

**AGENDA**  
**Township of North Dundas**  
**636 St. Lawrence Street Winchester ON**  
**Tuesday, March 9, 2021 7:00 PM**

Page

- 1. Call Meeting to Order by Resolution**
- 2. Adoption of Agenda**
  - a) Additions, Deletions or Amendments  
All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 3. Disclosure of Pecuniary Interest and General Nature Thereof**
- 4. Adoption of Minutes**
  - a) [Regular Meeting February 9, 2021](#) 5 - 11
  - b) [Public Meeting February 23, 2021](#) 12 - 14
  - c) [Special Meeting February 23, 2021](#) 15 - 20
- 5. Delegations**
- 6. Closed Session**
  - a) In accordance with section 239 (2) of the Ontario Municipal Act:  
(d) labour relations or employee negotiations.
- 7. Open Session**
- 8. Action Requests**
  - a) **Finance**
  - b) **Economic Development and Communications**
  - c) **Public Works**

|            |   |           |
|------------|---|-----------|
| i.         | <a href="#"><u>Water and Sewer Units Allocations - Approved Developments</u></a>        | 21 - 23   |
| ii.        | <a href="#"><u>Water &amp; Sewer Allocation - Wellings of Winchester</u></a>            | 24 - 26   |
| iii.       | <a href="#"><u>Water and Sewer Allocation - 109 James Street</u></a>                    | 27 - 29   |
| iv.        | <a href="#"><u>Water and Sewer Allocation - Lot 1 - 6 Queen Street</u></a>              | 30 - 32   |
| v.         | <a href="#"><u>Water &amp; Sewer Allocation - 2 Winfield Avenue</u></a>                 | 33 - 35   |
| vi.        | <a href="#"><u>Water and Sewer Allocation - 24,40,68,72 and 85 Tabitha Crescent</u></a> | 36 - 38   |
| vii.       | <a href="#"><u>Water and Sewer Allocation - Clarence Street</u></a>                     | 39 - 41   |
| viii.      | <a href="#"><u>Water and Sewer Allocation - 138 Elizabeth Drive</u></a>                 | 42 - 44   |
| ix.        | <a href="#"><u>Water and Sewer Allocation - 142 Elizabeth Drive</u></a>                 | 45 - 47   |
| x.         | <a href="#"><u>Water and Sewer Allocation - 146, 150 and 154</u></a>                    | 48 - 50   |
| xi.        | <a href="#"><u>Water Allocation - 430 Gypsy Lane</u></a>                                | 51 - 53   |
| xii.       | <a href="#"><u>Water &amp; Sewer Allocation - Esper Lane, Winchester</u></a>            | 54 - 57   |
| xiii.      | <a href="#"><u>2020 OSIM Bridge Inspection &amp; Needs Study</u></a>                    | 58 - 98   |
| <b>d)</b>  | <b>Waste Management</b>   |           |
| <b>e)</b>  | <b>Planning Building and Enforcement</b>  |           |
| i.         | <a href="#"><u>Development Charges Reserve Fund 2020 Statement</u></a>                  | 99 - 102  |
| <b>f)</b>  | <b>Recreation and Culture</b>   |           |
| <b>g)</b>  | <b>Fire</b>   |           |
| <b>h)</b>  | <b>CAO</b>  |           |
| <b>i)</b>  | <b>Clerk</b>  |           |
| <b>9.</b>  | <b>Tenders and Quotations</b>   |           |
| a)         | <a href="#"><u>Boyne Road Landfill- Water Monitoring Program and Budget</u></a>         | 103 - 113 |
| <b>10.</b> | <b>By-laws</b>  |           |
| a)         | <a href="#"><u>By-Law No. 2020-59 Capital Charges</u></a>                               | 114 - 120 |

- b) [By-law No. 2021-16 29 Main Street Chesterville Zoning Amendment](#) 121 - 131
- c) [By-law No. 2021-18 Part Lot Control - Moderna Homes](#) 132 - 136
- d) [By-law No. 2021-19 Subdivision Agreement – 2379132 Ontario Inc. \(Hallville – Silver Creek Estates\)](#) 137 - 141

## 11. Key Information

- a) [Finance - 2021 COVID-19 Recovery Funding for Municipalities](#) 142 - 146
- b) [Public Works - SUBJECT: Clarence Street - Hydro Poles](#) 147 - 154
- c) [Planning Building and Enforcement - Housekeeping Zoning By-law Amendment](#) 155
- d) [Planning Building and Enforcement - Dream Haven Estates Subdivision Proposal](#) 156 - 165
- e) [Recreation and Culture - Arena Update](#) 166 - 167

## 12. Consent Agenda

- a) Accounts  
Action Recommended:  
That Council receive and file for information purposes.
- b) [Department Activity Updates](#) 168 - 187  
Action Recommended:  
That Council receive and file for information purposes.
- c) Request for Support: 188  
Twp of South Glengarry - Resolution No. 75-2021  
Re: COVID-19 Vaccine Booking System
- d) [Association of Municipal Managers, Clerks and Treasurers of Ontario](#) 189 - 190  
Re: An Open Letter to Ontario Municipal Councils  
Action Recommended:  
That Council receive and file for information purposes.
- e) [Integrity Commissioner Services - Annual Report - 2020](#) 191 - 194  
Action Recommended:  
That Council receive and file for information purposes.

## 13. Boards and Committees

- 14. Motions and Notices of Motions**
- 15. Petitions**
- 16. Council Comments and Concerns**
- 17. Unfinished Business**
- 18. Ratification By-law**
  - a) [By-law No. 2021-21](#)
- 19. Adjournment by Resolution**

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**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**MINUTES**  
**FEBRUARY 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 February 9, 2021 with Mayor Fraser in the Chair. The meeting was held virtually, recorded and posted on the Township's Facebook page.

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 & Enforcement: Calvin Pol  
Director of Recreation and Culture: Meaghan Meerburg  
Fire Services Liaison Office: Mike Gruich  
Deputy Treasurer: Johanna Barkley  
Facilities Manager: Tom Dekker  
Deputy Clerk: Nancy Johnston  
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 Thompson  
Seconded by Councillor Hoy  
THAT Council approve the agenda as presented.  
CARRIED
  
3. Disclosure of Pecuniary Interest and General Nature Thereof - NIL

4. Adoption of Minutes

a) Regular Meeting January 19 2021

Resolution No. 03

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the minutes of the regular meeting of the Council of the Township of North Dundas, held January 19th, 2021 be adopted as presented.

CARRIED

b) Emergency Meeting January 20 2021

Resolution No. 04

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT the minutes of the Emergency Meeting of the Council of the Township of North Dundas, held January 20, 2021 be adopted as presented.

CARRIED

5. Delegations – NIL

6. Closed Session – NIL

7. Open Session – NIL

8. Action Requests

a) Finance

i) 2020 Tax Assessment Reductions

Resolution No. 05

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT Council authorize and approve the attached schedule of Tax Assessment Reductions for the fiscal year ending December 31 2020, in accordance with applicable legislation.

CARRIED

ii) Support Extension of Asset Management Deadline

Resolution No. 06

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas supports MFOA's letter to the Ministry of Infrastructure requesting a one-year extension to the deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015; so that all municipalities can focus on the immediate needs of the pandemic and engage in municipal asset management planning when capacity challenges are resolved.

CARRIED

b) Economic Development and Communications – NIL

c) Public Works

i) Hiring of Truck and Coach Technician

Resolution No. 07

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council receives the recommendation of the Director of Public Works to hire Brock Lama for the full-time position of Truck and Coach Technician as per the letter of offer dated January 26, 2021.

CARRIED

ii) Water & Sewer Allocation Mill Street PT LT 51 & 52

Resolution No. 08

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council allocates 4 water units and 4 sewer units to the vacant property located at Mill Street, PT LT 51 & 52 BLK A S/S NATION RIVER, PL 35, in Chesterville.

CARRIED

iii) Water & Sewer Allocation Daycare at 547 Louise Street

Resolution No. 09

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT Council allocates 5 water units and 5 sewer units to the Daycare for the Upper Canada District School Board property located at 547 Louise Street, Winchester.

CARRIED

d) Waste Management – NIL

e) Planning Building and Enforcement

i) Zoning By-law Amendment Application 29 Chesterville Main St. Ashley Gabrys

Resolution No. 10

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council hereby accepts the revised Zoning By-law Amendment application as complete from Ashley Gabrys and directs the public meeting to be held on February 23, 2021 at 6:30 pm.

CARRIED

f) Recreation and Culture

i) Canada Cultural Spaces Fund

Resolution No. 11

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT Council confirms their awareness and support of the Township of North

Dundas' submission of a grant application for \$25,907.50 under the Canada Cultural Spaces Fund, towards the cost of replacing the Old Town Hall HVAC system. Council confirms their acknowledgement that the outcome of the proposed project will ultimately benefit residents of the Township of North Dundas and authorize the Director of Recreation & Culture to act as the signing authority for the grant application.

CARRIED

g) Fire – NIL

h) CAO

i) Amend Policy 88-2020 COVID19 Staff Accommodation Policy

Resolution No. 12

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT Council approve policy #88-2020, a COVID-19 Staff Accommodation Policy, as amended to include employees under contract to work a minimum of 35 hours per week.

CARRIED

i) Clerk – NIL

9. Tenders and Quotations

a) Explore Guide Printing RFQ

Resolution No. 13

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT Council receive the Printing RFQ opening summary for the 2021 Explore North Dundas publication and approve the tender be awarded to Hueneye Communications at a cost of \$4,750.00 excluding of HST.

CARRIED

b) Snow Maintenance for Dry Hydrant on Cty. Rd 16 South Mountain

Resolution No. 14

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas authorize and approve K2D2 Landscaping to perform snow clearing and salting services for the dry hydrant that is located on County Rd. 16 in South Mountain, for the remainder of the 2020/2021 winter season and for the 2021/2022 winter.

CARRIED

10. By-laws – NIL

11. Key Information

a) Finance – 2021 Budget: Treasurer Gareau updated Council of amendments by department relating to the draft budget. Mayor Fraser advised budget discussions will continue following other departmental key information reports.

b) Finance – Auditors' Planning Memo to Council: Treasurer Gareau provided BDO's plan for their audit of our financial statements for the year ended December 31, 2020. He noted audit fieldwork has been set for the period from March 11<sup>th</sup> to March 19<sup>th</sup> with draft financial statements ready for April 6<sup>th</sup> and the presentation to Council for approval of final financial statements for the May 11<sup>th</sup> Council meeting.

c) Waste Management Services – Waste Diversion Newsletters: Director Froats reviewed Technical Bulletins 1 & 2 with Council. He advised the newsletters satisfy the requirement pertaining to our Environmental Assessment to make the public aware of our waste diversion practices and potential future practices which can be implemented into our waste management operational practices.

d) Recreation and Culture – North Dundas Arenas: Director Meerburg updated Council on user groups and hours of operation should the arenas open on February 16<sup>th</sup> based on Eastern Ontario Health Unit colour classification.

Council took a five-minute break before commencing budget discussions.

2021 Draft Budget discussion: Mayor Fraser advised this is the opportunity for Staff to hear Council's comments and thoughts relating to the draft budget so Department Heads can prepare to justify recommendations.

Deputy Mayor Armstrong concerns about:

PWS – shifting contract workers to full time, hiring a 2<sup>nd</sup> Engineer along with computer system.

FS – currently down 1 vehicle.

Councillor Hoy

PWS – shared concerns expressed by Deputy Mayor Armstrong

R&C – Infield Groomer, Chesterville ball diamond lighting

Councillor Annable

PWS – shared concerns expressed by Deputy Mayor Armstrong, added Salt Dome and Trackless Sidewalk machine. R&C shingles for roof repairs

Councillor Thompson:

PWS – shared concerns expressed by Deputy Mayor Armstrong, added Salt Dome R&C – Chesterville Tennis Courts, Winchester Arena Roof repairs.

FS – generator

Council reiterated they wish to know numbers relating to surplus/deficient (complete final picture) before budget decisions are made. Council looks forward to meeting in person to discuss the budget.

12. Consent Agenda

Resolution No. 15

Moved by Councillor Annable

Seconded by Councillor Hoy

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

(Year 2020)

January 01, 2021 to January 15, 2021 Batch 223 to 223 in the amount of \$294,836.24

January 16, 2021 to January 31, 2021 Batch 224 to 224 in the amount of \$230,276.16

(Year 2021)

January 01, 2021 to January 15, 2021 Batch 1 to 5 in the amount of \$40,352.10

January 16, 2021 to January 31, 2021 Batch 6 to 9 in the amount of \$415,756.80

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

CARRIED

Request for Support – United Counties of SDG

Resolution No. 16

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas support the United Counties of Stormont, Dundas & Glengarry Resolution No. 2021-04 that requests the Province of Ontario to allow small businesses to immediately open.

CARRIED.

13. Boards and Committees – NIL

14. Motions and Notices of Motions – NIL

15. Petitions – NIL

16. Council Comments and Concerns

Deputy Mayor Armstrong reiterated the urgency for small local businesses to be permitted to open as soon as possible.

Mayor Fraser advised a special meeting of Council has be scheduled for Tuesday, March 16<sup>th</sup>, 2021 to continue budget discussions.

17. Unfinished Business – NIL

18. Ratification By-law

Resolution No. 17

Moved by Councillor Hoy  
Seconded by Councillor Annable

THAT By-law No. 2021-14 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 9th day of February, 2021.

CARRIED

19. Adjournment by Resolution

Resolution No. 18

Moved by Councillor Thompson  
Seconded by Deputy Mayor Armstrong

THAT Council adjourn at 8:46 pm to the call of the Chair.

CARRIED

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MAYOR

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CLERK

## TOWNSHIP OF NORTH DUNDAS

### PUBLIC MEETING TO CONSIDER TWO ZONING AMENDMENTS

February 23, 2021

A Public Meeting of Council, under Section 34 of the *Planning Act, R.S.O. 1990*, as amended was held to consider two proposed zoning amendments. One to the former Township of Mountain Zoning By-law No. 79-06 and one to the former Village of Chesterville Zoning By-law No. 04-95. This meeting was held at the Joel Steele Community Hall.

**Roll Call:**

|                 |         |
|-----------------|---------|
| Tony Fraser     | Present |
| Allan Armstrong | Present |
| Gary Annable    | Present |
| Tyler Hoy       | Present |
| John Thompson   | Present |

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

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

**Moved by Deputy Mayor Armstrong and seconded by Councillor Annable that the Public Meeting of Council to consider two zoning by-law amendments be hereby called to order at 6:30 pm.  
Former Township of Mountain Zoning By-law No. 79-06 (applicant Kleins Agricultural Services)  
Former Village of Chesterville Zoning By-law No. 04-95 (applicant Ashley Gabrys)  
CARRIED.**

The Chairperson confirmed that in accordance with Section 34 of the Planning Act and Ontario Regulation 545/06, Public Notices were mailed out, faxed, emailed and signs posted on February 2<sup>nd</sup>, 2021.

The Chairperson declared the meeting properly constituted as per the requirements of the *Planning Act* and called the meeting to order. Attendance sheets were presented at the registration desk in accordance with COVID-19 protocols.

Detailed planning reports and draft by-laws prepared by the Township Planning Technician were previously circulated to Council and posted on the Township Website. The Chairperson then turned the meeting over to Mr. Pol who then made a power point presentation outlining the proposed amendments.

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

Planner Calvin Pol explained the **Klein's Agri Services Amendment:**

The Township of North Dundas received a Zoning By-law Amendment application to amend the former Township of Mountain Zoning By-law 79-06, under Section 34 of the Planning Act for the property legally described as Part of Lot 15, Concession 6, Part 1 on Registered Plan 8R-2383, former Township of Mountain, now the Township of North Dundas, municipally known as 2190 Crowder Road. If the proposed by-law amendment is adopted, part of the subject land will be rezoned Rural (RU) to Rural – Exception Twenty-Seven (RU-27). The purpose is to rezone the property to allow for an agriculture-related business with farm machinery storage and an accessory dwelling unit. The property/land



to which the proposed Zoning By-law amendment applies is not the subject of another application under the Planning Act. If approved, the effect would be that the owners can expand the existing business and continue their application for Regional Improvement Plan (RIP) Grant.

In closing, Mr. Pol commented the proposed Zoning By-law Amendment constitutes good planning and is consistent with the 2020 Provincial Policy Statement and the Official Plan.

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

Comments from Ministries & Public Bodies – None.

Comments from the Public - None

The Chairperson asked Members of Council and the Applicant if they had any questions or concerns, and then opened the Public Meeting to questions and comments from the public.

There were no comments from the Applicant, Council or members of the public.

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

Planner Calvin Pol explained the **29 Chesterville Main Street Zoning Amendment:**

The Township of North Dundas received a revised Zoning By-law Amendment application to amend the former Village of Chesterville Zoning By-law No. 04-95, under Section 34 of the Planning Act for the property legally described as Parts of Lots 67 and 76 on Block C, Plan 35, being Part 2 on 8R-4030, former Village of Chesterville, now the Township of North Dundas, County of Dundas, municipally known as 29 Main Street, Chesterville. The purpose is to rezone the property to allow an accessory residential apartment unit on the ground floor of a commercial building. If approved, the effect would be that the owner can apply for a building permit to convert less than 50% of the ground floor of the existing building into a residential apartment unit. If the proposed by-law amendment is adopted, part of the subject land will be rezoned from General Commercial (CG) to General Commercial – Exception Twelve (CG-X12) permitting commercial and residential use on ground floor with residential use on the second floor.

In closing, Mr. Pol commented the proposed Zoning By-law Amendment constitutes good planning and is consistent with the 2020 Provincial Policy Statement and in general conformity with the Official Plan.

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

Comments from Ministries & Public Bodies – None.

Comments from the Public: A letter of objection to the proposed amendment was filed with the Clerk on February 19, 2021.

The Chairperson asked Members of Council and the Applicant if they had any questions or concerns and then opened the Public Meeting to questions and comments from the public.

There were no questions from the Applicant or members of the public.

Councillor Thompson stated he does not want to lose commercial space in the downtown core and requested the residence at the back of the building and that the residential area not be over 50% of the ground floor space. He also asked if there would be a legal agreement (registered on title) relating to parking arrangements.

Calvin Pol advised he would speak with the owner regarding the residence requirements at the back of the building and advise space percentage requirements. He confirmed a parking agreement would be registered on title if this Zoning By-law is passed.

Deputy Mayor Armstrong, Councillor Annable and Councillor Hoy concurred with the comments presented by Councillor Thompson.

Mayor Fraser stated storefronts are vitally important to the village and that he is in support of this application providing the location and size of the residential space be confirmed.

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

**Moved by Councillor Thompson and seconded by Councillor Hoy that the Public Meeting of Council to consider two Zoning By-law amendments adjourn at 6:55 pm.  
CARRIED.**

\_\_\_\_\_  
Tony Fraser, CHAIRPERSON

\_\_\_\_\_  
Jo-Anne McCaslin, CLERK

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**MINUTES**  
**FEBRUARY 23, 2021**

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A special meeting of the Council of the Corporation of the Township of North Dundas was held at the Joel Steele Community Hall in Winchester Village on February 23, 2021 with Mayor Fraser in the Chair. Attendance was recorded at the entrance in accordance with COVID-19 recording procedures.

ROLL CALL: Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillors: Gary Annable, Tyler Hoy, John Thompson  
CAO: Angela Rutley  
Director of Public Works: Khurram Tunio  
Director of Planning, Building & Enforcement: Calvin Pol  
Deputy Clerk: Nancy Johnston  
Clerk: Jo-Anne McCaslin

Mark Buchanan, representing J.L. Richards and Stephane Barbarie, representing the Ontario Clean Water Agency were present to take part in the capital charge discussion.

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

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

CARRIED

2. Adoption of Agenda

Resolution No. 02

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council approve the agenda as amended. Addition of 8(f) R&C EOHU Vaccination Clinics

CARRIED

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

4. Adoption of Minutes – NIL

a) Delegations

Mark Buchanan, J. L. Richards and Stephane Barbarie, OCWA participated in the

water and sewer system constraints and capital charge discussion along with Director Tunio based on information captured in the technical memorandum on Water and Wastewater Servicing Study. Mark Buchanan addressed identified water and wastewater servicing needs required to support projected growth and the cost breakdown for infrastructure improvements. Stephane Barbarie addressed questions relating to operation of wells and lagoon storage capacity.

5. Closed Session – NIL

6. Open Session – NIL

7. Action Requests

a) Finance – NIL

b) Economic Development and Communications – NIL

c) Public Works

i) Interim Reorganization at Transportation Division Public Works

Resolution No. 03

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council authorizes an interim re-organization within the Public Works department that includes creating two (2) new Patrol Supervisor Positions on a 6-month trial basis with the associated job description and compensation at Grade 7.

CARRIED

ii) Water and Sewer Allocation - Derks Holdings Inc.

Resolution No. 04

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council allocates 1 water unit and 1 sewer unit for a residential dwelling at the vacant lot identified by Roll # 0511-019-004-60706 and PIN #66146-0472 (LT), application submitted by Derks Holdings Inc.

CARRIED

iii) Water and Sewer Allocation - Erin Avenue

Resolution No. 05

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council allocates 1 water unit and 1 sewer unit to a residential dwelling at the vacant lot identified by roll #0511-019-004-60881 and PIN #66146-0379 (LT), application submitted by John Brugmans.

CARRIED

iv) Water and Sewer Allocation - Tabitha Crescent

Resolution No. 06

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council allocates 1 water unit and 1 sewer unit for a residential dwelling at the vacant lot identified by roll #0511-019-004-60875 and PIN #66146-0386 (LT), application submitted by John Brugmans.

CARRIED

v) Updates to By-law No. 2020-59 Capital Charges

Resolution No. 07

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT the Council approve Option 4 and direct staff to update By-law No. 2020-59 being a By-law to set Capital Charges for Water and Sanitary Sewer Connections, for presentation to Council at the next regular Council meeting.

CARRIED

d) Waste Management – NIL

e) Planning Building and Enforcement – NIL

f) Recreation and Culture

EOHU Use of Municipal Facilities for Vaccination Clinics

Resolution No. 08

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas authorize and approve that the Eastern Ontario Health Unit be granted use of municipal facilities and lands, free of charge, for all COVID-19 related vaccination clinics and relief efforts, that take place between February 24<sup>th</sup> and June 9<sup>th</sup> 2021. Council confirms their acknowledgement that the outcome of this in-kind support will ultimately benefit residents of th Township of North Dundas.

CARRIED

g) Fire – NIL

h) CAO – NIL

i) Clerk – NIL

8. Tenders and Quotations

a) Award for the purchase of Snow Plow & Truck

Resolution No. 09

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas pre-approves the 2021 Capital budget line # 1-5-3101-8101 in the amount of \$285,000 and award the following contracts:

- Contract 2021-79-999-NDCAB for the purchase of a 2021 truck to Cornwall Freightliner in the total amount of \$142,564.90 plus HST.
- Contract 2021-79-999 NDPLow for the purchase of plow to Gin-Cor Industries in the amount of \$135,770 plus HST.

CARRIED

## 9. By-laws

### a) By-law No. 2021-15 Klein's Agri Services Zoning Amendment

Resolution No. 10

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT By-law No. 2021-15, being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, as amended, be read and passed in Open Council, signed and sealed this 23rd day of February, 2021.

CARRIED

### b) By-law No. 2021-16 Zoning Amendment for 29 Chesterville Main St.

Resolution No. 11

Moved by Councillor Annable

Seconded by Councillor Hoy

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 23rd day of February, 2021.

DEFERRED

## 10. Key Information

a) PWS Water & Sewer 2021 Budget – Director Tunio reviewed highlights of the draft budget with Council. Council advised they wish to see final 2020 year-end numbers before any decisions are made.

b) CAO Capital Charge Additional Information – CAO Rutley presented information as requested at the January 20<sup>th</sup> Council meeting relating to the potential use of the Hydro Reserve Fund as part of funding for the estimated \$5,100,000 drinking water system expansion required to accommodate growth in 0-3 years. Use of this funding would result in a reduction in the associated water and sewer capital charge required from development. CAO Rutley also provided information relating to the Water & Sewer Reserve Funds to help fund the \$5,100,000 required in capital costs.

c) CLK Virtual Conference Remuneration – Clerk McCaslin advised there is currently no provision in By-law 2019-16, a by-law to establish the remuneration for Council & Township Staff and Appointed members, for virtual conference attendance. Council instructed the Clerk to include a rate of \$150.00 per day for virtual conference attendance.

11. Consent Agenda – NIL

12. Boards and Committees:

Fire Steering Committee – Deputy Mayor Armstrong advised meetings are continuing to be held virtually. Regarding vehicles, Shop Foreman, Dave Sheldrick will make an assessment on the status of Tanker 3 and report back to Fire Services.

Chamber of Commerce – Councillor Annable reported two meetings have been held virtually; membership dues are down 50%. The Chamber looks forward to contributing to the upcoming EXPO.

Art on Waterfront – Councillor Thompson reported the event is cancelled for 2021; looking forward to 2022.

Dairyfest – Councillor Hoy advised nothing to report at this time.

13. Motions and Notices of Motions – NIL

14. Petitions – NIL

15. Council Comments and Concerns

Mayor Fraser advised the next regular meeting of Council will be held on March 9<sup>th</sup>, 2021 and a budget meeting is scheduled for March 10<sup>th</sup>.

16. Unfinished Business – NIL

17. Ratification By-law

Resolution No. 12

Moved by Councillor Thompson  
Seconded by Deputy Mayor Armstrong

THAT By-law No. 2021-17 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 23rd day of February, 2021.

CARRIED

18. Adjournment by Resolution  
Resolution No. 13

Moved by Councillor Annable  
Seconded by Councillor Hoy

THAT Council adjourn at 9:28 pm to the call of the Chair.  
CARRIED

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MAYOR

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CLERK





| <b>ACTION REQUEST – Public Works</b> |   |
|--------------------------------------|---|
| <b>To:</b>                           | Mayor and Members of Council                              |
| <b>Date of Meeting:</b>              | March 9, 2021   |
| <b>Subject:</b>                      | Water and Sewer Units Allocations - Approved Developments |

**RECOMMENDATION:**

**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 units**
- Winfields – 4 water and 4 sewer units**
- Maverick – 13.5 water and 13.5 sewer units**

**BACKGROUND:**

Over the past several years, the Township of North Dundas has approved the site plan and subdivision agreements for various developments. At that time, water and sewer capacity were not an issue and hence no conditions were made with respect to restrictions on allocation. Following five developments have recently been built but were not part of actual flows from 2019/2020 and hence need to be allocated water and sewer units 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 units
- Winfields – 4 water and 4 sewer units
- Maverick – 13.5 water and 13.5 sewer units

The water capacity analysis presented to the Council on December 15, 2020, did account for these developments and are within available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
2. **Do not approve the recommendation** – not recommended.

**FINANCIAL ANALYSIS:**

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Water and Sewer Allocation Summary.

**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**

| SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF FEBRUARY 2021 AND ALLOCATION |                        |   |              |                                 |                   |             |              |           |
|---|------------------------|---|--------------|---------------------------------|-------------------|-------------|--------------|-----------|
| Date  | Description            | Address                                 | Village      | Applicant                       | Construction Type | Available   | Requested    | Approved  |
| 2020  | Wellings - 11a         | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 69 senior unit    | 350         | 33.8         | 28-May-19 |
| 23-Dec-20   | Infill                 | lot 94, Mary Street                     | Chesterville | Madison Mulder Enterprise       | Semi Detached     | 316.2       | 2            | 19-Jan-21 |
| 06-Jan-21   | Win Meadows #22A & 22B | Arora Crescent, RPlan8M12-BR-5193       | Winchester   | Winchester Meadows Inc.         | Towns             | 314.2       | 48           | 19-Jan-21 |
| 19-Jan-21   | Infill                 | Lot 51 & 52 BLK A S/S Nation River      | Chesterville | Knowledge Hub Online Inc        | Fourplex          | 266.2       | 4            | 09-Feb-21 |
| 25-Jan-21   | Winch, daycare         | 547 Louise St., Winchester              | Winchester   | Upper Canada District School    | Daycare           | 262.2       | 5            | 09-Feb-21 |
| 01-Feb-21   | Infill                 | Plan 35, 051101 90046 0706              | Chesterville | Derks Holdings Inc              | single            | 257.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 80 Tabitha Crescent                     | Chesterville | John Brugmans                   | single            | 256.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 72 Erin Avenue                          | Chesterville | John Brugmans                   | single            | 255.2       | 1            | 23-Feb-21 |
| 2020  | Maverick               | Winchester                              | Winchester   | 12005 County Road 3             | Restaurant        | 208.2       | 13.5         | 30-Jan-20 |
| 2020  | Win Meadows 21b        | Lancaster lane (BUILT)                  | Winchester   | Moderna Homes                   | singles / semis   | 254.2       | 36           |           |
| 2020  | Guy Racine 20          | Clarence Street (BUILT)                 | Winchester   | Allan Racine                    | singles           | 218.2       | 5            |           |
| 2020  | Davidson               | James Street (BUILT)                    | Winchester   | Vriend                          | single            | 213.2       | 1            |           |
| 2020  | Winfields              | Bailey & Winfield (BUILT)               | Winchester   | Wayne Robinson                  | singles           | 212.2       | 4            |           |
| 04-Feb-21   | Wellings - phase 2     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 76 senior unit    | 194.7       | 37.2         |           |
| 04-Feb-21   | Wellings - phase 3     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 80 senior unit    | 157.5       | 39.2         |           |
| 05-Feb-21   | Infill                 | 109 James & May Streets                 | Winchester   | Vriend Construction             | (May)             | 118.3       | 3            |           |
| 10-Feb-21   | Infill                 | Lot 1-6 Queen Street                    | Chesterville | Movement Inc.                   | singles / semis   | 115.3       | 11           |           |
| 19-Feb-21   | Infill                 | 2 Winfield Avenue                       | Winchester   | Steven & Renee Robinson         | Duplex            | 104.3       | 2            |           |
| 17-Feb-21   | Infill                 | 24,40,68,72 and 85 Tabitha Cres         | Chesterville | Brian & Catharina Shane         | 1 single, 8 semis | 102.3       | 9            |           |
| 17-Feb-21   | Infill - Clarence St.  | Pt lots 39&40, pt blk 127, lots 54 & 55 | Winchester   | Allan Racine                    | singles           | 93.3        | 4            |           |
| Feb. 2021   | Infill                 | 138 Elizabeth Drive                     | Chesterville | Andrew & Emma Harbers           | single            | 89.3        | 1            |           |
| Feb. 2021   | Infill                 | 142 Elizabeth Drive                     | Chesterville | Henry and Bonnie Brunveld       | single            | 88.3        | 1            |           |
| Feb. 2021   | Infill                 | 146, 150 & 154 Elizabeth Drive          | Chesterville | Michael Aube                    | single            | 87.3        | 3            |           |
| 26-Feb-21   | Esper Lane             | Dream Haven subdivision                 | Winchester   | Terry Sloane/990984 Ontario Ltd | Towns             | 84.3        | 51           |           |
| 12-Feb-21   | Gypsy Lane             | 430 Gypsy Lane, Winchester              | Winchester   | Fortier Stark Industrial Inc.   | Project           | 33.3        | 1            |           |
|   |                        |   |              |                                 | <b>Summary</b>    | <b>32.3</b> | <b>317.7</b> |           |



| <b>ACTION REQUEST – Public Works</b> |   |
|--------------------------------------|---|
| <b>To:</b>                           | Mayor and Members of Council                      |
| <b>Date of Meeting:</b>              | March 9, 2021                                     |
| <b>Subject:</b>                      | Water & Sewer Allocation - Wellings of Winchester |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

On February 4, 2021 Wellings of Winchester Inc. submitted an application for water and sewer allocation for phase 2 and phase 3 of 156 seniors living community in Winchester. This residential unit will require an equivalent of 76.4 units of water and 76.4 units of sewer as per the By-Law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, did not anticipated this development to advance to phase 2 and phase 3 within the next 1 to 3 years. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

- 1. Option 1 approve the water and sewer allocation for phase 2 and phase 3 of the development– recommended.**
- 2. Option 2 approve the water and sewer allocation for phase 2 only (76 units equivalent to (37.24 units) of the development.**
- 3. Do not approve the allocation – not recommended.**

**FINANCIAL ANALYSIS:**

\$500 application fee received.

**OTHERS CONSULTED:**

Planning Division

**ATTACHMENTS:**

Water & Sewer Allocation Summary.

**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**

| SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF FEBRUARY 2021 AND ALLOCATION |                        |   |              |                                 |                   |             |              |           |
|---|------------------------|---|--------------|---------------------------------|-------------------|-------------|--------------|-----------|
| Date  | Description            | Address                                 | Village      | Applicant                       | Construction Type | Available   | Requested    | Approved  |
| 2020  | Wellings - 11a         | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 69 senior unit    | 350         | 33.8         | 28-May-19 |
| 23-Dec-20   | Infill                 | lot 94, Mary Street                     | Chesterville | Madison Mulder Enterprise       | Semi Detached     | 316.2       | 2            | 19-Jan-21 |
| 06-Jan-21   | Win Meadows #22A & 22B | Arora Crescent, RPlan8M12-BR-5193       | Winchester   | Winchester Meadows Inc.         | Towns             | 314.2       | 48           | 19-Jan-21 |
| 19-Jan-21   | Infill                 | Lot 51 & 52 BLK A S/S Nation River      | Chesterville | Knowledge Hub Online Inc        | Fourplex          | 266.2       | 4            | 09-Feb-21 |
| 25-Jan-21   | Winch, daycare         | 547 Louise St., Winchester              | Winchester   | Upper Canada District School    | Daycare           | 262.2       | 5            | 09-Feb-21 |
| 01-Feb-21   | Infill                 | Plan 35, 051101 90046 0706              | Chesterville | Derks Holdings Inc              | single            | 257.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 80 Tabitha Crescent                     | Chesterville | John Brugmans                   | single            | 256.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 72 Erin Avenue                          | Chesterville | John Brugmans                   | single            | 255.2       | 1            | 23-Feb-21 |
| 2020  | Maverick               | Winchester                              | Winchester   | 12005 County Road 3             | Restaurant        | 208.2       | 13.5         | 30-Jan-20 |
| 2020  | Win Meadows 21b        | Lancaster lane (BUILT)                  | Winchester   | Moderna Homes                   | singles / semis   | 254.2       | 36           |           |
| 2020  | Guy Racine 20          | Clarence Street (BUILT)                 | Winchester   | Allan Racine                    | singles           | 218.2       | 5            |           |
| 2020  | Davidson               | James Street (BUILT)                    | Winchester   | Vriend                          | single            | 213.2       | 1            |           |
| 2020  | Winfields              | Bailey & Winfield (BUILT)               | Winchester   | Wayne Robinson                  | singles           | 212.2       | 4            |           |
| 04-Feb-21   | Wellings - phase 2     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 76 senior unit    | 194.7       | 37.2         |           |
| 04-Feb-21   | Wellings - phase 3     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 80 senior unit    | 157.5       | 39.2         |           |
| 05-Feb-21   | Infill                 | 109 James & May Streets                 | Winchester   | Vriend Construction             | (May)             | 118.3       | 3            |           |
| 10-Feb-21   | Infill                 | Lot 1-6 Queen Street                    | Chesterville | Movement Inc.                   | singles / semis   | 115.3       | 11           |           |
| 19-Feb-21   | Infill                 | 2 Winfield Avenue                       | Winchester   | Steven & Renee Robinson         | Duplex            | 104.3       | 2            |           |
| 17-Feb-21   | Infill                 | 24,40,68,72 and 85 Tabitha Cres         | Chesterville | Brian & Catharina Shane         | 1 single, 8 semis | 102.3       | 9            |           |
| 17-Feb-21   | Infill - Clarence St.  | Pt lots 39&40, pt blk 127, lots 54 & 55 | Winchester   | Allan Racine                    | singles           | 93.3        | 4            |           |
| Feb. 2021   | Infill                 | 138 Elizabeth Drive                     | Chesterville | Andrew & Emma Harbers           | single            | 89.3        | 1            |           |
| Feb. 2021   | Infill                 | 142 Elizabeth Drive                     | Chesterville | Henry and Bonnie Brunveld       | single            | 88.3        | 1            |           |
| Feb. 2021   | Infill                 | 146, 150 & 154 Elizabeth Drive          | Chesterville | Michael Aube                    | single            | 87.3        | 3            |           |
| 26-Feb-21   | Esper Lane             | Dream Haven subdivision                 | Winchester   | Terry Sloane/990984 Ontario Ltd | Towns             | 84.3        | 51           |           |
| 12-Feb-21   | Gypsy Lane             | 430 Gypsy Lane, Winchester              | Winchester   | Fortier Stark Industrial Inc.   | Project           | 33.3        | 1            |           |
|   |                        |   |              |                                 | <b>Summary</b>    | <b>32.3</b> | <b>317.7</b> |           |



| <b>ACTION REQUEST – Public Works</b> |   |
|--------------------------------------|---|
| <b>To:</b>                           | Mayor and Members of Council                  |
| <b>Date of Meeting:</b>              | March 9, 2021                                 |
| <b>Subject:</b>                      | Water and Sewer Allocation - 109 James Street |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

On February 5, 2021, Vriend Construction Ltd. submitted an application for water and sewer allocations for a single and two semi-detached residential units in Winchester. These residential units will require an equivalent of 3 units of water and 3 units of sewer as per By-Law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, proposed a total of 2-infill lots within Winchester Village. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
  
2. **Do not approve the recommendation** – not recommended.

**FINANCIAL ANALYSIS:**

\$500 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Water & Sewer Allocation Summary.

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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



| SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF FEBRUARY 2021 AND ALLOCATION |                        |   |              |                                 |                   |             |              |           |
|---|------------------------|---|--------------|---------------------------------|-------------------|-------------|--------------|-----------|
| Date  | Description            | Address                                 | Village      | Applicant                       | Construction Type | Available   | Requested    | Approved  |
| 2020  | Wellings - 11a         | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 69 senior unit    | 350         | 33.8         | 28-May-19 |
| 23-Dec-20   | Infill                 | lot 94, Mary Street                     | Chesterville | Madison Mulder Enterprise       | Semi Detached     | 316.2       | 2            | 19-Jan-21 |
| 06-Jan-21   | Win Meadows #22A & 22B | Arora Crescent, RPlan8M12-BR-5193       | Winchester   | Winchester Meadows Inc.         | Towns             | 314.2       | 48           | 19-Jan-21 |
| 19-Jan-21   | Infill                 | Lot 51 & 52 BLK A S/S Nation River      | Chesterville | Knowledge Hub Online Inc        | Fourplex          | 266.2       | 4            | 09-Feb-21 |
| 25-Jan-21   | Winch, daycare         | 547 Louise St., Winchester              | Winchester   | Upper Canada District School    | Daycare           | 262.2       | 5            | 09-Feb-21 |
| 01-Feb-21   | Infill                 | Plan 35, 051101 90046 0706              | Chesterville | Derks Holdings Inc              | single            | 257.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 80 Tabitha Crescent                     | Chesterville | John Brugmans                   | single            | 256.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 72 Erin Avenue                          | Chesterville | John Brugmans                   | single            | 255.2       | 1            | 23-Feb-21 |
| 2020  | Maverick               | Winchester                              | Winchester   | 12005 County Road 3             | Restaurant        | 208.2       | 13.5         | 30-Jan-20 |
| 2020  | Win Meadows 21b        | Lancaster lane (BUILT)                  | Winchester   | Moderna Homes                   | singles / semis   | 254.2       | 36           |           |
| 2020  | Guy Racine 20          | Clarence Street (BUILT)                 | Winchester   | Allan Racine                    | singles           | 218.2       | 5            |           |
| 2020  | Davidson               | James Street (BUILT)                    | Winchester   | Vriend                          | single            | 213.2       | 1            |           |
| 2020  | Winfields              | Bailey & Winfield (BUILT)               | Winchester   | Wayne Robinson                  | singles           | 212.2       | 4            |           |
| 04-Feb-21   | Wellings - phase 2     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 76 senior unit    | 194.7       | 37.2         |           |
| 04-Feb-21   | Wellings - phase 3     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 80 senior unit    | 157.5       | 39.2         |           |
| 05-Feb-21   | Infill                 | 109 James & May Streets                 | Winchester   | Vriend Construction             | (May)             | 118.3       | 3            |           |
| 10-Feb-21   | Infill                 | Lot 1-6 Queen Street                    | Chesterville | Movement Inc.                   | singles / semis   | 115.3       | 11           |           |
| 19-Feb-21   | Infill                 | 2 Winfield Avenue                       | Winchester   | Steven & Renee Robinson         | Duplex            | 104.3       | 2            |           |
| 17-Feb-21   | Infill                 | 24,40,68,72 and 85 Tabitha Cres         | Chesterville | Brian & Catharina Shane         | 1 single, 8 semis | 102.3       | 9            |           |
| 17-Feb-21   | Infill - Clarence St.  | Pt lots 39&40, pt blk 127, lots 54 & 55 | Winchester   | Allan Racine                    | singles           | 93.3        | 4            |           |
| Feb. 2021   | Infill                 | 138 Elizabeth Drive                     | Chesterville | Andrew & Emma Harbers           | single            | 89.3        | 1            |           |
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| Feb. 2021   | Infill                 | 146, 150 & 154 Elizabeth Drive          | Chesterville | Michael Aube                    | single            | 87.3        | 3            |           |
| 26-Feb-21   | Esper Lane             | Dream Haven subdivision                 | Winchester   | Terry Sloane/990984 Ontario Ltd | Towns             | 84.3        | 51           |           |
| 12-Feb-21   | Gypsy Lane             | 430 Gypsy Lane, Winchester              | Winchester   | Fortier Stark Industrial Inc.   | Project           | 33.3        | 1            |           |
|   |                        |   |              |                                 | <b>Summary</b>    | <b>32.3</b> | <b>317.7</b> |           |



| <b>ACTION REQUEST – Public Works</b> |   |
|--------------------------------------|---|
| <b>To:</b>                           | Mayor and Members of Council                        |
| <b>Date of Meeting:</b>              | March 9, 2021                                       |
| <b>Subject:</b>                      | Water and Sewer Allocation - Lot 1 - 6 Queen Street |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

On February 5, 2021, 1 Movestment Inc. submitted an application for water and sewer allocations for 1 single and 10 semi-detached residential units in Chesterville. These residential units will require an equivalent of 11 units of water and 11 units of sewer as per By-Law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, proposed a total of 4-infill lots within Chesterville Village. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
2. **Do not approve the recommendation** – not recommended.

**FINANCIAL ANALYSIS:**

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Water & Sewer Allocation Summary.

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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

| SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF FEBRUARY 2021 AND ALLOCATION |                        |   |              |                                 |                   |             |              |           |
|---|------------------------|---|--------------|---------------------------------|-------------------|-------------|--------------|-----------|
| Date  | Description            | Address                                 | Village      | Applicant                       | Construction Type | Available   | Requested    | Approved  |
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| 23-Dec-20   | Infill                 | lot 94, Mary Street                     | Chesterville | Madison Mulder Enterprise       | Semi Detached     | 316.2       | 2            | 19-Jan-21 |
| 06-Jan-21   | Win Meadows #22A & 22B | Arora Crescent, RPlan8M12-BR-5193       | Winchester   | Winchester Meadows Inc.         | Towns             | 314.2       | 48           | 19-Jan-21 |
| 19-Jan-21   | Infill                 | Lot 51 & 52 BLK A S/S Nation River      | Chesterville | Knowledge Hub Online Inc        | Fourplex          | 266.2       | 4            | 09-Feb-21 |
| 25-Jan-21   | Winch, daycare         | 547 Louise St., Winchester              | Winchester   | Upper Canada District School    | Daycare           | 262.2       | 5            | 09-Feb-21 |
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| 17-Feb-21   | Infill                 | 72 Erin Avenue                          | Chesterville | John Brugmans                   | single            | 255.2       | 1            | 23-Feb-21 |
| 2020  | Maverick               | Winchester                              | Winchester   | 12005 County Road 3             | Restaurant        | 208.2       | 13.5         | 30-Jan-20 |
| 2020  | Win Meadows 21b        | Lancaster lane (BUILT)                  | Winchester   | Moderna Homes                   | singles / semis   | 254.2       | 36           |           |
| 2020  | Guy Racine 20          | Clarence Street (BUILT)                 | Winchester   | Allan Racine                    | singles           | 218.2       | 5            |           |
| 2020  | Davidson               | James Street (BUILT)                    | Winchester   | Vriend                          | single            | 213.2       | 1            |           |
| 2020  | Winfields              | Bailey & Winfield (BUILT)               | Winchester   | Wayne Robinson                  | singles           | 212.2       | 4            |           |
| 04-Feb-21   | Wellings - phase 2     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 76 senior unit    | 194.7       | 37.2         |           |
| 04-Feb-21   | Wellings - phase 3     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 80 senior unit    | 157.5       | 39.2         |           |
| 05-Feb-21   | Infill                 | 109 James & May Streets                 | Winchester   | Vriend Construction             | (May)             | 118.3       | 3            |           |
| 10-Feb-21   | Infill                 | Lot 1-6 Queen Street                    | Chesterville | Movement Inc.                   | singles / semis   | 115.3       | 11           |           |
| 19-Feb-21   | Infill                 | 2 Winfield Avenue                       | Winchester   | Steven & Renee Robinson         | Duplex            | 104.3       | 2            |           |
| 17-Feb-21   | Infill                 | 24,40,68,72 and 85 Tabitha Cres         | Chesterville | Brian & Catharina Shane         | 1 single, 8 semis | 102.3       | 9            |           |
| 17-Feb-21   | Infill - Clarence St.  | Pt lots 39&40, pt blk 127, lots 54 & 55 | Winchester   | Allan Racine                    | singles           | 93.3        | 4            |           |
| Feb. 2021   | Infill                 | 138 Elizabeth Drive                     | Chesterville | Andrew & Emma Harbers           | single            | 89.3        | 1            |           |
| Feb. 2021   | Infill                 | 142 Elizabeth Drive                     | Chesterville | Henry and Bonnie Brunveld       | single            | 88.3        | 1            |           |
| Feb. 2021   | Infill                 | 146, 150 & 154 Elizabeth Drive          | Chesterville | Michael Aube                    | single            | 87.3        | 3            |           |
| 26-Feb-21   | Esper Lane             | Dream Haven subdivision                 | Winchester   | Terry Sloane/990984 Ontario Ltd | Towns             | 84.3        | 51           |           |
| 12-Feb-21   | Gypsy Lane             | 430 Gypsy Lane, Winchester              | Winchester   | Fortier Stark Industrial Inc.   | Project           | 33.3        | 1            |           |
|   |                        |   |              |                                 | <b>Summary</b>    | <b>32.3</b> | <b>317.7</b> |           |



| <b>ACTION REQUEST – Public Works</b> |  |
|--------------------------------------|--|
| <b>To:</b>                           | Mayor and Members of Council                 |
| <b>Date of Meeting:</b>              | March 9, 2021                                |
| <b>Subject:</b>                      | Water & Sewer Allocation - 2 Winfield Avenue |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

On February 19, 2021, Steven & Renee Robinson submitted an application for water and sewer allocations for duplex residential units at 2 Winfield Avenue in Winchester. These residential units will require an equivalent of 2 units of water and 2 units of sewer as per the By-Law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, proposed a total of 2-infill lots within Winchester Village. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
2. **Do not approve the recommendation** – not recommended.

**FINANCIAL ANALYSIS:**

\$200 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Summary of water units.

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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

| SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF FEBRUARY 2021 AND ALLOCATION |                        |   |              |                                 |                   |             |              |           |
|---|------------------------|---|--------------|---------------------------------|-------------------|-------------|--------------|-----------|
| Date  | Description            | Address                                 | Village      | Applicant                       | Construction Type | Available   | Requested    | Approved  |
| 2020  | Wellings - 11a         | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 69 senior unit    | 350         | 33.8         | 28-May-19 |
| 23-Dec-20   | Infill                 | lot 94, Mary Street                     | Chesterville | Madison Mulder Enterprise       | Semi Detached     | 316.2       | 2            | 19-Jan-21 |
| 06-Jan-21   | Win Meadows #22A & 22B | Arora Crescent, RPlan8M12-BR-5193       | Winchester   | Winchester Meadows Inc.         | Towns             | 314.2       | 48           | 19-Jan-21 |
| 19-Jan-21   | Infill                 | Lot 51 & 52 BLK A S/S Nation River      | Chesterville | Knowledge Hub Online Inc        | Fourplex          | 266.2       | 4            | 09-Feb-21 |
| 25-Jan-21   | Winch, daycare         | 547 Louise St., Winchester              | Winchester   | Upper Canada District School    | Daycare           | 262.2       | 5            | 09-Feb-21 |
| 01-Feb-21   | Infill                 | Plan 35, 051101 90046 0706              | Chesterville | Derks Holdings Inc              | single            | 257.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 80 Tabitha Crescent                     | Chesterville | John Brugmans                   | single            | 256.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 72 Erin Avenue                          | Chesterville | John Brugmans                   | single            | 255.2       | 1            | 23-Feb-21 |
| 2020  | Maverick               | Winchester                              | Winchester   | 12005 County Road 3             | Restaurant        | 208.2       | 13.5         | 30-Jan-20 |
| 2020  | Win Meadows 21b        | Lancaster lane (BUILT)                  | Winchester   | Moderna Homes                   | singles / semis   | 254.2       | 36           |           |
| 2020  | Guy Racine 20          | Clarence Street (BUILT)                 | Winchester   | Allan Racine                    | singles           | 218.2       | 5            |           |
| 2020  | Davidson               | James Street (BUILT)                    | Winchester   | Vriend                          | single            | 213.2       | 1            |           |
| 2020  | Winfields              | Bailey & Winfield (BUILT)               | Winchester   | Wayne Robinson                  | singles           | 212.2       | 4            |           |
| 04-Feb-21   | Wellings - phase 2     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 76 senior unit    | 194.7       | 37.2         |           |
| 04-Feb-21   | Wellings - phase 3     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 80 senior unit    | 157.5       | 39.2         |           |
| 05-Feb-21   | Infill                 | 109 James & May Streets                 | Winchester   | Vriend Construction             | (May)             | 118.3       | 3            |           |
| 10-Feb-21   | Infill                 | Lot 1-6 Queen Street                    | Chesterville | Movement Inc.                   | singles / semis   | 115.3       | 11           |           |
| 19-Feb-21   | Infill                 | 2 Winfield Avenue                       | Winchester   | Steven & Renee Robinson         | Duplex            | 104.3       | 2            |           |
| 17-Feb-21   | Infill                 | 24,40,68,72 and 85 Tabitha Cres         | Chesterville | Brian & Catharina Shane         | 1 single, 8 semis | 102.3       | 9            |           |
| 17-Feb-21   | Infill - Clarence St.  | Pt lots 39&40, pt blk 127, lots 54 & 55 | Winchester   | Allan Racine                    | singles           | 93.3        | 4            |           |
| Feb. 2021   | Infill                 | 138 Elizabeth Drive                     | Chesterville | Andrew & Emma Harbers           | single            | 89.3        | 1            |           |
| Feb. 2021   | Infill                 | 142 Elizabeth Drive                     | Chesterville | Henry and Bonnie Brunveld       | single            | 88.3        | 1            |           |
| Feb. 2021   | Infill                 | 146, 150 & 154 Elizabeth Drive          | Chesterville | Michael Aube                    | single            | 87.3        | 3            |           |
| 26-Feb-21   | Esper Lane             | Dream Haven subdivision                 | Winchester   | Terry Sloane/990984 Ontario Ltd | Towns             | 84.3        | 51           |           |
| 12-Feb-21   | Gypsy Lane             | 430 Gypsy Lane, Winchester              | Winchester   | Fortier Stark Industrial Inc.   | Project           | 33.3        | 1            |           |
|   |                        |   |              |                                 | <b>Summary</b>    | <b>32.3</b> | <b>317.7</b> |           |



| <b>ACTION REQUEST – Public Works</b> |  |
|--------------------------------------|--|
| <b>To:</b>                           | Mayor and Members of Council                                     |
| <b>Date of Meeting:</b>              | March 9, 2021  |
| <b>Subject:</b>                      | Water and Sewer Allocation - 24,40,68,72 and 85 Tabitha Crescent |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

On February 17, 2021, Brian and Catharina Shane submitted an application for water and sewer allocations for a single and 8 semi-detached residential units in Chesterville. These residential units will require an equivalent of 9 units of water and 9 units of sewer as per By-Law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, proposed a total of 2-infill lots within Chesterville Village. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
  
2. **Do not approve the recommendation** – not recommended.

**FINANCIAL ANALYSIS:**

\$500 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Water & Sewer Allocation Summary.



**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**

| SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF FEBRUARY 2021 AND ALLOCATION |                        |   |              |                                 |                   |             |              |           |
|---|------------------------|---|--------------|---------------------------------|-------------------|-------------|--------------|-----------|
| Date  | Description            | Address                                 | Village      | Applicant                       | Construction Type | Available   | Requested    | Approved  |
| 2020  | Wellings - 11a         | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 69 senior unit    | 350         | 33.8         | 28-May-19 |
| 23-Dec-20   | Infill                 | lot 94, Mary Street                     | Chesterville | Madison Mulder Enterprise       | Semi Detached     | 316.2       | 2            | 19-Jan-21 |
| 06-Jan-21   | Win Meadows #22A & 22B | Arora Crescent, RPlan8M12-BR-5193       | Winchester   | Winchester Meadows Inc.         | Towns             | 314.2       | 48           | 19-Jan-21 |
| 19-Jan-21   | Infill                 | Lot 51 & 52 BLK A S/S Nation River      | Chesterville | Knowledge Hub Online Inc        | Fourplex          | 266.2       | 4            | 09-Feb-21 |
| 25-Jan-21   | Winch, daycare         | 547 Louise St., Winchester              | Winchester   | Upper Canada District School    | Daycare           | 262.2       | 5            | 09-Feb-21 |
| 01-Feb-21   | Infill                 | Plan 35, 051101 90046 0706              | Chesterville | Derks Holdings Inc              | single            | 257.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 80 Tabitha Crescent                     | Chesterville | John Brugmans                   | single            | 256.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 72 Erin Avenue                          | Chesterville | John Brugmans                   | single            | 255.2       | 1            | 23-Feb-21 |
| 2020  | Maverick               | Winchester                              | Winchester   | 12005 County Road 3             | Restaurant        | 208.2       | 13.5         | 30-Jan-20 |
| 2020  | Win Meadows 21b        | Lancaster lane (BUILT)                  | Winchester   | Moderna Homes                   | singles / semis   | 254.2       | 36           |           |
| 2020  | Guy Racine 20          | Clarence Street (BUILT)                 | Winchester   | Allan Racine                    | singles           | 218.2       | 5            |           |
| 2020  | Davidson               | James Street (BUILT)                    | Winchester   | Vriend                          | single            | 213.2       | 1            |           |
| 2020  | Winfields              | Bailey & Winfield (BUILT)               | Winchester   | Wayne Robinson                  | singles           | 212.2       | 4            |           |
| 04-Feb-21   | Wellings - phase 2     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 76 senior unit    | 194.7       | 37.2         |           |
| 04-Feb-21   | Wellings - phase 3     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 80 senior unit    | 157.5       | 39.2         |           |
| 05-Feb-21   | Infill                 | 109 James & May Streets                 | Winchester   | Vriend Construction             | (May)             | 118.3       | 3            |           |
| 10-Feb-21   | Infill                 | Lot 1-6 Queen Street                    | Chesterville | Movement Inc.                   | singles / semis   | 115.3       | 11           |           |
| 19-Feb-21   | Infill                 | 2 Winfield Avenue                       | Winchester   | Steven & Renee Robinson         | Duplex            | 104.3       | 2            |           |
| 17-Feb-21   | Infill                 | 24,40,68,72 and 85 Tabitha Cres         | Chesterville | Brian & Catharina Shane         | 1 single, 8 semis | 102.3       | 9            |           |
| 17-Feb-21   | Infill - Clarence St.  | Pt lots 39&40, pt blk 127, lots 54 & 55 | Winchester   | Allan Racine                    | singles           | 93.3        | 4            |           |
| Feb. 2021   | Infill                 | 138 Elizabeth Drive                     | Chesterville | Andrew & Emma Harbers           | single            | 89.3        | 1            |           |
| Feb. 2021   | Infill                 | 142 Elizabeth Drive                     | Chesterville | Henry and Bonnie Brunveld       | single            | 88.3        | 1            |           |
| Feb. 2021   | Infill                 | 146, 150 & 154 Elizabeth Drive          | Chesterville | Michael Aube                    | single            | 87.3        | 3            |           |
| 26-Feb-21   | Esper Lane             | Dream Haven subdivision                 | Winchester   | Terry Sloane/990984 Ontario Ltd | Towns             | 84.3        | 51           |           |
| 12-Feb-21   | Gypsy Lane             | 430 Gypsy Lane, Winchester              | Winchester   | Fortier Stark Industrial Inc.   | Project           | 33.3        | 1            |           |
|   |                        |   |              |                                 | <b>Summary</b>    | <b>32.3</b> | <b>317.7</b> |           |



| <b>ACTION REQUEST – Public Works</b> |  |
|--------------------------------------|--|
| <b>To:</b>                           | Mayor and Members of Council                 |
| <b>Date of Meeting:</b>              | March 9, 2021                                |
| <b>Subject:</b>                      | Water and Sewer Allocation - Clarence Street |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

On February 17, 2021, Allan Racine submitted an application for water and sewer allocations for 4 single detached residential units in Winchester. These residential units will require an equivalent of 4 units of water and 4 units of sewer as per By-Law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, proposed a total of 2-infill lots within Winchester Village. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
  
2. **Do not approve the recommendation** – not recommended.

**FINANCIAL ANALYSIS:**

\$500 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Water & Sewer Allocation Summary.

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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

| SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF FEBRUARY 2021 AND ALLOCATION |                        |   |              |                                 |                   |             |              |           |
|---|------------------------|---|--------------|---------------------------------|-------------------|-------------|--------------|-----------|
| Date  | Description            | Address                                 | Village      | Applicant                       | Construction Type | Available   | Requested    | Approved  |
| 2020  | Wellings - 11a         | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 69 senior unit    | 350         | 33.8         | 28-May-19 |
| 23-Dec-20   | Infill                 | lot 94, Mary Street                     | Chesterville | Madison Mulder Enterprise       | Semi Detached     | 316.2       | 2            | 19-Jan-21 |
| 06-Jan-21   | Win Meadows #22A & 22B | Arora Crescent, RPlan8M12-BR-5193       | Winchester   | Winchester Meadows Inc.         | Towns             | 314.2       | 48           | 19-Jan-21 |
| 19-Jan-21   | Infill                 | Lot 51 & 52 BLK A S/S Nation River      | Chesterville | Knowledge Hub Online Inc        | Fourplex          | 266.2       | 4            | 09-Feb-21 |
| 25-Jan-21   | Winch, daycare         | 547 Louise St., Winchester              | Winchester   | Upper Canada District School    | Daycare           | 262.2       | 5            | 09-Feb-21 |
| 01-Feb-21   | Infill                 | Plan 35, 051101 90046 0706              | Chesterville | Derks Holdings Inc              | single            | 257.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 80 Tabitha Crescent                     | Chesterville | John Brugmans                   | single            | 256.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 72 Erin Avenue                          | Chesterville | John Brugmans                   | single            | 255.2       | 1            | 23-Feb-21 |
| 2020  | Maverick               | Winchester                              | Winchester   | 12005 County Road 3             | Restaurant        | 208.2       | 13.5         | 30-Jan-20 |
| 2020  | Win Meadows 21b        | Lancaster lane (BUILT)                  | Winchester   | Moderna Homes                   | singles / semis   | 254.2       | 36           |           |
| 2020  | Guy Racine 20          | Clarence Street (BUILT)                 | Winchester   | Allan Racine                    | singles           | 218.2       | 5            |           |
| 2020  | Davidson               | James Street (BUILT)                    | Winchester   | Vriend                          | single            | 213.2       | 1            |           |
| 2020  | Winfields              | Bailey & Winfield (BUILT)               | Winchester   | Wayne Robinson                  | singles           | 212.2       | 4            |           |
| 04-Feb-21   | Wellings - phase 2     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 76 senior unit    | 194.7       | 37.2         |           |
| 04-Feb-21   | Wellings - phase 3     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 80 senior unit    | 157.5       | 39.2         |           |
| 05-Feb-21   | Infill                 | 109 James & May Streets                 | Winchester   | Vriend Construction             | (May)             | 118.3       | 3            |           |
| 10-Feb-21   | Infill                 | Lot 1-6 Queen Street                    | Chesterville | Movement Inc.                   | singles / semis   | 115.3       | 11           |           |
| 19-Feb-21   | Infill                 | 2 Winfield Avenue                       | Winchester   | Steven & Renee Robinson         | Duplex            | 104.3       | 2            |           |
| 17-Feb-21   | Infill                 | 24,40,68,72 and 85 Tabitha Cres         | Chesterville | Brian & Catharina Shane         | 1 single, 8 semis | 102.3       | 9            |           |
| 17-Feb-21   | Infill - Clarence St.  | Pt lots 39&40, pt blk 127, lots 54 & 55 | Winchester   | Allan Racine                    | singles           | 93.3        | 4            |           |
| Feb. 2021   | Infill                 | 138 Elizabeth Drive                     | Chesterville | Andrew & Emma Harbers           | single            | 89.3        | 1            |           |
| Feb. 2021   | Infill                 | 142 Elizabeth Drive                     | Chesterville | Henry and Bonnie Brunveld       | single            | 88.3        | 1            |           |
| Feb. 2021   | Infill                 | 146, 150 & 154 Elizabeth Drive          | Chesterville | Michael Aube                    | single            | 87.3        | 3            |           |
| 26-Feb-21   | Esper Lane             | Dream Haven subdivision                 | Winchester   | Terry Sloane/990984 Ontario Ltd | Towns             | 84.3        | 51           |           |
| 12-Feb-21   | Gypsy Lane             | 430 Gypsy Lane, Winchester              | Winchester   | Fortier Stark Industrial Inc.   | Project           | 33.3        | 1            |           |
|   |                        |   |              |                                 | <b>Summary</b>    | <b>32.3</b> | <b>317.7</b> |           |



| <b>ACTION REQUEST – Public Works</b> |  |
|--------------------------------------|--|
| <b>To:</b>                           | Mayor and Members of Council                     |
| <b>Date of Meeting:</b>              | March 9, 2021                                    |
| <b>Subject:</b>                      | Water and Sewer Allocation - 138 Elizabeth Drive |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

On February 22, 2021, Andrew and Emma Harbers submitted an application for water and sewer allocations for a single detached residential unit in Chesterville. These residential units will require an equivalent of 1 unit of water and 1 unit of sewer as per By-law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, proposed a total of 2-infill lots within Chesterville Village. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
2. **Do not approve the recommendation** – not recommended.

**FINANCIAL ANALYSIS:**

\$200 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Water & Sewer Allocation Summary.

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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

| SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF FEBRUARY 2021 AND ALLOCATION |                        |   |              |                                 |                   |             |              |           |
|---|------------------------|---|--------------|---------------------------------|-------------------|-------------|--------------|-----------|
| Date  | Description            | Address                                 | Village      | Applicant                       | Construction Type | Available   | Requested    | Approved  |
| 2020  | Wellings - 11a         | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 69 senior unit    | 350         | 33.8         | 28-May-19 |
| 23-Dec-20   | Infill                 | lot 94, Mary Street                     | Chesterville | Madison Mulder Enterprise       | Semi Detached     | 316.2       | 2            | 19-Jan-21 |
| 06-Jan-21   | Win Meadows #22A & 22B | Arora Crescent, RPlan8M12-BR-5193       | Winchester   | Winchester Meadows Inc.         | Towns             | 314.2       | 48           | 19-Jan-21 |
| 19-Jan-21   | Infill                 | Lot 51 & 52 BLK A S/S Nation River      | Chesterville | Knowledge Hub Online Inc        | Fourplex          | 266.2       | 4            | 09-Feb-21 |
| 25-Jan-21   | Winch, daycare         | 547 Louise St., Winchester              | Winchester   | Upper Canada District School    | Daycare           | 262.2       | 5            | 09-Feb-21 |
| 01-Feb-21   | Infill                 | Plan 35, 051101 90046 0706              | Chesterville | Derks Holdings Inc              | single            | 257.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 80 Tabitha Crescent                     | Chesterville | John Brugmans                   | single            | 256.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 72 Erin Avenue                          | Chesterville | John Brugmans                   | single            | 255.2       | 1            | 23-Feb-21 |
| 2020  | Maverick               | Winchester                              | Winchester   | 12005 County Road 3             | Restaurant        | 208.2       | 13.5         | 30-Jan-20 |
| 2020  | Win Meadows 21b        | Lancaster lane (BUILT)                  | Winchester   | Moderna Homes                   | singles / semis   | 254.2       | 36           |           |
| 2020  | Guy Racine 20          | Clarence Street (BUILT)                 | Winchester   | Allan Racine                    | singles           | 218.2       | 5            |           |
| 2020  | Davidson               | James Street (BUILT)                    | Winchester   | Vriend                          | single            | 213.2       | 1            |           |
| 2020  | Winfields              | Bailey & Winfield (BUILT)               | Winchester   | Wayne Robinson                  | singles           | 212.2       | 4            |           |
| 04-Feb-21   | Wellings - phase 2     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 76 senior unit    | 194.7       | 37.2         |           |
| 04-Feb-21   | Wellings - phase 3     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 80 senior unit    | 157.5       | 39.2         |           |
| 05-Feb-21   | Infill                 | 109 James & May Streets                 | Winchester   | Vriend Construction             | (May)             | 118.3       | 3            |           |
| 10-Feb-21   | Infill                 | Lot 1-6 Queen Street                    | Chesterville | Movement Inc.                   | singles / semis   | 115.3       | 11           |           |
| 19-Feb-21   | Infill                 | 2 Winfield Avenue                       | Winchester   | Steven & Renee Robinson         | Duplex            | 104.3       | 2            |           |
| 17-Feb-21   | Infill                 | 24,40,68,72 and 85 Tabitha Cres         | Chesterville | Brian & Catharina Shane         | 1 single, 8 semis | 102.3       | 9            |           |
| 17-Feb-21   | Infill - Clarence St.  | Pt lots 39&40, pt blk 127, lots 54 & 55 | Winchester   | Allan Racine                    | singles           | 93.3        | 4            |           |
| Feb. 2021   | Infill                 | 138 Elizabeth Drive                     | Chesterville | Andrew & Emma Harbers           | single            | 89.3        | 1            |           |
| Feb. 2021   | Infill                 | 142 Elizabeth Drive                     | Chesterville | Henry and Bonnie Brunveld       | single            | 88.3        | 1            |           |
| Feb. 2021   | Infill                 | 146, 150 & 154 Elizabeth Drive          | Chesterville | Michael Aube                    | single            | 87.3        | 3            |           |
| 26-Feb-21   | Esper Lane             | Dream Haven subdivision                 | Winchester   | Terry Sloane/990984 Ontario Ltd | Towns             | 84.3        | 51           |           |
| 12-Feb-21   | Gypsy Lane             | 430 Gypsy Lane, Winchester              | Winchester   | Fortier Stark Industrial Inc.   | Project           | 33.3        | 1            |           |
|   |                        |   |              |                                 | <b>Summary</b>    | <b>32.3</b> | <b>317.7</b> |           |





| <b>ACTION REQUEST – Public Works</b> |  |
|--------------------------------------|--|
| <b>To:</b>                           | Mayor and Members of Council                     |
| <b>Date of Meeting:</b>              | March 9, 2021                                    |
| <b>Subject:</b>                      | Water and Sewer Allocation - 142 Elizabeth Drive |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

On February 22, 2021, Henry and Bonnie Brunveld submitted an application for water and sewer allocations for a single detached residential unit in Chesterville. This residential unit will require an equivalent of 1 unit of water and 1 unit of sewer as per By-Law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, proposed a total of 2-infill lots within Chesterville Village. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
  
2. **Do not approve the recommendation** – not recommended.

**FINANCIAL ANALYSIS:**

\$200 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Water & Sewer Allocation Summary.

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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

| SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF FEBRUARY 2021 AND ALLOCATION |                        |   |              |                                 |                   |             |              |           |
|---|------------------------|---|--------------|---------------------------------|-------------------|-------------|--------------|-----------|
| Date  | Description            | Address                                 | Village      | Applicant                       | Construction Type | Available   | Requested    | Approved  |
| 2020  | Wellings - 11a         | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 69 senior unit    | 350         | 33.8         | 28-May-19 |
| 23-Dec-20   | Infill                 | lot 94, Mary Street                     | Chesterville | Madison Mulder Enterprise       | Semi Detached     | 316.2       | 2            | 19-Jan-21 |
| 06-Jan-21   | Win Meadows #22A & 22B | Arora Crescent, RPlan8M12-BR-5193       | Winchester   | Winchester Meadows Inc.         | Towns             | 314.2       | 48           | 19-Jan-21 |
| 19-Jan-21   | Infill                 | Lot 51 & 52 BLK A S/S Nation River      | Chesterville | Knowledge Hub Online Inc        | Fourplex          | 266.2       | 4            | 09-Feb-21 |
| 25-Jan-21   | Winch, daycare         | 547 Louise St., Winchester              | Winchester   | Upper Canada District School    | Daycare           | 262.2       | 5            | 09-Feb-21 |
| 01-Feb-21   | Infill                 | Plan 35, 051101 90046 0706              | Chesterville | Derks Holdings Inc              | single            | 257.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 80 Tabitha Crescent                     | Chesterville | John Brugmans                   | single            | 256.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 72 Erin Avenue                          | Chesterville | John Brugmans                   | single            | 255.2       | 1            | 23-Feb-21 |
| 2020  | Maverick               | Winchester                              | Winchester   | 12005 County Road 3             | Restaurant        | 208.2       | 13.5         | 30-Jan-20 |
| 2020  | Win Meadows 21b        | Lancaster lane (BUILT)                  | Winchester   | Moderna Homes                   | singles / semis   | 254.2       | 36           |           |
| 2020  | Guy Racine 20          | Clarence Street (BUILT)                 | Winchester   | Allan Racine                    | singles           | 218.2       | 5            |           |
| 2020  | Davidson               | James Street (BUILT)                    | Winchester   | Vriend                          | single            | 213.2       | 1            |           |
| 2020  | Winfields              | Bailey & Winfield (BUILT)               | Winchester   | Wayne Robinson                  | singles           | 212.2       | 4            |           |
| 04-Feb-21   | Wellings - phase 2     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 76 senior unit    | 194.7       | 37.2         |           |
| 04-Feb-21   | Wellings - phase 3     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 80 senior unit    | 157.5       | 39.2         |           |
| 05-Feb-21   | Infill                 | 109 James & May Streets                 | Winchester   | Vriend Construction             | (May)             | 118.3       | 3            |           |
| 10-Feb-21   | Infill                 | Lot 1-6 Queen Street                    | Chesterville | Movement Inc.                   | singles / semis   | 115.3       | 11           |           |
| 19-Feb-21   | Infill                 | 2 Winfield Avenue                       | Winchester   | Steven & Renee Robinson         | Duplex            | 104.3       | 2            |           |
| 17-Feb-21   | Infill                 | 24,40,68,72 and 85 Tabitha Cres         | Chesterville | Brian & Catharina Shane         | 1 single, 8 semis | 102.3       | 9            |           |
| 17-Feb-21   | Infill - Clarence St.  | Pt lots 39&40, pt blk 127, lots 54 & 55 | Winchester   | Allan Racine                    | singles           | 93.3        | 4            |           |
| Feb. 2021   | Infill                 | 138 Elizabeth Drive                     | Chesterville | Andrew & Emma Harbers           | single            | 89.3        | 1            |           |
| Feb. 2021   | Infill                 | 142 Elizabeth Drive                     | Chesterville | Henry and Bonnie Brunveld       | single            | 88.3        | 1            |           |
| Feb. 2021   | Infill                 | 146, 150 & 154 Elizabeth Drive          | Chesterville | Michael Aube                    | single            | 87.3        | 3            |           |
| 26-Feb-21   | Esper Lane             | Dream Haven subdivision                 | Winchester   | Terry Sloane/990984 Ontario Ltd | Towns             | 84.3        | 51           |           |
| 12-Feb-21   | Gypsy Lane             | 430 Gypsy Lane, Winchester              | Winchester   | Fortier Stark Industrial Inc.   | Project           | 33.3        | 1            |           |
|   |                        |   |              |                                 | <b>Summary</b>    | <b>32.3</b> | <b>317.7</b> |           |



| <b>ACTION REQUEST – Public Works</b> |   |
|--------------------------------------|---|
| <b>To:</b>                           | Mayor and Members of Council                  |
| <b>Date of Meeting:</b>              | March 9, 2021                                 |
| <b>Subject:</b>                      | Water and Sewer Allocation - 146, 150 and 154 |

**RECOMMENDATION:**

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.

**BACKGROUND:**

On February 5, 2021, Michael Aube submitted an application for water and sewer allocations for three single detached residential units in Chesterville. These residential units will require an equivalent of 3 units of water and 3 units of sewer as per By-Law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, proposed a total of 2-infill lots within Chesterville Village. This request is above the anticipated demand, but within overall available allocation units.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
  
2. **Do not approve the recommendation** – not recommended.

**FINANCIAL ANALYSIS:**

\$500 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Water & Sewer Allocation Summary.

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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

| SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF FEBRUARY 2021 AND ALLOCATION |                        |   |              |                                 |                   |             |              |           |
|---|------------------------|---|--------------|---------------------------------|-------------------|-------------|--------------|-----------|
| Date  | Description            | Address                                 | Village      | Applicant                       | Construction Type | Available   | Requested    | Approved  |
| 2020  | Wellings - 11a         | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 69 senior unit    | 350         | 33.8         | 28-May-19 |
| 23-Dec-20   | Infill                 | lot 94, Mary Street                     | Chesterville | Madison Mulder Enterprise       | Semi Detached     | 316.2       | 2            | 19-Jan-21 |
| 06-Jan-21   | Win Meadows #22A & 22B | Arora Crescent, RPlan8M12-BR-5193       | Winchester   | Winchester Meadows Inc.         | Towns             | 314.2       | 48           | 19-Jan-21 |
| 19-Jan-21   | Infill                 | Lot 51 & 52 BLK A S/S Nation River      | Chesterville | Knowledge Hub Online Inc        | Fourplex          | 266.2       | 4            | 09-Feb-21 |
| 25-Jan-21   | Winch, daycare         | 547 Louise St., Winchester              | Winchester   | Upper Canada District School    | Daycare           | 262.2       | 5            | 09-Feb-21 |
| 01-Feb-21   | Infill                 | Plan 35, 051101 90046 0706              | Chesterville | Derks Holdings Inc              | single            | 257.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 80 Tabitha Crescent                     | Chesterville | John Brugmans                   | single            | 256.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 72 Erin Avenue                          | Chesterville | John Brugmans                   | single            | 255.2       | 1            | 23-Feb-21 |
| 2020  | Maverick               | Winchester                              | Winchester   | 12005 County Road 3             | Restaurant        | 208.2       | 13.5         | 30-Jan-20 |
| 2020  | Win Meadows 21b        | Lancaster lane (BUILT)                  | Winchester   | Moderna Homes                   | singles / semis   | 254.2       | 36           |           |
| 2020  | Guy Racine 20          | Clarence Street (BUILT)                 | Winchester   | Allan Racine                    | singles           | 218.2       | 5            |           |
| 2020  | Davidson               | James Street (BUILT)                    | Winchester   | Vriend                          | single            | 213.2       | 1            |           |
| 2020  | Winfields              | Bailey & Winfield (BUILT)               | Winchester   | Wayne Robinson                  | singles           | 212.2       | 4            |           |
| 04-Feb-21   | Wellings - phase 2     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 76 senior unit    | 194.7       | 37.2         |           |
| 04-Feb-21   | Wellings - phase 3     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 80 senior unit    | 157.5       | 39.2         |           |
| 05-Feb-21   | Infill                 | 109 James & May Streets                 | Winchester   | Vriend Construction             | (May)             | 118.3       | 3            |           |
| 10-Feb-21   | Infill                 | Lot 1-6 Queen Street                    | Chesterville | Movement Inc.                   | singles / semis   | 115.3       | 11           |           |
| 19-Feb-21   | Infill                 | 2 Winfield Avenue                       | Winchester   | Steven & Renee Robinson         | Duplex            | 104.3       | 2            |           |
| 17-Feb-21   | Infill                 | 24,40,68,72 and 85 Tabitha Cres         | Chesterville | Brian & Catharina Shane         | 1 single, 8 semis | 102.3       | 9            |           |
| 17-Feb-21   | Infill - Clarence St.  | Pt lots 39&40, pt blk 127, lots 54 & 55 | Winchester   | Allan Racine                    | singles           | 93.3        | 4            |           |
| Feb. 2021   | Infill                 | 138 Elizabeth Drive                     | Chesterville | Andrew & Emma Harbers           | single            | 89.3        | 1            |           |
| Feb. 2021   | Infill                 | 142 Elizabeth Drive                     | Chesterville | Henry and Bonnie Brunveld       | single            | 88.3        | 1            |           |
| Feb. 2021   | Infill                 | 146, 150 & 154 Elizabeth Drive          | Chesterville | Michael Aube                    | single            | 87.3        | 3            |           |
| 26-Feb-21   | Esper Lane             | Dream Haven subdivision                 | Winchester   | Terry Sloane/990984 Ontario Ltd | Towns             | 84.3        | 51           |           |
| 12-Feb-21   | Gypsy Lane             | 430 Gypsy Lane, Winchester              | Winchester   | Fortier Stark Industrial Inc.   | Project           | 33.3        | 1            |           |
|   |                        |   |              |                                 | <b>Summary</b>    | <b>32.3</b> | <b>317.7</b> |           |



| <b>ACTION REQUEST – Choose an item.</b> |                                   |
|---|-----------------------------------|
| <b>To:</b>                              | Mayor and Members of Council      |
| <b>Date of Meeting:</b>                 | March 9, 2021                     |
| <b>Subject:</b>                         | Water Allocation - 430 Gypsy Lane |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

On February 12, 2021, Fortier Stark Industrial (FSI) Inc. submitted an application for water allocation for a non-residential facility in Winchester. The subject property was the subject of a severance and Council approved the Zoning By-law amendment (By-law No.2020-38) on August 11, 2020 for a welding and fabrication facility. This development will require an equivalent of 1 unit of water as per By-law No. 2020-23.

Please refer to attached for summary of water units allocated.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
2. **Do not approve the recommendation** – not recommended.

**FINANCIAL ANALYSIS:**

\$500 application fee received.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

Water & Sewer Allocation Summary.

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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



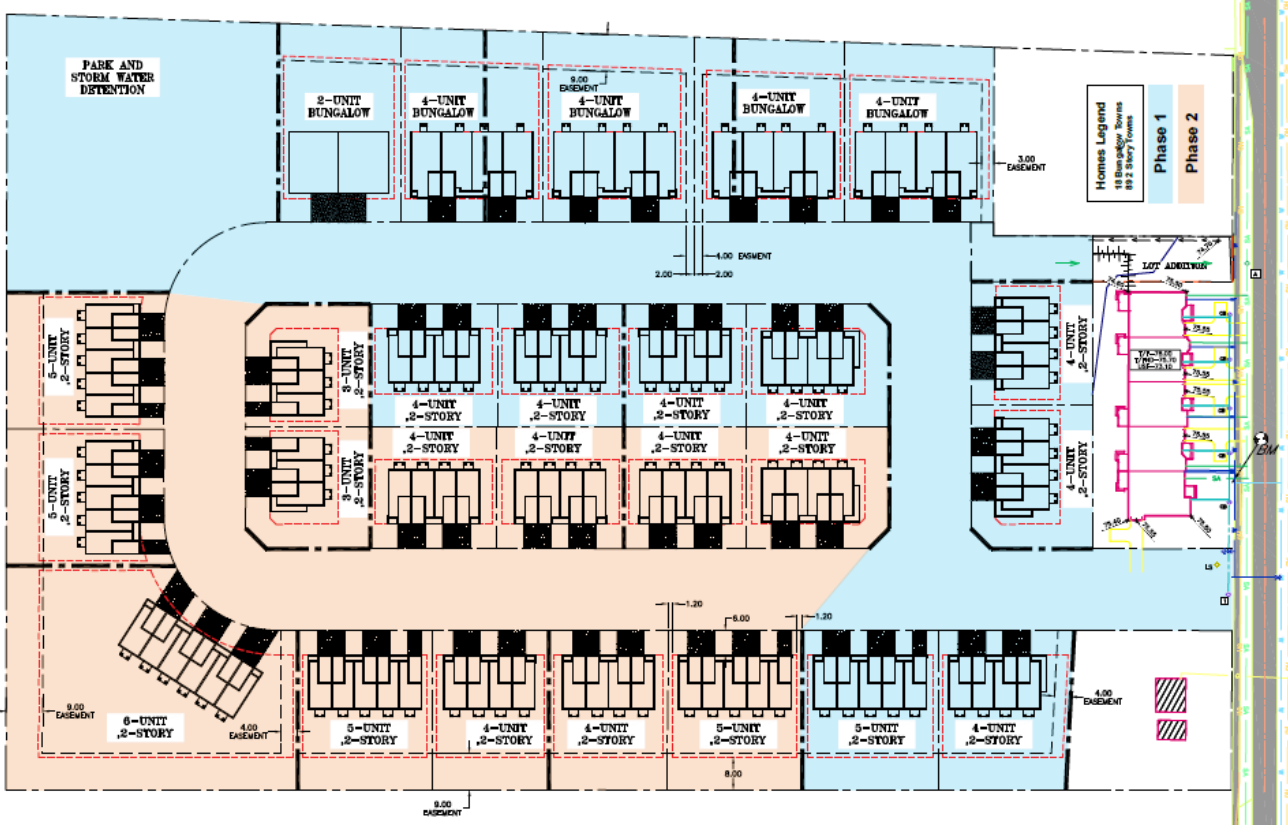
| SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF FEBRUARY 2021 AND ALLOCATION |                        |   |              |                                 |                   |             |              |           |
|---|------------------------|---|--------------|---------------------------------|-------------------|-------------|--------------|-----------|
| Date  | Description            | Address                                 | Village      | Applicant                       | Construction Type | Available   | Requested    | Approved  |
| 2020  | Wellings - 11a         | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 69 senior unit    | 350         | 33.8         | 28-May-19 |
| 23-Dec-20   | Infill                 | lot 94, Mary Street                     | Chesterville | Madison Mulder Enterprise       | Semi Detached     | 316.2       | 2            | 19-Jan-21 |
| 06-Jan-21   | Win Meadows #22A & 22B | Arora Crescent, RPlan8M12-BR-5193       | Winchester   | Winchester Meadows Inc.         | Towns             | 314.2       | 48           | 19-Jan-21 |
| 19-Jan-21   | Infill                 | Lot 51 & 52 BLK A S/S Nation River      | Chesterville | Knowledge Hub Online Inc        | Fourplex          | 266.2       | 4            | 09-Feb-21 |
| 25-Jan-21   | Winch, daycare         | 547 Louise St., Winchester              | Winchester   | Upper Canada District School    | Daycare           | 262.2       | 5            | 09-Feb-21 |
| 01-Feb-21   | Infill                 | Plan 35, 051101 90046 0706              | Chesterville | Derks Holdings Inc              | single            | 257.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 80 Tabitha Crescent                     | Chesterville | John Brugmans                   | single            | 256.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 72 Erin Avenue                          | Chesterville | John Brugmans                   | single            | 255.2       | 1            | 23-Feb-21 |
| 2020  | Maverick               | Winchester                              | Winchester   | 12005 County Road 3             | Restaurant        | 208.2       | 13.5         | 30-Jan-20 |
| 2020  | Win Meadows 21b        | Lancaster lane (BUILT)                  | Winchester   | Moderna Homes                   | singles / semis   | 254.2       | 36           |           |
| 2020  | Guy Racine 20          | Clarence Street (BUILT)                 | Winchester   | Allan Racine                    | singles           | 218.2       | 5            |           |
| 2020  | Davidson               | James Street (BUILT)                    | Winchester   | Vriend                          | single            | 213.2       | 1            |           |
| 2020  | Winfields              | Bailey & Winfield (BUILT)               | Winchester   | Wayne Robinson                  | singles           | 212.2       | 4            |           |
| 04-Feb-21   | Wellings - phase 2     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 76 senior unit    | 194.7       | 37.2         |           |
| 04-Feb-21   | Wellings - phase 3     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 80 senior unit    | 157.5       | 39.2         |           |
| 05-Feb-21   | Infill                 | 109 James & May Streets                 | Winchester   | Vriend Construction             | (May)             | 118.3       | 3            |           |
| 10-Feb-21   | Infill                 | Lot 1-6 Queen Street                    | Chesterville | Movement Inc.                   | singles / semis   | 115.3       | 11           |           |
| 19-Feb-21   | Infill                 | 2 Winfield Avenue                       | Winchester   | Steven & Renee Robinson         | Duplex            | 104.3       | 2            |           |
| 17-Feb-21   | Infill                 | 24,40,68,72 and 85 Tabitha Cres         | Chesterville | Brian & Catharina Shane         | 1 single, 8 semis | 102.3       | 9            |           |
| 17-Feb-21   | Infill - Clarence St.  | Pt lots 39&40, pt blk 127, lots 54 & 55 | Winchester   | Allan Racine                    | singles           | 93.3        | 4            |           |
| Feb. 2021   | Infill                 | 138 Elizabeth Drive                     | Chesterville | Andrew & Emma Harbers           | single            | 89.3        | 1            |           |
| Feb. 2021   | Infill                 | 142 Elizabeth Drive                     | Chesterville | Henry and Bonnie Brunveld       | single            | 88.3        | 1            |           |
| Feb. 2021   | Infill                 | 146, 150 & 154 Elizabeth Drive          | Chesterville | Michael Aube                    | single            | 87.3        | 3            |           |
| 26-Feb-21   | Esper Lane             | Dream Haven subdivision                 | Winchester   | Terry Sloane/990984 Ontario Ltd | Towns             | 84.3        | 51           |           |
| 12-Feb-21   | Gypsy Lane             | 430 Gypsy Lane, Winchester              | Winchester   | Fortier Stark Industrial Inc.   | Project           | 33.3        | 1            |           |
|   |                        |   |              |                                 | <b>Summary</b>    | <b>32.3</b> | <b>317.7</b> |           |



| ACTION REQUEST – Public Works |   |
|-------------------------------|---|
| To:                           | Mayor and Members of Council                      |
| Date of Meeting:              | March 9, 2021                                     |
| Subject:                      | Water & Sewer Allocation - Esper Lane, Winchester |

**RECOMMENDATION:**  
**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.**

**BACKGROUND:**  
 On February 26, 2021, 990984 Ontario Limited (Terry Sloane) submitted an application for water and sewer allocations for 107 residential townhouse units in the Dream Haven Subdivision in Winchester. A Key Information Report has been prepared by the Planning Division regarding this proposal.



Originally, the Dream Haven subdivision was approved for 66 townhouses (one storey units). A new draft concept plan by Park View Homes was submitted which will require an equivalent of 107 units of water and 107 units of sewer (38.3% increase) as per By-law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020 for this subdivision, anticipated a total of 40 lots for 1- 3 years of development. Park View Homes have divided their 107 units proposal into two phases as follows:

Phase 1 = 51 units  
Phase 2 = 56 units  
Total = 107 units

This request for 107 units is above the anticipated demand, and above the overall available allocation units. Hence, it is recommended to proceed with the phase 1 of the proposed development for 51 water and sewer units at this time.

Further design modifications may be required to the subdivision proposal, as is discussed in the Planning Department report in this Council package. These modifications could reduce the number of units in the first phase.

Please refer to attached for summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

- 1. Approve the recommendation** – recommended.
- 2. Allocate additional units beyond the recommendation** - not recommended.
- 3. Do not approve the recommendation** – not recommended.

**FINANCIAL ANALYSIS:**

Application fees received.

**OTHERS CONSULTED:**

Planning Division

**ATTACHMENTS:**

Water & Sewer Allocation Summary.

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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

| SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF FEBRUARY 2021 AND ALLOCATION |                        |   |              |                                 |                   |             |              |           |
|---|------------------------|---|--------------|---------------------------------|-------------------|-------------|--------------|-----------|
| Date  | Description            | Address                                 | Village      | Applicant                       | Construction Type | Available   | Requested    | Approved  |
| 2020  | Wellings - 11a         | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 69 senior unit    | 350         | 33.8         | 28-May-19 |
| 23-Dec-20   | Infill                 | lot 94, Mary Street                     | Chesterville | Madison Mulder Enterprise       | Semi Detached     | 316.2       | 2            | 19-Jan-21 |
| 06-Jan-21   | Win Meadows #22A & 22B | Arora Crescent, RPlan8M12-BR-5193       | Winchester   | Winchester Meadows Inc.         | Towns             | 314.2       | 48           | 19-Jan-21 |
| 19-Jan-21   | Infill                 | Lot 51 & 52 BLK A S/S Nation River      | Chesterville | Knowledge Hub Online Inc        | Fourplex          | 266.2       | 4            | 09-Feb-21 |
| 25-Jan-21   | Winch, daycare         | 547 Louise St., Winchester              | Winchester   | Upper Canada District School    | Daycare           | 262.2       | 5            | 09-Feb-21 |
| 01-Feb-21   | Infill                 | Plan 35, 051101 90046 0706              | Chesterville | Derks Holdings Inc              | single            | 257.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 80 Tabitha Crescent                     | Chesterville | John Brugmans                   | single            | 256.2       | 1            | 23-Feb-21 |
| 17-Feb-21   | Infill                 | 72 Erin Avenue                          | Chesterville | John Brugmans                   | single            | 255.2       | 1            | 23-Feb-21 |
| 2020  | Maverick               | Winchester                              | Winchester   | 12005 County Road 3             | Restaurant        | 208.2       | 13.5         | 30-Jan-20 |
| 2020  | Win Meadows 21b        | Lancaster lane (BUILT)                  | Winchester   | Moderna Homes                   | singles / semis   | 254.2       | 36           |           |
| 2020  | Guy Racine 20          | Clarence Street (BUILT)                 | Winchester   | Allan Racine                    | singles           | 218.2       | 5            |           |
| 2020  | Davidson               | James Street (BUILT)                    | Winchester   | Vriend                          | single            | 213.2       | 1            |           |
| 2020  | Winfields              | Bailey & Winfield (BUILT)               | Winchester   | Wayne Robinson                  | singles           | 212.2       | 4            |           |
| 04-Feb-21   | Wellings - phase 2     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 76 senior unit    | 194.7       | 37.2         |           |
| 04-Feb-21   | Wellings - phase 3     | 12046 County Road 3                     | Winchester   | Wellings of Winchester Inc.     | 80 senior unit    | 157.5       | 39.2         |           |
| 05-Feb-21   | Infill                 | 109 James & May Streets                 | Winchester   | Vriend Construction             | (May)             | 118.3       | 3            |           |
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| 19-Feb-21   | Infill                 | 2 Winfield Avenue                       | Winchester   | Steven & Renee Robinson         | Duplex            | 104.3       | 2            |           |
| 17-Feb-21   | Infill                 | 24,40,68,72 and 85 Tabitha Cres         | Chesterville | Brian & Catharina Shane         | 1 single, 8 semis | 102.3       | 9            |           |
| 17-Feb-21   | Infill - Clarence St.  | Pt lots 39&40, pt blk 127, lots 54 & 55 | Winchester   | Allan Racine                    | singles           | 93.3        | 4            |           |
| Feb. 2021   | Infill                 | 138 Elizabeth Drive                     | Chesterville | Andrew & Emma Harbers           | single            | 89.3        | 1            |           |
| Feb. 2021   | Infill                 | 142 Elizabeth Drive                     | Chesterville | Henry and Bonnie Brunveld       | single            | 88.3        | 1            |           |
| Feb. 2021   | Infill                 | 146, 150 & 154 Elizabeth Drive          | Chesterville | Michael Aube                    | single            | 87.3        | 3            |           |
| 26-Feb-21   | Esper Lane             | Dream Haven subdivision                 | Winchester   | Terry Sloane/990984 Ontario Ltd | Towns             | 84.3        | 51           |           |
| 12-Feb-21   | Gypsy Lane             | 430 Gypsy Lane, Winchester              | Winchester   | Fortier Stark Industrial Inc.   | Project           | 33.3        | 1            |           |
|   |                        |   |              |                                 | <b>Summary</b>    | <b>32.3</b> | <b>317.7</b> |           |



| <b>ACTION REQUEST – Public Works</b> |   |
|--------------------------------------|---|
| <b>To:</b>                           | Mayor and Members of Council              |
| <b>Date of Meeting:</b>              | March 9, 2021                             |
| <b>Subject:</b>                      | 2020 OSIM Bridge Inspection & Needs Study |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

TSI Inc. was hired to conduct the 2020 Ontario Structure Inspection Manual (OSIM) Bridge Inspection and Needs Study for bridges and culverts within the Township of North Dundas.

TSI Inc. completed the OSIM inspection for forty-nine (49) structures including eighteen (18) bridges and thirty-one (31) culverts. Based on assessment, each structure was assigned a Bridge Condition Index (BCI). The results indicate approximately 15% of the total structures are in poor condition with an additional 22% of the inventory list in fair condition.

The total anticipated capital costs of structures inspected is approximately \$14.5M over the 10-year period, which includes direct construction costs of \$9.5M – the rest is associated with the traffic controls, environmental studies and detailed designs.

The next OSIM inspections will be conducted in two (2) years.

Please refer to attached 2020 OSIM Bridge Inspection and Needs Study for details. Also attached are the 10-year Capital Plans for Bridges and Culverts rehabilitation.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
2. **Do not approve the recommendation** – not recommended.

**FINANCIAL ANALYSIS:**

Costs associated with the replacements and rehabilitation of structures and culverts are detailed in the attached study.

**OTHERS CONSULTED:**

**ATTACHMENTS:**

2020 OSIM Bridge Inspection and Needs Study

**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**

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## 2020 OSIM BRIDGE INSPECTIONS & NEEDS STUDY: SUMMARY REPORT



TSI PROJECT NO: 20065

February 2021  
(Final)



**Submitted To:**

The Township of North Dundas  
636 St Lawrence St,  
Winchester, ON K0C 2K0

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



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## **Appendices**

***Appendix A: Structure Inventory***

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***Appendix E: Additional Investigations***

***Appendix F: Maintenance Needs***

***Appendix G: Approach Rehabilitation Structures***

***Appendix H: OSIM Reports***

## 1.0 Introduction

TSI Inc. was retained by the Township of North Dundas to perform detailed visual inspection of the Municipality's structural culverts and bridges in accordance with the MTO Ontario Structure Inspection Manual (OSIM-2018). The scope of work included carrying out biennial OSIM inspection for eighteen (18) structural bridges, and thirty-one (31) structural culverts in accordance with the requirements of the most recent edition (2018) of MTO OSIM manual. This summary report contains the individual OSIM inspection forms, as well as the Maintenance Needs Plan, and the 10-year (Rehabilitation/Replacement) Capital Plan for all structures inspected.

## 2.0 Scope of Work

The assignment involved the following:

- A detailed visual inspection of each structure under direct supervision of a Professional Engineer, licensed in the Province of Ontario, and trained by the Ministry of Transportation to do OSIM inspection;
- Generating OSIM inspection reports including representative pictures, observation notes, and comments from the field inspection for each structure;
- Completion of a prioritized list of maintenance needs for each structure and associated cost estimate (in current year dollars);
- Completion of a prioritized list of repairs and/or replacement needs for each structure, and its corresponding capital cost estimate, (in current year dollars);
- A detailed Summary Report presented herein.

## 3.0 Purpose

It is intended that the results of the assignment will be used by the Municipality to ensure that the following items are properly administrated:

- Ensure that the Municipality's structures remain at an acceptable level of safety;
- Ensure that the useful service life of the structures is prolonged;
- Ensure that maintenance and rehabilitation needs are identified and recorded for future planning;

- Ensure that the Municipality has adequate economic and technical information to effectively plan for additional studies and investigations, repair, and/ or replacement of the structure.

## 4.0 Structure Inspection

### 4.1 Methodology

The structures were visually inspected in accordance with the MTO Ontario Structure Inspection Manual (OSIM). To achieve the goals and objectives of this assignment, an element-by-element visual assessment of each structure was completed to identify material defects, performance deficiencies, and maintenance needs. The “severity and extent” approach, as outlined in the Preface of the OSIM, was used to simplify the process of using inspection information to estimate bridge rehabilitation needs and costs.

Prior to undertaking visual field inspections, previous OSIM reports were reviewed. A copy of the original drawings, where available, was requested from the Municipality and/or the Ministry of Transportation, Ontario and reviewed prior to the field inspections. The inspection work was completed by four (4) qualified inspectors including an experienced Professional Engineer, licensed in the Province of Ontario. Field inspections were conducted from October 8 to October 10, and November 2 to November 6, 2020. The work was carried out in accordance with the Occupational Health and Safety Act and the requirements of the Ontario Traffic Control Manual Book 7 – Temporary Conditions, where applicable.

Binoculars, camera, tape measures, steel chain, chest waders, flotation vest, hammers, paint markers and other items as listed in Clause 1.4 of Section 1 under Part 2 of OSIM were used to complete the inspections.

During an OSIM inspection, elements of a bridge or culvert are inspected for visual signs of deterioration. Additionally, tactile inspections of accessible concrete elements, such as concrete sounding, are undertaken during an inspection. The tactile inspection uncovers deterioration that is not visually noticeable. The inspection manual provides guidelines for the calculation of the overall quantity of an element. Element quantities are based on the element type and are in units for area (m<sup>2</sup>), linear distance (m), units (each), etc.

Upon completion of the field inspections the structures were reviewed with regards to their individual maintenance and rehabilitation needs. A thorough review of each structure was completed for the purpose of prioritizing and making recommendations appropriate for current

and future use requirements. Two 10-year Capital Plans (bridges and culverts) have been prepared to outline all replacement and/or rehabilitation recommendations, associated costs, and corresponding recommended timelines for each structure.

All reports and evaluation works have been internally reviewed to ensure accuracy and completeness. Report forms have been completed as per section 7 under Part 2 of OSIM. Budget estimates for recommended work have been based on recent project costs for similar work as well as industry benchmark costs.

#### 4.2 Bridge Index Condition (BCI)

The BCI is calculated using asset management principals based on the remaining economic worth of the bridge. It is based on the premise that a bridge starts at a new condition and deteriorates to a lower condition with time. It uses actual inspection data from the various bridge elements and as the elements deteriorate, they have a lower economic value. Essentially, the BCI is a weighted average of all elements (since all elements are not of equal value to the bridge) and all Condition States (since each condition state represents a certain degree of loss of value of the element). The BCI begins at 100 when the bridge is in new condition and theoretically becomes 0 as all elements become fully in Poor condition. Practically, it is impossible for the BCI to fall to 0 since the entire bridge does not become poor before rehabilitation work is performed.

The BCI is based on the current value and replacement value of all elements in a bridge. The current value of the element is determined based on the depreciated value of the portions of the element that are in each of the four Condition States (Excellent, Good, Fair, and Poor). The following table provides weight factor used for condition states:

| Condition State | Weight Factor |
|-----------------|---------------|
| Excellent       | 1             |
| Good            | 0.75          |
| Fair            | 0.5           |
| Poor            | 0.0           |

The BCI is used to plan repair and maintenance and does not imply for safety of a structure.

## 5.0 Determination of Costs

Given the cursory information obtained during the visual inspections and without having access to detailed design information, it is unrealistic to develop detailed cost estimates for each structure. For these reasons, benchmark budget costs were developed for categories of repair, rehabilitation and replacement. Usually, benchmark costs do not necessarily provide accurate costs for individual repairs/replacement but have proven to provide adequate accuracy for global budgeting purposes when dealing with a large number of structures.

For the purpose of this study, benchmark costs for the rehabilitation and replacement of structures are based on maintaining the existing width, length and alignment of each structure. However, the costs to replace the existing structures with structures meeting current geometric standards are included for comparison. For this purpose, an overall roadway width of 10 meters was used for both bridges and culverts. More accurate costs for each structure would be provided upon further engineering study and preliminary design based on exact repair, rehabilitation and replacement needs (including change in geometry). The following benchmark costs have been established for this report following the requirements of the inspection forms.

### 5.1 Bridge and Culvert replacement costs

Budget costs for the replacement of bridges are usually based on the deck surface area of individual structures ( $m^2$ ). Therefore, benchmark replacement costs for this study were determined using the following unit costs based on the spans of individual bridges. The proposed unit costs are in general conformance with the recommendations of MTO Structural Financial Manual and our recent experience in the field. These unit costs include approach roadway costs (which do not vary with bridge span). In addition, the varying widths of bridges were considered to provide more realistic unit costs and to avoid large discrepancies in the replacement cost between bridges of different lengths, but similar surface areas.

| Total Bridge Replacement Unit Costs |           |  |
|-------------------------------------|-----------|--|
| Bridge Length (m)                   | Width (m) | Unit Replacement Cost (\$/m <sup>2</sup> ) |
| 3-10                                | <10m      | \$10,000.00                                |
|                                     | ≥10 m     | \$9,500.00                                 |
| 10-20                               | <10m      | \$9,500.00                                 |
|                                     | ≥10 m     | \$8,500.00                                 |
| 20-30                               | <10m      | \$8,500.00                                 |
|                                     | ≥10 m     | \$7,500.00                                 |

In the case of culverts, the plan area (or deck surface area) used in the calculation was ('total span' + 1 m) x ('length of culvert'). The purpose of using the Total Bridge Replacement Unit Costs table for culverts is to normalize the replacement cost figures. Although culverts are generally less expensive to construct than bridges, it is generally accepted that the expected service life span of a culvert is typically less than a bridge. It is valid, therefore, on a life cycle cost basis, to utilize the total Bridge Replacement Unit Costs table for all structures, whether they are bridge or culvert type.

## 5.2 Bridge Repair / Rehabilitation Costs

For budgeting purposes, costs for the rehabilitation of bridges are typically expressed as a percentage of the total replacement costs. Rehabilitation costs for this study are separated into four categories as presented in the table below.

| Bridge Rehabilitation Costs |                       |
|-----------------------------|-----------------------|
| Category                    | % of Replacement Cost |
| Major Bridge Rehabilitation | 40-60                 |
| Minor Bridge Rehabilitation | 20-40                 |
| Major Item Repair           | 10-20                 |
| Minor Item Repair           | 5 or less             |

### 5.3 Culvert Repair / Rehabilitation Costs

It is generally not practical to undertake major rehabilitation work to culvert crossings where significant material/performance deficiencies (e.g. metal liner (barrel) perforation or severe erosion of concrete) exist. Culvert replacement is normally planned in these circumstances. Repair work identified generally included repairs to the inlet and outlet structures such as headwalls, cut-off walls, retaining walls, restoration of backfill, slope protection at the culvert ends and installation / upgrading of guiderail. In the case of concrete barrels, some repair work to the barrels may be included if the opening is large enough to permit construction.

### 5.4 Approach Roadway Repair / Rehabilitation Costs

For this study, approaches are considered to be 30m of roadway from the center of each individual culvert (60 m total per culvert) and 6m of roadway from the end of the deck for each individual bridge (12m total per bridge). Repair / rehabilitation costs for approach roadways have been separated into three categories as presented in the table below.

Separate costs for Approach Roadway Repair / Rehabilitation have been included for Bridge Rehabilitation. For structure replacement costs and repairs, the approach roadway repair / rehabilitation costs have been included in the recommended work costs if applicable.

| Approach Roadway Repair/Rehabilitation Costs                                    |             |
|---|-------------|
| Category  | Cost        |
| Capital Projects (Partial / Complete Paving, Guiderail)                         | \$60,000.00 |
| Minor Repairs / Maintenance (Crack Sealing, Surface Sealing, Guiderail Repairs) | \$20,000.00 |
| Crack Sealing Only  | \$10,000.00 |

### 5.5 Construction Detour Costs

Several alternatives exist to maintain the flow of traffic when a bridge or culvert undergoes major rehabilitation or replacement. These include construction of a detour structure adjacent to the existing structure, a detour route around (avoiding) the structure, and the staging of the construction to allow traffic on the structure during construction. The construction of a detour structure is the costliest option and is usually recommended only when the other options are not



possible. The detour route is the least expensive option but is often not practical due to the length of the detour route and the inconvenience to residents near the structure. The most frequently recommended option is the staging of rehabilitation work to allow the passage of traffic.

Since most bridge projects would consist of rehabilitation and not replacement, the staging of work would be the most frequently used option to maintain traffic during construction. Therefore, the benchmark costs for detours are based on “staging” of the work as per the following. These costs are based on additional costs incurred from staging of the work during construction (extra effort, time). Traffic control costs would be separate from detour costs and are presented later in this section

| <b>Detour During Construction Costs</b>  |             |
|--|-------------|
| <b>Category</b>  | <b>Cost</b> |
| Detour (Minor Rehabilitation / Major Rehabilitation of Bridges Less than 10m Long / Culvert Replacement) | \$40,000.00 |
| Detour (Major Rehabilitation / Bridge Replacement)   | \$70,000.00 |

### **5.6 Traffic Control Costs**

In addition to performing the work in stages to accommodate traffic, the safety of traffic passing on the bridge or over the culvert during construction must also be ensured. The costs of traffic control during staged projects would be as follows:

| <b>Traffic Control Costs</b>           |             |
|--|-------------|
| <b>Category</b>                        | <b>Cost</b> |
| Traffic Control – Minor Rehabilitation | \$40,000.00 |
| Traffic Control Major Rehabilitation   | \$80,000.00 |

### 5.7 Utilities / Right of Way Costs

Most bridge or culvert rehabilitation / replacement projects do not require substantial expenses for the installation or modification of existing utilities. Similarly, most of these projects do not require an increase in right of way (ROW). Therefore, specific benchmark budget costs for these items were not developed.

### 5.8 Environmental Study Cost

Since bridge or culvert replacements / rehabilitations typically do not involve a change in alignment or a reduction in clearances under the structure, these projects usually fall under the Municipal Class Environmental Assessment (MCEA)-Schedule A or A+ for Ontario Municipal Highways. The specific requirement of these two schedules of MCEA do not include detailed environmental and mitigation plans, but typically requires written application with, and permission from, the appropriate environmental agencies (Ontario Ministry of Natural Resources, Ontario Ministry of the Environment, Local Conservation Authorities (Permit to Take Water), etc.). Therefore, the benchmark budget cost for environmental study would be as follows (based on the requirement of Schedule A or A+ Environmental Assessment):

| Environmental study Costs                                    |             |
|--|-------------|
| Category   | Cost        |
| Bridge / Culvert Replacement, Minor and Major Rehabilitation | \$15,000.00 |

### 5.9 Engineering Investigation

Further engineering investigation is recommended for several of the bridges and culverts as indicated on individual OSIM inspection forms. Benchmark budget costs for these additional engineering investigation works are presented in the table below:

| Engineering Investigation                                |  |             |
|--|--|-------------|
| Category   | Type of Structure                                      | Cost        |
| Detailed Inspection / Rehabilitation Study – Full Bridge | Truss  | \$50,000.00 |
|  | Other Structures                                       | \$40,000.00 |
|  | Traffic Barrier Only*                                  | \$10,000.00 |
| Detailed Deck Condition Survey                           | Exposed Deck   | \$30,000.00 |
|  | Asphalt Paved Deck                                     | \$40,000.00 |
|  | Concrete Culvert with Height of Fill Less than 500mm** | \$20,000.00 |
| Structure Evaluation                                     | Truss  | \$20,000.00 |
|  | Other Structures                                       | \$15,000.00 |
| Underwater Investigation                                 | All Bridges  | \$15,000.00 |
| Monitoring of Deformation                                | All Bridges  | \$5,000.00  |

\* Requirements for traffic barriers on bridges and culverts were determined using the Canadian Highway Bridge Design Code, MTO Standards and best engineering standard practice. The evaluation of existing traffic barriers was based on assumed values of AADT and good engineering practice. For structures with existing approach guiderail, a review of the required approach / leaving end length of guiderail and end treatments (as per the MTO's Roadside Safety Manual) was not carried out.

\*\* Deck condition survey on concrete culvert includes cores with no corrosion potential survey. Deck condition surveys on concrete culverts with a height of fill greater than 500 mm are not practical.

The benchmark budget costs for a Structure Evaluation and Detailed Deck Condition Survey would be reduced to 50% of that shown in the table above when any one of these are performed simultaneously with a Detailed Inspection / Rehabilitation Study.

Other investigations such as fatigue and seismic investigations would be included with the Detailed Inspection and Structure Evaluation (respectively), if deemed necessary by the engineer. Detailed coating condition surveys are typically only required where a failure of coating systems

have occurred other than normal deterioration. A DART (Deck Assessment by Radar Technology) survey is not a commonly used investigation method. Detailed deck condition surveys are the most commonly used method of deck inspection. Therefore, individual costs for the various types of investigation described above are not provided.

#### **5.10 Engineering Design Cost**

For the purpose of this report, the “engineering design” associated with each bridge is estimated at 10% of the estimated rehabilitation/replacement cost.

#### **5.11 Contract Administration, Construction Field Inspection and other design Services during Construction**

For the purpose of this study, the total cost associated with “Contract Administration, Construction Field Inspection and other Design Services during Construction” is estimated at 15% of the estimated rehabilitation/replacement cost.

#### **5.12 Other Costs**

Any other costs not specified in the above (site specific requirements) are deemed to be covered in the total benchmark costs. Therefore, no specific amount for other work is specified in this report.

#### **5.13 Contingency Costs**

The benchmark costs used for budgeting purposes are based only on information obtained from visual OSIM inspections; hence, contingency allowances are already built into the benchmark costs. Therefore, specific amounts for contingencies will not be included in this report.

#### **5.14 Total Capital Work Estimate**

The total capital work estimate cost will be the sum of all above-noted costs identified under subsections 5.1 to 5.13 (where applicable).

### **6.0 Routine Maintenance**

As part of the Municipality’s overall bridge management program, a program of routine maintenance should be implemented and upkept for all structures. Maintaining this program will assist in minimizing the potential for premature deterioration of structural elements; and, when combined with a program of bridge rehabilitation, will assist in maximizing the useful service life of the Municipality’s structure inventory.

Overall routine maintenance needs will vary depending on the type of structure, location, traffic volumes, winter maintenance procedures (sanding vs. salting, etc.), size of the structure, vintage and previous maintenance / rehabilitation carried out on the structure in the past. The following presents a general summary of routine maintenance operations that are considered applicable for the structures present within the Municipality's inventory:

### **6.1 Periodic bridge cleaning**

This would include power-washing of all components exposed to roadway traffic and areas where debris accumulation is prevalent. This would include asphalt wearing surfaces, expansion joint gaps, edges of roadway, bearing seats, truss bottom chords, etc. Typically, this operation would be carried out on an annual basis, most likely each spring after winter sanding / salting operations have ceased; however, in some cases (i.e. gravel approach roadways, etc.), an increase in the number of cleanings per year may be required.

### **6.2 Concrete spot repairs**

This would generally include localized patching of small concrete spalls and delamination located in areas within the roadway splash zones (top of deck, curbs, expansion joint block-outs, etc.). Completing these repairs will assist in preventing accelerated deterioration of concrete in these areas by reducing the ingress of chlorides, etc. There is no specific timing for these types of repairs, and they are generally performed on an as-needed basis.

### **6.3 Steel spot repairs / spot coating**

This would generally include localized touch-ups to steel coatings located in areas within the roadway splash zones (truss bottom chords, exterior floor beams / stringers, etc.) as well as localized spot repairs in areas of appreciable section loss / corrosion. There is no specific timing for these types of repairs, and they are generally performed on an as-needed basis.

### **6.4 Clearing of debris in waterway**

This would include clearing of trapped debris in the vicinity of the structure (upstream / downstream). This operation would typically be carried out on an annual basis, after the spring run-off period.

### **6.5 Asphalt surface repairs / rout and seal**

This would include cold patch asphalt repairs, routing and sealing of wide cracks in asphalt. This operation would typically be carried out on an annual basis, after winter clearing operations have ceased.

### **6.6 Regrading of Approach Roadways (Gravel Roadway Surfaces)**

This would include placing and grading fresh granular material on roadway surfaces. The timing of this work would depend on the overall volume and type of traffic typically traversing the roadway (truck haul route, summer cottage traffic route, etc.). Typically, this work would be carried out on an annual or bi-annual basis.

### **6.7 Bridge deck drainage**

This would include maintaining existing deck drains free of debris and maintaining them in an unplugged condition. This operation would typically be carried out on an annual basis, after winter clearing operations have ceased.

### **6.8 Clearing of debris / vegetation from approach guiderail**

This would involve removing debris and vegetation from in front of approach guiderail. Although this is mainly a safety measure (to ensure proper performance of the guiderail), it also assists in prolonging the lifespan of the guiderail (accumulation of debris can accelerate rot on wooden posts, corrosion on steel guiderail, etc.).

### **6.9 Surface sealing of exposed concrete surfaces**

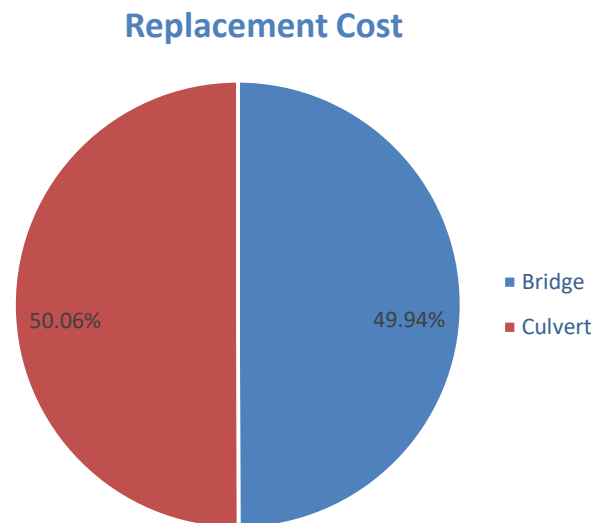
This would include cleaning and applying a concrete sealer on concrete surfaces exposed within the splash zone (exposed concrete decks, curbs, sidewalks and barrier walls); this operation is not typically required on an annual basis and would typically be completed in 3 to 5 year intervals. Sealing concrete surfaces periodically assists in minimizing the migration of chlorides into the concrete.

## 7.0 Structure Inventory Overview

TSI Inc. completed the OSIM inspection for forty-nine (49) bridge and culverts identified by the Township of North Dundas in 2020. The structures are split between eighteen (18) bridges and thirty-one (31) culverts.

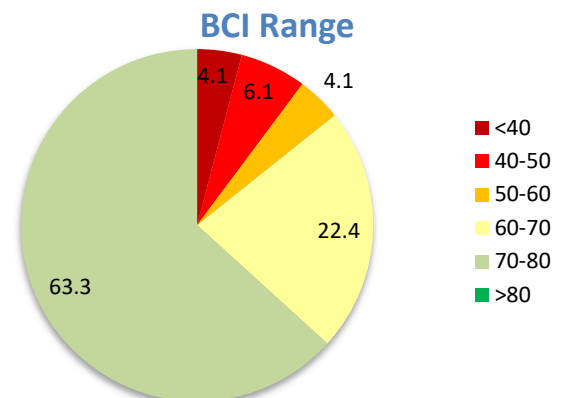
Structure replacement costs were calculated according to the guidelines in Section 5 of this report. The replacement cost of the bridge and large culvert structures inspected is included in **Appendix A**. The total replacement cost is approximately **\$60,164,440.0** broken down as follows for the **49** structures inspected:

| Structure    | Cost                         | Percentage   |
|--------------|------------------------------|--------------|
| Bridge       | \$30,048,690.0               | 49.94        |
| Culvert      | \$30,115,750.0               | 50.06        |
| <b>Total</b> | <b><u>\$60,164,440.0</u></b> | <b>100.0</b> |



In order to determine the overall condition of the structures in the transportation system, the number of bridges in each Bridge Condition Index (BCI) Range was determined. This measure is more preferable than computing the average BCI value of all structure, which can be highly affected by the very new or very poor structure ratings. Based on the OSIM inspections, the following table provides a breakdown of the BCI values in each range:

| BCI Range | Number | Percentage |
|-----------|--------|------------|
| <40       | 2      | 4.1        |
| 40-50     | 3      | 6.1        |
| 50-60     | 2      | 4.1        |
| 60-70     | 11     | 22.4       |
| 70-80     | 31     | 63.3       |
| >80       | 0      | 0          |

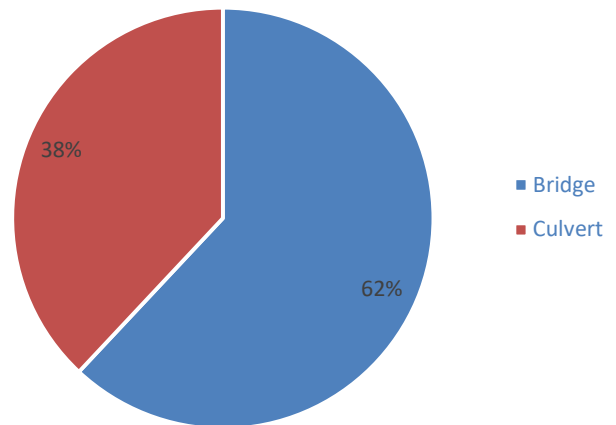


The results indicate that approximately **15%** of the total structures are in **poor** condition with an additional **22%** of the inventory list in **fair** condition. The results clearly highlight the importance of proper planning and immediate action to be taken by the Township in addressing the identified needs of the structures and to prolong the service life of its bridges and culverts.

The total anticipated capital costs of structures inspected is approximately **\$14,493,633.0** broken down into two 10-year asset management plan (separate plans for bridges and culverts- **Appendix C**). Direct rehabilitation/replacement costs totaled approximately **\$9,495,271.5** The rehabilitation/replacement costs will then be supplemented by additional costs associated with implementing detour, traffic control, environmental study, engineering design, etc. to comprise the total capital work costs. These costs are tabulated separately in **Appendix B**, while maintenance needs are included in **Appendix E**. A detailed list of additional investigations is brought in **Appendix D**. OSIM reports for bridge and large culvert structures are included in **Appendix G**.

| Anticipated Capital Costs |                        |            |
|---------------------------|------------------------|------------|
| Structure                 | Cost                   | Percentage |
| Bridge                    | \$8,981,811.25         | 62         |
| Culvert                   | \$5,511,822.13         | 38         |
| <b>Total</b>              | <b>\$14,493,633.38</b> | <b>100</b> |

Anticipated Capital Costs



## 8.0 General Recommendations

Based on the inspection information, we recommend the following courses of action:

1. Act on all recommendations noted in this report and in individual OSIM reports.
2. Implement all maintenance needs as outlined in **Appendix E**.
3. Conduct follow-up OSIM inspections in two (2) years' time, or on a more frequent intervals as recommended.
4. Establish an infrastructure plan identifying priorities and budgets to guide annual Municipality budgeting processes for the repair and maintenance of bridges and culverts.
5. Continue project development to have "construction ready" (ready for tender) projects to take advantage of funding opportunities.



## 9.0 Limitations

The structural reviews were carried out to address the intent of applicable provincial Regulations, Guidelines, Policies, Standards, Protocols and Objectives administered by the Province of Ontario. No visual review can eliminate the possibility of obtaining partially imprecise or incomplete information. It can only reduce the possibility to an acceptable level. Professional judgment was exercised in gathering and analyzing the limited information obtained and in the formulation of remedial measures. Like all professional persons/entities rendering advice, we do not act as absolute insurers of the condition of the structures, but we commit ourselves to care and competence in reviewing the information and reaching those conclusions based on the limited data and information available.

Our undertaking at TSI Inc., therefore, is to perform our work within limits prescribed by our clients, with the usual thoroughness and competence of the engineering profession. It is intended that the outcome of the structural reviews is to assist in reducing the client's risk associated with structural impairment. No other warranty or representation, either expressed or implied, is included or intended in this report.

This report was prepared for the exclusive use of the Township of North Dundas and may not be reproduced in whole or in part, without the prior written consent of TSI Inc., or used or relied upon in whole or in part by other parties for any purposes whatsoever. Any use which a third party makes of this report, or any part thereof, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. TSI Inc. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on this report.

## 10.0 Closure

We trust that this report with its comments and recommendations provides you with sufficient information to develop your municipal structure Capital Plan. However, should you have any questions, please do not hesitate to contact our office.

Respectfully submitted,

**TSI Inc.**



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**Saber Teimoori, EIT**



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**Ramin Rameshni, Ph.D., P.Eng.**



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## **Appendix A:**

### *Structure Inventory*

| Structure Inventory |         |   |  |             |              |            |                                       |         |       |              |            |           |                |                        |                         |                               |                          |
|---------------------|---------|---|--|-------------|--------------|------------|---------------------------------------|---------|-------|--------------|------------|-----------|----------------|------------------------|-------------------------|-------------------------------|--------------------------|
| Structure ID        | PSAB ID | Structure Name  | Structure Location                           | Latitude    | Longitude    | Year Built | Structure Type                        | Type    | BCI   | No. of Spans | Length (m) | Width (m) | Road Width (m) | Replacement Cost       | Current Structure Value | Identified Capital Work Needs | Anticipated Capital Cost |
| BRH001              | BR056   | Belmeade Rd & South Castor Creek Bridge                       | 5.0km West of County Rd 31                   | 45.12539480 | -75.49906610 | 1981       | Slab on Concrete Box Girders          | Bridge  | 74.63 | 1            | 12.20      | 10.50     | 7.00           | \$1,088,850.00         | \$812,608.76            | Major Rehabilitation          | \$754,425.00             |
| BRH002              | BR060   | Belmeade Rd & South Castor River Bridge                       | 2.1km West of County Rd 31                   | 45.13669020 | -75.46572420 | 1981       | Slab on Concrete Box Girders          | Bridge  | 73.36 | 1            | 17.40      | 10.50     | 7.30           | \$1,552,950.00         | \$1,139,244.12          | Minor Rehabilitation          | \$488,237.50             |
| BRH003              | BR001   | Ormond Bridge   | 0.2km East of Bisson Rd                      | 45.16535840 | -75.35563030 | 1979       | Reinforced Concrete Solid Slab        | Bridge  | 72.99 | 3            | 32.30      | 9.10      | 7.50           | \$2,204,475.00         | \$1,609,046.30          | Minor Rehabilitation          | \$651,118.75             |
| BRH004              | BR024   | Cayer Rd & Annable Creek MD Bridge                            | 0.5km North of Country Rd 3                  | 45.11122000 | -75.35826000 | Unknown    | Concrete Rigid Frame                  | Bridge  | 36.24 | 1            | 5.70       | 6.40      | 6.00           | \$802,560.00           | \$290,847.74            | Replacement                   | \$1,173,200.00           |
| BRH005              | BR058   | Liscumb Rd & Annable MD Bridge                                | 0.35km West of County Rd 3                   | 45.10424000 | -75.36220000 | Unknown    | Concrete Rigid Frame                  | Bridge  | 68.57 | 1            | 5.30       | 6.40      | 4.60           | \$746,240.00           | \$511,696.77            | Major Rehabilitation          | \$623,120.00             |
| BRH006              | BR003   | Development Rd & North Branch of South Nation River MD Bridge | 1.2 km North of Van Camp Road                | 45.04468500 | -75.44981100 | Unknown    | Slab on Steel I - Girders             | Bridge  | 71.53 | 1            | 25.90      | 9.60      | 8.00           | \$2,113,440.00         | \$1,511,743.63          | Minor Rehabilitation          | \$628,360.00             |
| BRH007              | BR004   | Levere Rd & North Branch South Nation River Bridge            | 0.40km East of Development Rd                | 45.04566260 | -75.44479560 | Unknown    | Slab on Concrete Box Girders          | Bridge  | 73.14 | 1            | 14.70      | 8.50      | 7.00           | \$1,187,025.00         | \$868,190.09            | Minor Rehabilitation          | \$396,756.25             |
| BRH008              | BR005   | Van Camp Road & North Branch South Nation River Bridge        | 0.5km east of Development Rd                 | 45.03686000 | -75.43610000 | 1979       | Slab on Concrete Box Girders          | Bridge  | 73.94 | 1            | 14.70      | 9.00      | 6.00           | \$1,256,850.00         | \$929,314.89            | Minor Rehabilitation          | \$454,212.50             |
| BRH009              | BR017   | Cameron Rd & Near Boundary Rd Bridge                          | 50m East of Boundary Rd                      | 44.99500000 | -75.51611000 | Unknown    | Slab on Steel I - Girders             | Bridge  | 61.23 | 1            | 11.50      | 6.00      | 6.00           | \$966,000.00           | \$591,481.80            | Major Rehabilitation          | \$748,000.00             |
| BRH010              | BR009   | Cameron Rd & North Branch of South Nation River MD Bridge     | 1.5km West of County Rd 3                    | 45.03032000 | -75.41273000 | Unknown    | Slab on CPCI Girders                  | Bridge  | 74.95 | 1            | 18.30      | 9.00      | 7.30           | \$1,564,650.00         | \$1,172,705.18          | Minor Rehabilitation          | \$100,000.00             |
| BRH011              | BR012   | Nation Valley Rd & South Nation River Bridge                  | 70m South of River Rd                        | 45.06817620 | -75.28060690 | 1980       | Slab on CPCI Girders                  | Bridge  | 74.44 | 3            | 69.10      | 9.20      | 7.30           | \$4,767,900.00         | \$3,549,224.76          | Minor Rehabilitation          | \$397,993.75             |
| BRH012              | BR013   | Nation Valley Rd & Barkley Creek Bridge                       | 5km West of County Rd 43                     | 45.06663250 | -75.28407060 | Unknown    | T Beam                                | Bridge  | 44.32 | 1            | 7.00       | 6.00      | 4.80           | \$840,000.00           | \$372,288.00            | Replacement                   | \$1,150,000.00           |
| BRH013              | BR008   | Timmins Rd & North Branch South Nation River Bridge           | 0.8km South of County Rd 3                   | 45.02092000 | -75.38608000 | 1987       | Slab on Concrete Box Girders          | Bridge  | 72.44 | 1            | 20.80      | 10.10     | 9.00           | \$1,575,600.00         | \$1,141,364.64          | Minor Rehabilitation          | \$592,375.00             |
| BRH014              | BR007   | Bridge St & South Nation River Bridge                         | 0.3 km North of Sandy Road                   | 44.98924000 | -75.45054000 | 1977       | Slab on CPCI Girders                  | Bridge  | 72.75 | 1            | 30.20      | 7.00      | 4.90           | \$1,585,500.00         | \$1,153,451.25          | Minor Rehabilitation          | \$357,281.25             |
| BRH015              | BR014   | Limerick Rd & McMillan Rd Bridge                              | 0.8km East of County Rd 8                    | 45.07987070 | -75.20279870 | Unknown    | Concrete Rigid Frame - Arch           | Bridge  | 71.01 | 1            | 12.80      | 8.50      | 7.00           | \$1,033,600.00         | \$733,959.36            | Minor Rehabilitation          | \$169,200.00             |
| BRH016              | BR006   | West Bridge   | 0.1 km South of Nation River Road            | 44.95978000 | -75.47725000 | 1981       | Slab on CPCI Girders                  | Bridge  | 74.90 | 1            | 32.20      | 9.70      | 8.50           | \$2,342,550.00         | \$1,754,569.95          | None                          | \$0.00                   |
| BRH017              | BR010   | Bigford Bridge  | 0.2km North of County Rd 5                   | 45.00415000 | -75.36276000 | 1983       | Solid Slab (3 - Span Continuous Beam) | Bridge  | 73.23 | 3            | 43.00      | 9.80      | 7.50           | \$3,160,500.00         | \$2,314,434.15          | Minor Rehabilitation          | \$297,531.25             |
| BRT001              | BR057   | Chesterville Dam Structure Pedestrian Bridge                  | 30m South of Water St                        | 45.10126490 | -75.22599910 | Unknown    | Pedestrian Bridge (Solid Slab)        | Bridge  | 74.81 | 6            | 42.00      | 4.00      | 4.00           | \$1,260,000.00         | \$942,606.00            | None                          | \$0.00                   |
| CUC001              | BR016   | Cayer Rd & McLean MD Culvert                                  | 0.5km South of County Rd 13                  | 45.13701400 | -75.37806700 | Unknown    | Precast Concrete Box Culvert          | Culvert | 73.65 | 1            | 11.70      | 3.00      | 6.40           | \$795,600.00           | \$585,959.40            | Minor Rehabilitation          | \$201,494.00             |
| CUC002              | BR023   | Cayer Rd & Cinnamon MD Culvert                                | 1.3km South of County Rd 13                  | 45.12935000 | -75.37231000 | Unknown    | Concrete Rigid Frame (Open Footing)   | Culvert | 74.85 | 1            | 19.50      | 6.10      | 6.00           | \$1,315,275.00         | \$984,483.34            | Minor Rehabilitation          | \$60,000.00              |
| CUC003              | BR026   | Thompson Rd & Black Creek MD Culvert                          | Intersection of the Thompson Rd and Steen Rd | 45.15021000 | -75.31702000 | Unknown    | Precast Concrete Box Culvert          | Culvert | 75.00 | 1            | 15.90      | 3.60      | 6.00           | \$877,680.00           | \$658,260.00            | None                          | \$0.00                   |
| CUC004              | BR015   | Cayer Rd & Castor Extension MD Culvert                        | 2.4km South of County Rd 13                  | 45.12110000 | -75.36599000 | Unknown    | 2-Cell Concrete Box Culvert           | Culvert | 73.99 | 2            | 18.00      | 8.50      | 6.00           | \$1,453,500.00         | \$1,075,444.65          | Minor Rehabilitation          | \$70,000.00              |
| CUC005              | BR018   | Kerrs Ridge Rd & Castor Extension MD Culvert                  | 0.6km North of Spruit Rd                     | 45.08720720 | -75.42939370 | Unknown    | Concrete Box Culvert                  | Culvert | 74.40 | 1            | 14.50      | 3.00      | 4.50           | \$754,000.00           | \$560,976.00            | Minor Rehabilitation          | \$60,000.00              |
| CUC006              | BR059   | Winchester Main St & Henderson Creek MD Culvert               | 0.3km East of Ottawa St                      | 45.09536860 | -75.34715750 | Unknown    | Concrete Rigid Frame (Open Footing)   | Culvert | 63.17 | 1            | 15.30      | 3.10      | 9.80           | \$815,490.00           | \$515,145.03            | Minor Rehabilitation          | \$192,904.38             |
| CUC007              | BR019   | Guy Rd & East Justus MD Culvert                               | 2.5km West of County Rd 31                   | 45.05028860 | -75.35644000 | Unknown    | Cast-in-Place Concrete Box Culvert    | Culvert | 75.00 | 1            | 12.80      | 4.20      | 6.00           | \$865,280.00           | \$648,960.00            | None                          | \$0.00                   |
| <b>Sub-Total:</b>   |         |   |  |             |              |            |                                       |         |       |              |            |           |                | <b>\$36,925,515.00</b> | <b>\$26,428,005.80</b>  |                               | <b>\$9,566,209.63</b>    |

| Structure Inventory |         |  |                                     |             |              |            |                                     |         |       |            |            |           |                |                        |                         |                               |                          |
|---------------------|---------|--|-------------------------------------|-------------|--------------|------------|-------------------------------------|---------|-------|------------|------------|-----------|----------------|------------------------|-------------------------|-------------------------------|--------------------------|
| Structure ID        | PSAB ID | Structure Name   | Structure Location                  | Latitude    | Longitude    | Year Built | Structure Type                      | Type    | BCI   | o. of Spar | Length (m) | Width (m) | Road Width (m) | Replacement Cost       | Current Structure Value | Identified Capital Work Needs | Anticipated Capital Cost |
| CUC008              | BR028   | Nation Valley Rd & Searge MD Culvert                     | 60m West of Forward Rd              | 45.07586000 | -75.26137000 | Unknown    | Concrete Rigid Frame (Open Footing) | Culvert | 43.50 | 1          | 7.50       | 3.50      | 4.60           | \$607,500.00           | \$264,262.50            | Replacement                   | \$859,375.00             |
| CUC009              | BR030   | Nation River Rd & Eager MD Culvert                       | 1.0km East of Wallace Rd            | 44.96921000 | -75.47351000 | Unknown    | Concrete Box Culvert                | Culvert | 74.96 | 1          | 17.40      | 3.00      | 5.80           | \$904,800.00           | \$678,238.08            | None                          | \$0.00                   |
| CUS001              | BR035   | Marionville Rd & Lough MD Culvert                        | 0.4km East of Rodney Ln             | 45.16385610 | -75.39694200 | Unknown    | CSP Arch Culvert                    | Culvert | 74.67 | 1          | 28.70      | 3.20      | 6.00           | \$1,024,590.00         | \$765,061.35            | Minor Rehabilitation          | \$80,000.00              |
| CUS002              | BR052   | Carruthers Rd & Muffat Creek MD Culvert                  | 0.85km East of County Rd 7          | 45.19173350 | -75.28364350 | Unknown    | SPCSP Arch Culvert                  | Culvert | 74.57 | 1          | 15.30      | 3.70      | 5.80           | \$934,830.00           | \$697,102.73            | None                          | \$0.00                   |
| CUS003              | BR045   | Allen Rd & Allen Creek MD Culvert                        | 0.5km South of French Settlement Rd | 45.08615000 | -75.55013000 | Unknown    | CSP Arch Culvert                    | Culvert | 74.75 | 1          | 18.30      | 3.10      | 5.50           | \$975,390.00           | \$729,104.03            | None                          | \$0.00                   |
| CUS004              | BR046   | Jennings Rd & Castor Extension MD Culvert                | 2.2 to Walker Extension MD          | 45.10040000 | -75.42241000 | Unknown    | SPCSP Arch Culvert                  | Culvert | 66.10 | 1          | 13.70      | 4.60      | 5.70           | \$997,360.00           | \$659,254.96            | None                          | \$0.00                   |
| CUS005              | BR048   | Kerrs Ridge Rd Allowance & Castor Extension MD Culvert   | 0.6km West of Jennings Rd           | 45.09437000 | -75.42706000 | Unknown    | SPCSP Arch Culvert                  | Culvert | 63.50 | 1          | 15.00      | 4.00      | 5.00           | \$975,000.00           | \$619,125.00            | None                          | \$0.00                   |
| CUS006              | BR047   | Spruit Rd & Castor Extension MD Culvert                  | 0.45km West of Riddell Rd           | 45.07951680 | -75.43133560 | Unknown    | SPCSP Round Culvert                 | Culvert | 63.37 | 1          | 13.70      | 3.00      | 4.00           | \$822,000.00           | \$520,901.40            | None                          | \$0.00                   |
| CUS007              | BR050   | Spruit Rd Culvert  | 0.43km East of Riddel Rd            | 45.08279020 | -75.42104870 | Unknown    | SPCSP Vertical Oval                 | Culvert | 53.77 | 1          | 15.30      | 2.50      | 5.30           | \$696,150.00           | \$374,319.86            | Replacement                   | \$970,187.50             |
| CUS008              | BR022   | Liscumb Rd & Tighe MD Culvert                            | 0.6km West of County Rd 3           | 45.10355240 | -75.36342680 | Unknown    | SPCSP Arch Culvert                  | Culvert | 70.33 | 1          | 15.30      | 4.50      | 10.00          | \$841,500.00           | \$591,826.95            | None                          | \$0.00                   |
| CUS009              | BR054   | Boyne Rd & Kittle Creek MD Culvert                       | 1.2km East of Kittle Rd             | 45.12667290 | -75.26198900 | Unknown    | 2-Cell CSP Round Culvert            | Culvert | 74.71 | 2          | 18.30      | 3.00      | 8.40           | \$951,600.00           | \$710,940.36            | None                          | \$0.00                   |
| CUS010              | BR049   | Development Rd & CPR Railway Culvert                     | 1.0km South of County Rd 43         | 45.08616490 | -75.55009500 | Unknown    | 3-Cell CSP Culvert                  | Culvert | 48.75 | 3          | 20.40      | 4.50      | 6.40           | \$953,700.00           | \$464,928.75            | Replacement                   | \$1,332,125.00           |
| CUS011              | BR032   | Kittle Rd & Kittle Creek MD Culvert                      | 1.3km West of County Rd 7           | 45.11716000 | -75.25508000 | Unknown    | 2-Cell CSP Round Culvert            | Culvert | 74.67 | 2          | 12.20      | 3.00      | 6.00           | \$829,600.00           | \$619,462.32            | None                          | \$0.00                   |
| CUS012              | BR044   | Finch Winchester Boundary Rd & Stoney Creek MD Culvert   | 0.4km South of County Rd 9          | 45.13692000 | -75.19492000 | Unknown    | CSP Round                           | Culvert | 65.11 | 1          | 18.30      | 3.00      | 4.60           | \$951,600.00           | \$619,586.76            | None                          | \$0.00                   |
| CUS013              | BR002   | Van Camp Rd & North Branch South Nation River MD Culvert | 0.25km West of County Rd 1          | 45.01981000 | -75.48735000 | Unknown    | 2-Cell SPCSP Culvert                | Culvert | 73.59 | 2          | 23.50      | 12.60     | 6.40           | \$2,397,000.00         | \$1,763,952.30          | None                          | \$0.00                   |
| CUS014              | BR033   | River Rd & Kittle Creek MD Culvert                       | 0.2km South of County Rd 43         | 45.10071500 | -75.25082700 | Unknown    | CSP Horizontal Ellipse Culvert      | Culvert | 61.93 | 1          | 25.30      | 3.90      | 6.00           | \$1,053,745.00         | \$652,584.28            | Major Rehabilitation          | \$408,436.25             |
| CUS015              | BR051   | Guy Rd & Mullin MD Culvert                               | 0.5km East of Browns Ln             | 45.04361940 | -75.37332880 | Unknown    | SPCSP Arch Culvert                  | Culvert | 73.32 | 1          | 16.80      | 3.30      | 5.80           | \$939,120.00           | \$688,562.78            | None                          | \$0.00                   |
| CUS016              | BR020   | Pemberton Rd & Mulin MD Culvert                          | 0.45km South of Hogaboam Rd         | 45.04404000 | -75.34220000 | Unknown    | SPCSP Arch Culvert                  | Culvert | 62.97 | 1          | 17.50      | 3.00      | 5.80           | \$910,000.00           | \$573,027.00            | None                          | \$0.00                   |
| CUS017              | BR029   | Nation Valley Rd & Dillabough Creek MD Culvert           | 2.4km West of County Rd 43          | 45.08186830 | -75.24645470 | Unknown    | SPCSP Arch Culvert                  | Culvert | 28.13 | 1          | 17.40      | 3.30      | 6.40           | \$897,840.00           | \$252,562.39            | Replacement                   | \$1,277,300.00           |
| CUS018              | BR040   | Webb Rd & Whittaker MD Culvert                           | 1.10km North of Nesbitt Rd          | 45.05621000 | -75.29790000 | Unknown    | 4-Cell CSP                          | Culvert | 74.66 | 4          | 7.00       | 3.20      | 5.50           | \$352,800.00           | \$263,400.48            | None                          | \$0.00                   |
| CUS019              | BR053   | Hollister Rd & Moffat Creek MD Culvert                   | 0.5km South of River Rd             | 45.04742700 | -75.31713000 | Unknown    | 2-Cell CSP Round Culvert            | Culvert | 61.04 | 2          | 26.50      | 3.00      | 10.70          | \$901,000.00           | \$549,970.40            | None                          | \$0.00                   |
| CUS020              | BR055   | Hollister Rd Equalizer Culvert                           | 0.9km South of River Rd             | 45.04564180 | -75.31373180 | Unknown    | 2-Cell CSP Round Culvert            | Culvert | 59.57 | 2          | 26.50      | 3.20      | 10.70          | \$946,050.00           | \$563,561.99            | None                          | \$0.00                   |
| CUS021              | BR011   | Nesbitt Rd & Whittaker MD Culvert                        | 0.6km East of County Rd 31          | 45.04451000 | -75.29870000 | Unknown    | Super Cor Culvert                   | Culvert | 74.98 | 1          | 13.00      | 10.00     | 8.50           | \$1,215,500.00         | \$911,381.90            | None                          | \$0.00                   |
| CUS022              | BR025   | Nesbitt Rd & Barkley Creek MD Culvert                    | 0.3km West of Shay Rd               | 45.05131000 | -75.28076000 | Unknown    | SPCSP Arch Culvert                  | Culvert | 65.91 | 1          | 21.00      | 5.50      | 7.00           | \$1,160,250.00         | \$764,720.78            | None                          | \$0.00                   |
| <b>Sub-Total:</b>   |         |  |                                     |             |              |            |                                     |         |       |            |            |           |                | <b>\$23,238,925.00</b> | <b>\$15,297,839.34</b>  |                               | <b>\$4,927,423.75</b>    |
| <b>Total:</b>       |         |  |                                     |             |              |            |                                     |         |       |            |            |           |                | <b>\$60,164,440.00</b> | <b>\$41,725,845.14</b>  |                               | <b>\$14,493,633.38</b>   |

**Appendix B:**  
*Anticipated Capital Costs*

| Anticipated Capital Costs |         |   |       |                                 |                                      |                          |                 |                            |             |                         |                |
|---------------------------|---------|---|-------|---------------------------------|--------------------------------------|--------------------------|-----------------|----------------------------|-------------|-------------------------|----------------|
| Structure ID              | PSAB ID | Structure Name  | BCI   | Rehabilitation/Replacement Cost | Approach Repair/Rehabilitation Costs | Detour Construction Cost | Traffic Control | Engineering Investigations | Design      | Contract Administration | Total          |
| CUS017                    | BR029   | Nation Valley Rd & Dillabough Creek MD Culvert                | 28.13 | \$897,840.00                    | \$60,000.00                          | \$40,000.00              | \$40,000.00     | \$15,000.00                | \$89,784.00 | \$134,676.00            | \$1,277,300.00 |
| BRH004                    | BR024   | Cayer Rd & Annable Creek MD Bridge                            | 36.24 | \$802,560.00                    | \$60,000.00                          | \$70,000.00              | \$40,000.00     | \$0.00                     | \$80,256.00 | \$120,384.00            | \$1,173,200.00 |
| CUC008                    | BR028   | Nation Valley Rd & Servage MD Culvert                         | 43.50 | \$607,500.00                    | \$20,000.00                          | \$40,000.00              | \$40,000.00     | \$0.00                     | \$60,750.00 | \$91,125.00             | \$859,375.00   |
| BRH012                    | BR013   | Nation Valley Rd & Barkley Creek Bridge                       | 44.32 | \$840,000.00                    | \$20,000.00                          | \$40,000.00              | \$40,000.00     | \$0.00                     | \$84,000.00 | \$126,000.00            | \$1,150,000.00 |
| CUS010                    | BR049   | Development Rd & CPR Railway Culvert                          | 48.75 | \$953,700.00                    | \$60,000.00                          | \$40,000.00              | \$40,000.00     | \$0.00                     | \$95,370.00 | \$143,055.00            | \$1,332,125.00 |
| CUS007                    | BR050   | Spruit Rd Culvert   | 53.77 | \$696,150.00                    | \$20,000.00                          | \$40,000.00              | \$40,000.00     | \$0.00                     | \$69,615.00 | \$104,422.50            | \$970,187.50   |
| BRH009                    | BR017   | Cameron Rd & Near Boundary Rd Bridge                          | 61.23 | \$386,400.00                    | \$60,000.00                          | \$70,000.00              | \$80,000.00     | \$55,000.00                | \$38,640.00 | \$57,960.00             | \$748,000.00   |
| CUS014                    | BR033   | River Rd & Kittle Creek MD Culvert                            | 61.93 | \$210,749.00                    | \$60,000.00                          | \$40,000.00              | \$40,000.00     | \$5,000.00                 | \$21,074.90 | \$31,612.35             | \$408,436.25   |
| CUC006                    | BR059   | Winchester Main St & Henderson Creek MD Culvert               | 63.17 | \$122,323.50                    | \$0.00                               | \$0.00                   | \$40,000.00     | \$0.00                     | \$12,232.35 | \$18,348.53             | \$192,904.38   |
| BRH005                    | BR058   | Liscumb Rd & Annable MD Bridge                                | 68.57 | \$298,496.00                    | \$60,000.00                          | \$70,000.00              | \$80,000.00     | \$40,000.00                | \$29,849.60 | \$44,774.40             | \$623,120.00   |
| BRH015                    | BR014   | Limerick Rd & McMillan Rd Bridge                              | 71.01 | \$103,360.00                    | \$0.00                               | \$0.00                   | \$40,000.00     | \$0.00                     | \$10,336.00 | \$15,504.00             | \$169,200.00   |
| BRH006                    | BR003   | Development Rd & North Branch of South Nation River MD Bridge | 71.53 | \$422,688.00                    | \$60,000.00                          | \$0.00                   | \$40,000.00     | \$0.00                     | \$42,268.80 | \$63,403.20             | \$628,360.00   |
| BRH013                    | BR008   | Timmins Rd & North Branch South Nation River Bridge           | 72.44 | \$393,900.00                    | \$60,000.00                          | \$0.00                   | \$40,000.00     | \$0.00                     | \$39,390.00 | \$59,085.00             | \$592,375.00   |
| BRH014                    | BR007   | Bridge St & South Nation River Bridge                         | 72.75 | \$237,825.00                    | \$20,000.00                          | \$0.00                   | \$40,000.00     | \$0.00                     | \$23,782.50 | \$35,673.75             | \$357,281.25   |
| BRH003                    | BR001   | Ormond Bridge   | 72.99 | \$440,895.00                    | \$60,000.00                          | \$0.00                   | \$40,000.00     | \$0.00                     | \$44,089.50 | \$66,134.25             | \$651,118.75   |
| BRH007                    | BR004   | Levere Rd & North Branch South Nation River Bridge            | 73.14 | \$237,405.00                    | \$60,000.00                          | \$0.00                   | \$40,000.00     | \$0.00                     | \$23,740.50 | \$35,610.75             | \$396,756.25   |
| BRH017                    | BR010   | Bigford Bridge  | 73.23 | \$158,025.00                    | \$60,000.00                          | \$0.00                   | \$40,000.00     | \$0.00                     | \$15,802.50 | \$23,703.75             | \$297,531.25   |
| BRH002                    | BR060   | Belmeade Rd & South Castor River Bridge                       | 73.36 | \$310,590.00                    | \$60,000.00                          | \$0.00                   | \$40,000.00     | \$0.00                     | \$31,059.00 | \$46,588.50             | \$488,237.50   |
| CUC001                    | BR016   | Cayer Rd & McLean MD Culvert                                  | 73.65 | \$79,560.00                     | \$60,000.00                          | \$0.00                   | \$40,000.00     | \$0.00                     | \$10,000.00 | \$11,934.00             | \$201,494.00   |
| BRH008                    | BR005   | Van Camp Road & North Branch South Nation River Bridge        | 73.94 | \$251,370.00                    | \$60,000.00                          | \$40,000.00              | \$40,000.00     | \$0.00                     | \$25,137.00 | \$37,705.50             | \$454,212.50   |
| BRH011                    | BR012   | Nation Valley Rd & South Nation River Bridge                  | 74.44 | \$238,395.00                    | \$60,000.00                          | \$0.00                   | \$40,000.00     | \$0.00                     | \$23,839.50 | \$35,759.25             | \$397,993.75   |
| BRH001                    | BR056   | Belmeade Rd & South Castor Creek Bridge                       | 74.63 | \$435,540.00                    | \$60,000.00                          | \$70,000.00              | \$80,000.00     | \$0.00                     | \$43,554.00 | \$65,331.00             | \$754,425.00   |
|                           |         |   |       |                                 |                                      |                          |                 |                            |             |                         |                |

|               |                       |
|---------------|-----------------------|
| <b>Total:</b> | <b>\$9,125,271.50</b> |
|---------------|-----------------------|

|               |                        |
|---------------|------------------------|
| <b>Total:</b> | <b>\$14,123,633.38</b> |
|---------------|------------------------|



## **Appendix C:**

### *Capital Work 10-Year Plan*

| Bridges Capital Work 10-Year Plan (in \$1000's) |         |   |       |                      |                    |               |                             |              |              |              |              |              |              |              |              |              |              |                      |
|---|---------|---|-------|----------------------|--------------------|---------------|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|
| Structure ID                                    | PSAB ID | Structure Name  | BCI   | Repair Needs         | Recommended Timing |               | Description                 | 2021 (\$000) | 2022 (\$000) | 2023 (\$000) | 2024 (\$000) | 2025 (\$000) | 2026 (\$000) | 2027 (\$000) | 2028 (\$000) | 2029 (\$000) | 2030 (\$000) | 10-Year Plan (\$000) |
|   |         |   |       |                      | 1 to 5 Years       | 6 to 10 Years |                             |              |              |              |              |              |              |              |              |              |              |                      |
|   |         | Structures with Approach Rehabilitation BRH010                | N/A   | Minor Rehabilitation | ✓                  |               | Design<br>Construction & CA | \$100.000    |              |              |              |              |              |              |              |              |              | \$100.000            |
| BRH004  | BR024   | Cayer Rd & Annable Creek MD Bridge                            | 36.24 | Replacement          | ✓                  |               | Design<br>Construction & CA | \$80.256     | \$1,092.944  |              |              |              |              |              |              |              |              | \$1,173.200          |
| BRH012  | BR013   | Nation Valley Rd & Barkley Creek Bridge                       | 44.32 | Replacement          | ✓                  |               | Design<br>Construction & CA |              | \$84.000     | \$1,066.000  |              |              |              |              |              |              |              | \$1,150.000          |
| BRH009  | BR017   | Cameron Rd & Near Boundary Rd Bridge                          | 61.23 | Major Rehabilitation | ✓                  |               | Design<br>Construction & CA |              | \$93.640     | \$654.360    |              |              |              |              |              |              |              | \$748.000            |
| BRH005  | BR058   | Liscumb Rd & Annable MD Bridge                                | 68.57 | Major Rehabilitation | ✓                  |               | Design<br>Construction & CA |              |              | \$69.849     |              | \$553.270    |              |              |              |              |              | \$623.119            |
| BRH015  | BR014   | Limerick Rd & McMillan Rd Bridge                              | 71.01 | Minor Rehabilitation |                    | ✓             | Design<br>Construction & CA |              |              |              |              | \$10.336     | \$158.864    |              |              |              |              | \$169.200            |
| BRH006  | BR003   | Development Rd & North Branch of South Nation River MD Bridge | 71.53 | Minor Rehabilitation |                    | ✓             | Design<br>Construction & CA |              |              |              |              | \$42.268     | \$586.091    |              |              |              |              | \$628.359            |
| BRH013  | BR008   | Timmins Rd & North Branch South Nation River Bridge           | 72.44 | Minor Rehabilitation |                    | ✓             | Design<br>Construction & CA |              |              |              |              | \$39.390     | \$552.985    |              |              |              |              | \$592.375            |
| BRH014  | BR007   | Bridge St & South Nation River Bridge                         | 72.75 | Minor Rehabilitation |                    | ✓             | Design<br>Construction & CA |              |              |              |              |              |              | \$23.782     | \$333.498    |              |              | \$357.280            |
| BRH003  | BR001   | Ormond Bridge   | 72.99 | Minor Rehabilitation | ✓                  |               | Design<br>Construction & CA |              |              |              |              |              |              | \$44.089     | \$607.029    |              |              | \$651.118            |
| BRH007  | BR004   | Levere Rd & North Branch South Nation River Bridge            | 73.14 | Minor Rehabilitation | ✓                  |               | Design<br>Construction & CA |              |              |              |              |              |              | \$23.740     | \$373.015    |              |              | \$396.755            |
| BRH017  | BR010   | Bigford Bridge  | 73.23 | Minor Rehabilitation | ✓                  |               | Design<br>Construction & CA |              |              |              |              |              |              | \$15.802     | \$281.728    |              |              | \$297.530            |
| BRH002  | BR060   | Belmeade Rd & South Castor River Bridge                       | 73.36 | Minor Rehabilitation | ✓                  |               | Design<br>Construction & CA |              |              |              |              |              |              | \$31.059     | \$457.178    |              |              | \$488.237            |
| BRH008  | BR005   | Van Camp Road & North Branch South Nation River Bridge        | 73.94 | Minor Rehabilitation |                    | ✓             | Design<br>Construction & CA |              |              |              |              |              |              | \$25.137     | \$429.075    |              |              | \$454.212            |
| BRH011  | BR012   | Nation Valley Rd & South Nation River Bridge                  | 74.44 | Minor Rehabilitation |                    | ✓             | Design<br>Construction & CA |              |              |              |              |              |              |              | \$23.839     | \$374.154    |              | \$397.993            |
| BRH001  | BR056   | Belmeade Rd & South Castor Creek Bridge                       | 74.63 | Major Rehabilitation |                    | ✓             | Design<br>Construction & CA |              |              |              |              |              |              |              | \$43.554     | \$710.871    |              | \$754.425            |

|               |                  |                    |                    |                 |                  |                    |                 |                    |                    |                    |                    |
|---------------|------------------|--------------------|--------------------|-----------------|------------------|--------------------|-----------------|--------------------|--------------------|--------------------|--------------------|
| <b>Total:</b> | <b>\$180.256</b> | <b>\$1,270.584</b> | <b>\$1,720.360</b> | <b>\$69.849</b> | <b>\$645.264</b> | <b>\$1,297.940</b> | <b>\$91.611</b> | <b>\$1,385.540</b> | <b>\$1,235.374</b> | <b>\$1,085.025</b> | <b>\$8,981.803</b> |
|---------------|------------------|--------------------|--------------------|-----------------|------------------|--------------------|-----------------|--------------------|--------------------|--------------------|--------------------|

| Culverts Capital Work 10-Year Plan (in \$1000's) |       |  |       |                      |                    |               |                             |               |                  |                    |                  |                    |                  |                  |                |                |                |                      |                    |
|--|-------|--|-------|----------------------|--------------------|---------------|-----------------------------|---------------|------------------|--------------------|------------------|--------------------|------------------|------------------|----------------|----------------|----------------|----------------------|--------------------|
| Structure ID                                     |       | Structure Name   | BCI   | Repair Needs         | Recommended Timing |               | Description                 | 2021 (\$000)  | 2022 (\$000)     | 2023 (\$000)       | 2024 (\$000)     | 2025 (\$000)       | 2026 (\$000)     | 2027 (\$000)     | 2028 (\$000)   | 2029 (\$000)   | 2030 (\$000)   | 10-Year Plan (\$000) |                    |
|  |       |  |       |                      | 1 to 5 Years       | 6 to 10 Years |                             |               |                  |                    |                  |                    |                  |                  |                |                |                |                      |                    |
| -  |       | Structures with Approach Rehabilitation CUC002, CUC004, CUC005, CUS001 | N/A   | Minor Rehabilitation | ✓                  |               | Design<br>Construction & CA | \$270.000     |                  |                    |                  |                    |                  |                  |                |                |                | \$270.000            |                    |
| CUS017   | BR029 | Nation Valley Rd & Dillabough Creek MD Culvert                         | 28.13 | Replacement          | ✓                  |               | Design<br>Construction & CA | \$104.784     | \$1,172.516      |                    |                  |                    |                  |                  |                |                |                | \$1,277.300          |                    |
| CUC008   | BR028 | Nation Valley Rd & Servage MD Culvert                                  | 43.50 | Replacement          | ✓                  |               | Design<br>Construction & CA |               | \$60.750         | \$798.625          |                  |                    |                  |                  |                |                |                | \$859.375            |                    |
| CUS010   | BR049 | Development Rd & CPR Railway Culvert                                   | 48.75 | Replacement          | ✓                  |               | Design<br>Construction & CA |               |                  | \$93.370           | \$1,236.755      |                    |                  |                  |                |                |                | \$1,330.125          |                    |
| CUS007   | BR050 | Spruit Rd Culvert  | 53.77 | Replacement          | ✓                  |               | Design<br>Construction & CA |               |                  |                    | \$69.615         | \$900.573          |                  |                  |                |                |                | \$970.188            |                    |
| CUS014   | BR033 | River Rd & Kittle Creek MD Culvert                                     | 61.93 | Major Rehabilitation | ✓                  |               | Design<br>Construction & CA |               |                  |                    |                  | \$26.075           | \$382.361        |                  |                |                |                | \$408.436            |                    |
| CUC006   | BR059 | Winchester Main St & Henderson Creek MD Culvert                        | 63.17 | Minor Rehabilitation | ✓                  |               | Design<br>Construction & CA |               |                  |                    |                  | \$12.232           | \$180.672        |                  |                |                |                | \$192.904            |                    |
| CUC001   | BR016 | Cayer Rd & McLean MD Culvert   | 73.65 | Minor Rehabilitation | ✓                  |               | Design<br>Construction & CA |               |                  |                    |                  | \$10.000           | \$191.494        |                  |                |                |                | \$201.494            |                    |
|  |       |  |       |                      |                    |               |                             | <b>Total:</b> | <b>\$374.784</b> | <b>\$1,233.266</b> | <b>\$891.995</b> | <b>\$1,306.370</b> | <b>\$948.879</b> | <b>\$754.527</b> | <b>\$0.000</b> | <b>\$0.000</b> | <b>\$0.000</b> | <b>\$0.000</b>       | <b>\$5,509.821</b> |

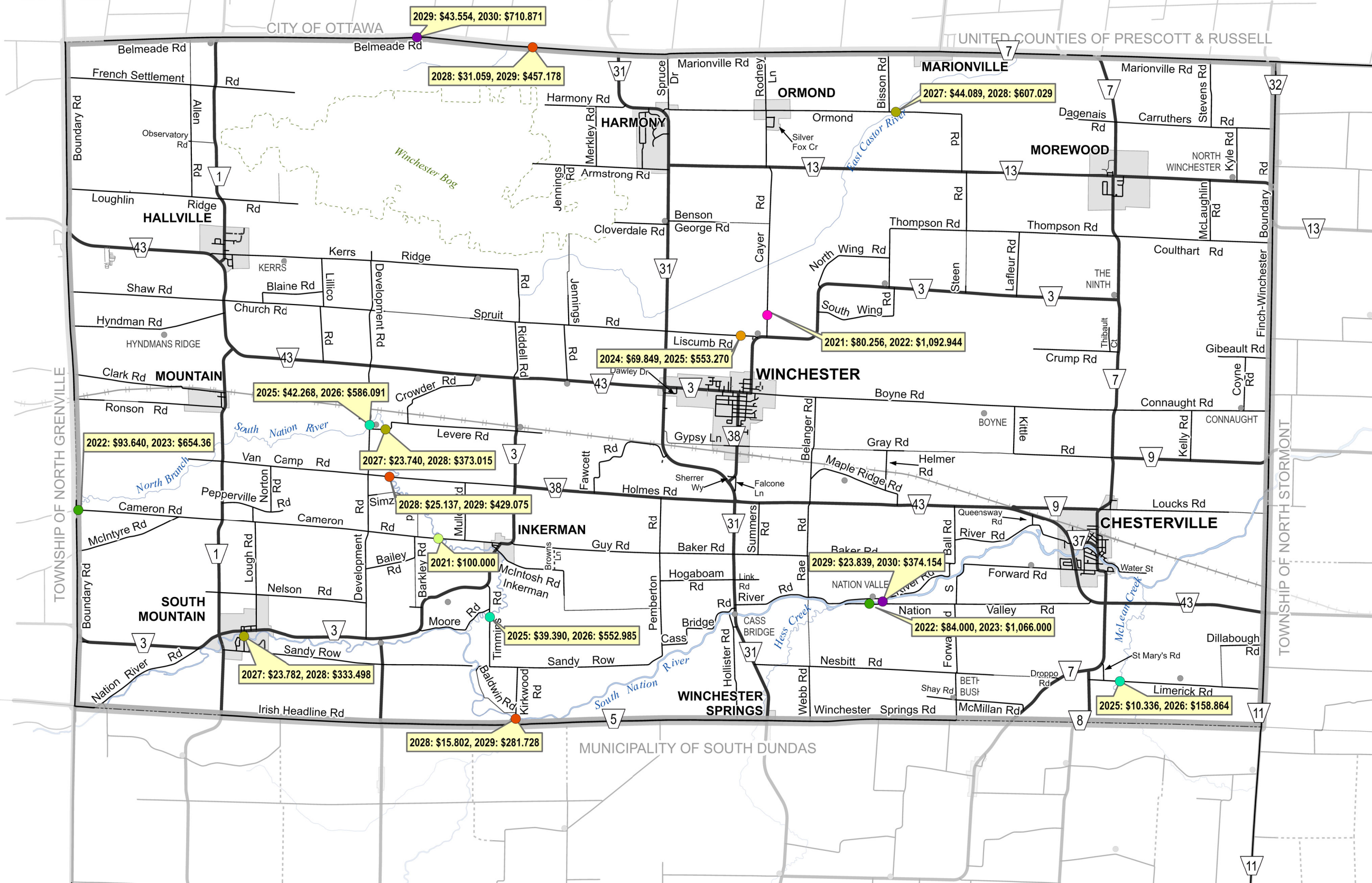
## **Appendix D:**

### *Capital 10-Year Plan Key Map*



# TOWNSHIP OF North Dundas

## 10 Year Capital Plan Bridges



### Legend

#### Construction Year (Second Year Listed)

- 2021
- 2022
- 2023
- 2025
- 2026
- 2028
- 2029
- 2030

- ▬ 9 County Road
- ▬ Township Road
- ▬ Private/Other Road
- ▬ Road Allowance / Seasonal Road
- ▬ Under Construction
- ▬ Railroad
- ▬ Settlement Area
- ▬ Township Boundary



1:100,000



Produced by:  
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TOWNSHIP OF  
**North Dundas**

**10 Year Capital Plan  
Culverts**

**Legend**

**Construction Year  
(Second Year)**

- ◆ 2021
- ◆ 2022
- ◆ 2023
- ◆ 2024
- ◆ 2025
- ◆ 2026
- ◆ 2028
- ◆ 2029
- ◆ 2030

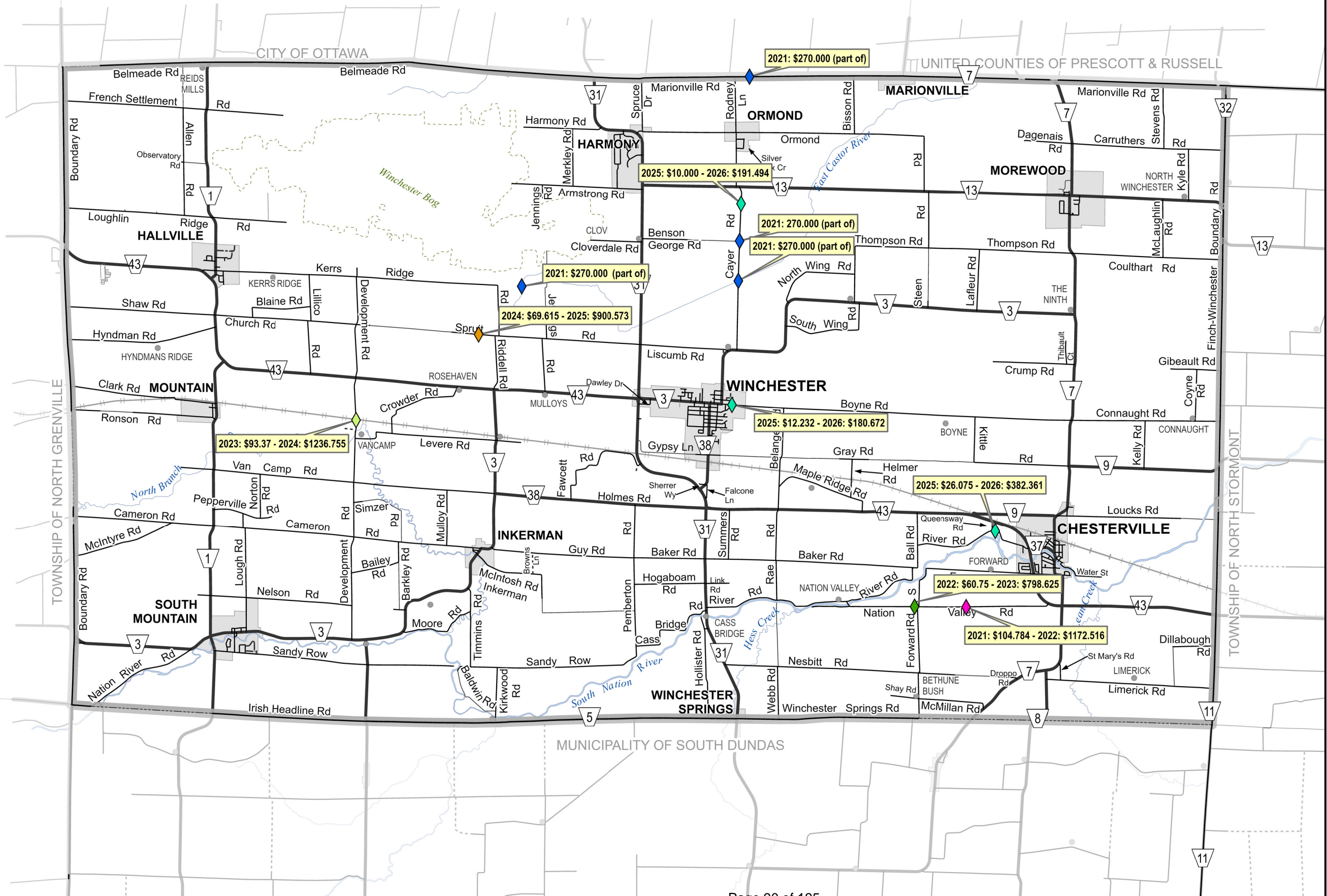
- County Road
- Township Road
- Private/Other Road
- Road Allowance / Seasonal Road
- Under Construction
- Railroad
- Settlement Area
- Township Boundary



1:100,000



Produced by:  
The United Counties of  
Stormont, Dundas and Glengarry,  
Transportation and Planning Services  
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**Appendix E:**  
*Additional Investigations*

| Additional Investigations |         |  |                                |       |            |           |                |  |          |                      |        |
|---------------------------|---------|--|--------------------------------|-------|------------|-----------|----------------|--|----------|----------------------|--------|
| Structure ID              | PSAB ID | Structure Name                                       | Type                           | BCI   | Length (m) | Width (m) | Road Width (m) | Additional Investigations                              | Priority |                      |        |
|                           |         |  |                                |       |            |           |                |  | Urgent   | 1 Year               | 2 Year |
| CUS017                    | BR029   | Nation Valley Rd & Dillabough Creek MD Culvert       | SPCSP Arch Culvert             | 28.13 | 17.40      | 3.30      | 6.40           | Structure Evaluation                                   | \$15,000 |                      |        |
| BRH009                    | BR017   | Cameron Rd & Near Boundary Rd Bridge                 | Slab on Steel I - Girders      | 61.23 | 11.5       | 6         | 6              | Detailed Deck Condition Survey<br>Structure Evaluation |          | \$40,000<br>\$15,000 |        |
| CUS014                    | BR033   | River Rd & Kittle Creek MD Culvert                   | CSP Horizontal Ellipse Culvert | 61.93 | 25.30      | 3.90      | 6.00           | Monitoring of Deformations, Settlements and Movements  |          | \$5,000              |        |
| CUS016                    | BR020   | Pemberton Rd & Mulin MD Culvert                      | SPCSP Arch Culvert             | 62.97 | 17.50      | 3.00      | 5.80           | Monitoring of Crack Widths                             |          | \$5,000              |        |
| CUS005                    | BR048   | Kerrs Ridge Rd Culvert & Castor Extension MD Culvert | SPCSP Arch Culvert             | 63.50 | 15.00      | 4.00      | 5.00           | Monitoring of Crack Widths                             |          | \$5,000              |        |
| CUS001                    | BR035   | Marionville Rd & Lough MD Culvert                    | CSP Arch Culvert               | 74.67 | 28.70      | 3.20      | 6.00           | Monitoring of Deformations, Settlements and Movements  |          | \$5,000              |        |
|                           |         |  |                                |       |            |           |                |  |          |                      |        |
|                           |         |  |                                |       |            |           |                |  |          |                      |        |

|                     |                 |                 |            |
|---------------------|-----------------|-----------------|------------|
| <b>Total Costs:</b> | <b>\$15,000</b> | <b>\$75,000</b> | <b>\$0</b> |
|---------------------|-----------------|-----------------|------------|



## **Appendix F:**

### *Maintenance Needs*

| Maintenance Needs |         |   |       |            |           |                |   |            |  |            |
|-------------------|---------|---|-------|------------|-----------|----------------|---|------------|--|------------|
| Structure ID      | PSAB ID | Structure Type  | BCI   | Length (m) | Width (m) | Road Width (m) | Maintenance Needs   | Priority   |  |            |
|                   |         |   |       |            |           |                |   | Ongoing    | 1 Year   | 2 Year     |
| CUC008            | BR028   | Nation Valley Rd & Servage MD Culvert                         | 43.50 | 7.50       | 3.50      | 4.60           | To repair rotated hazard markers.   |            | \$2,000.0  |            |
| CUS007            | BR050   | Spruit Rd Culvert   | 53.77 | 15.30      | 2.50      | 5.30           | To implement erosion control on southeast embankment.   |            | \$4,000.0  |            |
| CUS019            | BR053   | Hollister Rd & Moffat Creek MD Culvert                        | 61.04 | 26.50      | 3.00      | 10.70          | To remove overgrown vegetation from stream.   |            | \$2,000.0  |            |
| CUS014            | BR033   | River Rd & Kittle Creek MD Culvert                            | 61.93 | 25.30      | 3.90      | 6.00           | Erosion control measures on stream.   |            | \$4,000.0  |            |
| CUC006            | BR059   | Winchester Main St & Henderson Creek MD Culvert               | 63.17 | 15.30      | 3.10      | 9.80           | Rout & seal asphalt wearing surface.  |            | \$10,000.0   |            |
| CUS005            | BR048   | Kerrs Ridge Rd Allowance & Castor Extension MD Culvert        | 63.50 | 15.00      | 4.00      | 5.00           | To regrade approach gravel wearing surface.   |            | \$3,000.0  |            |
| CUS012            | BR044   | Finch Winchester Boundary Rd & Stoney Creek MD Culvert        | 65.11 | 18.3       | 3         | 4.6            | Erosion control measures on stream.<br>To remove heavy vegetation from embankments.   |            | \$8,000.0<br>\$2,000.0   |            |
| BRH005            | BR058   | Liscumb Rd & Annable MD Bridge                                | 68.57 | 5.30       | 6.40      | 4.60           | To repair bridge railing.   |            | \$8,000.0  |            |
| BRH015            | BR014   | Limerick Rd & McMillan Rd Bridge                              | 71.01 | 12.8       | 8.5       | 7              | Concrete repairs to end posts.<br>Repair to bridge railing coating.<br>To remove debris from deck.  |            | \$10,000.0<br>\$6,000.0<br>\$2,000.0                           |            |
| BRH006            | BR003   | Development Rd & North Branch of South Nation River MD Bridge | 71.53 | 25.90      | 9.60      | 8.00           | To remove debris from deck drains.  |            | \$2,000.0  |            |
| BRH013            | BR008   | Timmins Rd & North Branch South Nation River Bridge           | 72.44 | 20.8       | 10.1      | 9              | To regrade approach wearing surface.<br>To remove debris from deck.   |            | \$3,000.0<br>\$2,000.0   |            |
| BRH014            | BR007   | Bridge St & South Nation River Bridge                         | 72.75 | 30.2       | 7         | 4.9            | Erosion control at stream banks.<br>Repair of bridge concrete (abutment)<br>Rout and seal asphalt wearing surface.<br>To install missing end cap.<br>To repair damaged SBGR & install hazard markers. |            | \$4,000.0<br>\$8,000.0<br>\$10,000.0<br>\$3,000.0<br>\$8,000.0 |            |
| BRH003            | BR001   | Ormond Bridge   | 72.99 | 32.30      | 9.10      | 7.50           | To remove debris from expansion joints.   |            | \$2,000.0  |            |
| BRH007            | BR004   | Levere Rd & North Branch South Nation River Bridge            | 73.14 | 14.7       | 8.5       | 7              | To regrade approach gravel wearing surface on both sides and to install hazard markers on 4 quadrants.<br>To remove debris from expansion joints.   |            | \$6,000.0<br>\$2,000.0   |            |
| BRH017            | BR010   | Bigford Bridge  | 73.23 | 43         | 9.8       | 7.5            | To regrade approach gravel wearing surface on both sides of structure.<br>To remove debris from expansion joints.   |            | \$5,000.0<br>\$2,000.0   |            |
| <b>Sub-Total:</b> |         |   |       |            |           |                |   | <b>\$0</b> | <b>\$118,000</b>   | <b>\$0</b> |

| Maintenance Needs |       |   |       |            |           |                |  |          |                                     |                         |
|-------------------|-------|---|-------|------------|-----------|----------------|--|----------|-------------------------------------|-------------------------|
| Structure ID      |       | Structure Type  | BCI   | Length (m) | Width (m) | Road Width (m) | Maintenance Needs  | Priority |                                     |                         |
|                   |       |   |       |            |           |                |  | Ongoing  | 1 Year                              | 2 Year                  |
| CUS015            | BR051 | Guy Rd & Mullin MD Culvert                                | 73.32 | 16.80      | 3.30      | 5.80           | Rout and seal asphalt wearing surface.   |          | \$10,000.0                          |                         |
| BRH002            | BR060 | Belmeade Rd & South Castor River Bridge                   | 73.36 | 17.40      | 10.50     | 7.30           | To repair asphalt surface treatment on approaches.   |          | \$5,000.0                           |                         |
| CUC001            | BR016 | Cayer Rd & McLean MD Culvert                              | 73.65 | 11.7       | 3         | 6.4            | Concrete repairs to inlet components.<br>Rout and seal asphalt wearing surface.  |          | \$5,000.0<br>\$10,000.0             |                         |
| CUC004            | BR015 | Cayer Rd & McLean MD Culvert                              | 73.99 | 18         | 8.5       | 6              | Concrete repairs to barrel.<br>Rout and seal asphalt wearing surface.  |          |                                     | \$8,000.0<br>\$10,000.0 |
| CUC005            | BR018 | Kerrs Ridge Rd & Castor Extension MD Culvert              | 74.4  | 14.5       | 3         | 4.5            | To regrade approach gravel wearing surface.<br>To stabilize outlet components.   |          | \$5,000.0<br>\$8,000.0              |                         |
| BRH011            | BR012 | Nation Valley Rd & South Nation River Bridge              | 74.44 | 69.1       | 9.2       | 7.3            | To remove debris from deck & expansion joints.<br>Animal control.<br>Concrete repairs to girder end.   |          | \$2,000.0<br>\$6,000.0              | \$2,000.0               |
| CUS002            | BR052 | Carruthers Rd & Muffat Creek MD Culvert                   | 74.57 | 15.30      | 3.70      | 5.80           | Rout and seal asphalt wearing surface.   |          |                                     | \$10,000.0              |
| BRH001            | BR056 | Belmeade Rd & South Castor Creek Bridge                   | 74.63 | 12.2       | 10.5      | 7              | To install hazard markers on all 4 quadrants.<br>To repair asphalt surface treatment on approaches.  |          | \$4,000.0                           | \$5,000.0               |
| CUS011            | BR032 | Kittle Rd & Kittle Creek MD Culvert                       | 74.67 | 12.20      | 3.00      | 6.00           | Rout and seal asphalt wearing surface.   |          |                                     | \$10,000.0              |
| CUS001            | BR035 | Marionville Rd & Lough MD Culvert                         | 74.67 | 28.70      | 3.20      | 6.00           | Rout and seal asphalt wearing surface.   |          |                                     | \$10,000.0              |
| CUC002            | BR023 | Cayer Rd & Cinnamon MD Culvert                            | 74.85 | 19.50      | 6.10      | 6.00           | Animal/pest control  |          | \$2,000.0                           |                         |
| BRH016            | BR006 | West Bridge   | 74.9  | 32.2       | 9.7       | 8.5            | To install hazard markers.<br>Rout and seal asphalt wearing surface on approaches and deck.  |          | \$8,000.0                           | \$10,000.0              |
| BRH010            | BR009 | Cameron Rd & North Branch of South Nation River MD Bridge | 74.95 | 18.3       | 9         | 7.3            | To implement erosion control measures at bridge corners.<br>To remove heavy vegetation from embankments.<br>To remove debris from deck drains. |          | \$8,000.0<br>\$2,000.0<br>\$2,000.0 |                         |
| CUC009            | BR030 | Nation River Rd & Eager MD Culvert                        | 74.96 | 17.4       | 3         | 5.8            | Rout and seal approach asphalt wearing surface.<br>To waterproof and seal joints between precast segments.                                     |          |                                     | \$10,000.0<br>\$6,000.0 |
| CUS021            | BR011 | Nesbitt Rd & Whittaker MD Culvert                         | 74.98 | 13         | 10        | 8.5            | To remove sediments from stream bed.<br>To implement erosion control measures at stream banks.   |          |                                     | \$3,000.0<br>\$8,000.0  |

|                     |            |                  |                 |
|---------------------|------------|------------------|-----------------|
| <b>Sub-Total:</b>   | <b>\$0</b> | <b>\$77,000</b>  | <b>\$92,000</b> |
| <b>Total Costs:</b> | <b>\$0</b> | <b>\$195,000</b> | <b>\$92,000</b> |

## **Appendix G:**

### *Approach Rehabilitation Structures*

| Approach Rehabilitation Structures |         |   |       |  |              |
|------------------------------------|---------|---|-------|--|--------------|
| Structure ID                       | PASB ID | Structure Name  | BCI   | Description  | Cost         |
| CUC004                             | BR015   | Cayer Rd & Castor Extension MD Culvert                    | 73.99 | To replace SBGR end treatments and repair collision damage on steel flex beam. | \$70,000.00  |
| CUC005                             | BR018   | Kerrs Ridge Rd Allowance & Castor Extension MD Culvert    | 74.40 | To replace SBGRs buried end treatment  | \$60,000.00  |
| CUS001                             | BR035   | Marionville Rd & Lough MD Culvert                         | 74.67 | To install SBGR at the north side of the roadway.                              | \$80,000.00  |
| CUC002                             | BR023   | Cayer Rd & Cinnamon MD Culvert                            | 74.85 | To replace SBGRs buried end treatment  | \$60,000.00  |
| BRH010                             | BR009   | Cameron Rd & North Branch of South Nation River MD Bridge | 74.95 | To conduct length of need study and install hazard markers.                    | \$100,000.00 |
|                                    |         |   |       |  |              |

|               |                     |
|---------------|---------------------|
| <b>Total:</b> | <b>\$370,000.00</b> |
|---------------|---------------------|

**Appendix H:**  
*OSIM Reports*



| <b>ACTION REQUEST – Planning Building and Enforcement</b> |   |
|---|---|
| <b>To:</b>  | Mayor and Members of Council                    |
| <b>Date of Meeting:</b>                                   | March 9, 2021                                   |
| <b>Subject:</b>   | Development Charges Reserve Fund 2020 Statement |

**RECOMMENDATION:**

**WHEREAS** eligible growth-related capital expenditures relating to the Development Charges By-law No. 2017-02 occurred in the Township of North Dundas in 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.

**BACKGROUND:**

Section 43(1) of the *Development Charges Act, 1997* requires that the Treasurer shall, each year, provide Council with a financial statement relating to the development charge by-laws and reserve funds. Based on the 2020 Capital Budget, growth related expenditures and development charge reserves, a financial statement has been prepared for Council. Five growth-related capital projects were budgeted for 2020, with only three completed in 2020.

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

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

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

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

In 2020, a total of \$371,697 was received from development charges and interest earned was \$12,241. A total of \$52,063.90 will be drawn from the development charge reserve fund for growth-related capital expenditures incurred in 2020. The Chesterville pumping station reserve will be drawn down \$61.03.

Since amalgamation, North Dundas has now raised \$3,075,219 from development charges and interest to offset growth-related costs.

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

- 1. Adopt the resolution to transfer funds from the development charge reserve fund as per the 2020 budget and related eligible growth-related capital expenses – recommended.**
- 2. Modify any of the proposed development charge fund transfers and take the funds from other reserves or 2020 taxation. Any changes will require a 2020 budget amendment – not recommended.**



- 3. **Pass a 2020 budget amendment to fund all 2020 growth-related capital costs from general reserves or from taxation – not recommended.**

**FINANCIAL ANALYSIS:**

If the Financial Statement is adopted by Council, the listed growth-related capital costs will be funded from the development charge reserve fund.

**OTHERS CONSULTED:**

Director of Finance  
Deputy Treasurer  
CAO  
Department Heads

**ATTACHMENTS:**


2020 Development Charges Reserve Fund Financial Statement  
Appendix "A" – Development Charges Statement of Continuity

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



**Angela Rutley, BBA  
CAO**

# Township of North Dundas

Development Charge Reserve Fund  
Statement of Continuity  
For the Year End December 31, 2020

|                                   | Develop. Charge Study | Public Works |                   |                     |                   | Transportation |         | Fire Services |               |          | Recreation |                  |                    |           | Reserve Fund Total |
|-----------------------------------|-----------------------|--------------|-------------------|---------------------|-------------------|----------------|---------|---------------|---------------|----------|------------|------------------|--------------------|-----------|--------------------|
|                                   |                       | Garage       | Equip & Furniture | Unlicenced Vehicles | Licenced Vehicles | Sidewalks      | Roads   | Fire Station  | Equip. & Gear | Vehicles | Arena      | Arena - Contents | Bldgs & Facilities | Equipment |                    |
| Residential Percentage 2020       | 1.708%                | 8.250%       | 2.227%            | 5.610%              | 10.209%           | 3.300%         | 24.749% | 10.312%       | 3.135%        | 17.241%  | 0.000%     | 1.607%           | 6.028%             | 5.626%    | 100.000%           |
| Non-Residential Percentages 2020  | 1.916%                | 9.270%       | 2.503%            | 6.303%              | 11.471%           | 3.708%         | 27.809% | 11.587%       | 3.913%        | 21.520%  |            |                  |                    |           | 100.000%           |
| Farm Buildings - Percentages 2020 |                       |              |                   |                     |                   |                |         |               | 15.385%       | 84.615%  |            |                  |                    |           | 100.000%           |

| Municipal Service                          | Administration            | Public Works        |                       |                     |                       | Transportation      |                      | Fire Services        |                      |                      | Recreation       |                     |                        |                     | Chesterville                | Totals                 |
|--|---------------------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|----------------------|----------------------|----------------------|----------------------|------------------|---------------------|------------------------|---------------------|-----------------------------|------------------------|
|  | Development Charges Study | Garage              | Equipment & Furniture | Unlicenced Vehicles | Licenced Vehicles     | Sidewalks           | Roads                | Fire Station         | Equipment & Gear     | Vehicles             | Arena (Building) | Arena (Contents)    | Buildings & Facilities | Equipment           | Subdivision Pumping Station | Reserve Fund Total     |
| Balance as of the 1st day of January 2020  | \$ 19,009.05              | \$ 11,700.45        | \$ 12,717.89          | \$ 40,936.86        | \$ 63,266.05          | \$ 2,696.81         | \$ 168,966.18        | \$ 196,017.72        | \$ 5,136.70          | \$ 284,867.57        | \$ -             | \$ 5,440.70         | \$ 120,252.66          | \$ 37,371.79        | \$ -                        | \$ 968,380.43          |
| Residential Dev. Chrgs Received            | 6,222.51                  | 30,056.75           | 8,115.32              | 20,438.59           | 37,195.23             | 12,022.70           | 90,170.26            | 37,570.94            | 11,421.05            | 62,815.75            | 0.00             | 5,856.48            | 21,961.80              | 20,497.68           | 60.71                       | 364,405.79             |
| Non-Residential Dev. Chrgs. Received       | 82.81                     | 400.64              | 108.17                | 272.43              | 495.79                | 160.25              | 1,201.91             | 500.80               | 169.11               | 930.10               |                  |                     |                        |                     |                             | 4,322.01               |
| Farm Buildings Dev. Chrgs Received         |                           |                     |                       |                     |                       |                     |                      |                      | 456.85               | 2,512.69             |                  |                     |                        |                     |                             | 2,969.54               |
| <b>Total Dev. Charge Received</b>          | <b>\$ 6,305.32</b>        | <b>\$ 30,457.39</b> | <b>\$ 8,223.50</b>    | <b>\$ 20,711.03</b> | <b>\$ 37,691.02</b>   | <b>\$ 12,182.96</b> | <b>\$ 91,372.18</b>  | <b>\$ 38,071.74</b>  | <b>\$ 12,047.01</b>  | <b>\$ 66,258.54</b>  | <b>\$ -</b>      | <b>\$ 5,856.48</b>  | <b>\$ 21,961.80</b>    | <b>\$ 20,497.68</b> | <b>\$ 60.71</b>             | <b>\$ 371,697.34</b>   |
| Accrued Interest - Residential             | 184.00                    | 888.80              | 239.98                | 604.39              | 1,099.89              | 355.52              | 2,666.41             | 1,111.00             | 337.73               | 1,857.51             | 0.00             | 173.18              | 649.43                 | 606.13              | 0.32                        | 10,774.31              |
| Accrued Interest - Non-Residential         | 16.98                     | 82.14               | 22.18                 | 55.85               | 101.65                | 32.86               | 246.42               | 102.67               | 34.67                | 190.69               |                  |                     |                        |                     |                             | 886.10                 |
| Accrued Interest - Farm Building           |                           |                     |                       |                     |                       |                     |                      |                      | 89.28                | 491.05               |                  |                     |                        |                     |                             | 580.33                 |
| <b>Total Accrued Interest</b>              | <b>200.98</b>             | <b>970.94</b>       | <b>262.15</b>         | <b>660.24</b>       | <b>1,201.54</b>       | <b>388.38</b>       | <b>2,912.83</b>      | <b>1,213.68</b>      | <b>461.68</b>        | <b>2,539.25</b>      | <b>0.00</b>      | <b>173.18</b>       | <b>649.43</b>          | <b>606.13</b>       | <b>0.32</b>                 | <b>12,240.74</b>       |
| <b>SUB-TOTAL</b>                           | <b>\$ 6,506.30</b>        | <b>\$ 31,428.33</b> | <b>\$ 8,485.65</b>    | <b>\$ 21,371.27</b> | <b>\$ 38,892.56</b>   | <b>\$ 12,571.33</b> | <b>\$ 94,285.00</b>  | <b>\$ 39,285.42</b>  | <b>\$ 12,508.69</b>  | <b>\$ 68,797.79</b>  | <b>\$ -</b>      | <b>\$ 6,029.66</b>  | <b>\$ 22,611.23</b>    | <b>\$ 21,103.81</b> | <b>\$ 61.03</b>             | <b>\$ 383,938.08</b>   |
| LESS                                       |                           |                     |                       |                     |                       |                     |                      |                      |                      |                      |                  |                     |                        |                     |                             |                        |
| Dev. Charges Refunded Residential          | (13.45)                   | (64.97)             | (17.54)               | (44.18)             | (80.40)               | (25.99)             | (194.92)             | (81.22)              | (24.69)              | (135.79)             |                  | (12.66)             | (47.47)                | (44.31)             | -                           | (787.60)               |
| Dev. Charges Refunded Non-Residential      | (49.91)                   | (241.47)            | (65.20)               | (164.20)            | (298.82)              | (96.59)             | (724.42)             | (301.84)             | (101.93)             | (560.59)             |                  |                     | -                      | -                   | -                           | (2,604.96)             |
| Transfers to Capital Fund                  |                           |                     | (1,612.90)            |                     | (45,000.00)           |                     |                      |                      | (5,451.00)           |                      |                  |                     |                        |                     | (61.03)                     | (52,124.93)            |
| Amount Borrowed by Municipality            | 0.00                      | 0.00                | 0.00                  | 0.00                | 0.00                  | 0.00                | 0.00                 | 0.00                 | 0.00                 | 0.00                 | 0.00             | 0.00                | 0.00                   | 0.00                | 0.00                        | 0.00                   |
| Interested on Borrowed Amount              | 0.00                      | 0.00                | 0.00                  | 0.00                | 0.00                  | 0.00                | 0.00                 | 0.00                 | 0.00                 | 0.00                 | 0.00             | 0.00                | 0.00                   | 0.00                | 0.00                        | 0.00                   |
| <b>SUB-TOTAL</b>                           | <b>\$ (63.36)</b>         | <b>\$ (306.45)</b>  | <b>\$ (1,695.64)</b>  | <b>\$ (208.38)</b>  | <b>\$ (45,379.23)</b> | <b>\$ (122.58)</b>  | <b>\$ (919.34)</b>   | <b>\$ (383.06)</b>   | <b>\$ (5,577.61)</b> | <b>\$ (696.38)</b>   | <b>\$ -</b>      | <b>\$ (12.66)</b>   | <b>\$ (47.47)</b>      | <b>\$ (44.31)</b>   | <b>\$ (61.03)</b>           | <b>\$ (55,517.49)</b>  |
| <b>CLOSING BALANCE - December 31, 2020</b> | <b>\$ 25,451.99</b>       | <b>\$ 42,822.34</b> | <b>\$ 19,507.90</b>   | <b>\$ 62,099.74</b> | <b>\$ 56,779.39</b>   | <b>\$ 15,145.57</b> | <b>\$ 262,331.85</b> | <b>\$ 234,920.08</b> | <b>\$ 12,067.78</b>  | <b>\$ 352,968.99</b> | <b>\$ -</b>      | <b>\$ 11,457.70</b> | <b>\$ 142,816.41</b>   | <b>\$ 58,431.29</b> | <b>\$ -</b>                 | <b>\$ 1,296,801.02</b> |

FIR Lines 0610 to 0699

|                         |                      | TOTAL                  |
|-------------------------|----------------------|------------------------|
| Non-discounted Services | \$ 314,521.02        | \$ 1,058,643.64        |
| Discounted Services     | \$ 54,571.36         | \$ 238,157.39          |
| Credits Utilized        |                      |                        |
| <b>Total</b>            | <b>\$ 369,092.38</b> | <b>\$ 1,296,801.03</b> |

**2020 Capital Projects:**

|                                     | Budget Amount        | Actual Amount        | Budget Amount D.C.'s | Eligible Amount D.C.'s | Amount Withdrawn    | Amount Financed from Reserves | Amount Financed from 2020 Taxation | Grants/Other Contributions | Total Financing      |
|-------------------------------------|----------------------|----------------------|----------------------|------------------------|---------------------|-------------------------------|------------------------------------|----------------------------|----------------------|
| Public Works - Box Jack             | \$ 2,000.00          | \$ 1,612.90          | \$ 2,000.00          | \$ 1,612.90            | \$ 1,612.90         |                               | \$ 0.00                            |                            | \$ 1,612.90          |
| Public Works - Tandem Truck         | \$ 288,000.00        | \$ 286,005.23        | \$ 45,000.00         | \$ 45,000.00           | \$ 45,000.00        | \$ 119,505.23                 | \$ 121,500.00                      |                            | \$ 286,005.23        |
| Fire Service - Bunker Dryer         | \$ 8,100.00          | \$ 5,451.28          | \$ 8,100.00          | \$ 5,451.28            | \$ 5,451.00         | \$ 0.28                       | \$ 0.00                            |                            | \$ 5,451.28          |
| <b>Totals</b>                       | <b>\$ 298,100.00</b> | <b>\$ 293,069.41</b> | <b>\$ 55,100.00</b>  | <b>\$ 52,064.18</b>    | <b>\$ 52,063.90</b> | <b>\$ 119,505.51</b>          | <b>\$ 121,500.00</b>               | <b>\$ 0.00</b>             | <b>\$ 293,069.41</b> |
| <b>Chesterville Pumping Station</b> |                      | \$ 61.03             | \$ 61.03             | \$ 61.03               | \$ 61.03            |                               |                                    |                            | \$ 61.03             |

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

John Gareau, Treasurer  
Township of North Dundas

Date:



| ACTION REQUEST – Waste Management Services |  |
|--|--|
| <b>To:</b>                                 | Mayor and Members of Council                             |
| <b>Date of Meeting:</b>                    | March 9, 2021  |
| <b>Subject:</b>                            | Boyne Road Landfill- Water Monitoring Program and Budget |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

The purpose of this report is to extend the Ground Water Monitoring contract for the year 2021. Having knowledge of the Boyne Road Landfill and the working relationship already established by Golder with MECP, is a great asset for the Township while in an EA Application process.

**OPTIONS AND DISCUSSION:**

1. **Accept the quotation** – recommended.
2. **Do not accept the quotation** - not recommended.

**FINANCIAL ANALYSIS:**


This has been included in the 2021 Waste Management Budget. There is an approximate \$7,500 in savings from the amount included in the draft budget, but I would like to transfer \$5,000 of the savings to repairs and maintenance because I expect that I will need additional funds for repairs. These proposed changes are included in the budget amendments for the March 10<sup>th</sup> meeting.

**ATTACHMENTS:**

1. Proposed 2021 Work program and Budget for consulting services  
Mountain and Boyne Landfills  
Township of North Dundas, Ontario

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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**Doug Froats**  
**Director of Waste Management**



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



February 23, 2021

Proposal No. CX21451299

**Mr. Doug Froats, Director of Waste Management**

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

**PROPOSED 2021 WORK PROGRAM AND BUDGET FOR CONSULTING SERVICES  
 MOUNTAIN AND BOYNE ROAD LANDFILLS  
 TOWNSHIP OF NORTH DUNDAS, ONTARIO**

Dear Doug,

Further to your request in February 2021, this letter summarizes the proposed 2021 work program for monitoring and reporting for the Township of North Dundas (Township) Mountain Landfill and Boyne Road Landfill sites.

**Proposed 2021 Work Program****Boyne Road Landfill**

For the purposes of this cost estimate, it is assumed that the groundwater and surface water monitoring programs will be identical to the 2020 groundwater and surface water monitoring programs, with minor exceptions. It is noted that an additional background surface water monitoring station was previously proposed by the surface water technical reviewer from the Ministry of the Environment Conservation and Parks (MECP). Golder Associates Ltd. (Golder) responded to this proposal in a technical memorandum dated December 8, 2016. A review of the surface water monitoring program from the 2017 Annual Monitoring Report was received from the MECP on January 8, 2019, and noted tentative agreement with the additional station (SW4), pending the comments from the review of the 2017 groundwater monitoring program. Comments from the 2017 groundwater monitoring program were not received from the MECP. No comment was made in the 2018 groundwater comments (received October 7, 2019) regarding the addition of a surface water monitoring station. A review of the surface water program from the 2019 Annual Monitoring Report was received from the MECP on July 28, 2020, and again noted tentative agreement with the additional station, provided that it can be concluded that SW4 is not under the influence of radial groundwater flow from the Landfill. Golder will continue to assess this MECP comment as part of the 2021 surface water monitoring program.

Surface water station SW4 was established in 2018 and has been monitored alongside the other surface water stations, starting in 2018 and has again been included in the proposed 2021 work program to provide data for discussion and evaluation between the MECP and the Township in 2021.

The following tasks are required for the 2021 work program for the Boyne Road Landfill:

- 1) Complete the spring and late summer groundwater monitoring sessions in accordance with the attached Table 9 of the **2020 Groundwater and Surface Water Monitoring Program and Operations Monitoring Report**.
- 2) Complete spring, late summer and late fall surface water monitoring sessions in accordance with the attached Table 10 of the **2020 Groundwater and Surface Water Monitoring Program and Operations Monitoring Report**.
- 3) Complete a topographical survey of the Boyne Road Landfill. Survey information will be used to report on the annual airspace consumed for inclusion in the **2021 Groundwater and Surface Water Monitoring Program and Operations Monitoring Report**.
- 4) Complete the Boyne Road Landfill **2021 Groundwater and Surface Water Monitoring Program and Operations Monitoring Report** to be submitted to the MECP by March 31, 2022. As was completed for the 2020 report, the report will address the compliance of the Site with all conditions of the ECA, as required by Conditions 7 (e) and (f) of Notice No. 7 of the ECA.

### **Mountain Landfill**

For the purposes of this cost estimate, the 2021 groundwater monitoring program is based on that described in Section 7 and summarized in Table 4 (attached) of the **2019 and 2020 Groundwater Monitoring Program Report**.

The following tasks are proposed for the 2021 work program for the Mountain Landfill:

- 1) Complete spring and fall groundwater monitoring sessions in accordance with the applicable post-closure monitoring program.

Note that the monitoring program report for Mountain Landfill is completed on a biennial basis; the next report is required following the 2022 monitoring program.

### **2021 Work Program Estimated Costs**

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

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

Proposal No. CX21451299  
February 23, 2021

| Task  | Estimated Cost         |
|---|------------------------|
| <b>Project Management</b>   | \$ 4,000               |
| <b>Groundwater and Surface Water Monitoring</b><br>Technician, mileage, field equipment, data review, etc.<br>Laboratory analyses         | \$ 22,700<br>\$ 11,100 |
| <b>Topographical Survey and Volume Calculation for Boyne Road Landfill</b><br>Technician, mileage, equipment, etc.<br>Volume calculations | \$ 4,000<br>\$ 1,100   |
| <b>Reporting</b><br>Boyne Road Landfill   | \$ 14,700              |
| <b>Total Estimated Cost for 2021 Work (excluding HST)</b>   | <b>\$ 57,600</b>       |

This proposal has taken into consideration certain efforts required due to the COVID-19 pandemic, but it is acknowledged that the full impacts of the COVID-19 pandemic are still not apparent. The proposed scope of services, cost and schedule do not consider additional potential impacts caused by COVID-19, beyond what has been described in the proposal. Any adjustments required due to any additional impacts to accommodate COVID-19 related concerns (including but not limited to, additional travel restrictions, delays, economic interruption, supply chain issues, or any governmental guidance) will require an equitable adjustment in scope, schedule and cost.

**Authorization**

If the scope and terms of this work plan are acceptable to you, please sign and return the Authorization to Proceed and Consulting Services Agreement for our files (see attached). If, however, you feel that the scope of work needs modification, please inform us so that we can make the appropriate changes.

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

Yours truly,

**Golder Associates Ltd.**



Patrick Schmidt, P.Eng.  
Waste Engineer



Paul Smolkin, P.Eng.  
Principal

RPM/PS/PAS/sg

[https://golderassociates.sharepoint.com/sites/140217/project files/1 proposal and project management/cx21451299-001-rev1-2021 workplan 23feb2021.docx](https://golderassociates.sharepoint.com/sites/140217/project%20files/1%20proposal%20and%20project%20management/cx21451299-001-rev1-2021%20workplan%2023feb2021.docx)

Attachments: Table 9: Proposed 2021 Groundwater Monitoring Program, Boyne Road Landfill Site  
Table 10: Proposed 2021 Surface Water Monitoring Program, Boyne Road Landfill Site  
Table 4: Proposed 2021-2022 Monitoring Program, Mountain Landfill  
Authorization to Proceed and Consulting Services Agreement

**Table 9: Proposed 2021 Groundwater Monitoring Program**

**MONITORING SESSIONS**

Spring (April)  
 Late summer (August/September)

**SAMPLING LOCATIONS**

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

**FIELD-MEASURED PARAMETERS**

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

**LABORATORY MEASURED PARAMETERS**

potassium, boron, iron, manganese, barium, aluminum, cadmium, chromium, cobalt, lead, zinc, TDS, alkalinity, sulphate, sodium, nitrate, chloride, BOD, DOC, ammonia, dissolved reactive phosphorous (DRP), phenols, hardness (calculated from laboratory calcium and magnesium analysis), copper, nickel  
 VOCs (At MW06-22R, MW1, MW4, MW5, and MW16 only)

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

Prepared by: RPM  
 Checked by: ETB



**Table 10: Proposed 2021 Surface Water Monitoring Program**

**1.0 MONITORING SESSIONS**

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

**2.0 SAMPLING LOCATIONS**

SW1, SW2, SW3, (SW4)\*  
\*SW4 is not currently a required sampling location by the ECA, but has been proposed by the MECP as an alternative background station

**3.0 FIELD-MEASURED PARAMETERS**

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

**4.0 FIELD OBSERVATIONS**

aquatic invertebrates  
aquatic plants  
algae growth  
litter/debris  
groundwater interaction

**LABORATORY MEASURED PARAMETERS**

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

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

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

Prepared by: RPM  
Checked by: ETB

**Table 4: Proposed 2021-2022 Monitoring Program, Mountain Landfill**

**1.0 MONITORING SESSIONS**

Spring (May)  
 Fall (September/October)

**2.0 SAMPLING LOCATIONS**

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

**3.0 FIELD-MEASURED PARAMETERS**

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

**4.0 LABORATORY MEASURED PARAMETERS**

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

**Special Note for Parameters with Established Provincial Water Quality Criteria**

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

Township of North Dundas ("Client") and Golder Associates Ltd. ("Golder") agree that the following terms and conditions will apply to any services, including subsequent services and changes, (collectively "Services") to be provided by Golder relating to Proposal No. CX21451299, dated February 23, 2021 (collectively the "Agreement"):

1) **Standard of Care.** Services performed by Golder will be conducted in a manner consistent with that level of care and skill ordinarily exercised by other professionals currently practicing under similar conditions in the same locality, subject to the time limits and financial, physical or other constraints applicable to the Services. No warranty, express or implied is made.

2) **Invoices and Payment Terms.** Unless otherwise specified in the proposal, Golder will submit monthly invoices to Client and a final bill upon completion of Services. Client shall notify Golder within ten (10) days of receipt of invoice of any dispute with the invoice and the parties shall promptly resolve any disputed items. Full payment is due prior to delivery of Golder's final deliverable. Payment on undisputed invoice amounts is due upon receipt of invoice by Client and is past due thirty (30) days from the date of the invoice. Client agrees to pay a finance charge of one and one-half percent (1-1/2%) per month (18% per annum), or the maximum rate allowed by law, on past due accounts. If payment remains past due sixty (60) days from the date of the invoice, then Golder shall have the right to suspend or terminate all Services under this Agreement, without prejudice or penalty. Client will pay all reasonable demobilization and other suspension or termination costs. Client agrees to pay all legal and collection costs incurred by Golder in pursuit of past due payments. Where the cost estimate for the Services is "not to exceed" a specified sum, Golder shall notify Client before each limit is exceeded, and shall not continue to provide Services beyond such limit unless Client authorizes an increase in the amount of the limitation. If a "not to exceed" limitation is broken down into budgets for specific tasks, the task budget may be exceeded without Client authorization as long as the total limitation is not exceeded.

3) **Changes.** Client and Golder recognize that it may be necessary to modify the scope of Services, schedule, and/or cost estimate proposed in this Agreement. Such changes shall change the Services, schedule, and/or the cost, as may be equitable under the circumstances. If after a good faith effort by Golder to negotiate modifications to the scope of Services, schedule, and/or cost estimate, an agreement has not been reached with the Client, then Golder shall have the right to terminate this Agreement, without prejudice or penalty, upon written notice to the Client.

4) **Delays and Force Majeure.** If site or other conditions prevent or inhibit performance of Services or if unrevealed hazardous waste materials or conditions are encountered, Services under this Agreement may be delayed. Client shall not hold Golder responsible for damages or delays in performance caused by acts or omissions of Client, its subcontractors, governmental authorities, regulatory agencies, civil or labour unrest, acts of God, nature, or terror, disruptions of the Internet, Golder's electronic, telecommunications or hosting services or any other events that are beyond the reasonable control of Golder. In the event of any such delay, the contract completion date shall be extended accordingly and Client shall pay Golder for Services performed to the delay commencement date plus reasonable delay charges. Delay charges shall include personnel and equipment rescheduling and/or reassignment adjustments and all other related costs incurred including but not limited to, labour and material escalation, and extended overhead costs, attributable to such delays. Delays in excess of thirty

(30) days within the scope of this Article shall, at the option of either party, make this Agreement subject to termination or to renegotiation.

5) **Independent Judgments of Client.** If the Services include the collection of samples and data, then Golder's performance of the Services is subject to Client's assumption of all Subsurface Risks (such risks being more fully described in Article 12), Subsurface Risks). Golder will not be responsible for the independent conclusions, interpretations or decisions of Client, or others, relating to the Services. Under no circumstances do Golder's Services include making any recommendation, or giving any advice as to whether Client should or should not proceed with any transaction regarding any site related to the Services. Client assumes all responsibility and risk associated with decisions it makes based on the Services.

6) **Indemnification**

a) **Indemnification by Golder.** Golder agrees to indemnify Client and its officers, directors, and employees from and against all claims, damages, losses or expenses (including but not limited to reasonable legal fees) arising from personal injury, death, or damage to third-party property to the extent that all claims, damages, losses or expenses are finally determined to result directly from Golder's negligence. Such indemnification, as limited by Article 7) Limitation of Liability, shall be Client's sole and exclusive remedy against Golder.

b) **Indemnification by Client.** To the fullest extent permitted by law, Client shall defend, indemnify and hold Golder (and its parent, subsidiary and affiliate entities, subcontractors, and consultants, and their respective officers, directors, agents and employees) harmless from and against any and all actual or alleged claims, damages (including incidental, consequential, indirect and special damages), losses and expenses (including but not limited to all penalties, attorneys' fees, fines and administrative or civil sanctions, and court and arbitration costs), including but not limited to claims by third parties, arising out of, related to, or resulting from (i) bodily injury or property damage, (ii) economic loss; (iii) investment decisions of Client or third parties in reliance upon Golder's Services, and/or (iv) the acts, errors or omissions of Client, its employees, agents, contractors and subcontractors or others. Provided however, that the foregoing obligations to indemnify and hold harmless shall only apply to the extent such claims, damages, losses, and expenses exceed Golder's limitation of liability as set forth in Article 7 of this Agreement. To the fullest extent permitted by law, such indemnification shall apply regardless of any Golder breach of contract, tort (including negligence), strict liability or any other breach of an obligation or duty under this Agreement or applicable law and whether or not the claim has merit. This provision shall survive Golder's completion of the Services and any termination or expiration of this Agreement.

7) **Limitation of Liability.** Client agrees to limit the liability of Golder, its affiliates, and their respective employees, officers, directors, agents, consultants and subcontractors ("Golder Group") to Client, its employees, officers, directors, agents, consultants and subcontractors, whether in contract, tort, or otherwise, which arises from Golder's acts, negligence, errors or omissions, such that the total aggregate liability of the Golder Group to all those named shall not exceed Fifty Thousand Dollars (\$50,000) or Golder's total fee for the Services rendered under this Agreement, whichever is greater. Neither party shall be

responsible to the other for lost revenues, lost profits, cost of capital, claims of customers, loss of data or any other special, indirect, consequential or punitive damages.

8) **Insurance.** Golder maintains insurance coverage with the following limits:

- a) Workers' Compensation (statutory limits)
- b) Automobile Liability: \$1,000,000
- c) Commercial General Liability:
  - Each Occurrence: \$1,000,000
  - Policy Aggregate: \$2,000,000
- d) Professional Liability Insurance
  - Any One Claim: \$1,000,000
  - Policy Aggregate: \$3,000,000

9) **Professional Work Product.** The Services provided by Golder are intended for one time use only. All documents, including but not limited to, reports, plans, designs, boring logs, field data, field notes, laboratory test data, calculations, and estimates and all electronic media prepared by Golder are considered its professional work product (the "Documents"). Golder retains all rights to the Documents. Client understands and acknowledges that the Documents are not intended or represented by Golder to be suitable for reuse by any party, including, but not limited to, the Client, its employees, agents, subcontractors or subsequent owners on any extension of a specific project not covered by this Agreement or on any other project, whether Client's or otherwise, without Golder's prior written permission. Any reuse unauthorized by Golder will be at Client's sole risk.

10) **Data and Information.** Client shall provide to Golder all reports, data, studies, plans, specifications, documents and other information ("Project Information") which are relevant to the Services. Golder shall be entitled to rely upon the Project Information provided by Client or others, and Golder assumes no responsibility or liability for the accuracy or completeness of such or the impact any inaccurate Project Information may have on Golder's Services.

11) **Right of Entry.** Client will provide for the right of entry for Golder, its subcontractors, and all necessary equipment in order to complete the Services under this Agreement. If Client does not own the site, Client must obtain permission and execute any required documents for Golder to enter the site and perform Services. It is understood by Client that in the normal course of work some surface damage may occur, the restoration of which is not part of this Agreement.

12) **Subsurface Risks -** Special risks, including but not limited to injury to underground structures or utilities and unavoidable contamination, occur whenever engineering or related disciplines are applied to identify subsurface conditions. Even a comprehensive sampling and testing program implemented in accordance with a professional Standard of Care may fail to detect certain conditions. The environmental, geological, geotechnical, geochemical, hydrogeological and other conditions that Golder interprets to exist between and beyond sampling points may differ from those that actually exist.

13) **Disposal of Samples, Materials and Contaminated Equipment.** All samples obtained pursuant to this Agreement remain the property and responsibility of Client. Uncontaminated soil and rock samples or other specimens may be disposed of thirty (30) days after submission of the directly related work product, due pursuant to the proposal. All contaminated samples, materials and equipment (containing or potentially containing hazardous constituents), including, but not limited to soil cuttings, contaminated purge water, and/or other environmental

wastes obtained pursuant to this Agreement remain the property and responsibility of Client and shall be returned to Client for proper disposal. Alternate arrangements to assist Client with proper disposal of such equipment, materials and/or samples may be made at Client's direction and expense.

14) **Control of Work and Job-Site Safety.** Golder shall be responsible only for the activities of its employees and subcontractors. Golder's Services under this Agreement are performed for the sole benefit of the Client and no other entity shall have any claim against Golder because of this Agreement or the performance or non-performance of Services hereunder. Golder will not direct, supervise or control the work of other consultants and contractors or their subcontractors. Insofar as job site safety is concerned, Golder is responsible only for the health and safety of its employees and subcontractors. Nothing herein shall be construed to relieve Client or any other consultants or contractors from their responsibilities for maintaining a safe job site. Golder shall not advise on, issue directions regarding, or assume control over safety conditions and programs for others at the job site.

15) **Public Responsibility.** Golder will endeavour to alert Client to any matter of which Golder becomes aware and believes requires Client's immediate attention to help protect public health and safety, or which Golder believes requires Client to notify others, or to otherwise conform with applicable codes, standards, regulations or ordinances. If Client decides to disregard Golder's recommendations in these respects, (i) Golder shall determine in its sole judgment if it has a duty to notify public officials, and (ii) Golder has the right to immediately terminate this Agreement upon written notice to the Client and without penalty.

16) **Notification and Discovery of Hazardous Materials.** Prior to commencing the Services and as part of Project Information defined in Article 10), Data and Information, Client shall furnish to Golder all documents and information known to Client that relate to past or existing conditions of the site and surrounding area, including the identity, location, quantity, nature or characteristics of any hazardous materials or suspected hazardous materials or subterranean utilities. Golder may rely on such information and documents. Client hereby warrants that, if it knows or has any reason to assume or suspect that hazardous materials may exist at the project site, it has so informed Golder. Client recognizes that hazardous materials or suspected hazardous materials may be discovered on the project site property or on surrounding properties.

17) **Termination.** Either party may terminate this Agreement as a result of a material breach of the other party if the other party does not commence and continue to cure the breach within thirty (30) days of receipt of written notice of the breach from the non breaching party. In the event of termination, Golder shall be paid for Services performed to the termination notice date, reasonable termination expenses, and a portion of its anticipated profits not less than the percentage of the contract services performed as of the termination notice date. Golder may complete such analyses and records as are necessary to complete its files and may also complete a report on the Services performed to the date of notice of termination or suspension. The expenses of termination or suspension shall include all direct costs of Golder in completing such analyses, records and reports.

18) **Intellectual Property.** To the extent that the Services involve Golder providing Client with the right to use or access proprietary Golder software, programs, information management solutions, hosting

services, technology, information or data ("Golder Products"), Golder grants Client during the term of the project a non-exclusive, non-transferable, non-assignable license to use the Golder Products for Client's internal purposes, solely in connection with the Services. Except for this limited license, Golder expressly reserves all other rights in and to the Golder Products. To the extent that the Services involve Client providing Golder with the right to use or access proprietary Client software, programs, technology, information or data ("Client Product"), Client grants Golder a perpetual, non-exclusive, non-transferable, non-assignable, royalty free world-wide license to use and access the Client Product as necessary to provide Client with Services. Golder shall own all Intellectual Property (as hereinafter defined) associated with the Services and the Golder Products together with any modifications, updates or enhancements to said Intellectual Property and grants no right or license to such Intellectual Property to Client except as expressly provided in this Agreement. Client conveys to Golder any interest in any such Intellectual Property rights that, notwithstanding the foregoing, would otherwise be deemed by law to vest in Client. "Intellectual Property" includes patents, patent applications, trademarks, trademark applications, copyrights, moral rights or other rights of authorship and applications to protect or register the same, trade secrets, industrial rights, know-how, privacy rights and any other similar proprietary rights under the laws of any jurisdiction in the world. Golder may use and publish the Client's name and give a general description of the Services rendered by Golder for the purpose of informing other clients and potential clients of Golder's experience and qualifications.

19) **Electronic Information.** Client acknowledges that electronic media is susceptible to unauthorized modification, deterioration, and incompatibility and therefore Client cannot rely upon the electronic media versions of the Documents. In the event of any discrepancy, Golder's hardcopy shall prevail.

20) **Miscellaneous**

a) This Agreement supersedes all other agreements, oral or written, and contains the entire agreement of the parties. No cancellation, modification, amendment, deletion, addition, waiver or other change in this Agreement shall have effect unless specifically set forth in writing signed by the party to be bound thereby. Titles in this Agreement are for convenience only.

21) **Authorization to Proceed.** By signing below, Client hereby authorizes Golder to proceed with the Services as outlined in the proposal (referenced above) and in accordance with this Agreement, which includes terms relating to **payment, limitation of liability, insurance and indemnity**, among many other important provisions. Client also represents that any "purchase order" type document which Client may issue subsequent to executing this Agreement, shall be for administrative or accounting convenience only, and that any terms or conditions attached thereto shall not apply, and that all services shall be solely governed by the presently executed agreement.

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

GOLDER ASSOCIATES LTD.

Signature \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Proposal No.: CX21451299  
Proposal Date: February 23, 2021

b) This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns provided that it may not be assigned by either party without consent of the other. It is expressly intended and agreed that no third party beneficiaries are created by this Agreement, and that the rights and remedies provided herein shall inure only to the benefit of the parties to this Agreement.

c) Client acknowledges and agrees that Golder can retain subconsultants, who may be affiliated with Golder, to provide Services for the benefit of Golder. Golder will be responsible to Client for the Services and work done by all of its subconsultants and subcontractors, collectively to the maximum amount stated in Article 7) Limitation of Liability. Client agrees that it will only assert claims against and seek to recover losses, damages or other liabilities from Golder and not Golder's affiliated companies. To the maximum extent allowed by law, Client acknowledges and agrees it will not have any legal recourse, and waives any expense, loss, claim, demand, or cause of action, against Golder's affiliated companies, and their employees, agents, officers and directors.

d) No waiver of any right or remedy in respect of any occurrence on one occasion shall be deemed a waiver of such right or remedy in respect of such occurrence on any other occasion.

e) All representations and obligations (including without limitation the obligation of Client to indemnify Golder in Article 6) and the Limitation of Liability in Article 7) shall survive indefinitely the termination of the Agreement. Client acknowledges that it may not use Golder's name or any reference to the Services in any press release or public document without the express, written consent of Golder.

f) Any provision, to the extent found to be unlawful or unenforceable, shall be stricken without affecting any other provision of the Agreement, so that the Agreement will be deemed to be a valid and binding agreement enforceable in accordance with its terms.

g) All questions concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties hereunder shall be governed by the laws of Ontario unless the law of another jurisdiction must apply for this Agreement to be enforceable.

h) All notices required or permitted to be given hereunder, shall be deemed to be properly given if delivered in writing via facsimile machine, e-mail, regular mail, hand delivery or express courier addressed to Client or Golder, as the case may be, at the addressee set forth below in regard to the Client, and as listed on the Proposal in regard to Golder, with postage thereon fully prepaid if sent by mail or express courier.

Township of North Dundas \_\_\_\_\_

Signature \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address Invoices to: \_\_\_\_\_





| <b>ACTION REQUEST – Public Works</b> |                                |
|--------------------------------------|--------------------------------|
| <b>To:</b>                           | Mayor and Members of Council   |
| <b>Date of Meeting:</b>              | March 9, 2021                  |
| <b>Subject:</b>                      | By-Law 2020-59 Capital Charges |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

On February 23, 2021, Council approved a total capital charge of \$8,800 per unit for water and sewer.

By-Law No 2020-59 to set capital charges for various types of dwelling units with immediate effect within the Township of North Dundas, where applicable is attached. Please refer to Schedule "A" for capital charge for various dwelling types.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
  
2. **Do not approve the recommendation** - not recommended.

**FINANCIAL ANALYSIS:**

The capital charge increases are required to fund infrastructure improvements to service growth in next 1-3 years.

**OTHERS CONSULTED:**

Planning

**ATTACHMENTS:**

By-Law No. 2020-59

**PREPARED BY:**

**REVIEWED & APPROVED BY:**



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



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

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BY-LAW No. 2020-59

### *Being a By-law to set capital charges for water and sanitary sewer connections in the Township of North Dundas*

**WHEREAS** the *Municipal Act*, S.O. 2001, c. 25, Section 11 provides that a municipality may pass by-laws respecting matters within the sphere of public utilities;

**AND WHEREAS** the *Municipal Act*, S.O. 2001, c. 25, Section 391 authorizes a municipality to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it, and that fees or charges for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time;

**AND WHEREAS** the *Municipal Act*, S.O. 2001, c. 25, Section 398 authorizes the collection of water and sewer fees and charges in the same manner as municipal taxes;

**AND WHEREAS** the Council of The Corporation of the Township of North Dundas has approved recommendations in the Drinking Water and Wastewater System Rate Report and Drinking Water Financial Plan prepared by Sharratt Water Management Ltd for the Township's Water and Wastewater Systems that are consistent with the requirements of the *Sustainable Water and Sewage Systems Act, 2002*;

**AND WHEREAS** the recommendations included setting capital charges for water and sanitary sewer connections in the villages of Winchester and Chesterville to facilitate lifecycle planning, support sustainability and economic development, and provide a fair, affordable and equitable service to the users of the system;

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

### 1.0 Short Title

1.1 That this By-law shall be known as the "Capital Charges for Water and Sanitary Sewer Connections By-law".

### 2.0 Definitions

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

2.1 *Apartment* means a dwelling or residential building containing three or more dwelling units, all having a common entrance from the outside or a common hall or halls, and shall include *Back-to-Back and Stacked Townhouse* (2+ bedrooms), but shall not include a townhouse or row dwellings.

2.2 *Back-to-Back and Stacked Townhouse* means a building containing a minimum of six and no more than sixteen dwelling units that is divided vertically or horizontally, where each unit is divided by a common wall, including a common rear wall without a rear yard setback and whereby each unit has an independent entrance from the outside accessed through the front yard or exterior side yard.

2.3 *Bedroom* means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room, bathroom or kitchen.



- 2.4** *Duplex* shall mean a building that is divided horizontally into two (2) dwelling units, each of which has an independent entrance either directly or through a common vestibule.
- 2.5** *Dwelling Unit* means one or more habitable rooms in which sanitary conveniences are provided for the exclusive use of the occupants and in which a single kitchen is provided, and with an independent entrance either directly from the outside of the building or through a common corridor or vestibule inside the building.
- 2.6** *Existing Residential Building* means a residential building which can be occupied and used for residential use, and has been in existence for a minimum of two years.
- 2.7** *Mixed Use* means land, building or structures used or designed or intended for a combination of non-residential uses and residential uses;
- 2.8** *Multiple Dwelling* means a residential building containing three (3) or more separate dwelling units other than a townhouse. This definition may include a senior citizens apartment.
- 2.9** *Non-Residential Uses* means uses of land, buildings or structures for purposes other than a dwelling unit and shall include commercial, institutional, industrial uses, and other such uses and excluding agricultural uses.
- 2.10** *Residential Use* means land, buildings or structures of any kind whatsoever used, designed or intended to be used as living accommodations for one or more individuals.
- 2.11** *Row Dwelling / Townhouse* means a building or structure consisting of a series of three (3) or more dwelling units, but not more than eight (8) units in a continuous row divided vertically into separate dwelling units by a common wall above grade.
- 2.12** *Secondary Dwelling Unit* means a dwelling unit that is subsidiary to and located in the same building as an associated principal dwelling unit; and its creation does not result in the creation of a semi-detached dwelling, row dwelling or a multiple dwelling.
- 2.13** *Semi-detached Dwelling* means a residential building that is divided vertically into two (2) dwelling units.
- 2.14** *Single Detached Dwelling* means a residential building consisting of only one dwelling unit.
- 2.15** *Special Care/Special Needs Dwelling* means a building where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings; which shall not have exclusive sanitary and/or culinary facilities, that is designed to accommodate persons with specific needs, including independent permanent living arrangements, and where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels. Special care/special needs dwellings include, but are not limited to, retirement homes and lodges, nursing homes, charitable dwellings, accessory dwellings and group homes.
- 3.0** No new development shall be permitted to be serviced on private services (well and/or septic system) where piped municipal services are readily available, or where they could be reasonably extended, as determined by Council.

- 4.0** Prior to connection to the municipal water and/or sewer systems, the applicant shall first obtain a connection permit from the Township at the rate set out in the rate by-law.
- 5.0** Prior to connecting to the existing water and sanitary sewer mains in the Township, the applicant shall pay the capital charges as determined in Section 7.
- 6.0** With respect to any building which is already connected to either the Water Distribution System or the Sanitary Sewage Collection System, or both, and requires a Building or Change of Use Permit under the Building Code, a Water Capital Charge and/or Sanitary Sewage Capital Charge shall be payable and shall be determined as follows:
- 6.1** The Municipality shall determine the new charge payable in accordance with Section 7.
- 6.2** The Owner of land shall receive, where applicable, one of the following credits against the amount determined under 6.1:
- 6.2.1** The amount which applied to the use for the building in question which was in effect as of January 1, 2015; or,
- 6.2.2** For any land which has previously paid a Water Capital Charge or a Sanitary Sewage Capital Charge under this By-Law, the amount previously paid when such land was last assessed a Water Capital Charge or a Sanitary Sewage Capital Charge.
- 6.2.3** Where a building has been razed or demolished within the last year, the above credits apply as if the building still existed.
- 6.3** Where the credit under 6.2 exceeds the amount of the Water Capital Charge or Sanitary Sewage Capital Charge being imposed, the amount of such charge shall be zero but there shall not be any repayment to an Owner.

#### **7.0 Water/Sewer Unit Determination**

- 7.1** Water and Sewer residential units will be allocated according to By-law No. 2020-23.
- 7.2** The number of commercial / non-residential water units will depend upon the proposed development and will be as determined by the Director of Public Works.
- 7.3** The number of commercial *sewer units* will be equivalent to water units and reviewed in consideration of Ontario Building Code (OBC).
- 7.4** The fees for water and sewer allocation for residential and commercial / non-residential will be determined in accordance with Schedule "A".
- 7.5** Notwithstanding subsections 7.1, 7.2 and 7.3, the minimum number of water and *sewer units* shall each be one (1).

#### **8.0 First Year, Non-Residential / Commercial, Capital Rate Adjustment**

For a period of one year after occupancy and the start of water usage as determined by the Township, the municipality may determine the actual amount of metered water that was used over the year and recalculate the number of *water and sewer units* and the capital charge based on this flow. A refund for overpayment or a bill for additional amounts outstanding will be issued to the property owner.

- 9.0** If any provision or requirement of this By-law, or the application thereof to any person or land shall, to any extent, be held to be invalid or unenforceable by any court of competent jurisdiction, the remainder of the By-law, or the application of it to all persons, other than those in respect of whom it is held to be invalid or unenforceable shall not be affected thereby, and each provision and requirement of this By-law shall be separately valid and enforceable.
- 10.0** If any amount charged under this By-law remains unpaid thirty (30) days after it has been invoiced, the outstanding amount will be added to the tax roll for the property to which it applies and collected in the same manner as municipal taxes.
- 11.0** All former By-laws or resolutions contrary to and inconsistent with all or any part of this By-Law (2020-59) are hereby repealed including By-Law No. 60-2014.

READ a first time in Open Council, this 15th day of December, 2020.

READ a second and third time and passed in Open Council, signed and sealed this 9th day of March, 2021.

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MAYOR

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CLERK

**Schedule "A"**  
**To By-law No. 2020-59**

**FEES AND CHARGES**

- Capital Charge for Connections

| Effective Date                    | Capital Charges | Singles Semis & Townhomes | Apartments 2 Bedrooms+ | Apartment-Bachelor and 1 Bedroom Units | Other Multiples | Senior-Oriented Dwelling Unit | Special Care/Special Needs Dwelling Units |
|-----------------------------------|-----------------|---------------------------|------------------------|--|-----------------|-------------------------------|---|
| March 9, 2021 - December 31, 2021 | Water Services  | \$3,000                   | \$2,200                | \$1,400                                | \$2,400         | \$1,450                       | \$500                                     |
| March 9, 2021 - December 31, 2021 | Sewer Services  | \$5,800                   | \$4,253                | \$2,707                                | \$4,640         | \$2,803                       | \$967                                     |

Commercial / non-residential water and sewer allocation will depend upon the type of the proposed development and capital charges will be calculated based on equivalent number of residential single/semis and Townhomes criteria.



| <b>ACTION REQUEST – Planning Building and Enforcement</b> |   |
|---|---|
| <b>To:</b>  | Mayor and Members of Council                                      |
| <b>Date of Meeting:</b>                                   | March 9, 2021   |
| <b>Subject:</b>   | By-law No. 2021-16 - 29 Main Street Chesterville Zoning Amendment |

**RECOMMENDATION:**

**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.**

**BACKGROUND:**

The Township of North Dundas received a revised application to amend the former Village of Chesterville Zoning By-law No. 04-95 under Section 34 of the Planning Act for the property legally described as Part of Lots 67 and 76 on Block C, Plan 35, being Part 2 on 8R-4030 former Village of Chesterville, now the Township of North Dundas, County of Dundas. The purpose is to rezone the commercial property to permit one accessory residential apartment unit.

A public meeting was held on February 23<sup>rd</sup>, 2021 to hear public comments and questions about the proposed zoning amendment. Following Council’s deferral of the draft By-law, a revised draft has been prepared in cooperation with the applicant, which allows a maximum of 42% of the gross floor area of the ground floor to be converted to residential with the remaining area (58%) used for commercial.

Planning Staff reached out to the Owner’s representative, Mr. M. Perrault to apprise him of the outcome of the February 23<sup>rd</sup> Council meeting and discussed the size of the proposed two-bedroom apartment keeping in mind the minimum size required in the Zoning By-law. Mr. Perrault provided staff with the following breakdown of the square footage of the proposed two-bedroom apartment.

|                         |                           |
|-------------------------|---------------------------|
| Bathroom                | 30 ft <sup>2</sup>        |
| Kitchen / Dining Room   | 155 ft <sup>2</sup>       |
| Living Room             | 203 ft <sup>2</sup>       |
| Bedroom #1 (Master)     | 147 ft <sup>2</sup>       |
| Closet in Bedroom #1    | 6.5 ft <sup>2</sup>       |
| Bedroom #2              | 103 ft <sup>2</sup>       |
| Closet in Bedroom #2    | 6.5 ft <sup>2</sup>       |
| <b>Total Floor Area</b> | <b>651 ft<sup>2</sup></b> |

Township building staff have reviewed the figures provided and confirmed the proposed square footage meets the minimum size required in the Ontario Building Code and the minimum required floor area for the Zoning By-law (645.9 ft<sup>2</sup> for a two-bedroom).

A revised draft By-law has been prepared to reflect Council's requested changes. The provisions of the proposed Zoning Amendment now specify a maximum of 42% (approximately 675 ft<sup>2</sup>) may be used for the accessory two-bedroom apartment and the rest must be reserved for a commercial use (changes highlighted in yellow).

*Notwithstanding the provisions of 5.10.3(a) to the contrary, a maximum of one (1) accessory dwelling unit, occupying less than 42% of the gross ground floor area, shall be permitted in the rear portion of the commercial building (29 Chesterville Main Street), subject to the following requirements:*

*A minimum of 58% of the gross ground floor area of subject building shall be used for commercial use.*

Mr. Perrault's design requires a minimum of just over 40% of the gross floor area. The revised draft By-law uses a minimum of 42% to allow any small changes in the design that may be required without triggering the need for a minor variance.

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

- 1. Adopt the Resolution as Presented** – recommended. The proposed amendment is consistent with the 2020 Provincial Policy Statement, and generally conforms to the United Counties Official Plan.
- 2. Do nothing** – not recommended. The applicant may appeal to LPAT for non-decision after 90 days from the date of application.
- 3. Refuse the Request** – not recommended. The applicant map appeal Council's decision to LPAT immediately.

#### **FINANCIAL ANALYSIS:**

Once completed and occupied, there will be a loss of commercial tax assessment. The off-street parking agreement will need to be registered on title.

#### **OTHERS CONSULTED:**

CBO  
Applicant  
Owner  
Applicant's Designer

**ATTACHMENTS:**

Draft By-law 2021-16 – Amended By-law with requested changes

Draft By-law 2021-16 – Original draft By-law presented to Council on February 23, 2021

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS  
BY-LAW No. 2021-16**

**EXPLANATORY NOTE**

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

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The Township of North Dundas has received a Zoning By-law Amendment application to amend the former Village of Chesterville Zoning By-law No. 04-95 to rezone the property to allow a residential unit on part of the first floor of a commercial building.

The lands affected by this Amendment are legally described as Part of Lots 67 and 76 on Block C, Plan 35, being Part 2 on 8R-4030, former Village of Chesterville, now the Township of North Dundas, County of Dundas, municipally known as 29 Main Street, Chesterville.

If the proposed By-law Amendment is adopted, the subject land will be rezoned from General Commercial (CG) to General Commercial – Exception Twelve (CG-X12).

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

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**Applicant / Owner:**  
Ashley Gabrys / 2733519 Ontario Inc.

**Roll Number:**  
0511-019-003-82600



**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS  
BY-LAW No. 2021-16**

***Being a By-law to amend the former Village of Chesterville Zoning  
By-law No. 04-95, as amended.***

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

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

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

**AND WHEREAS** the matters set out in this By-law are deemed to be in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry and the 2020 Provincial Policy Statement;

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

**1.0** The lands affected by this By-law are legally described as Part of Lots 67 and 76 on Block C, Plan 35, being Part 2 on 8R-4030, former Village of Chesterville, now the Township of North Dundas, County of Dundas, municipally known as 29 Main Street, Chesterville.

**2.0** That the former Village of Chesterville Zoning By-law No. 04-95, as amended, is hereby amended as follows:

2.1 That Section 5.10.4 “General Commercial – Exception Zones” is hereby amended by inserting the following new subsection immediately after the contents thereof:

**5.10.4.12 General Commercial – Exception Twelve (CG-X12)**

Notwithstanding the provisions of 5.10.3(a) to the contrary, a maximum of one (1) accessory dwelling unit, occupying less than 42% of the gross ground floor area, shall be permitted in the rear portion of the commercial building (29 Chesterville Main Street), subject to the following requirements:

- (a) A minimum of three (3) off-street parking spaces shall be provided for the exclusive use of the residential tenants of 29 Chesterville Main Street or within a maximum of 150 m of the subject property. These parking spaces shall be suitable for use year-round and shall meet the provisions for parking spaces contained within this By-law.
- (b) A minimum of 58% of the gross ground floor area of subject building shall be used for commercial use.

**3.0** That Schedule “A” of (former Village of Chesterville) Zoning By-law No. 04-95 is hereby amended as follows:

3.1 That the area affected by Section 1.0 and shown on Schedule “1” of this By-law, shall henceforth be zoned “General Commercial – Exception Twelve (CG-X12) and shall cease to be zoned “General Commercial”.

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

**5.0** All other applicable provisions of the former Village of Chesterville Zoning By-law No. 04-95, as amended, shall continue to apply.

**READ and passed in Open Council, signed and sealed this 9<sup>th</sup> day of March, 2021.**

\_\_\_\_\_  
MAYOR

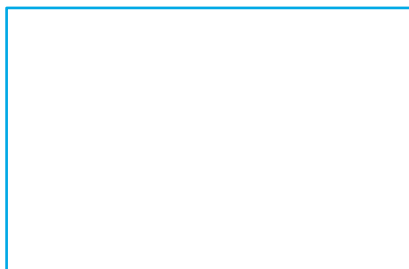
\_\_\_\_\_  
CLERK

# SCHEDULE "1" Zoning BY-LAW No. 2021-16

*Enacted by the Council of the Township of North Dundas this 9th day of March, 2021.*

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**Area to be rezoned from General Commercial (CG) to General Commercial - Exception Twelve (CG-X12)**

Part of Lots 67 and 76 on Block C, Plan 35, being Part 2 on 8R-4030, former Village of Chesterville, now the Township of North Dundas, County of Dundas, municipally known as 29 Main Street, Chesterville.

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS  
BY-LAW No. 2021-16**

**EXPLANATORY NOTE**

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

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The Township of North Dundas has received a Zoning By-law Amendment application to amend the former Village of Chesterville Zoning By-law No. 04-95 to rezone the property to allow a residential unit on part of the first floor of a commercial building.

The lands affected by this Amendment are legally described as Part of Lots 67 and 76 on Block C, Plan 35, being Part 2 on 8R-4030, former Village of Chesterville, now the Township of North Dundas, County of Dundas, municipally known as 29 Main Street, Chesterville.

If the proposed By-law Amendment is adopted, the subject land will be rezoned from General Commercial (CG) to General Commercial – Exception Twelve (CG-X12).

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

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**Applicant / Owner:**  
Ashley Gabrys / 2733519 Ontario Inc.

**Roll Number:**  
0511-019-003-82600

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS  
BY-LAW No. 2021-16**

***Being a By-law to amend the former Village of Chesterville Zoning  
By-law No. 04-95, as amended.***

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

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

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

**AND WHEREAS** the matters set out in this By-law are deemed to be in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry and the 2020 Provincial Policy Statement;

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

**1.0** The lands affected by this By-law are legally described as Part of Lots 67 and 76 on Block C, Plan 35, being Part 2 on 8R-4030, former Village of Chesterville, now the Township of North Dundas, County of Dundas, municipally known as 29 Main Street, Chesterville.

**2.0** That the former Village of Chesterville Zoning By-law No. 04-95, as amended, is hereby amended as follows:

2.1 That Section 5.10.4 “General Commercial – Exception Zones” is hereby amended by inserting the following new subsection immediately after the contents thereof:

**5.10.4.12 General Commercial – Exception Twelve (CG-X12)**

Notwithstanding the provisions of 5.10.3(a) to the contrary, a maximum of one (1) accessory dwelling unit, occupying less than 50% of the gross ground floor area, shall be permitted in the rear portion of the commercial building (29 Chesterville Main Street), subject to the following requirements:

- (a) A minimum of three (3) off-street parking spaces shall be provided for the exclusive use of the residential tenants of 29 Chesterville Main Street or within a maximum of 150 m of the subject property. These parking spaces shall be suitable for use year-round and shall meet the provisions for parking spaces contained within this By-law.
- (b) A minimum of 50% of the gross ground floor area of subject building shall be used for commercial use.

**3.0** That Schedule “A” of (former Village of Chesterville) Zoning By-law No. 04-95 is hereby amended as follows:

3.1 That the area affected by Section 1.0 and shown on Schedule “1” of this By-law, shall henceforth be zoned “General Commercial – Exception Twelve (CG-X12) and shall cease to be zoned “General Commercial”.

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

**5.0** All other applicable provisions of the former Village of Chesterville Zoning By-law No. 04-95, as amended, shall continue to apply.

**READ and passed in Open Council, signed and sealed this 9<sup>th</sup> day of March, 2021.**

\_\_\_\_\_  
MAYOR

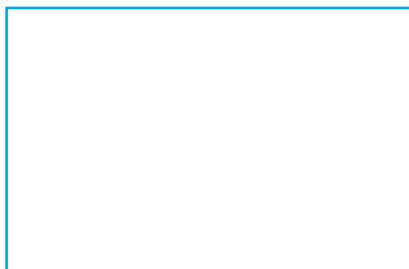
\_\_\_\_\_  
CLERK

# SCHEDULE "1" Zoning BY-LAW No. 2021-16

*Enacted by the Council of the Township of North Dundas this 9th day of March, 2021.*

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**Area to be rezoned from General Commercial (CG) to General Commercial - Exception Twelve (CG-X12)**

Part of Lots 67 and 76 on Block C, Plan 35, being Part 2 on 8R-4030, former Village of Chesterville, now the Township of North Dundas, County of Dundas, municipally known as 29 Main Street, Chesterville.



| <b>ACTION REQUEST – Planning Building and Enforcement</b> |   |
|---|---|
| <b>To:</b>  | Mayor and Members of Council                        |
| <b>Date of Meeting:</b>                                   | March 9, 2021                                       |
| <b>Subject:</b>   | By-law No. 2021-18 Part Lot Control - Moderna Homes |

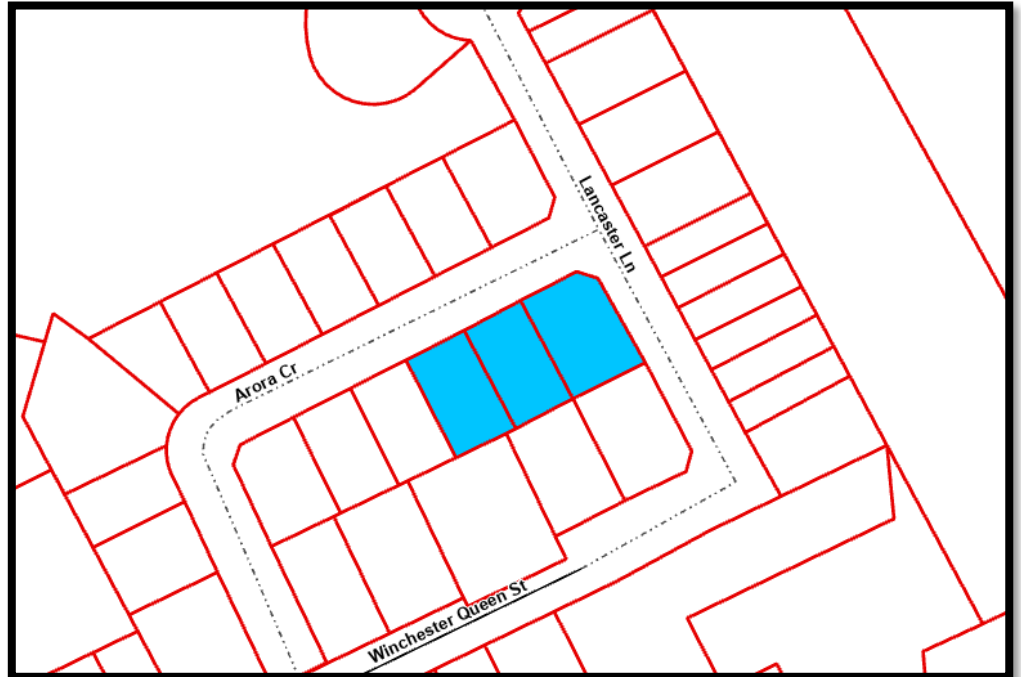
**RECOMMENDATION:**

**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**

**BACKGROUND:**

The applicant, Moderna Homes Design, wishes to exempt Lots 14, 15 and 16 within Registered Plan 8M-12 from Part Lot Control to divide the existing lots into six (6) lots to permit the individual sale of semi-detached dwellings.

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



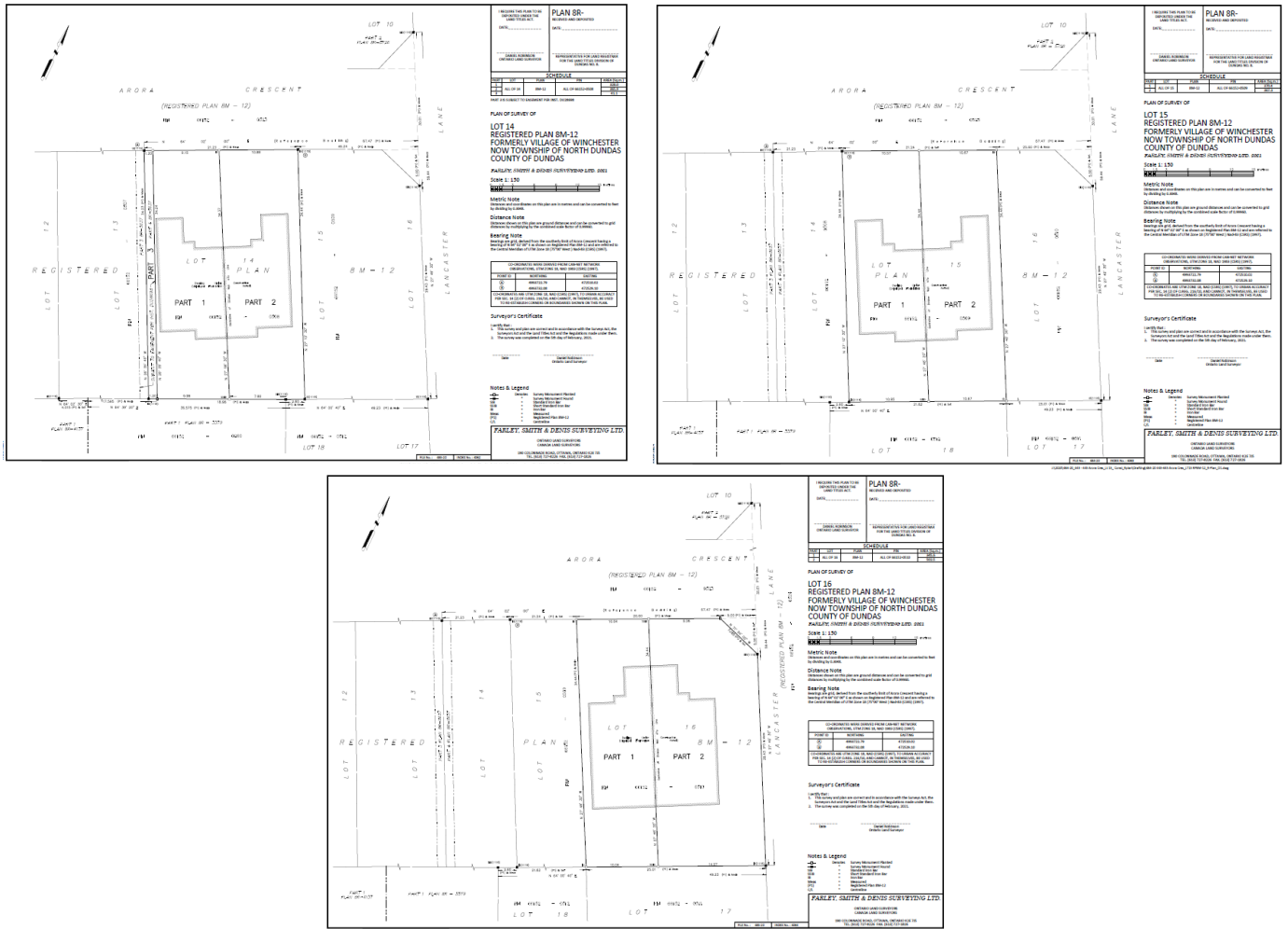


**Section 50 – Planning Act, R.S.O 1990**

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

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

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



**OPTIONS AND DISCUSSION:**

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

2. **Do nothing** – not recommended. Lots 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, this could increase the residential tax assessment.

**OTHERS CONSULTED:**

Township Consulting Engineer  
OCWA  
CBO  
Applicant

**ATTACHMENTS:**

Draft By-law 2021-18

**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. 2021-18

### 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 14, 15 and 16, within Registered Plan 8M-12, in the former Village of Winchester, now the Township of North Dundas.

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

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

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#### **APPLICANT:**

Moderna Homes Design Inc.  
210 Stonewalk Way  
Kinburn, Ontario

#### Affected Parcels:

Roll Number: 0511-018-003-28026  
PIN: 661520508

Roll Number: 0511-018-003-28027  
PIN: 661520509

Roll Number: 0511-018-003-28028  
PIN: 661520510

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BY-LAW No. 2021-18

### *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 14, 15 and 16 within Registered Plan No. 8M-12 in the former Village of Winchester, now the Township of North Dundas, County of Dundas, from Part Lot Control to permit the splitting and sale of a semi-detached dwellings, together with, and subject to any easements for access and maintenance.

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

- 1.0** Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, as amended, shall not apply to Lots 14, 15 and 16 on Registered Plan No. 8M-12 in the former Village of Winchester, now the Township of North Dundas.
- 2.0** This By-law shall be effective only to the extent necessary to permit:
  - 2.1 The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged;
  - 2.2 Individual dwelling units, together with their appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
  - 2.3 Any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit.
- 3.0** No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this By-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, as amended.
- 4.0** This By-law shall come into force upon approval and shall expire on March 9<sup>th</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 9<sup>th</sup> day of March, 2021.**

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MAYOR

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CLERK



| <b>ACTION REQUEST – Planning Building and Enforcement</b> |  |
|---|--|
| <b>To:</b>  | Mayor and Members of Council   |
| <b>Date of Meeting:</b>                                   | March 9, 2021  |
| <b>Subject:</b>   | Subdivision Agreement – 2379132 Ontario Inc.<br>(Hallville – Silver Creek Estates) |

**RECOMMENDATION:**

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.

**BACKGROUND:**

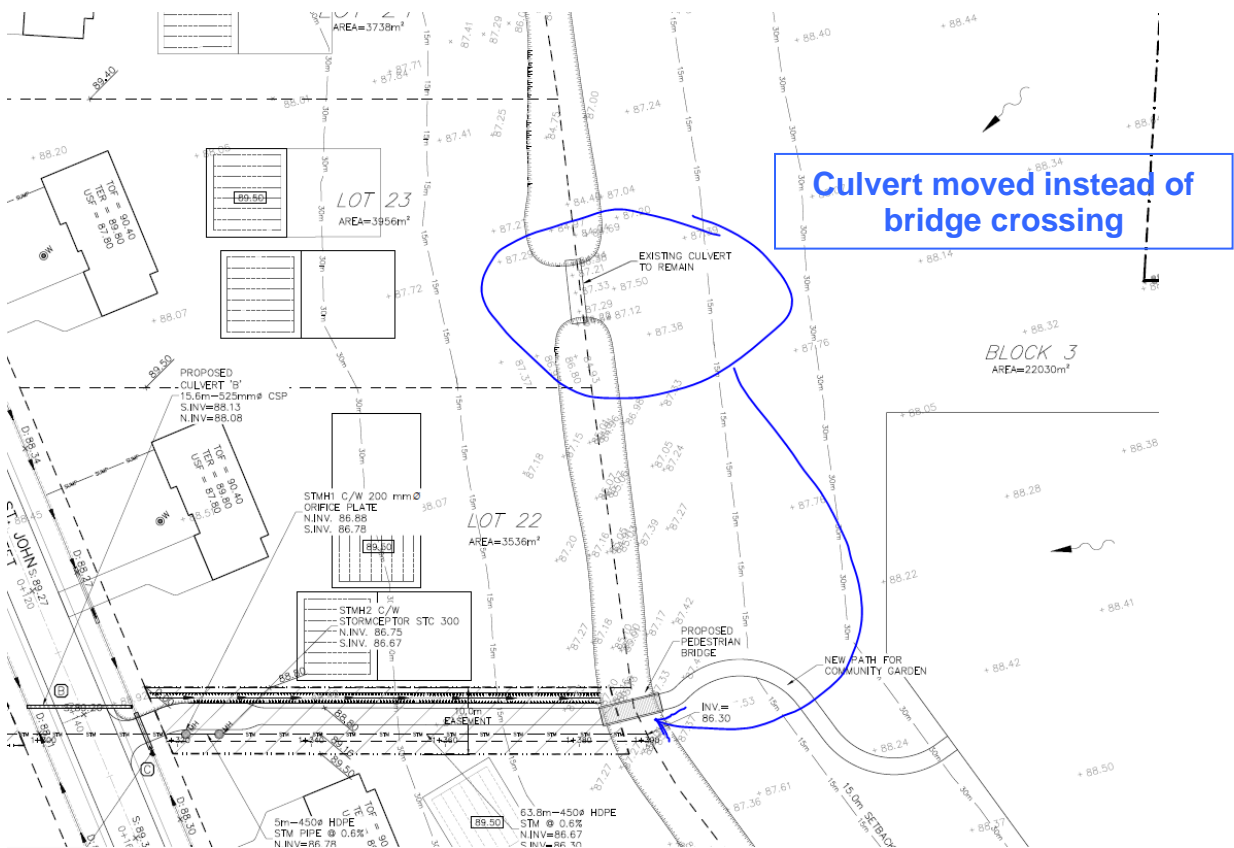
A draft subdivision agreement has been prepared for 2379132 Ontario Inc. for Part of Lot 6, Concession 9 former Township of Mountain; the property located in the southwesterly part of Hallville (SDG File 01-ND-S/2014). Mr. W. Kollaard has finalized the hydro layout, the super mail box locations with Canada Post and obtained final engineering approvals from the Township Engineer. The subdivision agreement is being finalized. A draft By-law No. 2021-19 authorizing the Mayor and Clerk to enter into a subdivision agreement with 2379132 Ontario Inc. has been prepared for Council’s consideration.

Since receiving draft plan approval on December 18, 2014, Mr. Kollaard has prepared draft engineering plans and had them reviewed by the Township Engineer and South Nation Conservation Authority (SNCA). On June 13, 2019, South Nation Conservation Authority issued a letter indicating that the latest stormwater, and grading and drainage plans are appropriate and met their expectations, subject to certain conditions. These conditions have been met.

In an effort to match the name of the subdivision with local creeks, Mr. Kollaard and Mr. A. Vanbokhurst selected “Silver Creek Estates” as the name of the subdivision based on Silver Creek crossing the northern part of the property. Typically, the Township allows the developer to select the street names. Mr. Kollaard has suggested “Hetty Street”, “Sharon Street” and “Trizisky Street” in honour of Greg Trizisky, our former Chief Building Official. None of these street names have been used elsewhere in the Township. Under the draft plan conditions, Council has the final decision for new street names within the subdivision. Council must decide if they are agreeable with the proposed street names.

It is worth noting is that part of the subdivision abuts the Wylie Creek Municipal Drain and Silver Creek. The subdivision design and agreement maintain a minimum setback of 15 metres for all buildings and structures from the top of bank. Twelve (12) residential lots are impacted by the setback. The Ministry of the Environment and Climate Change (MOECC) was actively proposing a 30 metre setback from watercourses. Both setbacks can be accommodated.

Rather than installing a narrow pedestrian bridge to access the passive parkland to the south, the deteriorated culvert downstream was removed and a new 9 metre culvert was installed at the proposed bridge location (see below). This will enable pedestrians and Township equipment to cross over the Wylie Creek municipal drain.



**OPTIONS AND DISCUSSION:**

1. Approve By-law No. 2021-19 – recommended.
2. Refuse the by-law - not recommended.
3. Change the name of the subdivision (Silver Creek Estates) – Not recommended
4. Change the name of the streets (Hetty Street, Sharon Street, Trizisky Street) – not recommended.

**FINANCIAL ANALYSIS:**

Once the subdivision is registered along with the agreement, the property will be reassessed by the Municipal Property Assessment Corporation (MPAC) which will generate addition 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. (Owner)  
Ian Drew, Ian Drew Enterprises Limited (Purchaser)  
Township Consulting Engineer  
South Nation Conservation Authority  
Ontario Hydro  
Canada Post  
S.D.&G Counties Department of Transportation and Planning Services  
Director of Public Works  
Director of Recreation, Township of North Dundas  
CAO, Township of North Dundas  
Chief Building Official, Township of North Dundas  
Drainage Superintendent

**ATTACHMENTS:**

Draft By-law No. 2021-19

**PREPARED BY:**



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

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**

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

**BY-LAW No. 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.***

**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 2379132 Ontario 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 2379132 Ontario 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 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 9<sup>th</sup> day of March, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



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

**BY-LAW No. 2021-19**

**SCHEDULE “A”**

**SILVER CREEK ESTATES  
SUBDIVISION AGREEMENT  
(2379132 Ontario Inc.)**



## KEY INFORMATION REPORT

### Finance

March 9, 2021

## SUBJECT: 2021 COVID-19 Recovery Funding for Municipalities

### 2021 COVID-19 Recovery Funding for Municipalities

We would like to draw council's attention to the attached letter, Appendix # 1, from the Ministry of Municipal Affairs and Housing dated March 4, 2021 and signed by Minister Steve Clark.

Minister Clark acknowledges that Ontario has heard from the municipal sector and recognizes that operating impacts due to the pandemic will continue in 2021. To that end, the Ontario government has committed an additional \$500 million to provide Ontario's 444 municipalities with financial assistance in response to COVID-19 related expenses.

### Eligibility and Level of Funding

All municipalities in Ontario are eligible for this program and the level of funding is based on the proportion of COVID-19 cases in the Public Health Unit for the respective municipality during the period from January 1, 2021 to February 18, 2021. The Minister has reviewed the eligibility criteria for provincial assistance under the program and has determined that the **Township of North Dundas is to receive \$186,938.**

We are accountable to use this funding for the purposes intended, which are to address our priority COVID-19 operating costs and pressures. If the amount of the funding exceeds our 2021 COVID-19 operating costs, the province's expectation is that we will place any excess funding into reserves to be accessed to support any future COVID-19 operating costs and pressures.

The province also expects municipalities to do their part by continuing to find efficiencies in their operating services and using existing reserves and reserve funds that have been specifically put aside for such unforeseen circumstances.

Additionally, we are expected to provide two reports back to the province on our COVID-19 operating impacts and the use of these funds as follows:

1. An interim report in June 2021, which will include:
  - a) Use of funds provided last year under the Safe Restart Agreement – Operating Funding Stream, and
  - b) 2021 estimated COVID-19 operating impacts and how our municipality plans to use the funding under the 2021 program.
2. A final report back in Spring 2022.

The Treasurer must return a signed acknowledgement to the Ministry by email no later than March 24, 2021 – prior to any payments being made to the municipality. This requirement has been attended to.

We are to receive this funding in two equal instalments as follows:

1. 50% on or before May 1, 2021, and
2. 50% on or before November 1, 2021.

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2021-1005

March 4, 2021

Mayor Tony Fraser  
Township of North Dundas  
636 St. Lawrence Street P.O. Box 489  
Winchester ON K0C 2K0

Dear Mayor Fraser:

Ontario has heard directly from the municipal sector that operating impacts due to the pandemic will continue in 2021. In order to respond to municipal need and to further strengthen our communities, we are now investing an additional \$500 million to help municipalities respond to ongoing and unprecedented 2021 COVID-19 operating pressures. While the actual extent of municipal impacts for 2021 are uncertain at this time, the province expects that this funding will help municipalities continue to deliver the high-quality local services that residents and business rely on, as well as help municipalities proceed with planned capital projects in 2021.

I am pleased to inform you that the Government of Ontario has committed financial support to the **Township of North Dundas** through the 2021 COVID-19 Recovery Funding for Municipalities program in order to support your COVID-19 operating costs and pressures. All municipalities in Ontario are eligible for this program and the level of funding is based on the proportion of COVID-19 cases in the Public Health Unit for your respective municipality during the period of January 1, 2021 to February 18, 2021. I have reviewed the eligibility criteria for provincial assistance under the program and have determined that accordingly, your municipality will receive **\$186,938.00**, subject to your municipality returning a copy of this letter, signed by your municipal treasurer, to the ministry by March 31, 2021. You will receive these funds in two equal instalments – one instalment on or before May 1, 2021 and the other on or before November 1, 2021.

Please note that your municipality is accountable for using this funding for the purpose of addressing your priority COVID-19 operating costs and pressures. If the amount of the funding your municipality receives exceeds your 2021 COVID-19 operating costs and pressures, the province's expectation is that your municipality will place the excess

funding into a reserve fund to be accessed to support any future COVID-19 operating costs and pressures.

The province realizes that municipalities are facing financial impacts due to the COVID-19 pandemic and that in some instances, this provincial funding will not be sufficient to cover all municipal operating impacts due to COVID-19. The province expects municipalities to do their part by continuing to find efficiencies in their operating services and using existing reserves and reserve funds that have been specifically put aside for such unforeseen circumstances.

Your municipality will be expected to provide two report backs on your COVID-19 operating impacts and the use of these funds as follows:

1. An interim report in June 2021, which will include:
  - a) Use of funds provided last year under the Safe Restart Agreement – Operating funding stream; and
  - b) 2021 estimated COVID-19 operating impacts and how your municipality plans to use the funding under the 2021 program.
2. A final report back in Spring 2022.

We had previously indicated that Safe Restart Agreement reporting would be expected in March 2021. However, we have decided to streamline this reporting and the new 2021 COVID-19 Recovery Funding for Municipalities program. The template for this report back will be provided by the ministry with more details to follow in the coming months. While the province expects your municipality to complete this report, your second instalment under the 2021 COVID-19 Recovery Funding for Municipalities program is not contingent on the province receiving your interim report.

**At this time, I am requesting that your municipal treasurer sign the acknowledgement below and return the signed copy to the ministry by email to: [Municipal.Programs@ontario.ca](mailto:Municipal.Programs@ontario.ca). If the province has not received your letter on or before March 31, 2021, you will not be eligible for this program and your municipality's allocation will not be paid. In order to allow for processing time, please provide your signed letter to the ministry on or before March 24, 2021.**

Our government continues to stand with our municipal partners as we have throughout the pandemic, advocating for funding for communities from the federal government to support local economic recovery. Communities may need more COVID-19 related operating funding in the coming year, and we will continue to advocate on your behalf to the federal government. I encourage you to contact your local Member of Parliament to seek further federal support in order to help municipalities deal with their operating impacts due to COVID-19.

The government thanks all 444 Ontario municipal heads of council for their support throughout the pandemic and our ongoing partnership in Ontario's economic recovery.

Sincerely,



Steve Clark  
Minister of Municipal Affairs and Housing

c. Municipal Treasurer and Municipal CAO

By signing below, I acknowledge that the allocation of **\$186,938.00** is provided to the **Township of North Dundas** for the expected purpose of assisting with COVID-19 costs and pressures and that the province expects any funds not required for this purpose in 2021 will be put into a reserve fund to support potential COVID-19 costs and pressures in 2022. I further acknowledge that the **Township of North Dundas** is expected to report back to the province on 2021 COVID-19 costs and pressures and the use of this funding.

Name:

Title:

Signature:

Date:



# KEY INFORMATION REPORT

## Public Works

March 9, 2021

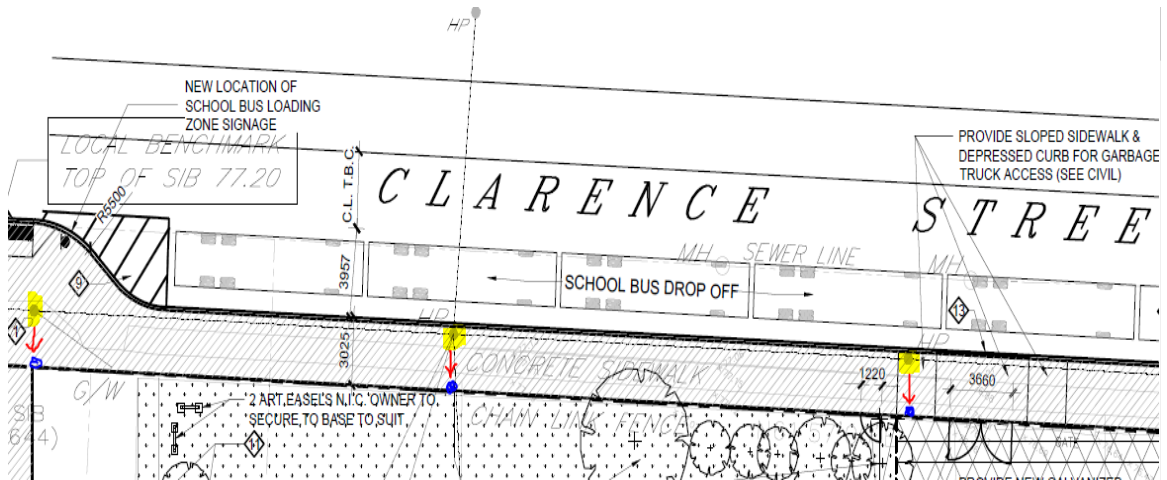
### SUBJECT: Clarence Street - Hydro Poles

On October 27, 2020, a request for a cost estimate to move four (4) hydro poles on Clarence Street inward (approximately 5 feet) was formally submitted to Hydro One. On February 16, 2021, Hydro One provided a “ball park” of about \$28,627.50 per pole = for a total of **\$114,510.00**.

The relocation costs are typically shared between the municipality and the utility company. In default of agreement, labour costs, according to the Public Service Works on Highway Act, shall be apportioned equally between the road authority and the utility company and all other costs are borne by the utility company. Currently we do not have confirmation from the Hydro One for cost sharing.

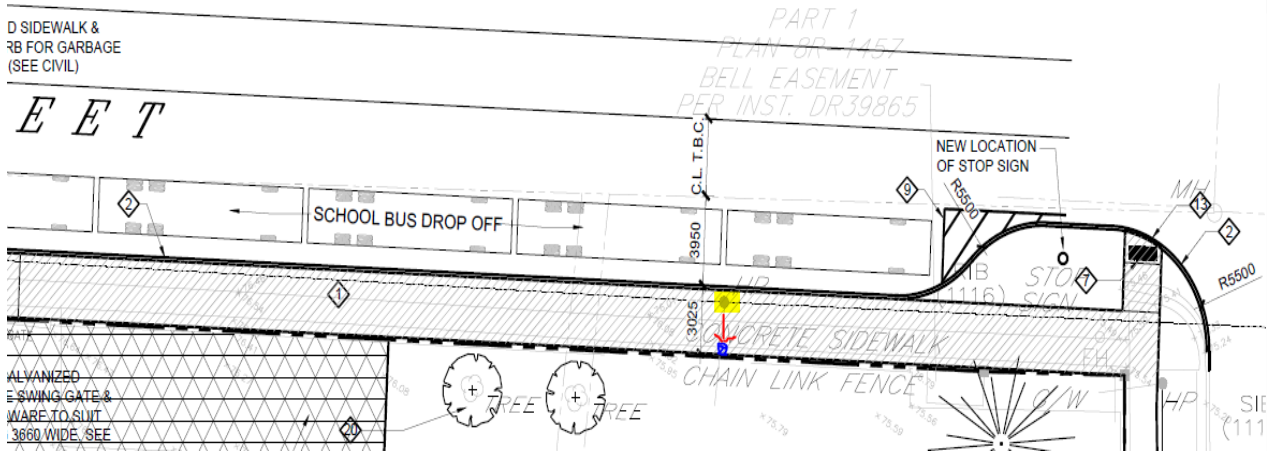
The underground 3-phase power line into Winchester Public School may need to be replaced as part of the pole relocation, along with the asphalt/grass (would be a separate private contract (Hydro One does not do this work)). The School Board has not confirmed if they will fund or assist with these costs (estimated at approximately \$25,000-\$35,000).




Based on the Winchester Public School site plan, the following poles (in yellow) need to be relocated to be against the school fence (blue dots):



- = Hydro Pole (HP)
- = Direction to move HP
- = New Hydro Pole location





 = Hydro Pole (HP)  
 = Direction to move HP  
 = New Hydro Pole location







**Need to move Hydro One Poles out of the way of the future school bus drop-off zone**







Hydro One, 99 Drummond St.W., Perth ON, K7H 3E7

30/JAN/2021

TOWNSHIP OF NORTH DUNDAS  
636 St. Lawrence Street, P.O. Box 489  
Winchester, ON  
K0C 2K0  
Attention: Calvin Pol

Dear Calvin Pol:

**Request for Line Relocate - Clarence St, Winchester**

This is to confirm receipt of your **Mark Up and Preliminary Cost Estimate (Letter 5)** and your request for an estimate of Hydro One Networks Inc.'s ("Hydro One") line relocation costs for the above noted project. Our line relocation estimate will approximate the costs which will be apportioned to the Road Authority for the above referenced project.

The Class "C" estimate ( $\pm 50\%$ ) for the total project relocation cost is \$114,510.78 and based on upon the assumption that there will be Relocation of 4 Poles and 2 anchors. and that no easements will be required.

As per the discussion and/or site meeting and upon receipt of the final roadway location drawings and registered survey plan showing completed land appropriations, Hydro One will endeavor to provide a **Final Design & Cost Estimate (the "Final Estimate")** within the following time-frames:

- ◆ **60 days** where the Hydro One **line relocation costs do not exceed \$50k**
- ◆ **90 days** where the Hydro One **line relocation costs are >\$50k and <\$500k**
- ◆ For projects where the Hydro One **line relocation costs are >\$500k**, the completion date will be negotiated with the Road Authority based on the size and complexity of the project.

Once the Road Authority has received, reviewed and approved the Final Estimate by issuing a **Moving of Utility ("MOU") (Letter 6)**, the minimum lead time required by Hydro One before it starts construction (to allow for ordering material, assigning resources, etc.) will be as follows:

- ◆ **30 days** from receipt of MOU for **projects < \$50k**
- ◆ **60 days** from receipt of MOU for **projects > \$50k and up to \$500k**
- ◆ **120 days** from receipt of MOU for **projects > \$500k**

The timelines for completing the work will vary with project scope and complexity. The completed cost estimate will include a statement of the earliest available start date which is based on normal crew complement and deployment. In extraordinary cases, where an earlier completion date is required, alternate crew deployment options can be considered. Such options would typically involve higher costs.

The information above is provided to assist in project timeline definition and to avoid disputes over project completion dates. Hydro One will not proceed with any work



Hydro One, 99 Drummond St.W., Perth ON, K7H 3E7

until reasonable and achievable start and completion dates are agreed to by all parties.

If there are any questions or concerns regarding this information or if the Road Authority requires a copy of the **Municipal Road Relocation Procedure**, please contact Hydro One @ 888-332-2249-EXT 3212-Heather Tryon

Sincerely,

A handwritten signature in black ink that reads "Jaime Fleming". The signature is written in a cursive, flowing style.

**Jaime Fleming**

Customer & Business Services Manager, Eastern Region  
Distribution Work Management

Hydro One Networks Inc.

Tel: (888) 332-2249

Cell: (613) 326-1789



Français

## Public Service Works on Highways Act

R.S.O. 1990, CHAPTER P.49

**Consolidation Period:** From December 8, 2020 to the e-Laws currency date.

Last amendment: 2020, c. 35, Sched. 2.

Legislative History: [ + ]

### Definitions

**1** In this Act,

“cost of labour” means,

- (a) the actual wages paid to all workers up to and including the supervisors for their time actually spent on the work and in travelling to and from the work, and the cost of food, lodging and transportation for such workers where necessary for the proper carrying out of the work,
- (b) the cost to the utility company of contributions related to such wages in respect of workplace safety and insurance premiums, vacation pay, employment insurance, pension or insurance benefits and other similar benefits,
- (c) the cost of using mechanical labour-saving equipment in the work,
- (d) necessary transportation charges for equipment used in the work, and
- (e) the cost of explosives; (“coût de la main-d’oeuvre”)

“road authority” means the Ministry of Transportation, a municipal corporation, board, commission, or other body having control of the construction, improvement, alteration, maintenance and repair of a highway and responsible therefor. (“office de la voirie”)

“utility company” means a municipal corporation or commission or a company or individual operating or using communications services or transmitting, distributing or supplying electricity or artificial or natural gas or oil for light, heat or power; (“entreprise de services publics”)

“utility infrastructure” means poles, wires, cables including fibre-optic cables, conduits, towers, transformers, pipes, pipe lines or any other works, structures or appliances placed over, on or under a highway by utility company. (“infrastructure de services publics”)  
R.S.O. 1990, c. P.49, s. 1; 1998, c. 15, Sched. E, s. 30; 2020, c. 12, s. 86 (1-5).

### Section Amendments with date in force (d/m/y) [ + ]

#### Notice to operating corporation to take up works

**2** (1) Where in the course of constructing, reconstructing, changing, altering or improving a highway it becomes necessary to take up, remove or change the location of utility infrastructure placed over, on or under the highway by the utility company, the road authority may by notice in writing served personally or by registered mail require the utility company, without prejudice to their respective rights under section 3, so to do on or before the date specified in the notice. R.S.O. 1990, c. P.49, s. 2 (1); 2020, c. 12, s. 86 (6).

#### Apportionment of costs of taking up

(2) The road authority and the utility company may agree upon the apportionment of the cost of labour employed in such taking up, removal or change, but, subject to section 3, in default of agreement such cost shall be apportioned equally between the road authority and the utility company, and all other costs of the work shall be borne by the utility company. R.S.O. 1990, c. P.49, s. 2 (2); 2020, c. 12, s. 86 (7).

**Minimum time interval**

(3) The date specified in a notice under subsection (1) shall be as agreed upon by the road authority and the utility company, but in default of agreement shall be not less than sixty days after the date of the personal service or mailing of the notice. R.S.O. 1990, c. P.49, s. 2 (3); 2020, c. 12, s. 86 (8).

**Additional time**

(4) A utility company may, upon such notice as a judge of the Superior Court of Justice directs, apply to the judge for an order altering to a later date the date specified in the notice given under subsection (1), and, if the judge finds that the physical or technical difficulties in complying with the notice require additional time, the judge may make such order as he or she considers appropriate. R.S.O. 1990, c. P.49, s. 2 (4); 2006, c. 19, Sched. C, s. 1 (1); 2020, c. 12, s. 86 (9).

**Compensation**

(5) Where a road authority incurs a loss or expense by reason of a utility company neglecting to take up, remove or change the location of utility infrastructure by the date specified in a notice given under subsection (1) or such date as altered by a judge under subsection (4), the utility company shall make due compensation to the road authority for such loss or expense, and a claim for compensation, if not agreed upon by the utility company and the road authority, shall be determined by the Local Planning Appeal Tribunal. R.S.O. 1990, c. P.49, s. 2 (5); 2020, c. 12, s. 86 (10).

**Section Amendments with date in force (d/m/y) [ + ]**

**Apportionment of cost by Ontario Municipal Board**

**3** Where it is made to appear to the Local Planning Appeal Tribunal, upon application made to it, that the circumstances and conditions under which the utility infrastructure mentioned in section 2 has been placed on or under a highway, or that other special conditions render it unfair or unjust that the cost of taking up, removing or changing the location of the utility infrastructure should be apportioned and paid as provided in section 2, the Tribunal, upon the application of the road authority or utility company, may apportion the cost of the taking up, removing or changing the utility infrastructure in such manner as appears to it to be equitable, and the decision of the Tribunal is final and is not subject to appeal. R.S.O. 1990, c. P.49, s. 3; 2020, c. 12, s. 86 (11).

**Section Amendments with date in force (d/m/y) [ + ]**

**Court order**

**4** If a utility company fails to comply with a notice under subsection 2 (1) or an order under subsection 2 (4), a judge of the Superior Court of Justice may, on an application made by the road authority,

- (a) order the utility company to comply; or
- (b) authorize the road authority to carry out the work described in the notice. 2020, c. 35, Sched. 2, s. 1.

**Section Amendments with date in force (d/m/y) [ + ]**

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Français



## KEY INFORMATION REPORT Planning Building and Enforcement

March 9, 2021

### **SUBJECT: Housekeeping Zoning By-law Amendment**

#### **BACKGROUND:**

- The zoning on six properties in the Township must be amended to comply with the 2020 *Provincial Policy Statement* following farm consolidations (surplus farm dwellings).
- Planning staff have reviewed the existing Zoning By-laws and noticed a few inconsistencies and deficiencies between the four By-laws currently in effect.
- Current Zoning By-laws can be amended under (Section 34(10) of the *Planning Act, R.S.O. 1990*, as amended) to reduce the number of minor variance applications the Township receives.

#### **CURRENT/FUTURE ACTIVITIES:**

- Township Planning Staff are preparing the annual Housekeeping By-law to implement Provincial updates, make corrections, address discrepancies and rezone surplus dwelling properties within the Township's Zoning By-laws.
- Topics to be addressed:
  - Prohibiting development on prime agricultural land (condition of surplus dwelling consent approvals).
  - Exempting wheelchair lifts, ramps and other similar structures from all minimum setbacks.
  - Increasing the minimum front yard depth for townhomes to 7.5 m to better accommodate off-street parking and snow storage.
  - Increasing the minimum width of townhomes from 5.5 m to 6.0 m to accommodate on-street parking.
  - Rezoning a portion of the Chesterville Park to make the existing Temporary Use permanent.
  - Adding a provision to the maximum height of apartment dwellings to limit the main structures to 3 storeys or 14 m.
  - Increase the minimum lot size for Agricultural uses in the former Township of Mountain's Rural (RU) zones from 2ha (5ac) to 8ha (20ac) to match Winchester Township's Rural Zone.
  - Add holding zones to four lots to limit future development until water and sewer capacity is allocated.
- Schedule the Public Meeting to be held on April 13<sup>th</sup>, 2021 at 6:30PM.



## KEY INFORMATION REPORT

### Planning Building and Enforcement

March 9, 2021

#### SUBJECT: Dream Haven Estates Subdivision Proposal

On February 26, 2021, Mr. 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 of the lots, and two semi-detached units. The proposed density would increase from 66 units to a total of 107 units. Park View Homes would like to know if Council would approve the concept plan, in principle. On-street and off-street parking would have to be considered, along with snow storage.



The Engineering would need to be revised to accommodate the additional building and driveways. The zoning setbacks would have to be considered given the density and need for space for at least two off-street parking spaces per unit (see images below from similar developments).





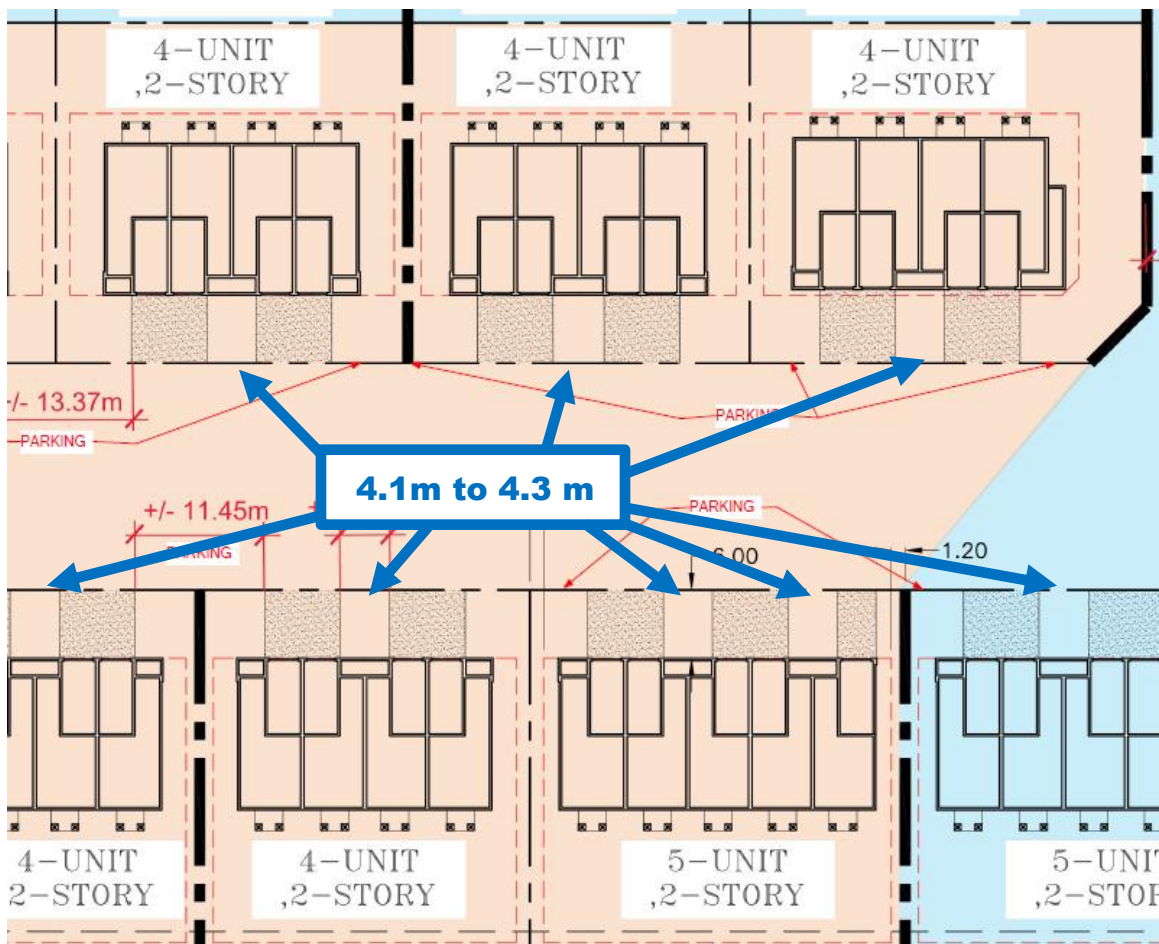
- On-street parking issues
- Snow storage
- Emergency vehicle access  
See image on next page
- Pedestrian safety
- Need for sufficient space for two cars in the driveway
- Concern over bumpers being hit by snow and ice from plow blades







The current proposal has each interior 2 storey townhouse with a front yard grass area width of just over 2 metres (6.7 feet). With two front yards combined at 4.1 metres, a typical vehicle will not fit in the on-street space out front. The Zoning By-law requires a length of 6 metres for a parking space, and 6.7m for parallel parking. The problem this creates is that the 4.1 metres between driveway spaces will not accommodate a typical vehicle. Vehicles that do use this proposed 4.1m space will likely block driveways, which will result in complaints to By-law Enforcement.



Given the increase in density proposed (38% higher), the following recommendations are proposed:

1. That the road allowance be a minimum of 20 metres.
2. That the asphalt road width be a minimum of 8.5 metres.
3. That the space between the garage door and the asphalt road be a minimum of 12.5 metres or 12.0 metres from the garage door to a sidewalk.
4. That the sidewalk be 1.5 metres in from the road asphalt surface
5. That the corner units be sufficiently setback for snow storage.
6. That bungalows be considered for the corner block to reduce the number of driveways (help with snow removal).
7. That the minimum townhouse unit width be increased to 6.0 metres.



- 8. Sufficient on-street parking be provided for visitors in this development. An on-street parking illustration was provided (attached). Very little on-street parking is available based on the narrow unit design, resulting in only 4.1 metres between interior driveways. The Zoning By-law requires 6.7 metres for parallel parking. As these parking spots are between driveways, 6 metres would work; however, the distance between interior driveways is only 4.1 metres (13 feet). Average vehicle lengths are provided below:

### Average Car Model Size Length

| Size Class   | Model examples      | Length (Feet) | Length (mm) |
|--------------|---------------------|---------------|-------------|
| Mini Cars    | Suzuki Alto         | 10.5          | 3195        |
| Small Car    | Kia Rio             | 13.8          | 4215        |
| Mid-Sized    | Audi A4             | 14.8          | 4620        |
| Full-Sized   | Audi A6             | 15.7          | 4800        |
| Small SUV    | Ford Escape         | 14.4          | 4400        |
| Large SUV    | Cadillac Escalade   | 16.7          | 5110        |
| Small Pickup | Nissan Navara       | 16.3          | 4981        |
| Large Pickup | Chevrolet Silverado | 18.4          | 5614        |

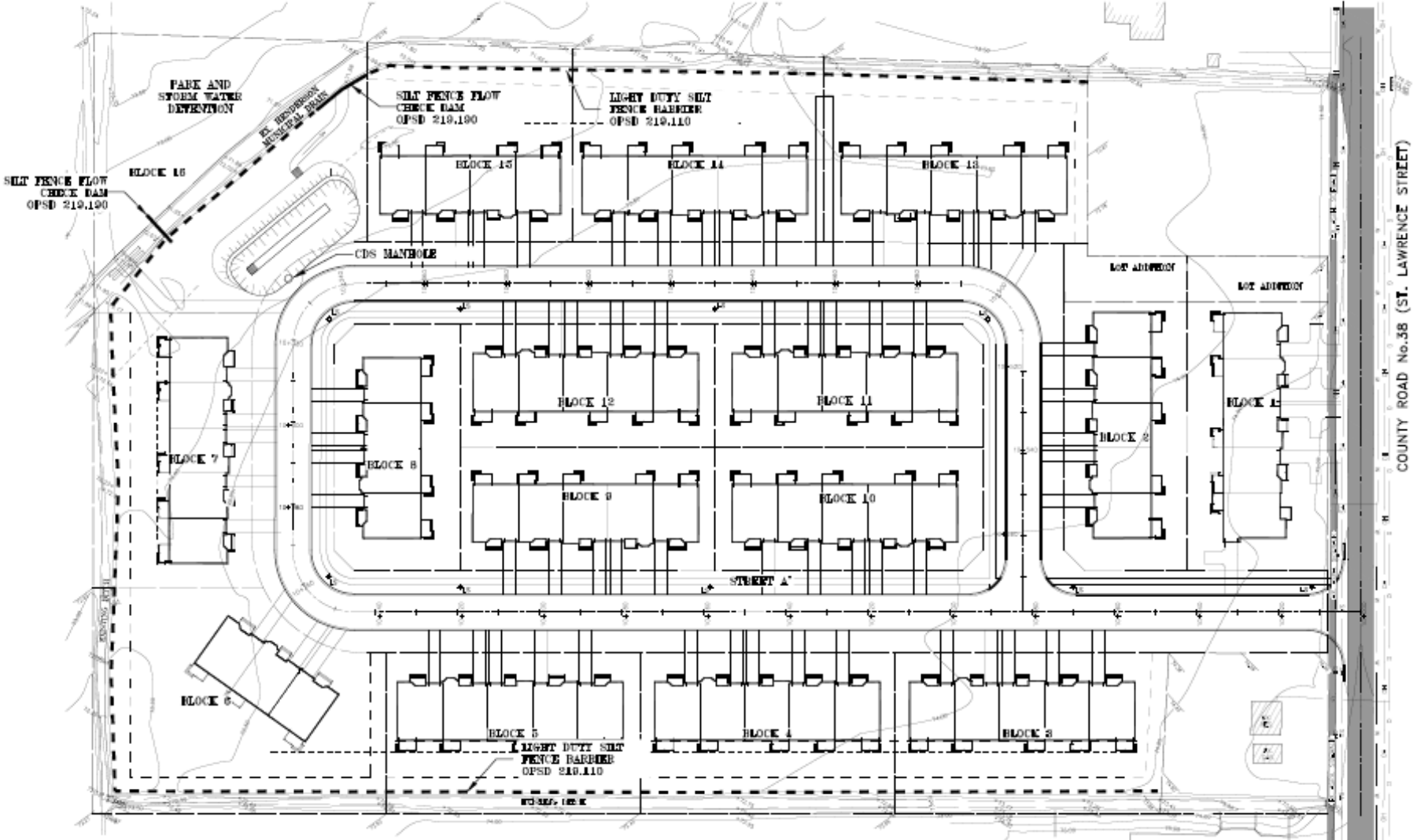
Source: <https://mechanicbase.com/cars/average-car-length/>



Townhomes on Victoria Street, Winchester (6.0 m unit widths)

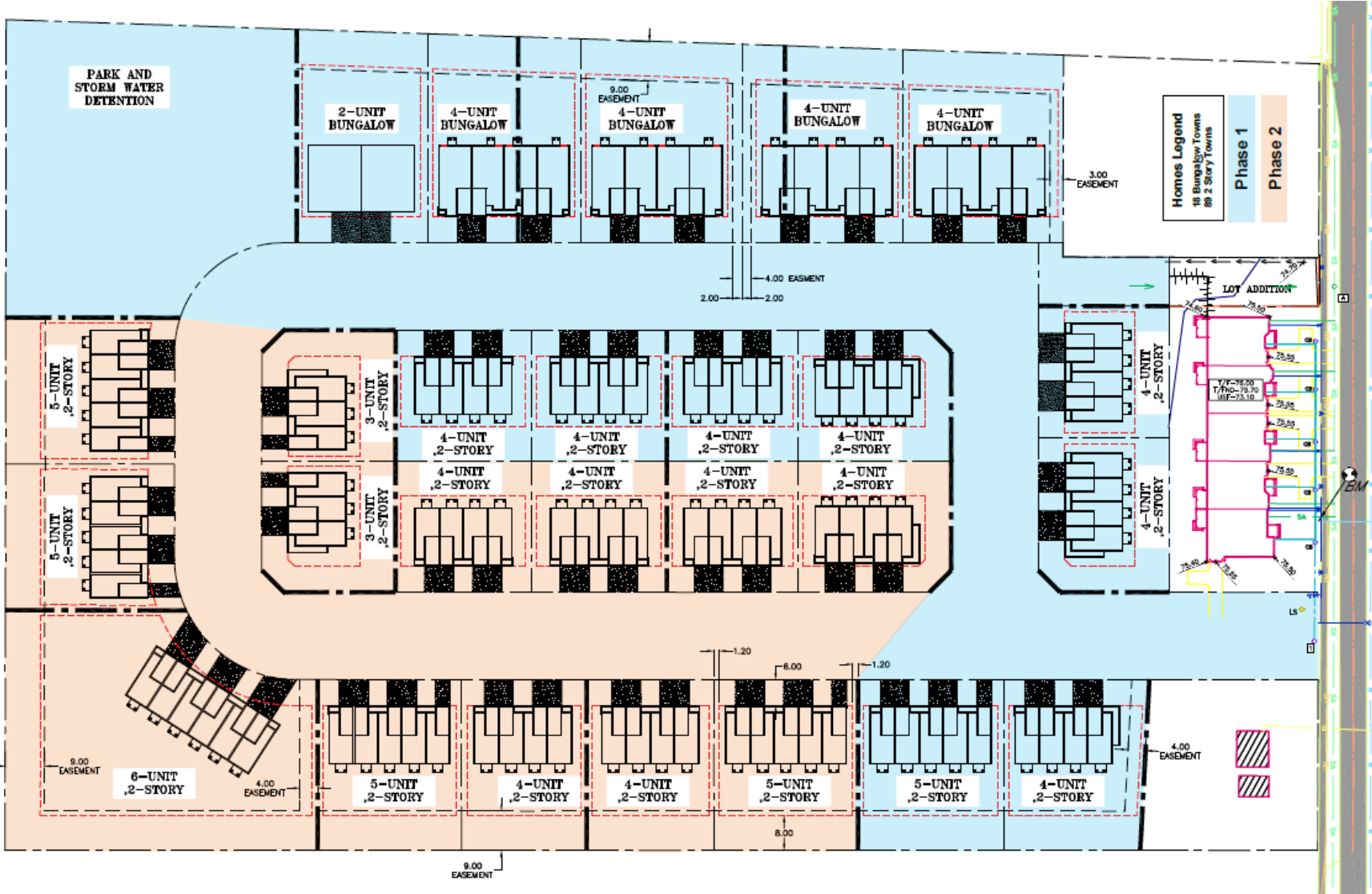
# Dream Haven Estates

## Approved Plan - 66 units



# Park View Homes Proposal

## 107 Units



7.5 m

5 m

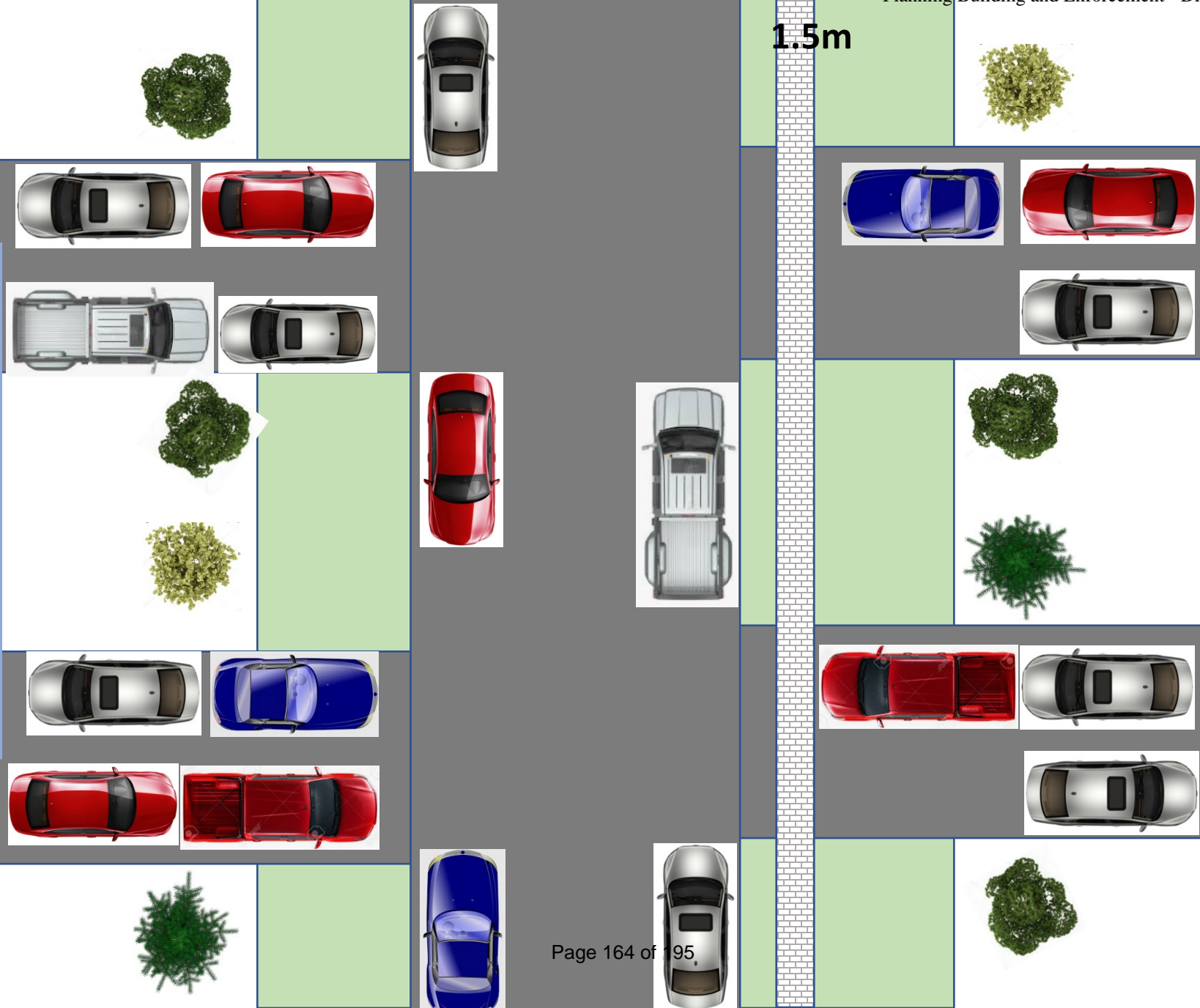
8.5 m

1.5 m

3.5m

8.50 m

1.5m











## KEY INFORMATION REPORT

### Recreation and Culture

March 9, 2021

#### **SUBJECT: Arena Update**

On Tuesday, February 16<sup>th</sup>, the lockdown was lifted for our region and we were moved to the Orange-Restrict zone in the Provincial Response Framework. As a result of the new zone classification, our arenas were permitted to reopen for public use.

According to the reopening guidelines, in the Orange or Red zones we are required to have a process in place to actively screen every individual that enters our facility. This was a change for us, because we were previously relying solely on participants and teams screening themselves prior to entering our facilities.

The active screening requirement does not apply to an unstaffed outdoor amenity (i.e., outdoor rink, tobogganing hill, etc.).

In order to ensure that the screening process was continuously and thoroughly completed, we scheduled a second Rink Attendant who is assigned to greeting & screening customers at the door, and completing the customer active screening log sheets that we created. All completed log sheets are then transferred to the "COVID-19 Customer Log Sheet" binder. Periodically, there is gap in scheduled ice times or an overlap in Facility Operator shifts. During such times, the Facility Operators have been assigned to be the active screener.

The door greeter must wear a face shield & mask while at the door.

In an effort to make screening & recording more efficient, the Recreation Coordinator has created customized log sheets for many of our regular contracted user groups (i.e., Winchester Ladies Hockey, Town League, etc.). The log sheets have the names of the players and their contact information, so that after answering the screening questions, our active screener can simply find the individual's name on the list and note whether they "PASSED" or "FAILED". This has helped to reduce the wait time and allows customer entry with greater efficiency.

Patrons must wear a mask (some exemptions apply) while in the facility and must maintain physical distancing (exemptions for members of the same household) while waiting to be screened. There are two X's on the floor, just inside the entrance of the arenas, which show patrons where to stand while waiting. Should these X's both be occupied, the staff greeter is to politely ask the last person/household in the door, to please exit and wait outside. They will be called in by our staff member when it is their turn.

The largest challenge that the Recreation & Culture Dept. faced with coming out of lockdown and reopening the arenas, was that the zone change was announced in the afternoon on Friday, February 12<sup>th</sup> and the arenas were permitted to reopen on the 16<sup>th</sup>, which was the day following the long weekend. This did not allow much time to create and implement our new measures or to notify & schedule staff and user groups. Many of our user groups also requested changes (sometimes various changes at various times) to their ice contracts. Our departmental team did a great job overcoming such challenges in a timely manner, while maintaining flexibility, in order to maintain excellent service for our customers.

Since the reopening of the arenas, the Winchester Arena has 42.5 hours of ice rented each week and the Chesterville & District Arena has 26 hours of ice rented in each week. This includes 6 hours of additional ice time that was purchased by 4 contract holding user groups, collectively.

The North Dundas Minor Hockey Association only ended-up decreasing their weekly ice time by 2 hours/week for the rest of the season, which was less than the originally projected decrease of 5.5 hours. The decrease was for the ice time booked in the Winchester Arena and is due to a reduced number of players returning to the ice, following the lockdown. The new Senior "A" Rockets Hockey Club (under the same ownership as the Jr. C's) that was introduced to North Dundas, rented 1.5 hours of ice time in Chesterville on Saturdays for 2 weeks. They are anticipated to book additional time for the remainder of the season.

Only 2 user groups (the Winchester Skating Club and U10/U12 Broomball) were interested in renting ice times, should we consider extending the season until the end of April. Collectively, these 2 groups would have rented approximately 10.5 hours of ice per week. It was therefore decided to close both arenas on Sunday, March 28<sup>th</sup> as originally planned.

St. Mary's Catholic School has rented 11 hours of ice time for student skating, beginning Monday, March 1<sup>st</sup>. A copy of our contact tracing form & screening questions were emailed to the school. Teaching staff were advised that everyone attending, must be prescreened and that the screening forms must be filled-out and surrendered to the Facility Operator on shift, upon arrival.

As long as we are in the Orange-Restrict zone, the only people that can have spectators are players that require supervision. We are hopeful to be in the Yellow or Green classification by March 12<sup>th</sup>, when the Hawks play Char-Lan, as in these colour zones, we will be permitted to allow one spectator per skater. Team staff and those considered to be staff (i.e., camera personnel), are permitted in any colour zone, as they are not considered to be spectators.

Public Skating has 0-6 attendees on average, per time, while the Stick & Puck program has an average of 2 attendees.



## DEPARTMENT ACTIVITY UPDATES

Finance  
March 9, 2021

### KEY FINANCIAL DATA:

#### Bank Balances

| Bank Balances               | 2021<br>Feb 28 <sup>th</sup> | Last Month<br>Jan 31 <sup>st</sup> 2021 | Last Year-2020<br>Feb 29 <sup>th</sup> |
|-----------------------------|------------------------------|---|--|
| General Operating Acct      | 8,680,846.95                 | 8,356,888.63                            | 5,845,446.38                           |
| Cash, GIC's, (Reserve Fund) | 5,240,752.63                 | 5,236,005.58                            | 6,792,967.90                           |
| <b>Total</b>                | <b>\$13,921,599.58</b>       | <b>\$13,592,894.21</b>                  | <b>\$12,638,414.28</b>                 |

| Taxes Receivable<br>Outstanding           | Feb 28<br>2021                | Feb 29<br>2020                | Feb 28<br>2019                |
|---|-------------------------------|-------------------------------|-------------------------------|
| Current Year (2021)                       | 9,474,934.23                  | 9,043,916.04                  | 8,624,239.26                  |
| One Year in Arrears (2020)                | 926,368.02                    | 875,687.53                    | 880,353.03                    |
| Two Years in Arrears (2019)               | 403,032.49                    | 462,003.90                    | 417,205.47                    |
| Three Years in Arrears (2018+)            | 519,106.41                    | 524,153.23                    | 430,090.62                    |
| Penalty & Interest                        | 213,358.63                    | 235,680.53                    | 203,145.81                    |
| <b>Sub-Total</b>                          | <b>11,536,799.78</b>          | <b>11,141,441.23</b>          | <b>10,555,034.19</b>          |
| Allowance for Uncollectible               | (93,604.52)                   | (93,604.52)                   | (93,604.52)                   |
| <b>Taxes Receivable</b>                   | <b><u>\$11,443,195.26</u></b> | <b><u>\$11,047,836.71</u></b> | <b><u>\$10,461,429.67</u></b> |
| <b>Taxes Billed to Date</b>               | <b>20,927,706.05</b>          | <b>19,832,850.84</b>          | <b>19,322,799.33</b>          |
| <b>Net Taxes Rec'ble Excl Current Yr.</b> | <b>1,968,261.03</b>           | <b>2,003,920.67</b>           | <b>1,837,190.41</b>           |
| <b>Percentage o/s Over Levy</b>           | <b>9.4%</b>                   | <b>10.1%</b>                  | <b>9.5%</b>                   |

Net taxes receivable last month were **\$1,970,677.40**; this month's balance of **\$11,443,195.26** represents an increase over last month in the amount of **\$9,472,517.86**. This large increase is due solely to the fact that we processed interim tax bills in February – with a due date of March 31<sup>st</sup>. As noted on page 2, actual interim tax billing this year was in the order of **\$10,286,769.44**.

Council will note that the current year, (February 2021) tax arrears, expressed as a percentage of the annual levy are the lowest of the three years depicted above. Having said that – the percentage of taxes outstanding is very consistent across all three years – ranging from a low of 9.4% for the 2021 time period, to a high of 10.1% for the period ending February 28<sup>th</sup> 2020.

Taxes receivable also include other charges that have been added to the tax roll for collection purposes. Once added, these charges 'lose their identity' and are 'collected in the same manner as taxes' – therefore they add to the balance of taxes receivable outstanding.

## State of the Union

Our cash position is still strong as evidenced by the cash balances reported on page 1. Operating cash is up approximately \$324k from last month, and approximately \$1.3m over the same period last year.

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

### Interim Tax Levy - 2021

The interim billing went very well and staff managed to get the interim tax bills out the week ending February 19<sup>th</sup>. We selected a due date of March 31<sup>st</sup> - (the last business day of the month) - the same time frame as last year - and this dovetails in very nicely with our first quarter instalments due to the counties and school boards on behalf of the 2021 year.

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

| <b>Amounts Billed</b>    | <b>This Year<br/>2021</b> | <b>Last Year<br/>2020</b> | <b>Two Years<br/>2019</b> | <b>Three Years<br/>2018</b> |
|--------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| Residential/Farm         | 8,601,451.23              | 8,063,858.11              | 7,828,524.26              | 7,535,548.58                |
| Commercial<br>Industrial | 1,685,318.21              | 1,615,554.08              | 1,575,501.31              | 1,480,398.27                |
| <b>Totals</b>            | <b>\$10,286,769.44</b>    | <b>\$9,679,412.19</b>     | <b>\$9,404,025.57</b>     | <b>\$9,015,946.85</b>       |

- The total amount of tax bills issued was \$10,286,769.44 as per the above breakdown (\$9,679,412.19 for 2020), and we will need these funds by the end of March in order to pay the Counties and School Boards their first installment (due March 31<sup>st</sup>) and to provide working funds for our needs.

### Year-End Audit – 2020

The auditors were scheduled to arrive here the week of March 11-19<sup>th</sup> to conduct their 2020 year-end audit. We were in contact with them on February 22<sup>nd</sup> and have rescheduled the year end audit to the week of April 19<sup>th</sup>. The finance department (and pretty much everyone else), is extremely busy getting ready for them and are compiling information for the year-end audit binder as we work towards our goal of being prepared for the year-end audit.

**Projects Worked on During February**

- Preparing for and attending at department head meeting of Feb 22<sup>nd</sup>
- Working on 2021 budget – preparation of Budget Summary for council meeting of March 10<sup>th</sup>.
- Assisting Public Works department with filling out and filing Drainage Superintendent and Drain Maintenance Grant Applications
- Interim tax bills mailed out, due March 31<sup>st</sup>
- Balancing 2021 Assessment Roll in Vadim to Assessment Roll provided by MPAC
- Calculation of first instalment for 2021 due to School Boards on March 31<sup>st</sup>
- Meeting with Department Heads with regards to capital expenditures and their financing from reserves re: preparation of the 2020 year-end audit file
- Working on schedules for year-end audit binder in preparation for auditors –annual audit is scheduled for the week of April 19<sup>th</sup>

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



**DEPARTMENT ACTIVITY UPDATES**  
Economic Development and Communications  
March 9, 2021

**Economic Development**

- Hosted the North Dundas “Bring Your Own Breakfast” virtual business breakfast event on February 26<sup>th</sup>, which focused on updates to COVID-19 Business Relief programs. The key note speakers were Andrew Seguin from Seguin Financial and Doreen Ashton Wagner from the Community Futures Development Corporation (CFDC). It was presented in partnership with the CFDC, the North Dundas Chamber of Commerce and Seguin Financial.
  - Attending weekly virtual conference sessions as part of the annual EDCO Conference that concluded on February 24<sup>th</sup>.
  - Awaiting the proposals from two local businesses concerning digital platforms to host the 2021 Local Business Expo. Once received, the Expo Committee will review for next steps.
  - Promoting the North Dundas Economic Development Services on the Township’s homepage and Facebook to encourage businesses to connect with the EDO to discuss their businesses challenges and support that can help set them on the right course.
  - Attended the South Eastern Ontario Regional Business Support webinar hosted by the Ministry of Heritage, Sport, Tourism and Culture.
  - Reviewed support options with a business that is significantly expanding their working space to be able to offer a greater range of services.
  - Connected with a potential North Dundas business that is seeking land for heavy commercial use.
  - Virtually met with a local commercial bank to learn about their offerings to the business community.
  - Collaboratively worked with our Planning Department and CAO to present land options to an industrial business looking to make the move to North Dundas.
  - Contacted the prior Regional Incentive Program applicants to get updates on the progression of their projects.
  - Connected a North Dundas processor with a funding program to assist with their significant expansion project.
  - Spoke with business owners to promote the free Shop Local business card ads being run in the Explore North Dundas magazine.
- **Communications**
- Finalized the February Newsletter that was mailed out with the property tax bills.
  - Completed the review of the draft designs of the Explore North Dundas magazine supplied by Henderson Digital. Print-ready files have been sent to Hueneye Communications to commence the proofing and printing process. The magazine is due to be mailed to all North Dundas, part of North Stormont and Russell residents in late March.

- Continue to track all updates done to the Township website as required by UpanUp. The new Township website's development continues and is progressing towards Beta testing with a launch day in mid-May. The Drupal content management training is to start in April.
- Regularly updating the Township website and Facebook with Provincial and EOHU COVID-19 news releases, as well as Township content as our service offerings are adapted.





## DEPARTMENT ACTIVITY UPDATES

Public Works

March 9, 2021

Public Works department performed tasks in four key areas as follows:

### **Administration:**

1. Completed purchase of pick-up trucks.
2. Completed the purchase of snow plow truck.
3. Completed Water & Sewer Capital Charge By-Law
4. Continue to work on Fleet Management Policy.
5. Meeting with property owners to review their concerns with regard to ditching, road condition, trees, truck traffic, etc.
6. Continue to work on plans to install additional signages on roads.
7. Completed OSIM Bridge and Culverts report.
8. Continue to work on water class environmental assessment study, etc.
9. Continue to refine public works operations and procedures.
10. Completed settlement for insurance premium for replacement of burned truck # 3204.

### **Transportation:**

#### **Roads Operations:**

- 1) Winter operations and patrols in progress.
- 2) Work on E11s and replace damaged mail boxes as required.
- 3) Removal of snow from main streets of all villages between sidewalk and road, removal of snow at residential sidewalks in Winchester and Chesterville, snow removal piles at parking lots, Townhall, Hydro One yard, etc.
- 4) Road patrol with Rover software / camera system to monitor pot holes, as needed.
- 5) Pot hole / patching at various locations.
- 6) Replacement of defective signs, as needed.

### **Fleet:**

1. Received replacement - new snow plow truck unit.
2. Received replacement - new pick-up truck units.
3. Annual Inspections completed.
4. Mechanical Fitness Inspections completed.

5. Significant repairs completed on various trucks / equipment with limited staff resources.
6. Facility inspection completed.

**Water and Wastewater:**

1. Continue to review and discuss with J. L. Richards with regard to water and wastewater capacity constraints.



**DEPARTMENT ACTIVITY UPDATES**  
 Waste Management Services  
 March 9, 2021

**FINANCIAL INFORMATION:**

| <b>January</b>              | <b>February</b>             |
|-----------------------------|-----------------------------|
| Total Fees.....\$9,488.25   | Total Fees.....\$5,933.25   |
| Fees Charged.....\$5,773.25 | Fees Charged.....\$3,103.25 |
| Fees Paid.....\$3,715.00    | Fees Paid..... \$2,830.00   |
| Cash on Hand.....\$100.00   | Cash on Hand.....\$100.00   |

| <b>Wards</b>               | <b>JANUARY</b> | <b>FEBRUARY</b> |
|----------------------------|----------------|-----------------|
| 1. (Twp of Win)            | 640            | 640             |
| 2. (Twp of Mtn)            | 600            | 480             |
| 3. (Vill of Win)           | 640            | 640             |
| 4. (Vill of Ches)          | 320            | 320             |
| 5. Other (Boyne)           | 612            | 392             |
| <b>Total Cubic Yards</b>   | <b>2812</b>    | <b>2472</b>     |
| <b>Total Metric Tonnes</b> | <b>255.64</b>  | <b>224.73</b>   |

**Recyclables**

|  |                        |
|--|------------------------|
| <u>Bales on Hand of December 31<sup>st</sup></u> | <u>Estimated Value</u> |
| ONP-0 OCC-0 PLASTIC -0 ALUM-99                   | \$19,800.00            |

Tonnages of Processed Material Year to Date

Jan 16 to Feb 15<sup>th</sup>

|                     |          |                 |
|---------------------|----------|-----------------|
| Fibre-----          | 36.98 MT | 52.47 MT        |
| Plastic/Cans/Glass— | 34.45 MT | 42.35 MT        |
| <b>Total</b>        |          | <b>94.82 MT</b> |

WORK COMPLETED (up to March 1st)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working with Golder on Technical Studies
- Expanding lower office to allow for physical distancing of employees during breaks



## DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

March 9, 2021

### **PLANNING:**

- Received two (2) new severance applications, performed site visits and provided comments to the Counties.
- Performed various site visits for severance and subdivision files in order to clear outstanding conditions.
- Received one (1) new application for Minor Variance Approval in Mountain for an outdoor solid fuel woodstove on a residential lot. Staff have scheduled a Committee of Adjustment Hearing for March 18, 2021.
- Prepared and issued four (4) zoning compliance reports.
- Responded to various zoning, minor variance and severance inquiries from landowners.
- Met on multiple occasions with a local developer to discuss their ongoing Plan of Subdivision and outstanding requirements before development can occur.
- Attended virtual demonstration for Trusted Electronic Signature Solutions (Notarius).
- Multiple consultations/meetings held with a property owner regarding their application for Site Plan Approval for a new commercial development in Winchester.
- Discussions with CAO and Director of Public Works to discuss water allocation options for various ongoing developments in Winchester and Chesterville. Prepared vacant land map for Chesterville.
- Met on-site with a property owner to discuss a potential severance and options.
- Met with various property owners in Winchester and Chesterville to pre-consult regarding water and sewer allocation. Staff assisted in the preparation and submission of multiple applications and forwarded to the Director of Public Works.
- Followed up with the applicants regarding the deferred Zoning By-law amendment in Chesterville.

**BUILDING:**

- Communicated with multiple property owners to discuss various building projects.
- Met on-site with local property owner to discuss ongoing construction project (work started without permit) and requirements for permit approvals.
- Attended OBOA Golden Triangle Chapter meeting on January 20, 2021.
- CBO Forget attended the Technical Committee meeting of the OBOA Golden Triangle Chapter on February 9, 2021.
- CBO Forget attended multiple webinars hosted by the OBOA regarding Applicable Law (Transportation, Environment, and Planning Approvals).
- Inspector Radi successfully challenged and completed the OBOA Building Services course and exam.
- All persons in a room/building during an inspection are still required to wear a face mask, or to leave the area for the duration of the inspection.
  - Additional measures have been established and continue to be communicated to permit holders when booking inspections.
- Seventeen (17) new applications were received in February. There are currently forty-two (42) outstanding applications, which includes those where we are waiting on additional documentation, and those waiting for water and sewer allocation approval from Council.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

| <b>Building Department</b> | <b>Feb. 2021</b>   | <b>Feb. 2020</b>   | <b>Feb. 2019</b> | <b>Feb. 2018</b> | <b>Feb. 2017</b>   | <b>Feb. 2016</b> |
|----------------------------|--------------------|--------------------|------------------|------------------|--------------------|------------------|
| Permits Issued:            | <b>21</b>          | <b>12</b>          | <b>4</b>         | <b>4</b>         | <b>6</b>           | <b>3</b>         |
| New Dwellings              | <b>11</b>          | <b>9</b>           | <b>12</b>        | <b>1</b>         | <b>2</b>           | <b>0</b>         |
| Value of Permits:          | <b>\$5,651,000</b> | <b>\$2,109,961</b> | <b>\$875,000</b> | <b>\$970,000</b> | <b>\$1,192,150</b> | <b>\$465,000</b> |
| Building Permit Fees:      | <b>\$32,787.88</b> | <b>\$17,560</b>    | <b>\$10,240</b>  | <b>\$3,055</b>   | <b>\$7,132</b>     | <b>\$2,161</b>   |
| Development Charges:       | <b>\$63,393</b>    | <b>\$33,766</b>    | <b>-</b>         | <b>\$4,504</b>   | <b>\$13,786</b>    | <b>-</b>         |

**BY-LAW ENFORCEMENT:**

- Three (3) parking penalty notices were issued in February. Staff continue to monitor overnight parking violations over the winter months.
- Eight (8) new files were started in February. Currently, there are twelve (12) active files. Staff are also monitoring various occurrences which might require follow-up inspections and orders depending on the case.
  - Staff are actively monitoring two significant property standards issues – orders will be issued in March should owners fail to meet compliance deadlines.
- Issued two charges to property owners:
  - Open air burning without permit
  - Failure to obtain dog tags
- Burn permits continue to be issued. One hundred (100) permits have been issued as of February 28<sup>th</sup>.
- Staff continue to receive calls and complaints with relation to COVID-19 policies and procedures. Residents and business-owners are reminded to familiarize themselves with current health and safety protocols and orders in place with regards to gathering.
  - By-law Enforcement Officers continue to educate the public on mandatory mask usage, and have performed site visits to ensure compliance with Provincial Orders, as needed.
- AMPS program is now in place – staff are in the process of updating website details to inform the public of the new system.
- Weekly reports are being sent to the Ministry with regards to COVID-19 inquiries and inspections responded to by staff.
- Attended EOHU Municipal Officials & First Responders Weekly Briefing.
- Performed various site visits and inspections with landowners regarding complaints filed.

**Note:            Winter Parking Restrictions – IN EFFECT**

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

**NO ON-STREET PARKING  
11:00 PM to 7:00 AM  
Nov. 1, 2020 to April 1, 2021**

**Penalty Notices will continue to be issued to vehicles in contravention**



## DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

March 9, 2021

- Site visit with the Facilities Manager, Director of Recreation & Culture, and an engineer, to obtain a second opinion on the Joel Steele Community Centre roof repair/replacement. A small repair was completed to the area above the community hall, but water has recently infiltrated 2 other areas in the hall section.
- Worked with a representative from the Nation Valley ATV Club (NVATVC) to develop a social media post about geocaching for our municipal Facebook page and website. Following the posts, the representative from the NVATVC mentioned that his geocaches had been found 32 times over one weekend. He stated that this is very rare in the winter, as geocaching is not normally very popular during cold weather.
- Helped to update the Recurring Services Request for Quotation.
- Revising the Regular Maintenance Contract Tender for release in the coming weeks.
- Received emails from 3 individuals who wanted to volunteer for ice maintenance at the Hallville Outdoor Rink. Arrangements were made to meet and train these residents.
- The air compressor that the OPP and Winchester Fire Service share is not working to capacity. The pump motor is overheating and causing it to kick off the electric motor. It was determined that it was more cost effective to purchase a new unit. The new air compressor has been delivered and will be installed in the near future.
- Kept-up regular maintenance on the Morewood Olympia. The piece of equipment is owned by the Morewood Recreation Association, but they were kind enough to allow our Facility Operators to utilize it for maintenance of the outdoor rink this winter.
- Snowshoe rentals were extremely popular throughout the lockdown and the rentals continue to be busy in the Orange level. Local schools have rented the snowshoes for outdoor gym classes.
- Both arenas reopened on Tuesday February 16<sup>th</sup>, with a staff member positioned at the front entrance as an active screener.



- Rental of community halls for non-municipally run programs, also resumed Tuesday, February 16<sup>th</sup>, as a few user groups were eager to get back to their scheduled activities. The instructors are responsible for actively screening their participants and submitting the active screening log sheets to our Recreation Coordinator.
- One of the changeroom doors was replaced in the Joel Steele Community Centre. A new door ad was installed.
- Refunds of ice time that were scheduled during the lockdown were processed for all ice user groups that had pre-paid.
- Seaway Valley Community Health Centre (SVCHC) has confirmed they are going to resume their programming in the Joel Steele Community Hall on April 6<sup>th</sup>. According to current recommendations from the EOHU, classes are only able permit 10 participants plus instructors. As such, the SVCHC will be running two classes per day to accommodate more seniors. They have scheduled a 30-minute break between classes to avoid anyone coming in and out of our hall at the same time.
- Work has begun on a new staff orientation package. This will provide all departments with a consistent and thorough approach to our on-boarding process.
- A meeting was held with GIAG at the Joel Steele Community Hall to discuss the organization's plans for 2021 summer camps. They are interested in utilizing the municipally-owned hall this summer due to construction at their regular location.
- Elections Canada contacted us to obtain information on our community halls, as they are seeking location options for the upcoming elections.
- Conversation with Dann from Media Resources about electronic sign to ask him a few questions and have him explain details about what options we have with our sign.
- Work continues on updating safe operating procedures for equipment that is owned and operated by the Recreation & Culture Dept.
- More internet & phone services were bundled with our provider, saving an additional \$11/month in operating costs for the Joel Steele Community Centre. Voicemail and an internet fee were removed from the Winchester Fire Hall, saving \$14.90/month.



## DEPARTMENT ACTIVITY UPDATES

Fire  
March 9, 2021

### DEPARTMENTAL OVERVIEW:

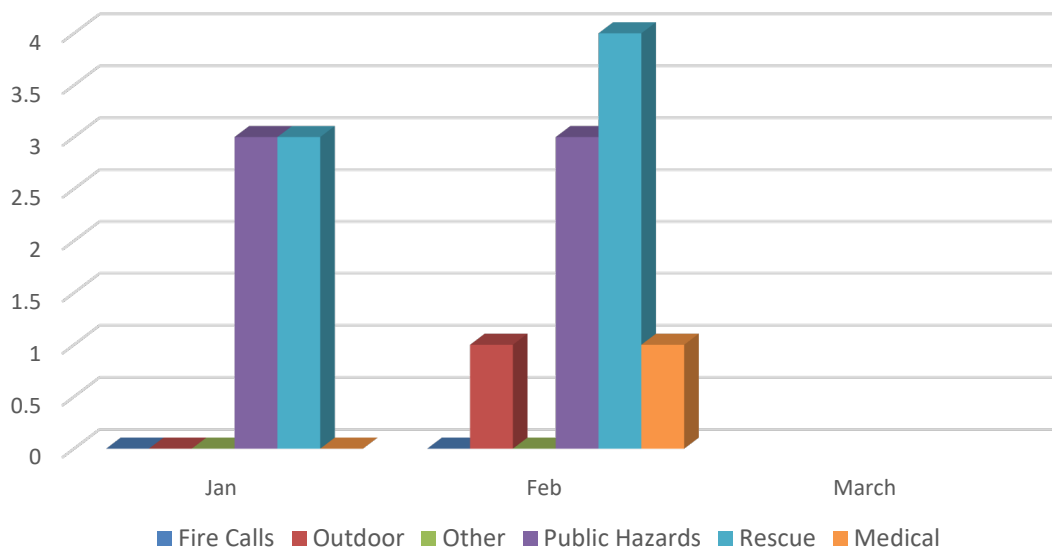
#### Glossary of Terms

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

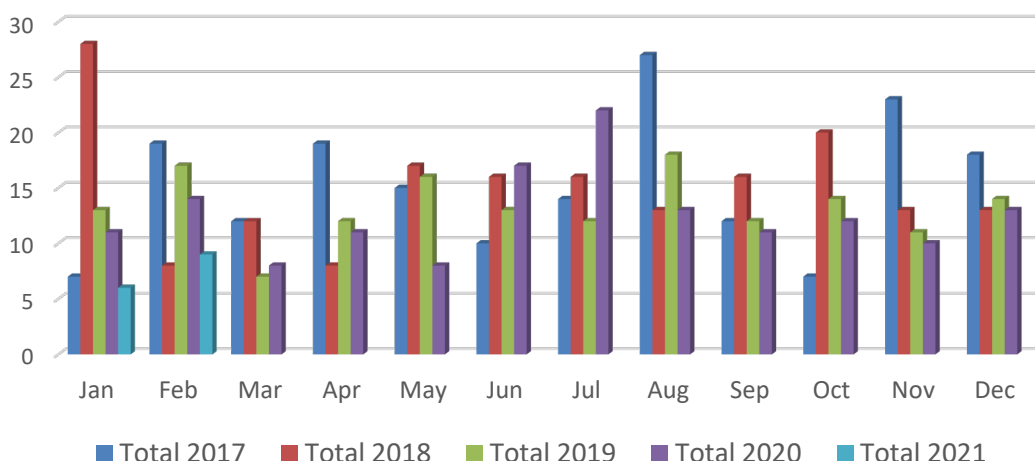
#### Monthly Call Statistics for 2021

|                | Jan      | Feb      | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|----------------|----------|----------|-------|-------|-----|------|------|-----|------|-----|-----|-----|
| Fire Calls     | 0        | 0        |       |       |     |      |      |     |      |     |     |     |
| Outdoor        | 0        | 1        |       |       |     |      |      |     |      |     |     |     |
| Other          | 0        | 0        |       |       |     |      |      |     |      |     |     |     |
| Public Hazards | 3        | 3        |       |       |     |      |      |     |      |     |     |     |
| Rescue         | 3        | 4        |       |       |     |      |      |     |      |     |     |     |
| Medical        | 0        | 1        |       |       |     |      |      |     |      |     |     |     |
| <b>Total</b>   | <b>6</b> | <b>9</b> |       |       |     |      |      |     |      |     |     |     |

#### Number of Calls/Types of Calls



### Total Number of Calls per Month in 2017/2018/2019/2020/2021



### Monthly Call Break Down

- 1 burn complaint (unauthorized fire)
- 1 medical response (life threatening)
- 1 CO alarm
- 2 false alarms
- 2 vehicle fires
- 2 MVC (rollovers)

### Fire Prevention Activities

- Fire Prevention meetings and activities are currently on hold due to the Provincial stay-at-home order. Meetings have been postponed for this month, but the Committee keeps in touch by email to discuss any pressing matters
- Online Public Safety Announcements continue, and volunteers have been using social media to share useful fire safety tips
- The Township’s 2021 February Newsletter included information for the public to obtain smoke/CO combination alarms and fire extinguishers from Fire Prevention volunteers
  - A lot of interest was generated and each station has representatives responding to the various requests from the public
- As our volunteers respond to medical calls, the Eastern Ontario Health Unit has been in touch with staff to request a list be generated and submitted to assist in scheduling vaccines for firefighters

### Training

- Fire training continues in smaller numbers, following direction from the Eastern Ontario Health Unit and Ontario Association of Fire Chiefs with regards to physical distancing, sanitizing, etc.
  - Each station will be hosting two training nights each, in order to accommodate the smaller groups

### Attachments

- Fire Steering Committee Minutes – February 11, 2021



**The Corporation of the Township of North Dundas  
Fire Steering Committee Meeting  
February 11, 2021**

**MINUTES**

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

**1. Liaison Report:**

- Mike Gruich reported on activities at Council Meetings.
- SD&G Chiefs will be asking AD&G EMS if they are willing to negotiate a new response agreement.
- Cornwall Fire is looking at starting an RTC – looking for feedback from other departments.
  - Response was positive from Steering Committee.

**2. Driver Training:**

- Reviewed new Driver Training Policy
  - Committee would like clarification on \$1,000 deposit (who pays?)
  - Intent is that the Township covers the deposit, and Driver covers any additional costs
- Determined among members that the Hiring Incentives (Part 3) is not required and should be removed before presenting to Council for final approval.

**3. Truck Updates:**

- Al Armstrong to get a progress report from Dave Sheldrick on the next steps with Tanker 3.
- Ray Sherrer reported that there are still delays getting pump from the United States for Pumper 2.
- New Squad 2 is in and ready for lights installation.

**4. Oxygen Bottles:**

- Mike reported that Praxair will not refill the Township's bottles – will only do their own (provided with quote to lease).
- Mike to contact Ottawa Fire and Winchester District Memorial to see how each of them refill their bottles.
- If no other options come available, all agreed to lease from Praxair.

**5. Snow Removal:**

- Ken Byers reported that the dry hydrant at Carruthers' Pit is not being cleared of snow.
- Mike to contact Khurram Tunio (Director of Public Works) and/or Meaghan Meerburg (Director of Recreation) to see with the Township could add this location to an existing contract.

**6. Internet Service Review:**

- Mike asked the group about removing the internet at the halls and using cell phone hotspots instead, in an effort to save money.
- Committee discussed options and decided this would not be a useful change, as cell phone reception can be unreliable and inconsistent at the halls.
- Further, the Who's Responding App is run 24/7 and needs internet access full time.

**7. Next meeting: TBD**



## DEPARTMENT ACTIVITY UPDATES

CAO

March 9, 2021

- Attend weekly virtual COVID 19 updates from Dr. Paul of the Eastern Ontario Health Unit
- Extensive work with the Director of Public Works and the Director of Planning, Building and Enforcement to review draft capital charge by-law and water and sewer allocations
- Met with a developer to discuss potential locations for his industrial development and related issues
- Met with Maverick representatives to discuss site plan
- Extensive work reviewing and revising the 2021 edition of the North Dundas Explore magazine
- Attended presentation of Human Resources Information System for potential implementation
- Consulted with lawyers on potential litigation issues
- Attended retirement lunch for Patrol Foreman, John Oswald
- Worked with Director of Public Works on creating a new job description for Patrol Supervisor
- Attended meeting of SDG CAOs regarding current issues
- Attended annual benefits reporting meeting
- Met with South Dundas representatives regarding potential connection to their surface water system
- Met with Chamber of Commerce representatives regarding Local Business Expo
- Responded to inquiries from Council and staff
- Respond to Human Resources related issues
- Review and update COVID Safety Plan



## DEPARTMENT ACTIVITY UPDATES

Clerk

March 9, 2021

- Participating in weekly scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul) and Emergency Management Ontario.
- Weekly calls with Emergency Planner, Kevin Spencer
- Insurance matters - discussions with Municipal Broker/Adjusters
- Corresponding with Lawyers – re: property matters/resident requests
- Communicating with EOHU re: senior/congregate living facilities located in North Dundas
- Attended Zoom presentation on training software
- Attended AMO virtual presentation for Electronic Signature Solutions (Notarius).
- Assisting with Municipal Modernization Grant
- On-going discussions with Committees of Council and Delegations
- On-going discussions with couples regarding marriage ceremonies
- Assisting Council & Staff – routine duties
- Assisting Ratepayers – routine duties.
- Preparations for Council meetings – Feb 23 & March 3 & March 9

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**

MOVED BY Lyle WARDEN RESOLUTION NO 75-2021

SECONDED BY SAM McDONELL DATE March 1, 2021

WHEREAS COVID-19, a disease caused by the 2019 novel coronavirus, has resulted in the deaths of almost 7,000 Ontarians;

AND WHEREAS Canada currently lags behind dozens of nations in terms of the proportion of the population that has received doses of COVID-19 vaccines;

AND WHEREAS the federal government has moved too slowly and is failing to foster domestic vaccine-production capacity;

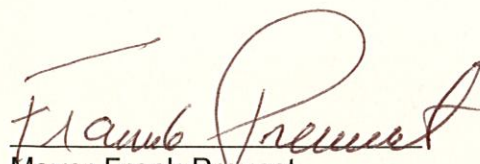
AND WHEREAS the number of administered vaccines in Ontario is not keeping pace with the number of doses that have been received by the provincial government;

AND WHEREAS the provincial COVID-19 vaccine booking system is not yet operational;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry urges Premier Doug Ford and 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;

AND FURTHERMORE that this resolution be forwarded to Premier Doug Ford, MPP Jim McDonell, Hon. Christine Elliot, Minister of Health, Hon. Peter Bethlenfalvy, Minister of Finance and all Ontario municipalities.

CARRIED       DEFEATED       POSTPONED

  
Mayor Frank Prevost





**AN OPEN LETTER TO ONTARIO MUNICIPAL COUNCILS**

Dear Council,

As a vital municipal association with membership roots that reach deep into each and every part of Ontario, we know the challenges you have faced in continuing to provide essential municipal services within your community during the COVID-19 pandemic.

As elected officials, we know that you recognize the contribution made by your municipal staff, many of whom are members of AMCTO. Municipal professionals across this entire province have been at the forefront of service delivery, applying their knowledge and skills to innovate processes and procedures to meet the evolving needs of residents and businesses.

One key point that is often overlooked in this pandemic is that many municipal staff were prepared to act and innovate BECAUSE of the professional municipal training and development they receive from organizations like AMCTO. The leadership skills, education and technical training prepare your staff in getting ahead of immediate community needs, reacting and responding to new challenges brought on by COVID-19. This unique and sought-after skillset has allowed your staff to provide council with options and solutions for keeping your municipality running.

In these challenging financial times, there will be temptation to divert operational funding away from staff training budgets. Now more than ever, it is crucial that municipalities continue to invest in your most valuable resource – your staff.

In addition to increased levels of employee retention, engagement and empowerment, investments in staff professional development strengthens your council's ability to provide reliable, effective and efficient services to your community, both today and in the future. The question is no longer "if" you innovate but "when". Innovation comes with knowledge, training, and exposing municipal staff to new opportunities to grow and develop professionally.

On behalf of AMCTO and its over 2,200 members, please accept my heartfelt thank you for your service during these difficult times. As "Municipal Experts", AMCTO will continue to be at your service to help you and your staff meet the needs of your community.

Sincerely,

Robert Tremblay, MPA, CMO, AOMC  
President  
AMCTO

CC: Graydon Smith, President, AMO

###

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**Robert Tremblay, MPA, CMO, AOMC**  
President



2680 Skymark Ave. # 610  
Mississauga, ON L4W 5L6  
[president@amcto.com](mailto:president@amcto.com)  
[www.amcto.com](http://www.amcto.com)





**Cunningham Swan**

**LAWYERS**

• EST 1894 •

Tony E. Fleming  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

March 2, 2021

**BY E-MAIL: [jmccaslin@northdundas.com](mailto:jmccaslin@northdundas.com)**

Council – Township of North Dundas  
c/o Jo-Anne McCaslin, Deputy CAO/Clerk  
636 St. Lawrence Street  
Winchester, ON K0C 2K0

Dear Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2020  
Township of North Dundas; Our file No. 27227-7**

### Background

In 2019, Tony Fleming of Cunningham Swan in Kingston, Ontario, was appointed as the Integrity Commissioner for the Township of North Dundas in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the “Act”).

This report summarizes the services provided by the Integrity Commissioner to the Township of North Dundas in 2020, in accordance with section 223.6 (1) of the *Act*. The purpose of this report is to highlight the mandate of the Integrity Commissioner and to inform Council and the public about changes to the Act that affect the process of the Integrity Commissioner and subsequently, Councils and Local Boards.

### Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.

00306579.DOCX:

TEL: 613-544-0211  
FAX: 613-542-9814  
EMAIL: [INFO@CSWAN.COM](mailto:INFO@CSWAN.COM)  
WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)

2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (“MCIA”) to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality’s codes of conduct for members of council and members of local boards and about the MCIA.<sup>1</sup>

#### Integrity Commissioner Activity re: Township of North Dundas

If Council requires further training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act.

#### Requests for Advice

We received no requests for advice from individual members in 2020. We encourage members of Council and Local Boards for the Township of North Dundas to contact us in writing should they find themselves unsure of their obligations under the Code or the Municipal Conflict of Interest Act. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

---

<sup>1</sup> *Municipal Act*, section 223.3(1).

### Complaints/Applications for Inquiry

There was 1 complaint submitted to the Integrity Commissioner for the Township of North Dundas in 2020.

We cannot discuss the details of the complaint received due to the obligation to preserve confidentiality imposed by the Municipal Act. After an initial investigation of the Complaint we determined that there was no breach of the Code of Conduct and as such no formal investigation took place and the complaint was dismissed.

### Resolution of Complaints

The Integrity Commissioner begins the process with a preliminary review of all complaints and applications for inquiry. Where possible, we attempt to resolve disputes informally without the necessity of an investigation or inquiry. We do so where such a resolution is in the best interest of the public. Complaints and applications are dismissed if determined to be frivolous, vexatious or without merit. Applications for inquiry are dismissed if they are determined to be outside of the statutory 6-week requirement as set out in the MClA.

Although it is not always possible to pursue an informal resolution, we will make every effort to do so where there is the potential for such a resolution. This opportunity is not lost after an investigation or inquiry begins. However, it becomes more difficult where the parties (the complainant/applicant and the member), either individually or collectively, are opposed to an informal resolution.

There may also be circumstances where complaints contain facts that require a thorough investigation or inquiry and report in order to provide guidance to members and the public about certain types of behaviour or incidents that generate several complaints which highlight areas of obvious public concern. In these circumstances, a public report may assist in a wider resolution of such complaints or applications, or answer questions that may avoid future complaints or misunderstandings about the role of Council.

### Closing Remarks

We thank the Township of North Dundas for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations under the Code of Conduct and the MClA. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions. In the meantime, please find enclosed a copy of the up-to-date Certificate of Insurance for the Township of North Dundas.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF:am  
Enclosures

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

**BY-LAW No. 2021-21**

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

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

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

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

- 1.0** That the Minutes of the Regular Meeting held on February 9<sup>th</sup>, and the Public Meeting and Special Meeting held on February 23<sup>rd</sup>, 2021 and the In-Camera Meeting, held March 3<sup>rd</sup>, 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 9<sup>th</sup>, 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 9<sup>th</sup> day of March, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK