful use of farm land and should be discouraged.

### How can you help?

- Support local generation projects to meet local needs; reducing transmission of power over long distances, creating local jobs and contributing to a stable energy system.

### Resources

- [OFA's web page on Alternative Energy Opportunities on Farms](#)
- [Association of Municipalities of Ontario \(AMO\) web page on Advocacy](#)

## Waste Resource Management

### What is the issue for municipalities?

- Ontario generates 11.6 million tonnes of waste per year. In March 2019, the Ministry of Environment, Conservation and Parks (MECP) released a Discussion Paper on Reducing Litter and Waste in Our Communities. The Discussion Paper builds on the actions outlined in the Made-in-Ontario Environment Plan to reduce and divert food and organic waste by developing:
  - Guidance to help municipalities, businesses and institutions meet targets;
  - A consumer culture of food waste avoidance through promotion and education;
  - Guidance for safe donation and rescue of surplus food;
  - Clear rules for compostable products and packaging; and
  - Modernized organic waste permissions.
- Municipalities are responsible for operating and maintaining recycling and waste management services used by the public, and for planning to meet future needs. [Ontario Regulation 101/94](#) enables municipalities to pass by-laws related to the operation of the waste management system. Municipalities with greater than 5,000 people must operate recycling programs that meet provincial standards and are also required to implement composting programs. Smaller communities struggle to participate in recycling and collection of leaf and yard waste, as mandated for larger municipalities under O. Reg. 101/94.

### Why does it matter to farmers?

- Over the next 15 years, Ontario's existing landfill capacity will be largely exhausted. Rural Ontario needs an integrated waste management system that incorporates strong diversion, reuse and recycling components. Agricultural product packaging and organic waste needs an integrated approach using best management practices and guidelines throughout the supply chain instead of imposed prescriptive regulations.
- When available, Ontario farmers participate in recycling programs that involve the recycling of pesticide and fertilizer containers, feed, seed and pesticide bags, plastic bale wrap and many other items used on the farm.
- It is important that regulations expand recycling programs for pesticide and fertilizer containers, feed, seed and pesticide bags, plastic bale wrap and many other items used on the farm. OFA believes the *Act* should also ensure farmers do not bear any unfair responsibility in eliminating waste.

### How can you help?

- Expand recycling programs to include items used on the farm. Expanding resource recovery opportunities should be a municipal priority, as waste streams cannot occur if infrastructure or opportunities for diversion do not exist. Property tax reduction incentives can also assist in organic waste diversion.

### Resources

- [OFA's web page for Waste Resource Management](#)
- [MECP's Discussion Paper on Reducing Litter and Waste in Our Communities](#)

## *Infrastructure and Social Services*

### **Roads, Bridges and Traffic Circles**

#### **What is the issue for municipalities?**

- Over time, farm equipment has grown larger. As farms have grown in size, the need to move equipment on the roads, from farm-to-farm, has grown too.
- In some areas, road maintenance and repairs have resulted in the travelled portion of the road being raised and the shoulders reduced in width. There also may be a significant drop off at the edge of the pavement. Safety barriers on approaches to bridges have effectively reduced road width too.
- Traffic circles need to be designed to safely accommodate large farm equipment, particularly in rural areas where farm equipment traffic uses the roads.

#### **Why does it matter to farmers?**

- Improperly designed infrastructure can be a significant problem for farmers. Farm vehicles and equipment are often wider, taller and longer than any other vehicle travelling on the road. Farmers depend on well-planned, safe and accessible roadways to conduct business.

#### **How can you help?**

- Consult with farmers and the local Federation of Agriculture. Farm vehicles should be considered at every point of infrastructure planning.
- Incorporate modifications to curbs and the radius of the traffic circle to allow the movement of farm equipment through traffic circles.

#### **Resources**

- [Ministry of Transportation's Farm Guide - Farm Equipment on the Highway](#)
- [OFA's commentary OFA Addressing Four Roadway Issues with MTO](#)

## Abandoned or Former Railway Rights-of-Way

### What is the issue for municipalities?

- When a railway company discontinues use of one of its lines, it is first offered for sale or lease to another railway company for continued operation. If no interested parties come forward, the right-of-way is simultaneously offered to the three levels of government (federal, provincial, municipal) at its salvage value. If there is no government interest, the railway company is free to dispose of the property by offering it first to the abutting landowners, and finally to any interested buyer.

### Why does it matter to farmers?

- Some abandoned or former railway rights-of-way were acquired by the provincial government or individual municipalities, either for some future use as a utility or transportation corridor, or for recreational trail purposes.
- In the event that one of the three levels of government acquire the right-of-way for some future use, it is OFA's position that the adjacent landowners should be given the first right to lease the land on an interim basis. Unfortunately, this rarely occurs. More often, it is trail groups, sometimes with the cooperation of the local municipality, who obtain the property. This can pose a major challenge for adjacent farmers as matters previously taken care of by the railway (fencing, farm crossings, weed control, drainage and policing) must now be addressed.
- The key issue for farmers whose property is either adjacent to, or bisected by, a former railway right-of-way is fencing. When the right-of-way was an active railway, 100% of the costs associated with fence construction or maintenance were borne by the railway. Under Ontario's [Line Fences Act](#), whoever acquires former railway rights-of-way takes on responsibility for 100% of the costs associated with fence construction or maintenance where the abutting land is "agricultural". Unfortunately, a number of municipalities who have acquired former railway rights-of-way fail to fulfil their statutory fencing obligations. In addition to fencing, farmers with a former railway right-of-way through or adjacent to their farm also face problems with trespass, vandalism, farm crossing conflicts, drain maintenance, farm practices, predator control, weed control or dogs running at large.

### How can you help?

- Maintain farm crossings.
- Ensure that the full responsibility for the construction, maintenance and repairs of the fences along former railway rights-of-way are fulfilled by the municipality upon acquiring former railway rights-of-way.

### Resources

- [OFA's web page on Abandoned Railway Rights-of-Way](#)
- [OFA's web page on Line Fences and the Law in Ontario](#)
- [OFA's Rails-to-Trails Concerns of Adjacent Property Owners](#)
- [Ontario's Line Fences Act](#)



## Land Ambulance and Farm 911 Signs

### What is the issue for municipalities?

- All upper-tier municipalities and designated delivery agents are responsible for the delivery and costs of land ambulance services in their area. The Ministry of Health and Long-Term Care will ensure that minimum standards are maintained and will continue to license and certify the services and staff for land ambulance services.
- Centralized ambulance dispatch means that ambulances will likely travel outside of the municipality that they are from. Agreements will have to be made between municipalities to determine how to pay for this cross-over of boundaries.
- Not all rural property entrances have signage. Each municipality has their own process and fee associated with obtaining a civic address. It is the discretion of each individual municipality which entrances meet code requirements and will therefore be permitted to have a civic address attached to it. We promote that all farm field entrances be maintained so that should there be an incident, emergency vehicles are able to use the entrance. Furthermore, signs should be visible from all directions, so that first responders are able to clearly identify the number.

### Why does it matter to farmers?

- All Ontario residents require, and should be provided with, access to adequate emergency services, regardless of where they live and who provides their service. This includes the agricultural community and rural residents.
- Farm accidents can occur in the most remote locations, making it difficult for first responders to easily locate the situation. Unfortunately, not all rural property entrances have signage. In the event of an emergency, no one should have to wait helplessly for first responders to find them. Time is everything, and a civic address at the entrance to a vacant farm field could make all the difference.

### How can you help?

- Ensure that rural areas have adequate emergency services.
- Offer Farm 911 signs as a service to your community and encourage rural landowners to use the service. Contact Farm 911 (The Emily Project) for more information.
- Develop resources to inform property owners how to contact emergency services efficiently.

### Resources

- [Farm 911 \(The Emily Project\)](#)
- [Association of Municipalities of Ontario \(AMO\) web page on the Ambulance Act](#)
- [AFIO Directory: Examples of Municipal Farm 911 Sign Request Forms](#)

## Rural Child Care

### What is the issue for municipalities?

- Municipal involvement in child care is mandatory. Municipalities are responsible for providing partial funding to child care programs and managing the delivery of child care programs/services. They are required to develop local child care plans, enter into service agreements with child care providers, and manage the fee subsidy program. These programs operate within a framework of provincial legislation, regulations, standards, and policies.

### Why does it matter to farmers?

- There is a need for flexible, accessible, affordable, and high-quality child care in rural areas, particularly for families working in agriculture. The demand for child care is increasing among farm families, as both parents are required to devote more of their energy to full-time work on the farm or working off the farm to supplement family income.
- Typical child care services fail to address the unique character of rural areas, including:
  - o seasonal fluctuations in the demand for child care;
  - o a scattered population with relatively few users for any one type of service;
  - o limited public transportation and travelling long distances; and
  - o the need for child care at the home of the child in cases where both parents work full- or part-time on farm operations.

### How can you help?

- There is no one model of service delivery that will fit the needs of every rural community. Instead, what is required are community-based programs that offer a range of services to meet the fluctuating needs of rural families, and which are coordinated with other children and family programs (e.g. recreation, school-based).
- Services could include: drop-in centres, kid camps, on-farm day-care, licensed private home day care, extended hour day-care centres, toy libraries, child care registries, mobile resource centres, and support for informal care-givers.
- Ensure municipal, provincial, and federal programs are coordinated at the local level to address farm and rural family needs.

### Resources

- [OFA's web page on Child Care](#)

## Rural School Closures and School Trustees

### What is the issue for municipalities?

- Ontario is facing an alarming trend of rural school closures. Schools provide so much more than a place for learning - they are home to community social events, local sports, and service and community groups.
- Every four years, voters across Ontario decide who will represent their interests and lead their communities by electing school trustees to Ontario's school boards. Municipalities are responsible for conducting the election.
- The role of school trustees is to make local policy consistent with both provincial policy and local realities and administer the funding received from the province for their schools. School trustees are responsible for determining the number, size and location of schools; building, equipping and furnishing schools; and providing education programs that meet the needs of the school community.
- Many of Ontario's school board districts cover a number of municipalities, resulting in boards with low-population areas, such as rural areas, within their jurisdiction.
- While School boards may save money, the costs to rural citizens is irreversible; not to mention the potential impact on the education of our children.

### Why does it matter to farmers?

- To keep farm families on the farm and maintain their substantial contributions to the economy, farmers require access to a variety of affordable services and infrastructure; including schools.
- Schools play a multi-purpose role in many rural communities. Not only are they the place where children spend a large portion of their days being educated, but they provide children's playgrounds, adult learning centres, child care centres, community centres, recreational facilities, and meeting halls. Without such facilities available, it becomes difficult to maintain a viable population and economic base in rural areas.

### How can you help?

- Support a moratorium on rural school closures until the challenges can be addressed.
- Engage with community organizations that are advocating to keep rural schools open.
- Become a champion for rural schools and support limiting the bus commute for rural students.

### Resources

- [OFA's web page on Education](#)
- [OFA commentary Schools, communities, and businesses as co-dependents](#)
- [Ontario's web page for Trustee Elections](#)

## OFA Resources

### Issues Database

OFA produces fact sheets, submissions for government consultations, commentaries and other publications for dozens of issues affecting Ontario farmers. Visit [ofa.on.ca/issues](https://ofa.on.ca/issues) for additional materials to support the agricultural sector in your community.

### Growing Agriculture in Your Community

OFA has developed several resources for municipalities to support their agri-food community. Visit [ofa.on.ca/GrowAg](https://ofa.on.ca/GrowAg) to view and download these resources.

### Agri-Food Initiatives Ontario Directory

Looking for inspiration? The Agri-Food Initiatives Ontario (AFIO) Directory is an online, public resource of initiatives, tools and projects to highlight best practices and improve information sharing across the province. The AFIO Directory helps inspire communities in the early stages and showcases hundreds of successful projects already underway. Visit [ofa.on.ca/GrowAg](https://ofa.on.ca/GrowAg) to view and download resources from the Directory.

### Guide and Checklist to Support Agricultural Growth in Your Municipality

OFA has developed an easy-to-use checklist for municipal staff, politicians and community leaders aspiring to foster a more agriculture-friendly community. Visit [ofa.on.ca/GrowAg](https://ofa.on.ca/GrowAg) to view and download resources.

### Agriculture Economic Development and Planning Community of Practice

Interested in engaging with your peers across the province to discuss agri-food issues? The *Agriculture Economic Development and Planning Community of Practice* is a collaboration between the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and OFA to encourage information sharing of timely issues facing the Ontario agri-food sector. The free, online webinars provide a forum for engagement, discussion and learning. To see content from past webinars and sign up for the email list, visit [ofa.on.ca/CommunityofPractice](https://ofa.on.ca/CommunityofPractice).

## Conclusion

We all have a role to play in the continued prosperity of Ontario's agriculture and food sector. For nearly 50,000 farmers across our province, agriculture is their livelihood, their home, and their community. Ensuring we can continue to feed the province with healthy, high-quality food means ensuring our farmers are supported.

For additional resources, or an electronic version of this Guide, please visit OFA's web page *Growing Agriculture in Your Community*: [ofa.on.ca/GrowAg](https://ofa.on.ca/GrowAg).

Thank you for your leadership and commitment to our community.



Updated January 2020

[ofa.on.ca/GrowAg](http://ofa.on.ca/GrowAg)



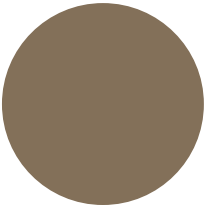
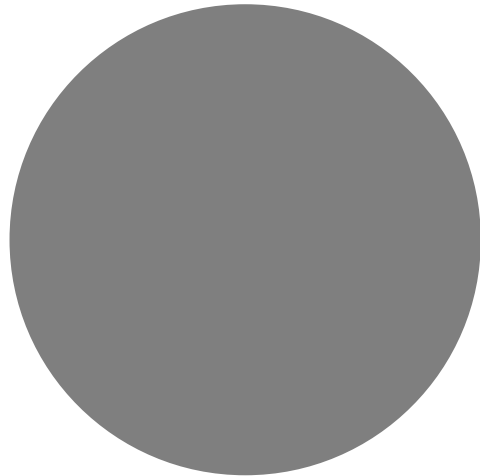
**DUNDAS FEDERATION OF AGRICULTURE**

# Supporting Agriculture in 2021 & Beyond Opportunities & Challenges

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Jackie Kelly –Pemberton  
OFA director –Zone 11  
Dundas-Grenville –Leeds-Frontenac  
Ryan Devries –DFA President





# Agenda

- Rural Economic Development
- Opportunities in Agri-Food
- COVID-19
- Resources and Strategies

# OFA represents farmers

- 38,000+ farm families are members
- 52 local Federations
- 21 member service representatives
- 8 policy analysts



Our mission: **Farms and Food Forever**



# Rural Economic Development

- Unique challenges and opportunities
- Demographics, population decline, aging and limited workforce
- Expensive, outdated infrastructure
- Declining services (e.g. health care, schools)
- Tax base dependent on goods-producing industries (e.g. manufacturing, agriculture)

## Rural Infrastructure

- **Access to Natural Gas:** to attract and retain businesses
- **Roads, Bridges, Culverts:** to transport farm equipment and distribute agri-food products
- **Reliable broadband internet:** for business development and utilization of precision agriculture technology



# Social and Support Services

- Social infrastructure such as **rural schools, health care, child care, recreation and community centres** for the health and well-being of all rural residents



## Business Retention and Expansion

- **Attract & Retain Youth** to grow a skilled future workforce and fill current critical job vacancies
- **Enable Diversification** through value-added, direct farm marketing and agri-tourism



# Agri-Food: Bridging the Gap

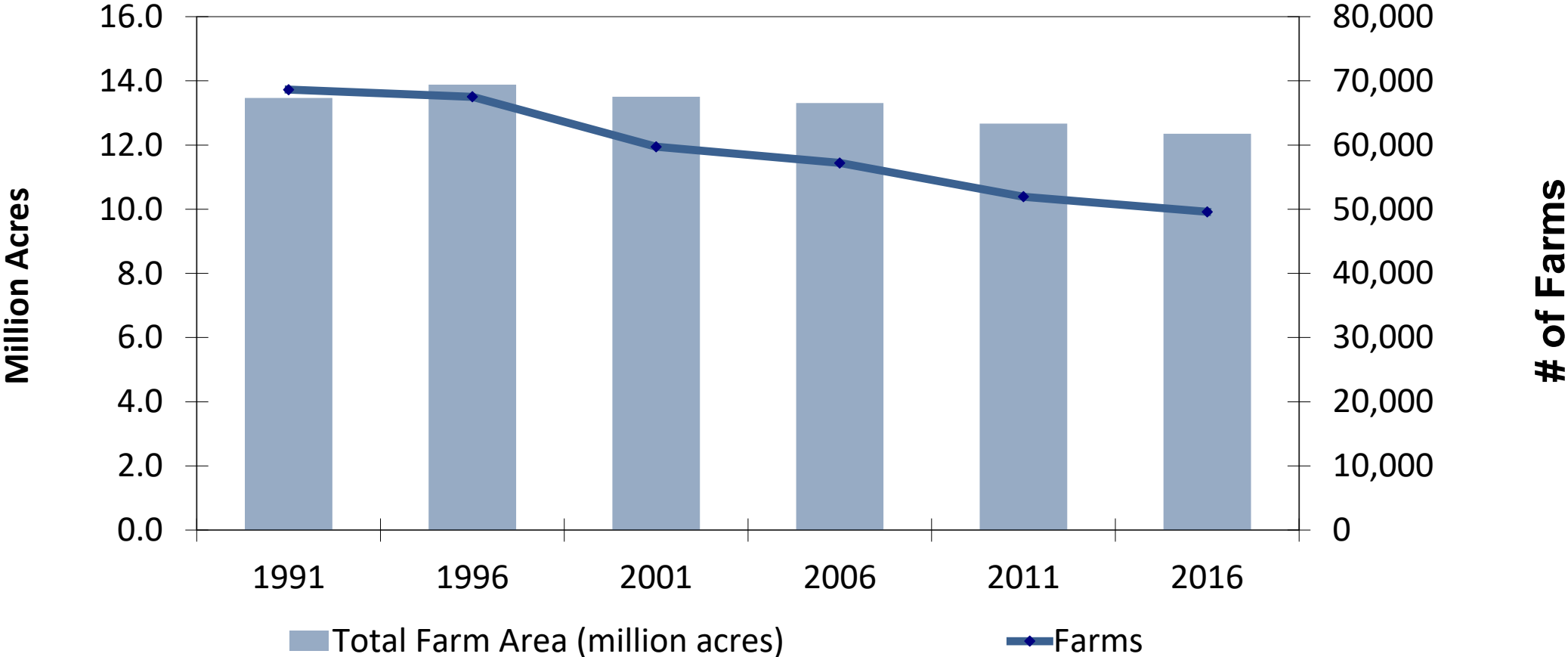
Targeted sector strategies are effective way to support your rural communities

# Agriculture in 2021

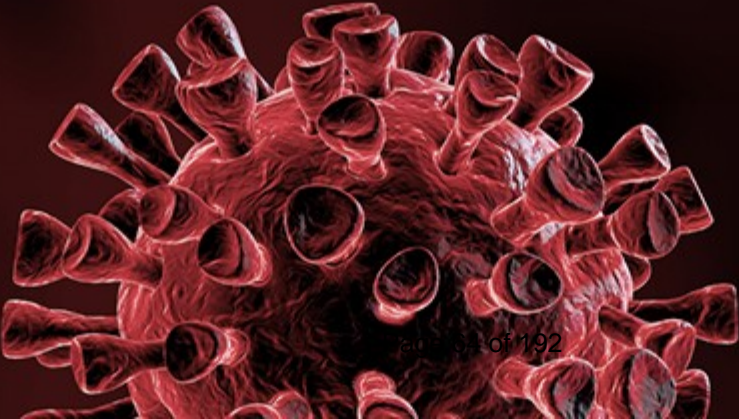
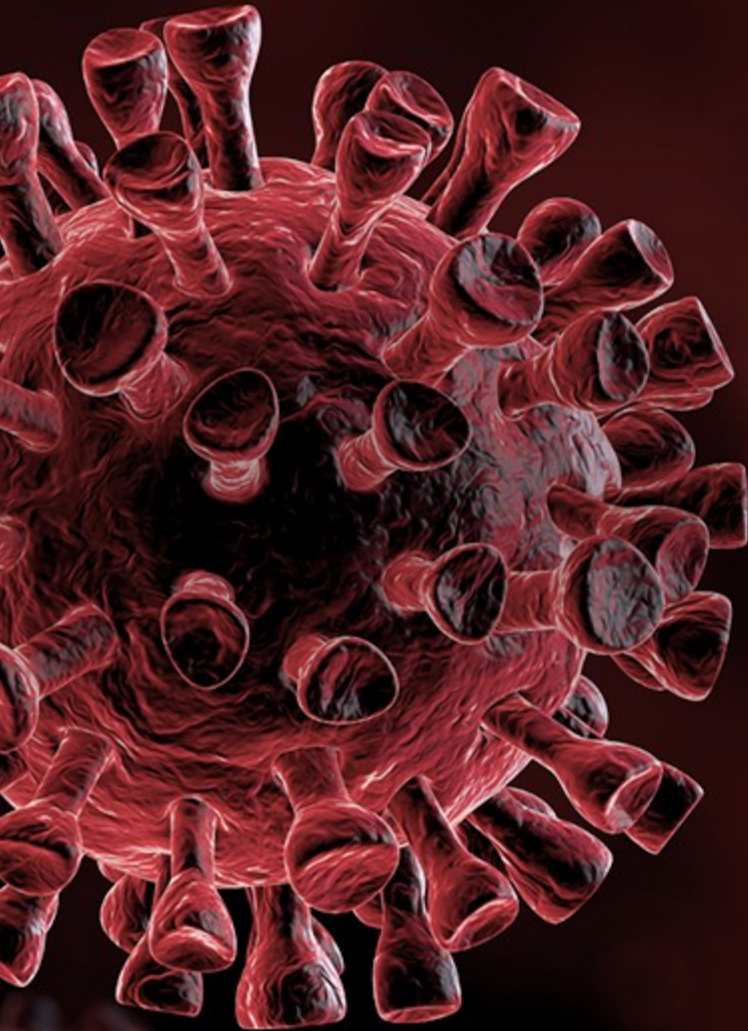
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- Only 1.4% of Ontario's population are operating farms today
- Produce over 200 commodities
- The agri-food sector (field to fork) employs over 860,000 Ontarians and grosses 47.3 billion in GDP
- 1 in 8 people are employed in agriculture and agri-food

# Number of Census Farms and Farm Area in Ontario



# COVID-19





# TOP 3 COVID-19 CONCERNS

OFA-DFA Presentation - Jackie Pemberton & Ryan DeVries

**1.**

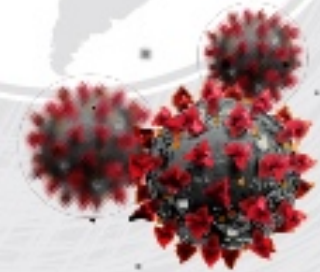
Financial impact

**2.**

Health and safety

**3.**

Trade/supply chain

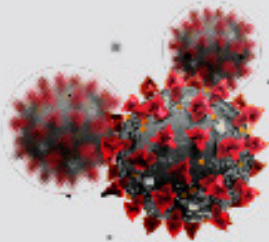


OFA April 2020 COVID-19 online member survey

## COVID-19 Survey: OFA Member Feedback



of farmers believe **COVID-19** will have a negative financial impact on their business



OFA April 2020 COVID-19 online member survey

## COVID-19: Ontario farmers are bracing for uncertainty

**78%**

expect  
revenue loss

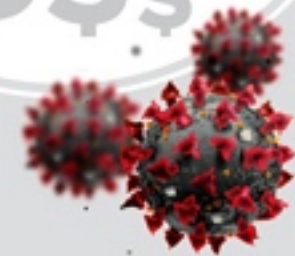
**73%**

worry about  
ability to conduct  
regular business

**69%**

anticipate reduced  
cash flow

\$\$\$



OFA March 2020 COVID-19 online member survey

RESOURCE

RESOURCE



### A Guide for Direct Sales to Consumers During COVID-19 and Beyond

During these unprecedented times, the Ontario Federation of Agriculture (OFA) recognizes that it is not 'business as usual'. We hope to provide some support and guidance to help you continue to sell and market your agricultural products.

#### Alternative Market Channels for Selling Your Products

Regardless of whether your business is considered an essential workplace, **all businesses** continue to sell goods and services, so long as they do so through teleworking, or telephone, and delivery. Some potential options are:

- 1. Direct farm gate sales, using the above preventative measures.



### Guide to Operating your Essential Farm Business during COVID-19

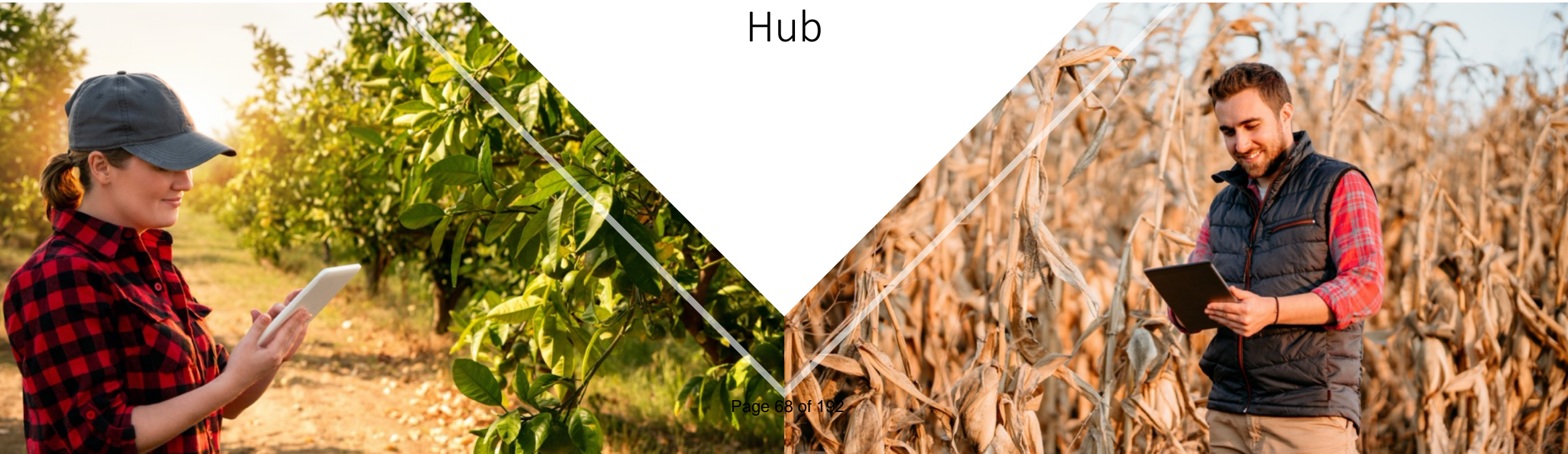
There are many ways to manage risk and improve the safety and wellbeing of your farm business workplace, while doing your part to reduce the risk to public health and supply chain disruptions.

This Guide for farms and farm businesses is split into three parts: Facilitating Business Interactions on the Farm, Responding to Exposure to COVID-19, and Managing Risk During Business Operations. OFA recognizes that these new protocols and procedures can be overwhelming. Please review the document and implement these procedures based on your farm and your situation.

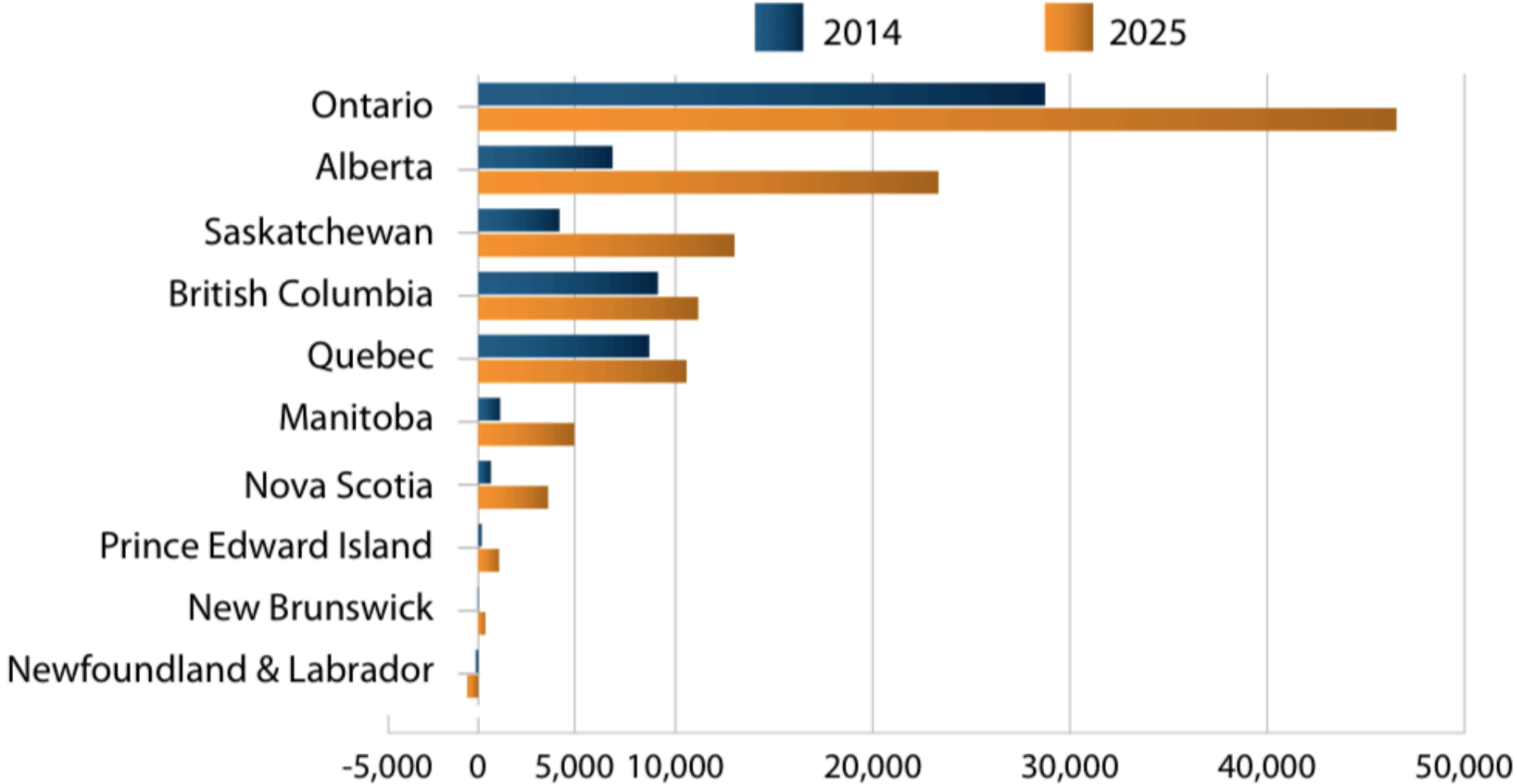
#### Contents

- Business Interactions on the Farm.....2
- Essential Visitors .....2
- On the Visit .....2

# COVID-19 Resource Hub



# Expected Changes in the Agricultural Labour Gap, By Province



Canadian Agricultural Human Resource Council. (2016). Canada's Agriculture Sector Labour Market Forecast to 2025.

# Feeding Your Future

Promoting agri-food jobs and training opportunities across Ontario.





# FEEDING *your* FUTURE

Ontario's agri-food industry generates more than 860,000 jobs


1,200 participants

9 Virtual Career Fairs

over 170 employers

10 Webinars





*Always in*  
**SEASON**



## Learn how to:

- Identify useful tools for supporting and promoting local food
- Identify sources of funding
- Understand important policies
- Identify and measure success
- ...and more!



Download the toolkit in English or French:

[ofa.on.ca/AlwaysinSeason](https://ofa.on.ca/AlwaysinSeason)



# Supporting Your Agri-Food Community

- Land use planning
- Property assessment and taxation
- Financial incentives and reduced costs
- Community and regional food planning
- Consultation with the farming community



# Resources

**OFA** Ontario Federation of Agriculture **AGRI-FOOD INITIATIVES ONTARIO DIRECTORY**

An online collection of projects, programs and policies to help you support agriculture and food.  
To view, click the topic button. A Google Drive folder will open in your web browser.

<b>STUDIES</b>	AGRICULTURAL SECTOR	FOOD LITERACY
	BROADBAND + INFRASTRUCTURE	FOOD SYSTEM
	BUSINESS RETENTION + EXPANSION	LABOUR + WORKFORCE DEVELOPMENT
	ECONOMIC IMPACT OF AGRICULTURE	LAND USE PLANNING STUDIES
	FEASIBILITY STUDIES	LOCAL FOOD PROCUREMENT
	FOOD DISTRIBUTION HUBS + INCUBATORS	OTHER STUDIES
<b>STRATEGIES</b>	AGRICULTURAL SECTOR	FOOD
	AGRICULTURE + CULINARY TOURISM	FOREIGN DIRECT INVESTMENT
	ECONOMIC DEVELOPMENT	OTHER STRATEGIES
<b>PROJECT/PROGRAM</b>	AGRICULTURAL SECTOR INFOGRAPHICS	STEWARDSHIP / ECO G+S PROGRAMS
	AGRICULTURAL SECTOR PROFILES	FOOD HUB SERVICES
	ASSET MAPPING PROJECTS	LOCAL FOOD PROMOTION
	COMMUNITY IMPROVEMENT PLANS	OTHER PROJECTS/PROGRAMS
<b>GUIDANCE</b>	AGRICULTURAL ADVISORY COMMITTEES	MUNICIPAL OFFICIAL PLANS
	FOOD CHARTERS	ZONING BY-LAWS
	FOOD POLICY COUNCILS	OTHER GUIDANCE DOCUMENTS
<b>OTHER</b>	FUNDING PROGRAMS	ONLINE TOOLS
	HOW-TO GUIDES AND TOOLKITS	OTHER RESOURCES



# ***Agriculture Matters***

**A Guide for Municipal Councillors and Staff**



# Agriculture Economic Development



## A Resource Guide for Communities



# How can you help?

- Engage with your farm community early and often.
- Consult with farmers on policies and programs that may affect their farm business operations
- Establish an Agricultural Advisory Committee
- Ensure that all meetings and consultations consider the schedules of farm businesses





# Thank You

Jackie Kelly-Pemberton-OFA Zone 11 director  
Ryan Devries –DFA President



March 23, 2021

To: North Dundas Council Members

From: Bill Smirle

Re: South Nation Conservation Authority Update

Mayor Tony Fraser;	Deputy Mayor Al Armstrong;
Councillors: Gary Annable;	Tyler Hoy; John Thompson
CAO: Angela Coleman	Deputy CAO/Clerk: Jo-Anne McCaslin

Sirs and Madames:

I am pleased to bring you this update from my Meetings at the South Nation Conservation Authority.

As well, I have had questions on a few other areas and with your permission, I will at the end of my SNCA Report, give you very brief updates on: ALUS (Alternative Land Use Services); The Dundas Manor Project; The Morewood Cenotaph Project:

SNCA:

1) The SNCA Executive is:

Chair: Ottawa Councillor and Deputy Mayor George Darouze;

Vice Chair: Russell Mayor Pierre Leroux;

Past Chair: Bill Smirle, North Dundas and SD&G Representative.

I should also mention that effective in January there were a few changes on the Board so I will note the other Board Members - FYI and note new members with a "\*".

Ottawa: Councillor Catherine Kitts\*; Michael Brown; Gerri Kautz.

Prescott Russell: Mayor Guy Desjardins\*; Mayor Francois St. Amour.

Leeds-Grenville: Councillor John Hunter\*; Dana Farcasiu.

Stormont-Dundas: Councilor Steve Densham; Councilor Archie Melon.

2) The SNCA Annual Meeting will be March 23, 2021 and I expect the Executive will be confirmed, but note they were last elected Sept. 17, 2020

- 3) As an Executive Member I am ex-officio member of all Standing Committees. I have attended the following “virtual” meetings to this date in March, and quite often I am the only Executive Member able to work these meetings into my Agenda: Clean Water; Communications; Fish & Wildlife; Forestry; JOSH (Health & Safety); and the Executive Meeting. As well, (with Executive) I will attend “in-person” the Annual Board Meeting and the Source Protection Committee Meetings on the 18<sup>th</sup>. (Also, I have had two “in-person” meetings with General Manager /Secretary-Treasurer Angela Coleman as I prepared her Evaluation.)
- 4) The Conservation Act has had some changes approved. One of them may affect how North Dundas selects a Representative for the SNCA Board. Currently municipalities can either recommend an elected councilor or select and appoint a community member. The new direction is that all Board Members should be elected, although it is necessary to have only up to 70% of the Board as elected councilors. As we understand it – a letter of request may be written to the Minister requesting permission to appoint a community member, if so wished. **FYI**, currently there are eight elected members and four community members on the Board. Ottawa appoints four representatives, two elected and two community; Leeds Grenville has two, one elected and one community; SD&G has three, two elected and one community (me). *As well, I am currently filling two positions - ND Rep and Past Chair - although I get only one vote.* :
- Other areas are: necessity for signed agreements (we always have – and have over 100); Minister may appoint an Agricultural Rep; Authorities must follow accepted accounting principles (we have always done so); certain specified documents must be available to the public (have always done so); repeal of an Authority’s power to expropriate land (and I believe that we have never done so).
- 5) The Fifty Million (Federal) Tree Programme pays \$1.41 per seedling and means that about 90% of the costs are recovered. In 202 we planted 141,000 seedlings. Our objective for 2021 was to plant 200,000. To date we have had orders for 229,000.
- 6) The Natural Heritage Study being developed as a joint project with SD&G and P&R (funded 50:50) and coordinated by SNCA has been recognized as

the first one involving two municipalities in Ontario – and is considered by the province to be an example to be followed. (and there is cost-savings)  
The study will identify core natural heritage areas and corridors between them that will impact communities and natural areas.

Alison MacDonald (Planning) and John Mesman (Communications) worked together to develop and present a very interesting “live presentation by Zoom” on consecutive evenings in early February for residents of SD&G (one evening) and then P&R. These were interactive presentations and information was collected for future use while developing the Report. The Final summary of information will be important as there will be a written Report for each Upper Tier Municipality - and the municipalities in each, and will include many maps. This information can and will be used and will be most helpful as municipalities update their Official Plans. (Alison MacDonald is the person to contact for further details).

- 7) Chesterville Dam is the largest water/river structure on the South Nation. Over the past two years, it has received major work and dollars. Again this year there is a planned expenditure of about \$80,000.00 to replace /update the “log lifters”.
- 8) Just under half of our budget is supported by grants that our staff members continuously research and request. Grants received usually cover between 40-100% of the projects. The projects support our regular programmes in Conservation.
- 9) SNCA owns and manages 165 properties constituting about 13,000 acres. 15 of these properties are designated as day-use Conservation areas. Cass Bridge had 11,887 visitors in 2020. Note however, that all properties are “open to the public”.
- 10) Four Plans were recently updated to 2021: Crisis Communications Kit for Landslides; Forest Fire Prevention Preparedness Plan; Flood Contingency Plan; Ontario Low Water Response SNC’s Water Response Team.
- 11) I may have some additional information at your Meeting as there may be a few items of interest from the March 18 SNCA Board Meeting which is “after” the writing of this report.
- 12) The SNCA 2020 Annual Report has been approved and I am pleased to give a copy to each of you.

Thanks for the time.

If you have questions or comments, I will be pleased to answer them at the meeting or feel free to contact me. (H - 613 448 1636; C - 613 806 3169)

Respectively submitted,

Bill Smirle

**Additional Information:** *(tacked on to my regular South Nation Report)***For: North Dundas Councilors****From: Bill Smirle****Date: March 23, 2021**

- 1) **Morewood Cenotaph:** Our Committee has raised about \$42,000.00 that is being “held” by the Township. Veterans’ Affairs has confirmed that they will support us, up to an additional \$25,000.00, and we have been given “verbal permission” to start. We are awaiting the “final, fully signed contract” at which time – with MP Eric Duncan’s support, we will issue press releases that have been reviewed by Veterans’ Affairs and will also be posted on various sites.

We are keeping the Township Finance Department up-to-date and all documents are being shared with them.

The granite has been ordered and all of the contractors are ready to start the project in mid to late May, and all work should be fully completed by early June.

Sincerest thanks to the Township for the great support!

- 2) **Dundas Manor:** We have just received an up-to-date report on the cost of the New Manor. It has greatly increased due to: i) yearly construction costs since our previous estimate in 2016 (estimated at 5.5% - 6.8% per year); ii) increased costs for the improvements/changes made necessary by Covid; iii) building has had to be made larger to accommodate the improvements; iv) etc., etc.; v) and the plan is - to have “shovels in the ground” by mid – 2022.

The original estimate was about \$35,000,000.00 for the new construction of a 128 bed building (and this would have meant fund-raising of about \$11,000,000.00). The new estimate is \$55 --and \$62,000,000.00 with fund-raising necessary for \$18 – \$20,000,000.00 of that total. To date we have raised a bit over \$8,000,000.00.

Our Manor Board has asked the Architect to “sharpen pencils and come back with new pricing”. We are waiting for details!

However, it is worth noting that retaining the current Manor is NOT an option.

### **3) ALUS (Alternate Land Use Services)**

ALUS Organizations have been formed across Canada. There are a few others in Ontario. Our section is Ontario East ALUS - which is the South Nation and Raison River Watersheds. It is supported by donations of dollars and in-kind work. Supporting organizations and major project partners are the W. Garfield Weston Foundation, the Metcalf Foundation, Ontario Nature, The Ontario Trillium Foundation, Delta Waterfowl, SD&G Stewardship Council along with Raison and South Nation Conservation Authorities and a few other groups.

The Goal is to create a healthy landscape that sustains agriculture, wildlife and Natural spaces for all Canadians.

It is a community-developed, farmer –delivered programme that provides support for farmers and ranchers to enhance and maintain nature and its benefits. It creates benefits from nature for everyone, such as clean water, clean air, erosion and flood control, as well as habitat for pollinators, fish and wildlife.

Projects are supported for “five year blocks of time” at a per acre allotment of \$’s as well as other “setting-up” costs.

The local ALUS is organized and supported by a voluntary Board made up of about eight interested farmers who vote for and support projects as well as about eight non-voting supporting and very supportive community members.

Programmes are organized by a paid employee (Brendan Jacobs) who has an office at Raison Conservation.

I am a voting “farmer-member” of the Ontario East ALUS Board. As well, I am the recently-elected local ALUS representative on the St. Lawrence River Restoration Council. (SLRRC).

You may wish to see further information by going to the ALUS website.

***Thank you for the opportunity to present this additional information!***





<b>ACTION REQUEST – CAO</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	Utility Billing, Accounts Receivable & Payable position

**RECOMMENDATION:**

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

**BACKGROUND:**

Earlier this month, our Asset Management/Accounts Payable Clerk, Logan Stanley, notified us that he had received an opportunity to advance his career with another employer and that he was resigning. We wish Logan all the best in the next step in his career.

As is customary for the Township when there is a vacancy in a position, we take that opportunity to examine the position and the organizational structure to determine if we need to make any restructuring changes or modification to the job description.

In this case, it was determined that it would be beneficial to create the new position of Utility Billing, Accounts Receivable and Payable Coordinator instead of filling the position of Asset Management/Accounts Payable Clerk. This will provide additional involvement of the Finance Department in the financial aspects of the Water and Sewer Department. It will also bring the finance-oriented task of utility billing under the guidance and supervision of the Treasurer.

The job description for the position has been attached for Council approval. The position has been offered to an internal candidate who has years of experience and knowledge in utility billing with the Township and who is expected to be a valuable addition to the Finance Department Team.

**OPTIONS AND DISCUSSION:**

- 1. Approve the creation of the position and associated job description - recommended.**
  
- 2. Do not approve the position - not recommended.**



**FINANCIAL ANALYSIS:**

This is not an additional position, so there is no impact on the 2021 budget.

**OTHERS CONSULTED:**

Treasurer  
Director of Public Works

**PREPARED BY:**



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**Angela Rutley, BBA  
CAO**

**REVIEWED & APPROVED BY:**



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

## TOWNSHIP OF NORTH DUNDAS

### JOB DESCRIPTION

JOB TITLE: Utility Billing, Accounts Payable & Receivable Clerk	LAST REVISION DATE: NA
REPORTS TO: Treasurer	Approved by:
WAGE LEVEL: Grade 5	EFFECTIVE DATE: March 2021

#### POSITION SUMMARY

Reporting to the Treasurer, this position is responsible for utility billing and collection, including administration of municipal water meters and coordinating repair and replacement of water meters as required.

In addition, the position is responsible for processing accounts payable and ensuring that invoices are correctly entered and processed for payment – by EFT and/or computer-generated cheques.

Duties also include invoicing and collection of miscellaneous accounts receivable including landfill tipping fees, facility leases etc.

#### POSITION QUALIFICATIONS

1. Post-secondary education in accounting, finance or a related discipline
2. Two years of relevant experience in accounting/financial analysis, preferably in a Municipal or public sector environment
3. Organizational skills to prioritize and handle multiple projects and tasks, ability to meet deadlines and work under pressure
4. Working knowledge of GAAP, PSAB (Public Sector Accounting Board) Standards, and municipal financial legislation/regulations - including the Municipal Act and Assessment Act are assets
5. Willingness and ability to learn and apply new technology as it relates to financial software and systems
6. Excellent interpersonal, organizational, analytical, communication, research, financial and time management skills
7. Problem-solving skills and ability to research potential solutions and make a recommendation
8. Commitment to confidentiality and professional ethics.
9. Proficiency with Microsoft Office Suite (Outlook, Word, Excel, Power Point) - including strong Excel skills
10. Working knowledge of Vadim Municipal Software would be considered an asset
11. Ability to work with minimal supervision

12. Demonstrated customer focus and ability to build strong professional relationships with internal and external stakeholders
13. Ability to mediate conflict and resolve customer complaints
14. Ability to deal courteously and effectively with departmental and corporate contacts at all levels
15. Satisfactory vulnerable sector criminal records background check
16. Valid Class G Driver's License

## **KEY DUTIES AND RESPONSIBILITIES**

1. Receive, prepare, process, and pay incoming invoices for the municipality and related recreation associations; obtain approvals from applicable department heads to authorize payment of invoices and ensure proper G/L coding of invoices
2. Maintain an organized work environment to ensure invoices are paid on time and filed correctly with appropriate supporting documentation
3. Flag and clarify any unusual or questionable invoices
4. Research and resolve invoice discrepancies and issues
5. Issue invoices and collect miscellaneous accounts receivable including landfill tipping fees, leases for municipal facilities etc.
6. Issue bills and collect water and wastewater fees
7. Process new utility customers and utility deposits
8. Co-ordinate meter reads
9. Co-ordinate meter repairs and replacement
10. Maintain and electronically transmit to financial institutions all preauthorized water and wastewater payment files
11. Provide support/backup to staff working at the office reception counter as required
12. Maintain files and records systems for documentation related to this position
13. Assist in providing timely and accurate financial information as required, to Finance and other departments throughout the municipality
14. Prepare monthly account reconciliations, year-end reports and other information to assist with the preparation of the year end audited financial statements
15. Assist with grant applications and claim reports as required
16. Other duties as assigned

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*



<b>ACTION REQUEST – Finance</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	Treasurer's Statement of Remuneration Paid to Elected Officials

**RECOMMENDATION:**

**THAT Council accepts the 2020 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 31<sup>st</sup> 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 is in contravention to the Municipal Act Section 284(1).

**FINANCIAL ANALYSIS:**

None.

**OTHERS CONSULTED:**

CAO  
Deputy Treasurer

**ATTACHMENTS:**

Appendix # 1

**PREPARED BY:**

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

**REVIEWED & APPROVED BY:**

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**Angela Rutley, BBA**  
CAO

**TOWNSHIP OF NORTH DUNDAS**  
**2020 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 a local board.

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. 2019-16.

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 2020 Accrual)	30,354.27	18,145.59	16,017.89	16,017.89	16,017.89	\$96,553.53
Committee Meetings (Taxable)	-	340.00	-	-	-	340.00
Conference Per Diem (Taxable)	-	-	900.00	-	-	900.00
Conference Allowances (Taxable)	-	-	746.99	-	-	746.99
Cell Phone Allowance (Taxable) (Includes 2020 Accrual)	-	604.69	604.69	604.69	-	1,814.07
Cell Phone Expense	584.92	-	-	-	-	584.92
Twp. Portion of Payroll Taxes	2,121.51	1,196.73	1,137.29	1,018.70	975.19	6,449.42
OMERS Contribution	2,731.88	1,687.54	1,496.03	1,496.03	1,441.53	8,853.01
Health Spending Account	2,000.00	101.75	1,219.94	141.00	-	3,462.69
Conference/Seminar Registrations	-	-	1,292.35	666.53	-	1,958.88
Conference Expenses	-	-	1,537.58	752.42	-	2,290.00
Mayor Expense Allowance	743.86	-	-	-	-	743.86
Council Spending Allowance	45.00	75.00	65.00	15.00	-	200.00
<b>2020 TOTALS</b>	<b>\$38,581.44</b>	<b>\$ 22,151.30</b>	<b>\$ 25,017.76</b>	<b>\$ 20,712.26</b>	<b>\$ 18,434.61</b>	<b>\$ 124,897.37</b>

*John J Gareau*  
 \_\_\_\_\_  
 John J Gareau, CPA, CA, AMCT

Director of Finance, Township of North Dundas

March 12th 2021  
 \_\_\_\_\_

Date



<b>ACTION REQUEST – Finance</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	Water & Sewer Budget 2021

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

- BACKGROUND:**
- The residential and commercial water/sewer revenues reflect the new 2021 rates. The rates increased as of January 1<sup>st</sup>, 2021.
  - The water and sewer budget are as presented by the Director of Public Works on January 19<sup>th</sup> – with the following amendments:
    - Removal of the financing and expenditure for a portion of the snow plow \$50,000.
    - Removal of a portion of the cost/financing of a pick-up truck for the Director of public works - \$10,000.

- OPTIONS AND DISCUSSION:**
1. **To approve and adopt the 2021 Water and Sewer Budget as presented by staff - recommended.**
  
  2. **Do not approve the 2021 Water and Sewer Budget - not recommended.**

**FINANCIAL ANALYSIS:**  
 The financial impact is as detailed in the attached budget reports.

**OTHERS CONSULTED:**  
 Ontario Clean Water Agency  
 Khurram Tunio, Director of Public Works  
 Angela Rutley, CAO

**ATTACHMENTS:**  
 2021 Water and Sewer Budget

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**



Department: NORTH DUNDAS WATER

Account Code	Account Name	2021 COUNCIL FINAL DRAFT	2021 2ND DRAFT	2021 1ST DRAFT	2020 ACTUAL VALUES	2020 AMENDED BUDGET	2019 ACTUAL VALUES
<b>GENERAL FUND</b>							
<b>Revenues</b>							
1-4-9000-4900	Fees - Water Connection - Winch	-20,000.00	-20,000.00	-20,000.00	-17,550.00	-18,900.00	-7,650.00
1-4-9000-4901	Fees - Water Residential Users - Winch	-284,817.00	-284,817.00	-284,817.00	-267,105.19	-249,301.00	-244,844.50
1-4-9000-4902	Fees - Water Commercial User - Winch	-667,531.00	-667,531.00	-667,531.00	-698,703.72	-644,522.00	-633,001.19
1-4-9000-4903	Water Tower Space Rental - Winch	-18,700.00	-18,700.00	-18,700.00	-10,200.00	-10,200.00	-10,200.00
1-4-9000-4904	Int Income - Water Srvce Chrges - Winch	-1,800.00	-1,800.00	-1,800.00	-7,356.96	-17,700.00	-15,883.02
1-4-9000-4907	Connection Debenture - Water - Winch	0.00	0.00	0.00	-978.54	-979.00	-978.54
1-4-9000-4908	Water/Sewer Allocation Application Fee	0.00	0.00	0.00	-200.00	0.00	0.00
1-4-9000-4910	Int Income - Hydro Proceeds - Winch	-10,443.00	-10,443.00	-10,443.00	-14,366.83	-30,500.00	-30,231.81
1-4-9000-4911	Water Meter Sales - Winch	-6,000.00	-6,000.00	-6,000.00	-12,684.67	-3,000.00	-11,894.65
1-4-9000-4920	Water Rev - Misc Rev & Cert - Winch	-8,800.00	-8,800.00	-8,800.00	-4,779.00	-8,800.00	-8,700.97
1-4-9000-8000	Water Capital Levy - Winch	-200,000.00	-200,000.00	-200,000.00	-127,381.98	-139,001.00	-44,456.45
1-4-9000-9000	Transfer From Res-Cap	-21,687.00	-36,687.00	-36,687.00	-22,751.78	0.00	-11,852.34
1-4-9010-4900	Fees - Water Connection - Chest	-1,350.00	-1,350.00	-1,350.00	-1,350.00	-900.00	0.00
1-4-9010-4901	Fees - Water Residential Users - Chest	-184,717.00	-184,717.00	-184,717.00	-188,300.75	-178,350.00	-175,162.38
1-4-9010-4902	Fees - Water Commercial User - Chest	-47,454.00	-47,454.00	-47,454.00	-43,515.23	-45,819.00	-45,000.16
1-4-9010-4904	Int Income - Water Srvce Chrges - Chest	-500.00	-500.00	-500.00	-5,851.21	-16,700.00	-14,427.51
1-4-9010-4905	Fees - Water Late Payments - Chest	-1,500.00	-1,500.00	-1,500.00	-1,561.92	-1,500.00	-1,488.14
1-4-9010-4920	Misc Water Rev & Certificates - Chest	-8,500.00	-8,500.00	-8,500.00	-7,681.19	-8,500.00	-8,026.91
1-4-9010-8000	Capital Levy - Water - Chest	-9,000.00	-9,000.00	-9,000.00	-8,260.39	-3,887.00	-699.20
1-4-9010-9000	T/F Res - Water Capital - Chest	-396,084.00	-411,084.00	-411,084.00	-1,337.00	-136,593.00	-24,774.78
1-4-9010-9001	T/F Res - Water Non-Capital - Chest	0.00	0.00	0.00	-133,944.23	0.00	0.00
	Revenues Total	-1,888,883.00	-1,918,883.00	-1,918,883.00	-1,575,860.59	-1,515,152.00	-1,289,272.55
<b>Expenditures</b>							
1-5-9000-1010	Wages	55,000.00	55,000.00	55,000.00	38,071.18	41,000.00	39,356.32
1-5-9000-1015	Part - Time Wages	0.00	0.00	0.00	2,269.85	2,560.00	0.00
1-5-9000-1110	Benefits	11,100.00	11,100.00	11,100.00	8,396.40	8,100.00	7,970.33
1-5-9000-1111	Group Benefits	7,300.00	7,300.00	7,300.00	3,717.50	4,500.00	3,918.65
1-5-9000-2024	Union Gas	4,000.00	4,000.00	4,000.00	3,670.36	4,000.00	3,792.18
1-5-9000-2030	Hydro	45,000.00	45,000.00	45,000.00	50,127.10	45,000.00	45,717.89
1-5-9000-2040	Water/Sewer	1,500.00	1,500.00	1,500.00	1,432.60	1,500.00	1,384.68
1-5-9000-2041	Billing/Collecting	250.00	250.00	250.00	285.50	250.00	301.46
1-5-9000-2042	Allocated Administration Expenses	7,100.00	7,100.00	7,100.00	7,474.22	6,000.00	7,028.59
1-5-9000-2052	Cell Phones	300.00	300.00	300.00	168.14	0.00	0.00
1-5-9000-2300	Advertising	500.00	500.00	500.00	209.54	1,000.00	961.51
1-5-9000-3010	Repairs & Maintenance Equipment	14,000.00	14,000.00	14,000.00	11,064.27	15,000.00	4,860.79
1-5-9000-4010	Contracts (OCWA)	253,834.00	253,834.00	253,834.00	244,159.73	243,373.00	239,304.96
1-5-9000-4011	Contracts- Meter Readings	0.00	0.00	0.00	40.00	0.00	2,794.52





Department: NORTH DUNDAS WATER

Account Code	Account Name	2021 COUNCIL FINAL DRAFT	2021 2ND DRAFT	2021 1ST DRAFT	2020 ACTUAL VALUES	2020 AMENDED BUDGET	2019 ACTUAL VALUES
1-5-9000-4012	Services Provided By Township	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9000-7112	P.I.L.	15,894.00	15,894.00	15,894.00	15,137.44	15,145.00	14,423.92
1-5-9000-7150	Major Maintenance - OCWA Recomr	133,000.00	133,000.00	133,000.00	0.00	0.00	0.00
1-5-9000-7810	Professional Fees	5,000.00	5,000.00	5,000.00	0.00	5,000.00	415.02
1-5-9000-8000	Capital - Class B Enviromental Asse:	250,000.00	250,000.00	250,000.00	105,827.84	313,500.00	38,482.39
1-5-9000-8001	Capital - Meters	48,000.00	48,000.00	48,000.00	39,542.23	28,000.00	36,765.45
1-5-9000-8002	Capital - Computer	0.00	0.00	0.00	0.00	0.00	1,216.22
1-5-9000-8003	Capital - OCWA Recommendations	38,000.00	38,000.00	38,000.00	198,175.99	193,800.00	157,346.46
1-5-9000-8004	Capital - Well No. 5 Roof	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9000-8005	Capital - Meter Reader Equipment U	0.00	0.00	0.00	14,498.27	26,000.00	0.00
1-5-9000-8006	Capital - Watermain Loop - Design	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00
1-5-9000-8007	Capital - Design - Water Source	100,000.00	100,000.00	100,000.00	0.00	0.00	0.00
1-5-9000-8009	Capital - Rate Study	0.00	0.00	0.00	16,785.31	15,400.00	2,996.33
1-5-9000-9000	Transfers to Reserves - Winch Wate	0.00	0.00	0.00	207,597.99	0.00	1,498.03
1-5-9000-9001	T/T Res-Win Water Capital	0.00	0.00	0.00	88,029.14	0.00	267,844.60
1-5-9000-9004	Tr. to Res. - Capital Water Levy	200,000.00	200,000.00	200,000.00	127,381.98	139,001.00	44,456.45
1-5-9000-9005	Transfer to Public Works Vehicles	0.00	15,000.00	15,000.00	0.00	0.00	0.00
1-5-9010-1010	Wages	55,000.00	55,000.00	55,000.00	38,032.23	41,000.00	39,309.41
1-5-9010-1110	Benefits	11,100.00	11,100.00	11,100.00	8,097.78	8,100.00	7,972.44
1-5-9010-1111	Group Benefits	7,300.00	7,300.00	7,300.00	3,717.50	4,500.00	3,918.65
1-5-9010-2041	Billing/Collecting	100.00	100.00	100.00	100.76	100.00	123.82
1-5-9010-2042	Allocated Administration Expenses	4,700.00	4,700.00	4,700.00	4,982.81	4,500.00	4,685.73
1-5-9010-2300	Advertising	300.00	300.00	300.00	41.03	300.00	164.12
1-5-9010-3010	Repairs & Maintenance Equipment	15,000.00	15,000.00	15,000.00	282.15	15,000.00	12,467.96
1-5-9010-4010	Contracts (OCWA)	210,479.00	210,479.00	210,479.00	201,977.37	202,584.00	198,606.84
1-5-9010-4012	Services Provided By Township	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9010-7112	P.I.L.	3,126.00	3,126.00	3,126.00	2,976.81	3,052.00	2,906.96
1-5-9010-7150	Major Maintenance - OCWA Recomr	113,000.00	113,000.00	113,000.00	0.00	0.00	0.00
1-5-9010-7810	Professional Fees	2,000.00	2,000.00	2,000.00	0.00	2,000.00	0.00
1-5-9010-8001	Capital - Meters	0.00	0.00	0.00	0.00	0.00	2,586.89
1-5-9010-8003	Capital - OCWA Recommendations	68,000.00	68,000.00	68,000.00	67,868.84	122,000.00	59,736.70
1-5-9010-8004	Capital - OCWA Building	50,000.00	50,000.00	50,000.00	0.00	0.00	5,444.16
1-5-9010-8005	Capital - Reservoir Expansion	100,000.00	100,000.00	100,000.00	0.00	0.00	0.00
1-5-9010-9000	Transfers to Reserves-Chesterville V	0.00	0.00	0.00	55,468.16	0.00	0.00
1-5-9010-9001	T/T Res - Chest Water Capital	0.00	0.00	0.00	0.00	0.00	27,812.92
1-5-9010-9004	Tr. to Res. - Capital Water Levy	9,000.00	9,000.00	9,000.00	8,260.39	3,887.00	699.20
1-5-9010-9005	Transfer to Public Works Vehicles	0.00	15,000.00	15,000.00	0.00	0.00	0.00
	Expenditures Total	1,888,883.00	1,918,883.00	1,918,883.00	1,575,868.41	1,515,152.00	1,289,272.55
	GENERAL FUND Total	0.00	0.00	0.00	7.82	0.00	0.00



Account Code	Account Name	2021 COUNCIL FINAL DRAFT	2021 2ND DRAFT	2021 1ST DRAFT	2020 ACTUAL VALUES	2020 AMENDED BUDGET	2019 ACTUAL VALUES
		0.00	0.00	0.00	7.82	0.00	0.00



Budget Worksheet

Date: Mar 17, 2021

Approved by Council on Water & Sewer Budget

Department: WINCHESTER SEWER

Account Code	Account Name	2021 COUNCIL FINAL DRAFT	2021 2ND DRAFT	2021 1ST DRAFT	2020 ACTUAL VALUES	2020 AMENDED BUDGET	2019 ACTUAL VALUES
<b>GENERAL FUND</b>							
<b>Revenues</b>							
1-4-9020-4900	Fees - Sewer Connection - Winch	-5,000.00	-5,000.00	-5,000.00	-3,900.00	-4,200.00	-1,600.00
1-4-9020-4901	Fees - Sewer Residential Users - Wi	-396,473.00	-396,473.00	-396,473.00	-426,307.03	-392,392.00	-384,095.22
1-4-9020-4902	Fees - Sewer Commercial Users - W	-219,206.00	-219,206.00	-219,206.00	-247,058.79	-216,950.00	-212,363.26
1-4-9020-4904	Int & Misc. Income - Sewer - Winch	0.00	0.00	0.00	-5,365.21	-15,700.00	-14,013.52
1-4-9020-4905	Fees - Sewer Late Payments - Winc	-2,000.00	-2,000.00	-2,000.00	-2,098.20	-1,600.00	-1,552.07
1-4-9020-4907	Sewer Connection Debenture	-1,759.00	-1,759.00	-1,759.00	-3,765.44	-3,765.00	-3,765.44
1-4-9020-8000	Winchester Sewer Capital Levy	-500,000.00	-500,000.00	-500,000.00	-144,218.70	-137,753.00	-44,784.91
1-4-9020-9000	T/F Reserves, Sewer Winch Capital	-328,517.00	-343,517.00	-343,517.00	-5,539.06	0.00	-11,660.67
	Revenues Total	-1,452,955.00	-1,467,955.00	-1,467,955.00	-838,252.43	-772,360.00	-673,835.09
<b>Expenditures</b>							
1-5-9020-1010	Wages	55,000.00	55,000.00	55,000.00	38,032.23	41,000.00	39,309.41
1-5-9020-1110	Benefits	11,100.00	11,100.00	11,100.00	8,097.78	8,100.00	7,958.81
1-5-9020-1111	Group Benefits	7,300.00	7,300.00	7,300.00	3,717.50	4,500.00	3,918.65
1-5-9020-2030	Hydro	12,000.00	12,000.00	12,000.00	11,424.04	12,000.00	12,063.94
1-5-9020-2040	Water/Sewer	500.00	500.00	500.00	354.00	500.00	361.14
1-5-9020-2041	Billing / Collecting	100.00	100.00	100.00	100.76	100.00	123.81
1-5-9020-2042	Allocated Administration Expenses	7,100.00	7,100.00	7,100.00	7,492.94	6,000.00	7,028.58
1-5-9020-2300	Advertising	100.00	100.00	100.00	0.00	100.00	504.63
1-5-9020-3010	Repairs & Maintenance Equipment	5,000.00	5,000.00	5,000.00	1,339.92	5,000.00	1,692.98
1-5-9020-4010	Contracts (OCWA)	211,736.00	211,736.00	211,736.00	205,597.26	206,429.00	199,536.48
1-5-9020-4012	Services Provided By Township	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9020-7112	P.I.L.	21,219.00	21,219.00	21,219.00	20,209.03	21,152.00	20,145.02
1-5-9020-7150	Major Maintenance - OCWA Recomr	102,500.00	102,500.00	102,500.00	0.00	0.00	0.00
1-5-9020-7810	Professional Fees	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00
1-5-9020-8000	Capital - Collection and Filtration Stu	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9020-8002	Capital - Buildings	0.00	0.00	0.00	0.00	0.00	13,551.34
1-5-9020-8003	Capital - OCWA Recommendations	64,300.00	64,300.00	64,300.00	85,247.07	130,000.00	80,243.39
1-5-9020-8004	Capital-Lagoon Expansion	100,000.00	100,000.00	100,000.00	0.00	0.00	26,660.67
1-5-9020-8005	Capital - Sewer Service Study	0.00	0.00	0.00	45,784.41	45,000.00	0.00
1-5-9020-8006	Capital - Sewage Meter	50,000.00	50,000.00	50,000.00	0.00	50,000.00	0.00
1-5-9020-8007	Capital - Main Street SPS Upgr. - De	300,000.00	300,000.00	300,000.00	0.00	0.00	0.00
1-5-9020-9000	Transfer to Reserves-Winchester Se	0.00	0.00	0.00	167,133.12	0.00	128,246.06
1-5-9020-9001	T/T Res - Winc Sewer Capital	0.00	0.00	0.00	99,507.58	99,726.00	87,705.27
1-5-9020-9004	Tr. to Res. - Capital Sewer Levy	500,000.00	500,000.00	500,000.00	144,218.70	137,753.00	44,784.91
1-5-9020-9005	Transfer to Public Works Vehicles	0.00	15,000.00	15,000.00	0.00	0.00	0.00
	Expenditures Total	1,452,955.00	1,467,955.00	1,467,955.00	838,256.34	772,360.00	673,835.09
	GENERAL FUND Total	0.00	0.00	0.00	3.91	0.00	0.00



Account Code	Account Name	2021 COUNCIL FINAL DRAFT	2021 2ND DRAFT	2021 1ST DRAFT	2020 ACTUAL VALUES	2020 AMENDED BUDGET	2019 ACTUAL VALUES
		0.00	0.00	0.00	3.91	0.00	0.00



Department: CHESTERVILLE SEWER

Account Code	Account Name	2021 COUNCIL FINAL DRAFT	2021 2ND DRAFT	2021 1ST DRAFT	2020 ACTUAL VALUES	2020 AMENDED BUDGET	2019 ACTUAL VALUES
<b>GENERAL FUND</b>							
<b>Revenues</b>							
1-4-9030-4900	Sewer Frontage & Connection Fee -	-300.00	-300.00	-300.00	-300.00	-200.00	-100.00
1-4-9030-4901	Residential Users Fees	-289,515.00	-289,515.00	-289,515.00	-310,409.64	-286,620.00	-280,559.77
1-4-9030-4902	Commercial Users Fees	-64,775.00	-64,775.00	-64,775.00	-63,705.79	-64,109.00	-62,753.14
1-4-9030-4904	Interest & Misc. Income	0.00	0.00	0.00	-5,365.22	-15,700.00	-14,013.52
1-4-9030-4910	Interest Income from Hydro Proceed	-7,108.00	-7,108.00	-7,108.00	-9,779.11	-20,600.00	-20,577.96
1-4-9030-5015	Federal Grants	0.00	0.00	0.00	0.00	0.00	-35,650.95
1-4-9030-5070	Provincial Grants	0.00	0.00	0.00	0.00	0.00	-17,825.48
1-4-9030-8000	Chest Sewage Capital Levy	-30,000.00	-30,000.00	-30,000.00	-14,533.75	-6,560.00	-1,179.88
1-4-9030-9000	Transfer from Reserves	0.00	0.00	0.00	-10,254.32	0.00	0.00
1-4-9030-9500	Transfers from Dev Charges-Pumpir	0.00	0.00	0.00	0.00	0.00	0.00
	Revenues Total	-391,698.00	-391,698.00	-391,698.00	-414,347.83	-393,789.00	-432,660.70
<b>Expenditures</b>							
1-5-9030-1010	Wages	55,000.00	55,000.00	55,000.00	38,031.02	41,000.00	39,310.33
1-5-9030-1110	Benefits	11,100.00	11,100.00	11,100.00	8,097.30	8,100.00	7,959.21
1-5-9030-1111	Group Benefits	7,300.00	7,300.00	7,300.00	3,717.50	4,500.00	3,918.65
1-5-9030-2030	Hydro	5,500.00	5,500.00	5,500.00	6,148.31	5,000.00	5,124.05
1-5-9030-2041	Billing / Collecting	100.00	100.00	100.00	100.77	100.00	123.81
1-5-9030-2042	Allocated Administration Expenses	4,700.00	4,700.00	4,700.00	4,982.83	4,500.00	4,685.73
1-5-9030-2300	Advertising	100.00	100.00	100.00	0.00	100.00	0.00
1-5-9030-3010	Repairs & Maintenance Equipment	5,000.00	5,000.00	5,000.00	0.00	5,000.00	1,872.38
1-5-9030-3053	Lagoon Groundwater Monitoring	0.00	0.00	0.00	5,088.00	2,500.00	0.00
1-5-9030-4010	Contracts (OCWA)	128,719.00	128,719.00	128,719.00	125,379.77	123,365.00	121,303.20
1-5-9030-4012	Service Provided By Township	0.00	0.00	0.00	0.00	0.00	0.00
1-5-9030-7112	P.I.L.	11,743.00	11,743.00	11,743.00	11,183.97	12,000.00	11,423.63
1-5-9030-7150	Major Maintenance - OCWA Recomr	80,000.00	80,000.00	80,000.00	0.00	0.00	0.00
1-5-9030-7810	Professional Fees	2,000.00	2,000.00	2,000.00	0.00	2,000.00	0.00
1-5-9030-8000	Capital - Emma St PS Rehabilitation	0.00	0.00	0.00	0.00	0.00	71,301.89
1-5-9030-8003	Capital - OCWA Recommendations	0.00	0.00	0.00	68,081.41	67,000.00	74,593.13
1-5-9030-9000	Transfer to Reserves- Chesterville S	50,436.00	35,436.00	35,436.00	119,834.20	112,064.00	68,080.40
1-5-9030-9001	T/T Res - Chest Sewer Capital	0.00	0.00	0.00	9,172.91	0.00	21,784.41
1-5-9030-9004	Tr. to Res. - Capital Sewer Levy	30,000.00	30,000.00	30,000.00	14,533.75	6,560.00	1,179.88
1-5-9030-9005	Transfer to Public Works Vehicles	0.00	15,000.00	15,000.00	0.00	0.00	0.00
	Expenditures Total	391,698.00	391,698.00	391,698.00	414,351.74	393,789.00	432,660.70
	<b>GENERAL FUND Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.91</b>	<b>0.00</b>	<b>0.00</b>



Account Code	Account Name	2021 COUNCIL FINAL DRAFT	2021 2ND DRAFT	2021 1ST DRAFT	2020 ACTUAL VALUES	2020 AMENDED BUDGET	2019 ACTUAL VALUES
		0.00	0.00	0.00	3.91	0.00	0.00



<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	Hiring of Spring / Summer Operators / Students

**RECOMMENDATION:**

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

**BACKGROUND:**

Draft 2021 budget includes the request to hire 3 additional full-time operators. The Council, during March 9, 2021, meeting removed the additional positions from the 2021 budget request. This report presents alternate options of either hiring two summer contract positions or two student positions to assist in the spring/ summer/ fall operational activities. The 2021 planned work load as presented in the budget requires additional resources to complete the project and operational priorities. The planned 2021 operational work includes:

1. Replacement of reflectivity signs as well as addition of new / missing signs on roads as identified over the last 3 years. – 2 Operators
2. Support 40kms of ditching – 2 Operators
3. Patching / Pot Holes – 2 Operators, 1 Driver
4. Brushing – 1 Operator
5. Mowing – 1 Operator
6. Grading – 2 Operators
7. Culverts replacement – 1 Operator, 2 Labourers, 2 or ideally 3 drivers

As demonstrated above, Public Works department’s current compliment of 7 full-time operators in the summer is not sufficient to complete the planned activities as identified in the 2021 budget. Public Works also rely, to some extent, on the contractors to assist in completing various tasks, which may be expensive or difficult to hire every new year, as demand continues to grow for these resources and expertise. The department wishes to undertake proactive ditching, replace reflectivity signs, fix shoulders on roadways, and replace aging cross-culverts under roadways planned for improvement, in addition to current operations of patching / pot holes, new sign installations, grading of gravel roads, mowing and brushing.

The draft 2021 budget anticipated fill hauling operation for Chesterville lagoon through internal resources as part of ditching operation. The work was planned

through new / additional positions, and hence no separate line item was identified in water / wastewater budget for hiring of a contractor for this work.

**OPTIONS AND DISCUSSION:**

1. **Option 1 – Approve the hiring of 2 contract summer positions - recommended.** The positions will be filled through extension of contracts from the winter.
2. **Option 2 - Approve the hiring of 2 additional summer student positions.** This option highly depends on the quality of summer students, training and potential injury risks.
3. **Option 3 – Approve the initial recommendation of hiring of 3 full-time positions as presented in draft 2021 budget.**
4. **Option 4: Do not approve the recommendation.**

**FINANCIAL ANALYSIS:**

Two contract positions can be paid through 50-50 between Roads and Water/Waste water budget. This funding was not included in the 2021 budget.

**OTHERS CONSULTED:**

CAO  
Finance

**ATTACHMENTS:**

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA**  
CAO



**APPENDIX #1**

**Township of North Dundas**  
**Addendum to Budget Resolution - March 23, 2021**

**Budget Amendment - 2021-01 - Transportation Services**

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
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OPTION 1**Costs**

Public Works - PT Salaries	1-5-3101-1015	271,000	318,400	47,400
Employer Payroll Taxes	1-5-3101-1110	164,000	170,000	6,000
		<b>\$435,000</b>	<b>\$488,400</b>	<b>\$53,400</b>

**Financing**

Transfer From Reserves - Allocation of Yr-End Surplus	1-4-3000-9004	\$ 70,000	123,400	53,400
		<b>\$ 70,000</b>	<b>\$123,400</b>	<b>\$53,400</b>

OPTION 2**Costs**

Public Works - PT Salaries	1-5-3101-1015	271,000	294,600	23,600
Employer Payroll Taxes	1-5-3101-1110	164,000	166,600	2,600
		<b>\$435,000</b>	<b>\$461,200</b>	<b>\$26,200</b>

**Financing**

Transfer From Reserves - Allocation of Yr-End Surplus	1-4-3000-9004	\$ 70,000	96,200	26,200
		<b>\$ 70,000</b>	<b>\$ 96,200</b>	<b>\$26,200</b>



<b>ACTION REQUEST – Clerk</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	FCC AgriSpirit Fund

**RECOMMENDATION:**

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

**BACKGROUND:**

The FCC AgriSpirit Fund awards rural community groups between \$5,000 and \$25,000 for community improvement projects, such as recreation and community centres, libraries, and emergency services training facilities. All projects are based in communities with populations less than 150,000 and selected groups must complete their projects by December 31, 2022.

The Mountain Township Agricultural Society (MTAS) wishes to apply for a grant to Farm Credit Canada (FCC) under their AgriSpirit Fund. The grant, in the amount of \$25,000.00, is to complete rebuilding and paving the parking lot at the Mountain Township Agricultural Hall.

It is a requirement of the grant application that groups which are non-profit organizations must partner with their local municipal body to qualify for funding. The Township previously partnered with MTAS in 2015. Being a successful recipient of the FCC AgriSpirit Fund, enabled the Society to assist with renovation costs to the interior of the hall and kitchen and the purchase of kitchen appliances.

Should the Mountain Township Agricultural Society be once again selected for funding, the cheque will be made payable to “the municipality c/o the project”. The MTAS will then work with the municipality to obtain the funds.

The municipal body must also sign off on a letter provided by the FCC, indicating that the municipality will provide the MTAS with the funds and control the expenses.

**OPTIONS AND DISCUSSION:**

- 1. Approve the request to partner** - recommended. Partnering with the Mountain Township Agricultural Society conveys endorsement and support to the organization.

2. Do not approve the request to partner - not recommended.

**FINANCIAL ANALYSIS:**

**OTHERS CONSULTED:**

Anna Smail (MTAS)

**ATTACHMENTS:**

Request from Anna Smail (MTAS)

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**

## Jo-Anne McCaslin

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**From:** Anna Smail <farmersmail48@gmail.com>  
**Sent:** March 15, 2021 9:44 AM  
**To:** Jo-Anne McCaslin  
**Cc:** anne macdonald  
**Subject:** FCC grant for MTAS

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

To North Dundas Council

We are again applying for the FCC Agrispirit Fund. As we are a non-profit organization (no charitable status) we must partner with North Dundas to qualify for funding. If selected for funding, the cheque will be made payable to North Dundas, as before.

If we are approved, North Dundas must also sign a contract to show that they support our project.

Our project is rebuilding and paving the parking lot at MTAS Hall. We are requesting \$25,000.

Thanks again for your continued support.

Anna



<b>ACTION REQUEST – Clerk</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	The Planted Arrow Garden Party Market Road Closures 2021

**RECOMMENDATION:**

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

**BACKGROUND:**

After the success of their 2020 Garden Party Market Event, The Planted Arrow is requesting six dates to hold similar events in 2021. The request is to temporarily close one lane of Victoria Street (approximately 40 feet) adjacent to the flower shop side yard. They will be having space for approximately five vendors, allowing for proper social distancing.

The Township will advise emergency services and other relevant parties of the temporary road closure. Road barricades shall be provided at the limits of the closure and at intersecting streets.

It is understood that this closure is solely the responsibility of The Planted Arrow. The Planted Arrow is to ensure proper insurance, security and detour route signage is in place, as well as providing adequate notification to local residents.

**OPTIONS AND DISCUSSION:**

1. **Approve temporary road closure** – recommended.
2. **Do not approve temporary road closure** – not recommended.

**FINANCIAL ANALYSIS:**

**OTHERS CONSULTED:**

- Khurram Tunio, Director of Public Works
- Stephen Mann, Economic Development Officer

**ATTACHMENTS:**

Request from Kelly Windle  
Map – Street Closure

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**

## Jo-Anne McCaslin

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**From:** The Planted Arrow Flowers & Gifts <headsheldhighflorist@gmail.com>  
**Sent:** March 2, 2021 1:28 PM  
**To:** Stephen Mann; Jo-Anne McCaslin  
**Subject:** Road Closure 2021 - The Planted Arrow Garden Party Market

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

Good day Jo-Anne and Stephen,

I am looking into requesting the closure of Victoria Street from the corner of St Lawrence down roughly 40 feet to the end of the flower shop yard.

Dates May 8th, June 12th, July 10th, Aug 14th, Sept 11th, Oct 9th.

We would shut the street down from 8am to 5pm, while the market runs 10am to 3pm.

We would request 8 road barricades and 8 pylons as well please to be sure of safety for our vendors and guests.

Thank you in advance for your consideration.

Have a magical day

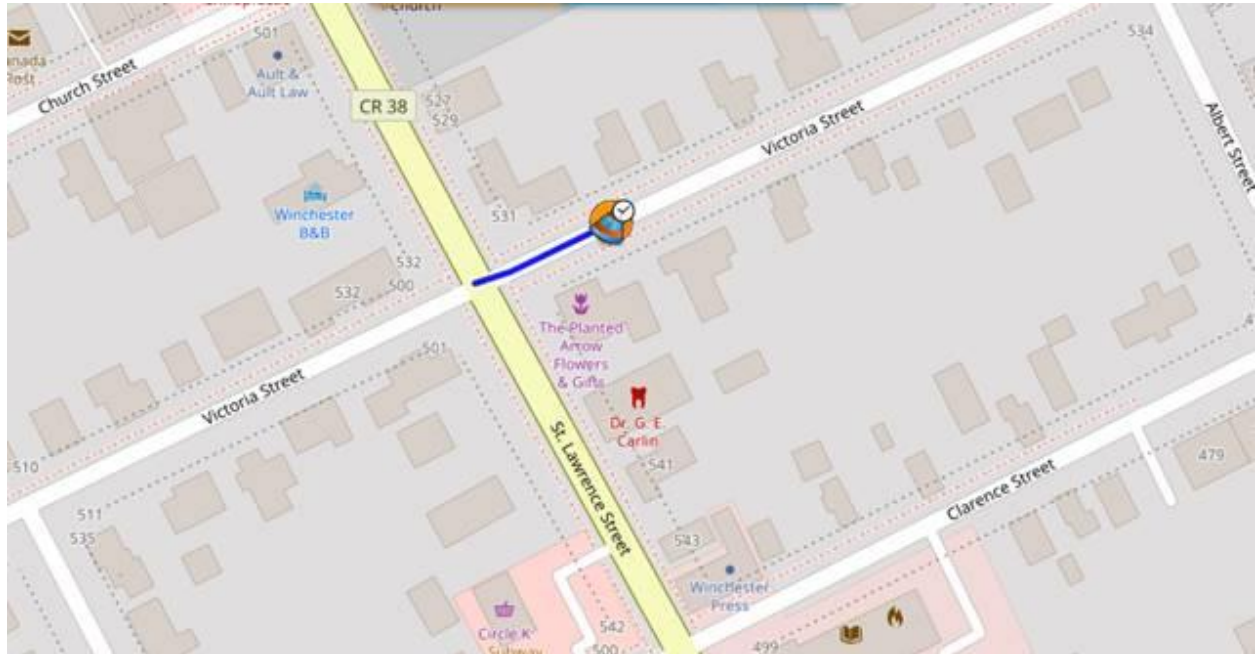
Kelly Windle  
The Planted Arrow  
Owner/Designer  
Winchester ON  
613 774 3825  
[www.theplantedarrow.com](http://www.theplantedarrow.com)



## The Planted Arrow Garden Party Market Temporary Street Closure

May 8<sup>th</sup> , June 12<sup>th</sup>, July 10<sup>th</sup>, August 14<sup>th</sup>, September 11<sup>th</sup> & October 9<sup>th</sup>

From 8:00 am to 5 pm.







<b>ACTION REQUEST – Finance</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	Approval of 2021 Budget

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

**BACKGROUND:**  
 As a finalization to the budget process that began back in October 2020, we require a resolution of council to approve the attached 2021 Budget Levy By-law.

As depicted in the attached **Appendix “A”** to the budget, we propose a 2021 budget levy of \$ 6,711,420. **Appendix “B”** outlines the impact of the taxation levy on the average homeowner.

- OPTIONS AND DISCUSSION:**
1. **Adopt 2021 budget as proposed** - recommended.
  2. **Do not Adopt 2021 Budget** - not recommended.

**FINANCIAL ANALYSIS:**  
 There is no immediate financial impact; the passing of the annual budget is a non-cash flow transaction and a normal, annual practice. The passage of the budget will act as a road map to guide us through our financial decision making and spending for the fiscal 2021 year.

**OTHERS CONSULTED:**  
 CAO  
 Departmental Managers  
 Deputy Treasurer

**ATTACHMENTS:**  
 Amendments to Budget, Appendix #1  
 Impact of Taxation Levy on Avg Homeowner, Appendix # 2  
 By-Law # 2021-24

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**

## Appendix A

<b>Township of North Dundas</b>	
<b>Summary of Impact on Taxation</b>	
<b>2021 Budget Discussions</b>	
2021 Proposed Residential Tax Rate	0.00400611
2020 Residential Tax Rate	0.00409174
Variance	(0.00008563)
Percentage Increase (Decrease) in Residential Tax Rate	-2.1%
Particulars	Amount
Requirement on Taxation as per First Draft	7,091,126
Net Changes to Taxation as per Second Draft	(28,265)
Requirement on Taxation as per Second Draft	7,062,861
Net Impact on Taxation as per Council's direction	(351,441)
Total Adjusted Requirement from Taxation, 2021	6,711,420
Total Requirement from Taxation, 2020	6,787,857
Reduction in Taxation Levy from Previous Year	(76,437)
Additions subsequent to March 10, 2021 meeting	
1-5-3101-8050 - Transportation - Capital - Parking Lot Paving of Parking Lot in Chesterville	20,000
1-4-3000-9004 - Allocation of 2020 Year End Surplus	(20,000)
1-4-3000-9003 -No financing of Tandem Truck to come from Water and Sewer Reserves	50,000
1-4-3000-9004 - Allocation of 2020 Year End Surplus	(50,000)
<b>Net Changes to 2021 Tax Levy</b>	<b>\$ -</b>

Appendix B

IMPACT ON THE AVERAGE HOMEOWNER					
The chart below indicates the effect on the average homeowner.					
The proposed 2021 budget indicates a tax levy for municipal purposes in the amount of \$6,711,420. This represents a decrease from the previous year in the amount of \$76,437.					
		<b>2021</b>	<b>2020</b>	<b>Change</b>	
<b>Proof:</b>					
Residential rate		0.004006105	0.004091740	-0.000085635	
Percentage change on Rates				-2.09%	
Tax dollars raised		<b>\$ 6,711,420</b>	<b>\$ 6,787,857</b>	<b>\$ (76,437)</b>	
Percentage change on Dollars				-1.13%	
Assessment for 2021 vs. 2020		2,348,614,842	2,328,219,742	20,395,100	
%age Assessment Increase for 2021 over 2020				0.88%	
<b>Impact on Tax Bill to a Residential Ratepayer</b>			<b>Municipal Synopsis Yr. 2021 compared to Yr. 2020</b>		
		<b>Revised Assessment</b>	<b>Estimated Taxes</b>	<b>Inc. (Decr)</b>	<b>%age Increase (Decrease)</b>
\$200,000 - Assessment - in 2021	2021	\$ 250,000	\$ 1,001.53		
\$200,000 Assessment - in 2020	2020	\$ 250,000	\$ 1,022.94	\$ (21.41)	-2.09%
Monthly Increase on a Residential Bill				\$ (1.78)	
<b>Impact on Tax Bill to a Residential Ratepayer</b>			<b>Municipal Synopsis Yr. 2021 compared to Yr. 2020</b>		
		<b>revised Assessment</b>	<b>Est. Taxes</b>	<b>Inc. (Decr)</b>	<b>%age Increase (Decrease)</b>
\$300,000 - Assessment - in 2021	2021	\$ 350,000	\$ 1,402.14		
\$300,000 Assessment - in 2020	2020	\$ 350,000	\$ 1,432.11	\$ (29.97)	-2.09%
Monthly Increase on a Residential Bill				\$ (2.50)	
Increase in RT Assessment					
RT Assessment - 2021	2021	1,140,941,749			
RT Assessment - 2020	2020	1,128,565,249			
Increase in RT Assessment in \$\$		12,376,500			
Increase in RT Assessment as a Percent (%)		1.10%			

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

**BY-LAW 2021-24**

***Being a By-law to Adopt the 2021 Municipal Budgeted Revenues and Expenditures***

**WHEREAS** The Ontario Municipal Act, part VII Section 290 as amended, requires the Council of a local municipality to adopt estimates of all sums required during the year for the purposes of the municipality;

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

- 1.0** That the current year, lower tier amount to be raised through taxation shall be \$6,711,420.
- 2.0** That any current year surplus or deficit shall be transferred to or from the reserve for general working funds, within the current year.
- 3.0** That any unbudgeted expenditures be financed by an amendment to the existing budget.

**READ and passed in Open Council, signed and sealed this 23rd day of March, 2021.**

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MAYOR

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CLERK



<b>ACTION REQUEST – Clerk</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	By-law No. 2019-16 - Remuneration for Council

**RECOMMENDATION:**

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

**BACKGROUND:**

At the February 23, 2021 meeting of Council, the Clerk advised that due to COVID-19, in-person conferences have shifted to virtual conference packages. She noted that By-law 2019-16 does not speak to virtual conference attendance. It was agreed if members wish to attend a virtual conference, they would be paid \$150.00 per day. Item #5 of Schedule A has been amended to include virtual conference attendance. Additionally, item #1 of Schedule A has been updated to reflect 2021 remuneration rates for members of Council.

**OPTIONS AND DISCUSSION:**

1. **Adopt the by-law as presented** - recommended. This will provide an up-to-date by-law.
2. **Do not adopt the by-law** - not recommended.

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

CAO Rutley

**ATTACHMENTS:**

2019-16

**PREPARED BY:****REVIEWED & APPROVED BY:**



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



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**Angela Rutley, BBA  
CAO**

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

**BY-LAW NO. 2019-16**

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

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

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

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

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

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

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

1.0 One Third Allowance

1.1 That one-third of the remuneration paid to the elected members of council is deemed to be expenses incident to the discharge of their duties as members of council

1.2 That this one third allowance shall be reviewed at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election pursuant to Section 283 of the *Municipal Act, S.O. 2001*.

2.0 That payments made as part of the annual honorarium, meeting allowance and other items be set out in Schedule "A" to this By-law.

3.0 That By-law No. 32-2012 is hereby repealed.

4.0 That this By-law is retro-active to January 1, 2019.

**READ and passed in Open Council signed and sealed this 12<sup>th</sup> day of March, 2019.**

**As amended March 23, 2021**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



BY-LAW NO. 16-2019  
Schedule "A" Page 1

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

a)	Mayor	\$30,333.42
b)	Deputy-Mayor	\$18,133.18
c)	Councillors	\$16,006.90
2. The above noted rates shall cover any and all regular and special Council meetings.
3. All members of Council who have been appointed as paid Council representatives on the various committees listed on the Officers and Committees By-law shall be paid \$85.00 per committee meeting.
4. The Mayor shall be permitted an expense allowance not to exceed \$3,500.00 per year for reimbursement of all expenses related to attending events associated to the office and for special projects as chosen by the Mayor.
5. All members of Council shall be permitted to attend two (2) conventions (three (3) days in succession) per year and shall be paid \$1,200.00 per convention to attend the convention in person including travel, meals and hotel. Council will be paid \$150.00 per day to a maximum of 3 days (\$450.00) for attending the **conference in person or virtually**. The Municipality shall pay the registration fee directly to the conference organization for all members of Council.
6. Members of Council, other than the Mayor, are entitled to reimbursement of admission/banquet tickets to a maximum of \$500 per year, to attend events as representatives of the Township. The Mayor's admission/tickets are eligible as part of the Mayor's \$3,500 expense allowance.
7. Council's remuneration will be adjusted annually by the Statistics Canada Consumer Price Index for Ontario. The adjustment will be effective January 1<sup>st</sup> each year and be based on the annual Consumer Price Index for Ontario for the previous year ending December 31st as published by Statistics Canada. In the event of a negative Consumer Price Index for any year, respective remuneration will remain unchanged for that year.
8. Department Heads and staff members who attend one Council meeting in a month at the request of the CAO, shall receive time-in-lieu for the time attending the meeting. When Department Heads and staff are requested by the CAO to attend any additional Council meetings in the same month, they will receive time-in-lieu or \$100.00 per meeting at the CAO's discretion.
9. Staff members may attend two (2) conferences per year at the discretion and authority of the CAO. Staff members will be reimbursed for all conference expenses as approved by the CAO. Registration fees shall be paid directly to the conference organization for all staff members.
10. Notwithstanding section (9) staff members may attend any workshop related to their specific jobs as authorized by the CAO and shall have all related expenses reimbursed. Registration fees shall be paid directly to the organization.
11. When applicable, Members of Council, committee members and Township employees will be reimbursed travel expenses at the rate of 50 cents per kilometer.
12. Members of Council will be provided with a cell phone or phone allowance in accordance with policy 62-2015.
13. If eligible, Council members must enrol in the Township's Primary Pension Plan (OMERS).

BY-LAW NO. 16-2019  
Schedule "A" Page 2

14. All members of Council will have access to an annual Health Spending Account as per policy 69-2017.



<b>ACTION REQUEST – Clerk</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	Procedural By-law Amendment

**RECOMMENDATION:**

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

**BACKGROUND:**

The Procedural By-law is a working document that requires amendments and updates from time to time. The following sections of By-law 2020-19 have been amended and are highlighted in yellow relating to In Camera meetings, Recorded Votes during virtual meetings and Proxy voting.

Section 8.2.3 *Agenda Reference to Municipal Act*: An In Camera agenda will be presented identifying the subject and qualifying section of the *Municipal Act*.

Section 8.2.4 *Closed Session In Camera Meetings*: This section has been added to state In Camera meeting minutes will be presented for adoption at the next In Camera meeting.

Section 16.7.5 *Recorded Votes*: During virtual meetings, the Clerk will call on Council in alphabetical order starting with the Councillors, then the Deputy Mayor and then the Mayor.

Section 16.7.6 *Method of Voting*: Proxy voting is not permitted.

**OPTIONS AND DISCUSSION:**

1. **Amend the by-law as presented** - recommended. Notice of changes to this By-law was given at the February 9<sup>th</sup> meeting.
2. **Do not approve the amendment** – not recommended.

**ATTACHMENTS:**

By-law No. 2020-19

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



---

**Angela Rutley, BBA  
CAO**

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

**BY-LAW NO. 2020-19**

***Being a By-law of the Corporation of the Township of North Dundas to Govern Proceedings of Council and its Committees***

**WHEREAS** the *Municipal Act, 2001*, c. 25 S. 5 (1) provides that the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** the *Municipal Act, 2001*, c. 25 S. 5 (3) provides that the powers of every Council are to be exercised by by-law;

**AND WHEREAS** the *Municipal Act, 2001*, c. 25, S. 238 (2) requires every Municipality and local board to pass a procedure by-law for governing the calling, place and proceedings of meetings;

**AND WHEREAS** Council of the Corporation of the Township of North Dundas deems it necessary to set rules and regulations with regard to Council proceedings.

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

- 1.0** That the rules and regulations contained in this by-law as set out in Schedule "A" attached hereto and forming part of this by-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and committees thereof. The Clerk shall assure that a copy of this procedure by-law shall be available at every Council meeting.
- 2.0** This by-law shall come into force and effect on the date of passing.
- 3.0** That By-law 2019-12 is hereby repealed.

**READ and passed in Open Council, signed and sealed this 26<sup>th</sup> day of March, 2020.**

**Amended this 8<sup>th</sup> day of September, 2020.**

**Amended this 23rd day of March, 2021.**

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MAYOR

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CLERK

Schedule “A”

To

By-Law No. 2020-19

# PROCEDURE BY-LAW

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**Schedule "A"****1.0 DEFINITIONS**

- 1.1 "Act" means *the Municipal Act, S.O. 2001, c.25*.
- 1.2 "Acting Head of Council" shall mean the Deputy Mayor and secondly another designate who shall act as the presiding officer in the absence of the Mayor or Deputy Mayor.
- 1.3 "Alternate Member of County Council" shall mean a Member of a local Council appointed to serve as an "Alternate Member" of County Council when one of the County Council representatives is unable to attend a meeting for any reason.
- 1.4 "By-law" means a local by-law. A by-law enacted by Council to exercise a power provided by legislation. It is the most formal document used for complex and legal matters providing authority and direction for the corporation to act on its own affairs.
- 1.5 "CAO" shall mean the Chief Administrative Officer of the Corporation of the Township of North Dundas.
- 1.6 "Clerk" shall mean the Clerk, Deputy Clerk or his/her designate of the Corporation of the Township of North Dundas as per section 5.2 of this by-law.
- 1.7 "Closed Session" (in camera) means a meeting or part of a meeting that is closed to the public in accordance with the *Municipal Act, S.O., 2001, s.239*.
- 1.8 "Committee" shall mean any advisory or other committee, subcommittee or similar entity composed of Members appointed by Council.
- 1.9 "Committee of the Whole" means a meeting of the whole Council in committee format for discussion purposes.
- 1.10 "Consent Agenda" means a component of a meeting agenda that enables Council to group routine items and motions under one umbrella and is a single item that encompasses all the things Council would normally approve with little comment at a Council meeting. Items on the consent agenda are not discussed before a vote.
- 1.11 "Council" means the Council of The Corporation of The Township of North Dundas which was elected at large by registered voters.
- 1.12 "County Council Representatives" shall be the Mayor and Deputy Mayor of the Corporation of the Township of North Dundas.
- 1.13 "Delegation" means a maximum of three persons representing a group, who wish to provide information to Council/committee(s) of Council.
- 1.14 "Electronic Participation" means a Council Member who participates in a meeting remotely via electronic means (e.g. video or audio teleconference), who has the same rights and responsibilities as if he or she were in physical attendance, including the right to vote and the right to be counted towards a quorum of members and shall be permitted to participate in any portion of a meeting which is closed to the public.
- 1.15 "Emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or

otherwise;"

- 1.16 "Head of Council" shall mean the Mayor.
- 1.17 "Local Board" means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.
- 1.18 "Materially Advances" shall mean to "substantially" measurably or identifiably advance a matter/issue forward.
- 1.19 "Meeting" shall mean any regular, special, or other meeting of Council, of a local board or of a committee of either of them, where:
- 1.19.1 A quorum of Members is present, and
  - 1.19.2 Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.
- 1.20 "Member" shall mean a Member of Council or of a Committee of Council and includes the Head of Council or Chairperson.
- 1.21 "Pecuniary Interest" (Disclosure of Interest) means a *Pecuniary Interest*, direct or indirect, in any matter within the meaning of the *Municipal Conflict of Interest Act*.
- 1.21.1 Disclosure of pecuniary interest must be declared before the matter is considered at the meeting.
  - 1.21.2 A Member of Council shall provide a written statement of the pecuniary interest and details of the general nature of the interest.
  - 1.21.3 A Member of Council shall not take part in the discussion, vote or attempt to influence the voting before, during or after the meeting.
  - 1.21.4 The Clerk must note the disclosure of pecuniary interest in the minutes, as well as establish a registry of declarations recorded, that shall be available for public inspection.
- 1.22 "Presiding Officer" is the person presiding over the meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceedings of Council or committees.
- 1.23 "Quorum" shall mean a majority (more than half) of the total number of eligible voting Members of Council or a committee.
- 1.24 "Rules of Procedure" means the applicable procedural rules of conduct contained in the by-law. The proceedings of Council and its committees, the conduct of the Members, and the calling of meetings will be governed by the rules and regulations contained in this by-law. Where a matter being considered by Council arises that is not covered in this by-law, "Robert's Rules of Order" (latest edition) shall apply.
- 1.25 "Social Media" means the municipal website, Twitter, Facebook or future appropriate applications.

**2.0 GENERAL INTENT OF THE BY-LAW**

The rules and regulations contained in this by-law shall be observed in all proceedings of Council and shall be the rules and regulations for the order and dispatch of business in Council and in any committees thereof, provided that the rules and regulations contained herein may be suspended by a three-fifth (3/5) vote of the Members of Council or committee present at the meeting.

**3.0 ROLE OF THE HEAD OF COUNCIL AND CHIEF EXECUTIVE OFFICER**

3.1 It is the role of the Mayor as the head of Council:

3.1.1 To act as chief executive officer (CEO) of the Municipality;

3.1.2 To preside over Council meetings so that its business can be carried out efficiently and effectively;

3.1.3 To provide leadership to Council;

3.1.4 To provide information and recommendations to Council with respect to the role of Council;

3.1.5 To represent the Municipality at official functions;

3.1.6 To carry out the duties of the head of Council under any Act; and,

3.1.7 For declaring an emergency. This decision is usually made in consultation with other members of the Municipal Emergency Control Group.

3.2 As Chief Executive Officer of the Township, the head of Council shall:

3.2.1 Uphold and promote the purposes of the Municipality;

3.2.2 Promote public involvement in the Municipality's activities;

3.2.3 Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally; and,

3.2.4 Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.

**4.0 CODE OF CONDUCT**

4.1 Council shall adhere to the "Code of Conduct" policy as established by Council.

4.2 Integrity Commissioner:

The appointed integrity commissioner will report to Council and is responsible for performing in an independent manner the functions assigned by the Township with respect to:

4.2.1 The application of the "Code of Conduct" for Members of Council and the "Code of Conduct" for Members of local boards or of either of them; and,

4.2.2 The application of any procedures, rules and policies of the Township and local boards governing the ethical behavior of Members of Council and of local boards or of either of them.

**5.0 ROLES OF EMPLOYEES**

- 5.1 Chief Administrative Officer (CAO) - A Municipality may appoint a Chief Administrative Officer who shall be responsible for:
- 5.1.1 Exercising general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and,
  - 5.1.2 Performing such other duties as are assigned by the Municipality.
- 5.2 Clerk - A Municipality shall appoint a clerk whose duty it is:
- 5.2.1 To record without note or comment all resolutions, decisions and other proceedings of the Council;
  - 5.2.2 If required by any member present at a vote, to record the name and vote of every Member voting on any matter or question;
  - 5.2.3 To keep the originals or copies of all by-laws and of all minutes of the proceedings of the Council;
  - 5.2.4 To perform the other duties required under the Act or under any other Act; and
  - 5.2.5 To perform such other duties as are assigned by the Municipality.
- 5.3 Officers and Employees - It is the role of officers and employees of the Municipality:
- 5.3.1 To implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
  - 5.3.2 To undertake research and provide advice to Council on policies and programs of the Municipality; and
  - 5.3.3 To carry out other duties required under this or any other Act and other duties assigned by the Municipality.

**6.0 COUNCIL MEETINGS - LOCATION, SCHEDULE, TIME AND NOTICE**

- 6.1 Meetings of Council shall be held at Council Chambers, 636 St. Lawrence St. Winchester, Ontario or other designated location. All meetings of Council may be audio and/or visually recorded, broadcast and/or live streamed publicly by the Municipality, with the exception of closed meetings provided for in the Closed Session Section of this By-law.
- 6.2 Regular Council meetings shall be held in accordance with the meeting schedule. A proposed meeting schedule will be presented by the Clerk to Council for approval each October (exception during a municipal election year) for the following year. The schedule of meetings as approved by Council will be posted on the Township's website. Council reserves the right to dispense with or alter the time, day or place of any meeting by resolution. Any changes shall be posted on the Township's website.
- 6.3 The inaugural meeting of newly elected Council shall take place on the first Tuesday of December following the October election. Time and location to be determined. All Members of Council shall take the declaration of office prior to participating in any meeting of Council.

- 6.4 All regular meetings of Council will commence at 7:00 p.m. An exception to the noted time of 7:00 p.m. will occur when a public meeting precedes a regular Council meeting at which time the regular meeting of Council will commence at the conclusion of the public meeting. Public Meetings commence at 6:30 p.m. If deemed necessary by Council, meeting times may change with notice.
- 6.5 No person shall be excluded from attending a meeting that is open to the public except for improper conduct.
- 6.6 A Member shall not use his/her cellular phones during the meetings of Council. Attendees using their own recording, broadcasting and/or live streaming devices shall inform the Presiding Officer to ensure attendees at the meeting are notified.
- 6.7 The Committee of the Whole will meet on an as-needed basis.
- 6.8 Notice of Council meetings shall be given by resolution of Council and published on the Township's website and other social media platforms. In the case of special meetings, notice shall be given as per section 7.3 below by posting a notice as soon as is practicable after a special meeting has been scheduled and any other notification that is permitted within the timeframe.
- 6.9 The Chief Administrative Officer or Clerk, in consultation with the Mayor has the authority to cancel any regular meeting if it is determined there is not sufficient business to be conducted provided notification has been given at a prior meeting or within forty-eight (48) hours (not including weekends or holidays) of the meeting. Notice of cancellation shall be sent to all recipients on the agenda distribution list.
- 6.10 The Chief Administrative Officer or Clerk, in consultation with the Mayor also have the authority to cancel any meeting of Council due to inclement weather conditions. Notice of cancellation shall be posted within the Township's municipal office in public access areas and on the Township's website and social media platforms.

## **7.0 SPECIAL & EMERGENCY MEETINGS OF COUNCIL**

- 7.1 In accordance with Section 240 (a) of the *Municipal Act* the Mayor may at any time call a special meeting of Council. The special meeting shall be held on the date, time and location as designated for this purpose by the Mayor.
- 7.2 In accordance with Section 240 (b) of the *Municipal Act* the Clerk shall call a special meeting upon receipt of a petition of the majority of the Members of Council for the purpose and at the time and place mentioned in the petition.
- 7.3 Notice of all special meetings of Council shall be given to the Members at least 24 hours before the time of the meeting through the Clerk's office. The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting. Notice shall be posted within the Township's municipal office in public access areas and on the Township's website and social media platforms.
- 7.4 Notice of a special meeting may be given by delivering a notice personally to a Member by leaving such notice at his/her residence or place of business, or by electronic mail to such residence or place of business, or by telephone. The written or verbal notice shall indicate the nature of the business to be considered at the special meeting and the date, time and place of the meeting.
- 7.5 Notwithstanding the notice requirement set out above, the Mayor may in the event of a bonafide emergency call a meeting of Council without giving



twenty-four (24) hours notice of the meeting, provided that the Clerk has diligently attempted to advise all Members of Council immediately upon being advised of the intention to hold an emergency meeting. The only business to be dealt with at the meeting shall be respecting that emergency. The meeting may be held at public offices kept at any convenient location within or outside the Municipality. The Clerk or designate shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.

7.6 Relevant information relating to any changes regarding Council and public meetings will be posted as soon as possible on the Township's website under the "Public Notices" section and on other social media platforms.

7.7 The Clerk may prepare and use a shortened Agenda for Special and Emergency Meetings as follows:

- (i) Call to Order/Roll Call
- (ii) Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof
- (iii) "Business"
- (iv) Confirmatory By-law
- (v) Adjournment

## 8.0 CLOSED SESSION IN-CAMERA MEETINGS OF COUNCIL

8.1 All meetings shall be open to the public except as provided in s. 239 of the *Municipal Act*. (See Appendix 1)

8.2 Before all or part of a meeting is closed to the public, Council shall state by resolution:

8.2.1 The fact of the holding of the closed meeting;

8.2.2 The general nature of the matter considered at the closed meeting;

8.2.3 The Clerk shall have the Closed Meeting agenda prepared, identifying the subject and qualifying section in accordance with the Act, under which each matter is to be considered in the Closed Meeting. The agenda will be distributed to all members in attendance at the meeting; and,

8.2.4 The Clerk shall record without note or comment all procedural matters, directions or instructions at a Closed Meeting. Minutes shall be circulated by the Clerk at the following Closed Meeting for adoption.

8.3 A meeting shall not be closed to the public during the taking of a vote with the exception of the following:

8.3.1 The meeting is closed to the public in accordance with *The Municipal Act*; and,

8.3.2 The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality, local board or committee of either of them or persons retained by or under contract with the Municipality or local board.

8.4 The sitting body, Council or committee may invite any person deemed appropriate to the closed portion of the meeting for a specific item of business.

- 8.5 Members, staff and invited guests shall keep confidential any information:
- 8.5.1 Disclosed or discussed at a meeting that was closed to the public. The obligation to keep information confidential applies even if the Member ceases to be a Member; and,
  - 8.5.2 Received in confidence verbally in preparation of the closed session meeting.
- 8.6 Discussion during a closed session shall be limited to that stated by resolution prior to holding the closed session. Additional items require public notice by resolution in open session prior to holding the closed session to discuss additional items.
- 8.7 All reasonable efforts shall be made to ensure that the closed session minutes are kept in a secure and confidential location under the control of the Clerk. These minutes shall only be open to those in attendance at the meeting, to others approved by Council, or as legislated.
- 8.8 All documents handed out during a closed session shall be initialed and returned to the Clerk. Once the closed session has ended, the Members shall return to open session and the Clerk shall record the time in the minutes.
- 8.9 A Member of Council declaring a pecuniary interest in a closed session item, must be absent for the portion of the closed meeting.
- 8.10 If, an investigation of a closed meeting is completed, the investigator's report will be considered by Council and a resolution will be passed to address recommendations resulting from the investigation.

## **9.0 ELECTRONIC MEETINGS OF COUNCIL**

- 9.1 Electronic meetings may be held at any time.
- 9.2 Meeting notice provisions will remain the same.
- 9.3 Members can participate electronically in both open and closed (in camera) meetings and will be responsible to take all reasonable measures to ensure security during a closed meeting.
- 9.4 Motions shall not be required to be in writing during an electronic meeting.
- 9.5 Each member present except a member who is disqualified from voting by any Act, shall announce their vote verbally when called.
- 9.6 Regular meeting rules apply when a recorded vote is called during an electronic meeting.
- 9.7 Members of Council who wishes to participate in a meeting electronically shall provide the Clerk a minimum of 24 hours' notice."
- 9.8 During a declared emergency, Advisory Committees of Council shall meet at the discretion of Council. If directed by Council to meet, Section 9 above, shall apply to Advisory Committee meetings.

## **10.0 QUORUM**

- 10.1 If no quorum is present one-half hour after the time appointed for a meeting of Council, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

- 10.2 Unless otherwise ordered by resolution passed by a majority of the Members present, Council shall be recessed at 11:00 p.m. Any extension to the time for adjournment shall be determined by a majority vote of the Members present.

## 11.0 COUNCIL MEMBER VACANCIES AND ATTENDANCE

- 11.1 Subject to *the Municipal Act, 2001*, as amended, "Vacant seat 259", the office of a Member of Council of a Municipality becomes vacant if the Member,

- 11.1.1 Becomes disqualified from holding the office of a Member of Council under section 256, 257 or 258;
- 11.1.2 Fails to make the declaration of office before the deadline in section 232;
- 11.1.3 Is absent from the meetings of Council for three successive months without being authorized to do so by a resolution of Council;
- 11.1.4 Resigns from his or her office and the resignation is effective under section 260;
- 11.1.5 Is appointed or elected to fill any vacancy in any other office on the same Council;
- 11.1.6 Has his or her office declared vacant in any judicial proceeding;
- 11.1.7 Forfeits his or her office under this or any other Act; or
- 11.1.8 Dies whether before or after accepting office and making the prescribed declarations. 2001, c. 25, s. 259 (1).

- 11.2 A Member of Council may resign from office by notice in writing filed with the Clerk.

- 11.3 If a vacancy occurs in the office of a Member of Council, Council shall fill the vacancy by,

- 11.3.1 Appointing a person who has consented to accept the office if appointed; or,
- 11.3.2 Hold a by-election to be held to fill the vacancy in accordance with *the Municipal Elections Act, 1996*; or,
- 11.3.3 Appoint the first non-elected candidate during the last municipal election to fill the vacancy, subject to conditions in accordance to *the Municipal Election Act, 1996*.

- 11.4 A Member is permitted to be absent from meetings for 20 consecutive weeks or less if it is a result of a Member's pregnancy, the birth of the Member's child or adoption of a child by the Member.

## 12.0 COMMITTEES OF COUNCIL – GENERAL RULES

- 12.1 The Mayor shall, ex officio, be a Member of all committees and be entitled to vote at all meetings thereof. All Members of Council may attend the meetings of standing or special committees and may, with the consent of the committee, take part in the discussion, but shall not be entitled to vote.

- 12.2 Committee of the Whole (COTW) is the participation of all Members of Council in a Committee Meeting where Members of Council consider

questions with greater freedom of debate. When sitting as Committee of the Whole, the results of consensus taken in Open Session, are not final decisions of Council. Rather, the results have the status of recommendations which Council is given the opportunity to consider further at its regular Council meeting.

12.3 The general duties of the standing and special committees shall be as follows:

12.3.1 The jurisdiction, term, Membership and support staff assigned to any committee shall be as stipulated in the by-law or resolution establishing that committee;

12.3.2 Insofar as possible the procedures of the committees shall be the same as those set out for the Council, it being understood that committees act in an advisory capacity only and that unless decision-making authority has been delegated by Council, motions presented and resolutions passed at the committee level shall be deemed proposals and recommendations respectively. The committee shall report to Council from time-to-time, as often as the interests of the Municipality may require, all matters connected with the duties imposed on them respectively and to recommend such action by Council in relation thereto as may be deemed necessary and expedient. All committee recommendations shall be referred to Council before becoming effective;

12.3.3 The committee shall consider and report upon all matters referred to them by Council and adhere strictly in the transaction of all business to the rules prescribed by the by-laws of Council;

12.3.4 Each committee shall at its first meeting fix a date and hour for the regular meeting during the year and shall elect a chairperson who shall preside at all meetings of the committee;

12.3.5 The Mayor or Council may recommend, at any time, the establishment of a special committee or ad hoc committee to study, evaluate, negotiate, investigate, prepare a special report, or make recommendations for the resolution of a specific matter or issue;

12.3.6 A motion to establish an ad hoc or special committee shall contain the general nature of the issue or issues, the persons appointed to the committee, and the terms of reference of the committee; and,

12.3.7 An ad hoc or special committee shall be automatically dissolved once its work is complete and recommendations have been reported to Council or upon the dissolution by Council of such committee, or at the end of the term of Council.

12.4 County Council

12.4.1 The Mayor and Deputy Mayor shall become Members of Council of the United Counties of Stormont Dundas and Glengarry upon:

12.4.1.1 Certification from the Clerk; and,

12.4.1.2 Taking the declaration of office for the position.

12.4.2 An Alternate Member of Council of the United Counties of

Stormont, Dundas and Glengarry shall exercise all the rights of a Member of County Council solely for the meeting so attended, with the exception of the Head of County Council. A member shall become an alternate Member upon:

- 12.4.2.1 Being chosen by a vote of North Dundas Council Members;
- 12.4.2.2 Certification from the Clerk; and
- 12.4.2.3 Taking the declaration of office for the position.

### **13.0 ROLE AND CONDUCT OF COUNCIL**

13.1 It is the role of Council:

- 13.1.1 To represent the public and consider the well-being and interests of the Municipality;
- 13.1.2 To come prepared to every meeting by having read all the material supplied including agendas and staff reports to facilitate discussion and the determination of action at the meeting. Members are encouraged to make inquiries of staff regarding materials supplied in advance of the meeting;
- 13.1.3 To develop and evaluate the policies and programs of the Municipality;
- 13.1.4 To determine which services the Municipality provides;
- 13.1.5 To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- 13.1.6 To ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- 13.1.7 To maintain the financial integrity of the Township;
- 13.1.8 No Member(s) have the authority to direct or interfere with the performance of any work by administration for the Township of North Dundas. All inquiries shall be directed through the office of the Chief Administrative Officer; and,
- 13.1.9 To carry out the duties of Council under this or any other Act.

13.2 Orientation for Council after election:

An orientation meeting may be held if needed, with Members of Council after a municipal election. This meeting shall allow staff to provide Members with an overview of the expectations of their elected office (i.e. inaugural meeting, committee expectations, processes of Council, protocol at meetings, procedure by-law, current issues, etc.).

### **14.0 THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL**

14.1 The Mayor shall preside at all meetings of Council. However, subject to the provisions of *The Municipal Act*, in case the Head of Council does not attend within fifteen (15) minutes after the time appointed for a meeting of Council, the Deputy Mayor shall preside until the arrival of the Head of Council and

shall have all the powers of the Head of Council for the purpose of chairing a meeting in the absence of the Head of Council.

- 14.2 Notwithstanding Section 13.1 above, in the absence of both the Mayor and the Deputy Mayor, an acting Head of Council shall be appointed from among the Members present and he/she shall preside until the arrival of the Head of Council or Deputy Mayor and shall have all the powers of the Head of Council for the purpose of chairing a meeting in the absence of the Head of Council.
- 14.3 It shall be the duty of the Head of Council or Presiding Officer:
- 14.3.1 To open the meeting of Council by taking the chair and calling the Members to order;
  - 14.3.2 To announce the business before Council in the order in which it is to be acted upon;
  - 14.3.3 To receive and submit, in the proper manner, all motions presented by the Members of Council;
  - 14.3.4 To put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
  - 14.3.5 To decline to put to vote motions which infringe the rules of procedure;
  - 14.3.6 To restrain the Members, within the rules of order, when engaged in debate;
  - 14.3.7 To enforce on all occasions the observance of order and decorum among the Members;
  - 14.3.8 To call by name any Member persisting in breach of the rules or order of Council thereby ordering the Member to vacate Council chambers;
  - 14.3.9 To receive all messages and other communications and announce them to the Council;
  - 14.3.10 To authenticate, by his/her signature when necessary, all by-laws, resolutions, and minutes of Council;
  - 14.3.11 To inform Council, when necessary or when referred to for the purpose, on a point of order or usage;
  - 14.3.12 To represent and support Council, declaring its will, and implicitly obeying its decisions in all things;
  - 14.3.13 To ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of Council;
  - 14.3.14 To adjourn the meeting when the business is concluded;
  - 14.3.15 To adjourn the meeting without question in the case of grave disorder arising in Council chambers;
  - 14.3.16 To order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order an individual or group to vacate Council chambers where such behaviour persists; and,

14.3.17 To require all individuals or Members of the media to disclose the use of any recording devices prior to the start of any open meeting.

14.4 Conduct of Members of Council and guests:

14.4.1 A Council Member who desires to speak on any motion before Council shall upon recognition, respectfully address the chair. Discussions shall be confined to the subject matter and shall avoid all offensive personalities.

14.4.2 No Member shall:

14.4.2.1 Use offensive words of unparliamentary language in or against Council or against any Member of staff or guest;

14.4.2.2 Speak disrespectfully of the reigning sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor or any Province or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario;

14.4.2.3 Disturb another, or Council, staff or guests, by any disorderly conduct disconcerting to the speaker or the assembly;

14.4.2.4 Speak on any subject other than the subject in debate; criticize any decision of Council except for the purpose of moving that the motion be reconsidered;

14.4.2.5 Disobey the rules of Council or a decision of the presiding officer or of Council on motions of order or practice or upon the interpretation of the rules of Council;

14.4.2.6 Leave a meeting without first obtaining permission from the head of Council or presiding officer;

14.4.2.7 Be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of Council, until the next meeting and without making an apology to Council; or

14.4.2.8 Interrupt the Member who has the floor, except to raise a point of order.

14.4.3 No individual, except Members of Council, shall be allowed to approach Council without the permission of the chair or Council upon reference.

14.4.4 When the chair is putting the motion no Member shall leave or make a disturbance.

14.4.5 In case a Member persists in any such disobedience after having been called to order by the presiding officer, the presiding officer may forthwith put the question; no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the meeting of the Council" but if the Member apologizes

he/she may, by vote of the Council, be permitted to retake his/her seat.

## **15.0 REGULAR MEETING AGENDA**

- 15.1. Prior to each meeting the CAO and the Clerk in consultation with the Mayor shall set the agenda. The Clerk shall prepare for the use of the Members at the regular meetings of Council an agenda under the following headings:
- 15.1.1 Call to Order / Roll Call/ Opening Remarks
  - 15.1.2 Adoption of Agenda – Additions/Deletions
  - 15.1.3 Declarations of Pecuniary Interest and General Nature Thereof
  - 15.1.4 Adoption of Minutes
  - 15.1.5 Delegations
  - 15.1.6 Closed Session
  - 15.1.7 Open Session
  - 15.1.8 Action Requests
  - 15.1.9 Tenders and Quotations
  - 15.1.10 By-laws
  - 15.1.11 Key Information
  - 15.1.12 Consent Agenda (includes Department Activity Updates, Accounts and Correspondence)
  - 15.1.13 Boards and Committees (includes County Council Reports/ Other Reports)
  - 15.1.14 Motions and Notices of Motions
  - 15.1.15 Petitions
  - 15.1.16 Council Comments & Concerns
  - 15.1.17 Unfinished Business Summary
  - 15.1.18 Ratification By-law
  - 15.1.19 Adjournment
- 15.2 The business of Council shall be considered in the order set forth on the agenda unless otherwise decided by Council. Any undisposed matters will be placed on the agenda for the next regular meeting.
- 15.3 Council agendas along with all associated reports and supporting material shall be prepared and made available to Members either by paper or electronic transmission no later than 4:30 pm on the Friday preceding the scheduled Council meeting. In addition the draft agenda cover sheet will be posted to the Township's website on the Friday preceding the Council meeting for access by the public. The full agenda package will be posted to the Township's website on the morning of the Council meeting. (Exceptions may be allowed when preparations of the Council agenda fall on a week providing four work days due to a statutory holiday or vacation schedules.)



- 15.4 General consent matters listed shall be approved by one motion. Should a Member of Council wish to discuss any matter listed under the consent agenda, the Member shall ask immediately when the presiding officer calls "any additions, deletions or amendments to the agenda" at which time a Member of Council shall request that the item be separated and dealt with under its regular section. A Member of Council, if possible, shall notify staff in advance of their wish to separate an item in detail from the consent agenda.
- 15.5 Requests for proclamations will not be endorsed by the Council of the Corporation of The Township of North Dundas and therefore will not appear on the agenda.

## 16.0 MOTIONS

- 16.1 The actions and decisions of Council shall be presented and decided by way of motions or resolutions, duly introduced, seconded, debated and voted upon.
- 16.2 All motions must be formally seconded before they can be considered or be recorded in the minutes.
- 16.3 When a motion is presented to Council in writing, it shall be read, or if it is a motion which may be presented orally, it shall be stated by the chair before debate.
- 16.4 Immediately preceding the taking of the vote, the chair may state the question in the form introduced and shall do so if required by a Member except when a motion for the previous question has been resolved in the affirmative. He/she shall state the question in the precise form in which it will be recorded in the minutes.
- 16.5 Notice of motion:
- 16.5.1 Any Member who wishes to introduce a motion pertaining to a matter not included in the orders of the day (other than a routine matter) must do so by a notice of motion.
- 16.5.2 Notice of motion may be introduced by any one (1) Member verbally at a regular meeting of Council for consideration at a subsequent meeting or may be given in writing to the Clerk by 4:00 p.m. on the Tuesday preceding the regular Council meeting for insertion in the orders of the day, for consideration at a meeting subsequent to the meeting for which the orders of the day are prepared or at a date designated by the mover.
- 16.5.3 Notwithstanding the above, a written notice of motion to reopen a matter may be dealt with at the same meeting at which notice is first given if they pertain to a matter included in the orders of the day.
- 16.5.4 Notice of motion shall be listed on the orders of the day under two (2) categories:
- 16.5.4.1 Notice of motion for consideration at this meeting; and,
- 16.5.4.2 Notice of motion for consideration at a future meeting of the Council.
- 16.6 After a question is finally put by the chair no Member shall speak to the question nor shall any other motion be made until the vote is taken and the result has been declared.

## 16.7 Voting:

- 16.7.1 The head of Council or the chair, except where said individual is disqualified to vote by reason of interest or otherwise, may vote with the other Members on all questions, and any question on which there is an equality of votes shall be deemed to be negative.
- 16.7.2 Every other Member of Council who shall be present in Council Chambers when a question is put shall vote thereon unless he/she is disqualified to vote on the question.
- 16.7.3 If a Member disagrees with the announcement of the results of the vote by the chair, he/she may object immediately to the declaration and require that the Members be polled individually.
- 16.7.4 Voting shall be done by a show of hands unless there has been a request for a recorded vote or unless a recorded vote is required by the *Municipal Act, 2001*. Where a vote is taken for any purpose, a Member may request immediately prior or immediately subsequent to the taking of the vote, that the vote be recorded.
- 16.7.5 With respect to recorded votes, during in-person meetings, the Clerk shall ask those Members in favour to stand and then those Members opposed to stand and shall record the name and vote of every Member. During virtual meetings, the Clerk will call on Council in alphabetical order starting with the Councillors, then the Deputy Mayor and then the Mayor. On any vote, any Member except a Member who is disqualified from voting under any Act, who does not vote in favour or in opposition, shall be deemed to have voted in the negative.
- 16.7.6 No vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect. Proxy voting is not permitted.
- 16.7.7 Pursuant to the *Municipal Conflict of Interest Act*, a Member of Council who has a conflict of interest on a matter to be reviewed by Council shall declare such interest as soon as practicable after the commencement of the meeting or, if absent when such matter is discussed, shall declare his interest at the first meeting attended by him/her after acquiring such interest. Such declaration of interest, and the reason therefore, shall be made publicly and shall be recorded in the minutes by the Clerk.

## 16.8 Reconsideration:

- 16.8.1 A substantive resolution, by-law or any question or matter that has previously been adopted by Council may be reconsidered by Council subject to the following:
- 16.8.1.1 A notice of motion, moved by a Member on the prevailing side, must be introduced according to the procedures for notice of motion;
- 16.8.1.2 Such motion must be supported by a majority vote of the Members of the whole Council before the matter to be reconsidered can be debated; and,

- 16.8.1.3 A vote to reconsider shall not be considered more than once in any twelve-month period.
- 16.8.2 These rules do not apply when a motion pertains to a decision of a previous Council.
- 16.9 A Motion to Amend shall:
  - 16.9.1 Be presented in writing;
  - 16.9.2 Be dealt with by Council before a previous amendment of the main motion;
  - 16.9.3 Not be further amended more than once provided that further amendment may be made to the main motion;
  - 16.9.4 Be relevant to the main motion; and,
  - 16.9.5 Not propose a direct negative to the main motion.
- 16.10 Except as provided in paragraph 16.5.2 all motions shall be in writing and signed by the mover and seconder.
- 16.11 Once read or stated by the chair or presiding officer, a motion may not be withdrawn without the consent of the majority of the Members.
- 16.12 Members shall not speak more than once to the same questions without the consent of the chair or presiding officer.

## **17.0 READING OF BY-LAWS AND PROCEEDINGS THEREON**

- 17.1 Every by-law shall be introduced by written motion and shall be considered to have been read a first, second and third time short.
- 17.2 Every proposed by-law may receive three readings or a combination thereof, on the same day unless otherwise required by other legislation.
- 17.3 The first reading of a by-law shall be decided without amendment or debate.
- 17.4 The second reading of a by-law shall permit amendment and/or debate. If Council determines that the by-law is to be considered at the committee level it shall be so considered previous to the third reading thereof.
- 17.5 If Council so determines, a by-law may be taken as read.
- 17.6 The Clerk shall set out on all by-laws enacted by Council, the date of the several readings thereof.
- 17.7 Every by-law enacted by Council shall be numbered and dated and shall be sealed with the seal of the corporation and signed by the Clerk and the chair and shall be deposited by the Clerk in his/her office for safekeeping.
- 17.8 By-laws that require public notice shall be given in accordance with the notice policy of the Township.
- 17.9 At the conclusion of all meetings of Council, and prior to adjournment, a Confirmatory By-law shall be brought forward to confirm the proceedings of the Council at that meeting in respect of each motion, resolution or other action. A Confirmatory By-law then introduced, shall be taken as read a first, second and third time and finally adopted without debate.

**18.0 PETITIONS, COMMUNICATIONS FROM THE PUBLIC & FLAG REQUESTS**

- 18.1 Every communication, including a petition designed to be presented to Council shall be legibly written or printed and shall not contain any obscene or improper language and shall be signed by at least one person and filed with the Clerk in accordance with the established policies of the Municipality and as approved by Council.
- 18.2 A petition or communication may be introduced at a Council meeting with the consent of Council expressed by motion.
- 18.3 The Clerk shall include on the agenda of Council any correspondence addressed to all Members of Council.
- 18.4 Correspondence addressed to a single Member shall be provided to the Clerk for distribution, at the discretion of that Member.
- 18.5 Only the National Flag of Canada and the Provincial Flag of Ontario will be flown on municipal property. Commemorative flag flying requests from community agencies, and special interest groups will not be permitted.

**19.0 DELEGATIONS**

- 19.1 Persons wishing to address Council to present information orally on matters of fact or make a request of the Council shall give notice outlining concerns and/or requests to the Clerk by Tuesday at 4:00 p.m. preceding the Council meeting.
- 19.2 Requests to have an audience with Council should be in writing and state in detail the nature of the matter to be presented and discussed. The request should include the name, address and telephone number of a spokesperson chosen by the delegation to make the presentation.
- 19.3 Delegations will be encouraged to discuss matters of concern with the appropriate department head prior to appearing before Council. Each delegation shall be limited in speaking to not more than ten (10) minutes. Extensions to these limits will be at the discretion of the majority of Council.
- 19.4 Commonly, delegations shall be scheduled on the second regular monthly meeting of Council unless otherwise determined by the Mayor. In any month that only one regular meeting of Council will occur, the Mayor and the Clerk shall determine if the delegation shall be scheduled for that meeting or be referred to the first or second regular meeting of Council in the month following.
- 19.5 In the event that the subject brought to the Members at a meeting by a delegation is also dealt with in any other item listed on the agenda, the presiding officer may call for motion to amend the order of business so that the item may be brought forth discussion at the same time as the consideration of the delegation item.
- 19.6 Upon completion of a presentation by a delegation, any dialogue between the Members and the delegate(s) shall be limited to Members asking questions for clarification and to obtain additional, relevant information only. Questions from Members shall be addressed by the spokesperson to the best of their ability. Members shall not enter into debate with the delegation respecting the presentation.
- 19.7 Delegations shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Council, staff, guest or individual.
- 19.8 The Clerk will review delegation requests with the CAO and Mayor. The Mayor has discretionary authority to accept or refuse the request.

**20.0 COUNCIL/COMMITTEE/DEPARTMENTAL REPORTS**

20.1 All Members of Council shall have the opportunity to report on their committee related activities that have occurred since the last meeting or will be occurring before the next Council meeting or to report an issue(s) currently under debate by the committee(s) they are a Member of. The Mayor and/or Deputy Mayor shall have the opportunity to report on their County related activities. All Members of Council shall have the opportunity to report on their Township related activities that have occurred since the last meeting.

20.2 Staff Reports – Actions Requests – Tenders and Quotations. All reports presented to Council as part of the agenda will be in a written format, complete with draft motion duly signed by the department head and approved by the CAO or designate.

20.3 Key information reports may be provided to Council as information items or to facilitate further discussion/action at a subsequent meeting.

**21.0 UNFINISHED BUSINESS/DISCUSSION ITEMS**

21.1 Items set out in the agenda which have not been disposed of, shall be included in the unfinished business listing.

21.2 New items of an urgent nature may be considered if in the opinion of Council they require an immediate decision.

**22.0. MINUTES**

22.1 The minutes of Council as taken by the Clerk, or designate, shall consist of a record of all proceedings taken in the Council meeting. Pursuant to the *Municipal Act, 2001*.

22.1.1 The place, date and time of meeting;

22.1.2 The name of the chair and the Members in attendance;

22.1.3 The approval of the presenting, reading if requested, correction and adoption of the minutes of prior meetings; and

22.1.4 All other proceedings of the meeting without note or comment, however, shall be readable and informative.

22.2 The Clerk shall be authorized to make minor corrections to minutes, motions, by-laws resulting from technical, formatting or typographical errors provided the intent is not changed prior to the documents being signed.

22.3 The approved minutes of a meeting will form the official record of the meeting. Any audio, video or other record of the meeting shall not be considered an official record.

**23.0 RULES OF DEBATE**

23.1 Every Member, prior to speaking, shall be recognized by the presiding officer. Every Member present at a meeting of Council when a question is put, shall vote thereon unless prohibited by statute.

23.2 When the presiding officer calls for the vote on a question, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the presiding officer, and during such time no Member shall speak to any other Member or make any noise or disturbance.

- 23.3 When a Member is speaking, no other Member shall pass between him/her and the chair or interrupt him/her except to raise a point of order.
- 23.4 Any Member may require the question or motion under discussion, to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 23.5 Unless otherwise authorized by the head of Council, all Members, staff and guests shall address Council through the chair and only when recognized, do so.
- 23.6 When two or more Members seek to address Council, the head of Council shall designate the Member who may speak first.

#### **24.0 POINTS OF ORDER AND PRIVILEGES**

- 24.1 The chair shall preserve order and decide questions of order.
- 24.2 Council, if appealed to, shall decide the question without debate and its decision shall be final.

#### **25.0 SUSPENSION OF RULES**

In rare instances, Council may suspend the rules of the Procedure By-law with a two-thirds vote of Council. In no circumstances may Council suspend any statutory procedures from the Act or any applicable legislation.

#### **26.0 AMENDMENT OF PROCEDURAL BY-LAW**

- 26.1 No repeal of this By-law shall be considered at any meeting of Council unless notice (verbal or written) of intention of the proposed repeal has been given.
- 26.2 From time to time amendments to this By-law, or any part thereof, may be considered at any meeting of Council provided notice (verbal or written) is given.

#### **27.0 SEVERABILITY**

The provisions of this By-law are severable. If any provisions, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words of this By-law.

#### **28.0 CONFLICT**

Where the terms of any By-law passed prior to this By-law conflict with this By-law, the terms of this By-law shall prevail.

#### **29.0 EFFECTIVE DATE**

This By-law shall become effective upon the date of enactment.

## Appendix 1

### Municipal Act 2001, As Amended

#### Meetings open to public

239 (1) Except as provided in this section, all meetings shall be open to the public.

#### Exceptions

- 239 (2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
- (a) the security of the property of the Municipality or local board;
  - (b) personal matters about an identifiable individual, including municipal or local board employees;
  - (c) a proposed or pending acquisition or disposition of land by the Municipality or local board;
  - (d) labour relations or employee negotiations;
  - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
  - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - (g) a matter in respect of which a Council, board, committee or other body may hold a closed meeting under another Act;
  - (h) information explicitly supplied in confidence to the Municipality or local board by Canada, a province or territory or a Crown agency of any of them;
  - (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of person, or organization;
  - (j) a trade secret or scientific, technical commercial or financial information that belongs to the Municipality or local board and has monetary value or potential monetary value; or
  - (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or local board.

#### Other Criteria

- 239 (3) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,
- (a) a request under the municipal *Freedom of Information and Protection of Privacy Act*, if the Council, board, commission or other body is the head of an institution for the purposes of that Act; or
  - (b) an ongoing investigation respecting the Municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1).

#### Education or Training Sessions

- 239 (3.1) A meeting of a Council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
1. The meeting is held for the purpose of educating or training the Members; and,
  2. At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.



<b>ACTION REQUEST – Clerk</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	By-law No. 2021-01 Officers & Committees

**RECOMMENDATION:**

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

**BACKGROUND:**

The Officers and Committees by-law is a fluid document that requires changes, amendments and updating from time-to-time to ensure accuracy as people and/or positions change.

The attached by-law reflects amendments and/or additions to the following positions: Drainage Superintendent, Road Patrol Foreman, Tile Drainage Inspector, By-Law Enforcement Officer (parking ticket issuing), AMPS Screening Officers, AMPS Hearing Officer and Community Emergency Management Coordinator Alternate.

**OPTIONS AND DISCUSSION:**

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

**OTHERS CONSULTED:****ATTACHMENTS:**

By-law No. 2021-01.

**PREPARED BY:**

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

**REVIEWED & APPROVED BY:**

**Angela Rutley, BBA  
CAO**



## THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

### BY-LAW No. 2021-01

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

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

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

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

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

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

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

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

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

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

1. That By-law No. 2020-01 be hereby repealed.
2. That this By-law takes effect on the day of passing.

**READ and passed in Open Council, signed and sealed this 19th day of January, 2021.**

**As amended, March 23rd, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	By-law No. 2021-23 Part Lot Control Vriend Construction

**RECOMMENDATION:**

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

**BACKGROUND:**

The applicant, Vriend Construction Ltd., wishes to exempt Lots 17, 18 and 19 within Registered Plan 8M-117 from Part Lot Control to divide the existing lots into Five (5) lots to permit the individual sale of semi-detached dwellings and reduce the overall lot size of Lot 17.

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



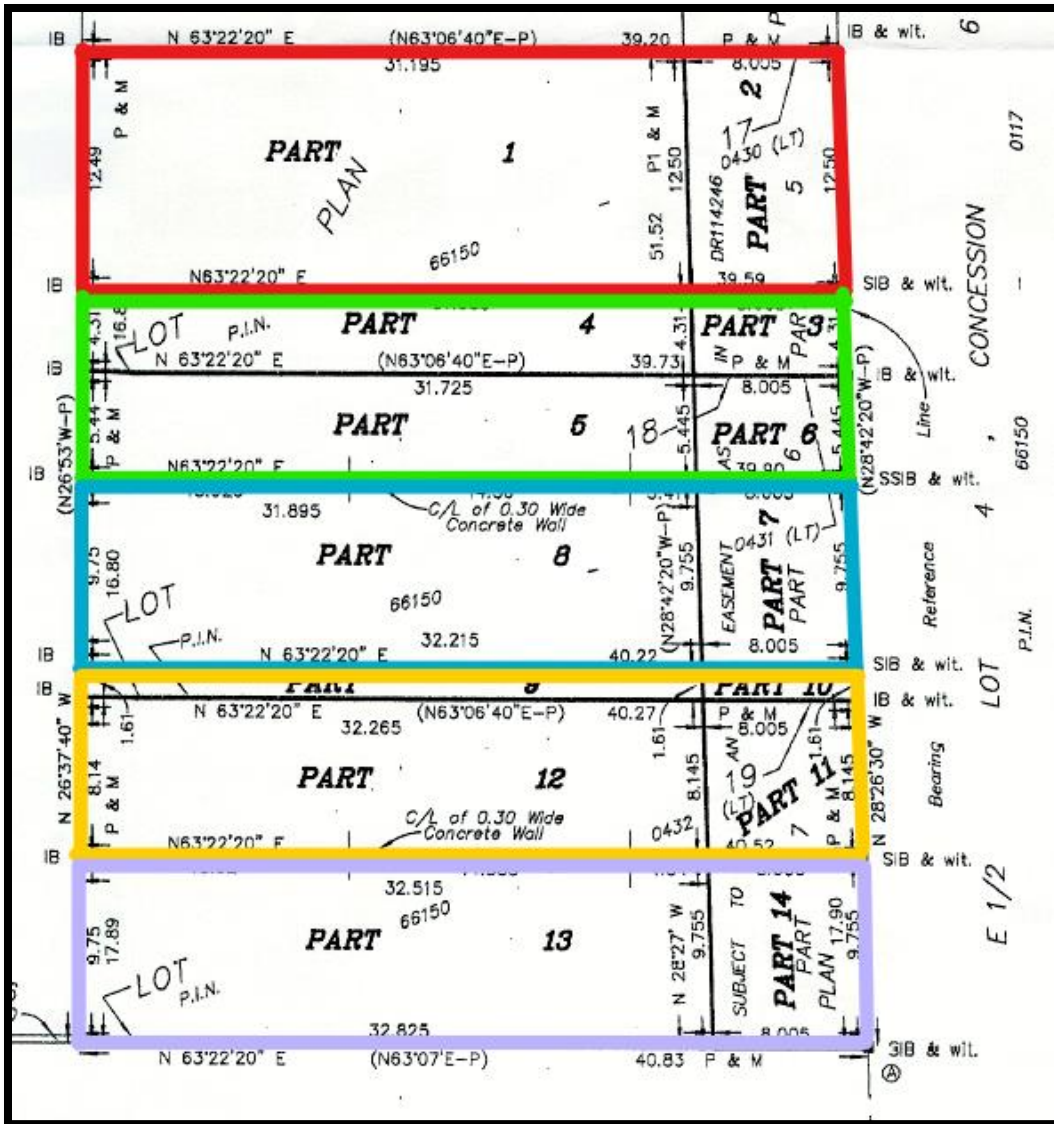
Section 50 – Planning Act, R.S.O 1990

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

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







**OPTIONS AND DISCUSSION:**

1. **Adopt the resolution as presented** – recommended. Once approved, the By-law will be sent to the United Counties for stamping.
2. **Do nothing** – not recommended. Lots 14, 15 and 16 would have to go through the lengthier severance process to be divided and sold as individual semi-detached dwellings.
3. **Refuse the request** – not recommended. Same as option 2.

**FINANCIAL ANALYSIS:**

No impact at this time. If approved and registered, this will increase the residential tax assessment as the lots can be sold separately.

**OTHERS CONSULTED:**

CBO  
WJ Johnston Surveying Ltd.  
Applicant

**ATTACHMENTS:**

Draft By-law 2021-23

**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. 2021-23**

**EXPLANATORY NOTE**

*Purpose and Effect of the By-law*

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The Township of North Dundas has received a site-specific application to exempt three (3) lots from Part Lot Control.

The areas affected by this By-law are described as Lots 17, 18 and 19, within Registered Plan 8M-117, in the former Village of Winchester, now the Township of North Dundas.

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

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

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**APPLICANT:**

Vriend Construction Ltd.  
2066 Stagecoach Road  
Greely, ON  
K4P 1M1

Affected Parcels:

Roll Number: 0511-018-004-61334  
PIN: 661500430

Roll Number: 0511-018-004-61336  
PIN: 661500431

Roll Number: 0511-018-004-61338  
PIN: 661500432

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

**BY-LAW No. 2021-23**

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

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

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

**AND WHEREAS** the Council of The Corporation of the Township of North Dundas deems it advisable to exempt Lots 17, 18 and 19 within Registered Plan No. 8M-117 in the former Village of Winchester, now the Township of North Dundas, County of Dundas, from Part Lot Control to permit the splitting and sale of a semi-detached dwellings, together with, and subject to any easements for access and maintenance.

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

- 1.0** Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, as amended, shall not apply to Lots 17, 18 and 19 on Registered Plan No. 8M-117 in the former Village of Winchester, now the Township of North Dundas.
- 2.0** This By-law shall be effective only to the extent necessary to permit:
  - 2.1 The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged;
  - 2.2 Individual dwelling units, together with their appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
  - 2.3 Any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit.
- 3.0** No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this By-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, as amended.
- 4.0** This By-law shall come into force upon approval and shall expire on March 23<sup>rd</sup>, 2023, unless the Council of The Corporation of The Township of North Dundas has provided an extension by amendment to this By-law prior to its expiry.

**READ and passed in Open Council, signed and sealed this 23<sup>rd</sup> day of March, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



<b>ACTION REQUEST – Planning Building and Enforcement</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 23, 2021
<b>Subject:</b>	By-Law No. 2021-25 - Subdivision Agreement - Shellian Inc - Silver Creek Estates

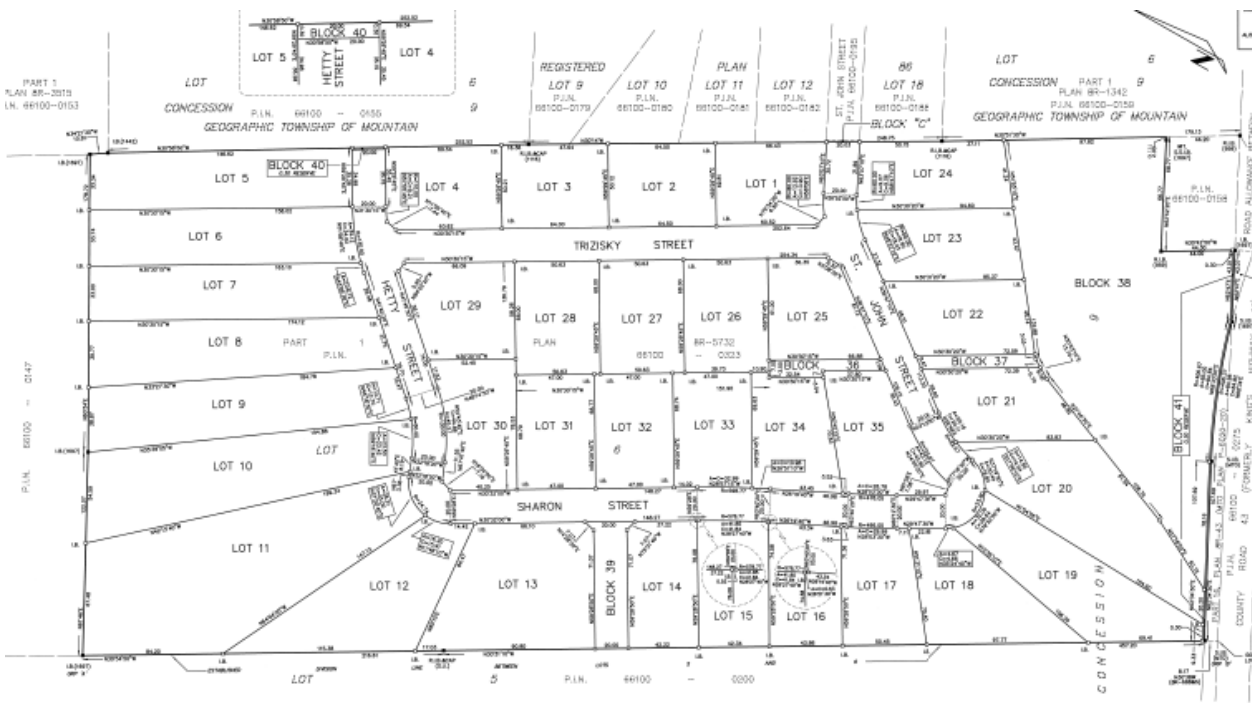
**RECOMMENDATION:**

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

**BACKGROUND:**

A draft Subdivision Agreement was prepared for 2379132 Ontario Inc. for Part of Lot 6, Concession 9, former Township of Mountain; the property located in the southwesterly part of Hallville (SDG File 01-ND-S/2014).

On March 9, 2021, By-law No. 2021-19 was passed by Council authorizing the Mayor and Clerk to enter into a Subdivision Agreement with 2379132 Ontario Inc. Since then, the subdivision has been sold to Shellian Inc. A new By-law has been drafted to repeal By-law No. 2021-19 and authorize the signing of the Agreement with the new owner.



**OPTIONS AND DISCUSSION:**

1. **Approve By-law No. 2021-25** – recommended.
2. **Refuse the By-law** – not recommended.
3. **Do nothing** – not recommended.

**FINANCIAL ANALYSIS:**

Once the Plan of Subdivision is registered along with the agreement, the property will be reassessed by the Municipal Property Assessment Corporation (MPAC) which will generate additional tax revenue for the Counties, the Township and School Boards. Once the roads are constructed, building permits can be issued; thereby generating additional revenue.

**OTHERS CONSULTED:**

2379132 Ontario Inc. (previous owner)  
Shellian Inc. (new owner)

**ATTACHMENTS:**

Draft By-law No. 2021-25

**PREPARED BY:**



---

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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**

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

**BY-LAW No. 2021-25**

***Being a By-law to authorize the Mayor and Clerk to enter into a Subdivision Agreement between the Township of North Dundas and Shellian Inc.***

**WHEREAS** Section 51 (26) of the *Planning Act, R.S.O., 1990, c.P.13*, as amended, enables a municipality to enter into agreements imposed as a condition to the approval of a plan of subdivision;

**AND WHEREAS** the Council of the former Township of Mountain passed By-law No. 79-6, being a by-law to regulate the use of land and the use and erection of buildings and structures pursuant to Section 34 of the *Planning Act* for the aforementioned subject property;

**AND WHEREAS** the Council of the Township of North Dundas deems it necessary and in the public interest to enter into a Subdivision Agreement with Shellian Inc. being the owner of lands described as Part of Lot 6, Concession 9, former Township of Mountain, now the Township of North Dundas, County of Dundas, being PIN# 66100-0326 (LT).

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

- 1.0** That the Mayor and Clerk are hereby authorized to sign a Subdivision Agreement with Shellian Inc., a copy of which is attached hereto as Schedule "A", and is hereby declared to form part of this By-law.
- 2.0** That By-law No. 2021-19 is hereby repealed.
- 3.0** That this By-law shall come into force and take effect on the date of its final passing.

**READ and passed in Open Council, signed and sealed this 23<sup>rd</sup> day of March, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

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

**BY-LAW No. 2021-25**

**SCHEDULE "A"**

**SILVER CREEK ESTATES  
SUBDIVISION AGREEMENT  
(SHELLIAN Inc.)**





## KEY INFORMATION REPORT

### Planning Building and Enforcement

March 23, 2021

#### SUBJECT: CRINS-SINRC Report - Xplornet Tower in South Mountain

On February 10, 2015, Council adopted Resolution #21 to become a member of the Canadian Radiocommunication Information and Notification Service (CRINS) and that CRINS serve as the designated representative to receive and process applications for radiocommunication facilities on behalf of the Township of North Dundas. Further, Resolution #22 stated that “Council hereby adopts Canadian Radiocommunication Information and Notification Service (CRINS-SINRC) Reference Protocol Issue 2, and subsequent amendments as may be approved from time to time,” as the Township of North Dundas’ radiocommunication facilities protocol.

An application for a new communications tower by Xplornet Communications was received and processed by CRINS to be located northeast of the South Mountain Fair Grounds.



The CRINS-SINRC # 2012-2312-1702 report is attached.

Township Planning staff have reviewed the application and had the following observations:

1. The site is zoned "Rural (RU)".
2. Antennas and Communication Facilities are permitted uses.
3. Section 3.10 of the Zoning By-law exempts antennas and communication facilities from height limitations (Section 3.10).
4. There are no residential dwellings within approximately 1,000 feet (305 metres).
5. No County Road Setback Permit will be required.
6. A building permit will be required.

Section 8.6 of the CRINS report provides an opportunity for Council to issue a statement for the Minister to consider. Does Council have a statement for consideration?



## **Municipality of North Dundas**

Land Use Authority Recommendation Report  
For

**Xplornet Communications Inc  
ON7937-"South Mountain"**

March 1, 2021

**CRINS-SINRC# 2012-2312-1702**



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## 1. Introduction

The purpose of the *Land Use Authority Recommendation Report* is to detail the review process conducted for an application submitted through CRINS-SINRC to a participating Land Use Authority (LUA) for the siting and construction of an antenna system, as well as defining the participating LUA's expectations relating to the location and design of radiocommunications facilities.

This report is a deliverable resulting from the LUA's adoption of the CRINS-SINRC Reference Protocol, Issue 5 (2020) which applies to any proponent planning to install a new or modify an existing radiocommunications facility regardless of the type of installation or service. This includes, but not limited to:

- Personal Communications Services (PCS);
- Cellular operators;
- Fixed wireless operators;
- Broadcasting operators;
- Land-mobile operators;
- License-exempt operators; and,
- Amateur radio operators.

All new radiocommunications facilities are expected to follow this process to obtain either a Notice of Facility Exemption or a Notice of Completion relating to the consultation and the corresponding Land Use Authority (LUA) Recommendations Report.

## 2. Subject Property

The proposed installation is located at coordinates **44° 59' 44.880" N, 75° 26' 50.03" W** on parcel [PIN 661070526] ( 2967 Laugh Road , South Mountain ) and is designed as a **45m Self Support** structure, with **Ground Building** to house the Proponents equipment.

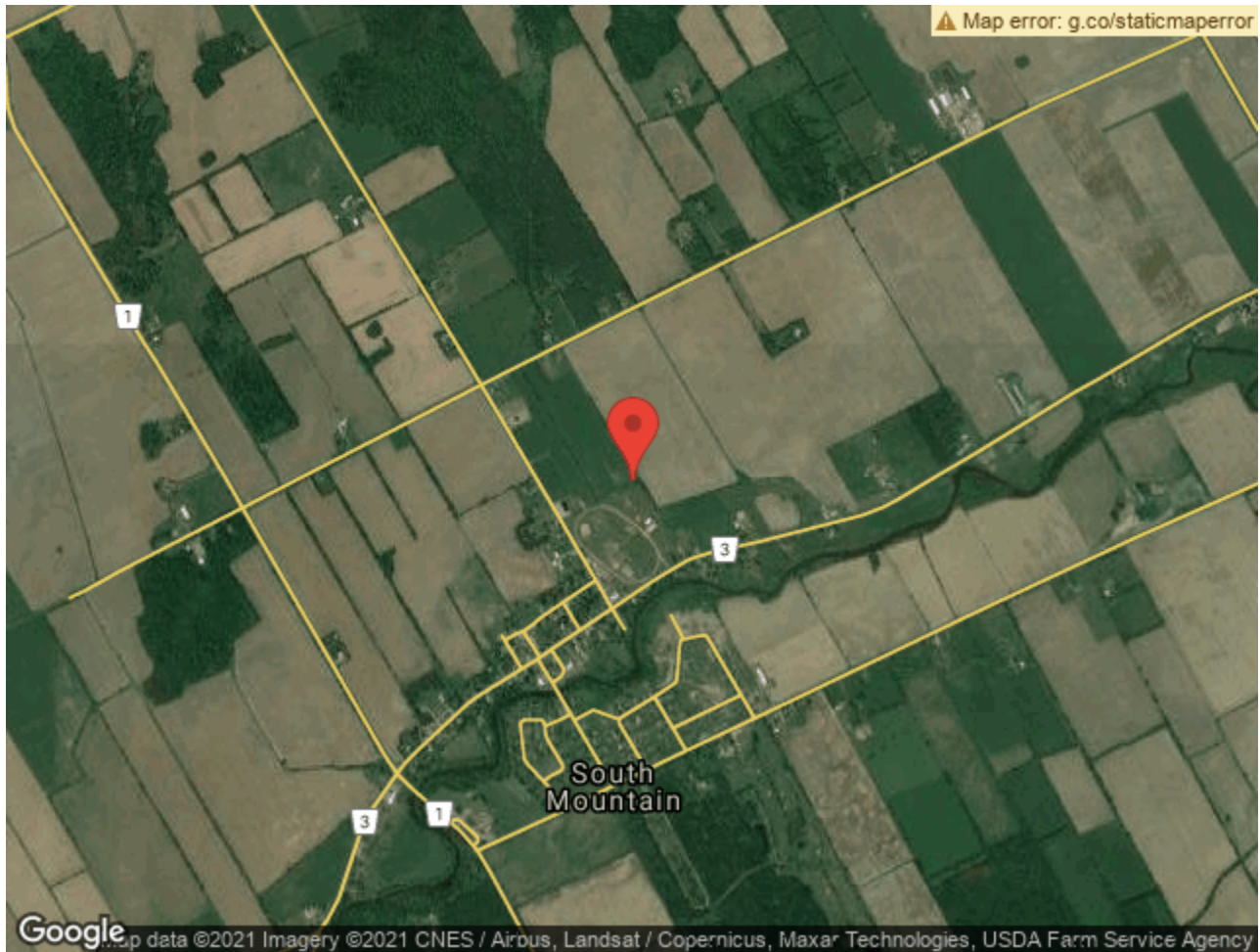


Figure 1 - Location Overview

## 2.1. Justification Statement by Proponent



Figure 2- Example of Self Support Tower (Type S)

The Proponent is seeking a Notice of Completion for the installation.



### 3. Statement on Land Use

The LUA considers all proposals in the context of its existing Land Use Plans, as well as its mandate for ensuring the safety and security of persons and property which may be affected by a proposed development. The proposed radiocommunications site has been reviewed and the following sections represent the LUA's assessment of the proposed site relative to existing land use practices.

#### 3.1. Community Sensitive Locations

While antenna systems have become common infrastructure in the public realm, some areas of a municipality may contain cultural, natural or historical assets which may be diminished by the introduction of antenna systems. ISEDC provides for exclusions from consultation for proposals which are deemed low impact in nature, or related to maintenance of existing structures. While in general terms, such exclusions are reasonable, there exists individual instances where such exclusions may have a disproportionate negative impact on the public realms.

The LUA will generally recognize an exclusion provided that the site is not located in a **Community Sensitive Location**.

If a proposed site is located in a *Community Sensitive Location*, the Proponent may be asked to proceed with a Public Consultation due to the sensitive nature of the site, even though it may otherwise qualify for exempt status. The LUA will advise both the Proponent, as well as Innovation, Science and Economic Development Canada, as to its concerns in these situations.

If a proposed site is a non-exempt facility and is located in a Community Sensitive Location, public consultation will be required in all cases, and the proponent should expect that a community sensitive location will invoke a "High" degree of visual change under ASDF Criteria.

A **Community Sensitive Location** is defined as being:

- 1) on or near a designated *Heritage Property*;
- 2) located in an *area of Architectural Significance*;
- 3) located in an *area of Archeological Significance*; or,
- 4) in a *Natural Conservation Area*.

In the case of the current proposal, we advise the Minister that the proposed antenna system:

	is not believed to have any adverse effects on a <i>Community Sensitive Location</i> according to the Protocol.	
	may impact an area deemed to be architecturally significant whether or not each of the individual properties/assets have received a federal, provincial or municipal Designation.	
	may impact properties that have received a federal, provincial or municipal Designation(s), and are registered in the <i>Canadian Register of Historic Places</i> .	
	may impact an area deemed to be a Natural Conservation area or park.	





### 3.2. Zoning and Compatibility with Existing Plans

Based on the allowable uses and in reference to the current proposal we advise the Minister that the proposed antenna system:

is proposed in an area in which the current zoning by-laws of the Land Use Authority allow for industrial or commercial enterprises which have the potential for light, noise or other emissions. As such, an antenna system is consistent in nature with the allowable uses of the zone – even if not explicitly declared.	
is proposed in a commercial, or other zoned area that does not include any residential uses.	
is proposed in a mixed-use area with both commercial and residential uses.	
is proposed within a residential, environmentally protected, or nature area.	

### 3.3. Fire Routing and Access – National Fire Code

We advise the Minister that the site layout for the proposed antenna system, per the submitted site plan:

satisfies the needs of the Land Use Authority to provide emergency services to the site, including the protection of adjacent structures on the same property, or any adjacent properties.	
requires modification to the site design to conform to the requirements of the Land Use Authority to be able to provide emergency services to adjacent structures on the same property, or adjacent properties	
does not allow for the provision of emergency services including the protection of adjacent structures or properties.	

### 3.4. Health Canada Safety Code 6

All radiocommunication facilities, irrespective of the nature of the antenna system, or physical form is required to operate within the limits specified in the Health Canada guidelines for electromagnetic radiation emissions – Safety Code 6 - which has been adopted by Innovation, Science and Economic Development Canada for use with all radiocommunications facilities.

To that end, a Proponent is required to provide a statement attesting to the Proponent’s understanding and commitment to operate within the limits of Safety Code 6, and to identify a Professional Engineer who, either as a employee of the Proponent or as a service provider under contract to the Proponent, has agree to take responsibility for ensuring compliance of the antenna system.

With respect to the current proposal, we advise the Minister that:

	the Proponent provided an attestation from a Professional Engineer licensed in the province in which the site is proposed affirming that the antenna system will operate below the thresholds specified in Health Canada Safety Code 6.	
	the Proponent has provided a Statement of Liability and Insurance in the form required by CRINS and the Land Use Authority in lieu of an attestation.	
	the agent of the Proponent provided an attestation that the proposed antenna system will operate below the thresholds specified in Health Canada Safety Code 6. As the agent is not a Professional Engineer licensed in the province in which the antenna system is proposed, the Land Use Authority's concurrence with the proposal is subject to the Proponent engaging a Professional Engineer who is licensed to practice within the Province to confirm compliance with Safety Code 6 prior to construction.	
	the Proponent has made no attestation that the proposed antenna system is compliant with Safety Code 6.	

### 3.5. Structural Review – National Building Code

Radiocommunications facilities are constructed under the authority of the *Minister of Innovation, Science and Economic Development*. As such, these structures are deemed a *federal undertaking*, requiring Proponents to uphold the standards which apply to the construction of buildings and other infrastructure as if it were being constructed on behalf of the Government of Canada.

As such, the *Minister of Labour* has adopted the *National Building Code (NBC)* amongst many other federal standards in relation to any structure built under enabling federal legislation.

Part II of the *Canada Labour Code* ( <http://laws-lois.justice.gc.ca/eng/acts/L-2/> ) and the regulations made there under, set out the rules that apply to all federal undertakings, or workers enabled as a result of their work on such undertakings, including, but not limited to broadcasters and telecommunication carriers.

The obligations include ensuring that all permanent and temporary buildings and structures meet the prescribed standards in the *Canada Occupational Health and Safety Regulations* which apply to any federal undertaking. Section 2.2 (1) of the aforementioned regulations, reference the *National Building Code* as the applicable code to be used as the reference.

Also included is the requirement for broadcasters and telecommunication carriers, when constructing towers, to follow the *Canada Occupational Health and Safety Regulations, Division II, Section 2.19*, which refers to the Canadian Standards Association (CSA) Standard CAN/CSA-S37-94, entitled “*Antennas, Towers, and Antenna-Supporting Structures*”.

Legislation under *HRSDC (Human Resources and Skills Development Canada)* enforced by the *Minister of Labour* (who is one of the Ministers under the HRSDC portfolio) is responsible to enforce the provisions of the NBC and the CSA Standard, along with provincial legislation relating to the practice of professional engineering in each province.



In reference to the current proposal, we advise the Minister that:

	the Proponent provided an attestation from a Professional Engineer licensed in the province in which the site is proposed affirming that the antenna system will be constructed according to the National Building Code, and CAN/CSA S37-18 as amended from time-to-time.	
	the Proponent has provided a Statement of Liability and Insurance in the form required by CRINS and the Land Use Authority in lieu of an attestation.	
	the agent of the Proponent provided an attestation that the proposed antenna system will be constructed according to the National Building Code, and CAN/CSA S37-18 as amended from time-to-time. As the agent is not a Professional Engineer licensed in the province in which the antenna system is proposed, the Land Use Authority's concurrence with the proposal is subject to the Proponent engaging a licensed Professional Engineer to confirm compliance with the National Building Code and CAN/CSA S37-18 prior to construction.	
	the Proponent has made no attestation that the proposed antenna system is compliant with the National Building Code, or CAN/CSA S37-18	



#### 4. Antenna Siting Design Framework (ASDF) Review

The Antenna Siting Design Framework (ASDF) is a quantitative scoring mechanism which assesses proposed installations by considering their design relative to the surrounding visual landscape.

This results in 3 specific metrics:

- A **Visibility Score** which provides a measurement of how visible the site is within the surrounding landscape (scored out of a possible 24 points).
- A **Design Compatibility percentage** which scores the proposed site design in terms of its visual elements (structure type, antenna mounts, equipment shelters, antennas and cables) relative to the surrounding landscape.
- A **Degree of Visual Change** calculation which assesses the visual effect of the site on the surrounding landscape.

The Degree of Visual Change is utilized to assess the level of public consultation required for Non-Exempt facilities.

For Exempt facilities, the Degree of Visual Change along with the design recommendations of the ASDF tool are provided to assist the Proponent to consider design choices which will improve the site’s compatibility with the surrounding landscape and uses.

For the current proposal, the following score has been assigned to this site design:





Design Compatibility/ Site Visibility	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24
76 - 100%	Low	Low	Low	Medium	Medium
51 - 75%	Low	Low	Medium	Medium	High
26 - 50%	Low	Low	Medium	High	High
0 - 25%	Low	Medium	High	High	High

<b>Visibility</b>	<b>15</b>
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<b>Compatibility (%)</b>	<b>93.8</b>	<b>Low</b>
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## 4.1. Design Targets

The following table outlines the relevant design targets for the proposed site. Key design targets are highlighted below:

	 Poles and Towers	 Antenna Mounts	 Equipment Cabins	 Antennas and Cables
<b>Land Use</b>				
<b>Agricultural</b>	Select poles or towers that respond to the Topographic and Built form recommendations.	Respond to agricultural context in relation to antenna mount construction. Limit use of head frames or complex configurations	Co-locate with other agricultural infrastructure. Match the colour and materiality to reduce visual effect.	Maintain uniform antennas positions that respond to the construction of the pole or antenna mount. Develop consistent cable connections and shroud cables.
<b>Topography</b>				
<b>Undulating</b>	Locate poles and towers in areas where the greatest topographic variations occur. Use topographic variations to offset height of pole relative to surrounding landscape.	Develop simple support structures that respond to the landscape character.	Avoid elevated areas. Locate units on level low lying ground ensuring that the foundation pad design is level with minimal stepping.	Maintain regular antennas and cables positions.
<b>Built form</b>				
<b>Small scale / Low density</b>	Select narrow profile poles and avoid lattice towers to limit the vertical visual effect. Pole or tower height should respond to single storey built form (10 to 15m) or a ratio of 1:1.3-1.5.	Use simple support structures and avoid complex cross bracing support configurations. Mounts and panels should be flush mounted or shrouded to achieve a uniform profile.	Capitalise on the existing utility areas and service lanes for cabin locations. Ensure that concrete foundation pads respond to the small-scale built form (avoid steps in the pad in excess of 150 to 200mm).	Antennas should be proportional to the built form, not exceeding a ratio of 1: 1.3 of the building height. Increase set back of antenna to allow for increased antenna height. Cable trays should be located to the rear or side facades.
<b>Sky lining</b>				
<b>Uniform</b>	Reduce the vertical profile of poles and towers to reduce the impact on the skyline. Select monopoles and avoid lattice towers with tension cables to limit both the vertical and horizontal effects.	Develop a consistent rectangular antenna mount and headframe design. Avoided angled cross bracing. Maintain uniform structural member sizes, connections and positions that do not contrast the uniform skyline.	Locate cabins with adequate setbacks to avoid any skylining in relation to prominent facades and viewpoints. Consider co-locations with more visible rooftop equipment or develop ground based site.	Uniformly position antennas to reduce the visual impact and establish a consistent alignment and height. Avoid significant vertical projections. Ensure a consistent alignment for cables, connections and cable trays.

<b>Containment</b>				
<b>Fragmented boundaries</b>	Capitalise on the existing containment or consider increased setbacks to provide additional screening of the pole or tower. Avoid major view corridors. Maintain a consistent vertical profile to reduce the visual complexity of the tower.	Capitalise on the existing containment to provide additional screening or back screening. Avoid highly visible or open areas where containment is limited.	Design and locate outdoor base units that respond to the existing containment. Develop a compatible form, scale and materiality in relation to the surrounding enclosure.	Limit the impact of cables on the surrounding containment. Align cable runs and avoid complex directional changes. Locate with other service runs and ensure that cables do not project over the edge of the containment and/or building parapet.

<b>Vegetation</b>				
<b>Tree groups</b>	Assess the tree height and design responses relative to the canopy of the trees. Avoid vertical extensions that exceed a ration of 1:1.2 relative to the adjacent trees.	Select locations that capitalise on tree screening.	Use screening from tree groups. Avoid locations that impact on the tree canopy, structure or root plate.	Locate antennas, cables and cable runs to capitalise on screening potential of surrounding trees.

<b>Existing Telcom-equipment (adjacent to site)</b>				
<b>Isolated items</b>	Respond to existing height of infrastructure. Avoid significant variation in form and height. Select pole or tower with reference to the ASDF recommendations.	Maintain a consistent height and form in relation to existing infrastructure.	Establish a consistent location and positional relationship with existing equipment cabins.	Cluster and position antennas as well as align and co-location cables with reference to existing infrastructure.

<b>Colour</b>				
<b>Mixed (complimentary)</b>	Identify prominent colours, colour match or select neutral colours to minimise of visual effect.	Identify prominent colours of roofscape or surrounding area and colour match or select neutral colours to maintain consistency in relation surrounding built form.	Colour match through applied paint finishes all surfaces in response to dominant colours of adjacent land use.	Colour match to surrounding landscape and built form. Select neutral colours if antennas or cables are elevated or sky lining.

## 4.2. Design Recommendations

Based on the design targets outlined above, the **Municipality of North Dundas** requests that **Xplornet Communications Inc** consider the following design recommendations prior to construction:

**No recommendations.**



## 5. Compliance with General Design Requirements

With respect to the current proposal, we advise the Minister that:

	the design of the proposed site is compliant with the general design requirements as outlined in the CRINS-SINRC Reference Protocol as amended.	
	the design of the proposed site demonstrates some deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. However, the deviation(s) are deemed reasonable based on the specifics of the proposal and under the circumstances.	
	the design of the proposed site demonstrates some deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. The Proponent has been asked to bring their proposal into compliance.	
	the design of the proposed site demonstrates substantive deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. These deviations are not deemed reasonable by the Land Use Authority, and concurrence shall be withheld on that basis pending re-design by the Proponent.	

## 6. Siting of Facility Relative to Existing Use

The following requirements apply to antenna systems seeking concurrence:

*The placement of any parking space or any component of an antenna system shall not create or cause a situation of non-compliance with any LUA Zoning By-law for any other use, building, or structure on the host or adjacent properties.*

In the case of the current proposal, we advise the Minister that:

	The design of the proposed site does not create a situation of non-compliance with any LUA zoning by-law for any other use, building, or structure on the host and adjacent properties.	
	The design of the proposed site causes a situation of non-compliance with one or more LUA zoning by-laws for the current uses, buildings, or structures on the host property.	
	The design of the proposed site causes a situation of non-compliance with one or more LUA zoning by-laws for the current and or future uses, buildings, or structures on an adjacent property.	



## 7. Statement of Concurrence

The **Municipality of North Dundas** requests that the Proponent – **Xplornet Communications Inc** – comply with the design targets where possible as presented in Section 4.

*No further Development or Planning approvals are required however the Proponent is required to comply with any and all conditions outlined in Section 9 as a requirement of obtaining and maintaining concurrence from the Land Use Authority. Failure to comply with the conditions as outlined in Section 9 shall render concurrence with the proposal null and void.*

Where an undertaking from the proponent is required as part of the concurrence conditions, no work on the structure shall begin until the undertaking is received by CRINS-SINRC and the Land Use Authority.

Overall, the Land Use Authority position with regards to the proposal is that:

	The Land Use Authority concurs with the proposed antenna system, subject to any conditions outlined in Section 9.	
	The Land Use Authority requests an extension to the consultation period due to unresolved concerns after 120 days, as outlined in Section 8.5	
	The Land Use Authority requests the Minister instruct the Proponent to undergo a public consultation, even though the proposed antenna system is excluded from consultation under Section 6 of CPC 2-0-03, as it is our opinion that the proposed antenna system may damage the public realm, or is contrary to the public good and requires further review.	
	The Land Use Authority rejects (non-concurrence) the proposed antenna system as presented, for the reasons outlined in Section 8.5.	

## 8. Public Consultation

### 8.1 Consultation Participation Summary

Category	#	%
Total number of adjacent landowners notified:	4	100
Total number of adjacent landowners who had no comments after receiving the consultation information:	4	
Total number of responses received:	0	0
Total number of adjacent landowners who provided comments:	0	0
Total number of public responses (if applicable):	0	100



## 8.2 Stakeholder Survey Summary

Question	Yes	No	Did not Answer
Is the subject property adjacent to your primary residence (Q5)?	0	0	0
Do you rent, lease or otherwise occupy the property, but are not the legal owner of it (Q6)?	0	0	0
Does the proposed access route to the site impair or otherwise interfere with your use of your property (Q8)?	0	0	0
Are you aware of any environmental concerns such as flooding, buried chemicals, man-made debris, or other obstacles to the access route as proposed (Q9)?	0	0	0
Are you aware of any water sources that may be impacted by the proposed access route to the site (Q10)?	0	0	0
Does the proposed access route impair or interfere with any current community use of the site or surrounding properties (recreational trail, park, water course, ATV road, shared right-of-way, etc.) either on the site itself, or directly adjacent (Q11)?	0	0	0
Does the location of the proposed compound for the tower or mast on the site impair or otherwise interfere with physical use of your property (Q12)?	0	0	0
Does the proposed utility right-of-way impair or interfere with your use or access to your property (Q13)?	0	0	0
Are you aware of any endangered flora or fauna on the proposed site, on your property, or adjacent properties (Q14)?	0	0	0
Do you have any health and safety concerns not addressed by the information provided (Q19)?	0	0	0



As a general comment, how comfortable are you with the radiocommunications facility as proposed [Scale of 0 to 8 - 0="Not Comfortable", 4="Opinion is neutral", 8="Completely Comfortable"] (Q16)?									
Not Comfortable (0)	(1)	(2)	(3)	Opinion is neutral (4)	(5)	(6)	(7)	Completely Comfortable (8)	Did not Answer
0	0	0	0	0	0	0	0	0	0

### 8.3 Public Survey Summary

Please rate your agreement or disagreement with the following statements on a scale of one (1) to six (6): (Q20)							
Question	Strongly Disagree (1)	Disagree (2)	Neither Agree or Disagree (3)	Somewhat Agree (4)	Agree (5)	Strongly Agree (6)	Did not Answer
In my opinion, the proposed site negatively impacts a community view / landscape which is a tourist attraction?	0	0	0	0	0	0	0
In my opinion, the proposed site negatively impacts a scenic view from a community use area such as a park, recreational facility, historic /cultural site or public facility?	0	0	0	0	0	0	0
In my opinion, the proposed site impairs or interferes with a community use area such as a park, recreational facility, historic /cultural site or public facility?	0	0	0	0	0	0	0
The proposed site negatively impacts the view from my primary residence?	0	0	0	0	0	0	0



## 8.4 Public Comments Summary

In addition to the questions posed in the survey, both priority stakeholders and the general public were provided an opportunity to provide free form comments. The following summarizes the themes that were represented in the comments:

**No public comments received.**



### 8.5 CRINS-SINRC Reporting Statement

CRINS-SINRC reviews each application for a proposed antenna system according to the guidelines set out by the Minister of Innovation, Science, and Economic Development (ISED) and identifies matters which the Minister has identified as relevant to the federal purpose pursuant to S. 5(1)(f) of the *Radiocommunications Act*. As the designated representative of the Land Use Authority, overseeing the consultation process, CRINS-SINRC presents the opinions of both the public and/or elected body as well as the evidence-based land use guidance of the planning and development staff in each Land Use Authority, as provided for in the procedures set out in the *Client Procedures Circulars (CPCs)* to inform the decision of the Minister.

Where there is non-concurrence between the public opinion and/or the elected body of a Land Use Authority regarding a proposed antenna system and the satisfactory compliance of a proponent proposal with the technical, planning and procedural requirements set out by the Minister, CRINS-SINRC maintains a fiduciary role to provide any information which ISED may request such that the Minister may make a final determination regarding a proposal taking into regard to the objectives of the Canadian telecommunications policy set out in Section 7 of the *Telecommunications Act*.

Where a proposal receives a non-concurrence statement, CRINS-SINRC shall identify for the Minister the matters which resulted in the statement of non-concurrence, and may provide independent narrative on those matters according to the criteria which the Minister has articulated in the policies and procedures which flow from the implementation of the *Act(s)*.

Where such narrative is required, CRINS-SINRC shall issue a Reporting Statement for the Minister's consideration which, when provided, shall be attached to this report as Schedule 'A'.

	CRINS-SINRC has not deemed it necessary to include a Reporting Statement for the Minister's review.	
	CRINS-SINRC <b>has included</b> a Reporting Statement as Schedule 'A' for the Minister's consideration.	

### 8.6 Statement by Council

Notwithstanding the technical and planning review by CRINS and LUA staff requested by the Minister, Council may deem it appropriate to issue a statement for the Minister's consideration which, when provided, shall be attached to this report as Schedule 'B'.

	Council has not deemed it necessary to include a statement for the Minister's consideration.	
	Council has <b>provided</b> a statement as Schedule 'B' for the Minister's consideration.	



## 8.7 Justification for Concurrence Statement

The Proponent has addressed all relevant concerns of the public, and the Land Use Authority has no further concerns about the proposal, subject to the Proponent's compliance with all conditions as may be set forth in Section 9.



## 9. LUA Confirmation of Report and Conditions

We hereby advise that the attached report accurately reflects the position of the **Municipality of North Dundas** with respect to the radiocommunications facility proposed by **Xplornet Communications Inc**, designated **ON7937-"South Mountain" (CRINS-SINRC # 2012-2312-1702)**.

Our position with respect to the proposal is based on the following conditions being met:

- 1) *Confirmation by CRINS-SINRC that the Proponent has addressed all relevant concerns of the public according to the Protocol and that the above conditions have been met such that a Notice of Completion is warranted.*
- 2) *Submission of "as-built" drawings to CRINS-SINRC no later than 30 days after the completion of construction.*
- 3) *Receipt of the Safety Code 6 report by a Professional Engineer licensed in the Province which confirms compliance with Safety Code 6 prior to the commissioning of the tower.*
- 4) *Receipt of an attestation or stamped drawings by a Professional Engineer licensed in the Province which confirms compliance with the National Building Code and CSA S37-XX Standard prior to construction.*

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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**Calvin Pol**  
 Manager of Planning, Building and  
 Bylaw Enforcement  
 Municipality of North Dundas

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

**BY-LAW No. 2021-26**

***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 Special Meetings held on March 3rd 2021, March 10th, 2021, and the Regular Meeting held on March 9th, 2021 of the Council of the Township of North Dundas, be hereby adopted.
- 2.0** That the actions of the Township of North Dundas at the Regular Meeting held on March 23rd, 2021 in respect of each motion, resolution and other action taken by the Township of North Dundas at its meeting are, except where the prior approval of the Local Planning Appeal Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
- 3.0** That where no individual By-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Township of North Dundas in the above-mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Township of North Dundas.
- 4.0** That the Mayor and Members of Council of the Township of North Dundas are hereby authorized and directed to do all things necessary to give effect to the said action of the Township of North Dundas to obtain approvals where required and except as otherwise provided, the Mayor, or in the absence of the Mayor the alternate Head of Council, and the Municipal Clerk, or in the absence of the Municipal Clerk, the Deputy Clerk, are hereby directed to execute all documents necessary on behalf of the Township of North Dundas.

**READ and passed in Open Council, signed and sealed this 23<sup>rd</sup>, day of March, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK