

AGENDA
Township of North Dundas
636 St. Lawrence Street Winchester ON
Tuesday, May 19, 2020 7:00 PM

Page

- 1. Call Meeting to Order by Resolution**
- 2. Adoption of Agenda**
 - a) Additions, Deletions or Amendments
All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 3. Disclosure of Pecuniary Interest and General Nature Thereof**
- 4. Adoption of Minutes**
 - a) [Regular Meeting - May 5, 2020](#) 4 - 10
- 5. Delegations**
- 6. Closed Session**
- 7. Open Session**
- 8. Action Requests**
 - a) **Finance**
 - i. [Property Tax Deadline Extension and Waiving of Penalties and Interest Charges](#) 11
 - ii. [Transfer of 2019 Surplus](#) 12 - 15
 - iii. [Asset Management Training with AMO](#) 16 - 22
 - b) **Economic Development and Communications**
 - c) **Public Works**

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e)	Planning Building and Enforcement	
f)	Recreation and Culture	
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a)	Integrity Commissioner Annual Report - 2019 Action Recommended: That Council receive and file for information purposes.	95 - 100

<ul style="list-style-type: none"> b) Township of Armour Resolution - High Speed Internet Connectivity in Rural Ontario Action Recommended: That Council receive and file for information purposes. c) Township of Mapleton Resolution - Review of Farm Property Class Tax Rate Programme Action Recommended: That Council receive and file for information purposes. 	<p>101 - 103</p> <p>104 - 105</p>
13. Boards and Committees	
<ul style="list-style-type: none"> a) South Nation Conservation Update Action Recommended: That Council receive and file for information purposes. 	<p>106 - 113</p>
14. Motions and Notices of Motions	
15. Petitions	
16. Council Comments and Concerns	
17. Unfinished Business	
18. Ratification By-law	
<ul style="list-style-type: none"> a) By-law No. 2020-29 	<p>114</p>
19. Adjournment by Resolution	

2. Adoption of Agenda
Resolution No. 02
Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy
THAT Council approve the agenda as amended.
Additions: PWS - Request for Tile Drainage Loan,
Finance - Deferral of May interest.
3. Disclosure of Pecuniary Interest and General Nature Thereof – NIL
4. Adoption of Minutes
 - a) In Camera Meeting March 3, 2020 & Regular Meeting April 7, 2020
Resolution No. 03
Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy
THAT the minutes of the in camera meeting held March 3rd, 2020 and the regular meeting of the Council of the Township of North Dundas, held April 7, 2020 be adopted as presented.
CARRIED
5. Delegations – NIL
6. Closed Session – NIL
7. Open Session – NIL
8. Action Requests
 - a) Finance - NIL
 - b) Economic Development and Communications – NIL
 - c) Public Works
 - i) 2019 Annual & Summary Reports North Dundas Drinking Water System
Resolution No. 04
Moved by Councillor Annable
Seconded by Councillor Thompson
THAT the Council of the Township of North Dundas receive and accept the 2019 Summary and Annual Reports of Water Quality Information for the North Dundas Drinking Water Treatment and Distribution System, provided by Ontario Clean Water Agency in accordance with O. Reg 170/03 Schedule 22.
CARRIED

- ii) Tile Drainage Loan
Resolution No. 05

Moved by Councillor Annable
Seconded by Councillor Thompson

THAT Council accept the Application for Tile Drainage Loan as submitted for land to be drained in Part Lots 4 & 5 Concession 8 (65 acres) former Township of Mountain, and authorize funding in the amount of \$50,000 in accordance with the Agricultural Tile Drainage Installation Act and the Tile Drainage Act.
CARRIED

- d) Waste Management – NIL

- e) Planning Building and Enforcement

- i) Woods Subdivision Private Road to Public Road
Resolution No. 06

Moved by Councillor Annable
Seconded by Councillor Thompson

That Council hereby approves, in principal, that Block 35 on the draft plan of subdivision for Part of Block 'P', Registered Plan 34 (former Village of Winchester) and Part of Lot 4, Concession 6 (former Township of Winchester), known as the Woods Subdivision, may be developed with a public road provided the owner enters into a site plan agreement with the Township, the road is designed and built to municipal standards, approved by the Township Engineer, and is dedicated to the Township following acceptance by the Director of Public Works.
CARRIED

- f) Recreation and Culture

- i) 2020 Summer Staff Hires
Resolution No. 07

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

THAT Council approve the recommendations of the Director of Recreation & Culture, the Director of Public Works and the Facilities Manager, and authorize the hiring of the following individuals (as per the attached list) to work for the Township of North Dundas as summer employees for the 2020 season. (Pay in accordance with the 2020 Part-Time Wages – Hourly wage system plus 4% Vacation Pay)
CARRIED

ii) Status of Municipal Pools for 2020

Resolution No. 08

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT based on the current information from the Province and the Eastern Ontario Health Unit regarding the anticipated continuing requirement for physical distancing and the inability to do this in a public pool setting, and for the health and safety of residents, North Dundas municipal pools will not be opening for the 2020 summer season.

CARRIED

iii) 2020-2021 & 2021-2022 Ice Rental Rates

Resolution No. 09

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council authorize and approve the 2020/2021 & 2021/2022 ice rental rates as recommended.

CARRIED

iv) Community Grant

Resolution No. 10

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council approve that myshoplocal.ca be awarded a \$400 Community Grant.

CARRIED

v) Morewood Cenotaph Committee Request

Resolution No. 11

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT the Morewood Cenotaph Committee be granted use of the Morewood Community Hall, at no charge, for the purposes of hosting planning meetings once a month from May 2020 until the end of December 2021 and up to 3 times per year in 2022 and going forward.

CARRIED

g) Fire – NIL

h) CAO

Budget Amendment office - WIFI upgrade

Resolution No. 12

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

That Council approve budget amendment #2020-02 in the amount of \$2,750 to upgrade the WIFI signal at the municipal office.

CARRIED

i) Clerk – NIL

9. Tenders and Quotations

a) Tender for Gravel Maintenance Construction and Winter Grit

Resolution No. 13

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas accept the Construction and Maintenance Gravel and Winter Grit Tender submitted by A.L. Blair Construction Ltd., for the total price of \$304,676.25 including HST and delivery.

CARRIED

b) Tender for Dust Suppressant

Resolution No. 14

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT the Council of the Township of North Dundas accept the tender for dust suppressant submitted by Pollard Distribution at the total bid price of \$373.75 per tonne, with the option to renew the contract for two additional one-year terms for 2021 and 2022.

CARRIED

10. By-laws

Bylaw No. 2020-25 Appointment of Bylaw Officer Brent Mattice

Resolution No. 15

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT By-law No. 2020-25 being a By-law to appoint Brent Mattice as a Property Standards Officer and a Municipal Law Enforcement Officer be read and passed in Open Council, signed and sealed this 5th day of May, 2020.

CARRIED

11. Key Information

a) Finance

i) Breakdown of 2019 Surplus by Department – Treasurer Gareau reviewed the 2019 surplus by department with Council and provided options for allocation of the funds. Council directed the Treasurer to transfer the entire balance to the General Working Funds Reserve.

ii) Deferral of May Interest - Treasurer Gareau provided four (4) options for Council to consider relating to interest charges. Council agreed to option 2 – waive interest charges for May and June.

b) Economic Development – Shop Local – Economic Development Officer Mann provided information about a new online resource to promote local businesses

(myshoplocal.ca website). Nanda Wubs applied for a \$400 Community Grant from the Township to assist with the cost to create and maintain the website estimated at \$1500. Council agreed to an additional \$200 donation bringing the total donation to \$600.

- c) Public Works - Surplus Equipment – Director Belleau advised Council about two pieces of equipment surplus to the needs of the municipality and provided options for sale. Council agreed with option 1 to advertise both items on the municipal website. A motion to declare the equipment surplus will be presented at the May 19th meeting.
- d) Waste Management Services – Terms of Reference Update – Director Froats provided key information pertaining to the status of the terms of reference submitted to the Ministry of the Environment over eight months ago. Council concurred with asking MPP Jim McDonnell for assistance to establish the whereabouts of this report.
- e) Waste Management Services – Covid 19 Waste Management Update – Director Froats provided an update and changes to operating procedures at the Boyne Road Landfill Site since the onset of Covid-19
- f) Planning, Building & Enforcement – Outdoor Solid Fuel Combustion Appliances By-law – Director Pol advised there are currently no Township By-laws restricting where outdoor solid fuel combustion appliances can be installed. Council. He suggested that having a By-law in place would aid in preventing nuisance and provide Township staff with the means to properly regulate and enforce when required. Council directed Director Pol to prepare a draft by-law for discussion purposes.
- g) Recreation & Culture – Meet Me On Main Street – Director Meerburg advised due to Covid-19 restrictions, it is difficult to plan and prepare for the scheduled 2020 Meet Me On Main Street Event Series. Mayor Fraser noted that sadly, to date, many other community events have been cancelled and at this time it is best to cancel the Meet Me On Main Street series. Council agreed and are hopeful we can hold a community event later in the fall or the winter.
- h) Fire - Burn Ban Update – Fire Commissioner Armstrong advised he corresponds daily with Ottawa Fire for updates on the burn ban status and advised the current burn ban will be lifted Wednesday, May 6th at 7:00 a.m. He noted, a burn ban at this time of year, early spring, is standard and this year the ban was only a few days (less than a week) longer than previous years. The message to burn safely was reiterated as we would like to prevent exposing our fight fighters to COVID-19. If smoke is detected and the department receives a call, the fire fighters must respond.

12. Consent Agenda

Resolution No. 16

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

THAT Council authorize payment of accounts as per the attached Council Report dated April 30, 2020, Batch 60 in the amount of \$2,529,532.28.

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

CARRIED

13. Boards and Committees

Morewood Recreation Committee:

Resolution No. 17

Moved by Councillor Annable
Seconded by Councillor Thompson

THAT Council receive and file the Morewood Recreation Association Report dated April 17, 2020.

CARRIED

14. Motions and Notices of Motions – NIL

15. Petitions – NIL

16. Council Comments and Concerns - NIL

17. Unfinished Business – NIL

18. Ratification By-law

Resolution No. 18

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

THAT By-law No. 2020-26 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 5th day of May, 2020.

CARRIED

19. Adjournment by Resolution

Resolution No. 19

Moved by Councillor Annable
Seconded by Councillor Thompson

THAT Council adjourn to the call of the chair at 9:10 pm.

CARRIED

MAYOR

CLERK



ACTION REQUEST – Finance	
To:	Mayor and Members of Council
Date of Meeting:	May 19, 2020
Subject:	Property Tax Deadline Extension and Waiving of Penalties and Interest Charges

RECOMMENDATION:

THAT Council authorize and direct that the deadline for interim property taxes be extended from June 30th to July 31st and that any interest and/or penalty charges on outstanding property taxes for the months of April, May and June be waived.

BACKGROUND:

This action report is to confirm council’s decision as per Council discussion on April 7th, 2020 , to extend the due date for the next interim tax payment from June 30th to July 31st, and Council discussion on May 5th, 2020, to waive interest charges on outstanding taxes for the months of April, May and June.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The 2020 budget contained an estimate for penalty and interest revenue in the amount of \$330,000; the waiving of interest for these three months will create a significant deficit in that account – the revenue shortfall from the 2020 budgeted amount for the three months of April, May and June is estimated at \$94,000.

OTHERS CONSULTED:

ATTACHMENTS:

NIL

PREPARED BY:

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

REVIEWED & APPROVED BY:

**Angela Rutley, BBA
CAO**



ACTION REQUEST – Finance	
To:	Mayor and Members of Council
Date of Meeting:	May 19, 2020
Subject:	Transfer of 2019 Surplus

RECOMMENDATION:

THAT Council approve the transfer of the 2019 surplus in the amount of \$317,561.35 to the Reserve for General Working Funds in accordance with By-law 2019-17.

BACKGROUND:

Finance Dept prepares an Annual Report for council detailing the annual surplus (deficit) for the year by department and in addition, provides recommendations for the allocation of this surplus – final determination is made by council and the surplus (deficit) is then allocated in accordance with council's directive.

At a previous council meeting (May 5th 2020), council elected to allocate the year-end surplus for the 2019 budget as follows:

Surplus for Fiscal Year, December 31 2019	\$317,561.35
Less: Appropriated for 2020	
Donation to Food Bank, Amendment 2020-09	5,000.00
Upgrade to WIFI System	2,750.00
Sub-Total	7,750.00
Balance of 2019 Surplus	\$309,811.35

OPTIONS AND DISCUSSION:

- Allocate surplus (deficit) to reserves by department in accordance with balances as depicted in Appendix # 1
- Finance Unfinanced Capital Projects carried forward from previous years- See Table A - below
- Undertake additional projects for 2020
- Replenishment of Reserves – most particularly Recreation Dept
- Increase Tax Rate Stabilization Reserve
- Transfer entire balance to General Working Funds Reserve
- Set funds aside to deal with financial impact of COVID-19
- Other projects, as deemed worthy by council

TABLE A – UNFINANCED CAPITAL ITEMS		
Website Design (\$25,000/2 years)		12,500
Roads Needs Study		35,000
Henderson Drain (\$100,000)		40,000
Environmental Assessment		23,000
Admin Building - (c/fwd. projects)- Roof		345,100
Admin Building - HVAC System		94,800
TOTAL, Unfinanced Capital, Dec 31, 2019		\$550,400

FINANCIAL ANALYSIS:

Attached to this report as Appendix #1 is an analysis of the surplus by departmental breakdown for the year ending December 31 2019. Our audit firm, BDO, LLP, have completed the year-end audit and to date, Finance is unaware of any changes to our above-noted surplus amount. The transfer of these funds is consistent with council’s directive as per our By-law #2019-17, which authorized the transfer of any surplus to our General Working Funds Reserve account.

OTHERS CONSULTED:

CAO of the Township of North Dundas
Deputy-Treasurer/Department Heads

ATTACHMENTS:

Appendix # 1 – Breakdown of 2019 Surplus by Department

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

Addendum to Council Presentation						
Finance Department - 2019 Financial Data Presentation						
Surplus (Deficit) by Department				2019 Budget	2019 Actual	2019 Surplus (Deficit)
General Government				(197,748)	(365,412)	167,664
Rounding difference				-	9	(9)
				Note 1	\$ (197,748)	\$ (365,403)
Economic Development				\$ 122,120	\$ 121,529	\$ 591
Fire Stations						
North Dundas				56,300	49,040	7,260
Fire Training				75,795	81,105	(5,310)
Fire Prevention				29,890	23,408	6,482
Morewood				108,530	105,018	3,512
Mountain				158,130	171,123	(12,993)
Winchester				105,240	114,365	(9,125)
Chesterville				81,590	85,694	(4,104)
Fire Protection - Total				\$ 615,475	\$ 629,753	\$ (14,278)
Planning, Building & Enforcement						
Planning & Development				161,425	155,410	6,015
Building				156,448	123,056	33,392
By-Law/Other Protection				144,050	122,656	21,394
Animal Control				62,075	64,023	(1,948)
Planning, Bldg., By-law Enforcement - Total				Note 2	\$ 523,998	\$ 465,145
Public Works						
Transportation Services				3,009,282	2,932,130	77,152
Agricultural & Drainage Works				33,050	17,500	15,550
Public Works - Total				Note 3	\$ 3,042,332	\$ 2,949,630
Recreation, Culture & Other Facilities						
Recreational Services				1,287,781	1,260,446	27,335
Other Facilities				(29,589)	(13,252)	(16,337)
Recreation & Culture - Total				\$ 1,258,192	\$ 1,247,194	\$ 10,998
Waste Management				\$ 870,927	\$ 869,887	\$ 1,040
Variance - Budget vs Actual - Surplus (Deficit)				\$ 6,235,296	\$ 5,917,735	\$ 317,561

Surplus (Deficit) by Department				2019 Budget	2019 Actual	2019 Surplus (Deficit)
Analysis of Surplus (Deficit)						
Note 1.	General Government			\$ 167,655		
	Supplemental Taxes			(60,000)	(84,786)	24,786
	Penalties & Interest on Taxes			(290,000)	(320,273)	30,273
	Provincial Funding			(6,115)	(18,597)	12,482
	Interest Income			(71,500)	(125,821)	54,321
	Wages and benefits			766,600	750,162	16,438
	Office Supplies, postage, Insurance			96,450	76,073	20,377
	Analyzed Savings - General Government			\$ 435,435	\$ 276,758	\$ 158,677
Note 2.	Planning, Building, By-Law Enforc't			\$ 58,853		
	Building Permit Revenues			(120,000)	(136,988)	16,988
	Building - Salaries			225,500	200,075	25,425
	By-law Enforcement Salaries			132,200	114,149	18,051
	CBO - Sub Contractors			3,000	14,504	(11,504)
	Planning & Development - Salaries			165,100	152,727	12,373
	Analyzed Savings - Planning, Building, Etc.			\$ 405,800	\$ 344,467	\$ 61,333
Note 3.	Public Works			\$ 92,702		
	Aggregate Income			(35,000)	(75,597)	40,597
	Hydro Mtce - share of expenses			-	(10,100)	10,100
	Fuel			140,000	130,250	9,750
	Legal Fees			10,000	-	10,000
	Salaries and Wages - Drainage			41,900	35,101	6,799
	Expenses Township owned drains			8,000	-	8,000
	Analyzed Savings - Public Works			\$ 164,900	\$ 79,654	\$ 85,246



ACTION REQUEST – Finance	
To:	Mayor and Members of Council
Date of Meeting:	May 19, 2020
Subject:	Asset Management Training with AMO

RECOMMENDATION:

THAT Council approves the Township of North Dundas’ participation in the Asset Management Training Program with the Association of Municipalities of Ontario (AMO) as per attached Letter of Support and Commitment.

BACKGROUND:

As per Ontario Regulation 588/17, we are required to have an Asset Management Plan in place, for core assets (roads, bridges, water and sewer infrastructure) by July 1, 2021 and for all other assets, by July 1, 2023. These plans must be approved by Council.

Although the regulation has provided directives on what is required in the Asset Management Plan (AMP), it has provided very little direction in how to accomplish this; it is our opinion that Township employees would benefit greatly from some formal training on how to create and implement such a plan.

The extent of the above issue appears to be systemic throughout municipalities in Ontario, in that The Federation of Canadian Municipalities, Municipal Asset Management Program, has partnered with the Association of Municipalities of Ontario (AMO), to offer free asset management technical assistance to Ontario municipalities.

We are fortunate to have acquired the services of Michelle Dorie, Accounting Clerk, as a summer student in May of 2019. During the past year, she has taken the lead in maintaining our capital asset records, and has expressed an interest in participating in the above program. She has done an excellent job in completing the required processes for capital asset reporting for our year-end financial statements and has started to “scrub” our data in preparation for updating the Asset Management Plan. Michelle has been working in concert with Dan Harper, (our provider of accounting software), in an effort to meet our reporting requirements.

It is our opinion that Michelle would be an excellent candidate to take the lead in this project as our representative. She is hard-working, articulate, and is becoming very well versed in what we are trying to do here; she very much enjoys the work. Michelle wants to do this – even though most of it will be online and some of it will be on her own time – as some of the training will take place when she is back at school from September to December. She has worked well with Dan Harper and continues to do so, making excellent recommendations to Dan – which he is taking seriously enough – that he is making changes to his software program. Their collaboration is resulting in a better overall product and we are going to be the beneficiaries of this work.

In addition, the Township would benefit significantly from staff and Council improving their knowledge and understanding of an AMP. This would assist all of us in understanding Tangible Capital Assets and their role in service delivery, as well as completing a multi-year asset replacement schedule. It should also improve our success rate in future funding applications with senior levels of government.

The training will also provide Township representatives with a more thorough understanding as to what the Province is looking for in a comprehensive AMP. By participating in this program, we would be grouped with other municipalities in our area to share data, knowledge and best practices.

An Asset Management Plan will also assist in our capital budgeting process. Once the plan is in place, senior staff would be required to refer to the AMP during budget deliberations as to which capital projects are scheduled to be completed and in what order. Adjustments to this schedule would obviously be available as circumstances warrant.

We require council approval – by way of a commitment letter – a copy of which is attached as Appendix # 1.

As a requirement of this program all Council members would need to enroll and complete an online course: “Asset Management: A Primer for Elected Officials”. The course provides fundamental information on asset management and how it can be used as a decision-making tool by Council to identify local infrastructure investment priorities. The course would be completed by individuals at their own pace. It is estimated to take up to 1.5 hours to complete.

OPTIONS AND DISCUSSION:

1. That Council approves of the Township's participation in the Asset Management Training Program with the Association of Municipalities of Ontario (AMO) - recommended.
2. That Council does not approve of the Township's participation in the Asset Management Training Program with the Association of Municipalities of Ontario (AMO) - not recommended.

FINANCIAL ANALYSIS:

There is no cost to municipalities to register for this training. There may be incidental expenses incurred to attend various workshops and remote coaching sessions, but the cost of these would be minimal.

OTHERS CONSULTED:

Angela Rutley, CAO, Township of North Dundas
Michelle Dorie, Accounting Clerk, Township of North Dundas

ATTACHMENTS:

Letter of Support and Commitment, Appendix #1

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



PO Box 489
636 St. Lawrence Street
Winchester, ON K0C 2K0

May 19, 2020

Letter of Support and Commitment

Overview

The Federation of Canadian Municipalities' [Municipal Asset Management Program](#) (MAMP) has partnered with the Association of Municipalities of Ontario (AMO) to offer free asset management technical assistance to Ontario municipalities. Through this partnership, AMO will provide asset management training from Fall 2020 to September 2021 to staff and elected officials.

The focus of this project is to build municipalities' internal capacity and strengthen asset management culture by educating municipal staff and elected officials on key concepts and reviewing their asset management governance structure in order to help them:

- Establish asset hierarchies;
- Identify existing data gaps,
- Establish levels of service;
- Use risk assessments to facilitate Council decision-making; and
- Link infrastructure investment priorities with financial strategies.

Delivery

The training will be delivered by AMO and [Asset Management Ontario \(AMONTario\)](#).

Each participating municipality will be grouped with 8-10 other participating municipalities within the same geographic area (based on neighboring counties and districts in [AMCTO zones](#)) to form a cohort that will serve as a regional community of practice for collaborative learning and the sharing of experiences between neighboring municipalities.

Training activities for staff include participating in two (2) full-day workshops at a central location for each cohort and five (5) remote coaching sessions covering the project milestones supplemented by individual coaching sessions as requested or deemed necessary.

Municipalities are asked to pick an asset category of their choice and work with various tools and templates that require input from key staff in finance, public works and other asset portfolios. Municipalities can also pick multiple asset categories depending on participating staff areas of interest and time commitment. Participating staff will also get to hear from their peers from neighboring municipalities about any challenges they are facing or the progress they are making in asset management.

Elected officials from participating municipalities are required to complete AMO's [on-line course on asset management](#) that provides fundamental information on role of Council and how asset management can be used as a decision-making tool to identify local priorities. This course is free for elected officials.



AMONTario will help connect participating municipalities with regional communities of practice to reinforce collaboration and knowledge-sharing.

Outcomes

At the end of the project, participating municipalities are expected to demonstrate progress in at least one competency of the FCM's [Asset Management Readiness Scale \(AMRS\)](#): policy and governance, people and leadership, data and information, planning and decision-making, and contribution to asset management practice via internal and external knowledge sharing. This is a minimum expectation and most municipalities that have participated previously demonstrated progress in multiple competencies.

Schedule of Activities

Cohort Activity	Timeline
Municipality's initial assessment on the readiness scale	August 2020
Elected Officials to complete AMO's on-line course	Fall 2020
Introductory full day workshop	September – October 2020
First milestone on asset management governance	October 2020
Second milestone on asset hierarchy and data gap analysis	November 2020 – January 2021
Third milestone on levels of service	February – March 2021
Fourth milestone on risk assessment	April – May 2021
Fifth milestone on financial strategy	June – July 2021
Final full day workshop	August – September 2021
Municipality's final assessment on the readiness scale	September 2021
Participant evaluation form (to be completed by all participants)	September 2021

Next Steps

Corporation of the Township of North Dundas agrees to fully support its staff representatives in successful completion of this asset management technical assistance project. This letter outlines the following commitments:

1. Commitment to participate in the project by multi-disciplinary staff from various departments like finance, public works (engineering or operations), administration, etc.
2. Commitment to attend all training sessions by staff participants listed in the letter of commitment (see next page).
3. Commitment to finding a suitable replacement in case a signatory staff participant withdraws in order to ensure completion of training program.
4. Commitment by elected official(s) to complete AMO's free on-line course on asset management.



5. Commitment to share required municipal data to complete all training activities associated with the five (5) project milestones in collaboration with the trainers within the prescribed time frame.
6. Commitment to share all draft work from the project and attendance stats with FCM to attest to the completion of training.
7. Commitment to complete municipality's initial assessment and final assessment to demonstrate progress using FCM's Asset Management Readiness Scale.
8. Commitment by all participants to individually complete project evaluation form.

Tony Fraser
Mayor

Signature

Date

List of Participants

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

Signature

Date

Johanna Barkley
Deputy Treasurer

Signature

Date

Michelle Dorie
Accounting Clerk

P.O. Box 489, 636 St. Lawrence Street, Winchester, Ontario K0C 2K0



Signature

Date

Dan Belleau
Director of Public Works

Signature

Date

Meaghan Meerburg
Director of Recreation and Culture

Signature

Date



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	May 19, 2020
Subject:	Winter Maintenance Agreement with SDG County

RECOMMENDATION:

THAT the Council of the Township of North Dundas hereby authorizes the Mayor and CAO to execute a five year Winter Maintenance Agreement to provide shared services for snow removal between the United Counties of SDG and the Township of North Dundas.

Five years ago the Township entered into an agreement with SDG County for winter maintenance services on selected County Roads and in return the County would maintain the Boyne Rd plus pay a premium for maintenance services for the difference in kilometers as specified in this agreement.

The attached agreement will continue the contracted winter maintenance of various County roads by local municipalities for the next five years.

See list below of County roads that are maintained by the Township of North Dundas

North Dundas

- County Road 3, from County Road 31 to County Road 7
- County Road 7 from County Road 9 to County Road 43
- County Road 37 from County Road 7 to County Road 43
- County Road 38 from County Road 31 to County Road 3

Note: The County is performing winter maintenance on Boyne Road as part of this agreement.

OPTIONS AND DISCUSSION:

1. **Approve the winter maintenance agreement with SDG** - recommended.
The proposed agreement is required to achieve increased levels of service as desired by Council. Both the County and North Dundas are informally in support of the changes.

2. **Do not approve the existing winter maintenance agreement** - not recommended.

FINANCIAL ANALYSIS:

Under the County-Municipal Agreement, local municipalities are compensated per lane kilometer of road maintained based on historical costs incurred by the County to maintain its road network.

The Township would be compensated approximately \$24,000 per winter period according to this agreement.

Payment amount shall increase by the rate of inflation listed in the Consumer Price Index as published by StatsCan for the 12 month period from May-April for the duration of this agreement.

The proposed changes will have an impact on North Dundas as there will be added responsibility and costs associated with the additional winter maintenance work. The additional compensation (provided by the County) is intended to offset the financial burden of the additional work. The agreement includes an additional provision to accurately account for the net difference of material used by either party.

OTHERS CONSULTED:

- Local Municipalities within SDG
- Halpenny Insurance (review and confirm insurance requirements)

ATTACHMENTS:

Five year Winter Maintenance Agreement with SDG

PREPARED BY:



Dan Belleau
Director of Public Works

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

WINTER MAINTENANCE AGREEMENT

BETWEEN:

The Corporation of the United Counties of Stormont, Dundas, and Glengarry
hereinafter the "**County**"
OF THE FIRST PART

- AND -

The Corporation of the Township of North Dundas
hereinafter the "**Township**"
OF THE SECOND PART

WHEREAS:

1. The County is the owner of SDG County Road 3, SDG County Road 7, SDG County Road 9, SDG County Road 37, and SDG County Road 38 legally described as referenced in "Schedule A"; and,
2. The County desires that the Township annually perform winter maintenance on SDG County Road 3, SDG County Road 7, SDG County Road 9, SDG County Road 37, and SDG County Road 38 in the locations physically described in "Schedule A".
3. The Township is the owner of Boyne Road, legally described as referenced in "Schedule A"; and,
4. The Township desires that the County annually perform winter maintenance on Boyne Road in the location physically described in "Schedule A".

NOW THEREFORE IN CONSIDERATION of the rents reserved and the covenants contained in this Agreement on the part of the County and the Township:

1. The Township agrees to perform the winter maintenance on SDG County Roads on the following terms and conditions:
 - a. The Township agrees to perform the following services on SDG County Roads from the third Monday of November to the third Monday of April, annually:
 - i. Routine Winter Road Patrol, Plowing, and Application of Anti-Icing material; and,
 - ii. Notify the County as soon as practicable of any major road or drainage defects that are observed during patrol that need correcting. i.e. Signage deficiencies, washouts, potholes, etc.
 - b. The County agrees to perform the following services on SDG County Roads:
 - i. Drainage maintenance, including the clearing of ditches, catch basins and storm drains; and,
 - ii. Road surface maintenance, including the repairing of potholes, cracks and depressions.
2. The County agrees to perform the winter maintenance on Boyne Road on the following terms and conditions:
 - a. The County agrees to perform the following services on Boyne Road from the third Monday of November to the third Monday of April, annually:
 - i. Routine Winter Road Patrol, Plowing and Application of Anti-Icing material; and
 - ii. Notify the Township as soon as practicable of any major road or

drainage defects that are observed during patrol that need correcting.
i.e. signage, washout, potholes, etc.

- b. The Township agrees to perform the following services on Boyne Road:
 - i. Drainage maintenance, including the clearing of ditches, catch basins and storm drains; and,
 - ii. Road surface maintenance, including the repairing of pot holes, cracks and depressions.
- 3. It is agreed that the standard of service to be provided in paragraphs 1 and 2 herein shall be pursuant to the most current Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways.
- 4. It is agreed that the cost of the services performed by each party on the respective roads provided herein shall be as outlined in "Schedule B".
- 5. The Township indemnifies and saves harmless the County from all liability, all manner of actions, causes of action, suits, claims, demands and costs whatsoever arising from any actions of the Township, its employees or agents done in pursuance of this Agreement.
- 6. The County indemnifies and saves harmless the Township from all liability, all manner of actions, causes of action, suits, claims, demands and costs whatsoever arising from any actions of the County, its employees or agents done in pursuance of this Agreement.
- 7. Each Party at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide evidence of:
 - a. **Municipal General Liability Insurance** issued on an occurrence basis for an amount of not less than \$25,000,000 per occurrence / \$25,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. 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; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; cross liability and severability of interest clause.

Such insurance shall add the Corporation of the United Counties of Stormont, Dundas, and Glengarry / Corporation of the Township of North Dundas as Additional Insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Counties / Municipality.

- b. **Automobile Liability Insurance** with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$25,000,000 inclusive for each and every loss.
- c. **Environmental Impairment Liability** with a limit of not less than \$2,500,000 per claim / \$5,000,000 annual aggregate. Coverage shall include Gradual cover and shall not be limited to Sudden and Accidental and shall include Third Party Bodily Injury and Property Damage including on-site and off-site clean-up. If such coverage is written on a claims made basis, such policy shall contain a 24 month extended reporting period or shall be maintained for a period of two years subsequent to conclusion of services provided under this agreement.

Any and all deductibles applicable to the above noted insurance shall be the sole responsibility of the Named Insured and the Additional Insured shall bear no cost towards such deductible.

Each party are responsible to keep their property / assets insured – failure to do so shall not impose any liability on the other party.

Each party shall provide evidence of WSIB or its equivalent

Each party shall provide the other party with a certificate of insurance in compliance with the insurance requirements as stipulated in the agreement. The Policies shown above shall not be cancelled unless the Insurer notifies the certificate holder in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to all parties.

8. Term and Termination:

- a. This agreement shall be effective on the date that it is signed by both parties and shall continue until April 30, 2025
- b. Notwithstanding paragraph 8.a. this agreement may be terminated by either party during the period of May 1 to August 31 in any year in which this agreement is current, upon thirty (30) days written notice.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their respective corporate seals, attested by the hands of their respective officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED
In The Presence Of

**THE CORPORATION OF THE UNITED
COUNTIES OF STORMONT, DUNDAS
AND GLENGARRY**

Frank Prevost, Warden

Helen Thomson, Clerk

Date

Date

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

Tony Fraser, Mayor

Angela Rutley, CAO

Date

Date

WINTER MAINTENANCE AGREEMENT**“Schedule A”**

Road Name	From	To	Length (Lane km)	Class	Legal Reference
SDG Road 3	SDG Road 31	SDG Road 3	4.4	3	Plan No. 3-1-R-80 SDG By-Law 4021*
SDG Road 3	SDG Road 3	SDG Road 7	23.2	4	Plan No. 3-2-R-80 SDG By-Law 4021*
SDG Road 7	SDG Road 9	South St. East	3.4	4	Plan No. 7-2-R-89 SDG By-Law 4021*
SDG Road 7	South St. East	SDG Road 43	1.6	3	Plan No. 7-2-R-89 SDG By-Law 4021*
SDG Road 9	SDG Road 7	SDG Road 43	4.4	4	Plan No. 40-R-80 SDG By-Law 4021*
SDG Road 37	SDG Road 7	SDG Road 43	1.6	5	Plan No. 37-R-80 SDG By-Law 4021*
SDG Road 38	SDG Road 31	Gypsy Lane	2.0	3	Plan No. 38-R-80 SDG By-Law 4021*
SDG Road 38	Gypsy Lane	SDG Road 3	2.6	4	Plan No. 38-R-80 SDG By-Law 4021*
Boyne Road	SDG Road 3	SDG Road 7	18.2	4	File No.27768/ By-Law 26-2009

“Schedule B”

1. Total Length of Road to be maintained:
 - a. by Municipality: **43.2 km**
 - b. by County: **18.2 km**
 - c. net difference maintained by Municipality: **25 km**

2. The Township shall provide two invoices annually to the County for payment.
 - a. One invoice for the period of November – December, shall be submitted by December 31.
 - b. One invoice for the period of January – April, shall be submitted by April 30.

3. Payment to the Township from the County, for services rendered shall be for the following lump sum amounts;
 - a. December 31 - **\$ 7,107.53**
 - b. April 30 - **\$ 16,584.23**

4. The amounts referenced in Paragraph 3 are exclusive of winter control materials (sand / salt / liquid chloride). The Township shall provide a separate invoice for material used for the purpose of providing winter maintenance on the County Roads. Invoice for materials shall be provided annually on December 31, for materials used within the calendar year and shall be calculated as follows;

$$\left[\left(\frac{A}{B} \right) \times km \right] - C = P$$

Where;

A, is the total cost of winter control materials incurred by the Township within a calendar year.

B, is the total lane kilometers of roadway maintained by the Township (Incl. County Roads).

km, is the total lane kilometers of County Road maintained by the Township

C, is the cost of winter control materials incurred by the County for treatment of Township Roads contained within this agreement within a calendar year.

P, is payment in dollars to the Township

5. The payment amounts noted in Paragraph 3 are for the first year of the agreement. Payment amount shall increase by the rate of inflation listed in the Consumer Price Index as published by StatsCan for the 12 month period from May-May.

6. The payment amounts referenced in Paragraph 3 have been derived based on an expected level of effort for an average winter season. Should the Township feel that any particular season has acute conditions requiring a level of effort beyond what would be reasonably expected; they may submit their records documenting such increased level of effort, to the County for consideration of supplemental compensation.



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	May 19, 2020
Subject:	Surplus Equipment

RECOMMENDATION:

THAT Council declare the following pieces of equipment to be surplus to the needs of the municipality and authorize that they be advertised for sale on the Township website as stipulated:

- 1. Garage Electric Floor Hoist with a reserve bid of \$1,500.**
- 2. One Ferri Boom Mower with a reserve bid of \$20,000.**

BACKGROUND:

Garage Hoist: When we built the new garage, we installed a new 5-ton ramp hoist to accommodate lifting small and heavier equipment for service. In the old part of the garage there is a small vehicle hoist that we kept in the event we needed it. This smaller hoist hasn't been used since the newer hoist was installed. This piece of equipment still has to be inspected yearly at a cost of \$200 per year. It is also taking space in the garage that could be used to store one more vehicle such as a plow truck. Estimated value of this hoist is \$1,500 to \$ 2,000.

Roadside Ferri Boom Mower: This mower was purchased 7 years ago and was used for roadside grass cutting. Due to the size (4-foot cut) cutting the roadside throughout the Township with this piece of equipment was a very slow process. In 2017 we purchased a pull behind flail mower with an (8-foot cut) to cut roadside grass in a more timely matter. This equipment allows us to go around the Township twice per season.

In 2018 we purchased a rubber tire excavator with a brush cutter that would be able to cut where the pull behind could not reach, and up to the fence line. Since then the arm mower has not been used. Staff is suggesting to sell it as surplus equipment. Estimated value of this equipment is approximately \$20,000 to \$25,000.

OPTIONS AND DISCUSSION:

- 1. Approve the list of surplus equipment and authorize the Director of Public works to sell the items on the Township's website, with the approved reserve bids – recommended.** This equipment is surplus to the needs of the municipality.

- 2. Do not approve list of surplus equipment and do not authorize the Director of Public works to sell the items on the Township's website, with the approved reserve bids - not recommended.

FINANCIAL ANALYSIS:

\$20,000 for the sale of the boom mower was included in the 2020 budget for surplus equipment. The sale of the hoist was not, so any proceeds from this sale would be additional revenue.

LOCAL MUNICIPAL IMPACT:

N/A

OTHERS CONSULTED:

Dave Sheldrick, Shop Foreman

ATTACHMENTS:

N/A

RECOMMENDED BY:

REVIEWED & APPROVED BY:



Dan Belleau
Director of Public Works



Angela Rutley, BBA
CAO



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	May 19, 2020
Subject:	Use of North Dundas Ambulance Station

RECOMMENDATION:

THAT Council grant permission to Cornwall SDG Paramedic Services to use the additional garage bay at the North Dundas Ambulance Station for a one-year period, commencing June 7th, 2020, at no additional charge.

BACKGROUND:

In an effort to reduce response time, Cornwall SDG Paramedic Services wishes to conduct a trial of an alternate deployment model that will have a Paramedic Response Unit (PRU) (single medic vehicle without transport capability) available during the day to get a Paramedic to calls in the regions that are further from their central base in Cornwall. PRU's will be stationed at Alexandria and Winchester.

EMS is requesting an "in kind" contribution of the additional garage bay in the Winchester ambulance station for this one-year trial project. The Township property currently located in this bay can be relocated to a different storage location. If successful and expanded at the end of the one-year trial, the terms of the building lease will be renegotiated with Cornwall SDG Paramedic Services.

OPTIONS AND DISCUSSION:

1. **Grant the request for space** – recommended.
2. **Do not grant the request** – not recommended.

OTHERS CONSULTED:

OCWA – re lagoon boat storage

ATTACHMENTS:

Letter from Wayne Markell

PREPARED BY:

**Angela Rutley, BBA
CAO**

From: Wayne Markell <WMarkell@cornwall.ca>
Sent: Thursday, March 5, 2020 9:07 AM
To: Meaghan Meerburg <mmeerburg@northdundas.com>
Subject: RE: ND Ambulance Station

Meaghan,

I am working on a proposal to run a trial that will have one of our resources start and finish at each of the Winchester and Alexandria stations. These will be 'days only' PRU's (single medic vehicles without transport capability), that would not be additional resources, but rather an alternate deployment model aimed at assisting in getting a Paramedic to calls in the regions that are furthest from our central base location in Cornwall in a more timely manner. We have run several simulations and it appears that we could possibly save quite a bit of response time with this new model.

If North Dundas could see this as the asset I believe it to be, my request would be an 'in kind' contribution to the one year project, granting us access at night to the additional garage space attached to the Winchester Station to house the PRU when it comes off shift. We are proposing that this begin on June 7th, 2020 and if success is realised, may well be expanded upon at the end of the trial, at which time I would fully expect renewed discussions regarding the lease agreements of these stations.

Thank you for this consideration.

Regards,

Wayne Markell, ACP
Deputy Chief
Cornwall SDG Paramedic Services



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	May 19, 2020
Subject:	Salt Tender

RECOMMENDATION:

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

BACKGROUND:

This is an annual joint tender with SDG County. All prices include delivery to the Township yard. Compass Minerals has been our supplier for the last five years and have been very prompt on the delivery time.

This year we have noticed a decrease in the price of salt. This year's price is \$98.45 per metric ton delivered, compared to last year's price of \$105.00 per metric ton.

The tender was for a two-year period, with the option to renew two additional one-year extensions. The option to renew the first extension for the 2022 / 2023 season will only be considered based on market prices for salt at the time of renewal. Awarding of this contract is based on the total price for supply and delivery to all partners for the 2020 season.

OPTIONS AND DISCUSSION:

- 1. Approve the tender.** This is an annual contract throughout SDG County. This contract is part of our winter maintenance program. This option is recommended.
- 2. Do not approve the Tender:** This option is not recommended.

FINANCIAL ANALYSIS:

This is a budgeted item incorporated in the fiscal year budget.

Staff is pleased to report that the cost of salt has decreased approximately \$6.55 per tonne when compared to the price paid during the 2019/2020 winter season; representing a savings of approximately \$20,000 for the contract volume.

LOCAL MUNICIPAL IMPACT:

This is a joint tender with all local municipalities in SDG. Some salt purchased by SDG is re-sold to local municipalities (at cost).

OTHERS CONSULTED:

SDG County and surrounding Townships.

ATTACHMENTS:

PREPARED BY:



Dan Belleau
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 19, 2020
Subject:	Hot Mix Asphalt

RECOMMENDATION:

THAT the Council of the Township of North Dundas accept the tender for Hot Mix Asphalt submitted by Cornwall Gravel Co. Ltd., at their total bid price of \$633,446.36 including HST.

BACKGROUND:

We received four (4) bids on our Hot Mix Paving tender as per the list below:

Table 1: Bid Summary (includes HST)

Company Name	Amount of Bid
Cornwall Gravel	\$633,446.36
Blair Asphalt Products	\$726,578.88
Tomlinson	\$1,014,573.89
COCO Paving Inc	\$791,791.00

The lowest bid came in at a savings of approximately \$25 per metric ton in comparison to last year’s prices, for an approximate savings of \$150,000 on total project tonnage. Staff will report back to Council once projects are near completion with a more accurate amount.

Roads that will be resurfaced this year are as follows:

Forward Rd: from the Town limits heading west 2.3 km.

Ormond Rd: from Ormond heading east 2 km.

Shay Rd: from Forward Rd to the end

Kerrs Ridge Rd: from existing asphalt heading west 800 meters

Recreation Projects:

The Old Town Hall repave the parking lot - Winchester

Resurface Tennis Court with HL2 - South Mountain

Resurface Tennis Court with HL2 - Chesterville

OPTIONS AND DISCUSSION:

1. **Accept the tender** – recommended. This is part of our Asphalt resurfacing program.
2. **Do not accept the Tender** – not recommended.

FINANCIAL ANALYSIS:

Total cost does not include gravel and shouldering. That is done by the Township Roads Department. This item is incorporated in Capital Roads Project budget for 2020. Lowest tender price is within budget amount. Staff will be monitoring the work and processing payment in order to ensure that the work does not go over budget

LOCAL MUNICIPAL IMPACT:

N/A

OTHERS CONSULTED:

N/A

ATTACHMENTS:

N/A

PREPARED BY:



Dan Belleau
Director of Public Works

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Finance	
To:	Mayor and Members of Council
Date of Meeting:	May 19, 2020
Subject:	Adoption of Tax Rates and Setting Tax Due Dates

RECOMMENDATION:

THAT By-law No. 2020-22 being a By-law to Adopt the 2020 Tax Rates and to establish the due dates thereof, be read and passed in Open Council, signed and sealed this 19th day of May 2020.

BACKGROUND:

We require Council to adopt the attached by-law setting out the tax rates for the 2020 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 Nothing** – not recommended. We would then be in violation of *The Municipal Act* and not in a legal position to levy the 2020 property taxes.

FINANCIAL ANALYSIS:

The Township of North Dundas has budgeted to raise **\$6,787,857** in general municipal taxation revenue for the 2020 fiscal year; failure to adopt the attached By-law # 2020-22 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 – via this Action Request
Department Heads

ATTACHMENTS:

By-Law # 2020-22
Schedule "A" – 2020 Tax Rates
Copy of Counties By-Laws; #5225 and #5226

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. 2020-22

Being a By-law to Adopt the 2020 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 #5225 and their tax rates through By-law # 5226; 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 2020 levy for all purposes, for the Township of North Dundas has been set at \$6,787,857 as set out in By-law #2020-10.
- 2.0 That Council accept the United Counties of Stormont, Dundas and Glengarry By-law #5225 setting the property class tax ratios for county and municipal purposes for the year 2020.
- 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 #5226 (to adopt and raise the general upper tier levy for the year 2020) and Provincial guidelines regulating 2020 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 31st day of July 2020 and;

5.2: the balance of the final levy shall become due and payable on the 30th day of October 2020.

Non-payment of the amount, as noted, by the first business day following the 31th day of July 2020 and the 30th day of October 2020 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.

READ and passed in Open Council, signed and sealed this 19th day of May, 2020.

MAYOR

CLERK

**TOWNSHIP OF NORTH DUNDAS
2020 TAX RATES**

ASSESSMENT CLASS		TOWNSHIP	COUNTY	EDUCATION	TOTAL
Commercial Payment-In-Lieu: Full	CF	0.00668601	0.00952000	0.01250000	0.02870601
Commercial Payment-In-Lieu: General	CG	0.00668601	0.00952000	0.00000000	0.01620601
Commercial Taxable: Full	CT	0.00668601	0.00952000	0.01250000	0.02870601
Commercial Taxable: Excess Land	CU	0.00468021	0.00666400	0.01250000	0.02384421
Commercial Taxable: Vacant Land	CX	0.00468021	0.00666400	0.01250000	0.02384421
Commercial Payment-In-Lieu: General Vacant Land	CZ	0.00468021	0.00666400	0.00000000	0.01134421
Commercial Taxable: Small Scale On-Farm Business	C7	0.00167150	0.00238000	0.00245000	0.00650150
Parking Lot PIL: Full	GF	0.00668601	0.00952000	0.01250000	0.02870601
New Construction Commercial PIL: Full	XF	0.00668601	0.00952000	0.00980000	0.02600601
Commercial - New Construction	XT	0.00668601	0.00952000	0.00980000	0.02600601
Commercial - New Construction Excess Land	XU	0.00468021	0.00666400	0.00980000	0.02114421
Commercial - New Construction Office Building	YT	0.00668601	0.00952000	0.00980000	0.02600601
Commercial - Shopping Centre	ST	0.00668601	0.00952000	0.01250000	0.02870601
	SU	0.00468021	0.00666400	0.01250000	0.02384421
Landfill Payment in Lieu: Full	HF	0.00591012	0.00841500	0.05908938	0.07341450
Farm Taxable: Full	FT	0.00102294	0.00145600	0.00038250	0.00286144
Industrial Taxable: Full, Shared PIL	IH	0.00844303	0.01202100	0.01250000	0.03296403
Industrial Taxable: Excess Land, Shared PIL	IK	0.00591012	0.00841500	0.01250000	0.02682512
Industrial Taxable: Full	IT	0.00844303	0.01202100	0.01250000	0.03296403
Industrial Taxable: Excess Land	IU	0.00591012	0.00841500	0.01250000	0.02682512
Industrial Taxable Vacant Land	IX	0.00591012	0.00841500	0.01250000	0.02682512
Industrial - New Construction	JT	0.00844303	0.01202100	0.00980000	0.03026403
Industrial - New Construction: Small Scale On-Farm Business	J7	0.00211076	0.00300500	0.00245000	0.00756576
Large Industrial Taxable: Full	LT	0.01695309	0.02413800	0.01250000	0.05359109
Large Industrial Taxable: Excess Land	LU	0.01186717	0.01689600	0.01250000	0.04126317
Multi-Residential Taxable: Full	MT	0.00409174	0.00582600	0.00153000	0.01144774
New Multi-Residential	NT	0.00409174	0.00582600	0.00153000	0.01144774
Pipeline Taxable: Full	PT	0.00559695	0.00796900	0.00980000	0.02336595
Residential - Education Only, Legion	RD	0.00000000	0.00000000	0.00153000	0.00153000
Residential Payment-In-Lieu: General	RG	0.00409174	0.00582600	0.00000000	0.00991774
Residential Taxable: Full, Shared PIL	RH	0.00409174	0.00582600	0.00153000	0.01144774
Residential Payment-In-Lieu, Taxable Tenant of Province	RP	0.00409174	0.00582600	0.00153000	0.01144774
Residential Taxable: Full	RT	0.00409174	0.00582600	0.00153000	0.01144774
Managed Forest Taxable: Full	TT	0.00102294	0.00145600	0.00038250	0.00286144



United Counties of Stormont, Dundas & Glengarry

RESOLUTION

MOVED BY *[Signature]*

RESOLUTION NO 2020-16

SECONDED BY *[Signature]*

DATE February 18, 2020

That By-law No. 5225, a by-law to establish property tax ratios for the County and municipal purposes for the year 2020, be read and passed in Open Council, signed and sealed.

CARRIED

DEFEATED

DEFERRED

[Signature]
WARDEN

Recorded Vote:

- Councillor Armstrong _____
- Councillor Byvelds _____
- Councillor Fraser _____
- Councillor Gardner _____
- Councillor Landry _____
- Councillor MacDonald _____
- Councillor McGillis _____
- Councillor Prevost _____
- Councillor Smith _____
- Councillor Warden _____
- Councillor Wert _____
- Councillor Williams _____

THE CORPORATION OF THE UNITED COUNTIES

By-law No. 2020-22 - Adoption of Tax Rates and Setting Tax Due Dates

OF STORMONT, DUNDAS AND GLENGARRY

BY-LAW No. 5225

A **BY-LAW** to set tax ratios for county and municipal purposes for the year 2020.

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.

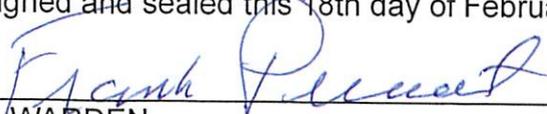
AND WHEREAS Section 2 (3.1) of *The Assessment Act, R.S.O., 1990* as amended, provides that an upper-tier municipality may opt to have prescribed classes of real property.

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

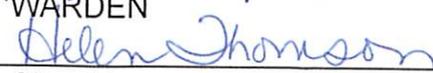
1. The Large Industrial class of real property be maintained; and
2. That the tax ratios for the year 2020 for the upper-tier and its lower-tier municipalities be established as herein provided for the respective stated property classes:

Residential	1.000000
Multi-Residential	1.000000
New Multi-Residential	1.000000
Commercial	1.634027
Commercial Vacant & Excess Land	1.143819
Industrial	2.063433
Industrial Vacant & Excess Land	1.444403
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 18th day of February, 2020.



 WARDEN



 CLERK



United Counties of Stormont, Dundas & Glengarry

RESOLUTION

MOVED BY *[Signature]*

RESOLUTION NO 2020-17

SECONDED BY *K. Gardner*

DATE February 18, 2020

That By-law No. 5226, a by-law for the purpose of adopting and raising the General Upper-tier levy for the year 2020, be read and passed in Open Council, signed and sealed.

CARRIED

DEFEATED

DEFERRED

[Signature]
WARDEN

Recorded Vote:

- Councillor Armstrong _____
- Councillor Byvelds _____
- Councillor Fraser _____
- Councillor Gardner _____
- Councillor Landry _____
- Councillor MacDonald _____
- Councillor McGillis _____
- Councillor Prevost _____
- Councillor Smith _____
- Councillor Warden _____
- Councillor Wert _____
- Councillor Williams _____

THE CORPORATION OF THE UNITED COUNTIES
OF STORMONT, DUNDAS AND GLENGARRY

BY-LAW No. 5226

A **BY-LAW** for the purpose of adopting and raising the general upper-tier levy for the year 2020.

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 2020 budget be approved requiring the amount of \$50,657,845 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 2020.
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	Rate
Residential/Farm	0.5826%
Multi-Residential	0.5826%
New Multi-Residential	0.5826%
Commercial (inclusive of Parking Lot & Shopping Centre)	0.9520%
Commercial Vacant & Excess Land	0.6664%
Industrial	1.2021%
Industrial Vacant & Excess Land	0.8415%
Landfill	0.8415%
Large Industrial	2.4138%
Large Industrial Vacant & Excess	1.6896%
Pipelines	0.7969%
Farmlands	0.1456%
Managed Forests	0.1456%

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	\$ 1,542,366,100	\$ 6,895,939
Township of South Glengarry	2,521,341,509	11,363,389
Township of North Stormont	1,399,948,800	5,135,529
Township of South Stormont	1,652,196,700	9,265,720
Township of North Dundas	2,328,219,742	9,664,382
Township of South Dundas	<u>1,743,421,400</u>	<u>8,332,886</u>
Total	\$11,187,494,251	\$50,657,845

READ and passed in Open Council, signed and sealed this 18th day of February, 2020.

 WARDEN

 CLERK



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	May 19, 2020
Subject:	By-Law 2020-23 Water Sewer Allocation By-Law

RECOMMENDATION:

THAT By-law No. 2020-23, being a By-law to establish a growth management and development allocation process for the water and sewage treatment systems of The Corporation of the Township of North Dundas be read and passed in Open Council, signed and sealed this 19th day of May, 2020.

BACKGROUND:

Attached is the By-law to establish a growth management and development allocation process for the water distribution and sanitary sewer systems.

The water and waste water infrastructure is approaching maximum capacity and as such a development allocation system must be maintained. The intent of this By-law is to attain a sustained steady rate of development and associated population growth in the Township, within the available capacity of the water and sanitary sewer systems.

At the beginning of each fiscal year, Public Works will present an Annual Development Allocation report to Council detailing the water and waste water capacity that is available for development. System capacity will then be allocated by a resolution of Council in accordance with the attached by-law.

All Capacity Allocations granted pursuant to this By-law, shall expire two (2) years from the date it is awarded, unless an agreement has been entered into with respect to a particular Development Application and construction of services (if applicable) has commenced.

OPTIONS AND DISCUSSION:

1. **Adopt the By-law as presented** – recommended. A Growth Management Development Allocation System to direct the allocation of Water Capacity and Sanitary Sewer Capacity in accordance with the purpose and intent of the Official Plan of the United Counties of Stormont, Dundas and Glengarry is desired.

1. **Do not pass the By-law** - not recommended.

FINANCIAL ANALYSIS:

The \$300.00 processing fee will be extra income in 2020, as it wasn't included in the 2020 Water and Sewer Budget.

OTHERS CONSULTED:

Dan Belleau, Director of Public Works
Calvin Pol, Director of Planning, Building and Enforcement
Angela Rutley, CAO

ATTACHMENTS:

By-Law 2020-23 Water Sewer Allocation By-Law
Allocation Application

PREPARED BY: Mary Lynn Plummer

RECOMMENDED BY:



Dan Belleau
Director of Public Works

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2020-23**

Being a By-law to Establish a Growth Management and Development Allocation Process for the Water Distribution and Sewage Treatment Systems of The Corporation of the Township of North Dundas.

WHEREAS section 11 of the *Municipal Act, 2001*, S.O. 2001, c.25 (hereinafter referred to as the “*Act*”) authorizes The Corporation of The Township of North Dundas (hereinafter the “*Township*”) to pass by-laws respecting the production, treatment, storage and distribution of water throughout the *Township*;

AND WHEREAS section 11 of the *Act* authorizes the *Township* to pass by-laws respecting the collection and treatment of sanitary sewage throughout the *Township*;

AND WHEREAS the *Township* desires to establish a Growth Management Development Allocation System in the *Township* to direct the allocation of *Water Capacity* and *Sanitary Sewer Capacity* in accordance with the purpose and intent of the Official Plan of the United Counties of Stormont, Dundas and Glengarry.

AND WHEREAS the availability of *Water Capacity* and *Sanitary Sewer Capacity* may vary from year to year, it is in the best interests of the residents of the *Township* that *Water Capacity* and *Sanitary Sewer Capacity* be allocated in a manner which is consistent with the *Township*'s development priorities as set out herein;

AND WHEREAS the *Township* deems it appropriate that the issuance of all building permits in the Villages of Chesterville and Winchester shall be subject to the provisions of this By-law;

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

1.0 SHORT TITLE

1.1 That this By-law shall be known as the “Water and Sanitary Sewer *Capacity Allocation By-law*”.

2.0 DEFINITIONS

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

Act means the *Municipal Act, 2001*, S.O. 2001, c.25.

Annual Development Allocation shall mean the total number of units of *Water Capacity* and the total number of units of *Sanitary Sewer Capacity* which may be allocated for development.

Applicant means the *Owner* of *Land* or the authorized agent of the *Owner*.

Capacity Allocation means the granting of *Water Capacity*, *Sanitary Sewer Capacity* or both.

Capacity Allocation Date means the date which is sixty (60) days after any Application Date or such other date to which the *Capacity Allocation Date* may be extended in accordance with this By-law.

Council means the Municipal Council of The Corporation of the Township of North Dundas;

Development Application means an application for the development of *Land* or building(s) which shall include but not be limited to:

- a) an application for a connection to the *Water Distribution System* or *Sewage Treatment System* for an existing building or structure;
- b) the approval of a condominium under Section 50 of the Condominium Act or draft approval of a plan of subdivision under Section 50 of the *Planning Act*;
- c) any change in use that requires an occupancy permit under Section 34(6) of the *Planning Act* and which increases the demand for *Water Capacity* and/or *Sanitary Sewer Capacity*;
- d) approval of a Site Plan Agreement under Section 41(7) of the *Planning Act* which increases the demand for *Water Capacity* and/or *Sanitary Sewer Capacity*; or
- e) any other development of a property which requires connection to the *Water Distribution System* or the *Sewage Treatment System* or an increase in the demand for *Water Capacity* or *Sanitary Sewer Capacity* which has not already been provided for in this By-law;

Land shall mean any existing lot of record and any new lot of record created by Transfer/Deed of Land, Plan of Subdivision or Condominium Plan;

Owner or Owners means the person(s) who is/are the registered Owner(s) of *Land*;

Project means a development Project which requires *Water Capacity*, *Sanitary Sewer Capacity* or both;

Sanitary Sewer Capacity means a unit of capacity within the *Sewage Treatment System* as calculated in accordance with Provincial Guidelines;

Sewage Treatment System means the sanitary sewage collection and treatment system of the *Township*;

Township shall mean the Corporation of The Township of North Dundas;

Water Capacity means a unit of capacity within the *Water Distribution System* as calculated in accordance with Provincial Guidelines;

Water Distribution System means the water distribution system of the *Township*;

3.0 BACKGROUND STATEMENTS

- 3.1 It is the intent of this By-law that the *Township* attain a sustained steady rate of development and associated population growth in the *Township* within the available capacity of the water and sanitary sewer systems.
- 3.2 The water and sanitary sewer infrastructure are approaching maximum capacity and as such a development allocation system must be maintained.
- 3.3 All future development in the *Township* shall be required to satisfy the requirements of this by-law to ensure proper use of the available *Water Capacity* and *Sanitary Sewer Capacity* as determined from time to time.
- 3.4 There is an existing and growing competition for capacity between residential and non-residential development in the urban area.
- 3.5 The *Township* shall encourage development that can provide the necessary infrastructure and services to accommodate new residential development and attract new non-residential development. The *Township* shall make use of available infrastructure and minimize the need for public funds to assist with new development whenever possible.
- 3.6 There is a need for affordable housing in the urban area for those employed in the community and for groups such as the elderly persons.

4.0 WATER DISTRIBUTION SYSTEM AND SEWAGE TREATMENT SYSTEM CAPACITY

- 4.1 The *Township* shall, at least annually, determine the available units of *Water Capacity* and *Sanitary Sewer Capacity*. The available *Water Capacity* and *Sanitary Sewer Capacity* shall represent the *Annual Development Allocation*.
- 4.2 After the effective date of this By-law, no application for a building permit which requires *Water Capacity* or *Sanitary Sewer Capacity* shall be accepted by the *Township* until such *Applicant* receives a *Capacity Allocation* in accordance with the provisions of this By-law.
- 4.3 After the effective date of this By-law, no approval or draft approval (as applicable) for a *Development Application* which requires *Water Capacity* or *Sanitary Sewer Capacity* shall be granted by the *Township* until such *Applicant* receives a *Capacity Allocation* in accordance with the provisions of this By-law.

5.0 DETERMINATION OF THE DEVELOPMENT ALLOCATION

- 5.1 On or before January 31 of each year, *Council* shall approve the *Annual Development Allocation*.
 - 5.1.1 The Public Works Departments shall present a report to *Council* which provides the appropriate *Annual Development Allocation* to be available for development.
 - 5.1.2 Staff shall not, in any year, recommend the allocation of *Water Capacity* or *Sanitary Sewer Capacity* which exceeds the available capacity set out in the *Annual Development Allocation*.

6.0 APPLICATION PROCEDURES

- 6.1 Application for *Capacity Allocation* - The application for *Capacity Allocation* shall be completed by using the designated form available from the *Township*.
- 6.2 Determination of Completeness or Request for Additional Information - The Public Works Department shall review for completeness all applications for *Capacity Allocation*. Within ten (10) days after the Application Date, the Public Works Department shall advise the *Applicant* if the application is deemed complete or incomplete. Should the application be deemed incomplete, the Public Works Department shall indicate on the notice what additional information is required to properly evaluate the application.

Failure to submit the requested additional information within thirty (30) days from the date the notice is mailed shall disqualify the application.

- 6.2.1 If any question arises as to the nature of any *Ownership* interest for any property, the *Applicant* shall provide all requested information to determine the nature of such *Ownership* interest.
- 6.3 Changes in *Capacity Allocation* Application - Once submitted, an *Applicant* may not alter its application to request an increased number of *Capacity Allocations* but may reduce the number of *Capacity Allocations* being sought.
- 6.4 Fee for Review of Application - Each *Capacity Allocation* application shall be accompanied by a processing fee of Three Hundred Dollars (\$300.00). Non-successful applications shall be refunded \$100.00. The application fee shall be in addition to all other municipal development processing and permit fees. Applications for *Capacity Allocation* for not more than one (1) unit of either *Water Capacity* or *Sanitary Sewer Capacity*, or both, shall be exempted from the application fees.
- 6.5 *Capacity Allocations* Recommendations and Decision
- 6.5.1 Within sixty (60) days of receipt of the completed Application, the Public Works Department shall provide notification of approval or denial of the application by *Council*.
- 6.5.2 Where additional time is needed to fully evaluate the applications, the date described in 6.5.1 above may be extended for up to thirty (30) days.
- 6.5.3 Staff shall determine the available *Capacity Allocations* and make a recommendation to *Council*. Allocation decisions in this regard shall be final.
- 6.6 Withdrawal of Application - An *Applicant* may elect to withdraw an application for *Capacity Allocation* at any time prior to Council's decision on the *Capacity Allocation* and 50% of the application fee paid by the *Applicant* shall be refunded. Where an application is withdrawn after the *Capacity Allocation* has been made, the application fee shall not be refunded.
- 6.7 Allocation to *Land* and *Project*- As of the date of adoption of this By-law, a *Capacity Allocation* can only be allocated to the *Land* and the *Project* which is the subject of the application and not to an *Applicant* or to another *Project* on the same *Land*. A *Capacity Allocation* is not allocated to the *Owner* of *Land* and as such is not transferable.

7.0 EVALUATION OF APPLICATIONS FOR CAPACITY ALLOCATIONS

- 7.1 When evaluating the *Projects* which should receive *Capacity Allocation*, the Planning and Public Works Departments and *Council* shall evaluate the applications for *Capacity Allocation* taking into consideration the following factors which are set out in no particular order:
- 7.1.1 priorities as set out in the Official Plan of the United Counties of Stormont, Dundas and Glengarry;
 - 7.1.2 the availability of existing infrastructure;
 - 7.1.3 the availability of services (schools, churches, emergency services etc...);
 - 7.1.4 the availability of existing commercial development;
 - 7.1.5 *Projects* which do not require any financial contribution from the *Township*;
 - 7.1.6 the reduction of the *Township's* financial obligations in *Projects*;
 - 7.1.7 the *Township's* economic priorities; and
 - 7.1.8 any other factor which is deemed relevant by *Council*.
 - 7.1.9 affordable housing as defined by Provincial Policy Statement
 - 7.1.10 significant new employment opportunities other than construction or "spin off" jobs;

8.0 EXPIRATION OF CAPACITY ALLOCATION

- 8.1 All *Capacity Allocations* granted pursuant to this By-law shall expire two (2) years after the date it is awarded unless:
- 8.1.1 a building permit has been applied for in relation to such *Capacity Allocation*; or
 - 8.1.2 an agreement has been entered into with respect to the particular *Development Application* and construction of services (if applicable) has commenced.

The expiration of the *Capacity Allocation* shall apply to all *Water Capacity* and/or *Sanitary Sewer Capacity* allocated to a *Project*.

- 8.2 Where a building permit has been applied for, the *Capacity Allocation* shall expire in conjunction with the expiration of the building permit.
- 8.3 *Council* may, in its sole discretion, grant a temporary exemption to the provisions of sections 8.1 and 8.2 of this By-law where a *Development Application* has been appealed to the Local Planning Appeal Tribunal "LPAT" or to a court of competent jurisdiction. In such event, the *Capacity Allocations* in question shall expire six (6) months after such appeals have been finally disposed of.
- 8.4 *Council* may, in its sole discretion, grant a temporary exemption to the provisions of sections 8.1 and 8.2 of this By-law where *Council* deems appropriately by resolution.
- 8.5 Requests for a temporary exemption shall be subject to a Two Hundred Dollar (\$200.00) fee.

9.0 TIMING FOR USE OF THE ALLOCATION

- 9.1 No *Owner* shall receive additional *Water Capacity* and *Sanitary Sewer Capacity* until such time as building permits have been issued for 80% of the previous allocations to the *Land* or *Project*. At that time the *Owner* shall be entitled to request additional units of water and wastewater subject to this policy.
- 9.2 *Council* may, in its sole discretion, grant a temporary exemption to the provisions of sections 9.1 of this By-law based on past performance of the developer.

10.0 PRIOR ALLOCATIONS OF WATER CAPACITY AND SANITARY SEWER CAPACITY

- 10.1 All allocations of *Water Capacity* and/or *Sanitary Sewer Capacity* granted by the *Township* prior to the effective date of this By-law shall expire two (2) years after the effective date of this By-law unless:
 - 10.1.1 a building permit has been applied for in relation to such *Capacity Allocation*; or
 - 10.1.2 an agreement has been entered into with respect to the particular *Development Application* and construction of services (if applicable) has commenced.

The expiration of the allocation shall apply to all *Water Capacity* and/or *Sanitary Sewer Capacity* allocated to a particular *Project*.

- 10.2 Where a building permit has been applied for, the allocation shall expire in conjunction with the expiration of the building permit.
- 10.3 *Council* may, in its sole discretion, may grant a temporary exemption to the provisions of sections 10.1 of this By-law.

11.0 REVIEW AND MONITORING

- 11.1 An annual review report shall be presented by the Director of Public Works Department at the end of each calendar year. The report will provide the number of *Capacity Allocations* (detailing residential, commercial, industrial and institutional).

12.0 EXEMPTIONS

- 12.1 This By-law shall not apply to:
 - 12.1.1 The construction of accessory buildings which may include but not be limited to detached garages, barns, garden sheds and similar buildings provided that there is no increase in the demand for water or sewage capacity from the amount existing at the time of the application for a building permit.
 - 12.1.2 Any change in use or renovation, alteration, addition, intensification or enlargement of a building where there is no increase in the demand for water or sewage capacity from the amount existing at the time of the application for a building permit.
- 12.2 Redevelopment - An *Owner* or *Applicant* who has secured the necessary approvals, may demolish and replace an existing building or restore, reconstruct or replace an established structure in accordance with applicable by-laws and resolutions and not be subject to the provisions of this by-law provided that upon redevelopment of the said building, there shall be no increase in the demand for water or sewage capacity.
 - 12.2.1 The exemptions set out in Subsection 12.1 of this By-law shall only be available for a period not exceeding three (3) years from the date of issuance of a demolition permit failing which it shall be deemed to be a new construction and a new

Capacity Allocation shall be required in order for such redevelopment to proceed.

12.2.2 Where a redevelopment or change in use results in unused capacity from that which was used prior to the redevelopment or change in use, the unused capacity shall remain available to the *Land* for a period of three (3) years.

12.3 Any dispute as to whether a use or building is entitled to an exemption or part-exemption shall be determined by *Council* in its sole discretion.

13.0 OTHER BY-LAWS AND REGULATIONS

13.1 Nothing in the By-law shall exempt any person from complying with the requirements of any other applicable By-law, agreement or legislation.

14.0 APPLICATION

14.1 This By-law shall be applicable to all *Land* within the Urban Service Limits of Winchester and Chesterville as contained in the Official Plan of the United Counties of Stormont, Dundas and Glengarry.

15.0 EFFECTIVE DATE

15.1 This By-law shall come into force and effect on the date of its passing.

READ and passed in Open *Council*, signed and sealed this 19th day of May 2020.

MAYOR

CLERK



APPLICATION FOR WATER AND SEWER SERVICES

Application No.: _____

Receipt No.: _____

Report No.: _____

APPLICATION FOR WATER AND SEWER SERVICES

APPLICATION: It is the responsibility of the Owner or Authorized Agent to provide complete and accurate information at all times. This form will not be accepted as a complete application until such time as all questions have been answered and all requirements have been met in the manner requested herein.

FEE: No charge for requests of between 0 and 1.00 sewer units. (a sewer unit is 1600 liters per day of sanitary sewage flow)
\$300 for requests of 2 or more units.

AUTHORIZATION: All agents **MUST** file an authorization form signed by **ALL REGISTERED OWNERS** when filling on their behalf.

COMMISSIONERS' SIGNATURES: It is required that this form be signed before a Commissioner of Oaths. If more than one owner, **ALL OWNERS** are required to sign before a Commissioner, otherwise an authorization form will be necessary. A Commissioner is available at The Township Office.

If you have any questions regarding your application, call the Township of North Dundas Public Works Department at 613-774-2105 or by fax at 613-774-5699.

<http://www.northdundas.com/>



APPLICATION FOR WATER AND SEWER SERVICES

Application No.: _____

Receipt No.: _____

Report No.: _____

APPLICATION FOR WATER AND SEWER SERVICES

FOR OFFICE USE ONLY	
Date received:	Base Fee: \$300 (to be paid at submission of application)
Application Commissioned:	
Received by:	

APPLICANTS ARE REQUIRED TO CONSULT WITH THE PLANNING AND PUBLIC WORKS DEPARTMENTS PRIOR TO COMPLETING THIS FORM

Complete all applicable sections of the application form. An incomplete application will be returned to the applicant.

SECTION 1: BACKGROUND INFORMATION

PROPERTY INFORMATION			
Address or Site Location:			Unit:
Registered Plan Number:	Lot / Block Numbers:		
Roll Number:	Concession & Lot Number:		
Have you pre-consulted with Township staff?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, indicate the date of the pre-consultation:			
REGISTERED PROPERTY OWNER INFORMATION			
Last Name:	First Name:	Position:	
Corporation or Partnership:			
Address			Unit
Town:	Province:	Postal Code:	
Phone:	Fax:	E-Mail:	

APPLICATION FOR WATER AND SEWER SERVICES



APPLICANT INFORMATION		
Registered Owner: <input type="checkbox"/>		Authorized Agent (ensure authorization form is attached): <input type="checkbox"/>
Last Name:	First Name:	Position:
Corporation or Partnership:		
Address:		Unit:
Town:	Province:	Postal Code:
Phone:	Fax:	E-Mail:

Specify the person who is to be contacted if more information needed. All communication will be directed to the person.

Registered Owner Authorized Agent

APPLICATION TYPE (CHECK ONE)

- Residential Project (Full Services) Residential Project (Partial Services)
- Non-Residential Project (Full Services) Non-Residential Project (Partial Services)
- Other (specify):

Does this application accompany a development application (zoning, site plan control, subdivision, consent, etc.)? Yes No

If yes, provide previous file number(s) and the dates of any application(s):

File No. _____

File No. _____

What is the current use of the property?

APPLICATION FOR WATER AND SEWER SERVICES



Lot Characteristics:

Lot frontage (m): _____ Lot depth (m): _____ Lot area (m²): _

OR Lot area (if irregular) (m²): _____

What is the gross floor area of all existing buildings (m²)? _____

What is the existing commercial gross floor area (m²)? _____

What is the existing number of residential dwelling units? _____

What is the existing industrial gross floor area (m²)? _____

What year were the existing buildings (if any) constructed? _____

Is the property presently connected to municipal services? Yes No

SECTION 2: PROPOSAL DETAILS

Describe **in detail** the proposed project for the property:

	Number of units proposed	Description of project
<input type="checkbox"/> Residential	<input type="text"/>	_____
<input type="checkbox"/> Commercial	<input type="text"/>	_____
<input type="checkbox"/> Institutional	<input type="text"/>	_____
<input type="checkbox"/> Industrial	<input type="text"/>	_____
<input type="checkbox"/> Other	<input type="text"/>	_____

APPLICATION FOR WATER AND SEWER SERVICES



What is the gross floor area of all proposed buildings (m²)? _____

What is the proposed commercial gross floor area (m²)? _____

What is the proposed number of residential dwelling units? _____

What is the proposed industrial gross floor area (m²)? _____

Is the proposed project to be phased? Yes No
 If "Yes", specify the proposed phasing schedule:

Phase Number	Units/Phase	Estimated Start Date	Estimated Completion Date
_____	_____	_____	_____
_____	_____	_____	_____

Indicate the services that are presently available to the subject property:

Available Services (check all that apply):

<i>Existing</i>	<i>Proposed</i>		<i>Existing</i>	<i>Proposed</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>	Private Well
<input type="checkbox"/>	<input type="checkbox"/>	Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary Sewer
<input type="checkbox"/>	<input type="checkbox"/>	Communal Septic	<input type="checkbox"/>	<input type="checkbox"/>	Private Septic

FOR OFFICE USE ONLY	
Credits for existing Construction (calculated as per By-law 60-2014):	_____
Units required for proposed construction (calculated as per By-law 60-2014):	_____

APPLICATION FOR WATER AND SEWER SERVICES



AUTHORIZATION OF OWNER(S)

If someone other than the registered owner(s) of the property is making this application, then this section must be completed. If there is more than one registered owner, separate authorization is required from each individual or corporation.

I/We, _____ the undersigned,

hereby authorize _____
(print full name, including company, if any)

to submit the enclosed application to the Corporation of the Township of North Dundas, and to appear on my/our behalf at any hearing(s) of the application, and further, to provide any information or materials required by the Township of North Dundas relevant to the application.

DECLARED BEFORE ME

at the _____ of _____
(town, city, village, etc.)

this _____ day of _____, _____
(Day of the month) (Month) (Year)

Signature of Owner(s)

Signature of Owner(s)

A Commissioner, etc.

APPLICATION FOR WATER AND SEWER SERVICES



DECLARATION

This section is to be completed by the person carrying out this application (i.e. the registered property owner or the authorized applicant). Note that if the applicant is not the registered owner, the "Authorization of Owners" form must also be completed.

I, _____ of the _____

(name)

(town, city, village, etc.)

of _____,

(Winchester, Chesterville.)

solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED BEFORE ME

at the _____ of _____

(town, city, village, etc.)

(Winchester, Chesterville)

this _____ day of _____,

(Day of the month)

(Month)

(Year)

Signature of Authorized Applicant(s) or Owner(s)

Signature of Authorized Applicant(s) or Owner(s)

A Commissioner, etc.



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	May 19, 2020
Subject:	Wellings of Winchester - Site Plan Agreement By-law

RECOMMENDATION:

That By-law No. 2020-24, 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 Wellings of Winchester Inc., be read and passed in Open Council, signed sealed this 19th day of May, 2020.

BACKGROUND:

The design work for the development of Phase 1 of the Wellings of Winchester Inc. project has been completed and submitted by their engineer (Stantec). These plans have been reviewed by the Township Engineer, South Nation Conservation, the Ontario Clean Water Agency (OCWA) and the County Engineer. Given the complexity of the project and the private roads and servicing, J.L. Richards & Associates Ltd. was asked to prepare a Site Plan Control Agreement for the first phase. The draft Agreement is being reviewed by the Township solicitor and Wellings of Winchester Inc. representatives. Once the final wording is approved by all parties, the Agreement will be ready for signing. Attached is a By-law authorizing the Mayor and Clerk to sign the Agreement once it is finalized.

OPTIONS AND DISCUSSION:

1. **Adopt By-law No. 2020-24** – recommended.
2. **Do Nothing** – not recommended. The proponents can take legal action for failing to move forward with their Site Plan Application.
3. **Refuse the Request** – not recommended. The proponents can take legal action for refusing to move forward with their Site Plan Application.

FINANCIAL ANALYSIS:

Once built, there would be an increase in residential assessment and tax revenue.

OTHERS CONSULTED:

Township Engineer (CIMA+)
County Engineer

Site Plan Control Group
South Nation Conservation Authority
Applicant
Stantec
Ontario Clean Water Agency
Ministry of the Environment, Conservation and Parks

ATTACHMENTS:

Draft Site Plan Control By-law No. 2020-24

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-24

Being a By-law to authorize the Mayor and the Clerk to enter into a Site Plan Control Agreement between the Township of North Dundas and Wellings of Winchester Inc.

WHEREAS the Council of The Corporation of the Township of North Dundas deems it necessary and in the public interest to enter into a Site Plan Agreement for Phase 1 (residential dwellings and club house) with the owners of land known as 12046 County Road 3, Winchester, Ontario, PIN: 66102-0447.

AND WHEREAS the Council of The Corporation of the Township of North Dundas passed By-law No. 65-1998, being a By-law to establish a Site Plan Control Area pursuant to Section 41 of the *Planning Act, R.S.O. 1990, Chapter P.13*, as amended, on the aforementioned subject property;

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

- 1.0** That the Mayor and Clerk are hereby authorized to sign a Site Plan Agreement with Wellings of Winchester Inc. for Phase 1 on part of the land known as 12046 County Road 3, Winchester, legally described as the North Part of Lot 1, Concession 6, former Township of Winchester, now the Township of North Dundas, County of Dundas registered in the Land Registry Office for the Land Registry Division of Dundas (No. 8) at Morrisburg, Ontario, PIN: 66102-0447.
- 2.0** That this By-law shall come into force and take effect on the date of its final passing.

READ and passed in Open Council, signed and sealed this 19th day of May, 2020.

MAYOR

CLERK



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	May 19, 2020
Subject:	Outdoor Solid Fuel Combustion Appliances By-law

RECOMMENDATION:

That By-law No. 2020-28, being a By-law to regulate the installation, use and maintenance of outdoor solid fuel combustion appliances within the Township of North Dundas be read and passed in Open Council, signed and sealed this 19th day of May, 2020.

BACKGROUND:

An outdoor solid fuel combustion appliance is a solid fuel-burning appliance which is used for space heating in buildings, the heating of water or other purposes. Not many applications for the installation of such appliances are typically received by the Building Division; however, there are currently no restrictions in place limiting where those furnaces can be installed.

COMMENTS:

The purpose of this By-law is to regulate the appropriateness of the locations where these units can be located, some of the key requirements are:

- 30 metres (98 ft.) from any property line; and
- 100 metres (328 ft.) from any residential dwelling on an adjacent lot.

To prevent nuisance complaints, outdoor solid fuel combustion appliances would not be permitted within urban subdivisions or settlement areas. All rural and agricultural areas would be permitted these appliances, subject to meeting setbacks requirements and other set criteria (example: cannot burn tires, plastics, etc.).

This proposed By-law only refers to the use and operation of an outdoor solid fuel combustion appliance, none of the regulations contained in it would affect the use of outdoor fireplaces for recreational burning, as these are currently regulated by the Township’s Open Air Burn By-law.

MINOR VARIANCES:

In the event that an applicant does not meet the minimum requirements of this By-law, such as setbacks, the applicant will have the opportunity to apply for a minor variance from the Committee of Adjustment.

OPTIONS AND DISCUSSION:

1. **Adopt the By-law as presented** – recommended.
2. **Do not adopt the By-law** – not recommended. There would be no limitations in place to restrict outdoor wood furnace installations, potentially causing complaints from neighbouring property owners.
3. **Modify the proposed By-law** – not recommended.

FINANCIAL ANALYSIS:

As with any new regulatory provisions, there may be additional administration, compliance and enforcement. However, as there are very few applications for outdoor wood appliances, it is expected that these financial impacts would be minimal, if any.

OTHERS CONSULTED:

Chief Building Official
Municipal Law Enforcement Officers
Neighbouring Municipalities

ATTACHMENTS:

Outdoor Solid Fuel Burning Appliances By-law

PREPARED BY:

Jacob Forget
CBO & Supervisor of By-law Enforcement

RECOMMENDED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-28

Being a By-law to regulate the installation, use and maintenance of outdoor solid fuel combustion appliances within the Township of North Dundas.

WHEREAS the Council of the Township of North Dundas is empowered by Section 125 of the *Municipal Act, 2001, S.O. 2001, c. 25*, to regulate the use and installation of heating and cooking appliances;

AND WHEREAS Section 436 of the *Municipal Act, 2001, S.O. 2001, c. 25*, authorizes a municipality to enter upon land and into structures at any reasonable time for inspection purposes in order to determine compliance with any By-law passed under subsection 125(1);

AND WHEREAS Section 128 of the *Municipal Act, 2001, S.O. 2001, c. 25*, authorizes a municipality to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS Section 45(3) of the *Planning Act, 1990, c.P.13* authorizes a Council that has constituted a Committee of Adjustment to empower the Committee of Adjustment by By-law to grant minor variances from a provision of any By-law of the municipality that implements an official plan, or from such By-laws of the municipality as are specified and that implement an official plan;

AND WHEREAS Section 1.8.4 and Table 3.5.1 the Official Plan of the United Counties of Stormont, Dundas, Glengarry contain provisions relating to construction and use of accessory buildings and structures;

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

1.0 SHORT TITLE

1.1 This By-law may be referred to as the “Outdoor Wood Burning Appliances By-law.”

2.0 DEFINITIONS

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

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

“Certified” means an appliance, its components and accessories which has been investigated and tested and suitably marked with a label by a recognized testing agency as conforming to recognized standards, requirements or accepted test reports. Certified equipment shall be installed in accordance with the manufacturer’s installation instructions.

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

“Committee of Adjustment” means a committee of adjustment constituted under Section 44 of the *Planning Act, R.S.O. 1990, c. P.13*.

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

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

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

“Outdoor Solid Fuel Combustion Appliance” means a solid fuel burning appliance which is used for the space heating of buildings, the heating of water, or other such purpose, and which is located in a separate building or on the exterior of the building or pool to which it serves.

“Permit” means written permission or written authorization from the *Chief Building Official*.

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

“Unacceptable Fuel” means, but is not limited to, wet or unseasoned wood, garbage, animal waste or byproducts, treated wood, plastic products, rubber products, waste oil, paints, paint solvents, coal, glossy or colored papers, or particle board.

“Waste” means any material defined as waste in section 25 of the *Environmental Protection Act, R.S.O, c. E.19*, as amended.

3.0 GENERAL REQUIREMENTS

- 3.1 This By-law applies to all lands within the geographic limits of the *Township*.
- 3.2 No person shall install, use or maintain an *Outdoor Solid Fuel Combustion Appliance* within the *Township* which is:
 - 3.2.1 Not *Certified* by the Canadian Standards Association or any other accredited test laboratory;
 - 3.2.2 Less than 30 metres (98 ft.) from any property line;
 - 3.2.3 Less than 100 metres (328 ft.) from any residential dwelling on an adjacent lot;
 - 3.2.4 On any lot or block within a registered plan of subdivision; and/or
 - 3.2.5 On any lot zoned Residential, as defined in the Zoning By-law.
- 3.3 No person shall burn *Waste* or any other *Unacceptable Fuel* in an *Outdoor Solid Fuel Combustion Appliance*.
- 3.4 No person shall use any fuel in an *Outdoor Solid Fuel Combustion Appliance* other than what is approved in the manufacturers’ operating instructions.
- 3.5 No person shall use an *Outdoor Solid Fuel Combustion Appliance* located upon one lot or property to heat a building situated upon another lot or property.
- 3.6 No person shall install an *Outdoor Solid Fuel Combustion Appliance* within the *Township* other than in accordance with the provisions of this By-law.

3.7 No person shall use or maintain an *Outdoor Solid Fuel Combustion Appliance* unless it is in accordance with the provisions of this By-law.

3.8 This By-law does not apply to barbecues or open air fires.

4.0 INSTALLATION REQUIREMENTS

4.1 An *Outdoor Solid Fuel Combustion Appliance* shall be located and installed as follows:

4.1.1 At a minimum of 9 metres (30 ft.) from any building on the property, or other distance by an approved testing agency as detailed in the manufacturer's installation instructions;

4.1.2 Such that the perimeter ground area around the unit to a distance of 3 metres minimum from the unit shall be of non-combustible surface;

4.1.3 The unit's chimney cap shall be fitted/equipped with a rain cap/spark arrester, or as per the manufacturer's specifications;

4.1.4 The height of the chimney must meet the manufacturer's specifications; and

4.1.5 In accordance with a site location/installation plan as approved by the *Chief Building Official* or designate.

4.2 The installation of an *Outdoor Solid Fuel Combustion Appliance* must be in compliance with the Ontario Building Code, the Ontario Fire Code, the *Fire Prevention and Protection Act, 1997, S.O. 1997, c. 4*, the manufacturer's installation instructions and all applicable law.

4.3 There shall not be more than one (1) *Outdoor Solid Fuel Combustion Appliance* permitted on a lot except where it serves a permitted accessory dwelling or an agricultural building on lands used primarily for agricultural purposes.

4.4 An *Officer* may at any reasonable time, enter onto land for carrying out an inspection to determine compliance with this By-law.

5.0 PERMIT & FEES

5.1 No person shall install an *Outdoor Solid Fuel Combustion Appliance* without a *Permit* issued by the *Chief Building Official*.

5.2 The applicable fees shall be in accordance with the *Township Building By-law*.

5.3 The applicable fees shall be paid at the application stage.

6.0 PLANS AND SPECIFICATIONS

6.1 Every applicant shall furnish sufficient information with each application for a *Permit* to enable the *Chief Building Official* to determine whether the proposed installation will conform to this By-law or any other applicable law.

6.2 The application for *Permit* shall include the following documents and specifications:

- 6.2.1 Completed application;
- 6.2.2 Site plan;
- 6.2.3 Specifications of the *Outdoor Solid Fuel Combustion Appliance*,
- 6.2.4 Information related to the location and installation, per Section 4 of this By-law; and
- 6.2.5 Be accompanied by the prescribed fee.

7.0 MINOR VARIANCES

- 7.1 Despite any other provision of this By-law, the *Committee of Adjustment* may, upon the application by any person affected, authorize such minor variance from the provisions of this By-law that, in the opinion of *Committee of Adjustment*, maintains the general intent and purpose of the By-law.
- 7.2 An application for a variance to this By-law made to the *Township Committee of Adjustment* shall be accompanied by the prescribed fee, which is contained in the *Township's* Tariff of Fees By-law.
- 7.3 Where an application made under Section 7.1 is incomplete, the Director of Planning, Building and Enforcement may refuse the application.

8.0 OFFENCE

- 8.1 Any person who contravenes any provisions of this By-law is guilty of an offence recoverable under the *Provincial Offences Act., R.S.O. 1990, c. P.33*, as amended.
- 8.2 Where a person is convicted of an offence under this By-law, the Ontario Court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 8.3 If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced *Council* to pass the remainder of the By-law, and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.
- 8.4 Where a provision of this By-law conflicts with the provision of another By-law in force within the Municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.
- 8.5 No person shall hinder or obstruct, or attempt to hinder or obstruct, an *Officer* in the exercise of a power or the performance of a duty under this By-law.

9.0 TRANSITION

- 9.1 Notwithstanding Sections 3.3 and 3.4, any *Outdoor Solid Fuel Combustion Appliance* that was lawfully installed prior to the passing of this By-law, shall be deemed to be in compliance.
- 9.2 The onus will lie on the owner to demonstrate that such unit was installed prior to the passage of this By-law.

10.0 EFFECTIVE

10.1 This By-law shall come into force and effect upon the date of its passing.

READ and passed in Open Council, signed and sealed this 19th day of May, 2020.

MAYOR

CLERK



KEY INFORMATION REPORT

Finance

May 19, 2020

SUBJECT: FINANCIAL IMPACT COVID-19

All Departments:

- Additional personal protective equipment and cleaning costs (including \$4,600 to outfit department vehicles with sneeze guards and \$2,000 of cleaner).
- Potential additional costs due to employees travelling in separate vehicles. For example, fuel, repairs and maintenance, mileage paid to employees, clear plastic dividers for municipal vehicles, and/or rental of additional vehicles.
- Activated three additional cell phones for public to access employees directly when they are working out of the office.
- Increased teleconference and long-distance fees due to remote meetings and remote work. Currently, expense is estimated at \$1,000, with another \$1,000 expected.
- Additional postage and administrative costs are being incurred. Payments being received over the phone and receipts subsequently being mailed creates additional credit card fees and postage costs.
- Most staff training has been cancelled or deferred.
- Since the start of the pandemic until May 2nd, 2020, the Township has paid \$26,285.41 in wages and employer-related payroll taxes to employees who were on “stand-by” due to the state of emergency. These wages were approved in the 2020 budget, so no extra costs were incurred.
- Our Employee Health and Dental Plan provider has confirmed a reduction in the premiums from April through June of 2020. The reduction is a cost savings of \$5,066.03 per month, for a total of \$15,198.09 for the three-month period. This represents a 22.5% reduction in our premiums for the period.
- Possible savings in conference costs with the potential cancellation of conferences.

Administration Department

- \$7,000 donation to Community Food Share, \$5,000 financed from 2019 surplus, \$2,000 from reserves.
- \$2,750 to upgrade WIFI to improve access to electronic meetings.
- \$3,500 to install barriers within the township office.
- \$500 tree giveaway cancelled due to cancellation of Local Business Expo. Money could be spent on planting trees in other locations in the municipality.

Clerks Department

- Weddings now proceeding with maximum of five people in attendance.

Finance Department

- Estimated amount of revenue loss due to suspension of interest on taxes:
 - April: \$32,000
 - May: \$28,000
 - June: \$34,000
 Total of \$94,000 over three months; based on actuals from previous years.
- MPAC is currently not carrying out any onsite inspections during the provincial state of emergency. This will delay taxation revenue on any new construction unless they can perform assessments remotely. Potential reduction in our supplemental/omit billings for the year.
- We did not send out reminder notices in May, savings of approx. \$850.00 in mailing costs.
- Reduction in interest income from funds on deposit due to reduced interest rates of 30% on BMO reserve amounts and 37% on the funds on deposit with RBC. There is an estimated loss of \$4,604/month in interest revenue.

Economic Development

- As per the 2020 Budget, we anticipated \$17,500 in revenue from the Business Expo and \$9,800 in expenses. These are split 50/50 with the Chamber of Commerce. Due to the cancellation of the Business Expo, the net surplus of \$3,850 would not be realized this year.
- In addition, a total of \$519.86 was incurred for the Expo in non-refundable expenses.
- Events which, if cancelled, may not require funds, resulting in an avoided expense:
 - Chesterville Ag Society \$4,500
 - Parade of Lights \$1,000

- Art on the Waterfront does not plan to request funds (\$1,000) and plans to showcase artists online instead. This can be considered an avoided expense.
- Mountain Township Ag Society have cancelled their fair. They have received a \$4,500 donation, so this amount will be subtracted from the donation to their parking lot. It is now considered to be an avoided expense.
- Canada Day celebrations have been cancelled, so their budgeted funds of \$1,000 can be considered an avoided expense.

Fire Services

- From January through April 2020, revenue from burn permits is down \$1,200 over the same period last year.
- Mike Gruich, Fire Chief and Department Liaison, has advised that the Vermont Training normally held in June, has been cancelled this year. This will result in savings of approximately \$6,000.
- The O AFC Mississauga training has been cancelled, which will save approximately \$1,200 (meals, accommodation, registration, etc.).
- As for regular training schedule, all training has been deferred/put on hold. Comparisons in costs incurred for the first 4 months of the year are:

	2018	2019	2020
Jan-Mar	\$11,578	\$17,002	\$9,769
Apr-June	\$11,761	\$12,503	TBD

- Budgeted costs for “training” (which are costs incurred for wages for training related activities) were \$61,000 in the 2020 budget; To date, actual costs are approximately \$9,800 – as per above chart. Unknown if there will be any further training costs this year.

Planning, Building and By-law Enforcement

- Purchased scanners and other hardware to assist staff in working from home (approx. \$900 expense thus far – included under “all departments”).
- At this time, building permit revenue is down. Possibly just “deferred” - applications may increase later in the year.
- Fewer parking tickets are being issued due to people staying home; estimated revenue loss of \$525 per month.

- By-law Enforcement Officers are assisting the health unit and the OPP. Depending on number and nature of calls, employees may drive more kilometers than originally anticipated.
- Currently, we are not selling dog tags door-to-door. To date we have received \$6,522.50 in revenue for 2020 against a budgeted amount of \$35,500, for a shortfall from budget of \$29,000, or approximately 1,900 tags.

Public Works

- Rental of a hand-washing station at the MTO yard - \$100 a month.
- Hired three additional workers at 40 hours/week (redeployment of lifeguards).
- Savings of \$5,000 in cancelled training at the Guelph Road School.
- \$8,700 saved expenses from Crossing Guard wages should schools remain closed until end of June.

Recreation Department

- Baseball Season, if cancelled, will see reduced revenue of \$8,550 and avoided expenses of \$11,500, resulting in a net surplus of \$2,950.

Estimate of Reduced Revenue (March 15th to May 31st):

Account	Approximate Lost Revenue
Winter Programs (cancel 4 weeks)	4,270
Spring Programs (based on 2019 actuals)	14,000
Special Event (Yuk Yuk's)**	2,200
Joel Steele Hall Bar Revenue: Yuk Yuk's	1,000
Council Chamber Rentals	270
South Mountain Resource Room Rental	200
Joel Steele Community Hall Rentals	1,630
Morewood Community Hall Rentals	160
Old Town Hall Rentals	1,350
Nelson LaPrade Rentals	870
Chesterville Arena Ice Revenue	12,000
Winchester Arena Ice Revenue	17,390
Chesterville Arena Slab Revenue	900
Winchester Arena Slab Revenue	1,200
Ball Diamond Rentals	900
Pool Closures	78,500
MMOMS Cancellation	**21,000

Total Estimate of Revenue Loss	\$ 157,840
---------------------------------------	-------------------

Estimate of Expenses not Incurred due to cancellations:

Account	Approximate Saved Expenses
Instructor Payments (Winter session)	3,000
Instructor Wages (Spring session)	6,000
Joel Steele Hall Bar expense: Yuk Yuk's	300
Pools Closure	*167,000
MMOMS Cancellation	** 21,000
Total Saved Expenses:	\$ 197,300

Projected Net Savings **\$ 39,460**

*Due to the closure of the pools and employing additional maintenance/park labourers (MPL) who were interviewed for pool positions, one additional MPL was hired, using wages that were originally budgeted for pools.

**If MMOMS is postponed instead of cancelled, revenue and expenses will be adjusted accordingly.

***\$1,500 paid for Comedian for Yuk Yuk's is considered a prepaid expense as it will not be refunded, but will remain as a credit with no expiry date.

Arena Closure Projections, Sept. to Dec.

AVOIDED EXPENSES (Based on 2019 Actuals + 3%)	Winchester Arena (Sept to Dec)	Chesterville Arena (Oct to Dec)
Hydro	\$ 32,267.81	\$ 21,282.00
Water/Sewer	\$ 3,500.00	\$ 3,244.42
**Repairs & Maintenance	\$ 20,000.00	\$ 15,000.00
Snow Removal	\$ 2,470.00	\$ 1,770.00
Plant Maintenance	\$ 258.35	\$ 258.35
Olympia	\$ 3,460.42	\$ 1,338.77
Part-Time Wages & Payroll Taxes	\$ 35,624.70	\$ 18,440.23
Hawks Bar Expenses	\$ 1,324.88	-----
Total 2019	\$ 98,906.16	\$ 61,333.77
3% Increase	\$ 2,967.18	\$ 1,840.01
Total Est. 2020	\$ 101,873.34	\$ 63,173.78

**Figures provided for Repairs and Maintenance are averages, based on actuals for 2016, 2017, and 2018.

Estimate of Reductions in Revenue Due to Pool Closures:

REDUCED REVENUE (Based on 2019 Actuals)	Winchester Arena (Sept to Dec)	Chesterville Arena (Oct to Dec)
Ice Rentals	\$ 119,200.00	\$ 70,000.00
Canteen Rental	\$ 1,312.50	\$ 1,125.00
Hawks Bar Revenue	\$ 1,934.50	-----
Sign Revenue	\$ 6,064.58	\$ 4,777.08
Total Est. 2020	\$ 128,511.58	\$ 75,902.08

Waste Management

- Landfill Tipping Fees

2019- Feb-	\$5,700	2020-	\$5,800
2019- Mar-	\$8,200	2020-	\$4,200
2019-April-	\$11,800	2020-	Est. at \$3,000
- If the pandemic continues, the loss of revenue in tipping fees will increase at an estimate of \$10,000 per month as these are usually the busier months. This loss of revenue could be recovered later in the year, as a result of increased usage.
- Rental of a hand-washing station at \$50/month.

Water and Sewer

- Due date for the water and sewer bills deferred from April 30, 2020 to May 31, 2020; should have minimal impact on revenue.
 - If waived, \$850 one-time estimated reduction in Interest Revenue.



Financial Impacts of COVID-19

on the Township of North Dundas

Financial and Economic Support

- Waiving of Penalty/Interest for 3 months
 - 1.4% of 2020 Tax Levy
- Property Taxes due April 30th (historically March 31st)
- Water Billings due May 31st (historically due April 30th)
- Final Tax Bill due date July 31st (historically June 30th). September date to be reviewed.
- SDG-County Wide - deferral of County and School Board Levies





All Departments:

Avoided Expenses:

- ✓ Employee Health and Dental Plan: Reduction of Premiums - **\$15,198.09 for 3 months.**
- ✓ Deferment and/or cancellation of training and conferences (see individual slides for details).

Additional Expenses:*

- Sneeze guards in fourteen vehicles – Approx. **\$4,600**
 - (Admin – 1, Waste Management – 3, Public Works – 4, Recreation – 4, Planning – 2).
- Extra vehicles on the road/mileage for use of personal vehicles/may need to rent vehicles.
- Additional mailing, credit card, and other admin. Fees.
- Equipment for remote offices/meetings (scanners, laptops, etc.) – Approx. **\$4,370**
- Additional costs for communications, advertising, and signage – Currently approx. **\$1,000** with another \$1,000 expected.

Others of Note:

- Counties have deferred installment payment to April 30th.
- Wages incurred while employees are on standby - **\$26,285.41** YTD

*GL Account has been created to track costs for potential government grants.

Reduced Revenue, Additional Expenses, & Avoided Expenses

Administration

Additional Expenses

- Donation to Community Food Share **\$7,000**
 - From 2019 Surplus - \$5,000
 - From Benevolent Reserves - \$2,000
- Upgrading WIFI to improve electronic meetings **\$2,750**
- Barrier installation in office **\$3,500**
- Sneeze Guard (1 vehicle) **\$ 400**



Avoided Expenses

- **\$500** Tree Giveaway cancelled due to cancellation of Local Business Expo.
 - Could be diverted to planting trees in other areas of municipality.



Reduced Revenue, Additional Expenses, & Avoided Expenses

Clerks Department

- Weddings now proceeding with maximum five people in attendance.

Finance Department

- Reduced Revenue (Interest): **\$94,000**
(April - \$32,000, May - \$28,000, June - \$34,000)
- Avoided Expenses (Reminder Notices): **\$ 850** (saving in mailing costs)
- Reduced interest income 30% on BMO reserve amounts
37% on RBC
\$ 4,604/month
- MPAC: No onsite inspections. Potential delay of new construction being picked up which will reduce supplemental/omit billings.



Reduced Revenue, Additional Expenses, & Avoided Expenses

Economic Dev Department

- Reduced Revenue (Expo): **\$8,750** (\$17,500 split 50/50 with Chamber of Commerce).
- Avoided Expenses (Expo): **\$4,900** (\$9,800 split 50/50 with C of C).
- Unavoidable Expenses (Expo): **\$ 520**
- Event cancellations which, if they do not require budgeted donations, may be included as avoided expenses. These Include: Chesterville Ag Society (cancelled - \$4,500), & Parade of Lights (unknown - \$1,000).
 - Art on the Waterfront does not plan to request their regular donated funds of **\$1,000**.
 - Mountain Township Ag. Society has cancelled their event, so the **\$4,500** can be considered avoided.
 - Canada Day has been cancelled, so **\$1,000** can be considered avoided.

Fire Department

- Reduced Revenue (Burn Permit): **\$1,200** (compared to 2019)
- Avoided Expenses (Training) **\$6,000** (Vermont, normally held in June, has been cancelled)
\$1,200 (O AFC Mississauga Training)
- Regular Training Wages and Benefits Schedule Overview:

	2018	2019	2020
January – March	\$ 11,578	\$ 17,002	\$ 9,769
April – June	\$ 11,761	\$ 12,503	TBD

- Budgeting Training Wages and Benefits for 2020: **\$61,000**



Reduced Revenue, Additional Expenses, & Avoided Expenses

Planning, Building, and By-Law Enforcement

- Avoided Expenses - Parking infractions down (gas savings since tickets are not being issued).
- Dog tag sales deferred. At this time, there is a reduced revenue of \$29,000 (approx. 1,900 tags).

Reduced Revenue	
○ Building Permits	(Deferred and/or Cancelled)
○ Planning Applications	(Deferred and/or Cancelled)
○ Door to Door Dog Tag Sales	(Deferred and/or Cancelled)
○ Parking Tickets	\$525 /month

Public Works

- Potential additional expenses to rent extra vehicles to accommodate Township activities.
- Rental of hand-washing station at MTO Yard: **\$ 100 /month** (Total of \$800 for 2020)
- Redeployed Lifeguards from Rec 3 employees working 40 hours/week
- Avoided Expenses (Training): **\$5,000** savings.
- Avoided Expenses (Crossing Guard Wages): **\$8,700** savings to end of school year.

Reduced Revenue, Additional Expenses, & Avoided Expenses

Recreation and Culture Department (March 15th – May 31st)

Account	Estimate Reduced Revenue
Winter Programs (cancel 4 weeks)	4,270
Spring Programs (based on 2019 actuals)	14,000
Special Event (Yuk Yuk's)	***2,200
Joel Steele Hall Bar Revenue: Yuk Yuk's	1,000
Council Chamber Rentals	270
South Mountain Resource Room Rental	200
Joel Steele Community Hall Rentals	1,630
Morewood Community Hall Rentals	160
Old Town Hall Rentals	1,350
Nelson LaPrade Rentals	870
Chesterville Arena Ice Revenue	12,000
Winchester Arena Ice Revenue	17,390
Chesterville Arena Slab Revenue	900
Winchester Arena Slab Revenue	1,200
Ball Diamond Rentals	900
Pool Closures	78,500
MMOM Cancellation	**21,000
Total Revenue Lost	\$ 157,840

Account	Estimate Avoided Expenses
Instructor Payment (Winter session)	3,000
Instructor Wages (Spring session)	6,000
Joel Steele Hall Bar expense: Yuk Yuk's	300
Pools Closure	*167,000
MMOM Cancellation	** 21,000
Total Saved Expenses:	\$ 197,300

*Due to the closure of the pools and employing additional maintenance/park labourers (MPL) who were interviewed for pool positions, one additional MPL was hired, using wages that were originally budgeted for pools.
 **If MMOM is postponed instead of cancelled, revenue and expenses will be adjusted accordingly.
 ***\$1,500 (not included in total) paid for Comedian for Yuk Yuks is considered a prepaid expense as it will not be refunded, but will remain as a credit with no expiry date.

Baseball Season
 (if cancelled):
 Net Avoided
 Expenses =
\$2,950



Reduced Revenue, Additional Expenses, & Avoided Expenses

Recreation and Culture Department – Projections for the Ice Bookings (Until Dec 31st)

AVOIDED EXPENSES	<u>Winchester</u>	<u>Chesterville</u>
BASED ON 2019 ACTUALS + 3%	SEPT. TO DEC.	OCT. TO DEC.
Hydro	32,267.81	21,282.00
Water/Sewer	3,500.00	3,244.42
**Repairs & Maintenance	20,000.00	15,000.00
Snow Removal	2,470.00	1,770.00
Refrigeration Plant Maintenance Contract	258.35	258.35
Olympia	3,460.42	1,338.77
Part-Time Wages & Payroll Taxes	35,624.70	18,440.23
Hawks Bar Expenses	1,324.88	-----
TOTAL 2019	\$ 98,906.16	\$ 61,333.77
3% INCREASE	2,967.18	1,840.01
TOTAL ESTIMATED FOR 2020	\$ 101,873.34	\$ 63,173.78

**The figures provided for Repairs & Maintenance are averages, based on actuals from 2016, 2017, and 2018.

REDUCED REVENUES	<u>Winchester</u>	<u>Chesterville</u>
BASED ON 2019 ACTUALS	SEPT. TO DEC.	OCT. TO DEC.
Ice Rentals	119,200.00	70,000.00
Canteen Rentals	1,312.50	1,125.00
Hawks Bar Revenue	1,934.50	-----
Sign Revenue	6,064.58	4,777.08
TOTAL	\$ 128,511.58	\$ 75,902.08



Net Loss Winchester: **\$26,638.24**

Net Loss Chesterville: **\$12,728.30**



Reduced Revenue, Additional Expenses, & Avoided Expenses

Waste Management

- Reduced Revenue (Tipping Fees)

March – **\$4,000** compared to 2019

April – **\$8,800** compared to 2019

Additional **\$10,000 per month** for summer months, but this loss could be avoided once restrictions are lifted.

- Rental of hand-washing station at MTO Yard: **\$ 50 /month** (Total of \$500 for 2020)

Water and Sewer

- Deferring due date for the water and sewer bills from April 30th to May 31st.
 - If waived, reduced revenue (Interest) **\$ 850**



What We're Doing

Administration is making modifications to processes, workplaces, schedules etc. to ensure the safety of employees and compliance with physical distancing. We will be applying for the COVID-19 funding relief through the City of Cornwall.

Finance: The year-end audit for the Township of North Dundas has been completed. Presentation of financial statements will be on June 15th. We intend to start on the KIR next week with the target filing date of May 31st, but may be extended to June 15th.

Economic Development is focusing on assisting local businesses to stay informed regarding funding and support programs.

Fire Departments have shifted burn permits to be issued electronically.

Planning, Building, and By-Law has ensured all services remain available to the public through phone calls, emails, or mailings, and all inspections/complaints are being handled in as safe a manner as possible for our staff and the public.

Public Works will continue construction work as usual and has hired three extra students this summer to help with maintenance in all the hamlets such as painting, grass trimming, and cold patching when required.

Recreation & Culture has reallocated students to maintain employment and continues to utilize this time to increase the special maintenance of our facilities, so that they are well prepared when the facilities reopen.

Waste Management is maintaining the same level of curbside service as always, and plans to gradually increase availability of the landfill site to residents, contractors, and businesses as circumstances permit.



	Estimated Reduced Revenue	Additional Expenses (Expense Tracker)	Additional Expenses (other)	Avoided Expenses	Provincial and Other Funding	Projected COVID-19 Deficit	
Across All Departments							
Communications, Advertising, and Signage		1,042.56				1,042.56	
Sanitizing (building and vehicles)		2,298.66				2,298.66	
Additional PPE for department use		8,212.25				8,212.25	
ITT Services/Systems/Tech		5,192.54				5,192.54	
Administration							
Donation - Community Food Share		7,000.00			(2,000.00)	5,000.00	
Health/Dental Plan - Reduction in Premiums for 3 months				(15,198.09)		(15,198.09)	
Tree Giveaway				(500.00)		(500.00)	
Marriage License Loss	775.00					775.00	
Finance							
Taxation Interest Revenue (April, May, June)	94,000.00			(850.00)		93,150.00	
Reduc. of Interest Income - Deposited Funds (May)	4,604.00					4,604.00	
Economic Development							
Event Cancellation Savings on Donations				(6,500.00)		(6,500.00)	Art on the Waterfront, Canada Day, & Moutain Township Ag Society
Expo Cancelled	8,750.00		520.00	(4,900.00)		4,370.00	
Fire Services							
Burn Permit Revenue	1,200.00					1,200.00	
Cancelled Training				(7,200.00)		(7,200.00)	
Building, Planning, and By-Law							
Parking Tickets (April, May)	1,050.00					1,050.00	
Public Works							
Cancelled Training				(5,000.00)		(5,000.00)	
Crossing Guards (for end of school year)				(8,700.00)		(8,700.00)	
Recreation							
Winter Programs	4,270.00			(3,000.00)		1,270.00	
Spring Programs	14,000.00			(6,000.00)		8,000.00	
Special Event + Bar Revenue (Yuk Yuk's)	3,200.00			(300.00)		2,900.00	
Hall Rentals	4,480.00					4,480.00	
Ice Revenue	29,390.00					29,390.00	
Slab Revenue	2,100.00					2,100.00	
Pool Closures	78,500.00			(167,000.00)		(88,500.00)	
MMOMS Cancellation	21,000.00			(21,000.00)		-	
Ball Diamond Rentals	900.00					900.00	
Waste Management							
Tipping Fees	12,800.00					12,800.00	
Water/Sewer							
Interest Revenue	850.00					850.00	
	\$ 281,869.00	\$ 23,746.01	\$ 520.00	\$ (246,148.09)	\$ (2,000.00)	\$ 57,986.92	Loss
Relief-Funding via City of Cornwall							
Current Eligible Funding if Approved					\$ (23,746.01)	(23,746.01)	*Not guaranteed
Potential Additional Funding for Eligible Items					\$ (31,253.99)	(31,253.99)	*Not guaranteed
PROJECTIONS FOR REMAINDER OF YEAR							
Finance							
Reduc. of Interest Income - Deposited Funds (June to Dec)	32,228.00					32,228.00	
Building, Planning, and By-Law							
Parking Tickets (June to Dec)	3,675.00					3,675.00	
Public Works							
Rental of hand washing station (June to Dec)		700.00				700.00	
Recreation							
Winchester Arena (Sept to Dec)	128,511.58			(101,873.34)		26,638.24	
Chesterville Arena (Sept to Dec)	75,902.08			(63,173.78)		12,728.30	
Baseball Season Cancellation	8,550.00			(11,500.00)		(2,950.00)	
Waste Management							
Tipping Fees (May, June, July)	30,000.00					30,000.00	
Rental of hand washing station (June to Dec)		350.00				350.00	
	\$ 560,735.66	\$ 24,796.01	\$ 520.00	\$ (422,695.21)	\$ (57,000.00)	\$ 106,356.46	Loss



Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

April 9, 2020

BY E-MAIL: jmccaslin@northdundas.com

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

Dear Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2019
Township of North Dundas; Our file No. 27227-7**

Background

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

This report summarizes the services provided by the Integrity Commissioner to the Township of North Dundas in 2019, in accordance with section 223.6 (1) of the *Act*. The purpose of this report is to highlight the mandate of the Integrity Commissioner and to inform Council and the public about changes to the Act that affect the process of the Integrity Commissioner and subsequently, Councils and Local Boards.

Role of the Integrity Commissioner

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

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

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

Codes of Conduct

Prior to March 1, 2019, Codes of Conduct for members of Councils and Local Boards were optional. On March 1, 2019 the Province mandated that requirement.² Along with that mandate, Ontario Regulation 55/18: Codes of Conduct – Prescribed Subject Matters, requires municipalities to include specific provisions within those Codes of Conduct:

1. Gifts, benefits and hospitality.
2. Respectful conduct, including conduct toward officers and employees of the municipality or the local board, as the case may be.
3. Confidential information.
4. Use of property of the municipality or of the local board, as the case may be.³

The Integrity Commissioner notes that although not required by the Province, it is essential that municipalities include a complaint protocol within their Codes of Conduct. Courts have indicated that an Integrity Commissioner relies on the Code of Conduct together with the complaint protocol as the 'home statute' of the Integrity Commissioner.⁴

¹ *Municipal Act*, section 223.3(1).

² *Municipal Act*, section 223.2(1).

³ *Municipal Act*, O. Reg. 55/18, section 1.

⁴ *Michael Di Biase v City of Vaughan*, 2016 ONSC 5620 at para. 43.

We note the following important details regarding our initial process in relation to the complaint protocol:

1. The Integrity Commissioner may attempt to resolve all or part of a complaint as part of our preliminary review process; and
2. The Integrity Commissioner may reformulate complaints or applications for inquiry if necessary, to better reflect the intent of the complainant or applicant.⁵

Integrity Commissioner Activity re: Township of North Dundas

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

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

There have been no complaints under the Code of Conduct or applications for inquiry under the MCI submitted to the Integrity Commissioner for the Township of North Dundas. We have also received no requests for advice from individual members. Still, we feel it is of great importance to highlight our process and imperative messages gleaned from cases around the Province to date.

Resolution of Complaints

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

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

⁵ *Ibid*, at para. 43.

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

Confidentiality

The Integrity Commissioner includes only the information in his reports that is necessary to understand the findings. In making decisions about what information to include, the Integrity Commissioner is guided by the duties set out in the Municipal Act.

Section 223.5(1) of the Act sets out the Integrity Commissioner's duty to maintain confidentiality throughout any process:

Duty of confidentiality

223.5 (1) The Commissioner and every person acting under the instructions of the Commissioner shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties under this Part.

This requirement applies to every person acting under the instruction of the Integrity Commissioner as well. Our process includes notifying the complainant or applicant, the named member(s), and any witnesses that they must keep the process confidential as required under section 223.5(1).

If a member were to share details of a complaint process with any other individual prior to the Integrity Commissioner issuing a public report, the Integrity Commissioner may view that act as a breach of the confidentiality provisions of the Code of Conduct. Further, any information not included in the report of the Integrity Commissioner remains confidential and ought to be treated as such by all parties.

Finally, any advice provided by the Integrity Commissioner to a member is confidential and the member has no obligation to share that advice with Council or any other person. The Integrity Commissioner may not release any advice that has been provided to a member without their consent. Should the member share part of the advice on their own, the advice no longer enjoys the cloak of confidentiality and the Act allows the Integrity Commissioner to release the full text of the advice at their discretion.

Independent Role of the Integrity Commissioner

Council has assigned to the Integrity Commissioner the duty to independently conduct investigations and inquiries. The Integrity Commissioner is bound by the statutory

framework to undertake a thorough investigation or inquiry in an independent manner. The findings of any report represent the Integrity Commissioner's final decision.

Investigative Process

Our process for all investigations and inquiries includes:

1. Reviewing the merits of the complaint or application to determine if it is:
 - a. Frivolous;
 - b. Vexatious; or
 - c. Without merit.
2. Following this initial review (and barring any finding under paragraph 1(a) through (c)), we conduct a more thorough preliminary review that allows the named member an opportunity to respond and provides the complainant with the opportunity to respond to the member's reply. The member is then provided with one last opportunity to respond to the reply comments of the complainant.
3. Following these steps and any additional steps the Integrity Commissioner deems necessary to complete the preliminary review, the Integrity Commissioner reviews all materials and submissions to that point and decides whether to explore any opportunity for an informal resolution or move on to the investigation/inquiry stage.
4. If there is an investigation or inquiry, the Integrity Commissioner interviews those witnesses he deems relevant to the allegations, and collects all information deemed relevant to the process.
5. At the completion of the investigation or inquiry, the Integrity Commissioner issues a public report of his findings to Council for their acceptance and consideration on any recommended sanctions or penalties.

Investigation Reports

If Council finds itself in the position where it receives a report from the Integrity Commissioner, Council is performing an adjudicative function and it is required to act with a greater degree of neutrality than it normally would for other business that may come before it. It may debate the recommendations of the Integrity Commissioner only, but not the findings.

Council must avoid going "behind" the findings of the Integrity Commissioner or challenging the lines of inquiry or analysis undertaken by the Integrity Commissioner. Council does not have the benefit of the detailed investigation undertaken, as it is impossible to distill all the interviews and documents into one report. The Integrity Commissioner exercises his discretion to report only those facts that are most relevant; which is not to say that other facts were not considered when drafting the report. Any attempt to challenge the findings of the report undermines the integrity of the process and the conclusions of the report. That type of

action is unfair to the complainant or applicant, the member, and witnesses, and is beyond the scope of Council's authority under the Municipal Act.

We note that if the Integrity Commissioner recommends a financial sanction (suspension of pay up to 90 days), then the member (even though he or she would have a resulting pecuniary interest) is entitled to attempt to influence Council's decision on that recommended financial sanction. However, the member is not entitled to participate in any other portion of the debate, must still declare a conflict at the outset of Council's consideration of the report, and may not vote.⁶

Closing Remarks

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

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

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

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



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

⁶ Section 5(2.10) of the *Municipal Conflict of Interest Act*.



DISTRICT OF PARRY SOUND

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POA 1C0

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Website: www.armourtownship.ca

April 29, 2020

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Re: Support Resolution - High Speed Internet Connectivity in Rural Ontario

At its meeting held on April 28, 2020, the Council of the Township of Armour passed Resolution #6 supporting our Councillor Rod Ward's letter regarding the need to make substantial investments in high-speed internet connectivity in the rural areas of Ontario.

A copy of Council's Resolution #6 dated April 28, 2020 and Councillor Ward's letter is attached for your consideration.

Sincerely,

Charlene Watt
Deputy Clerk

Cc: MPP Norm Miller, MP Scott Aitchison and Ontario Municipalities

Enclosures



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: April 28, 2020

Motion # 6

That the Council of the Township of Armour supports the letter, dated April 15, 2020 from Councillor Rod Ward, on the need to make substantial investments in high-speed internet connectivity in rural areas. Furthermore, that this resolution and the letter be circulated to Scott Aitchison, MP for Parry Sound-Muskoka, Norm Miller, MPP for Parry Sound-Muskoka and all Ontario municipalities requesting their support.

Moved by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input checked="" type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Seconded by:

Blakelock, Rod	<input checked="" type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>

April 15, 2020

To whom it may concern,

The COVID-19 pandemic in Ontario has highlighted both our positive responses to a crisis, and some definite shortcomings in infrastructure, systems and services which need to be addressed on a long-term basis. Setting priority on solving these issues will be a challenge, given the differing agendas and the strained budgets. Solving fundamental issues should focus on the most basic needs as a starting point. One of the clear needs in a rural community such as the Almaguin Highlands, highlighted further by recent events, is the need for proper high-speed internet connectivity. Healthcare and education are both going down a path where appropriate connectivity is assumed. Like many models that move outward from metropolitan areas, this assumption is lost on rural areas. For the vast majority of households in our community, true high-speed connectivity simply does not exist. For the vast majority of future strategies in healthcare and education, there is an assumption that it does exist.

Even in areas in the Almaguin Highlands which have 'high-speed' internet, the overall infrastructure is still limited. It is certainly not designed to deal with a sudden huge peak in demand. Whereas the capacity in large urban centres is built to handle the added throughput, there are clear limitations here. The best way to explain it is a comparison to hydro. Imagine if everyone went home at the same time and turned their lights on, but because there wasn't enough hydro capacity overall, all lights were 50% dimmer than normal and some appliances simply didn't work. We no longer have to imagine what happens with internet speed during peak usage. Suddenly during the COVID pandemic, people are working from home who have never worked from home. Kids are trying to do courses on-line. People who are not working are turning on-line to stay connected. Video-conferencing, which was a totally foreign concept to many, is now part of daily routine. Any idea how much internet bandwidth video uses? It's no wonder we hit a wall.

The future of healthcare sees patients being monitored and cared for in their own homes, through the use of technology. The future of education sees students doing much of their learning on-line. The future of business and commerce sees the ability to function outside the 'bricks and mortar' of an office location. Malls disappear and on-line shopping is the norm. For some, that future has already arrived. Our area has already been drastically affected by cutbacks in the area of healthcare and education through gradual decreases in budgets and services. Technology offers us the ability to level the playing field to a great extent. High-speed connectivity cannot be seen as a luxury or a nice-to-have, any more than hydro should be seen that way. In order to solve some other problems (i.e. skyrocketing budgets in healthcare and education) the wise investment is in providing connectivity for every resident in the province.



Rod Ward
Councillor
Armour Township



April 21, 2020

To: Municipalities of Ontario – by email

Re: A Resolution to Request the Province of Ontario Review the Farm Property Class Tax Rate Programme in Light of Economic Competitiveness Concerns between Rural and Urban Municipalities

Please be advised that at its March 10, 2020 meeting, the Council of the Township of Mapleton carried the following Resolution 2020-04-14:

WHEREAS the Province of Ontario implemented changes to property assessment and introduced taxation reform which came into effect in 1998;
 AND WHEREAS prior to 1998 farm properties were subject to taxation at the base residential tax rate and qualified farmers applied annually to the province to be reimbursed 75% of the farm portion of the taxes paid to the local municipality;
 AND WHEREAS the province changed the method of delivering farmer's rebates by creating the Farm Property Class Tax Rate Programme under the jurisdiction of the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA);
 AND WHEREAS rather than apply annually and wait for property tax rebates, the delivery of the programme shifted to local municipal governments and onto the property tax system;
 AND WHEREAS eligible farmland assessment values are now locally subsidized by 75% of their full current value assessment (CVA) to produce a lower weighted assessment base which is used for tax rate setting purposes;
 AND WHEREAS the effect of the locally subsidized weighted assessment shifts an increased burden of tax onto all other property classes within the municipality;
 AND WHEREAS these taxation reforms were originally supposed to be revenue neutral and offset by funding from the Ontario Municipal Partnership Fund (OMPF) and its predecessor the Community Reinvestment Fund (CRF);
 AND WHEREAS the province has been reducing support from the Ontario Municipal Partnership Fund while the cost of the farm tax rebate programme is continuously increasing;
 AND WHEREAS an economically competitive agricultural industry provides affordable food and agricultural products to all Ontarians and is a provincial objective that should be cost shared amongst all of its citizens;
 AND WHEREAS the cost of this programme disproportionately falls upon property taxpayers in rural municipalities;
 AND WHEREAS higher property taxes in rural municipalities is creating economic competitiveness issues between rural and urban municipalities;

(over for page two)



Page 2 of 2, Mapleton Resolution

Re: Prov. Review of Farm Property Class Tax Rate Programme

AND WHEREAS the province hasn't undertaken a review of this programme since it was implemented in 1998;

NOW THEREFORE the Council of the Township of Mapleton requests that:

1. The Province of Ontario undertake a review of the Farm Property Tax Class Rate Programme to determine:
 - a. The appropriateness of the cost of the Farm Property Tax Class Rate Programme falling disproportionately amongst rural residential and business property owners when the benefit of an economically competitive agricultural industry and affordable food and agricultural products is a provincial objective that should be shared amongst all taxpayers in Ontario;
 - b. The adequacy of funding being provided to rural municipalities to offset the cost of the Farm Property Tax Class Rate Programme;
 - c. The differences between the amount of property taxes paid in rural and urban municipalities and the root causes of those differences;
 - d. Economic competitiveness concerns with disproportionately higher average property taxes being paid in rural municipalities;
 - e. Other methods of delivering the farm tax rebate programme to farmland owners where the cost can be shared province-wide.

AND BE IT FURTHER RESOLVED THAT this motion be sent to Hon. Doug Ford, Premier of Ontario, Hon. Steve Clark, Minister of Municipal Affairs and Housing, Hon. Rod Phillips, Minister of Finance, Hon. Ernie Hardeman, Minister of Agriculture, Food & Rural Affairs, MPP Randy Pettapiece, Hon. Ted Arnott, all Ontario Municipalities, Rural Ontario Municipal Association (ROMA) and Association of Municipalities of Ontario (AMO).

Attached you will find the County of Wellington Committee Report dated January 16, 2020 regarding the 'Farm Property Class Tax Rate Programme' for review and consideration.

Should you have any questions or concerns, please contact the undersigned.

Sincerely

Larry Wheeler
Deputy Clerk

Attach. (1)

May 05, 2020

To: North Dundas Council Members

From: Bill Smirle

Re: South Nation Conservation Authority Update

Mayor Tony Fraser;

Deputy Mayor Al Armstrong;

Councillors: Gary Annable;

Tyler Hoy;

John Thompson

CEO Angela Rutley

Clerk Jo-Anne McCaslin

Meeting Members:

We are sure living in different, more difficult and more challenging times than we ever could have imagined!

I believe I speak for our residents when I say a huge “thank you” for your leadership, and for the work you have been planning, coordinating, overseeing and making sure was completed over the past couple of very hectic months, and into the future.

You will remember that my last scheduled presentation a couple of months ago at the North Dundas Council was cancelled.

This will be a written presentation to Council describing some of our South Nation Conservation Authority activities over the past few months.

At the **November, 2019** meeting, the South Nation Budget for 2020 was approved and in **early December**, I presented a copy of the approved budget to Mayor Tony.

South Nation held their **January and February** Meetings as scheduled.

From these meetings, I will note:

- The **Oschmann Forest** was approved as the Official Maple Syrup Education Centre for South Nation. Last year we had a few hundred student visitors. (In 2020 we had to cancel all student educational visits – re Covid-19).
- A **three year contract** will be negotiated with a Company to maintain and pick-up the syrup from the collection site – and pay us for the sap. (In 2019 we received a cheque for a bit under \$5,000.00)
- We thoroughly **discussed Liability** – and all types of Insurance that we have – and that we need. (We also studied the Information circulated re municipal Insurance). We estimated that our 2020 Insurance would include - probably a 12% increase. Conservation Authorities use “Marsh Canada”. (The bill came in recently with a 20% increase)
- We will have a regular **“2020 Forest Harvest”** in several areas, that should bring us about \$70,000.00. (This is not anyway related to Clear-Cutting. Healthy Forests must be thinned and regularly maintained. All trees for cutting are marked by our Foresters)
- **Camp Sheldrick** - a “hidden treasure” in North Dundas - is operated by and maintained by “Scouts Canada”. Their contract will expire in June, 2020. A new ten year contract will be negotiated and signed from June 2020 to June 2030. (Each year about 800 Scouts from mostly Ontario, but also some from other parts of Canada and a few from the United States use the facilities for about thirty-five week-ends a year. As well, about 200 others arrange to and do take advantage of using the facility.
- **It was confirmed** – as is necessary each year, that the Chair (or if unavailable – the Vice Chair or Past Chair) will co-sign all cheques “over a pre-arranged amount”.
- **All** of the necessary approvals for requests, permits and approvals were given.

Thursday, March 05: The South Nation Authority has **Four Standing Committees: Clean Water; Communication; Fish and Wildlife; Forestry.**

Each Committee has about fifteen members from throughout our municipalities with a staff advisor, and Executive Members are “ex officio” Members. Board Members may join a committee if interested. All minutes (and decisions) of these Committees go to the Board for information and approval.

For your information, the following Committee Members are from North Dundas: Clean Wwater: Jackie Pemberton – Chair; Communications: Karen Switzer-Howse; Murray Inch; Gerry Boyce; Fish & Wildlife: Larry Smith; Forestry:(0)- *(but Archie Byers North Stormont & Ron Toonders South Dundas are close neighbours)*

A few years ago when I was SNCA Chair, Committees asked how they could be more up-to-date on the activities of each-other. We decided to have one meeting a year, where all committees and staffers, as well as Board Members would meet to explain programmes, share information and answer questions. It was further decided that when all members of all committees were together we would plan a **“Super All Committee Meeting Day”** each year in early March; two committees would have one of their regular meeting in the morning at 9:30; All members would meet for a “joint “sharing of information session” over lunch at 12:00; There would be a **Joint Meeting** of Committee Members, Board Members and Staffers at 1:00; the other two committees would each hold their Meeting at 3:00.

This has been successfully held for a few years and is considered important to extend into future years.

The **March Board Meeting was cancelled**. Our bylaws stated that the Annual Meeting shall be completed before the end of March. The **Annual Meeting** has been postponed indefinitely, and this was permitted by direction from our Minister (Yakabouski).

We held the **April Meeting** by teleconference on April 16, and this was also with our Minister’s permission.

- Board Members were sent all of the necessary information - including suggested Rules for the Meeting, the Agenda, Reports and the “Video-Update” of all activities and projects being worked on by staff. Most staffers were on the call and gave us verbal explanations of their work as well as answering our questions.
- I chaired the Meeting, and with positive input from Board Members, decisions for conducting the meeting were confirmed.
- The five Standing Committee Reports from the March 05 meetings were received along with all recommendations – and approved.
- The meeting lasted over two hours and included an “in camera” session where Board Members were updated re various personnel-related topics.

- Since SNCA has the ability to conduct various types of “virtual” meetings, the staff was asked to review how we should conduct the May Board Meeting. However, it was suggested that we should probably conduct the May Meeting by teleconference as in April.

Over the past two months I have been in regular internet and telephone communication with CEO Angela Coleman, Vice Chair George Darouze, Past Chair Doug Thompson, as well as irregular contact with each Board Member and Committee Chair.

All staff members are working both from home and from the office, as well as in the field. Our two senior leaders, Angela and Linda are in regular contact with each staff member to discuss and decide how they can continue to deliver programmes – although many have been adapted.

The Tree Planting programme has been declared an “essential service” and additional staff have been assigned here. Also municipalities are having their “free-tree” give-aways.

Most of our large forested areas are available for individuals and families to go for walks, birding, etc.

I have asked Jo-Anne to try and attach two maps that show: i) our tree planting areas; ii) the expanded SNCA area. (FYI – at our February Board Meeting, approval was given for the Clarence-Rockland Municipality to include all of its area in SNCA. We are the only Authority in Ontario where municipalities have asked that all of their area be included, because of their positive relationship with SNCA and for the benefits involved. Others over the past few years have been: La Nation, Alfred-Rockland, South Dundas and South Grenville area.

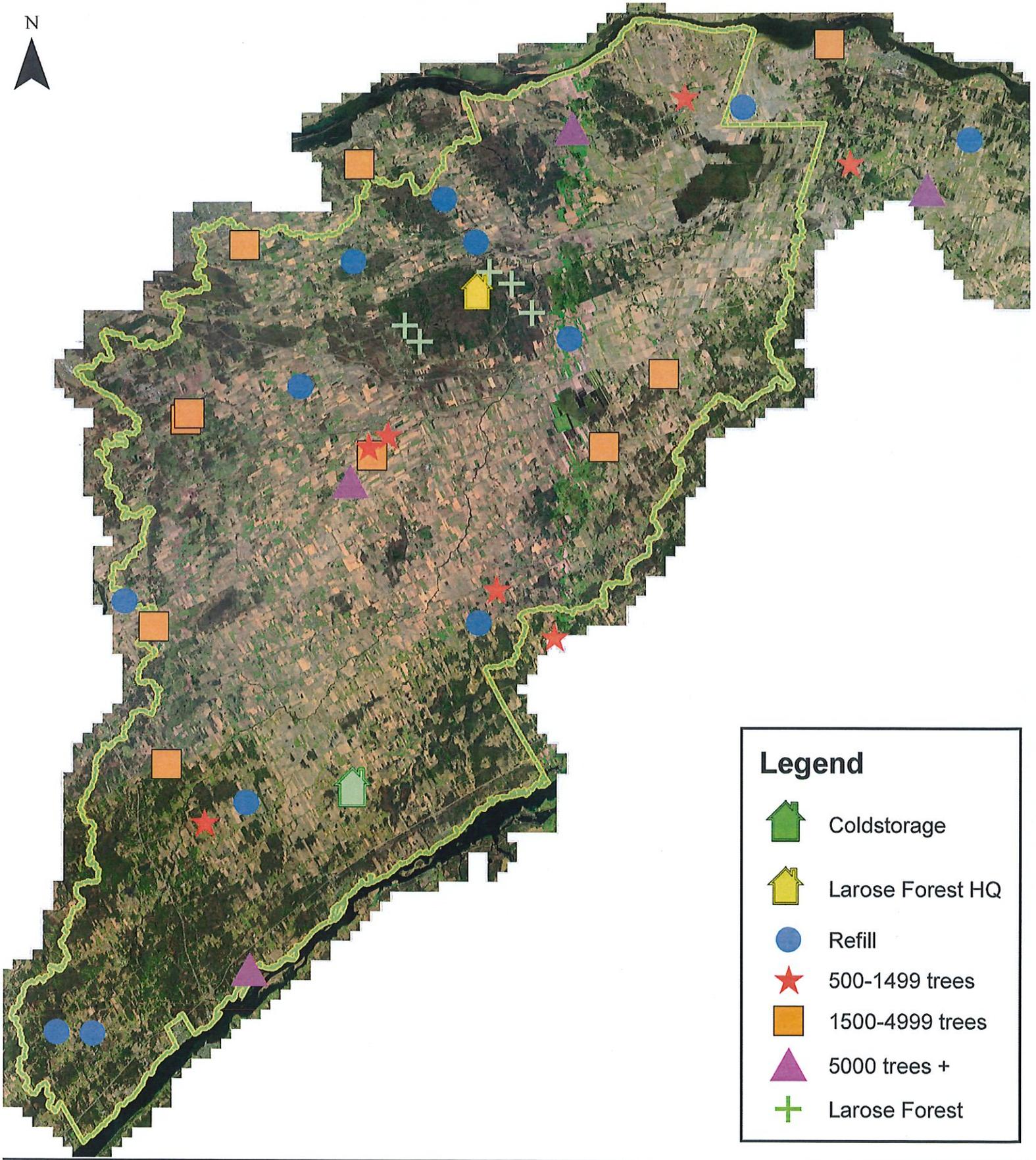
Angela is in regular contact with The Eastern Ontario Health Unit, the Ministry, Conservation Ontario, Conservation Ontario General Managers, Conservation Ontario Eastern Ontario GM's, municipalities and many others so that she can be certain our Authority is current.

If you have questions or comments, please contact me.

Respectively submitted,

Bill Smirle

2020 Tree Planting Site Overview



Legend

-  Coldstorage
-  Larose Forest HQ
-  Refill
-  500-1499 trees
-  1500-4999 trees
-  5000 trees +
-  Larose Forest

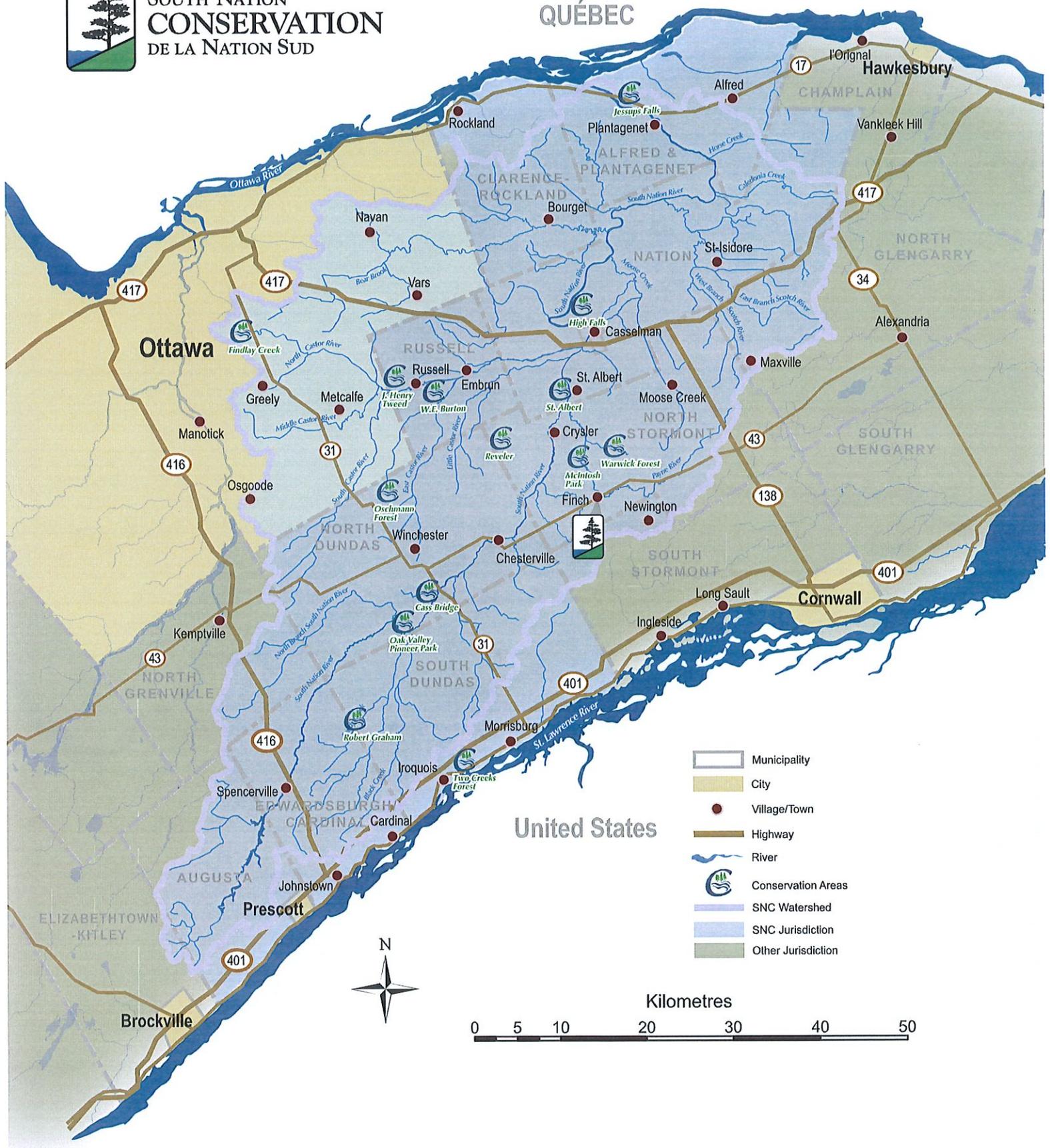
Phone: 613-984-2948

0 5 10 20 Kilometers



SOUTH NATION
CONSERVATION
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QUÉBEC



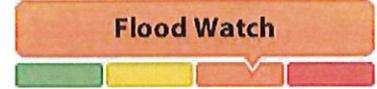
- Municipality
- City
- Village/Town
- Highway
- River
- Conservation Areas
- SNC Watershed
- SNC Jurisdiction
- Other Jurisdiction

United States





FLOOD WATCH: St. Lawrence River (Update #3)



May 1, 2020

This is an update to the Flood Watch statement issued by South Nation Conservation (SNC) for the St. Lawrence River on April 24th, 2020.

Weather Forecast:

Scattered showers are possible across Eastern Ontario this weekend, but no significant rainfall is currently in the forecast.

Environmental Conditions:

According to the International Lake Ontario – St. Lawrence River Board, Lake Ontario's water levels are above average for this time of year, and will likely reach or nearly reach levels observed at this time in 2019 in the coming week as a result of recent heavy precipitation.

High inflows from Lake Erie continue into Lake Ontario, which means Lake Ontario will continue its seasonal rise and may remain near seasonal highs for the next several weeks. Outflows from Lake Ontario continue to be maximized to the extent possible.

Lake Ontario's water levels have remained stable this week at 75.35 m; 15 cm below those observed at this time in 2017; 37 cm above average; and 3 cm below levels observed at this time in 2019.

If mild weather persist, Lake Ontario's water levels are expected to peak well below the record highs of 2017 and 2019.

Risks:

Levels in Lake Ontario influence levels in the upper St. Lawrence River, particularly from Kingston to Iroquois, including Maitland, Johnstown and Cardinal.

As Lake Ontario continues to rise above 75.30 m, there is increased potential for shoreline flooding, flooding in low-lying areas, basement and septic system inundation, and wave-driven erosion.

Residents are advised that strong winds may cause large waves, further aggravating water levels which may affect structures close to shore.





SOUTH NATION
CONSERVATION
DE LA NATION SUD

ACTION:

Residents are advised to stay away from rivers as forecasted weather may rapidly increase river flows, and banks might be unstable and slippery. Parents are encouraged to explain these dangers to their children.

Residents in flood prone or low-lying areas, historically susceptible to flooding, should take the necessary precautions to protect their property, such as:

- Ensuring sump pump is clear, in good working condition and has a backwater valve on it.
- Portable backup generator and pump.
- Ensuring downspouts are clear and the outlet is at least 3 m from the dwelling.
- Removing or securing items that might float away as flows increase.
- Removing valuable items from basements or lower floors that could be subject to flooding.
- Keep emergency phone numbers handy.
- Familiarize yourself with your municipality's emergency preparedness plan.

Duration:

This Flood Watch statement is in effect until Friday, May 15, 2020.

SNC monitors the water levels and weather forecasts as part of the Flood Forecasting and Warning Program. Updates are provided as conditions change.

The International Lake Ontario – St. Lawrence River Board continues to monitor conditions on an ongoing basis. Information on hydrologic conditions, water levels and outflows, including graphics and photos, are available on the Board's website at www.ijc.org/en/loslrb.

Please visit www.nation.on.ca for more information. To provide feedback with respect to changes in water related conditions please email waterwatch@nation.on.ca, posted on our Facebook (/SouthNationConservation) or Twitter (@SouthNationCA).

FOR MORE INFORMATION: Geoff Owens, SNC Regulations Officer,
613-551-9170, gowens@nation.on.ca

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

Forwarded to: All Flood Forecasting and Warning Directory

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THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-29

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

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

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

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

- 1.0** That the Minutes of the Regular Meeting held on May 5th, 2020 of the Council of the Township of North Dundas, be hereby adopted.
- 2.0** That the actions of the Township of North Dundas at the Regular Meeting held on May 19th, 2020 in respect of each motion, resolution and other action taken by the Township of North Dundas at its meeting are, except where the prior approval of the Local Planning Appeal Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
- 3.0** That where no individual By-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Township of North Dundas in the above-mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Township of North Dundas.
- 4.0** That the Mayor and Members of Council of the Township of North Dundas are hereby authorized and directed to do all things necessary to give effect to the said action of the Township of North Dundas to obtain approvals where required and except as otherwise provided, the Mayor, or in the absence of the Mayor the alternate Head of Council, and the Municipal Clerk, or in the absence of the Municipal Clerk, the Deputy Clerk, are hereby directed to execute all documents necessary on behalf of the Township of North Dundas.

READ and passed in Open Council, signed and sealed this 19th day of May, 2020.

MAYOR

CLERK