

AGENDA
(Revised May 11, 2021)
Township of North Dundas
636 St. Lawrence Street Winchester ON Wednesday,
May 12, 2021 6:30 PM
Meeting can be viewed live on YouTube

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 April 27, 2021](#) 4 - 9
- 5. Delegations**
 - a) [Regional Waste Management Study - DFA Infrastructure International Inc. Derek Ali, President.](#) 10 - 22
- 6. Closed Session**
- 7. Open Session**
- 8. Action Requests**
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 - b) **Economic Development and Communications**
 - c) **Public Works**
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16. Council Comments and Concerns		
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a)	<u>By-law No. 2021-37</u>	154
19. Adjournment by Resolution		

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
MINUTES
APRIL 27, 2021

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on April 27, 2021 with Mayor Fraser in the Chair. The meeting was held virtually through Zoom video conferencing, and streamed through Facebook live.

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

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

Moved by Councillor Hoy
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 Annable
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) Public Meeting April 13, 2021
Resolution No. 03

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT the minutes of the Public Meeting, of the Council of the Township of North Dundas, held April 13, 2021 be adopted as presented.
CARRIED

- b) Regular Meeting April 13, 2021
Resolution No. 04

Moved by Councillor Thompson
Seconded by Deputy Mayor Armstrong

THAT the minutes of the meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held April 13, 2021 be adopted as circulated.

CARRIED

- c) Delegations

County-Local Municipal Update Spring 2021 - T.J. Simpson & Ben de Haan
CAO Simpson provided a general update relating to all SDG local municipalities. He highlighted the County's commitment to the new Dundas Manor and Director deHaan spoke to 2021 infrastructure information specific to North Dundas.

Resolution No. 05

Moved by Councillor Hoy
Seconded by Councillor Annable

THAT Council acknowledges the presentation provided by SDG County CAO, T.J. Simpson and SDG County Director of Transportation and Planning Services, Ben de Haan this 27th day of April, 2021. (*County-Local Update Spring 2021.*)

CARRIED

5. Closed Session
Resolution No. 06

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT Council proceed in Camera at 7:31 pm pursuant to Section 239 (2) of The Municipal Act S.O. 2001

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

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

CARRIED

6. Open Session
Resolution No. 07

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT Council move to Open Session at 9:10 pm.

CARRIED

Resolution No. 08

Moved by Councillor Thompson
Seconded by Deputy Mayor Armstrong

THAT Council authorizes Staff to proceed as directed on matters as discussed in Closed Session.

CARRIED

7. Action Requests

a) Finance – NIL

b) Economic Development and Communications – NIL

c) Public Works – NIL

d) Waste Management – NIL

e) Planning Building and Enforcement

i) Budget Amendment for Professional Services
Resolution No. 09

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT the Council of the Township of North Dundas authorize the Chief Building Official (CBO) to retain the services of CIMA for professional services (Account 1-5-2100-7810) to create “preapproved templates” for common standard construction designs up to \$6,500.00 with the funds coming from the 2020 surplus.

CARRIED

f) Recreation and Culture – NIL

g) Fire – NIL

h) CAO

i) Policy 89-2021 Work from Home Telecommuting
Resolution No. 10

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT Policy #89-2021, being a policy to establish guidelines and provisions for Work from Home or Telecommuting, be adopted as presented

CARRIED

i) Clerk

i) South Mountain Park Recognition
Resolution No. 11

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT Council authorize and approve that the South Mountain Park be renamed the Rick Cauvier Memorial Park” and direct Staff to erect new signage at 10543 South Mountain Main Street.

CARRIED

8. Tenders and Quotations – NIL

9. By-laws

- a) By-law No. 2021-31 Sevita International Site Plan Agreement Bylaw

Resolution No. 12

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT By-law No. 2021-31, being a By-law to authorize the Mayor and Clerk to enter into a Site Plan Control Agreement between the Township of North Dundas and Sevita International be read and passed in Open Council, signed and sealed this 27th day of April, 2021.

CARRIED

- b) By-law No. 2021-32 Part Lot Control

Resolution No. 13

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT By-law No. 2021-32, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 27th day of April, 2021.

CARRIED

10. Key Information

Planning, Building and Enforcement - CRINS-SINRC Report - Xplornet Tower, Chesterville East CRINS-SINRC Report - Director Pol provided key information pertaining to an application for a new communications tower by Xplornet Communications to be located southeast of Chesterville, off Dillabough Road. Council supported the proposed communications tower.

11. Consent Agenda

Resolution No. 14

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT all items listed under the Consent Agenda section of the Agenda be approved as recommended.

CARRIED

12. Boards and Committees

- a) Chesterville and District Historical Society Annual Report to Council

Resolution No. 15

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council receive the Chesterville and District Historical Society Annual Report to Council for the year 2020 as submitted by President, Caroline Roberts.

CARRIED

- b) Dundas County Archivist Report
Resolution No 16

Moved by Councillor Thompson
Seconded by Councillor Hoy

THAT Council receive the Dundas County Archivist Report as submitted by Susan Peters dated April 1, 2021.

CARRIED.

- c) County Council – Mayor Fraser and Deputy Mayor Armstrong – Recapped highlights of the meeting held on April 22nd with County Council, Medical Officer of Health, Dr Paul Roumeliotis, MP Eric Duncan and MPP Jim McDonnell regarding multiple problems in Eastern Ontario amidst the third wave of COVID-19.

- d) Art on the Waterfront – Councillor Thompson: No report.

- e) Canada Day – Mayor Fraser: No report.

- f) Dairyfest – Councillor Hoy: No report.

- g) Display of Lights – Mayor Fraser: Advised a decision will be made closer to the time of the event pending approval of the EOHU.

- h) Fire Chiefs Steering – Commissioner Armstrong: New hires require training, which is difficult during COVID-19. Virtual methods being reviewed. Commissioner Armstrong advised CAO Rutley provided an excellent set of conditions and requirements relating to fire training protocol.

- i) Winchester Downtown Revitalization - Councillor Annable: No report.

13. Motions and Notices of Motions – NIL

14. Petitions – NIL

15. Council Comments and Concerns

16. Resolution No. 17

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT the 2021 Council Meeting Schedule be amended to reflect the following date changes:

Tuesday, May 11th to Wednesday, May 12th and Tuesday, June 8th to Wednesday, June 9th.

And that the Municipal Website be updated to reflect the changes.

CARRIED

17. Unfinished Business

Communications Position – members of Council provided comments to Deputy Mayor Armstrong’s overview of the Communications position. It is intended that this position will promote Council activities with the goal of increasing the profile of North Dundas. The next step will be to develop a job description for Council review.

18. Ratification By-law

Resolution No. 18

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT By-law No. 2021-33 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 27th day of April, 2021.
CARRIED

19. Adjournment by Resolution

Resolution No. 19

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council adjourn at 9:55 pm to the call of the Chair.
CARRIED

MAYOR

CLERK

United Counties of SDG & Local Municipalities

Regional Waste Management A Roadmap to Collaboration

North Dundas Council Presentation

May 12, 2021



Study Purpose

The Study involves:

- Phase 1: Background Data Collection
 - Phase 2: Cost Analysis
- } **This Presentation**
- Phase 3: Collaboration Opportunities
 - Phase 4: Implementation Strategy
- } **Next Steps**

Purpose:

Identify opportunities for potential collaboration among the Local Municipalities (LMs) including the possibility for SDG and/or Cornwall to be involved, to improve efficiencies and overall service delivery for all LMs.



Waste Management Systems

System Component	Description
Waste Collection	Weekly Curbside Collection 3 In-house 3 Outsourced Drop-off Landfill Sites
Recycling Collection	3 Bi-weekly single stream (1 Outsourced) 3 Weekly dual stream (2 Outsourced)
Recycling Processing	1 In-house MRF 2 External MRFs (4 LMs use Cornwall's MRF)
Other Diversion	Varies – HHW, Leaf & Yard Waste, Metal
Waste Disposal	6 Owned Active Landfills (5 LMs) 1 Private Landfill Site (used by 3 LMs)
Closed Landfill Sites	7 Closed landfill sites (North Stormont has 2)

2020-2044 Outlook



LMs Responsible for Recycling

Waste-Free Ontario Act, 2016:
Packaging Producers Responsible for Recycling (No Cost to LMs)

ND: Boyne Road Closes (Seeking Expansion)

SS: Trillium Closes (to Private Landfill)

NG: Glen Robertson Closes (Post Closure Care)



SD: Matilda Closes (Seeking Expansion)

SG: North Lancaster Closes (to Private Landfill)

SG: Beaverbrook Closes (to Private Landfill)

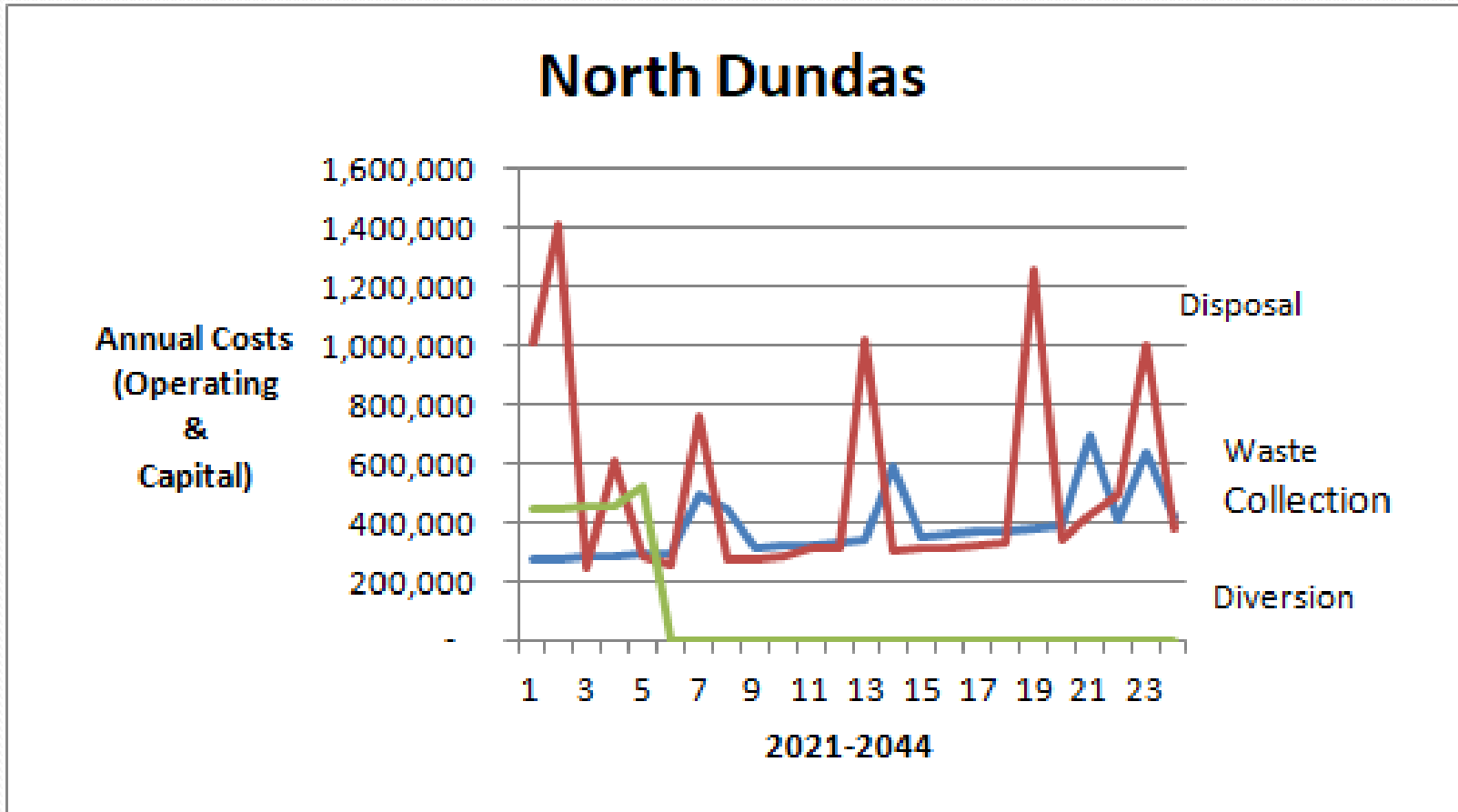
LMs Currently Using Private Landfill Site:

- ✓ North Glengarry
- ✓ North Stormont
- ✓ South Stormont

Remaining Capacity = 114,800 Tonne (240,700 with expansions)



2021 -2044 Annual Costs



Challenges/ Issues

- No weigh scales at most landfill sites – difficult to obtain accurate weights
- Diminishing landfill capacity. Closure of 4 landfill sites within next 8 years (expansion applications in progress at significant costs)
- Increasing liability as landfill sites close – mostly unfunded

Challenges/ Issues

- High/Increasing cost of waste management services with limited resources
- High collection truck maintenance costs
- Difficult to increase waste diversion without an organics program (at a relatively high cost)
- Limited staff resources to do proper waste management planning
- Recycling transition to producers (Reg. pending)

Potential Collaboration

- Unified public relations/ education/ communications:
 - transitioning to producer responsibility for recycling
 - consistent customer service and education
 - proactive waste management planning
- Waste Collection:
 - share equipment and staff resources - economies of scale
 - coverage as needed in emergency/ back-up situations
 - opportunity to sync-up/ jointly procure collection contracts (long-term)
- Share Landfill Capacity:
 - to provide convenient drop off locations to residents in all LMs as landfill sites close
 - optimize remaining capacity and reduce disposal costs.
- Collective approach to accessing private sector disposal capacity
- Collective approach to working with Cornwall
- Opportunity to develop consistency in level of service across the LMs

Working Together – Options

- 2 or more LMs can have agreements to work together on 1 or more components of the waste system
- SDG may take the lead in coordinating collaboration on 1 or more components– through agreement or transfer of responsibility
- Partner with Cornwall on specific components of mutual interest and benefit

Your Feedback/Input on:



1. Which waste management collaboration opportunities interest your Municipality the most?

Examples can include public education/ customer service, waste disposal (either public or private), collection, organics, leaf and yard waste...

Your Feedback/Input on:



2. What information does your Council need to be able to decide whether to support regional and/or inter-municipal collaboration efforts?

Your Feedback/Input on:



3. Does your Council have any input or preference regarding who should lead the coordination of collaboration efforts going forward (e.g. a specific municipality, a group of municipalities, SDG, a joint committee or board)?

Your Feedback/Input on:



4. Does your municipality have any other unique items or issues that need to be considered within the analysis of collaboration opportunities?



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Water and Sewer Allocation - 31 Main Street

RECOMMENDATION:

THAT Council allocates 1 water unit and 1 sewer unit as per By-Law 2020-23 to the vacant property located at 29/31 Main Street in Chesterville, submitted by Charbel Bouroufail.

BACKGROUND:

On April 16, 2021, Charbel Bouroufail submitted an application for water and sewer allocation for a mixed residential and commercial unit. These residential units will require an equivalent of 1 unit of water and 1 unit of sewer as per the By-law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, allows for a total of 4 in-fill residential units within Chesterville Village. This request in the application 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:

ATTACHMENTS:

Summary of Water Allocation

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF MARCH 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	254.2	13.5	30-Jan-20
2020	Win Meadows 21b	Lancaster lane (BUILT)	Winchester	Moderna Homes	singles / semis	240.7	36	09-Mar-21
2020	Guy Racine 20	Clarence Street (BUILT)	Winchester	Allan Racine	singles	204.7	5	09-Mar-21
2020	Davidson	James Street (BUILT)	Winchester	Vriend	single	199.7	1	09-Mar-21
2020	Winfields	Bailey & Winfield (BUILT)	Winchester	Wayne Robinson	singles	198.7	4	09-Mar-21
04-Feb-21	Wellings - phase 2	12046 County Road 3	Winchester	Wellings of Winchester Inc.	76 senior unit	194.7	37.2	09-Mar-21
04-Feb-21	Wellings - phase 3	12046 County Road 3	Winchester	Wellings of Winchester Inc.	80 senior unit	157.5	39.2	09-Mar-21
05-Feb-21	Infill	109 James & May Streets	Winchester	Vriend Construction	singles / semis	118.3	3	09-Mar-21
10-Feb-21	Infill	Lot 1-6 Queen Street	Chesterville	Movestment Inc.	singles / semis	115.3	11	09-Mar-21
19-Feb-21	Infill	2 Winfield Avenue	Winchester	Steven & Renee Robinson	Duplex	104.3	2	09-Mar-21
17-Feb-21	Infill	24,40,68,72 and 85 Tabitha Cres	Chesterville	Brian & Catharina Shane	1 single, 8 semis	102.3	9	09-Mar-21
17-Feb-21	Infill - Clarence St.	Pt lots 39&40, pt blk 127, lots 54 & 55	Winchester	Allan Racine	singles	93.3	4	09-Mar-21
Feb. 2021	Infill	138 Elizabeth Drive	Chesterville	Andrew & Emma Harbers	single	89.3	1	09-Mar-21
Feb. 2021	Infill	142 Elizabeth Drive	Chesterville	Henry and Bonnie Brunveld	single	88.3	1	09-Mar-21
Feb. 2021	Infill	146, 150 & 154 Elizabeth Drive	Chesterville	Michael Aube	single	87.3	3	09-Mar-21
26-Feb-21	Esper Lane	Dream Haven subdivision	Winchester	Terry Sloane/990984 Ontario Ltd	Towns	84.3	51	09-Mar-21
12-Feb-21	Gypsy Lane	430 Gypsy Lane, Winchester	Winchester	Fortier Stark Industrial Inc.	Project	33.3	1	09-Mar-21
03-Mar-21	Infill	68 Erin Avenue	Chesterville	Pierre Geneau	Single	32.3	1	13-Apr-21
12-Mar-21	Infill	56 Tabitha Crescent	Chesterville	Sean & Trudy Donovan	Single	31.3	1	13-Apr-21
26-Mar-21	Infill	522 Church Street	Winchester	Courtney Thompson	Single	30.3	1	13-Apr-21
30-Mar-21	Infill	1 Lori Lane	Chesterville	Mark and Bonnie Thompson	2 duplex	29.3	4	13-Apr-21
31-Mar-21	Infill	64 Erin Avenue	Chesterville	Matthew Thompson	Single	25.3	1	13-Apr-21
31-Mar-21	Dundas Manor	533 Clarence Street West	Winchester	Winchester District Hospital	Long-term facility	24.3	9.5	13-Apr-21
06-Apr-21	Infill	216 North Street, Winchester	Winchester	Elsayed Ali and Azza Jabakhanji	townhomes	14.8	3	13-Apr-21
16-Apr-21	Infill	29/31 Main Street	Chesterville	Charbel Bouroufai	Single	11.8	1	
						10.8		
					Summary	10.8	339.2	



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	2021 Summer Staff Hires

RECOMMENDATION:

THAT Council approves the job description for the engineering/maintenance student position dated May 12, 2021; AND THAT Council approves the recommendation of the summer student hiring committee and authorizes the hiring of 2021 Public Works Summer Hires for the 2021 season.

BACKGROUND:

We are seeking to hire individuals for our annual summer positions. Positions were advertised and interviews conducted for summer employment opportunities.

A list of selected candidates was emailed to Council.

Total number of applicants interviewed	7
Number of resident applicants	3
Number of non-resident applicants	4
Total number of maintenance students selected	4
Total number of engineering students selected	2

OPTIONS AND DISCUSSION:

1. **Authorize the hiring of the individuals outlined in the 2021 Public Works Summer Hires - recommended.**
2. **Request that a position be awarded to another candidate – not recommended.**

FINANCIAL ANALYSIS:

5 Maintenance/Parks Labourers & 2 Engineering/Maintenance Students were approved for the Public Works Dept. for 2021.

\$8,000 was budgeted to be received from the Canada Summer Jobs program by the Public Works Dept. However, \$23,520 was approved in grant funding for 5 maintenance students.

Further budget amendment 2020-01 in the amount of \$26,200 was approved by the Council for an additional 2 summer student positions.

Maintenance / Parks Labourer approved pay rate is \$14.29 per hour. It is recommended to set engineering / maintenance student position pay rate as follows:

	Term 1	Term 2	Term 3
Engineering / Maintenance Student Position	\$16.34	\$16.66	\$17.00

OTHERS CONSULTED:

CAO
 Director of Recreation and Culture
 Roads Lead Hand/Subforeman

ATTACHMENTS:

Engineering/Maintenance Student Job Description

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
 CAO

**TOWNSHIP OF
NORTH DUNDAS**

DRAFT JOB DESCRIPTION

JOB TITLE: Engineering / Maintenance Student	LAST REVISION DATE: May 12, 2021
REPORTS TO: Director of Public Works	APPROVED BY: Council Resolution #
WAGE GRID LEVEL: Part time wage schedule	EFFECTIVE DATE: May 12, 2021

Position Summary:

Reporting to the Director of Public Works, this position is responsible for providing assistance to assist full-time staff with the engineering and maintenance operations of roadways.

Position Qualifications:

- In progress toward earning a post-secondary engineering certificate, trade, diploma or Bachelor's degree (minimum) in civil, water/wastewater/storm resources, or environmental engineering (or related field).
- Strong interpersonal skills combined with excellent oral communications.
- Able to prioritize and complete tasks within appropriate time frames.
- Willingness to learn, to accept responsibility and demonstrate initiative.
- Good problem solving skills
- Ability to handle customer inquiries and complaints.
- Ability to manage time effectively.
- Ability to work with minimal supervision.
- Must maintain a professional attitude
- CPR, First-Aid and AED certifications are considered assets

Other Requirements:

- Class G2 driver's license is considered an asset
- Evening and weekend hours
- This position requires continuous walking and standing, occasional climbing and lifting/carrying heavy items.

Key Responsibilities:

- Assist Public Works staff in maintenance and operation of the roadways
- Assist in inspections of sidewalks, signs, contracts, etc.
- Assist in field data collection
- Other duties as assigned

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Interim Duties - Patrol Foreman

RECOMMENDATION:

THAT Council approve compensation for the Road Lead Hand/Subforeman, Barry Giberson, at Level 8 Grade 1 for the period of February 15, 2021 to March 23, 2021 in recognition of additional tasks that were being completed during this time period.

BACKGROUND:

With the retirement of Patrol Foreman / Drainage Superintendent, Barry Giberson assisted the Township by performing his daily tasks as well as additional supervisory duties from February 15, 2021 to March 23, 2021 i.e., until the hiring of a second lead hand position.

The Patrol Foreman/Drainage Superintendent position is a Grade 8 position on the salary scale. For a little over a month, Mr. Giberson was performing additional supervisory duties, so we are requesting an increase in pay for that time period.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

There are sufficient funds in the Public Works Department for the increase for the proposed time period, as the supervisory position has been vacant.

OTHERS CONSULTED:**PREPARED BY:**

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

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO



ACTION REQUEST – Waste Management Services	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Part Time Truck Driver Labourer

RECOMMENDATION:

THAT Council approve the recommendation of the Director of Waste Management and authorize the hiring of Jed Murphy for the Part Time Truck Driver/Labourer position in the Waste Management Department effective May 10th as per the offer of employment.

BACKGROUND:

The position of Part Time truck driver/labourer for the Waste Management Department is currently vacant. The position was posted on the Township's website for a duration of two weeks. Four applicants applied. Due to Covid restrictions phone interviews were performed.

OPTIONS AND DISCUSSION:

1. **Authorize the hiring of Jed Murphy to this position - recommended**
2. **Do not authorize the hiring of Jed Murphy to this position - not recommended**

FINANCIAL ANALYSIS:

This is an existing position thus the cost is included in the 2021 budget.

PREPARED BY:

Doug Froats
Director of Waste Management

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Accept Zoning Amendment Application Johndin Farms Inc.

RECOMMENDATION:

THAT Council hereby accept the rezoning application as complete from Mr. W. DeJong on behalf of Johndin Farms Inc. and direct that the public meeting be held on June 9, 2021 at 6:30 pm.

BACKGROUND:

The Township of North Dundas received a site-specific application from Mr. W. DeJong, to amend the former Township of Winchester Zoning By-law No. 12-93 to allow for an agricultural equipment repair shop in addition to the existing permitted uses in the Agricultural (AG) Zone. The current County Official Plan designation is Agricultural Resource District, which allows for farm machinery repair shops.



The applicant has applied to rezone a portion of the existing farm on County Road 43, legally described as Part of Lots 20 and 21, Concession 2, from the Agricultural (AG) zone to an Agricultural (AG) exception zone, to permit a farm equipment repair shop, along with the existing farm operation and accessory uses. Agricultural uses such as cash cropping are allowed, but a zoning by-law amendment is required to allow for the repair of farm machinery as a commercial business. Due to the size of the property (~360 acres), the applicant is only applying to rezone the portion of the property where the existing structures are located, the remaining portion of the property will remain Agricultural (AG). The surrounding uses include: residential dwellings and farm fields.

OPTIONS AND DISCUSSION:

1. **Adopt the Resolution as Presented** – recommended.
2. **Do Nothing** – not recommended. The proponent can take the amendment to the Local Planning Appeal Tribunal for Council's failure to proceed (applicant must wait 150 days – Section 34(11) of the Planning Act).
3. **Refuse the Request** – not recommended. The proponent can take the amendment to the Local Planning Appeal Tribunal immediately.

FINANCIAL ANALYSIS:

None at this time, possibility of increased assessment in the future.

OTHERS CONSULTED:

CBO
Applicant

ATTACHMENTS:

None

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Executive Assistant and Deputy Clerk - Job Description

RECOMMENDATION:

THAT Council approve the updated job description for the position of Executive Assistant and Deputy Clerk for the Planning, Building and Enforcement Department effective May 12, 2021.

BACKGROUND:

Sadly, Jess Manley resigned as Executive Assistant and Deputy Clerk, taking employment elsewhere. She has been a dedicated employee of North Dundas for over three years, taking on many roles and responsibilities. She will be greatly missed, and we wish her well on her future endeavours.

Positions evolve over time and, therefore, when an employee resigns, we review the job description to determine if it needs to be updated before we advertise the position. In this case, minor modifications were made to update the required qualifications and the responsibilities associated with the position. Council last considered the Executive Assistant and Deputy Clerk position back on November 26, 2019. Since then, a few minor changes to the roles and responsibilities have occurred and the job description needs to be updated to reflect the changes.

The position has been advertised locally, through Municipal Jobs and through the Association of Municipal Clerks and Treasurers (AMCTO), with a closing date of Tuesday, May 25th.

OPTIONS AND DISCUSSION:

1. **Approve the updated job description** - recommended.
2. **Do not approve the updated job description** - not recommended.

FINANCIAL ANALYSIS:

The salary for this position is included in the 2021 budget.

OTHERS CONSULTED:

CAO
CBO

ATTACHMENTS:

Executive Assistant and Deputy Clerk Job Description

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

**TOWNSHIP OF
NORTH DUNDAS**
JOB DESCRIPTION

JOB TITLE: Executive Assistant/Deputy Clerk	LAST PREVIOUS REVISION DATE: November 26, 2019
REPORTS TO: Director of Planning, Building and Enforcement (PB&E)	Approved by Council on:
WAGE LEVEL: Grade Five	EFFECTIVE DATE: May 12, 2021

Position Summary:

Reporting to the Director of Planning, Building and Enforcement (PB&E), the Executive Assistant/Deputy Clerk to the Director of Planning, Building and Enforcement is responsible for a wide variety of administrative duties in support of the Planning Division, Building Division, By-law Enforcement Division, Canine Control, and Fire Department, including phone and front counter reception and performing cash receipting duties. This position is also required to maintain confidentiality and professionally interact with employees, Council, management and the public. The role will also provide occasional backup to the Clerk.

Position Qualifications:

- Post-secondary diploma or degree in Business Administration, Law Clerk Program or a related discipline
- 3 years' experience in an administrative role in a municipal environment preferred
- Exceptional interpersonal and communication skills with a confident and pleasant disposition able to defuse tense situations with the public
- Excellent written communications and ability to proofread reports.
- Strong knowledge and understanding of Provincial statutes including the Municipal Act, municipal by-laws and policies and procedures as they apply to municipal government
- Ability to organize Departmental activities, meet deadlines and work under pressure
- Ability to prepare concise, accurate minutes and notes from meetings
- Proven organizational skills to prioritize and complete tasks within appropriate time frames
- Willingness to learn, to accept responsibility and demonstrate initiative
- Good problem solving skills including the ability to research potential solutions and make a recommendation
- Commitment to confidentiality and professional ethics
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point)
- Familiarity with cell phones and ability to assist staff in trouble shooting problems and recommending cell phone models is considered an asset

- Ability to work with minimal supervision
- Adaptable to changing work environment and multi-tasking between unrelated disciplines
- Familiarity with website and social media account maintenance considered assets
- Knowledge of Vadim and CGIS software would be considered an asset
- Primer on Planning, AMCTO Municipal Administration Program completion, or other municipal related training is considered an asset
- Strong math or accounting skills to be able to balance cash receipting entries
- Familiarity with accounting concepts would be considered an asset
- Bilingualism would be considered an asset.
- Resourceful and flexible

Other Requirements:

- Valid Class G Driver's Licence
- Satisfactory criminal background check

Position Description:

- Provide administrative and office management support to the Planning, Building & Enforcement and Fire Service.
- Schedule appointments, meetings, etc., prepare necessary materials for the Director of PB&E and transcribe minutes as required.
- Research, compose/prepare external and internal correspondence, memos, reports, by-laws and other confidential documents and papers.
- Review all documents, reports, including staff reports to Council and correspondence prepared for executive signatures.
- Receive calls and assist caller in obtaining information related to their request to a successful conclusion.
- Maintain files and records systems and ensure that confidential, sensitive and restricted corporate and employee information to which this position is privy is received/prepared, processed and protected.
- Issue dog licences and maintain records, assist callers with lost dogs.
- Perform cash receipting for dog tags, parking tickets, building permits etc.
- Phone and front counter reception for the department.
- Receive complaints and forward to appropriate department personnel
- Screen and refer incoming telephone calls to appropriate staff members or take messages for absent or unavailable staff members.
- Provide the public with answers to frequently asked questions and other administrative guidelines of the municipality and other related agencies.
- Secretary to Committee of Adjustment, including scheduling of hearings
- Take on special projects as assigned by the Director of PB&E.
- Research and prepare grant applications.
- Assist with preparation of departmental budgets.

- Present a positive and professional image of the municipality to all visitors, staff, Council and the public.
- Assist the Clerk as required.
- Commissioner of Oaths
- Other duties shall be as assigned as required

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	May 11, 2021
Subject:	2021 Recreation & Culture Summer Staff Hires

RECOMMENDATION:

THAT Council approves the recommendation of the summer student hiring committees and authorizes the hiring of the 2021 Recreation & Culture Summer Hires; AND THAT Council authorizes the new position of Maintenance/Parks Labourer/Shift Supervisor and the associated job description dated May 12, 2021.

BACKGROUND:

We are seeking to hire individuals for our annual summer positions. Positions were advertised and interviews conducted for summer employment opportunities. A list of selected candidates was emailed to Council.

Total number of applicants	22
Number of resident applicants	17
Number of non-resident applicants	5
Total number of applicants interviewed	22

This year, the Recreation & Culture Dept. is once again employing 8 students instead of 6. This is because the department took over grass trimming in the villages last year, so additional labourers were required in order to accommodate the increased responsibilities & work load.

The Director of Recreation & Culture and the Facilities Manager, would like to introduce the new position of Maintenance/Parks Labourer/Shift Supervisor this year. The incumbent will report to the Facilities Lead Hand and will be responsible for delegation to and supervision of, the afternoon/evening shift crew for the season, consisting of 3 junior staff. The Maintenance/Parks Labourer/Shift Supervisor will also be required to provide transportation, with a departmental vehicle, to the afternoon/evening shift crew. This will allow the Lead Hand to be available during the day to provide required assistance to the Facilities Manager, for capital projects & facility maintenance, as well as supervision of daytime staff and contractors. The Lead Hand is planned to overlap shifts with the Maintenance/Parks Labourer/Shift Supervisor daily, in order to provide guidance

and direction for that evenings' assigned tasks. Twice per week, the Lead Hand will work with the crew for 4.5 hrs., in order to assess, assist, and correct. It is proposed that this position will be compensated at the same wage range as a Lifeguard/Swim Instructor, which has a Term 1 wage of \$16.34/hr. + 4% vacation pay.

2 additional Maintenance/Parks Labourers are recommended for hire, pending the opening of both municipal pools. All 10 Maintenance/Parks Labourers will then be put into a rotation where they are either performing regular labourer duties or they are assigned to work at one of the pools; carrying out the responsibilities of greeter, active screener, cleaner and sanitizer. By utilizing a Maintenance/Parks Labourer for this role, qualified lifeguards/swim instructors will be available for on the deck and in the pool. It is especially important to utilize our staffing resources well, due to the shortage in applications received for lifeguard/swim instructor positions this year.

OPTIONS AND DISCUSSION:

1. **Authorize the hiring of the individuals outlined on the 2021 Recreation & Culture Summer Hires at the respective term rates & authorize the new position of Maintenance/Parks Labourer/Shift Supervisor and the associated job description dated May 12, 2021 - recommended.**
2. **Request that a position be awarded to another candidate. Authorize the new position of Maintenance/Parks Labourer/Shift Supervisor and the associated job description dated May 12, 2021 – not recommended.**
3. **Authorize the hiring of the individuals outlined on the 2021 Recreation & Culture Summer Hires at the respective term rates. Do not authorize the new position of Maintenance/Parks Labourer/Shift Supervisor and the associated job description dated May 12, 2021 – not recommended.**

FINANCIAL ANALYSIS:

8 Maintenance/Parks Labourers, 2 Head Lifeguards, and 11 Lifeguards/Swim Instructors were approved for the Recreation & Culture Dept. during the 2021 budget process. One of the Maintenance/Parks Labourers is only available to work part-time hours; therefore, the savings from that position can be reallocated to accommodate the higher wage rate for the Maintenance/Parks Labourer Shift Supervisor.

\$25,000 was budgeted to be received from the Canada Summer Jobs program by the Recreation & Culture Department and \$8,000 was budgeted to be received by the Public Works Dept, for a total of \$33,000 in anticipated funding. The Township of North Dundas has been approved to receive up to \$108,505 from Canada Summer Jobs this year if we successfully hire all of our lifeguards.

OTHERS CONSULTED:

Director of Recreation & Culture
Recreation Coordinator
Facilities Manager
Facilities Lead Hand
Pool Coordinator
Head Lifeguards

ATTACHMENTS:

Maintenance/Parks Labourer Shift Supervisor Job Description

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

**TOWNSHIP OF
NORTH DUNDAS**

DRAFT JOB DESCRIPTION

JOB TITLE: Maintenance/Parks Labourer/Shift Supervisor	LAST REVISION DATE:
REPORTS TO: Facilities Lead Hand and/or Facilities Manager	APPROVED BY: Council Resolution #
WAGE GRID LEVEL: Part time wage schedule	EFFECTIVE DATE: May 12, 2021

Position Summary:

Reporting to the Facilities Lead Hand and/or Facilities Manager, this position is responsible for delegation to and supervision of, the afternoon/evening summer student shift crew, as well as for performing general maintenance of parks and facilities that are maintained by the Recreation & Culture Dept.

Position Qualifications:

- 18+ years of age.
- Strong interpersonal skills combined with excellent oral communications.
- Able to prioritize and complete tasks within appropriate time frames.
- Willingness to learn, to accept responsibility and demonstrate initiative.
- Good problem-solving skills.
- Ability to handle customer inquiries and complaints.
- Ability to manage time effectively and meet deadlines.
- Ability to work with minimal supervision.
- Ability to lead a team of students to complete tasks in a timely manner while ensuring quality results.
- Must maintain a professional attitude.
- CPR, First-Aid and AED certifications are considered assets.

Other Requirements:

- Class G2 driver's license
- Evening and weekend hours are required
- This position requires continuous walking and standing, occasional climbing and lifting/carrying heavy items.

Key Responsibilities:

- Grass trimming
- Waste collection
- Landscaping

- Transportation of crew members using a departmental vehicle
- General maintenance and upkeep of indoor and outdoor facilities & spaces
- Event set-up/take down including table, chairs etc.
- Other projects related to the Recreation & Culture Department as assigned

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Lease Agreement - 5 William St., Chesterville

RECOMMENDATION:
THAT the Council of the Township of North Dundas authorize the Mayor and CAO to execute the lease agreement, with Ms. Ashley Small, for the Chesterville Park Pavilion Building, for the term of September 1, 2021 until August 31, 2022.

BACKGROUND:
 The Township has been leasing the Chesterville Park Pavilion Building to Ms. Ashley Small since May, 2017. The attached lease is presented under the same terms and conditions as the previous lease, but with a shorter term of 1 year.


- OPTIONS AND DISCUSSION:**
1. **Adopt the Agreement as presented** - recommended.
 2. **Do not adopt the Agreement** - not recommended.

FINANCIAL ANALYSIS:
 The rental revenue has been included in the 2021 budget.

OTHERS CONSULTED:
 CAO

ATTACHMENTS:
 Lease Agreement

PREPARED BY:



Meaghan Meerburg
 Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
 CAO

LEASE AGREEMENT

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
hereinafter called the "Landlord"

-and-

MS. ASHLEY SMALL
hereinafter called the "Tenant"

Property: Chesterville Park Pavilion Building
5 William Street
Chesterville, Ontario
K0C 1H0

WHEREAS:

- 1. The Landlord is the owner of the lands and premises located within Plan 35, Block K, Lot 74, formerly in the Village of Chesterville, now in the Township of North Dundas, County of Dundas, known for municipal purposes as the Chesterville Park Pavilion Building, located at 5 William Street, Chesterville, Ontario, K0C 1H0;
- 2. The Landlord has agreed to lease the Chesterville Park Pavilion Building, located at 5 William Street, for the purpose of food preparation, on the terms and conditions hereinafter set out;

NOW THEREFORE, it is agreed between the Parties hereto as follows:

1. RENTS

The Tenant covenants with the Landlord, to pay rent at a monthly rate of seven hundred and seventy-five (775) dollars plus HST. Upon signing this lease agreement, the Tenant shall provide the Landlord with post-dated cheques for subsequent months rent, which shall be processed in advance on of the first day of each month.

2. UTILITIES

The Tenant covenants with the Landlord, to pay applicable utility costs, including gas, hydro and water. Utility costs shall be billed by the Landlord on a monthly basis and be payable by the Tenant, within 10 business days of the date of invoice. The Tenant provided a utility deposit of three hundred (300) dollars upon signing the original lease agreement in May of 2017. The deposit shall be applied to the last month's utility fees and the Landlord will invoice the Tenant for any additional utility expenses.

3. TERM

This agreement will be in force for a term of twelve (12) months, starting on September 1, 2021 and terminating on August 31, 2022.

4. TAXES

Property taxes are the responsibility of the Landlord.

5. ASSIGNMENT

The Landlord and the Tenant covenant and agree that the Tenant shall not, at any

time, assign this lease or sublet any part or parts of the premises.

6. OVERHOLDING OF TENANT

In the event that the Landlord shall permit the Tenant to remain in occupation of the demised premises without objection by the Landlord and after the expiration of the term and any extension or extensions thereof, the Tenant shall be deemed to be a Tenant from month to month at a monthly rental agreed upon and subject to all covenants and agreements of this lease applicable to a monthly tenancy.

7. FIRST RIGHT OF REFUSAL

Upon maturity of this agreement the Tenant shall have the first right of refusal to renew this agreement with the term and rent to be negotiated between the parties. Should either party wish to terminate the agreement prior to the expiration of the term, written notice must be given sixty (60) days in advance of termination.

8. PARKING

The Tenant shall be entitled to non-exclusive use of parking spaces on the lands upon which the demised premises are constructed.

9. LIABILITY AND INDEMNITY OF LANDLORD

- (1) The Tenant shall defend, indemnify and save the Landlord their elected officials, officers, employees and agents from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Tenant, their officers, employees, agents, or others who the Tenant is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Landlord in accordance with this agreement, and shall survive this agreement.
- (2) With the exception of claims arising as a result of the Landlord's negligence or arising as a result of the Landlord's failure to fulfill its obligations set out in this agreement, the Tenant covenants to indemnify the Landlord against all claims including construction lien claims by any person arising from any want of maintenance thereof or anything done or admitted on or in the vicinity of the demised lands and premises or any other thing whatsoever, whether arising from any breach or default or from any negligence by the Tenant, its agents, contractors, employees, invitees or licensees, or from any accident, injury or damage or any other cause whatsoever, and such indemnity shall extend to all costs, counsel fees, expenses and liabilities which the Landlord may incur with respect to any such claim.
- (3) In the event that the Occupational Health & Safety Act R.S.O. 1990, c.O.1 should apply to any matter occurring pursuant to this agreement, each party will assume its responsibility and liability under the Act.

10. INSURANCE

Prior to commencement of the work, Tenant shall obtain and maintain until the termination of the agreement and provide the Landlord with evidence of:

(1) COMMERCIAL GENERAL LIABILITY INSURANCE

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than two million (2,000,000) dollars per occurrence/ two million (2,000,000) dollars annual aggregate for any negligent acts or omissions relating to the Tenant's operations. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-

owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products; broad form completed operations; employees and volunteers as Additional Insured(s); contingent employers liability; Tenant legal liability – all risks; cross liability and severability of interest clause.

(2) **ALL RISKS PROPERTY INSURANCE**

The *Tenant* is responsible to effect insurance on their assets/equipment. Coverage should be written on an All Risk basis equal to the full replacement cost of property of every description and kind owned by the *Tenant* or for which the *Tenant* is legally responsible while located on the Premises. Coverage shall also include business interruption for loss of revenue. Failure to effect coverage does not impose any liability on the Township

The Tenant's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the Landlord.

The Tenant shall provide a Certificate of Insurance evidencing coverage in Force, at least 10 days prior to contract commencement.

The Landlord shall be added as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Landlord.

Any and all deductibles shall be the sole responsibility of the Tenant and the Landlord shall bear no cost towards such deductible.

The Policies shown above shall not be cancelled, or materially changed unless the Insurer notifies the Landlord in writing at least thirty (30) days prior to the effective date of cancellation.

The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Landlord. The Tenant shall provide the Landlord with a certificate of insurance evidencing coverage as noted above, on an annual basis.

In addition to the above insurance, the Tenant shall be responsible to insure their property including business interruption – the Landlord shall not bear any cost associated with such insurance.

11. REPAIRS

- (1) The Tenant covenants with the Landlord:
- (a) to provide custodial services required for the general maintenance of the premises;
 - (b) that the Landlord may enter and view the state of repair on reasonable written notice and during business hours;
 - (c) that the Tenant will leave the premises in good repair (reasonable wear and tear and damage by lightning and tempest only excepted).

12. MAINTENANCE

- (1) The Landlord shall maintain the grounds, parking and building access areas.
- (a) The Landlord shall not be liable for the failure to provide such utilities including gas, water, and hydro when such failure is beyond the Landlord's control.
 - (b) The Tenant shall be permitted to use the appliances that are located

in the demised premises at the time of signing this lease agreement. Should any of the said appliances require any repair or replacement during the term of this agreement, the Landlord shall not be held responsible for bearing any of the affiliated costs. Before undertaking any repairs or replacements of the said appliances, the Tenant shall notify the Landlord of the issue(s) and proposed repairs or replacements and shall obtain the approval and consent of the Landlord before proceeding.

13. ALTERATIONS, PARTITIONS, IMPROVEMENTS

- (1) If the Tenant desires to affix or erect partitions, counters or fixtures on any part of the walls, floors or ceilings of the demised premises, the Tenant may do so at its own expense at any time and from time to time provided that the Tenant's rights to make such alterations to the demised premises shall be subject to the conditions contained herein.
- (2) Before undertaking any such alterations, to the demised premises, the Tenant shall submit to the Landlord, a plan showing the proposed alterations and shall obtain the approval and consent of the Landlord to the same.
- (3) All such alterations shall conform to all building regulations then in force, affecting the demised premises.
- (4) Such alterations will not be of such kind or extent as to, in any manner, neither weaken the structure of the building after the alterations are completed nor reduce the value of the building.
- (5) Except as herein provided, the Tenant will not erect or remove or change the location or style of any partitions or fixtures without the written consent of the Landlord being first obtained.
- (6) At the expiration of the term hereby granted or any renewal thereof, the Tenant shall have the right to remove her fixtures (but not the leasehold or structure improvements which shall remain the property of the Landlord) provided the Tenant makes good all damage occasioned to the demised premises by the taking down or removal thereof.

14. NOTICE

Any notice to be given pursuant to this lease shall be sufficiently given if served personally upon the party or an officer of the party for whom it is intended, or mailed, prepaid and registered; in the case of the Landlord, addressed to it care of the Clerk, the Corporation of the Township of North Dundas. The date of receipt of any such notice shall be deemed to be the date of delivery, if such notice is served personally or, if mailed, 72 hours after such mailing.

15. PAYMENTS

All payments hereunder shall be made to the Landlord, the Corporation of the Township of North Dundas, 636 St. Lawrence Street, P.O. Box 489, Winchester, Ontario K0C 2K0.

Signed this _____ day of _____ 2021 by the parties to the contract.

Ms. Ashley Small
70 South Street, West
Chesterville, ON.
K0C 1H0

Witness

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

Tony Fraser, Mayor

Witness

Angela Rutley, CAO

Witness



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	April 13, 2021
Subject:	Lease Agreement - Chesterville & District Arena Canteen

RECOMMENDATION:

THAT the Council of the Township of North Dundas authorize the Mayor and CAO to execute the lease agreement, with Mr. Bill Leclair, for the Chesterville & District Arena canteen space.

BACKGROUND:

The Township has been leasing the Chesterville & District Arena canteen to Mr. Bill Leclair since the 2013/2014 ice season. The attached lease is presented with a 2-year term. The agreement will commence on September 10th, 2021, with an expiry date of April 10th, 2023.

OPTIONS AND DISCUSSION:

1. **Adopt the Agreement as presented** - recommended.
2. **Do not adopt the Agreement** - not recommended.

FINANCIAL ANALYSIS:

The rental revenue would remain the same as in previous years and has been included in the 2021 budget.

OTHERS CONSULTED:

N/A

ATTACHMENTS:

Lease Agreement

PREPARED BY:

Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO

ARENA CANTEEN LEASE AGREEMENT

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
hereinafter called the "Township"

and

MR. BILL LECLAIR
hereinafter called the "Tenant"

Property: Chesterville Arena Canteen
153 Queen Street
Chesterville, Ontario
K0C 1H0

This Lease made in duplicate this _____ day of _____, 20_____.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
(hereinafter called the "Township")

and

MR. BILL LECLAIR
(hereinafter called the "Tenant")

WHEREAS:

1. The *Township* is the owner of the lands and premises located within Plan 35, Part of Block V, North of South Nation, Parts 1 & 2 on RP8R1343, Part 2 on RP8R1653, Parts 1, 2 & 6 on RP8R2423, formerly in the Village of Chesterville, now in the Township of North Dundas, County of Dundas, known for municipal purposes as the Chesterville Arena, located at 153 Queen Street, Chesterville, Ontario, K0C 1H0;
2. The *Township* has agreed to lease the arena canteen, within the Chesterville Arena, located at 153 Queen Street, Chesterville, Ontario, K0C 1H0 hereinafter referred to as the *Leased Premises*, for the purpose of food preparation & sale and the sale of miscellaneous items, on the terms and conditions hereinafter set out;

NOW THEREFORE, it is agreed between the Parties hereto as follows:

1. This agreement will be in force for the rental period of September 10th, 2021 to April 11th, 2022 & September 9th, 2022 to April 10th, 2023
2. The parties mutually agree that the *Tenant* shall pay two thousand two hundred and fifty dollars (\$2,250) + HST annually for the use of the *Leased Premises*. This amount is to be paid fifty (50) percent on or before September 13th and fifty (50) percent January 1st, annually. All payments hereunder shall be made payable to the Township of North Dundas, 636 St. Lawrence Street, P.O. Box 489, Winchester, Ontario K0C 2K0.

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3. The *Tenant* has full control over revenues derived from the sale of food, confectionary, soft drinks, coffee, hockey tape, laces, etc. from the *Leased Premises* and control over revenues derived from food and drink vending machines in the lobby.
4. Upon maturity of this agreement the *Tenant* shall have the first right of refusal to renew this agreement and to renegotiate the term and the rent between the parties. Should either party wish to terminate the agreement prior to the expiration of the term, written notice must be given sixty (60) days in advance of termination.
5. In no case shall the *Tenant* offer for sale alcoholic beverages and/or tobacco, except with the express written permission of the *Township*.
6. The *Township* and the *Tenant* shall agree to regulate the hours of operation (to coincide with ice rentals) of the *Leased Premises*. The *Township* reserves the right to negotiate an arrangement with other renters and events to operate the *Leased Premises*, as well as the food and drink vending machines in the lobby, during the off-season (mid-April to mid-September).
7. No other concession, will be permitted to sell food products or non-alcoholic beverages in the Chesterville & District Arena without the express written consent from the *Tenant* and the *Township*.
8. The *Township* and the *Tenant* covenant and agree that the *Tenant* shall not, at any time, assign this lease or sublet any part or parts of the premises.
9. An inventory of equipment in the *Leased Premises*, will be itemized and updated annually by both parties, specifying which equipment is owned by the *Tenant* and which is owned by the *Township*. Direct damages caused by the negligence of the *Tenant*, to the *Leased Premises* /arena premises and/or to the equipment that is owned by the *Township*, will be the responsibility of the *Tenant*. Likewise, direct damages caused by negligence of arena staff and/or representatives of the *Township*, to the equipment owned by the *Tenant*, will be the responsibility of the *Township*.
10. **LIABILITY AND INDEMNITY OF LANDLORD**
 - (1) The *Tenant* shall defend, indemnify and save harmless the Corporation of the Township of North Dundas, their elected officials, officers, employees and agents from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or

damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the *Tenant*, their officers, employees, agents, or others for whom the *Tenant* is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided to the *Township* in accordance with this agreement, and shall survive this agreement.

- (2) With the exception of claims arising as a result of the *Township's* negligence or arising as a result of the *Township's* failure to fulfill its obligations set out in this agreement, the *Tenant* covenants to indemnify the *Township* against all claims including construction lien claims by any person arising from any want of maintenance thereof or anything done or admitted on or in the vicinity of the demised lands and premises or any other thing whatsoever, whether arising from any breach or default or from any negligence by the *Tenant*, its agents, contractors, employees, invitees or licensees, or from any accident, injury or damage or any other cause whatsoever, and such indemnity shall extend to all costs, counsel fees, expenses and liabilities which the *Township* may incur with respect to any such claim.
- (3) In the event that the Occupational Health & Safety Act R.S.O. 1990, c.O.1 should apply to any matter occurring pursuant to this agreement, each party will assume its responsibility and liability under the Act.

11. **INSURANCE**

The *Tenant* shall obtain and maintain until the termination of the agreement and provide the *Township* with evidence of:

A. COMMERCIAL GENERAL LIABILITY INSURANCE

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than two million dollars (\$2,000,000) per occurrence/ two million dollars (\$2,000,000) annual aggregate for any negligent acts or omissions relating to the *Tenant's* operations. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products; broad form completed operations; employees and

volunteers as Additional Insured(s); contingent employers liability; tenant legal liability – all risks; cross liability and severability of interest clause.

The Corporation of the Township of North Dundas shall be added as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the *Township*.

B. ALL RISKS PROPERTY INSURANCE

The *Tenant* is responsible to effect insurance on their assets/equipment. Coverage should be written on an All Risk basis equal to the full replacement cost of property of every description and kind owned by the *Tenant* or for which the *Tenant* is legally responsible while located on the Premises. Coverage shall also include business interruption for loss of revenue. Failure to effect coverage does not impose any liability on the Township

Any and all deductibles shall be the sole responsibility of the *Tenant* and the *Township* shall bear no cost towards such deductible.

The Policies shown above shall not be cancelled or materially changed unless the Insurer notifies the *Township* in writing at least thirty (30) days prior to the effective date of Cancellation.

The insurance policy will be in a form and with a company which is, in all respects, acceptable to the *Township*. The *Tenant* shall provide the *Township* with a certificate of insurance evidencing coverage as noted above prior to commencement of work.

12. Proof of WSIB coverage, liability insurance and insurance for the contents of the *Leased Premises* will be provided by the *Tenant* to the *Township* on or before September 1st of each year.
13. The *Tenant* shall adhere to all Ontario Acts, Municipal regulations, policies and by-laws, and must rigorously adhere to all Public Health mandates. The *Tenant* shall be responsible for supplying all materials (cleaning products, PPE, etc.) for such compliance, as it pertains to the canteen area and to canteen staff.

14. **REPAIRS**

The *Tenant* covenants with the *Township*:

- (1) To provide custodial services required for the general maintenance of the leased premises;
- (2) That the *Township* may enter and view the state of repair on reasonable written notice and during business hours;
- (3) That the *Tenant* will leave the premises in good repair (reasonable wear and tear and damage by lightning and tempest only excepted).

15. **MAINTENANCE**

- (1) The *Township* shall maintain the grounds, parking and building access areas. This includes snow clearing and salting, as well as pothole repair. The *Tenant* shall promptly inform the Township of any areas of concern.
- (2) The pre-existing fixtures that are the property of the *Township* and are located in the canteen space, must remain during the tenancy however, the tenant will be responsible for regular maintenance and cleaning of the equipment in keeping with food preparation standards and safety. The *Township* shall maintain the fire suppression system for the kitchen hood inspected on an annual basis.
- (3) The *Township* shall not be liable for the failure to provide utilities including gas, water, and hydro when such failure is beyond the *Township's* control.

16. **ALTERATIONS, PARTITIONS, IMPROVEMENTS**

- (1) If the *Tenant* desires to affix or erect partitions, counters or fixtures on any part of the walls, floors or ceilings of the demised premises, the *Tenant* may do so at its own expense at any time and from time to time provided that the *Tenant's* rights to make such alterations to the demised premises shall be subject to the conditions contained herein. No alterations or work done to plumbing, fixtures or gas fittings should be done unless by a licensed and properly insured contractor and with the express written approval of the *Township*.
- (2) Before undertaking any such alterations, to the demised premises, the *Tenant* shall submit to the *Township* a plan showing the proposed alterations and shall obtain the approval and consent of the *Township* to the same.
- (3) All such alterations shall conform to all building regulations then in force affecting the demised premises.

- (4) Such alterations will not be of such kind or extent as to, in any manner, neither weaken the structure of the building after the alterations are completed nor reduce the value of the building.
- (5) Except as herein provided, the *Tenant* will not erect or remove or change the location or style of any partitions or fixtures without the written consent of the *Township* being first obtained.
- (6) At the expiration of the term hereby granted or any renewal thereof, the *Tenant* shall have the right to remove his/her fixtures (but not the leasehold or structure improvements which shall remain the property of the *Township*) provided the *Tenant* makes good all damage occasioned to the demised premises by the taking down or removal thereof.

17. **NOTICE**

Any notice to be given pursuant to this lease shall be sufficiently given if served personally upon the party or an officer of the party for whom it is intended, or mailed, prepaid and registered. The date of receipt of any such notice shall be deemed to be the date of delivery, if such notice is served personally or, if mailed, seventy-two (72) hours after such mailing.

- 18. The benefits of this Agreement and the obligation of this contract shall enure to the benefit and be binding upon the parties hereto and their respective successors and assignees.

Dated this _____ day of _____, 20_____.

The Corporation of the Township of North Dundas

Mayor, Tony Fraser

Witness

CAO, Angela Rutley

Witness

Bill LeClair

Witness



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Updated Part-time Wage Schedule

RECOMMENDATION:

THAT Council approve the Part-Time Wage Schedule dated May 12, 2021 and authorize that this schedule is to remain in effect until further notice.

BACKGROUND:

The Part-Time Wage Schedule was recently updated on April 13, 2021. Since that time, recommendations have been made by the Director of Public Works and the Director of Recreation & Culture to create two new student positions within their approved number of students that will be hired in 2021. These positions, if approved by Council, have a different level of responsibility and/or qualifications that merit a different part-time wage.

In addition, it is recommended that the position of Senior Municipal Services Assistant be established with the recommended increased hourly wage to recognize the addition of increased responsibilities to this position.

OPTIONS AND DISCUSSION:

- 1. Approve the Part-Time Wage Schedule as attached - recommended.**
This schedule establishes rates of pay for the new positions.
- 2. Do not approve the updated Part-Time Wage Schedule - not recommended.** There will be no approved wage for the new student positions.

FINANCIAL ANALYSIS:

The 2021 budget included funding for the modified/new positions at the recommended rates.

OTHERS CONSULTED:

Director of Recreation & Culture
Director of Public Works

ATTACHMENTS:

Part-Time Wage Schedule with changes highlighted

PREPARED BY:



**Angela Rutley, BBA
CAO**

Part-Time Wages – Hourly DRAFT

Effective: May 12, 2021

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

Position Title	Hourly Rate
Casual/Part-Time Lifeguard	\$15.32
Maintenance/Parks Labourer	\$14.29
Arena Attendant	\$14.29
Bartender	\$12.46
Crossing Guard	\$18.00
Trapper	\$15.32
Municipal Services Assistant	\$16.00
Senior Municipal Services Assistant	\$19.00

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



ACTION REQUEST – Choose an item.	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Senior Municipal Services Assistant

RECOMMENDATION:

THAT Council accepts the job description for the position of Senior Municipal Services Assistant dated May 6, 2021.

BACKGROUND:

The position of Municipal Services Assistant was created in 2020, primarily to assist with sanitizing the office to meet EOHU recommendations regarding COVID. This position also performed some other tasks between cleaning rounds. With the latest advice that COVID does not transmit as easily from hard surfaces as was originally thought, cleaning protocol has been adjusted accordingly, permitting more time to perform other tasks. The new position of Senior Municipal Office has been created to incorporate additional tasks, such as backup to the front counter and the processing and issuance of permits and licenses including dog tags and burn permits.

OPTIONS AND DISCUSSION:

1. **Approve the job description** - recommended
2. **Do not approve the job description** - Not recommended.

FINANCIAL ANALYSIS:

This position was included in the 2021 budget with partial funding from the Province through COVID support.

OTHERS CONSULTED:

Clerk
Deputy Clerk

ATTACHMENTS:

Senior Municipal Services Assistant job description

PREPARED BY:

Angela Rutley, BBA
CAO

**TOWNSHIP OF
NORTH DUNDAS**
JOB DESCRIPTION

JOB TITLE: Senior Municipal Services Assistant	LAST REVISION DATE: n/a
REPORTS TO: Deputy Clerk	contract position
WAGE LEVEL: see part-time wage schedule	EFFECTIVE DATE: May 6, 2021

Position Summary:

Reporting to the Deputy Clerk, this position provides Clerical support to Senior Management as well as act as General Telephone Receptionist for the Municipal Business Office, assisting at the front counter, performing cash receipting duties, issuing permits, assisting with electronic filing, reading municipal water meters and completing periodic sanitization of high contact areas throughout the municipal office building.

Must be available to work 7 hours per day (Monday – Friday) at the municipal office located at 636 St. Lawrence Street in Winchester Ontario. Office hours are from 8 - 4:30 with a ½ lunch. Start time may vary between 8 am – 9 am.

Position Qualifications:

- A minimum of Grade 12 education. A post-secondary diploma in Administration or a related discipline is preferred.
- Strong interpersonal skills
- Demonstrated previous working experience with the general public. Previous experience in a Municipal environment would be considered an asset.
- Ability to organize Departmental activities, meet deadlines and work under pressure.
- Organizational skills to prioritize and complete tasks within appropriate time frames.
- Willingness to learn, to accept responsibility and demonstrate initiative.
- Good problem-solving skills and a commitment to confidentiality and professional ethics.
- Computer literacy and experience with word processing, spreadsheets, social media and other software.

Position Description:

- Provide secretarial and administrative services to Senior Management.
- Act as (1st) General Telephone Receptionist for the business office. Screen and refer incoming telephone calls to appropriate Departmental staff members or take messages for absent or unavailable staff members.
- Enter any complaints received into complaints tracking system and assign to appropriate Department Head or designate.
- Backup for front counter reception and cash receipting duties, filling in as required.
- Issue permits and licences such as dog tags and burn permits
- Sanitize high contact areas in the office during the day and maintain contract tracing records and other COVID-19 related requirements as per EOHU guidelines and Township protocol.
- Schedule appointments, meetings (including virtual meetings), and prepare meeting minutes as required.
- Deliver bank deposits and pickup mail from local post-office.
- Assist with implementation of electronic filing system using TOMRMS.
- Perform quarterly door to door water meter reads and a smaller volume of monthly and final water meter reads.
- Deliver customer notices to homes/businesses as required
- Other duties as assigned.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Sidewalk Construction

RECOMMENDATION:

THAT the Council approve the award of the PW-2021-03 Quotation for Sidewalk Construction to Ottawa D-Squared Construction Limited in the amount of \$123,517.50 plus HST.

BACKGROUND:

PW-2021-03 Quotation was closed on April 23, 2021 and two bid submissions were received, as follows:

BIDDER	AMOUNT
Ottawa D-squared Construction	\$123,517.50
LDC Precision Concrete	\$135,960.00

The bid submissions were analyzed for completeness and mathematical accuracy. Based on review, it is recommended to award to PW-2021-03 to Ottawa D-Squared Construction for submitting the lowest bid and in conformance with the requirements.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

Following is the summary of the 2021 approved budget for the project and the bid submission for the sidewalk construction.

	2021 Budget	
NO	LOCATION	AMOUNT
PW-20	VARIOUS LOCATIONS	\$30,000
PW-63	CLARK SIDEWALK	\$80,000
TOTAL		\$110,000

Ottawa D-Squared Bid	
LOCATION	AMOUNT
BID PRICE	\$123,517.50
NON-REFUNDABLE HST	\$2,173.91
	\$125,370.26

It is proposed, the additional funds of **\$15,691 including HST** to come from savings in gravel tender.

OTHERS CONSULTED:

CAO
FINANCE

ATTACHMENTS:

N/A

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Choose an item.	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	ASPHALT PAVING OF VARIOUS ROADS

RECOMMENDATION:

THAT the Council approve the award of the PW-2021-01 Tender for Asphalt Paving of Various Roads to A. L. Blair in the amount of \$2,932,853.69 plus HST.

BACKGROUND:

PW-2021-01 Tender was closed on April 23, 2021 and the four bid submissions were received, as follows:

BIDDER	AMOUNT
AL Blair Construction Ltd.	\$2,991,657.13
Cornwall Gravel Company Ltd	\$3,178,035.50
Coco Paving Inc.	\$3,344,167.00 (corrected \$3,344,357.00)
D-squared Construction	\$3,568,431.26 (corrected \$3,564,363.83)

The bid submissions were analyzed for completeness and mathematical accuracy. Based on review, it is recommended to award to PW-2021-01 to A. L. Blair for submitting the lowest bid and in conformance with the requirements.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The cost of the asphalt paving tender is within the approved budget, except minor funds required to offset HST costs. Following is the summary of the 2021 approved budget for the project and the bid submission for various roads.

2021 BUDGET		
NO.	ROAD NAMES	AMOUNT
PW-50	Nesbitt Road	\$ 450,000.00
PW-51	Forward Rd	\$ 162,000.00
PW-52	Nation Valley Road	\$ 315,000.00
PW-53	Kerrs Ridge Road	\$ 285,000.00
PW-54	Levere Road	\$ 300,000.00
PW-55	Cameron Road	\$ 375,000.00
PW-56	Silver Fox Crescent	\$ 80,000.00
PW-58	John Street	\$ 80,000.00
PW-60	Clarence Street	\$ 190,000.00
PW-61	Christina Crescent	\$ 80,000.00
PW-62	Loughlin Road	\$ 245,000.00
PW-63	Clark Road	\$ 80,000.00
PW-64	Crump Road	\$ 228,000.00
PW-10	Nation Valley Road Culvert	\$ 80,000.00
	BUDGET FOR VARIOUS ROADS	\$ 2,950,000.00

A. L. BLAIR BID PRICE		
NO.	DESCRIPTION / PARTS	AMOUNT
A	Mobilization	\$ 44,071.00
B	Traffic control	\$ 25,000.00
C	Kerrs Ridge Road	\$ 313,814.00
D	Levere Road	\$ 353,640.20
E	Cameron Road	\$ 407,798.00
F	Loughlin Road	\$ 221,449.30
G	Clark Road	\$ 82,966.50*
H	Nesbitt Road	\$ 391,789.55
I	Forward Road	\$ 110,776.50
J	Nation Valley Road	\$ 287,993.70
K	Silver Fox Crescent	\$ 50,351.40
L	Crump Road	\$ 239,790.34
M	St. John Road	\$ 74,144.15
N	Christina Crescent	\$ 74,062.35
O	Clarence Street	\$ 13,396.70
P	Culvert Replacements	\$ 241,810.00
	TOTAL BID FOR VARIOUS ROADS	\$ 2,932,853.69
	Non-refundable HST	\$51,618.22
	Total Cost	\$2,984,471.91

*The tender items for additional granular A and paving of driveways on Clark Road are deleted, as we understand there is sufficient granular base in place and any change in road grade will have significant impact to adjacent properties.

It is proposed, the additional funds of **\$34,471.91** would come from surplus in gravel tender.

Please note that Clarence Street was budgeted at \$190,000 from the Development Charges. However, only minor work will be performed through this tender for approximately \$20,000. Hence approximately, \$170,000 will not be available through the development charges for this project budget. During construction, staff will work with the contractor to find efficiencies, through the provisional items, to reduce the overall project cost by approximately \$170,000. Should a budget amendment be required at a future date, it will be brought forward to the Council for approval.

OTHERS CONSULTED:

CAO
FINANCE

ATTACHMENTS:

N/A

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Supply of Granular A for Construction & Maintenance of Gravel Roads

RECOMMENDATION:

THAT the Council approve the award of the PW-2021-02 Tender for Supply of Granular A for Construction and Maintenance of Gravel Roads to A. L. Blair in the amount of \$205,370 plus HST.

BACKGROUND:

PW-2021-02 Tender was closed on April 23, 2021 and two bid submissions were received, as follows:

BIDDER	AMOUNT
	(includes a quote for winter grit)
A. L. Blair	\$231,620.00, including winter grit
Coco Paving	\$249,630.00, including winter grit

The bid submissions were analyzed for completeness and mathematical accuracy. Based on the review, it is recommended to award the PW-2021-02 tender to A. L. Blair for submitting the lowest bid and in conformance with the requirements.

The tender pricing above includes pricing for the supply of winter grit, which is no longer needed as the Township has ample supply for the upcoming season. Hence this item is deleted from the recommended award amount.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The cost of the gravel tender is within the approved budget. Following is the summary of the 2021 approved budget and the bid submission for the project.

2021 BUDGET		
BUDGET NO.	BUDGET LINE ITEM	AMOUNT
PW-59	SANDY ROW	\$200,000.00
1-5-3045-2010	GRAVEL MAINTENANCE	\$100,000.00
TOTAL		\$300,000.00

A. L. BLAIR BID – (excludes pricing for winter grit)		
ITEM NO.	DESCRIPTION	AMOUNT
ITEM 1 & 2	SANDY ROW	\$106,130.00
ITEM 3, 4, 5, 6 AND 8	GRAVEL MAINTENANCE	\$99,240.00
TOTAL		\$205,370.00
HST		\$3,080.55
TOTAL INCL. HST		\$208,450.55

The surplus funds from Sandy Row budget will be utilized towards additional placement of gravel as needed, planned twining of the culverts, road markers / signs, ditching work, etc. on Sandy Row and to finance the funding shortfall in the asphalt and sidewalk tenders that came in over budget.

OTHERS CONSULTED:

CAO
FINANCE

ATTACHMENTS:

N/A

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Roof Replacements Mountain Memorial Park - Tender RC2021-02

RECOMMENDATION:

THAT Council award the tender for the roof replacements in the Mountain Memorial Park, located at 10480 Clark Rd., Mountain, to J&M Contracting Corp., for the stipulated price of \$12,500 excluding HST.

BACKGROUND:

A tender for the replacement of the Mountain Memorial Park roofs was advertised. Submissions were received and opened on Monday, April 26th. Three bids were received. A summary of the bids received, is attached.

OPTIONS AND DISCUSSION:

1. **Award the project to J&M Contracting Corp. for the stipulated price of \$12,500 plus HST - recommended.**
2. **Request that an alternate company be awarded the project - not recommended.**

FINANCIAL ANALYSIS:

\$35,000 was included in the 2021 budget for this capital project. The bid submitted by J&M Contracting Corp. is within the budgeted amount for this project.

OTHERS CONSULTED:

Facilities Manager

ATTACHMENTS:

Tender opening summary sheet

PREPARED BY:

Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO

TENDER OPENING
TENDER # RC2021-02

ROOF REPLACEMENTS MOUNTAIN MEMORIAL PARK, 10480 CLARK RD., MOUNTAIN
TOWNSHIP OF NORTH DUNDAS MUNICIPAL OFFICE – MONDAY, APRIL 26TH, 2021 at 9:00 am

COMPANY NAME	ITEM 1
Forever Green Roofing Inc.	\$23,991.00
Clement Custom Carpentry	\$20,266.04
J&M Contracting Corp.	\$12,500.00



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Supply & Delivery of Fire Inspection & Maintenance Services 2021-2023 - Tender RC2021-05

RECOMMENDATION:

THAT Council award the tender for the supply & delivery of fire inspections & maintenance services for the years 2021-2023, to Douglas Fire Safety Systems Ltd. for the annual price of \$3,045 + HST.

BACKGROUND:

The Township of North Dundas contracts the annual inspection and servicing of fire protection equipment (extinguishers and emergency/EXIT lights), fire panels, and fire suppression systems, which are located within various municipal facilities and/or vehicles. These services will be contracted to one selected vendor, for the period of May 12th, 2021 until March 31st, 2023.

A tender for the supply & delivery of fire inspection & maintenance services was advertised. Submissions were received and opened on Friday, April 30th. Four completed bids were received and a zoom link was provided so the public could attend the opening. Based on a review of the all of the prices quoted for each section in the tender, as well as reference checks, it is recommended that the tender be awarded to Douglas Fire Safety Systems Ltd.

OPTIONS AND DISCUSSION:

- 1. Award the tender for Supply & Delivery of Fire Inspection & Maintenance Services 2021-2023 to Douglas Fire Safety Systems Ltd. for the annual price of \$3,045.00 + HST- recommended.**
- 2. Request that an alternate company be awarded the project - not recommended.**

FINANCIAL ANALYSIS:

Fire inspection & maintenance services are budgeted accordingly by each municipal department, on an annual basis.

OTHERS CONSULTED:

Facilities Manager

PREPARED BY:

REVIEWED & APPROVED BY:



Meaghan Meerburg
Director of Recreation



Angela Rutley, BBA
CAO



ACTION REQUEST – Choose an item.	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Supply & Delivery of Regular Maintenance Contracts 2021-2023

RECOMMENDATION:

THAT Council award the supply & delivery of various regular maintenance contracts, for the period of May 12th, 2021 to March 31st, 2023, as per the listing below:

Service	Company
Heating, Cooling & Refrigeration	Neal's Heating, Cooling and Refrigeration Ltd.
Refrigeration (Ammonia) Plant Maintenance	A/C Mechanical Refrigeration Ltd.
Pest Control	Enviro-Guard Plus
Generator Maintenance	Genrep Ltd.
Portable Toilets	Tomlinson Environmental Services

BACKGROUND:

The Township of North Dundas utilizes various services on a monthly, seasonal, semi-annual, and/or annual basis for the regular maintenance of its properties, facilities, and equipment. These services will be contracted to one selected vendor in each category, for the period of May 12th, 2021 until March 31st, 2023.

A tender for the supply & delivery of various services was advertised. Submissions were received and opened on Monday, March 29th. Based on a thorough review of the 12 bids received, it is recommended that the tendered services listed above, be awarded to the corresponding company.

OPTIONS AND DISCUSSION:

- 1. Approve the award of the tendered services listed above, to be awarded to the corresponding company – recommended.**
- 2. Request that one or more services be awarded to an alternate bidding company - not recommended.**

FINANCIAL ANALYSIS:

The maintenance services tendered, are budgeted accordingly by each municipal department, on an annual basis.

OTHERS CONSULTED:

Facilities Manager

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Finance	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	Adoption of 2021 Tax Rates and Establishment of Due Dates

RECOMMENDATION:

THAT By-law No. 2021-34 being a By-law to Adopt the 2021 Tax Rates and to establish the due dates thereof, be read and passed in Open Council, signed and sealed this 12th day of May 2021.

BACKGROUND:

We require a resolution of council to adopt the attached by-law setting out the tax rates for the 2021 fiscal year.

The Municipal Act, 2001, (S.O.2001, C.25) Section 290 as amended, provides that a local municipality **shall**, in each year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality, and;

Section 312(2) General local municipality levies - provides that for the purposes of raising the general local municipality levy, a local municipality **shall**, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes, and;

Section 312(4) of the Municipal Act, (S.O.2001, C.25), authorizes municipalities to pass by-laws for purposes of raising a special local municipality levy, and provides that a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on all or part of the assessment as specified in the by-law, in each property class in the local municipality rateable for local municipality purposes including any adjustments made under *Sections 32, 33, 34, 39.1 or 40 of the Assessment Act* to the assessments on the assessment roll as returned for the taxation year if the adjustments are made on the roll before the dates as mentioned in *Section 312(5)*.

OPTIONS AND DISCUSSION:

- 1. Adopt the policy as presented** – recommended. Adoption of the proposed by-law is an annual exercise and as noted above, a requirement under *The Municipal Act, 2001*, (S.O.2001, C.25). It is also a common and legislated practice among both upper and lower tier municipalities.
- 2. Do No Adopt the policy** – not recommended. We would then be in violation of *The Municipal Act* and not in a legal position to levy the 2021 property taxes.

FINANCIAL ANALYSIS:

The Township of North Dundas has budgeted to raise **\$6,711,420** in general municipal taxation revenue for the 2021 fiscal year; failure to adopt the attached By-law No. 2021-34 would render us unable to legally levy for these taxes which would result in either a deficit of this magnitude (which is illegal as municipalities are not authorized to levy for a deficit under *The Municipal Act*) - or force the Township to raise the taxes without a by-law.

OTHERS CONSULTED:

CAO of the Township
Council of the Township
Department Heads

ATTACHMENTS:

By-Law No. 2021-34
Schedule "A" – 2021 Tax Rates
Copy of Counties By-Laws; #5284 and #5285

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2021-34

Being a By-law to Adopt the 2021 Tax Rates and to Establish the Due Dates Thereof

WHEREAS *The Municipal Act, 2001*, (S.O.2001, C.25) Section 290 as amended, provides that a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality; and

WHEREAS *Section 312(2)* as amended, provides that a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes; and

WHEREAS *Section 312(4) of the Municipal Act, (S.O.2001, C.25)*, authorizes municipalities to pass by-laws for purposes of raising a special local municipality levy, a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on all or part of the assessment as specified in the by-law, in each property class in the local municipality rateable for local municipality purposes including any adjustments made under *Sections 32, 33, 34, 39.1 or 40 of the Assessment Act* to the assessments on the assessment roll as returned for the taxation year if the adjustments are made on the roll before the dates as mentioned in *Section 312(5)*; and

WHEREAS the United Counties of Stormont, Dundas and Glengarry have adopted the Provincial Transition Ratios through their By-law No. 5284 and their tax rates through By-law No. 5285; and

WHEREAS the Province has set the Education Rates as per Ontario Regulations;

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

- 1.0 That the 2021 levy for all purposes, for the Township of North Dundas has been set at \$6,711,420 as set out in By-law No. 2021-24.
- 2.0 That Council accept the United Counties of Stormont, Dundas and Glengarry By-law No. 5284 setting the property class tax ratios for county and municipal purposes for the year 2021.
- 3.0 That the Treasurer is hereby instructed to bill and collect the tax levies set by the Upper Tier as laid out in the United Counties of Stormont, Dundas and Glengarry By-law No. 5285 (to adopt and raise the general upper tier levy for the year 2021) and Provincial guidelines regulating 2021 Education Rates as per Ontario Regulations.
- 4.0 That the Treasurer bill and collect property taxes as per the Sections in Part X of the *Municipal Act, 2001* pertaining to billing and collecting.
- 5.0 That every owner of land shall be taxed according to the tax rates in this by-law (attached as "Schedule A") and such tax shall become due and payable in two installments as follows:
 - 5.1 50% of the final levy, rounded upwards to the next whole dollar, shall become due and payable on the 30th day of June 2021 and;
 - 5.2 The balance of the final levy shall become due and payable on the

30th day of September 2021.

- 5.3 Non-payment of the amount, as noted, by the first business day following the 30th day of June 2021 and the 30th day of September 2021 respectively, shall constitute default.
- 6.0 A percentage charge of one and one quarter per cent (1 1/4%) per month shall be imposed as a penalty for non-payment of taxes and shall be added to every tax installment or part thereof remaining unpaid on the first business day of each and every calendar month in which default continues.
- 7.0 It shall be the duty of the Tax Collector immediately after the dates named in Section 5 of this by-law, to collect by distress or otherwise under the Provisions of the Statutes in that behalf, such tax installment or part thereof as shall not have been paid on or before the date provided aforesaid together with the said percentage charges as they are incurred.
- 8.0 The Tax Collector, not later than 21 days prior to the installment dates named in Section 5 of this by-law, shall mail or cause to be mailed to the address of the residence or place of business of each person indicated on the last revised assessment roll, a notice setting out the tax payment required to be made pursuant to this by-law, the date by which it is to be paid to avoid penalty and the particulars of the penalties imposed by this by-law for late payment.
- 9.0 The Tax Collector and Treasurer be and they are hereby authorized to accept part payment from time to time on account of any taxes due and to give a receipt for such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under Section 6 in respect to non-payment of taxes or any installment thereof.
- 10.0 Taxes shall be payable to the Corporation of the Township of North Dundas and shall be paid to the Tax Collector at the Municipal Office or at most financial institutions.

Taxes may be paid through any automated banking machines (ATM), Tele-banking, Internet banking, postdated cheques or any other means acceptable to the Treasurer of The Township of North Dundas.

- 11.0 Pre-Authorized Payment Plan (PAP) Options.
- 11.1 Accounts without balances in arrears may pay current taxes through pre-authorized electronic payments over a ten-month period from February to November of each year.
- 11.2 Accounts without balances in arrears have the option to pay their current taxes in pre-authorized electronic payments, with the payments coming out on each of the three due dates as stipulated in the billing system.
- 11.3 Accounts with arrears may have the option to pay their taxes through pre-authorized electronic payments over twelve months. The monthly amount may be specified by the payor. Penalties and interest will continue to accrue on overdue balances for properties enrolled in this PAP option.

READ and passed in Open Council, signed and sealed this 12th day of May, 2021.

MAYOR

CLERK

SCHEDULE "A" to By-Law No. 2021-34					
TOWNSHIP OF NORTH DUNDAS 2021 TAX RATES					
ASSESSMENT CLASS		TOWNSHIP	COUNTY	EDUCATION	TOTAL
Commercial Payment-In-Lieu: Full	CF	0.00654601	0.00944903	0.01250000	0.02849504
Commercial Payment-In-Lieu: General	CG	0.00654601	0.00944903	0.00000000	0.01599504
Commercial Taxable: Full	CT	0.00654601	0.00944903	0.00880000	0.02479504
Commercial Taxable: Excess Land	CU	0.00458221	0.00661432	0.00880000	0.01999653
Commercial Taxable: Vacant Land	CX	0.00458221	0.00661432	0.00880000	0.01999653
Commercial Payment-In-Lieu: General Vacant Land	CZ	0.00458221	0.00661432	0.00000000	0.01119653
Commercial Taxable: Small Scale On-Farm Business	C7	0.00163650	0.00236200	0.00220000	0.00619850
Parking Lot PIL: Full	GF	0.00654601	0.00944903	0.01250000	0.02849504
New Construction Commercial PIL: Full	XF	0.00654601	0.00944903	0.00980000	0.02579504
Commercial - New Construction	XT	0.00654601	0.00944903	0.00880000	0.02479504
Commercial - New Construction Excess Land	XU	0.00458221	0.00661432	0.00880000	0.01999653
Commercial - New Construction Office Building	YT	0.00654601	0.00944903	0.00880000	0.02479504
Commercial - Shopping Centre	ST	0.00654601	0.00944903	0.00880000	0.02479504
Commercial - Shopping Centre Excess Land	SU	0.00458221	0.00661432	0.00880000	0.01999653
Landfill Payment in Lieu: Full	HF	0.00578637	0.00835250	0.05908938	0.07322825
Farm Taxable: Full	FT	0.00100151	0.00144567	0.00038250	0.00282968
Industrial Taxable: Full, Shared PIL	IH	0.00826624	0.01193214	0.01250000	0.03269838
Industrial Taxable: Excess Land, Shared PIL	IK	0.00578637	0.00835250	0.01250000	0.02663887
Industrial Taxable: Full	IT	0.00826624	0.01193214	0.00880000	0.02899838
Industrial Taxable: Excess Land	IU	0.00578637	0.00835250	0.00880000	0.02293887
Industrial Taxable Vacant Land	IX	0.00578637	0.00835250	0.00880000	0.02293887
Industrial - New Construction	JT	0.00826624	0.01193214	0.00880000	0.02899838
Industrial - New Construction: Small Scale On-Farm Business	J7	0.00206656	0.00236226	0.00220000	0.00662882
Large Industrial Taxable: Full	LT	0.01659810	0.02395902	0.00880000	0.04935712
Large Industrial Taxable: Excess Land	LU	0.01161867	0.01677131	0.00880000	0.03718998
Multi-Residential Taxable: Full	MT	0.00400606	0.00578267	0.00153000	0.01131873
New Multi-Residential	NT	0.00400606	0.00578267	0.00153000	0.01131873
Pipeline Taxable: Full	PT	0.00547975	0.00790991	0.00880000	0.02218966
Residential - Education Only, Legion	RD	0.00000000	0.00000000	0.00153000	0.00153000
Residential Payment-In-Lieu: General	RG	0.00400606	0.00578267	0.00000000	0.00978873
Residential Taxable: Full, Shared PIL	RH	0.00400606	0.00578267	0.00153000	0.01131873
Residential Payment-In-Lieu, Taxable Tenant of Province	RP	0.00400606	0.00578267	0.00153000	0.01131873
Residential Taxable: Full	RT	0.00400606	0.00578267	0.00153000	0.01131873
Managed Forest Taxable: Full	TT	0.00100151	0.00144567	0.00038250	0.00282968

THE CORPORATION OF THE UNITED COUNTIES

OF STORMONT, DUNDAS AND GLENGARRY

BY-LAW No. 5284

A BY-LAW to set tax ratios for county and municipal purposes for the year 2021.

WHEREAS Section 308 (2) of *The Municipal Act, 2001*, S.O. 2001 c.25, as amended provides that a set of tax ratios for every municipality shall be established in accordance with such section,

AND WHEREAS, Section 308 (5) of *The Municipal Act, 2001*, S.O. 2001 c.25, as amended provides that an upper-tier municipality shall pass a by-law to establish the tax ratios for that year for the upper-tier municipality and its lower-tier municipalities,

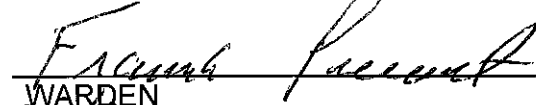
AND WHEREAS Section 2 (3.1) of *The Assessment Act, R.S.O., 1990* as amended, provides that an upper-tier municipality may opt to have prescribed classes of real property;


NOW THEREFORE the Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry enacts as follows:

1. The Large Industrial class of real property be maintained; and
2. That tax ratios for the year 2021 for the upper-tier and its lower-tier municipalities be established as herein provided for the respective stated property classes:

Residential	1.000000
Multi-Residential	1.000000
New Multi-Residential	1.000000
Commercial	1.634027
Commercial Vacant & Excess Land	1.143819
Commercial Small-scale On-Farm	0.408507
Industrial	2.063433
Industrial Vacant & Excess Land	1.444403
Industrial Small-scale On-farm	0.515858
Landfill	1.444403
Large Industrial	4.143248
Large Industrial Vacant & Excess Land	2.900273
Pipelines	1.367866
Farmlands	0.250000
Managed Forests	0.250000

READ and passed in Open Council, signed and sealed this 15th day of March, 2021.



 WARDEN


 CLERK

THE CORPORATION OF THE UNITED COUNTIES
OF STORMONT, DUNDAS AND GLENGARRY
BY-LAW No. 5285

A BY-LAW for the purpose of adopting and raising the general upper-tier levy for the year 2021.

WHEREAS Section 289 (1) of *The Municipal Act, 2001, S.O. 2001 c.25*, as amended, provides that an upper-tier municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the upper-tier municipality,

AND WHEREAS Section 311 (2) of *The Municipal Act, 2001, S.O. 2001 c.25*, as amended, provides that an upper-tier municipality shall pass a by-law directing each lower-tier municipality to levy a separate tax rate as specified in the by-law, on the assessment in each property class in the lower-tier municipality rateable for upper-tier purposes,

AND WHEREAS Section 311 (6) of *The Municipal Act, 2001, S.O. 2001 c.25*, as amended, provides that rates must be set so that, when they are levied on the applicable assessment rateable for upper-tier purposes, an amount equal to the general upper-tier levy or special upper-tier levy, as the case may be, is raised.

NOW THEREFORE the Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry enacts as follows:

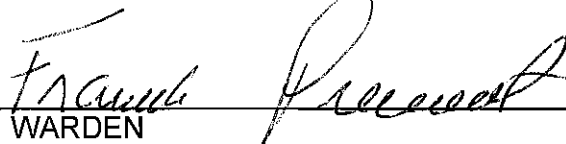
1. (a) The 2021 budget be approved requiring the amount of \$50,690,910 be adopted as the general upper-tier levy for the year.
- (b) The applicable assessment shall be the Assessment Roll as returned for the taxation year 2021.
2. That each lower-tier municipality be directed to levy a separate tax rate, against the whole of the assessment for the real property in each class as outlined as follows:


Property Class	Rates
Residential	0.005783
Multi-Residential	0.005783
New Multi-Residential	0.005783
Commercial	0.009449
Commercial Vacant & Excess Land	0.006614
Commercial Small-scale On-farm	0.002362
Industrial	0.011932
Industrial Vacant & Excess Land	0.008353
Industrial Small-scale On-farm	0.002983
Landfill	0.008353
Large Industrial	0.023959
Large Industrial Vacant & Excess Land	0.016771
Pipelines	0.007910
Farmlands	0.001446
Managed Forests	0.001446

3. That, based on the returned assessment roll and the rates outlined above, the following estimated totals result for each of the lower-tier municipalities:

Municipality	Returned Assessment	Total County Levy
Township of North Glengarry	\$ 1,548,121,800	\$ 6,955,671
Township of South Glengarry	2,535,029,309	\$ 11,304,205
Township of North Stormont	1,412,473,709	\$ 5,179,271
Township of South Stormont	1,669,207,000	\$ 9,250,040
Township of North Dundas	2,348,614,842	\$ 9,687,799
Municipality of South Dundas	1,750,865,100	\$ 8,313,925
Total	\$ 11,264,311,760	\$ 50,690,910

READ and passed in Open Council, signed and sealed this 15th day of March, 2021.


 WARDEN


 CLERK



ACTION REQUEST – Economic Development and Communications	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	By-Law No. 2021-35 Being a by-law to amend By-Law No. 2018-43

RECOMMENDATION:

THAT By-Law No. 2021-35, being a by-law to amend By-Law 2018-43 be read and passed in Open Council signed and sealed this 12th day of May 2021.

BACKGROUND:

The United Counties of Stormont, Dundas and Glengarry has amended the Regional Incentives Program, which complements the Township’s Community Improvement Plan. The newly amended program document must be adopted by each lower-tier municipality within SDG and incorporated into the existing Community Improvement Plan in order for local businesses to be eligible to apply.

On April 19th, 2021 County Council approved the amendments made to the Regional Incentives Program, which followed a public meeting that was held on April 8th, 2021.

The revised Regional Incentives Program must now be adopted into our existing North Dundas’ Community Improvement Plan, which applies to the Community Improvement Plan area as per By-Law No. 2017-51.

The adoption of the amended Regional Incentives Program initiates a 20-day appeal period. Once all lower-tier municipalities appeal periods are complete, an intake date will be established by SDG and applications can be accepted.

OPTIONS AND DISCUSSION:

1. **Adopt the By-Law No. 2021-35 as presented** – recommended.
2. **Do not pass the By-Law No. 2021-35** – not recommended.

FINANCIAL ANALYSIS:

The Regional Incentives Program is fully funded by SDG, so there is no direct financial impact to the Township.

OTHERS CONSULTED:

1. Calvin Pol, Director of Planning, Building and Enforcement
2. Angela Rutley, CAO

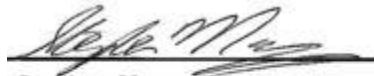
ATTACHMENTS:

By-Law No. 2021-35

Revised North Dundas Community Improvement Plan

Terms of Reference – Regional Incentives Program Approvals Committee

PREPARED BY:



Stephen Mann
Economic Development &
Communications Officer

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-35

Being a By-law to amend By-Law No. 2018-43

WHEREAS Sections 28(2) and (4) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, provides for the designation of a Community Improvement Area, and the adoption of a Community Improvement Plan;

AND WHEREAS under subsection 28(7) of the Planning Act, R.S.O. 1990 Chapter P. 13, Council may make grants or loans, in conformity with the Community Improvement Plan, to registered owners, assessed owners and tenants of lands and buildings within the Community Improvement Area, and to any person to whom such an owner has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the Community Improvement Plan;

AND WHEREAS Section 28(4) of the Planning Act, R.S.O. 1990 Chapter P. 13, as amended states that where a By-law has been passed to designate a Community Improvement Project Area, Council may provide for the preparation of a plan suitable for adoption as a Community Improvement Plan for the Community Improvement Project Area;

AND WHEREAS By-law No. 2017-51, passed by the Council of The Corporation of the Township of North Dundas on, December 12, 2017, designated The Township of North Dundas, in its entirety, as the Community Improvement Area;

AND WHEREAS By-law No. 2017-51 allows for the preparation of a Community Improvement Plan for the Community Improvement Area;

AND WHEREAS the Council did, on August 8th, 2018 pass By-law No. 2018-43, being a by-law to adopt the Revised Community Improvement Plan that included the Regional Incentives Program;

AND WHEREAS the Council of the Township of North Dundas deems it necessary to amend By-law No. 2018-43 to update the Community Improvement Plan that now includes the updated Regional Incentives Program;

AND WHEREAS the updated Community Improvement Plan is deemed to be in conformity with the 2018 Official Plan of the United Counties of Stormont, Dundas and Glengarry.

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

- 1.0** That By-Law No. 2018-43, "Schedule A" be deleted in its entirety and be replaced with a revised "Schedule A", the Community Improvement Plan that includes an updated Regional Incentives Program, which is attached hereto and forming part of this by-law, and is adopted for the Community Improvement Plan Area as set out in By-Law No. 2017-51.
- 2.0** All other relevant sections of By-law No. 2018-43 shall remain.
- 3.0** This By-law shall come into force and take affect on the day of the final passing thereof.

READ and passed in Open Council, signed and sealed this 12th day of May, 2021.

MAYOR

CLERK



Community Improvement Plan



Approved August 8, 2018

About the Community Improvement Plan

The Township of North Dundas is pleased to offer a community initiative that works toward improving our existing commercial industry. The Community Improvement Plan offers business and commercial owners (grants & loan) or renters (grants), within designated Community Improvement Areas, the opportunity to access funding through the form of grants and loans to improve their commercial buildings.



Finding the resources to improve an existing commercial business, whether it is improving an exterior façade, installing new signage or interior renovations, can be difficult. Through the Community Improvement Plan, grant and loan money will be made available in order to assist with exterior façade, signage and interior improvements. Improvements can range from the installation of new signage, to fully restoring historical features on a building.

Applications for this program are available through the Township office as well as the Township website. A Review Committee appointed by Council is responsible for the review of each application and the awarding of grants. Repayable loans are subject to Council approval.

This Plan is a guide for business owners/commercial property owners to use when considering funding options for their projects. The Plan lays out the eligibility criteria for each specific program as well as general guidelines to consider when undertaking an improvement project.

The Counties SDG has developed a Regional Incentives Program that is supported and funded through the Counties. The regional program is inserted into the North Dundas CIP as Section 2. The focus of the regional program will be on four key areas: agricultural-related, agri-tourism and facility improvement projects, regional trail expansion and development of trail systems, adaptive re-use of commercial, industrial and institutional buildings, and development of roofed accommodations.

The regional program and the municipal CIP will not fund the same improvements, but rather different improvements on the same property. The local municipality will receive the applications, which will be reviewed and approved by the local or the County Implementation Committee as applicable. The County grant funding on approved applications will flow directly to the local municipality and not the applicant.

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1.0 Section 1- Introduction

The Township of North Dundas is a growing municipality bordering the City of Ottawa and is the perfect place to live or locate your business. North Dundas is home to a population of approximately 12,000 people that enjoy a mix of rural and urban lifestyles, excellent health care facilities, including a hospital, essential municipal services, positive population growth, natural heritage and much more.



2.0 Community Improvement Plan

2.1 Overview

A Community Improvement Plan (CIP) is a tool that allows a municipality to direct funds and implements policy initiatives toward a specifically defined project area. Section 28 of the Planning Act gives municipalities that have enabling policies in their Official Plans, the ability to prepare and enact, through By-law(s), Community Improvement Project Area(s) and a Community Improvement Plan. The Community Improvement Plan is intended to encourage rehabilitation initiatives and/or stimulate development. Once implemented, the plan allows municipalities to provide grants or loans to assist in the rehabilitation of lands and/or buildings within the defined boundaries of a Community Improvement Project Areas.

2.2 Purpose

The purpose of the Community Improvement Plan is to provide existing commercial businesses with financial incentives to improve their building's exterior facades, signage and/or building interior. Financial incentives will be in the form of grants and/or loans as made available through the Community Improvement Plan for eligible applicants.

2.3 Goals and Objectives

The objectives of the CIP include, but are not limited to:

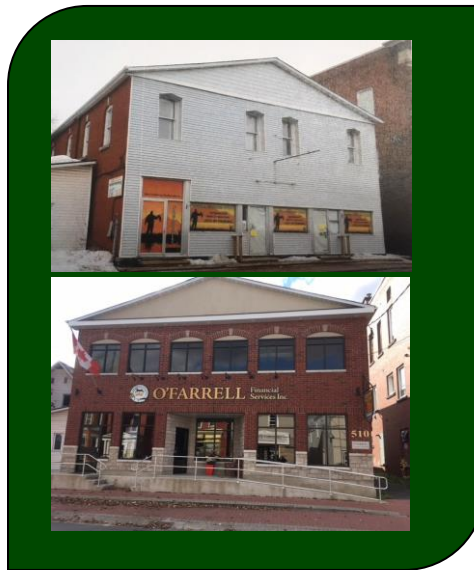
- a) To maintain the well-being of downtowns and main streets in urban and rural settlement areas.



- b) To provide a safe, vibrant, pedestrian friendly environment;
- c) To provide an attractive and inviting environment;
- d) To enhance and reinforce linkages to the Chesterville Waterfront;
- e) To provide a cleaner, healthier, safer environment;
- f) To increase employment, economic activity and investment;
- g) To provide for a balanced opportunity for growth and settlement;
- h) To ensure that community improvement projects are carried out within the built up areas of the Township (i.e. Winchester, Chesterville, South Mountain, Morewood etc.);
- i) To ensure the maintenance of the existing building stock;
- j) To encourage private sector investment and the strengthening of the economic base;
- k) To enhance the visual appearance of Community Improvement Project Areas;
- l) To revitalize the Urban Settlement Areas, being the Villages of Winchester and Chesterville, as commercial nodes and vibrant shopping destinations;
- m) To encourage the continued commercial vitality and economic viability throughout all seasons of the year;
- n) To integrate the conservation of heritage resources within development and infrastructure decisions which may affect those resources;
- o) To create an attractive image of the Township that reflects the historic character and heritage of the community;
- p) To protect and enhance the heritage character of the Village centres.

3.0 Community Improvement Areas

The CIP is composed of a single Community Improvement Project Area encompassing the Township of North Dundas in its entirety.



4.0 Legislation

4.1 Municipal Act

Section 106 of the Municipal Act prohibits a Municipality from providing assistance:

- (1) *Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose. 2001, c. 25, s. 106 (1).*
- (2) *Without limiting subsection (1), the municipality shall not grant assistance by,*
 - a) *giving or lending any property of the municipality, including money;*
 - b) *guaranteeing borrowing;*
 - c) *leasing or selling any property of the municipality at below fair market value; or*
 - d) *giving a total or partial exemption from any levy, charge or fee. 2001, c. 25, s. 106 (2).*

Section 106 (3) provides an exception to the above:

- (3) *Subsection (1) does not apply to a council exercising its authority under subsection 28 (6), (7) or (7.2) of the Planning Act or under section 365.1 of this Act. 2001, c. 25, s. 106 (3); 2002, c. 17, Sched. A, s. 23; 2006, c. 23, s. 34.*

Relevant Legislative Definitions:

“Community Improvement”

means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary;

“Community Improvement Plan”

means a plan for the community improvement of a community improvement project area;

“Community Improvement Project Area”

means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.

Planning Act R.S.O. 1990, c. P.13, s. 28 (1); 2001, c. 17, s. 7 (1, 2); 2006, c. 23, s. 14 (1).

4.2 Planning Act

Section 28(1) of the Planning Act permits municipalities to approve a Community Improvement Plan. The Act defines a Community Improvement Plan as:

“a plan for the community improvement of a community improvement project area.”

Section 28 (1.2) explains the process under which a Community Improvement Plan can be established:

Where there is an Official Plan in effect in a local municipality or in a prescribed upper-tier municipality that contains provisions relating to community improvement in the municipality, the council may, by by-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area. R.S.O. 1990, c. P.13, s. 28 (2); 2006, c. 23, s. 14 (3).

The Act further identifies provisions with respect to grants, loans, agreements and maximum eligibility. It additionally requires the municipality to have provisions set out in their Official Plan.

Section 28 (7.3) of the *Planning Act* states:

The total of the grants and loans made in respect of particular lands and buildings under subsections (7) and (7.2) and the tax assistance as defined in section 365.1 of the Municipal Act, 2001 or section 333 of the City of Toronto Act, 2006, as the case may be, that is provided in respect of the lands and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings. 2006, c. 23, s. 14 (8); 2006, c. 32, Sched. C, s. 48 (3).

4.3 Official Plan of the United Counties of Stormont, Dundas and Glengarry

County Council, on July 17, 2017, adopted a new United Counties of Stormont, Dundas and Glengarry Official Plan, which was approved by the Ministry of Municipal Affairs and Housing on February 4, 2018. Community Improvement Plans, are addressed as follows in the new document:

8.12.5 Community Improvement – Section 28

- 1. A Local municipality may, subject to the provisions of the Planning Act, carry out physical improvements within the community. In establishing a Community Improvement Area, consideration shall be given to the following matters:*

- a. *The extent or deficiencies in public services, public service facilities or infrastructure;*
 - b. *Building stock, including municipal buildings, which do not meet a Local Municipality's Property Standards By-law;*
 - c. *The presence of vacant buildings/lands that could be developed, redeveloped or converted to another use;*
 - d. *The opportunity to expand the supply of housing;*
 - e. *The need to improve the streetscape or aesthetics of an area;*
 - f. *The presence of incompatible land uses; and*
 - g. *The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment.*
2. *All Settlement Areas including areas immediately adjacent shall be considered Community Improvement Areas. Outside of Urban Settlement Areas and Rural Settlement Areas, all existing industrial, commercial, institutional sites, extractive resource operations, salvage yards, public service facilities, waste disposal sites and County Road frontages shall be considered Community Improvement Areas. Additional Community Improvement Areas may be designated on the Land Use Schedules by amendment to this Plan. All Community Improvement Areas shall be eligible for the establishment of one or more Community Improvement Project Areas.*

A Local Municipality may implement measures for community improvement including, but not limited to:

- a. *The designation of Community Improvement Project Areas by By-law and the preparation of Community Improvement Plans for one or more project areas.*
- b. *Scheduling community improvement projects in accordance with municipal budgets.*
- c. *Enforcement of the Property Standards By-law.*
- d. *Utilizing senior government funding programs and/or partnering or soliciting financial support or contributions in kind from the public or private sector.*
- e. *Supporting, through the development of land use and design criteria, proposals for conversion, infill, redevelopment or intensification of land or buildings.*
- f. *Pursuant to Section 28 (3) of the Planning Act, a Local municipality may acquire and clear land for the purposes of implementing a program of community improvement.*
- g. *Preparing appropriate policies and guidelines to direct streetscape improvements in residential, commercial and industrial areas.*

- h. Providing and encouraging buffering techniques to reduce the impact of incompatible land uses using mechanisms such as site plan control and development permits.*
- i. Considering the use of property tax or other financial incentives for the redevelopment of 'Brownfield', older industrial areas, commercial areas, or other areas considered suitable for redevelopment.*
- j. Supporting Municipal Heritage Committee and heritage conservation initiatives as set out in the heritage policies of this Plan.*
- k. Providing grants or loans to the registered owners or assessed owners of lands and buildings within a community improvement project area to pay for the whole or any part of the cost of rehabilitating such lands, or in undertaking other measures which conform to the community improvement plan.*
- l. To reduce flooding in hazard or flood prone lands by encouraging the conservation authorities to develop and identify a two-zone concept for flood plain management in areas of historical development.*

4.4 Township of North Dundas Economic Development Action Plan

The Township of North Dundas adopted an Economic Development Strategic Action Plan on May 22, 2012. Section 4.3 *Developing a Community* includes the following action point:

- 4. Undertake community revitalization projects such as Community Improvement Plans, design guidelines, streetscape plan, implementation and incentives.*

Section 4.1 of the Economic Development Strategic Action Plan also recommends the investment in infrastructure within the Township of North Dundas.

The desired result under Section 4.1 *Investing in Infrastructure* is for the “creation of required employment land”. The required actions to achieve this result, as noted in the Strategic Action Plan, are as followed:

- 5. Develop an industrial/business park.*

Despite the main goal of the CIP, (facades, signage improvement), Council, within the Community Improvement Project Areas may acquire lands for developing an industrial/business park, as recommended by the Economic Development Strategic Plan. However, lands acquired under this provision shall not be sold for less than market value.

The Township of North Dundas updated its Economic Development Strategy and Action Plan in December 2016. Strategic Goal 3: Readiness, Objective 7: Expand the contributions of the Community Improvement Plan as follows:

- 7.1. *Continue to promote the existing CIP and introduce new local improvement levies and grant and loan programs to encourage current and future developments to invest in their current buildings to encourage expansions in footprint.*
- 7.2. *Advocate for a county-wide CIP program that compliments local CIP programs.*
- 7.3. *Advocate for the development of a county-wide community toolkit that encourages businesses and organizations to participate in local and regional CIP programs.*

5.0 Commercial Building Improvement Grant and Loan Program

5.1 Purpose

To encourage and provide a program for exterior and interior design changes to stimulate redevelopment and revitalization of the Urban Settlement Area, Rural Settlement Areas and fringe commercial areas.

To encourage and provide a program to rehabilitate existing commercial/mixed use buildings. This will promote improvement of the physical exterior conditions, signage and interior improvements that would otherwise be considered cost prohibitive by a landowner.

5.2 Façade Improvement and Signage Grant Program Description

The Township is providing two different grant programs for which a commercial property owner can apply for: Façade Improvements, and Signage/Awnings. The following grants are meant to improve the exterior conditions of existing structures within the designated CIP areas and provide funding for new signage and awnings. The Façade and Signage/Awning grants are only applicable to existing buildings. A maximum grant of \$5,500 is available: \$4,000 for façade improvements (including design and permit fees) and \$1,500 for signage/awnings.

Façade Improvement Grant: A onetime grant of 50% to a maximum of \$4,000 is available to assist property owners or tenants or assignees (under the provisions of Section 5.5 Eligibility) to improve the façade. Applicable design fees and building permit fees are eligible costs. Grant applicants shall consider the entire façade of the building.

Signage and Awning Grant: A onetime matching grant of 50% up to a maximum of \$1,500 is available to assist property owners or tenants or assignees (under the provisions of Section 5.5 Eligibility) to improve or install appropriate signage or awnings on an existing commercial building.

General Terms

- i. Works as set out in the Agreement must be completed prior to the grant portion being distributed and upon submission of proof of payment.
- ii. An Owner/Tenant of a property may conduct the proposed works themselves, however, the Township will not grant funds for labour by the owner/tenant.
- iii. Works must be completed within one year of the approved agreement unless otherwise approved by Council.
- iv. Grant funds are released once the work is completed and upon presentation of receipts for that work.
- v. Applications will be reviewed as they are submitted, subject to available budgeted funding.
- vi. Despite the permit fees contained in the Building Bylaw, the permit fees for signs approved under a CIP grant shall be waived.

5.3 Commercial Improvement Loan Program Description

The purpose of Commercial Improvement Loan Program is to provide an interest free loan to commercial property owners (as set out under section 5.5 Eligibility). All successful applicants must enter into an agreement with the Township in order to receive the loan. Applicants can apply for a loan for exterior façade improvements, signage and/or interior improvements.

Commercial Improvements

In addition to exterior façade improvements and signage, Owners of an eligible commercial building can apply for an interest free loan to help finance the restoration, repair or renovation of their building. Only owners of the building are able to apply to this program. Applicable design fees and building permit fees are eligible costs. Interior improvements are only eligible under the loan program. For eligible costs, see section 5.4 Design Guidelines.

General Terms

- i. An interest free loan up to a maximum of \$15,000 repayable over 5 years is available to assist commercial property owners to improve their building in accordance with the Commercial Improvement program.
- ii. An Owner of a property may conduct the proposed work themselves, however, the Township will not grant funds for labour by the owner.
- iii. Only the Owner of a property can apply for the loan program.
- iv. The loan portion is repayable over a five year period, interest free as set out in the Agreement.
- v. Works must be completed within one year of the approved agreement unless otherwise approved by Council.
- vi. Loan funds are released when invoices are presented for the completed work.
- vii. Applications will be reviewed as they are submitted, however, availability of loans cannot be guaranteed.

5.4 Design Guidelines

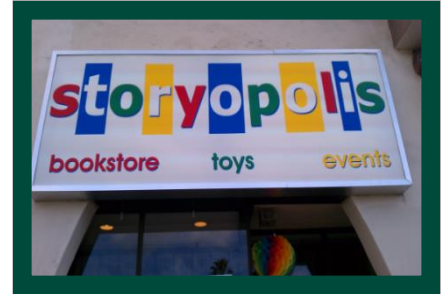
The following design guidelines are to help the property owner embarking on a restoration or improvement project. All applications are subject to committee review. The following design guidelines are meant to provide an overview of what the Review Committee is looking; the applicant is not limited to these suggestions.

Exterior Façade Improvements

Exterior façade improvements are meant to restore and improve the aesthetic looks of an existing building. The purpose of façade improvements may be to restore heritage features that have been covered up over time, to improve the quality of the materials or to enhance the street appeal of a business. The following recommendations for exterior façade improvements will be considered when reviewing an application.

- a) Repainting, cleaning or re-facing of the front façade and the side façades as long as the sides are consistent with the front façade improvements being completed and only for a reasonable distance from the front of the building considering sight lines from the street.
- b) Repair or restoration of façade masonry, brickwork or wood.
- c) Exterior woodwork.
- d) Replacement, repair or restoration of cornices, eaves, parapets and other architectural features.

- e) Paint (including removal, surface preparation, cleaning and/or painting).
- f) Installation or repair of exterior lighting.
- g) Restoration of historic features.
- h) Continuity with existing/surrounding buildings.
- i) Entranceway modifications that improve the appearance and/or access to the commercial units.
- j) Replacement or repair of windows and doors with improved energy efficiency as part of a comprehensive façade improvement.
- k) Architectural or design fees may be eligible up to \$500 as part of the total grant awarded for completed construction.



Signage

Signage is one facet of improving the façade of an existing building. Signs help identify the location of a business as well as attract and draw in customers. The following design guidelines are highly recommended for (but are not limited to) the improvement and installation of signs within community improvement areas.

- a) Signs must conform to Section 3.15 of the Building Code, as amended.
- b) Signs attached to the same building should be located at similar height and be of similar size.
- c) Large neon signs, internally lit signs and/or flashing signs are strongly discouraged.
- d) Signs that are to be located along a County Road must obtain a sign permit from the United Counties of Stormont, Dundas and Glengarry.
- e) Signs that are not attached to a building must be less than 3.5 metres in height from the ground and must not block a public right-of-way.
- f) Signs should not cover up decorative, architectural and/or heritage features on a building.
- g) Shielded light sources are encouraged for the illumination of signs.
- h) Signs should not consume more than 25% of a window's surface.

Examples of unacceptable forms of signage (backlit and neon signs)



Example of an acceptable form of awning (Retractable Awning)

- i) For buildings that are two storeys or greater in height, signs must be located no higher than the ceiling height of the first storey.
- j) Historic signs on existing buildings should be restored and reused if possible.
- k) Facia signs are considered as primary signs. Projecting/hanging signs are considered as secondary.
- l) Signs must be in accordance with the applicable Township, Provincial and Federal policies, by-laws, provisions, standards and guidelines.

Awnings

Awnings can add a decorative and historic touch to the front of a building. Awnings can also be used to further attract attention through the incorporation of signage.

- a) Awnings should not cover up decorative, architectural and/or heritage features.
- b) Awnings must comply with the building code.
- c) The installation or repair of canopies and awnings are encouraged.
- d) Signage may be incorporated into an awning for use as a secondary sign.
- e) Awnings should be used to project over individual windows or doorways.
- f) Retractable awnings and shed type awnings are encouraged.
- g) Awnings must be in accordance with the applicable Township, Provincial and Federal policies, by-laws, provisions, standards and guidelines.



Façade Improvement Grant Example:

A commercial building owner located within the Village of Winchester Community Improvement Project Area is interested in improving their exterior façade through the Township of North Dundas' CIP program. The Owner is also looking at installing a new sign to provide greater visibility of their store and to improve the exterior condition of their façade.

The breakdown of costs is as follows:

New Signage: \$800

Exterior Improvements: \$3,500

Total Cost of Project: \$4,300

Under the Façade Improvement Program the Owner is eligible for the following Grants:

New Signage Grant (50% of the eligible cost to a maximum of \$1,500): \$400

Exterior Improvements (50% of the eligible costs to a maximum of \$4,000): \$1 750

Total Grants Payable: \$2,150

On the completion of the exterior façade improvements and sign installation, the Review Committee inspects the improvements and the conditions of the agreement. The Owner has met all the requirements as per the agreement set out with the Township and is awarded a grant totaling \$2,150.

Commercial Improvement Loan Guidelines

The following guidelines detail the types of works that are considered eligible costs under the commercial improvement loan program. Applicants are not limited to the following guidelines. Further suggestions/proposals will be subject to the discretion of the Review Committee.

- a) Entrance modifications to provide barrier-free accessibility;
- b) Installation/upgrading of fire protection systems;
- c) Repair/replacement of roof;
- d) Structural repairs to walls, ceilings, floors and foundations;
- e) Water/flood/weatherproofing;
- f) Repair/replacement of windows and doors;
- g) Installation of parklets;

- h) Paving and repairs to parking lots;
- i) Landscaping improvements;
- j) Extension/upgrading of plumbing and electrical services for the creation of retail or office space;
- k) Installation of new or the required improvements to heating and ventilation and air conditioning systems;
- l) Other similar repairs/improvements related to health and safety issues, as may be approved.
- m) Architectural or design fees may be eligible up to \$500 as part of the total loan awarded for completed construction.

5.5 Eligibility

The following criteria will be used when evaluating and considering an application made to the Commercial Building Improvement Grant and Commercial Building Improvement Loan Programs.

- a) Must be located within the Commercial Improvement Area.
- b) Properties that have a commercial use and are either commercially zoned and/or commercially assessed (either fully or partially).
- c) Successful applicants/properties may reapply for grants and loans. New applicants/properties may receive priority for funding. Only one CIP loan can be outstanding on a property.
- d) Applicants must be commercial building owners or tenants of the buildings who operate a business within the CIP area.
 - i. Applicants for the CIP **Grant program** may be tenants of a property with the authorization of the Owner.
 - ii. Applicants for the CIP **Loan program** must be the property Owners.
- e) The Applicant is required to enter into an agreement with the Township.
- f) An application for a Commercial Building Improvement Program (grant and/or loan) must be consistent with the Official Plan and the Community Improvement Plan's goals and objectives.
- g) The provision of grants and/or loans is subject to funding availability and yearly budget allocation from Township Council. However, the Township of North Dundas is committed to offering financial incentives for this term

of Council, and the Township's level of commitment will be revisited at the beginning of each new term of Council.

- h) Works completed or started prior to approval by the Township are not eligible. Costs in excess of the Agreement are the responsibility of the Owner/Applicant.
- i) Applications will be accepted and reviewed as they are submitted, subject to availability of funds and approval by Council.
- j) Total value of all grants and loans under the program cannot exceed the value of the work done.
- k) Stacking of grants is allowed (funding provided through the CIP may be used in partnership with other private, Provincial or Federal funding.)
- l) Applicants may apply for both the grant and loan programs. Interior improvements are only eligible under the loan program.
- m) Property owners who are in arrears of taxes, water and sewer or any other municipal accounts receivable are not eligible to receive a grant or loan.
- n) To be eligible, all outstanding work orders must be satisfied and the applicant may not have any outstanding building permit or bylaw infractions.
- o) Despite the permit fees contained in the Building Bylaw, the permit fees for signs approved under a CIP grant shall be waived.
- p) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Township, the Township may delay, reduce or cancel the approved grant/loan and require repayment of the approved grant/loan;
- q) The Township may discontinue any of the programs contained in this CIP at any time, but applicants with approved grants/loans will still receive said grant/loan, subject to meeting the general and program specific requirements.
- r) Eligible applicants can apply for one, more or all of the incentive programs contained in this CIP, but no two programs may be used to pay for the same eligible cost. Also, the total of all grants and loans provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvements to that property;
- s) Photographs of the properties/buildings that receive a grant/loan may be used by the Township to enable the monitoring and marketing of the CIP.

- t) Development must conform to approved Official Plan, Zoning By-law and all other municipal by-laws, County By-laws, legislation and supporting regulations/approvals by other levels of government.
- u) Eligible façade improvements will include repair/restoration/ replacement/installation of exterior features including but not limited to the criteria as determined by the Township as set out in Section 5.4.

5.6 Application and Approval Process

Application Submission	Application Review and Evaluation	Application Approval	Payment of Funds
<ul style="list-style-type: none"> •Applicant submits application with supporting documents 	<ul style="list-style-type: none"> •Review Committee reviews the application in the context of the goals and objectives of the CIP •Committee accept or deny the application 	<ul style="list-style-type: none"> •If an application is approved, an agreement is executed between the Township and the Applicant •Depending on the program, a by-law may be required 	<ul style="list-style-type: none"> •Applicant demonstrates that work has been completed as per the agreement •Funds are released or paid to the Applicant on completion of work

- a) Applicants are required to complete the application form. Applicants are strongly encouraged to pre-consult with the Township prior to submitting an application.
- b) Applicants are required to submit supporting documentation such as specifications of the proposed project including plans, drawings, photographs of the existing building, past photos or drawings.
- c) A minimum of two quotes is required for the requested works. Consideration will be taken if the owner is completing the work themselves; however personal labour is not an eligible cost under this program.
- d) Applicants are required to obtain all necessary building, encroachment or work permits.
- e) Applications may be circulated to any internal municipal departments for review and comment.
- f) The Review Committee will also consider the following criteria when reviewing applications: location, total project value, project necessity for business continuation and whether funding was previously granted to the applicant or property.

- g) If the application meets all relevant criteria, the Review Committee will recommend approval of the application to Council. A business plan may be a requirement by the Review Committee.
- h) Final decisions on applications, extensions and allocation of funds shall be made by Council.
- i) Where the Review Committee has refused the application, the applicant may re-submit the application for reconsideration by Council, provided that the applicant has made consideration of the Review Committee's reasons for refusal. A staff report will be prepared for Council detailing the Committee's decision and reasoning.
- j) Upon approval by Council, the applicant will be required to sign a site specific agreement with the Township. Council will approve or refuse any incentive or combination of incentives.
- k) Upon completion of the façade, awning and signage works as set out in the agreement and upon payment by the applicant, they are to submit proof of payment to the Township along with photos of said works.
- l) Upon completion of the commercial improvement loan work, they are to submit copies of the relevant invoices to the Township along with photos of said works.
- m) The Committee will review the documentation, photos and conduct a site inspection.
- n) If the Committee is satisfied with the completed works as outlined in the agreement, a cheque requisition will be submitted as set out in the agreement.
- o) The cheque requisition will be part of the next available cheque disbursement by the Township.
- p) All work approved by Council must be completed within one year of the date of the agreement or the Agreement shall be null and void.
- q) The Regional Incentives Program is a collaborative effort between the County and North Dundas. Applications will generally be received by the local municipality and reviewed and approved by the County. The County will host an Implementation Committee made up of County staff, the Warden, and representatives from the local municipalities (who have applications during that intake period) to review applications for regional incentives. Funding for approved regional initiatives will flow directly to the local municipality and not to the applicant.

5.6.1 Terms of Loan Repayment

- a) The Recipient(s) shall repay the Loan as follows:
 - i. The term of the Loan shall be 5 years and the annual principal amount of the Loan coming due in each year shall be added to the Recipient(s)' municipal tax account and collected in the same manner as taxes as described in the Schedule B attached to the site specific agreement.
 - ii. The loan shall be interest free for the term of the loan, unless the loan is in default. The outstanding amount will be added to the recipient(s) tax account and collected in the same manner as taxes as described in the Schedule B attached to the site specific agreement.
- b) The Recipient(s) acknowledges that the Loan and any interest thereon shall form a lien or charge upon the property until the Loan has been repaid in full.
- c) Should the property be sold prior to the fulfillment of the terms of the Agreement, the financial obligation shall immediately become due and payable, and shall be paid in full by the Recipient(s) before legal title can be transferred to the purchaser.
- d) The loan agreement is non-transferable.

6.0 Monitoring Program

The CIP is intended to provide a proactive approach to the redevelopment of commercial property within the Township of North Dundas. The CIP is an opportunity for job retention and creation, increased tax assessment etc. The Township will monitor:

- a) Job created/maintained
- b) Approved applications
- c) Unapproved applications and the reasons
- d) Increase in municipal property tax
- e) Compile participant comments on their experience
- f) Monitor visual appearance of the community

7.0 Marketing the CIP

The successful implementation of the CIP depends on the ability of the initiatives and funding opportunities to be effectively communicated to property owners, business owners, and community organizations. The CIP and application forms will be available at the Township Office and on the Township website.

8.0 Amendments to the CIP

As the plan is implemented, the Plan may be refined to best meet the goals and objectives outlined in this plan. The programs may be altered at any time without an amendment to the plan. An expansion of the CIP area or an increase to the value of the financial programs would require amendment of the Plan in accordance with Section 28 of the Planning Act.

9.0 Review of the CIP

This CIP will be valid for five years from the date of Council adoption. The Township will have an opportunity to review the plan and bring forward recommendations prior to the lapsing of the five year period as to whether the program should continue. The program may be renewed for a maximum of 3 (three) years by by-law.

10.0 Definitions

Agreement shall mean the terms, duration and default provisions of the grant/loan between the property owner and the Township. The Agreement is also subject to approval by Council.

Applicant shall mean the registered owner, assessed owner or tenants of lands and buildings within the Community Improvement Project Area and any person to whom such an owner or tenant has assigned the right to receive a grant or loan.

Community Improvement means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a Community Improvement Project Area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary;

Community Improvement Plan means a plan for the community improvement of a Community Improvement Project Area;

Community Improvement Plan Review Committee is comprised of Township staff, a member of Council and a member of the community. The Review Committee reviews the applications submitted and makes recommendations to Council for approval.

Community Improvement Project Area means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.

Eligible Costs shall include the cost of materials, equipment, building permits and planning fees, and contracted labour. The cost of a study to determine the feasibility of undertaking the rehabilitation project may be eligible subject to consultation with the Township. Grants will be paid upon completion of work and approval by the Township.

Owner means the registered owner of the lands and includes any successors, assignees, agents, partners and any affiliated corporations.

Township means The Corporation of the Township of North Dundas.

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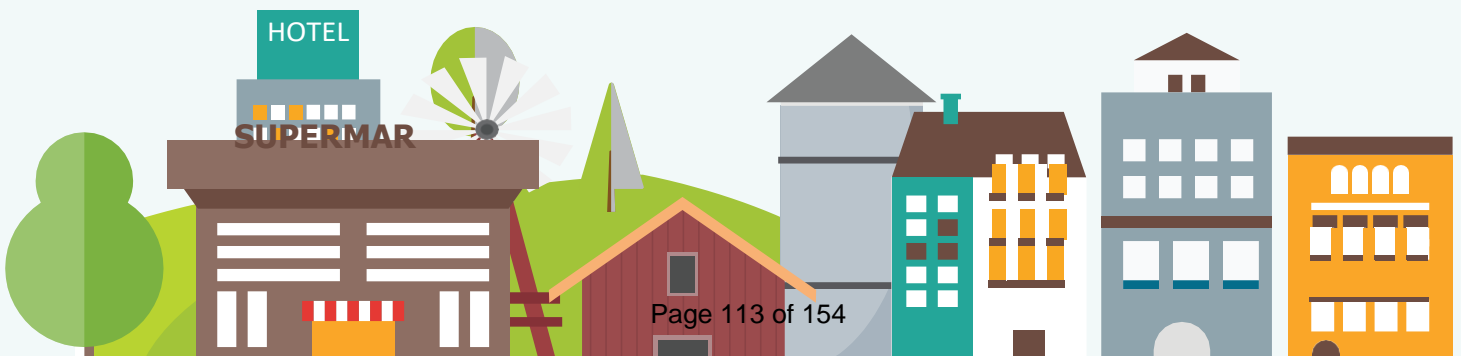




REGIONAL INCENTIVES PROGRAM – March 2021



Where Ontario Began





1 INTRODUCTION AND CONTEXT

1.0 PURPOSE

This section of the Community Improvement Plan (CIP) is supported and funded by the United Counties of Stormont, Dundas and Glengarry (SDG or the County). The County developed these regional incentives as part of a progressive framework to support broad economic development goals. As an upper-tier municipality with six unique local municipalities, SDG provides regional funding through this Program to advance economic priorities with demonstrable County-wide benefits.

Regional economic initiatives focus on projects linked to **agriculture-related uses**, Adaptive re-use of **commercial, industrial, and institutional buildings/structures**, and the development of **roofed accommodations** across the County. The County offers customized financial programs within these areas based on the annual priorities of County Council.

1.1 AUTHORITY UNDER THE *PLANNING ACT*

Section 28 of the *Planning Act* permits local municipalities to adopt CIPs to encourage revitalization, redevelopment, and to advance local economic priorities. These programs help address community planning issues, breathe life into downtowns, and support key sectors within the region.

The *Planning Act* allows upper-tier municipalities to participate in local CIPs through Section 28 (7.2), as follows:

Grants or loans between upper and lower-tier municipalities

The Council of an upper-tier municipality may make grants or loans to the council of a lower-tier municipality and the council of a lower-tier municipality may make grants or loans to the council of the upper-tier municipality, for the purposes of carrying out a community improvement plan that has come into effect, on such terms as to security, and otherwise, as the council considers appropriate. This can only be done if the official plan of the municipality making the grant or loan contains provisions relating to the making of such grants or loans.

1.1.1 SDG Official Plan

The SDG Official Plan serves as the Official Plan for the entire region. This Plan includes two key policies that support the County's participation in local CIP programs:

3.5.1.10 Community Improvement

Local municipalities may undertake community improvement projects as authorized under Section 28 of the *Planning Act* (see Section 8.12.5). County Council may also make grants or loans to the Council of a lower tier municipality for the purpose of carrying out a community improvement plan, on such terms as Council considers appropriate.

8.12.5 Community Improvement

1. A Local municipality may, subject to the provisions of the *Planning Act*, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a community improvement plan, on such terms as Council considers appropriate. In establishing a Community Improvement Area, consideration shall be given to the following matters:



Regional Incentives Program

- a. The extent or deficiencies in public services, public service facilities or infrastructure;
 - b. Building stock, including municipal buildings, which do not meet a Local Municipality's Property Standards By-law;
 - c. The presence of vacant buildings/lands that could be developed, re-developed or converted to another use;
 - d. The opportunity to expand the supply of housing;
 - e. The need to improve the streetscape or aesthetics of an area;
 - f. The presence of incompatible land uses;
 - g. The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment;
2. The intent of this Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas. A local Municipality may implement measures for Community Improvement including, but not limited to:
- a. The designation of Community Improvement Project Areas by By-law and the preparation of Community Improvement Plans for one or more project areas.
 - b. Scheduling community improvement projects in accordance with municipal budgets.
 - c. Enforcement of the Property Standards By-law.
 - d. Utilizing senior government funding programs and/or partnering or soliciting financial support or contributions in kind from the public or private sector.
 - e. Supporting, through the development of land use and design criteria, proposals for conversion, infill, redevelopment or intensification of land or buildings.
 - f. Pursuant to Section 28 (3) of the Planning Act, a Local municipality may acquire and clear land for the purposes of implementing a program of community improvement.
 - g. Preparing appropriate policies and guidelines to direct streetscape improvements in residential, commercial and industrial areas.
 - h. Providing and encouraging buffering techniques to reduce the impact of incompatible land uses using mechanisms such as site plan control and development permits.
 - i. Considering the use of property tax or other financial incentives for the redevelopment of 'Brownfield', older industrial areas, commercial areas, or other areas considered suitable for redevelopment.
 - j. Supporting Municipal Heritage Committee and heritage conservation initiatives as set out in the heritage policies of this Plan.
 - k. Providing grants or loans to the registered **Owners** or assessed **Owners** of lands and buildings within a community improvement project area to pay for the whole or any part of the cost of rehabilitating such lands, or in undertaking other measures which conform to the community improvement plan.
 - l. To reduce flooding in hazard or flood prone lands by encouraging the conservation authorities to develop and identify a two-zone concept for flood plain management in areas of historical development.



Regional Incentives Program

1.2 REGIONAL CONTEXT

The SDG Regional Incentives Program and Action Plan was implemented in 2018 after a year of review and public consultations. The program supports strategic economic development initiatives in the following areas:

- Tourism, agriculture-related, agri-tourism uses, and facility improvement projects.
- Adaptive re-use of commercial, institutional, and industrial buildings.
- Development of permanent, roofed accommodations.

Regional financial incentives are available in the following municipalities:

- The Township of North Dundas
- The Municipality of South Dundas
- The Township of North Stormont
- The Township of South Stormont
- The Township of North Glengarry
- The Township of South Glengarry

The SDG Regional Incentives Program is incorporated into each local municipal Community Improvement Plan (CIP) and offers additional economic development tools. In some cases, different components of a project may be eligible for both local and County funding, subject to the general criteria outlined in Section 2.2.

1.3 SDG REGIONAL ECONOMIC GOALS

1. Stimulate investment in tourism and in the agricultural sector by funding diverse, on-farm expansions and agri-tourism.
2. Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant commercial, institutional and industrial buildings, and increase the assessment base.
3. Increase the amount of permanent roofed accommodations within the County to specifically accommodate for an increase in tourism establishments that cater to short-term accommodations.

1.4 SDG REGIONAL INCENTIVES PROGRAM AREA

The approved Program area includes all lands within the local municipality. These lands have been designated by Municipal By-law.

The financial incentives included in this plan may be available to registered **Owners** or **Tenants** (upon written consent of the **Owner**) of land or buildings within the Program area.

2 FINANCIAL INCENTIVES

2.0 GENERAL

The County believes that providing 50% matching grant funding is one of the most direct, predictable, and simplest ways to stimulate private sector investment; attract and retain businesses; and increase taxable



Regional Incentives Program

assessment within the region. These grants are available to eligible property *Owners* and authorized *Tenants*, including bona fide non-profit organizations. While some bona fide non-profit organizations are eligible for funding, **local municipalities and other governmental or quasi-governmental organizations; including conservation authorities, schools, hospitals, libraries, etc., are not eligible for funding.** See Section 2.2 for further details.

Where a property is eligible for local municipal funding through one element of the local CIP (e.g. Façade improvement), Regional Incentives Program funding will generally not be available for the same improvement. *However*, the County may fund a different type of improvement on the same property (e.g. landscaping), as part of the overall project.

An application for any financial incentive program contained within the Regional Incentives Program must include plans, estimates, contracts, reports and other details, as required to satisfy the **Regional Incentives Program Approvals Committee and Council.**

Funding under the Regional Incentives Program will flow to the local municipality where the successful application is situated and not to the applicant. Eligible grants will then be dispersed from the municipality to the applicant(s).

Grant payments will be allocated upon completion of the Program works, final inspection and approval, and/or issuance of any required certificates.

2.1 REGIONAL FINANCIAL GRANTS

The following grants are available under this Program, subject to the availability of County resources:

1. Façade, Signage, and Property Improvement Grant.
2. Building Improvement/Restoration Grant.
3. Building Conversion/Expansion Grant.
4. Feasibility, Design, and Study Grant.
5. Planning Application and Permit Fees Grant.

The Regional Incentives Program is a collaborative effort between the County and its local municipalities. Applications will generally be received and initially reviewed by staff of the local municipality. Subsequently, applications will be reviewed by County staff and forwarded to the Regional Incentives Program Approvals Committee. The Regional Incentives Approvals Committee shall be responsible for recommending the approval of Regional Tourism grants to County Council. Final approval for all grants shall rest with County Council, who shall receive a summary report of all recommended grants as soon as reasonably possible after each Committee meeting. Subsequent to Council approval, the Regional Incentives Program Approvals Committee shall advise applicants of the success of their applications.

The composition of the Regional Incentives Program Approvals Committee is as follows:

- Three (3) members of County Council (must include the Warden or Warden's designate), appointed by County Council for a 2-year term. One of the members of County Council will act as Committee Chair.
- Two lay members, who are residents of SDG, appointed by County Council for a 2-year term.

County staff members may from time to time be asked to participate in the proceedings of a Committee meeting to provide clarification, support, or guidance. Under no circumstances shall non-Committee members vote on matters



Regional Incentives Program

before the Committee.

Meetings will be subject to the protocols followed by Committees of Council.

Detailed information about each type of incentive is found in Section 2.3. Each year, the Regional Incentives Program Approvals Committee will determine specific intake dates and amounts available for each intake date.

2.2 GENERAL CRITERIA

- a) Eligible **Owners** and authorized **Tenants** of lands and buildings within the area designated within the local By-law may for funding under the Regional Incentives Program
- b) The type of property or use subject to an application must be clearly identified as eligible. Generally, this includes properties with a full or partial commercial designation, or properties designated as agricultural, outdoor/recreational, etc.
- c) To be eligible for funding, proposed projects must demonstrate some level of improvement over the existing conditions and not simply represent a **Life-cycle replacement**.
- d) All projects must demonstrate consistency with one or more of the SDG Regional Economic Goals identified in Section 1.3.
- e) All proposals must demonstrate conformity with the Official Plan and local Zoning By-law.
- f) To be eligible for funding, non-profit organizations must be incorporated.
- g) Non-profit organizations, whose annual budgets are comprised of greater than 50% funding from the County or a local municipality, are ineligible under this Program.
- h) Local municipalities, other governmental or quasi-governmental organizations are ineligible under this Program.
- i) **All applicants are required to disclose all project funding sources.** This Program will not fund the portion of a project being funded by a local CIP. However, complementary aspects of the same project may be eligible for funding.
- j) Successful applicants are required to enter into an Agreement with the County and the local municipality.
- k) A property may be eligible for multiple grants (See Section 2.1), however **the total combined value of all grants approved for a single project will not exceed \$50,000 per property.**
- l) Successful applicants are ineligible to participate in the Program again for two (2) calendar years.
 - o *By exception, applicants who received funding for phased projects prior to 2021, will be eligible to apply during the 2021 intake period, for additional phases of their ongoing projects. All eligible applications will be considered on a competitive basis. There is no guarantee of funding for any of the applicants.
- m) With the exception of the *Feasibility, Design, & Study Grant* and the *Planning Application and Building Fee Grant*, grants will not be applied retroactively to works started prior to the application intake date.
- n) For grant programs involving the reimbursement of fees, said fees must be paid in full by the applicant prior to being reimbursed. Proof of payment will be required during the final reporting processes.
- o) At the time of application, applicants must demonstrate that there are no outstanding building permit(s), property standards orders, property tax arrears, or any other outstanding municipal/County accounts receivable.
- p) All outstanding building permits, property standards orders, property tax arrears, or any other



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outstanding municipal/County accounts receivable on the subject property must be rectified before grant money will distributed to an Applicant.

- q) All works approved under this Program shall comply with all relevant municipal policies and standards, including zoning, design guidelines (if any) and will be subject to planning and development approvals and building permits pursuant to the Ontario Building Code.
- r) All works approved for funding under this Program must be completed within twelve (12) months from the execution of the Agreement between the applicant, the County and the local municipality.
- s) Applicants may apply in writing to the Review Committee for an extension to complete their projects however the maximum extension is six (6) months (i.e. 18-months from the date of execution of the funding Agreement).
- t) The County reserves the right to discontinue any of the grant programs at any time. Notwithstanding, Applicants with approved grants will receive funding, provided they complete their project in accordance with their funding Agreement.
- u) Funding will not be provided for any labour supplied by the Applicant, either personally or via a company or person associated with the Applicant.
- v) Applicants must submit at least (2) written estimates for all work.
- w) Final grant totals will be determined according to the following:
 - 50% of the total invoices up to the maximum established within the funding Agreement.
 - Taxes are not eligible for reimbursement.
 - Additional expenditures incurred by Applicants exceeding the amounts specified in the funding Agreement do not qualify for funding.
 - Final grant totals will be adjusted to reflect 50% of amount established within the funding Agreement or final invoice, **whichever is lower**.

2.3 Regional Financial Grants Details

2.3.1 Façade, Signage, and Property Improvement Grant

Objective

To assist with improvements to a building's **Façade** or **signage**, or to assist with other eligible improvements to private property (i.e., parking and landscaping).

Grant Amount and Details

Façade Improvement Project – may cover 50% of eligible costs to a maximum of \$10,000. Maximum value may increase to \$12,500 if outdoor art (i.e. murals) is a component of the project; and/or if the building has more than one street address and/or storefront, more than one wall visible from a public street, or fronts onto a laneway or parking lot.

Eligible Façade Improvement costs may include:

- 1) Enhancements or improvements to exterior building treatments such as brickwork, cladding, siding, cornices, eaves, parapets, windows, doors, lighting, and awnings.
- 2) Exterior painting where a clear enhancement is made.



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- 3) Chemical or façade cleaning.
- 4) The installation of permanent Outdoor Art; including items such as murals; sculptures; paintings; local heritage-based art pieces and displays; and other types of artwork that will promote local heritage, improve aesthetics and enhance tourism.
- 5) Redesign of entrances including changes to improve accessibility.
- 6) Other similar improvements or repairs required to enhance a building **Façade**.

Signage improvement project – For a signage improvement project, improvements to the main storefront sign of buildings are eligible. A grant may cover 50% of eligible costs to a maximum of \$2,500. The maximum value may increase to \$5,000 if the building has more than one street address and/or storefront; more than one wall visible from a public street; or fronts onto a laneway or parking lot.

Signage Improvement grants are intended to assist applicants with the replacement and updating of existing commercial signage and to help new business owners to implement new commercial signage elements. Commercial signage must be representative of the business' activities; and must comply with all respective municipal requirements and Building Code Standards.

Property improvement project - may cover 50% of eligible costs to a maximum of \$10,000.

Eligible Property Improvement costs may include:

- 1) Addition of landscaping features such as plants, sod, trees, and vegetation.
- 2) Addition of permanent landscaping elements such as fencing, benches, planters, and lighting.
- 3) *Addition of new parking/upgrades to existing parking areas.
- 4) *Improvements to rear building entrances and rear parking areas.
- 5) Addition of walkways.
- 6) Such other similar improvements and repairs that may be necessary to improve a property.
- 7) Property Improvements to facilitate new build construction, for the purpose of business expansion, including such elements as excavation work, land clearing and private water and waste-water installation (wells, septic tanks).

*Note that standalone parking lot improvement (e.g. asphaltting) will not be approved. Applications involving parking lot improvements must be part of an application involving other property improvements.

2.3.2 **Building Improvement/Restoration Grant**

Objective:

To assist with the improvement of existing buildings to improve aesthetics, bring buildings up to current Building or Fire Code standards, and/or improve accessibility.

Grant Amount and Details

Building Improvement/Restoration project - may cover 50% of the eligible cost to a maximum of \$10,000. The following projects may be eligible. Note that project elements deemed to be **Life-cycle replacements** will not be funded.



Eligible Building Improvement costs may include:

- 1) Structural repairs to walls, ceilings, floors, and foundations.
- 2) Interior restoration and design.
- 3) Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors.
- 4) Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems.
- 5) Weatherproofing.
- 6) Accessibility improvements.
- 7) Any other improvements that may bring a building up to code, or address health, safety, or risk management issues.
- 8) The services of a professional engineer, architect or planner to design and implement the project.

2.3.3 Building Conversion/Expansion Grant

Objective

To assist with the large-scale conversion, or expansion, of existing vacant space into new commercial, industrial, or mixed-use, agricultural-related uses, etc.

Grant Amount and Details

- a) **Projects under 5,000 square feet** are eligible for reimbursement of 50% of eligible costs to a maximum amount of \$20,000.
- b) **Projects over 5,000 square feet** are eligible for reimbursement of 50% of eligible costs to a maximum amount of \$50,000.

Eligible Building Conversion and Expansion costs may include:

- 1) Conversion of upper-storey space (whether vacant, office, commercial or other non-residential use) into new residential units.
- 2) Conversion of a building or a unit in a building into a hotel, inn or bed and breakfast.
- 3) Expansion of existing eligible uses to increase the gross floor area.
- 4) Environmental studies which are related to the conversion.
- 5) The services of a professional engineer, architect or planner to assist with the design and implementation of the project.

2.3.4 Feasibility, Design, and Study Grant

Objective

To financially assist with the completion of studies and plans to support a new business or development project.

Grant Amount and Details

50% of eligible costs to a maximum of \$2,000 for the following types of plans or studies:

Eligible Feasibility, Design and Study costs may include:

- 1) Concept plans.
- 2) Site plan drawings.



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- 3) Feasibility studies.
- 4) Environmental studies.
- 5) Structural analyses.
- 6) Evaluation of existing and proposed mechanical, electrical and other building systems.
- 7) Traffic Impact Assessments.
- 8) Market analyses.
- 9) Business plans.
- 10) Any other study or plan as approved.

2.3.5 Planning Application and Building Permit Fee Grant

Objective

To assist with a portion of the fees required for planning applications or building permits in relation to an improvement project.

Grant Amount and Details

This grant may cover 50% of the municipal and/or County portion of the eligible cost to a maximum of \$2,500 including:

- Municipal and County planning application fees, including minor variances, site plans, zoning by-law amendments or Official Plan amendments.
- Municipal building permit fees or change of use permits.

3 MONITORING, TERM, AND AMENDMENTS

A variety of materials have been developed to assist with the implementation of the Regional Incentives Program, including marketing and promotional aids, information and guidelines for applicants, etc. While these documents are an integral part of the Program, they are not included here, do not form part of this document, and may from time to time be amended by the County without the need for an amendment to this document.

The SDG Regional Incentives Program follows the term and review cycle detailed in the local CIP. Technical amendments will be permitted at the discretion of the local municipality. Any change to the SDG Regional Incentive Program area or to the value or type of financial programs will require consultation and approval by the County and will require an amendment to the local CIP in accordance with Section 28 of the *Planning Act*.

4 DEFINITIONS

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

Agri-tourism include farm-related tourism uses, including limited accommodations such as a bed and breakfast establishments, that promote the enjoyment, education or activities related to the farm operation, in accordance with the Provincial Policy Statement.

Façade refers to the front of a building and/or other exterior walls that are exposed to the public. Refers to



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the overall or multiple design element(s) of a building, not a single aspect.

Life-cycle replacement refers to a change to a building or property that is not a material improvement. Put another way, replacing “like for like” is considered a life-cycle replacement. Examples include:

- a) Replacing worn-out windows is a life-cycle replacement. However, restyling, returning heritage features, or making the windows more attractive can be considered a material property improvement.
- b) Replacing worn-out shingles is a life-cycle replacement. However, changing a roofline or covering an extension or remodel could be considered a material property improvement.

What is a life-cycle replacement is strictly within the purview of the Regional Incentives Program Approvals Committee.

Roofed Accommodations are defined as four-season short term, permanent fixed roof accommodations within or as an extension to existing buildings and includes premises such as hotels, motels, and Bed and Breakfast establishments.

Owner refers to the registered owner of the lands and includes any successors, assignees, agents, partners or affiliated corporations.

Tenant refers to the person(s) or entity who legally occupies or possesses a property under lease from the **Owner**.

12.0 Schedule A: Map of Community Improvement Area



TOWNSHIP OF
North Dundas

**Township of
North Dundas**

- Legend**
- Regional Incentives Program Area
 - Highway
 - County Road
 - Township Road
 - Private/Other Road
 - Road Allowance/Seasonal Road
 - Under Construction
 - Railroad
 - Settlement Area
 - Township Boundary

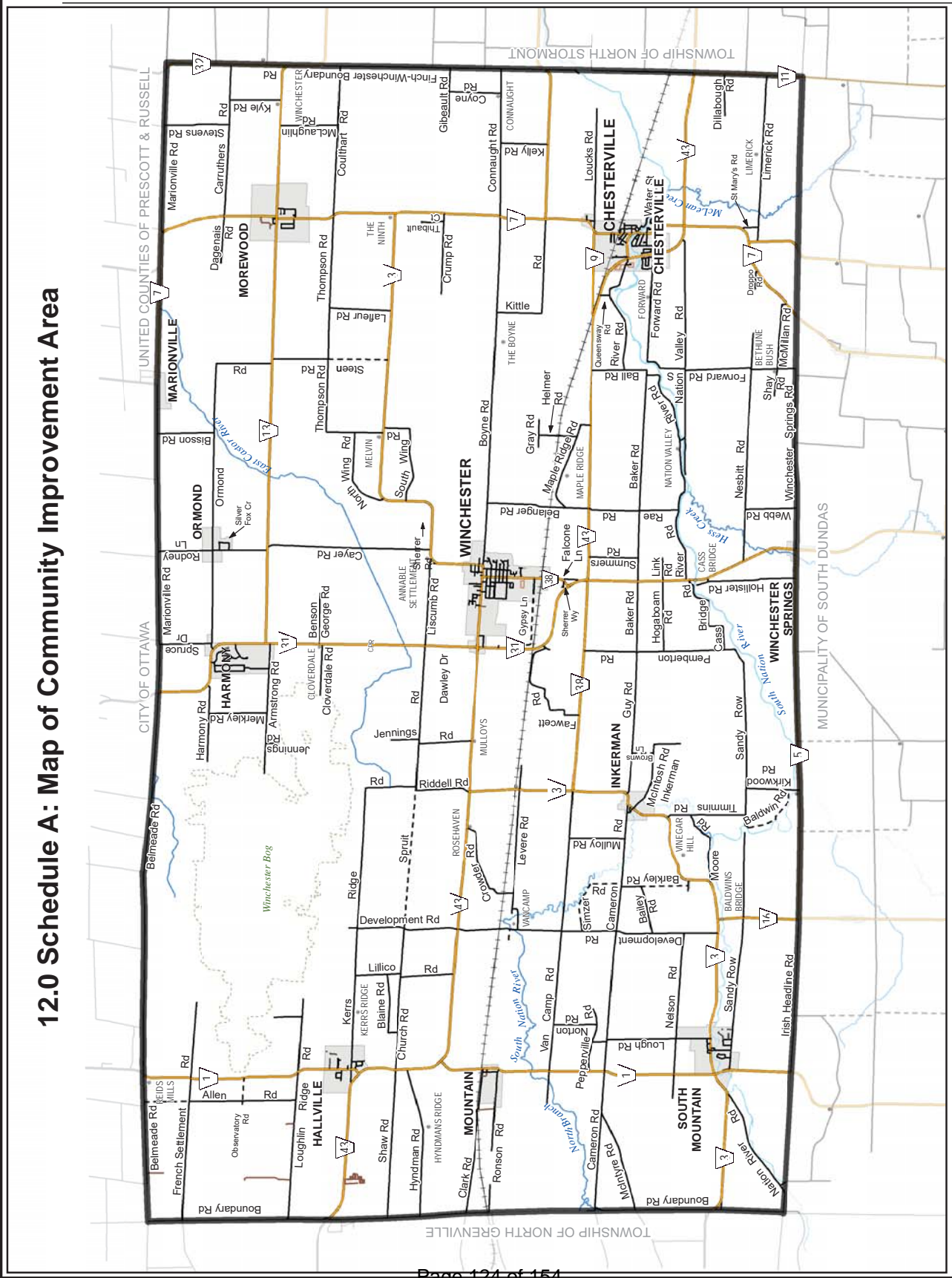
By-Law No. 2021-05 Being a by-law to amend By-Law No. 2018-43

Produced by The United Counties of Stormont, Dundas and Glengarry
Transportation and Planning Services
with Data supplied under Licence by Esri
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© May 2018

SDG

Scale: 0 0.75 1.5 3 Kilometres

1:95,000





Terms of Reference for the Stay, Discover Grow Regional Incentives Program Approvals Committee

Approved by County Council April 19th, 2021

Mandate/Authority

The mandate of the Regional Incentives Program Approvals Committee is to effectively and efficiently administer all aspects of the Regional Incentives Program of the County (the “Program”), as described in the approved Program document as well as the companion materials (program guide, application form, financial agreements, etc.). In recommending grant amounts to County Council, the Regional Incentives Program Approvals Committee shall adhere to all established guidelines and use prescribed tools. Annual financial allocations to the Program shall be as determined by County Council.

The Regional Incentives Approvals Committee shall be responsible for recommending the approval of Regional Incentives grants to County Council. Final approval for all grants shall rest with County Council, who shall receive a summary report of all recommended grants as soon as reasonably possible after each Committee meeting. Subsequent to Council approval, the Regional Incentives Program Approvals Committee shall advise applicants of the success of their applications.

The Regional Incentives Program Approvals Committee may also be called upon from time to time to make determinations regarding the administration of the Regional Incentives Program or other related matters.

The Regional Incentives Program Approvals Committee shall also be authorized to make such amendments to the implementation documents (e.g. application guide and promotional materials) it deems necessary from time to time to ensure the on-going efficiency and effectiveness of the Program.

Composition

The composition of the Regional Incentives Program Approvals Committee shall be as follows:

- Three (3) members of County Council (must include the Warden or Warden’s designate), appointed by County Council for a 2-year term. One of the members of County Council will act as Committee Chair.

- Two (2) lay members appointed by County Council for a two-year term concurrent with other Council appointments. Lay appointees may be re-appointed for a further two-year term.
- County staff members may from time to time be asked to participate in the proceedings of a Committee meeting to provide clarification, support, or guidance. Under no circumstances shall non-Committee members vote on matters before the Committee.
- Meetings will be subject to the protocols followed by Committees of Council.

The Regional Incentives Program Approvals Committee shall appoint a Coordinator, who shall be primarily responsible for coordinating the activities of the Committee and providing administrative support as required. The Coordinator shall be a member of County staff; however, is not a member of the Approvals Committee.

To serve as a lay member of the SDG Regional Incentives Program Approvals Committee, an individual must be:

- At least 18 years old
- A Canadian citizen; and a resident of the United Counties of Stormont, Dundas and Glengarry
- Not employed by the United Counties of Stormont, Dundas and Glengarry.

Accountability

The Regional Incentives Program Approvals Committee shall be responsible and accountable to County Council for the stewardship of the Program. Without limiting the generality of the foregoing statement, this shall include:

- Ensuring that members follow established processes and use approved templates during the review of applications
- Ensuring members declare conflicts of interest (pecuniary or otherwise) if/when they exist
- Reporting to County Council, on a bi-annual basis, the distribution of grant monies, including the dollar amount, geographic location, and project details
- Any other action deemed appropriate by the Committee or County Council.

Meetings

The Regional Incentives Program Approvals Committee shall meet as required to effectively administer the program.

Budget/Stipends

County Council shall determine annual financial allocations to the Program and shall advise the Regional Incentives Program Approvals Committee of the same. The Committee may approve grants under the Program up to the allocated amounts; however, not exceed the same.

Travel to meetings shall be reimbursed to participants at the County rate in place from time to time. Face to face meetings will be minimized where possible via electronic file sharing. Elected officials and lay appointees shall receive the meeting per diem approved by County Council from time to time.

Amendment/Review

County Council reserves the right to revoke, suspend, or amend this document at any time. In the event that County Council revokes, does not renew or fund the Regional Incentives Program, the mandate of the Regional Incentives Program Review Committee granted hereunder shall immediately cease.



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	By-law No. 2021-36 - To Repeal By-law No. 2021-10

RECOMMENDATION:

THAT By-law No. 2021-36, being a By-law to repeal By-law No. 2021-10, be read and passed in Open Council, signed and sealed this 12th day of May, 2021.

BACKGROUND:

By-law No. 2021-10, appointed Jessica Manley as a marriage officiant for the Township of North Dundas. Due to her recent resignation, this By-law is no longer required.

OPTIONS AND DISCUSSION:

1. **Adopt By-law No. 2021-36 – recommended.**
2. **Do not adopt the By-law – not recommended.**

FINANCIAL ANALYSIS:

N/A

OTHERS CONSULTED:

N/A

ATTACHMENTS:

By-law No. 2021-36

PREPARED BY:

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

REVIEWED & APPROVED BY:

**Angela Rutley, BBA
CAO**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY- LAW NO. 2021-36

Being a By-law to Repeal By-law 2021-10

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

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

AND WHEREAS Council, on the 19th day of January, 2021, did pass By-law No. 2021-10, being a By-law to appoint Jessica Manley as a marriage officiant for the Township of North Dundas

AND WHEREAS Council deems it advisable to repeal By-law No. 2021-10 due to the resignation of Jessica Manley;

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

- 1.0 That By-law No. 2021-10, being a By-law to appoint Jessica Manley as a Marriage Officiant for the Township of North Dundas be repealed.
- 2.0 That any other By-law inconsistent with this By-law is hereby repealed.

READ and passed in Open Council, signed and sealed this 12th day of May, 2021.

MAYOR

CLERK



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	May 12, 2021
Subject:	By-law No. 2021-01 Officers & Committees

RECOMMENDATION:
THAT By-law No. 2021-01, being a By-law for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations be amended as presented this 12th day of May, 2021.

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


The attached by-law reflects amendments to the following positions: Deputy Clerk/Executive Assistant to the Director of Planning, Building & Enforcement, Property Standards Committee Secretary, Committee of Adjustment Secretary, Civil Marriage Officiant and AMPS Hearing Officer.

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

OTHERS CONSULTED:
 Director of Planning, Building & Enforcement

ATTACHMENTS:
 By-law No. 2021-01

PREPARED BY:



Jo-Anne McCaslin, CMO
Municipal Clerk

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-01

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

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

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

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

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

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

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

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

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

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

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

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

As amended, March 23rd, 2021.

As amended, May 12th, 2021.

MAYOR

CLERK



KEY INFORMATION REPORT

Economic Development and Communications

May 12, 2021

SUBJECT: New Township Website

- In September 2020, UpanUp was hired to complete a new Township website, which followed a Request for Proposal that was collaboratively done with North Stormont and the Counties SDG.
- We have worked closely with UpanUp to create the design for the website, transfer content and have completed several rounds of adjustments to the beta website.
- It is anticipated that the new Township of North Dundas website will be launched in mid-May, which features a more modern style with a greatly enhanced user experience compared to our old website.
- Noteworthy features of the new website include a popular resource section, revised main menu, enhanced search tools, a subscribe for email updates feature and a consistent design throughout the site that is accessibly compliant.



KEY INFORMATION REPORT Waste Management Services

May 12, 2021

SUBJECT: May 15th HHW Cancellation

Due to the Covid-19 restrictions the May 15th Hazardous Waste Day has been cancelled. With there being a possible 10 to 12 people working at the event and possibly 180 to 200 vehicles entering the facility, it would be impossible to comply with the restrictions imposed. The next scheduled event day will be June 12th.

Notices have been placed on the Township website, Facebook, Twitter and HHW icons removed from Recycle Coach.

Notices were also placed in The Record, The Leader, North Dundas Times and also Nation Valley for the weeks of May 3rd and May 10th.

Thank you,

Doug Froats



KEY INFORMATION REPORT Recreation and Culture May 12, 2021

SUBJECT: \$2 Million in Funding for the Hallville Community Park

The Township is pleased to announce that we have received funding approval on our application to the “Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream”. The program funds go towards investing in community, culture and recreational projects that help deliver vital services for communities, foster greater social inclusion and improve the quality of life for residents across the province.

The funding will be used to develop the Hallville Community Park over the coming 6 years. The Federal Government has committed to contribute \$1,091,477, the Provincial Government has committed to contribute \$909,473 and the Township of North Dundas will contribute \$727,742 for a total project funding of \$2,728,692.

The project will see the creation of a multi-purpose park with picnic tables, paved bike and pedestrian paths, an outdoor rink and maintenance building, an AODA compliant play structure and swings, a pavilion, parking, and new tree plantings. The major roadway adjacent to park will be widened and traffic delineators and crosswalks will be installed for pedestrians, promoting active transportation and pedestrian access to the park. This will provide the residents of Hallville and surrounding area with a venue to enjoy the outdoors and maintain a healthy and active lifestyle.

A public consultation via a virtual meeting and/or survey, will be announced in the near future, to discuss the details of the project and the development options.

After the public consultation, next steps will include tendering for the procurement of an engineering firm to design & plan for site preparation and services, such as drainage, elevation of low-lying areas, electricity, water, etc. This step will help provide a timeline for construction and for the introduction of amenities.

MPP Jim McDonnell published the attached press release regarding six recreational infrastructure projects across SD&G, which will be receiving funding from the Investing in Canada Infrastructure Program. This of course includes the development of the Hallville Community Park.

- [Home](#)
- [News](#)
- [COVID-19 Information](#)
- [About Jim](#)
- [SD&SG](#)
- [Services](#)
- [Petitions](#)
- [Contact Jim](#)
- 

MPP Jim McDonell Announces an Over \$2.3 Million Investment to Improve Recreation Infrastructure In Stormont-Dundas-Glengarry

Archives

Archives

APRIL 29, 2021

(CORNWALL)—Today, Jim McDonell, Member of Provincial Parliament for Stormont-Dundas-South Glengarry announced that the Government of Ontario is investing over \$2.3 million in six local recreational infrastructure projects through the Investing in Canada Infrastructure Program.

“As the weather begins to get warmer, the need for sport and recreational infrastructure becomes even greater as it provides members of the community an opportunity to enjoy the outdoors while maintaining a healthy and active lifestyle,” said MPP McDonell. “That’s why our government’s investment into local community, culture and recreation infrastructure projects like sport arenas and play structures could not have come at a better time.”

The Investing in Canada Infrastructure Program is a cost-shared, application-based infrastructure funding opportunity. Contributions to this project are as follows:

Recipient	Project Title	Federal Funding	Provincial Funding	Recipient/ Other Funding
Township of North Dundas	Development of Hallville Community Park	\$1,091,477	\$909,473	\$727,742
Township of North Glengarry	Refurbishment of the Glengarry Sports Palace	\$863,550	\$719,553	\$575,772
Township of South Glengarry	Char-Lan Recreation Centre Ice Pad Replacement	\$560,000	\$466,620	\$373,380
City of Cornwall	Safe and functional community Hub Centre Charles- Emile-Claude	\$166,800	\$138,986	\$104,205
Township of South Stormont	Community Parks – Pavilion Projects	\$116,600	\$97,157	\$77,743
Township of South Stormont	Two Play Structure Upgrades	\$62,100	\$51,745	\$41,405

This investment will go a long way in supporting the improvement of local community infrastructure.

“All of these local infrastructure projects support families and communities as Ontario continues to protect people’s health and economy. Getting shovels in the ground will positively impact the lives and well-being of every resident in each of these towns for years to come,” said Laurie Scott, Ontario’s Minister of Infrastructure.

Now, residents can look forward to a new ice pad, better play structures, upgraded park spaces and more.

-30-



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Toronto Office
 23rd Floor Suite 2302
 777 Bay St, Toronto, ON M5G 2E5
 Tel: 416-585-7000

Cornwall Office
 Time Square
 120 Second Street West
 Cornwall, ON K6J 1G5
 Tel: 613-933-6513
 Fax: 613-933-6449



DEPARTMENT ACTIVITY UPDATES

Finance
May 12, 2021

KEY FINANCIAL DATA:

Bank Balances

Bank Balances	2021 Apr 30 th	Last Month Mar 31 st 2021	Last Year-2020 Apr 30 th
General Operating Acct	13,326,158.40	11,871,800.13	10,658,495.47
Cash, GIC's, (Reserve Fund)	5,250,870.88	5,245,887.02	6,814,389.47
Total	\$18,577,029.28	\$17,117,687.15	\$17,472,884.94

Taxes Receivable Outstanding	Apr 30 2021	Apr 30 2020	Apr 30 2019
Current Year (2021)	1,223,217.04	1,493,607.88	1,131,594.42
One Year in Arrears (2020)	701,861.79	766,655.67	764,827.35
Two Years in Arrears (2019)	363,971.39	433,935.08	373,073.62
Three Years in Arrears (2018+)	481,720.52	497,711.97	397,622.50
Penalty & Interest	200,481.96	234,198.39	215,905.19
Sub-Total	2,971,252.70	3,426,108.99	2,883,023.08
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(93,604.52)
Taxes Receivable	<u>\$2,877,648.18</u>	<u>\$3,332,504.47</u>	<u>\$2,789,418.56</u>
Taxes Billed to Date	10,390,013.36	9,755,115.80	9,501,764.40
Percentage o/s Over Levy	27.696%	34.162%	29.357%

Net taxes receivable last month were **\$3,633,354.06**; this month's balance of **\$2,877,648.18** represents a decrease over last month in the amount of **\$755,705.88**. This is due to collections of our interim tax billing that had a due date of March 31st.

Tax arrears for this year, expressed as a percentage of the interim levy, indicate a marked decrease over the previous two years –especially last year (2020). This is not surprising as the due date last year (as a result of COVID-19) was extended for 30 days to April 30th 2020, and therefore payments were slower to come in during the month of March.

Taxes receivable also include other charges that have been added to the tax roll for collection purposes, all of which serve to increase the balance of taxes outstanding.

Year-End Audited Financial Statements – 2020

- The auditors were “present” – both virtually and physically - for their annual audit of our books and records during the week ending April 23rd;
- Most of the audit was performed remotely and was aided considerably by the availability of our year-end audit binder (which contains many schedules reconciling balance sheet items);
- In addition, the auditors opened a “portal” into which we were able to deposit electronic copies of worksheets and other supporting data, such as invoices or other audit evidence.
- Many phone calls/emails /text messages and the like – to answer questions they had and to provide additional data.
- This remote audit was all necessitated by the “third wave” of COVID-19 which culminated in not only our offices being closed to the public but also the auditors themselves were here physically for only one day.
- The auditors are currently finalizing their file; many questions of a housekeeping nature (mainly variance analysis), 3rd party audit confirmation requests, etc.
- Currently scheduled to send us the DRAFT financial statements by May 17th at which point we will review them and clear up any questions that we may have. The intent is to present the DRAFT financial statements to council at our meeting of May 25th - or failing that – at the June 9th council meeting.

ACTIVITIES:

- Assisted Public Works department with filling out and filing Drainage Superintendent and Drain Maintenance Grant Applications – due April 30th
- Assisted with preparation of 2021 Final Tax Rate By-law and completion of Appendix A
- Vacation for 8 days, from April 6th to 9th and April 27th – April 30th
- Working with auditors and our staff re year-end audit
- Attended online council meeting – April 13th
- Attended Dept Head meeting – electronically – April 26th
- Daily contact with staff and office to schedule work, respond to email requests/phone meetings, etc.



DEPARTMENT ACTIVITY UPDATES
Economic Development and Communications
May 12, 2021

Economic Development

- The SDG Counties Regional Incentives Program is anticipated to have its first application intake in June. Council is required to adopt a by-law for a revised Regional Incentives Program that will trigger an appeal period, which will conclude with the Counties declaring the application intake open.
- Participated in the EDO Working Group meeting on April 14th, hosted by the newly hired Manager of Economic Development for the Counties, Tara Kirkpatrick.
- Hosted the “Ec. Dev. Chat Lounge” on April 22nd in partnership with the Chamber of Commerce and several local businesses over Zoom to update them on funding programs and to have a wholesome discussion on their strategies to cope with COVID-19.
- Attended the “New Normal” webinar series hosted by EDCO in partnership with EDAC and the University of Waterloo. The three sessions were: Virtual Resilient Economic Development 101 for Rural Communities (April 14th), Business Retention and Expansion from a Distance (April 21st) and The New Virtual Investment Pitch (April 28th).
- Attended the April 28th Tele-Townhall hosted by the Counties that featured the CFDC, CBEC, MPP Jim McDonnell and special guest Minister Lisa MacLeod to review the latest small business COVID-19 support programs.
- Actively promoting the Regional Incentives Program to North Dundas businesses and engaged in several discussion with businesses on crafting their application. As well, promoted the Eastern Ontario Agri Food Networks “Local Food Portal” and the Counties Business Support Townhall Meeting.
- Working with a local industrial building owner and the MEDJCT to begin a significant provincial funding application to help with their expansion.
- Submitted a grant application for funding in the amount of \$127,500 from the Canada Healthy Committees Initiative to fund the creation of professional business showcase videos as part of the 2021 Local Business Expo. A response is expected by mid-May.
- 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 business’ challenges and support required.

Communications

- Attended a Drupal CMS training session provided by UpanUp to learn how to manage the content on our new website. Worked extensively with UpanUp to transfer content from our existing website to the beta staging website. The anticipated launch date of the new Township website is mid-May.
- Working on preparing the Spring Township Newsletter that'll be distributed with the property tax bills in June.
- 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

May 12, 2021

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

Administration:

1. Issued tender for paving of various roads and recommend the award.
2. Issued tender for stones on gravel roads and recommend the award.
3. Issued tender for sidewalk construction and recommend the award.
4. Initiate ditching work on various roads through three (3) local ditching contractors based on hourly rate basis along roadways identified for paving in 2021. Completed the utility locates for the work.
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. Continue to refine public works operations and procedures.
8. Coordinate with insurance with regard to stolen backhoe # 3243.
9. Completed hiring of second lead hand position.
10. Prepared template for daily activity sheets for operation staff.

Transportation:

Roads Operations:

- 1) Hiring of summer students in progress.
- 2) Work on E11s and replace damaged mail boxes as required.
- 3) Installation and removal of half load restrictions signs.
- 4) Road patrol with Rover software / camera system to monitor pot holes, as needed.
- 5) Pot hole / patching at various locations.
- 6) Installation of new signs and replacement of defective signs, as needed.
- 7) Brushing of trees and shrubs along roadway in ditches.
- 8) Removals of blockages at culverts and beaver dams at drains.
- 9) Removals of winter equipment from snow plow trucks.
- 10) Grading of gravel roads in progress.

Fleet:

- 1) Annual Inspections Completed – 7754, 7757, 3212, S2A and P3.
- 2) Mechanical Fitness Inspections Completed – 42, 43, 7755, 7761.
- 3) Seasonal preparation of Recreation Department mowers, trimmers and lawn and field maintenance equipment.

- 4) 3273 Remove winter maintenance equipment and install and service sweeper.
- 5) 3231 Repairs and maintenance of wood chipper.
- 6) 3272 Service and prepare water pump.
- 7) 3203 Remove winter maintenance equipment and tailgate. Install and service water tank and pump.
- 8) 3213 Remove snow blower and install boom mower.
- 9) 3217 Wet service and replace inoperative wiper motor. Replace tires.
- 10) Adjust hydraulic relief pressure to repair performance issue with the brush head.
- 11)3223 Wet service and maintenance. Replace scar fire edges.
- 12)3224 Wet service and maintenance. Repair head lights.
- 13)3282 Install battery and seasonal preparation of asphalt roller.
- 14)3215 Replace front and rear brake pads and rotors to correct a brake pulsation issue.
- 15)42 Sent out to have body repairs due to corrosion.
- 16)7755 Repair left and right-hand floor pans. Replace left and right lower ball joints. Remove right exhaust manifold and extract broken bolt from head.
- 17)3205 Repair fuel leaks at tank – repair exhaust leak under cab – replace leaking tarp cylinder.
- 18)Facility Inspection.
- 19)Ordered and received new HD diagnostic scan tool.

Water and Wastewater:

1. Discuss with property owners with regard to potential purchase of land for new well(s). Conducted appraisal on lands. Continue to review and discuss with J. L. Richards with regard to water and wastewater capacity constraints.
2. Continue to work on water class environmental assessment study, etc.
3. Various operation and maintenance activities by OCWA including rehabilitation work at Chesterville well 5 and Winchester well 7.
4. Flushing of sewers in the villages of Winchester and Chesterville.



DEPARTMENT ACTIVITY UPDATES
 Waste Management Services
 May 12, 2021

FINANCIAL INFORMATION:

March	April
Total Fees.....\$11,043.25	Total Fees.....\$13,766.50
Fees Charged.....\$ 4,468.25	Fees Charged.....\$5,586.50
Fees Paid.....\$6,575.00	Fees Paid..... \$8,180.00
Cash on Hand.....\$100.00	Cash on Hand.....\$100.00

Wards	MARCH	APRIL
1. (Twp of Win)	800	640
2. (Twp of Mtn)	480	600
3. (Vill of Win)	720	720
4. (Vill of Ches)	320	400
5. Other (Boyne)	736	885
Total Cubic Yards	3,056	3245
Total Metric Tonnes	277.82	295

Recyclables

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

Tonnages of Processed Material Year to Date

Mar 16th to April 15th

Fibre-----	31.59 MT	112.08 MT
Plastic/Cans/Glass—	19.55 MT	81.54 MT
Total		193.62 MT

WORK COMPLETED (up to May 1st)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working with Golder on Technical Studies
- Boyne Road Landfill clean up and organizing
- Organizing for first HHW Day (Cancelled due to restrictions)
- Organizing Leaf and Yard waste pilot project for May
- Working on 2020 Data Call for Blue box funding
- Working on hiring process for Part time Truck driver/labourer



DEPARTMENT ACTIVITY UPDATES

CAO

May 12, 2021

- Virtual attendance at weekly updates from Dr. Paul of the EOHU
- Liaised with lawyers on current files
- Participated in SDG CAO meetings to discuss ongoing challenges, share ideas and best practices and to explore opportunities to collaborate
- Reviewed Community Grant applications and met with Review Committee to discuss
- Attended SDG CAO and Waste Management Staff meeting with Consultant Derek Ali, regarding the Regional Waste Management Study that was presented to County Council in April. Mr. Ali will be presenting to North Dundas Council at the May 12th meeting.
- Participated in April 28th Site Plan meeting regarding ongoing developments
- Ongoing contact with property owners regarding potential sites for a test well
- Participation in April 13th and 27th Council meetings
- Drafted Working from Home/Tele-commuting policy and once approved by Council, requested signed copies from employees that are working remotely
- Worked with staff to respond to requests from the EOHU regarding staffing for vaccination clinics
- Met with Building Division staff to review and adjust COVID safety protocol with respect to building inspections, and to ensure that our inspectors are following protocol and not potentially exposing themselves to COVID by entering buildings/rooms when they are occupied by people who are not wearing masks
- Responding to questions from members of Council as required

Human Resources issues as required including:

- Reviewed and revised Administrative Services Assistant job description and following Council approval, the Deputy Clerk advertised the position.

- Reviewed and approved Summer vacation requests for office staff
- Completed employment agreement for Public Works staff member
- Ongoing collaboration with the Treasurer to reassign duties to revised positions, ensure adequate training and overall success of the department.
- Worked with Director of Planning Building & Enforcement to determine available resources to train with Deputy Clerk/Executive Assistant Jess Manley who handed in her resignation with two weeks of notice. Contract employee Belle McIntyre transitioned from assisting Public Works and Finance, to training with Ms. Manley to be able to fill in until a candidate is chosen through the regular hiring process.
- Reviewed staff requests to work remotely and devised schedule to ensure that sufficient staff are in the office to maintain service level to the public.
- Drafted and circulated staff memo related to vaccines including how to determine if you are eligible and how to book a vaccine appointment
- Organized presentation of Years of Service Awards to the following staff who achieved milestones in 2020:
 - Robert Durant 25 years
 - Tom Sloane 25 years
 - Carl Munro 15 years
 - Laurie Piche-Gibson 5 years



DEPARTMENT ACTIVITY UPDATES

Clerk

May 12, 2021

- Participating in weekly scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul) and Emergency Management Ontario.
- Weekly calls Emergency Planner, Kevin Spencer, MCEG meeting preparations
- Interviewed candidates for the Administrative Services Assistant position
- Meetings with Escribe to discuss system implementation & training schedules
- Discussions with Image Advantage re: Filehold project
- Insurance matters – ongoing discussions with Municipal Broker
- Corresponding with Lawyers – re: property matters
- 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 – April 27 & May 12

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-37

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 and In Camera Meetings held on April 27, 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 May 12, 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 12th day of May, 2021.

MAYOR

CLERK