

AGENDA
Township of North Dundas
636 St. Lawrence Street Winchester ON
Tuesday, May 5, 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 - April 7, 2020](#)

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5. Delegations

6. Closed Session

7. Open Session

8. Action Requests

a) Finance

b) Economic Development and Communications

c) Public Works

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d) Waste Management

e) Planning Building and Enforcement

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THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
MINUTES
APRIL 7, 2020

A meeting of the Council of the Corporation of the Township of North Dundas was held in the Township Board Room in Winchester Village on April 7, 2020 with Mayor Fraser in the Chair.

This virtual meeting was hosted by SDG Director of Information Technology Services, Michel St. Onge. A (T) beside the names in the roll call indicates these individuals participated in the meeting via teleconference.

ROLL CALL: Mayor: Tony Fraser
 Deputy Mayor: Allan Armstrong
 Councillors: Gary Annable (T), Tyler Hoy (T), John Thompson (T)
 CAO: Angela Rutley
 Treasurer: John Gareau (T)
 Director of Public Works: Dan Belleau (T)
 Director of Waste Management: Doug Froats (T)
 Director of Planning, Building & Enforcement: Calvin Pol (T)
 Director of Recreation and Culture: Meaghan Meerburg (T)
 Clerk: Jo-Anne McCaslin
 Deputy Clerk: Nancy Johnston

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Deputy Mayor Armstrong
 Seconded by Councillor Hoy

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 6:11 pm.

Member of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	
Councillor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
CARRIED		

- 2. Adoption of Agenda
 Resolution No. 02 Moved by Deputy Mayor Armstrong
 Seconded by Councillor Hoy
 THAT Council approve the agenda as amended. Addition of PB&E Key Information

- 3. Report 11(c) Enforcement of Provincial Orders.

Member of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	
Councillor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
CARRIED		

- 4. Disclosure of Pecuniary Interest and General Nature Thereof – NIL

- 5. Adoption of Minutes

- a) Council Meetings
 Resolution No. 03 Moved by Deputy Mayor Armstrong
 Seconded by Councillor Hoy
 THAT the minutes of the meetings of the Council of the Township of North Dundas, as listed, be adopted as presented.
 Public Meeting & Regular - Meeting March 10th
 Special Meetings – March 3rd, 16th & 26th

Member of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	
Councillor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
CARRIED		

- 6. Delegations – NIL

- 7. Closed Session – NIL

- 8. Open Session – NIL

9. Action Requests

- a) Finance - NIL
- b) Economic Development and Communications - NIL
- c) Public Works - NIL
- d) Waste Management - NIL
- e) Planning Building and Enforcement – NIL

f) Recreation and Culture

i) April 1st Community Grants

Resolution No. 04

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council approve that the Winchester St. Paul’s Presbyterian Church and the Chesterville playgroup, each be awarded a \$400 Community Grant.

Members of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	
Councillor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
CARRIED		

ii) Joel Steele Community Centre Canteen Lease Agreement

Resolution No. 05

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT the Council of the Township of North Dundas authorize the Mayor and CAO to execute the lease agreement, with Mr. Graham Ball, from Triple B – Ball’s Burger Barn, for the Joel Steele Community Centre canteen space.

Members of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	
Councillor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
CARRIED		

iii) Telus Ride For Dad

Resolution No. 06

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council authorize the \$200.00 rental fee of the Joel Steele Slab be

waived, in support of the “Telus Ride for Dad” event, scheduled for Saturday, August 15th, 2020.

Members of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	
Councillor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
CARRIED		

g) Fire – NIL

h) CAO

Budget Amendment Community Food Share Donation
Resolution No. 07

Moved by Councillor Thompson
Seconded by Councillor Annable

That Council approve budget amendment #2020-01 granting a donation of \$7,000 to Community Food Share for additional resources to meet anticipated increased demand due to COVID-19 job losses.

Members of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	
Councillor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
CARRIED		

i) Clerk – NIL

10. Tenders and Quotations

a) Pulverizing Tender 2020
Resolution No. 08

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT the Council of the Township of North Dundas accept the Tender for Pulverizing from Greenwood Paving (Pembroke) Ltd. for the amount of \$41,440.49 HST included.

Members of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	

Councillor Annable	X
Councillor Hoy	X
Councillor Thompson	X
CARRIED	

- b) Surface Treatment Tender 2020
Resolution No. 09

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT the Council of the Township of North Dundas accept the Surface Treatment Tender from Smiths Construction for the amount of \$663,670.00 excluding HST.

Members of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	
Councillor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
CARRIED		

11. By-laws

- a) By-law No. 2020-20 South Nation Conservation Septic Management Contract
Resolution No. 10

Moved by Councillor Thompson
Seconded by Councillor Annable

That By-law No. 2020-20, being a By-law to authorize the execution of an agreement with South Nation River Conservation Authority for sewage system management services be read and passed in Open Council, signed and sealed this 7th day of April, 2020.

Members of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	
Councillor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
CARRIED		

- b) By-law No. 2020-01 Officers & Committees
Resolution No. 11

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT By-law No. 2020-01, being a By-law for the Appointment of Officers, Agents,

Staff, Committees of Council and Recreation Associations be read and passed in Open Council, signed and sealed this 7th day of April, 2020.

Members of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	
Councillor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
CARRIED		

12. Key Information

- a) Finance – Deferral of June Tax Installment Due Date: Treasurer Gareau recommended that that the second tax installment for 2020 (due date June 30th) be deferred to July 31st 2020. Council agreed with the recommendation.
- b) Recreation & Culture – Summer Student Staffing: Director Meerburg provided some options for Council to consider relating to summer student staffing. Council concurred with Mayor Fraser’s recommendation to hire the same number of students as last year and to open the two municipal pools as soon as government permission is received. Recommended that the duties assigned to students be reviewed this year to include more focus on weed control.
- c) PB&E – Enforcement of Provincial Orders: Director Pol provided information on the role of municipal by-law enforcement officers as it relates to enforcement of Provincial Orders. CAO Rutley advised she discussed this matter with OPP Jim Blanchette and he stated complaints related to mandatory quarantine orders are to be reported to the OPP. He noted if the OPP become overwhelmed with calls, they may call on the Township officers to assist, for now municipal officers will deal with people congregating in municipal parks, using park amenities or equipment, Non-essential retail businesses continuing to operate, restaurants keeping their dining room open and gatherings of more than five people in public or in private residences.

13. Consent Agenda

Resolution No. 12

Moved by Councillor Thompson
 Seconded by Councillor Annable

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

March 01, 2020- March 16, 2020 Batch 36 to 41 in the amount of \$644,374.41; and

March 17, 2020- March 30, 2020 Batch 46 to 47 in the amount of \$1,190,716.35 AND that all other items listed under the Consent Agenda be approved as recommended.

Members of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	
Councillor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
CARRIED		

14. Boards and Committees – NIL

15. Motions and Notices of Motions – NIL

16. Petitions – NIL

Council Comments and Concerns – Deputy Mayor Armstrong advised the North Dundas Fire Service donated three (3) cases of N95 masks and 50 COVID masks to the WDMH and that sirens will sound every Tuesday evening at 7:00 pm in support of our front line workers.

Councillor Annable suggested Council consider making a donation to the House of Lazarus. He will follow-up with Staff at the House of Lazarus.

Mayor Fraser advised that individuals are contacting him regarding the donation of PPE supplies and he is referring them to Cholly Boland, President and CEO of WDMH.

17. Unfinished Business – NIL

18. Ratification By-law

Resolution No. 13

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT By-law No. 2020-21 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 7th day of April, 2020.

Members of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	

Councillor Annable	X
Councillor Hoy	X
Councillor Thompson	X
CARRIED	

19. Adjournment by Resolution

Resolution No. 14

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

THAT Council adjourn to the call of the chair at 7:16 pm.

Members of Council	In Favour	Opposed
Mayor Fraser	X	
Deputy Mayor Armstrong	X	
Councillor Annable	X	
Councillor Hoy	X	
Councillor Thompson	X	
CARRIED		

Mayor

Clerk

ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	May 5, 2020
Subject:	2019 Annual & Summary Reports North Dundas Drinking Water System

RECOMMENDATION:

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.

BACKGROUND:

Attached is the 2019 Annual & Summary Reports for the North Dundas Water Treatment and Distribution System, prepared by Ontario Clean Water Agency. The Annual Report is completed by March 31st each year and made available to the public free of charge. This report is a summary of water quality information for the North Dundas Drinking Water System and is published in accordance with Schedule 22 of Ontario’s Drinking Water Systems Regulation 170/03.

Stephane Barbarie of OCWA can participate in a future meeting should Council have any questions or concerns.

OPTIONS AND DISCUSSION:

1. **Receive and accept the reports as provided** – recommended. We are required to publish these reports by March 31st.
2. **Do not accept the reports** - not recommended. We would not be in compliance with the regulation.

OTHERS CONSULTED:

Ontario Clean Water Agency

ATTACHMENTS:

2019 Annual and Summary Reports

PREPARED BY: Mary Lynn Plummer

RECOMMENDED BY:



Dan Belleau
Director of Public Works



Angela Rutley, BBA
CAO

Chesterville Wastewater System

Sewage Works # 110000114

Annual Report

Prepared for: Township of North Dundas

Reporting Period of January 1st – December 31st 2019

Issued: March 17, 2020

Revision: 0

Operating Authority:



This report has been prepared to meet the requirements of ECA #0632-9L6P6S

Chesterville Wastewater Treatment System – 2019 Annual Report

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Operations and Compliance Reliability Indices

Compliance Event	# of Events
Environment Canada Inspections	1
Ministry of Environment Inspections	0
Ministry of Labour Inspections	0
Non-Compliance	1
Spills/Overflows/Bypasses	0
Sewer Main Blockages	0

System Process Description

Chesterville's wastewater system consists of a gravity fed sanitary sewage collection system with three pumping stations and a wastewater treatment lagoon. The main pumping station is located on Water Street and discharges directly to the lagoons. There is also a pumping station located on Lori Lane which was constructed in the early 1990's to service the Thompson subdivision. A third pumping station is located at the lagoon and services the industrial site located at 171 Main Street North. This pumping station is currently offline.

Chesterville's sewage treatment system was originally constructed in the 1970's and included only one lagoon cell until a second cell was added in 1981. Substantial upgrades to the system took place between 2014 and 2015. A second wet well was added at the main pumping station, increasing the pumping capacity to 145 l/s, and a continuous chemical feed system for phosphorus removal was added along a new forcemain from the pumping station to the lagoons. The lagoon system was expanded by incorporating the former Nestle lagoon cells, creating a five cell system, and the existing municipal lagoon cells were converted to polishing/effluent storage ponds with the addition of aeration to both cells.

The lagoon system has a design capacity of 1046 m³/d, which was expected to increase to 1660 m³/d upon verification of the treatment capability of the upgraded works. A protocol was developed and a report detailing the results was submitted to the Ministry in June 2019. The Ministry concluded that the testing did not provide enough evidence that the lagoons would be able to perform to the required effluent criteria when the facility reaches the approved rated capacity. Rather than extend the timeline to continue the testing, the Ministry proposed removing the performance testing requirement from the ECA and replacing it with a requirement in the annual report to project performance as flows increase. The revised ECA has not yet been received.

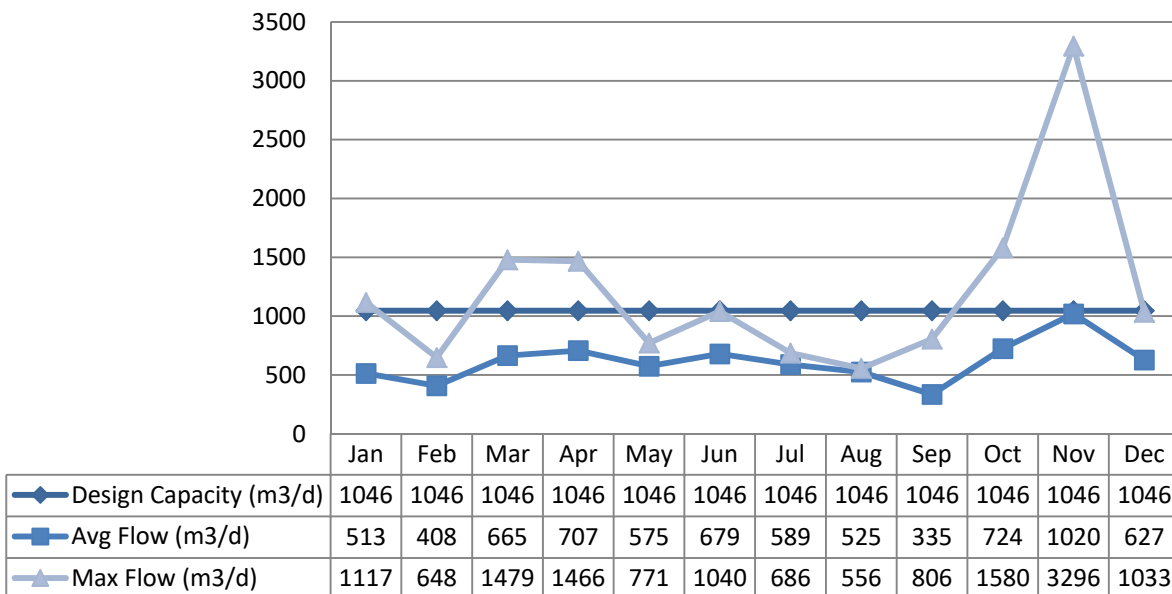
Effluent from the lagoons is discharged in the spring and in the fall via a 600 mm diameter pipe which extends from the treatment facility to an outlet in the South Nation River.

Wastewater System Flows

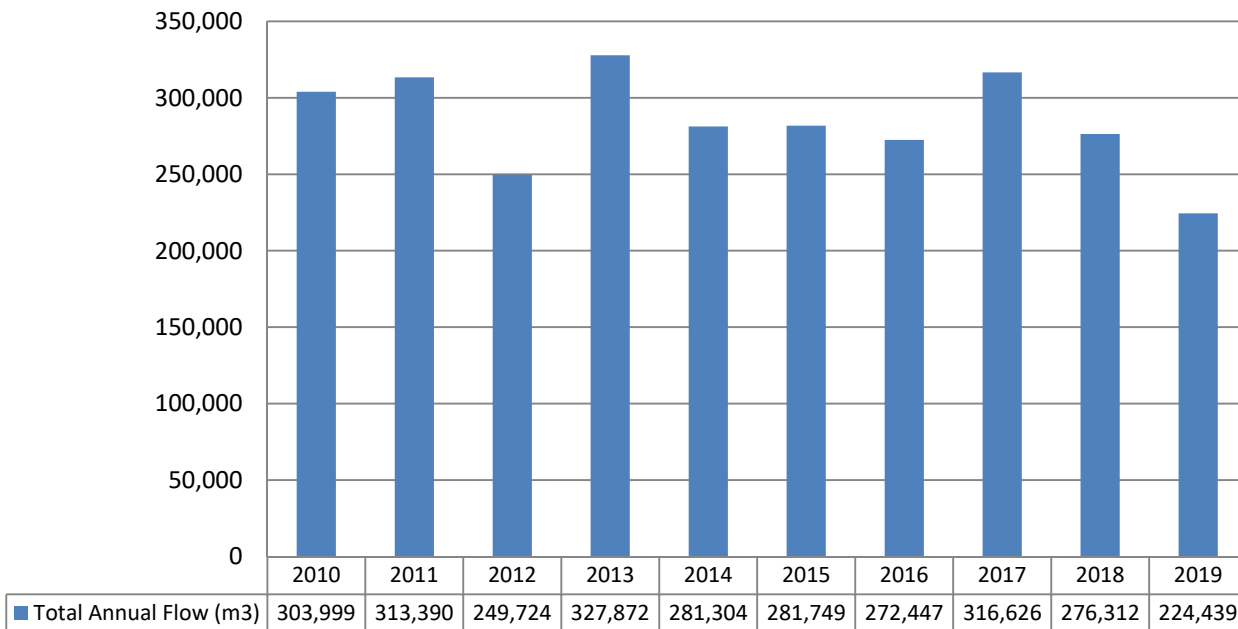
The hydraulic flows reaching the sewage lagoons in 2019 averaged 614 m³/day which represents 58% of the 1,046 m³/day design capacity.

Raw Flows

2019 Raw Flows:



Annual Raw Flow Comparison:



Effluent Flow

A total of 341,201 m³ of effluent was discharged from Chesterville's sewage lagoons in 2019 with 261,568 m³ discharged in the spring and 79,633 m³ discharged in the fall.

Effluent Quality Assurance or Control Measures

Effluent control measures include pre-discharge sampling and testing of lagoon cell contents prior to seasonal discharges. The samples are collected by OCWA's competent and licensed staff using approved methods and protocols for sampling including those specified in the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works", the Ministry's publication, "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater" and the publication, "Standard Methods for the Examination of Water and Wastewater".

All effluent samples collected during the reporting period were submitted to Caduceon in Ottawa for analysis, with the exception of pH, temperature and unionized ammonia. Caduceon is accredited by the Canadian Association for Laboratory Accreditation (CALA). Accredited labs must meet strict provincial guidelines including an extensive quality assurance/quality control program. By choosing these laboratories, OCWA is ensuring appropriate control measures are undertaken during sample analysis.

The pH and temperature parameters were analyzed in the field at the time of sample collection by certified operators to ensure accuracy and precision of the results obtained. Un-ionized ammonia was calculated using the total ammonia nitrogen concentration, pH and temperature as required by the facility's ECA.

Effluent Quality

The average concentrations of carbonaceous biochemical oxygen demand (CBOD₅) and total phosphorus (TP) remained below the effluent objectives and limits outlined in the facility's ECA during both the spring and fall lagoon discharges.

Although discharge concentrations remained below the effluent limits, the objective for total ammonia nitrogen (TAN) was exceeded during the fall discharge, and the objective for undissociated hydrogen sulphide (H₂S) was exceeded during both discharge periods. Effluent pH remained within the limits specified in the ECA during both the spring and fall discharges and remained within the objectives during the fall discharge period; however, four out of five samples exceeded the objective during the spring discharge. Please refer to the 'Operating Issues' section of this report for details.

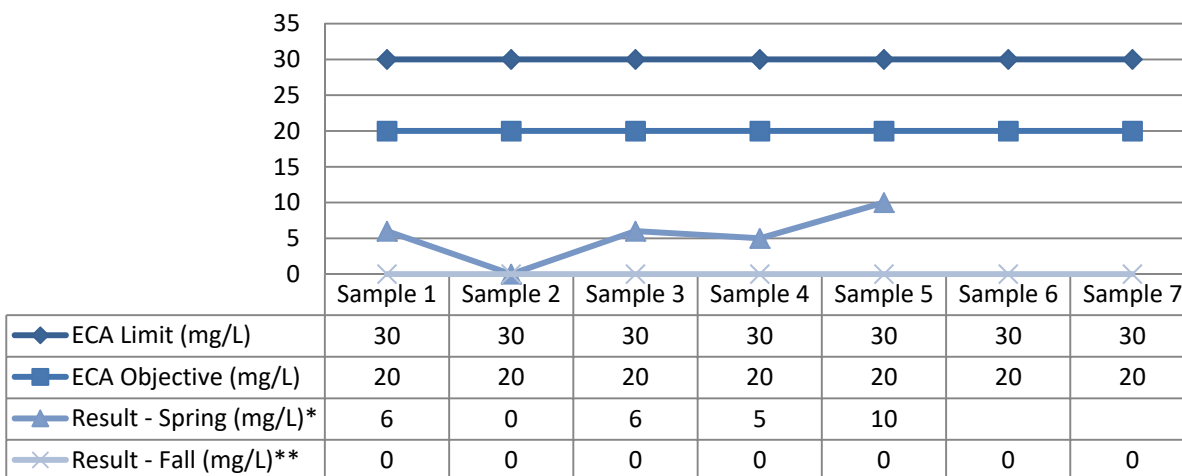
The average concentration of total suspended solids (TSS) exceeded the compliance limit during the spring discharge in 2019. Please refer to the non-compliance correspondence submitted to the Ministry (Appendix C) and the 'Operating Issues' section of this report for details.

The results from the spring and fall discharge periods are tabulated below. Please refer to the Performance Assessment Reports in Appendix A for details.

Carbonaceous Biochemical Oxygen Demand (5-Day)

Discharge Period	Seasonal Average (mg/L)	Objective (mg/L)	Limit (mg/L)	Exceedance
Spring	6.0	20	30	No
Fall	3.0	20	30	No

Effluent CBOD₅ Results:



* A total of five samples were collected during the spring discharge

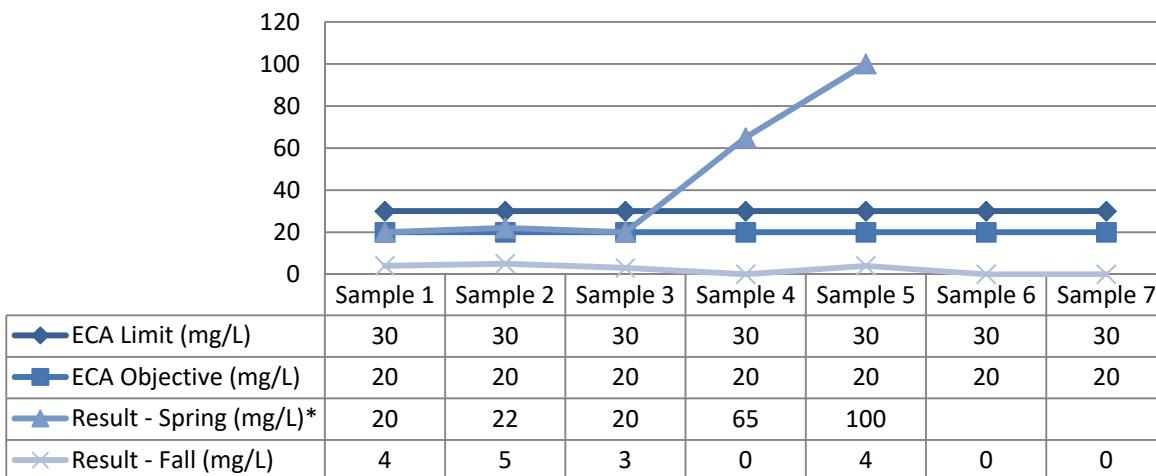
**All samples collected during fall discharge measured <3 mg/L

Total Suspended Solids

Discharge Period	Seasonal Average (mg/L)	Objective (mg/L)	Limit (mg/L)	Exceedance
Spring	45.4	20	30	Yes*
Fall	4.0	20	30	No

* Please see the non-compliance correspondence to the Ministry attached in Appendix C.

Effluent TSS Results:



* A total of five samples were collected during the spring discharge

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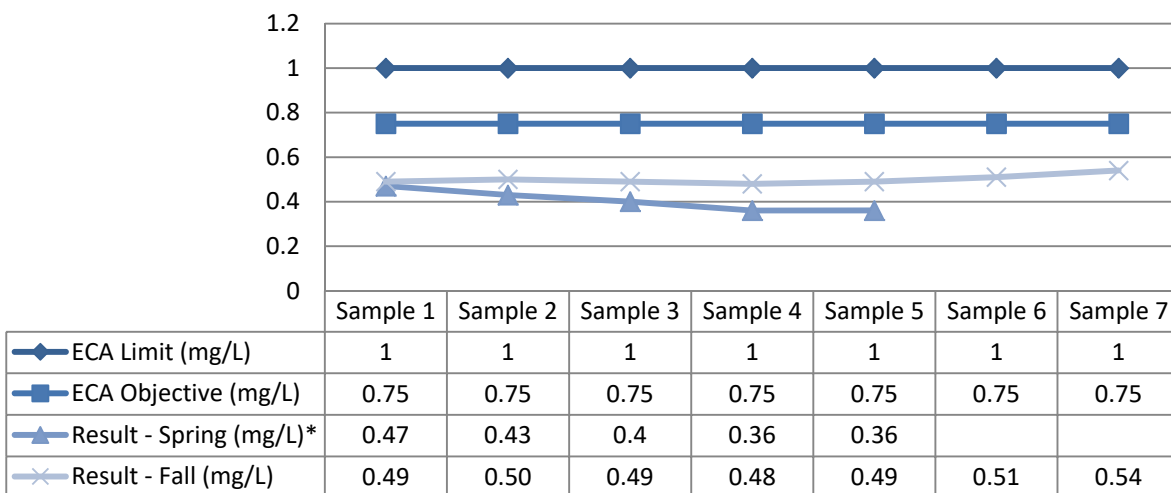
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Total Phosphorus

Discharge Period	Seasonal Average (mg/L)	Objective (mg/L)	Limit (mg/L)	Exceedance
Spring	0.40	0.75	1.0	No
Fall	0.50	0.75	1.0	No

Effluent TP Results:

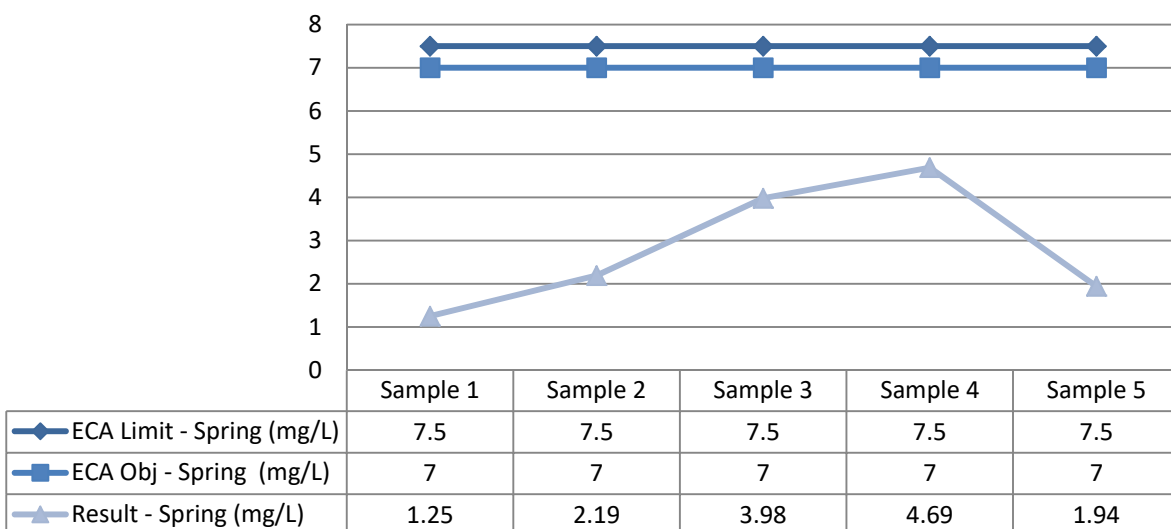


* A total of five samples were collected during the spring discharge

Total Ammonia Nitrogen

Discharge Period	Seasonal Average (mg/L)	Objective (mg/L)	Limit (mg/L)	Exceedance
Spring	3.3	7.0	7.5	No
Fall	4.9	4.5	5.5	Yes* Objective

Effluent TAN Results for Spring Discharge Period:



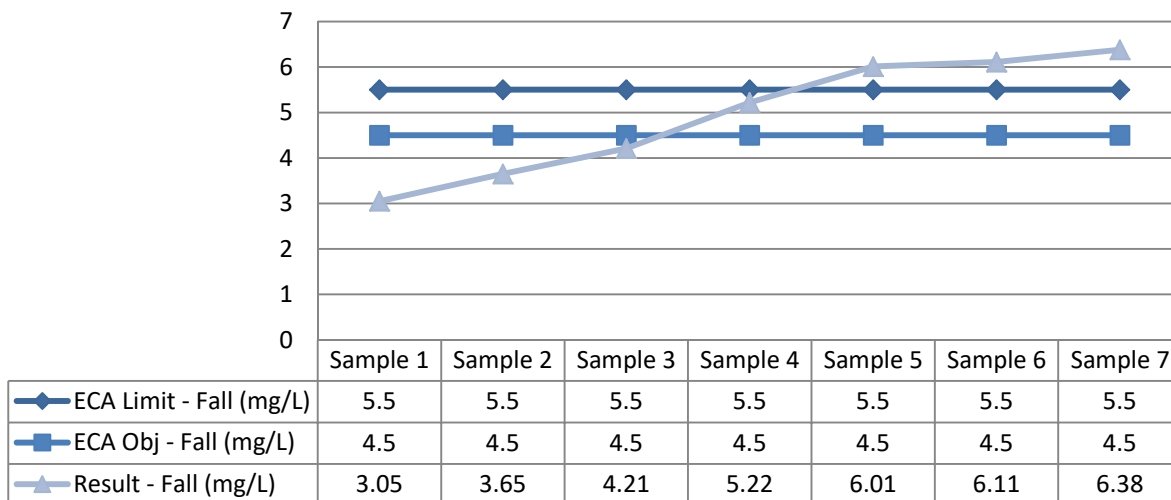
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Effluent TAN Results for Fall Discharge Period:

**Hydrogen Sulphide**

Discharge Period	Seasonal Average (mg/L)	Objective (mg/L)	Limit (mg/L)	Exceedance
Spring	0.002	ND	0.02	Yes – Objective
Fall	0.012	ND	0.02	Yes – Objective

Effluent Undissociated H₂S Results for Spring Discharge Period:

	16-Apr	19-Apr	23-Apr	26-Apr	30-Apr	Average
S ²⁻ (mg/L)	0.04	0.04	0.04	0.07	0.13	0.06
pH	8.76	8.52	8.80	8.67	8.55	8.66
Temp	2.7	7.0	14.7	10.4	10.4	9.04
% Undissociated H ₂ S (from table)	3.10	5.15	2.06	2.94	4.59	3.57
Undissociated H ₂ S (mg/L)	0.0012	0.0021	0.0008	0.0021	0.0060	0.0024

Effluent Undissociated H₂S Results for Fall Discharge Period:

	19-Nov	22-Nov	25-Nov	29-Nov	03-Dec	06-Dec	09-Dec	Average
S ²⁻ (mg/L)	0.01	0.01	0.01	0.01	0.01	0.11	0.36	0.07
pH	7.95	7.86	8.07	7.66	7.75	7.81	8.06	7.85
Temp	1.0	6.1	4.8	4.6	2.7	5.0	3.6	N/A
% Undissociated H ₂ S (from table)	18.08	18.30	12.80	27.40	24.60	22.70	13.50	N/A
Undissociated H ₂ S (mg/L)	0.0018	0.0018	0.0013	0.0027	0.0025	0.0250	0.0486	0.012

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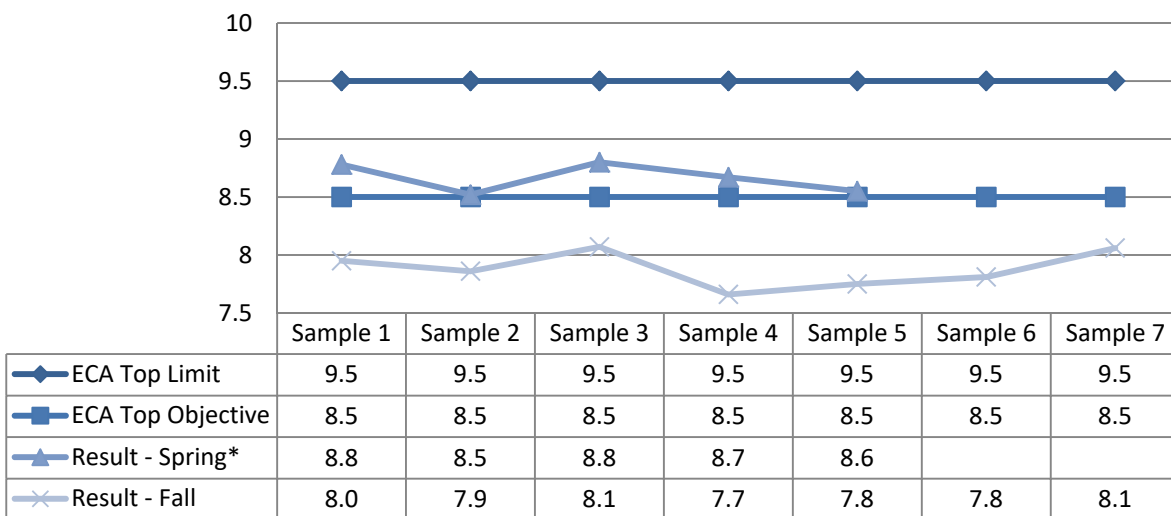
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pH

Discharge Period	Seasonal Average	Limit	Objective	Exceedance
Spring	8.66	6.0 – 9.5	6.5 – 8.5	Yes* Objective
Fall	7.85	6.0 – 9.5	6.5 – 8.5	No

*Please refer to the 'Operating Issues' section of this report for details.

Effluent pH Results:



* A total of five samples were collected during the spring discharge

Acute Lethality

There were two samples collected in 2019 and tested for acute lethality to Rainbow Trout and Daphnia Magna. In accordance with the ECA, sampling has been reduced to once annually (alternating spring and fall) after four consecutive discharges indicated the effluent was not lethal. Results are displayed as % mortality. An adverse result is a >50% mortality rate.

Sample Period	Rainbow Trout	Daphnia Magna
Spring Discharge - Start	0 %	0 %
Spring Discharge - End	0 %	0 %

Operating Issues

The ECA limit for total suspended solids (TSS) was exceeded during the spring discharge in 2019. In addition, the pH objective was slightly exceeded during the spring discharge. Both occurrences were attributed to algae growth in the lagoons. In accordance with the action plan previously submitted to the Ministry to control the TSS issue, sludge was removed from the west polishing cell in 2019.

The ECA objective for total ammonia nitrogen (TAN) was slightly exceeded during the fall discharge. The concentration of TAN climbed as the discharge continued, reaching a maximum of 6.38 mg/L at the end of the discharge. The effluent was tested for acute lethality in accordance with the ECA at the beginning and end of the fall discharge and caused no mortality.

Maintenance

Flow Meter Calibration and Maintenance

Copies of the flow meter calibration certificates for 2019 are attached in Appendix B.

Maintenance Summary

Description
<ul style="list-style-type: none"> - performed routine sewer flushing and wet well cleaning - repaired/upgraded manholes in collection system - performed pest control at lagoon - installed sewer pipe at Water St. SPS - upgraded communications radio - installed emergency lighting at Emma St. and Lori Lane SPS - removed sludge from west cell of lagoon and built up berms - replaced flow meter at Water St. SPS

Notice of Modifications

Date	Process	Modification	Status
None to report.			

Sludge Generation

Sludge depth is monitored periodically, and plans for sludge removal are made as required for optimal operation of the lagoon system. Sludge removal from the west polishing cell was completed in 2019.

Summary of Complaints

There were no complaints documented during the reporting period.

Summary of Abnormal Discharge Events

Bypass/Overflow

No bypasses or overflows occurred during the reporting period.

Spills

No spills occurred during the reporting period.

Appendix A

Performance Assessment Reports

**ONTARIO CLEAN WATER AGENCY
PERFORMANCE ASSESSMENT REPORT**

MUNICIPALITY: TOWNSHIP OF NORTH DUNDAS
PROJECT: CHESTERVILLE WASTEWATER TREATMENT SYSTEM
PROJECT NUM.: 5677
WORKS NUM.: 110000114
DESCRIPTION: THREE SEWAGE PUMPING STATIONS AND A FIVE CELL LAGOON SYSTEM
INCLUDING TWO PRIMARY CELLS, ONE SECONDARY CELL, AND TWO POLISHING CELLS

YEAR: 2019
WATER COURSE: SOUTH NATION RIVER
DESIGN CAPACITY: *1046 m³/day

MONTH	FLOWS			EFFLUENT		BIOCHEMICAL O ₂ DEMAND			SUSPENDED SOLIDS			PHOSPHORUS			TKN
	Total Flow (m ³)	Avg Day Flow (m ³)	Max Day Flow (m ³)	Effluent Flow (m ³)	Discharge Duration (days)	Avg Raw BOD (mg/L)	Avg Eff CBOD (mg/L)	Percent Removal (%)	Avg Raw SS (mg/L)	Avg Eff SS (mg/L)	Percent Removal (%)	Avg Raw PHOS. (mg/L)	Avg Eff PHOS. (mg/L)	Percent Removal (%)	Avg Raw TKN (mg/L)
JAN	15,910	513	1,117			203			180			5.69			34.4
FEB	11,426	408	648			104			54			2.64			32.1
MAR	20,625	665	1,479			17			35			4.29			3.10
APR	21,222	707	1,466	261,568	15	61	6		86	45.4		2.24	0.40		22.9
MAY	17,824	575	771			347			520			12.30			61.0
JUN	20,372	679	1,040			72			50			3.41			28.3
JUL	18,254	589	686			129			120			5.00			44.2
AUG	16,278	525	556			106			115			5.80			44.0
SEPT	10,044	335	806			133			160			5.91			53.6
OCT	22,453	724	1,580			127			140			8.30			63.9
NOV	30,589	1,020	3,296	52,498	12	86	1.5		95	3.8		2.48	0.49		24.3
DEC	19,442	627	1,033	27,135	9	117	1.5		100	3.3		4.37	0.53		37.7
TOTAL	224,439			341,201	36										
AVG		614				125	4.3	96.6	138	21.0	84.8	5.2	0.46	91.2	37.5
MAX			3,296			347			520			12.3			
CRITERIA		*1046					30			30		1.0			

COMMENTS: Percent removal based on 12 months of raw composite samples
*1660 m³/day upon verification by Performance Testing

ONTARIO CLEAN WATER AGENCY
LAGOON PERFORMANCE ASSESSMENT REPORT

MUNICIPALITY: **TOWNSHIP OF NORTH DUNDAS**
PROJECT: **CHESTERVILLE WASTEWATER TREATMENT LAGOONS**
PROJECT NUM.: **5677**
WORKS NUM.: **110000114**
DESCRIPTION: **A FIVE CELL LAGOON SYSTEM INCLUDING TWO PRIMARY CELLS, ONE SECONDARY CELL, AND TWO POLISHING CELLS**

YEAR: **2019**
WATER COURSE: **SOUTH NATION RIVER**
DESIGN CAPACITY: ***1046 m³/day
(1660 m³/day upon verification by Performance Testing)**

SAMPLE RESULTS	SPRING					261,568 m ³		
	DATE	16-Apr	19-Apr	23-Apr	26-Apr	30-Apr	Average	ECA Objective
CBOD5 (mg/L)	6	<3	6	5	10	6.0	20	30
TSS (mg/L)	20	22	20	65	100	45.4	20	30
TP (mg/L)	0.47	0.43	0.4	0.36	0.36	0.40	0.75	1.0
**NH ₃ (mg/L)	1.25	2.19	3.98	4.69	4.48	3.3	7.0	7.5
S ²⁻ (mg/L)	0.04	0.04	0.04	0.07	0.13			
TKN (mg/L)	5.3	6.7	7.6	8.3	7.8			
NO ₂ (mg/L)	<0.1	<0.1	<0.1	<0.1	<0.1			
NO ₃ (mg/L)	<0.1	<0.1	<0.1	0.2	0.4			
E.coli (cfu/100mL)	4	54	16	36	40			

* ECA limit. Monthly average concentration shall not exceed the corresponding maximum concentration
** NH3 Objectives: March - 9.0 mg/L; April - 7.0 mg/L; NH3 Limits: March - 11.0 mg/L, Apr - 7.5 mg/L

SAMPLE RESULTS	FALL							79,633 m ³		
	DATE	19-Nov	22-Nov	25-Nov	29-Nov	03-Dec	06-Dec	09-Dec	Average	ECA Objective
CBOD5 (mg/L)	<3	<3	<3	<3	<3	<3	<3	3.0	20	30
TSS (mg/L)	4	5	3	<3	4	<3	<3	4.0	20	30
TP (mg/L)	0.49	0.5	0.49	0.48	0.49	0.51	0.54	0.50	0.75	1.0
**NH ₃ (mg/L)	3.05	3.65	4.21	5.22	6.01	6.11	6.38	4.9	4.5	5.5
S ²⁻ (mg/L)	0.01	0.01	0.01	0.01	0.01	0.11	0.36			
TKN (mg/L)	5.5	6.2	0.49	8.2	8.6	8.6	9.2			
NO ₂ (mg/L)	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1			
NO ₃ (mg/L)	<0.1	<0.1	<0.1	0.10	<0.1	0.1	0.1			
E.coli (cfu/100mL)	8	38	16	54	39	14	30			

* ECA limit. Seasonal average concentration shall not exceed the corresponding maximum concentration
** NH3 Objective Nov 1 - Dec 16: 4.5 mg/L; NH3 Limit Nov 1 - Dec 16: 5.5 mg/L

Unionized NH3 calculations	On Site Temperature	2.7	7.0	14.7	10.4	10.4
	On Site pH	8.76	8.52	8.8	8.67	8.55
	NH3-N (lab)	1.25	2.19	3.98	4.69	4.48
	unionized NH3-N (calc)	0.070	0.101	0.573	0.386	0.285

Unionized NH3 calculations	On Site Temperature	1.0	6.1	4.8	4.6	2.7	5.0	3.6
	On Site pH	7.95	7.86	8.07	7.66	7.75	7.81	8.06
	NH3-N (lab)	3.05	3.65	4.21	5.22	6.01	6.11	6.38
	unionized NH3-N (calc)	0.02	0.04	0.06	0.03	0.03	0.05	0.08

Undissociated H2S Calculations	S ²⁻ (mg/L)						Average	Objective	Limit	
		pH	0.04	0.04	0.04	0.07	0.13	N/A	N/A	N/A
		Temp	8.76	8.52	8.8	8.67	8.55	8.66	6.5 - 8.5	6.0 - 9.5
		% Undissociated H2S	2.7	7.0	14.7	10.4	10.4	N/A	N/A	N/A
		Undissociated H ₂ S	3.10	5.15	2.06	2.94	4.585	N/A	N/A	N/A
		Undissociated H ₂ S	0.0012	0.0021	0.0008	0.0021	0.0060	0.0024	ND	0.02

Undissociated H2S Calculations	S ²⁻ (mg/L)								Average	Objective	Limit	
		pH	0.01	0.01	0.01	0.01	0.01	0.11	0.36	0.07	N/A	N/A
		Temp	7.95	7.86	8.07	7.66	7.75	7.81	8.06	7.85	6.5 - 8.5	6.0 - 9.5
		% Undissociated H2S	1.0	6.1	4.8	4.6	2.7	5.0	3.6	N/A	N/A	N/A
		Undissociated H ₂ S	18.08	18.30	12.90	27.40	24.60	22.70	13.50	N/A	N/A	N/A
		Undissociated H ₂ S	0.0018	0.0018	0.0013	0.0027	0.0025	0.0250	0.0486	0.012	ND	0.02

TOTAL LOADING	
CBOD5 (kg)	1,569
SS (kg)	11,875
TP (kg)	106
NH ₃ (kg)	868

Acute Lethality	Start	End
Rainbow Trout	0%	0%
Daphnia Magna	0%	0%

* After 4 consecutive discharge seasons not indicating acute lethality testing can be reduced to once annually at end of discharge alternating spring and fall.

TOTAL LOADING	
CBOD5 (kg)	239
SS (kg)	319
TP (kg)	40
NH ₃ (kg)	394

Acute Lethality	Start	End
Rainbow Trout	n/a	
Daphnia Magna	n/a	

* After 4 consecutive discharge seasons not indicating acute lethality testing can be reduced to once annually at end of discharge alternating spring and fall.

PRE-DISCHARGE RESULTS	2-Apr-19	East	West
	CBOD5 (mg/L)	11	6
	TSS (mg/L)	.26	.11
	TP (mg/L)	0.69	1.03
	NH3	4.98	1.23
	H2S	0.04	0.18
	E. Coli	<2	56

PRE-DISCHARGE RESULTS	East	
	CBOD5 (mg/L)	<3
	SS (mg/L)	4
	TP (mg/L)	0.46
	NH3	1.18
	H2S	0.010
E. Coli	86	

kg/day	
ANNUAL LOADING TP (KG/D)	0.29
ECA LIMIT	1.66

**ONTARIO CLEAN WATER AGENCY
CHESTERVILLE SEWAGE LAGOON 2019**

DETERMINATION OF UN-IONIZED AMMONIA (NH₃) IN WASTEWATER EFFLUENT

Sample Date	Sample Temperature (°C)	Degrees Kelvin	Dissociation Constant pKa	Sample pH on-site	Fraction of Un-ionized Ammonia	Total Ammonia (mg/L) (NH ₃ +NH ₄ +as N)	Un-ionized Ammonia (mg/L)
16-Apr	2.7	275.85	9.99	8.76	0.0560	1.25	0.070
19-Apr	7.0	280.15	9.83	8.52	0.0462	2.19	0.101
23-Apr	14.7	287.85	9.57	8.8	0.1440	3.98	0.573
26-Apr	10.4	283.55	9.72	8.67	0.0822	4.69	0.386
30-Apr	10.4	283.55	9.72	8.55	0.0636	4.48	0.285

Sample Date	Sample Temperature (°C)	Degrees Kelvin	Dissociation Constant pKa	Sample pH on-site	Fraction of Un-ionized Ammonia	Total Ammonia (mg/L) (NH ₃ +NH ₄ +as N)	Un-ionized Ammonia (mg/L)
19-Nov	1.0	274.15	10.05	7.95	0.0079	3.05	0.024
22-Nov	6.1	279.25	9.87	7.86	0.0098	3.65	0.036
25-Nov	4.8	277.95	9.91	8.07	0.0142	4.21	0.060
29-Nov	4.6	277.75	9.92	7.66	0.0055	5.22	0.029
03-Dec	2.7	275.85	9.99	7.75	0.0058	6.01	0.035
06-Dec	5.0	278.15	9.90	7.81	0.0080	6.11	0.049
09-Dec	3.6	276.75	9.95	8.06	0.0126	6.38	0.080

Appendix B

Flow Meter Calibration Reports



Work Order #	1175511	Meter Flow Verification (1y) 5677	Status COMP
Job Plan #	METFLO01-A	METER FLOW ANNUAL GENERIC	
Project	NORDUM5677S-000		
Type	PM		Scheduled Start Date 03-Mar-19
Criticality	3		
Class	Calibration		

Location	5677, Chesterville WWT Lagoon & CS
-----------------	------------------------------------

Reported By	MAXADMIN
Lead	
Crew Work Group	1225 Meter Flow Verification Team 2 Chesterville

Sequence	Asset	Location	Inspected
1	0000101571 METER FLOW RAW SEWAGE	5677-WLWS-P 5677, Chesterville - Water St. SPS, Process	<input checked="" type="checkbox"/>
2	0000170849 METER FLOW RAW SEWAGE ABB	5677-WLNE-P 5677, Chesterville - Nestle SPS, Process	<input checked="" type="checkbox"/>
3	0000261009 METER FLOW EFFLUENT GREYLINE	5677-WLCH-P-PC 5677, Chesterville WWT Lagoon & CS, Process, Process Control & Monitoring	<input checked="" type="checkbox"/>

Safety Message

This Work Order (and accompanying Maintenance Procedure) have been developed to aid field personnel in the care and maintenance of the specified equipment. However, maintenance personnel are expected to look for and correct any defects which are not anticipated in the procedure. This document may not provide all the technical information that may be required, and it may be necessary to refer to the manufacturer's manual for further details.

The "As Found" and "As Left" readings, as well as any abnormalities found and any repairs carried out, are to be recorded in the Maximo WMS System.

Isolate and de-energize equipment in accordance with the lock-out procedure.

Take time to identify hazards and plan how each hazard will be eliminated or controlled. Work practices must be in accordance with the Occupational Health & Safety Act and the Ontario Clean Water Agency safety manual.

Ensure direct supervisor or their designate have been notified of entry into the site. This notification should provide approximate time and duration. On completion of duties notification is to be given that site has been vacated and secured.



Task	Description
10	<p>RUNNING CHECKS</p> <p>1) Verify calibration parameters and programming parameters where applicable.</p> <p>2) Ensure proper connections and grounding.</p> <p>3) Check display for any alarm or error codes.</p>
20	<p>HAVE QUALIFIED TECHNICIAN CALIBRATE UNIT</p> <p>1. Have a qualified technician calibrate the unit, using actual flow method or flow simulator.</p> <p>2. Calibration records must be kept for a period of five years.</p> <p>3. Records shall include the level of accuracy of the equipment as found and as left.</p> <p>4. Calibration test equipment shall be certified annually and certification dates recorded on the calibration record. Some test equipment may not require calibration</p>
30	<p>RECORD ADJUSTMENTS AND VERIFY OUTPUTS</p> <p>1. Record any adjustments, modifications or replacements made to the equipment during the calibration.</p> <p>2. Verify accuracy of electronic outputs to the end device as required based on theoretical versus actual values . {Chart recorders, SCADA, Outpost 5}.</p> <p>3. Ensure all nameplate data is recorded and entered in WMS.</p>
40	<p>COMPLETE A VERIFICATION SHEET FOR EACH FLOW METER, POST IT AND ATTACH TO WORK ORDER</p> <p>Note: Calibration sheet must be signed and original kept on site in the SOP binder.</p>

For Field-Use Only - Completion Elements:

Work Log:

Annual Inspection & Calibration of Flow Meters Completed

Labour			
Date	Reg/Prem.	Hours	Memo



Completed By

Please Print Name

Stephane Barbuniz

Signature

Stephane Barbuniz

Date

MAR 29, 2019

Appendix C

Non-Compliance Correspondence to MECP



Ontario Clean Water Agency
 5 Industrial Dr.
 Chesterville ON K0C 1H0
 Phone: 613-448-3098
 Fax: 613-448-1616

May 13, 2019

Mr. Charlie Primeau
 Supervisor, Ministry of the Environment, Conservation and Parks
charlie.primeau@ontario.ca

Subject: Chesterville Sewage Lagoon - Notification of Non-Compliance with TSS Limit

This letter provides notification of non-compliance with the effluent concentration limit for total suspended solids (TSS) specified in section 7(3) of ECA #0632-9L6P6S during the spring discharge of Chesterville's Sewage Lagoon. This letter confirms the verbal notification of non-compliance provided by OCWA to the Ontario Ministry of the Environment, Conservation and Parks' Spills Action Centre on May 8, 2019 (Reference # 8785-BBYJGZ).

The following effluent parameter was exceeded:

Parameter	Type of Limit	Type of Sample	Result	ECA Limit
Total Suspended Solids	Monthly Average Concentration	Grab	45.4 mg/L	30.0 mg/L

The spring discharge of Chesterville's sewage lagoons began on April 16, 2019 and ended on April 30, 2019. Five samples were collected during the discharge. The concentration of total suspended solids in the samples was 20, 22, 20, 65 and 100 mg/L respectively. The elevated TSS in the samples appears to have been caused by algae. The action plan submitted By OCWA to the Ministry on October 1, 2018 to address the ongoing TSS issues still remains in effect. Sludge removal from the west polishing cell is scheduled to take place this year.

It should be noted that all other parameters remained well below the ECA limits throughout the discharge. A complete listing of all sample results obtained during the spring discharge can be found in the Lagoon Discharge PAR, attached.

If you have any questions or concerns, please contact me at (613) 448-3098.

Sincerely,

A handwritten signature in blue ink that reads "Dawn Crump".

Dawn Crump
 Process & Compliance Technician
 Seaway Valley Cluster

Cc: Angela Rutley, CAO, Township of North Dundas
 Dan Belleau, Director of Public Works, Township of North Dundas
 Stephane Barbarie, Senior Operations Manager, OCWA
 James Peets, Provincial Officer, MECP

**ONTARIO CLEAN WATER AGENCY
LAGOON PERFORMANCE ASSESSMENT REPORT**

MUNICIPALITY: **TOWNSHIP OF NORTH DUNDAS**
 PROJECT: **CHESTERVILLE WASTEWATER TREATMENT LAGOONS**
 PROJECT NUM.: **5677**
 WORKS NUM.: **110000114**
 DESCRIPTION: **A FIVE CELL LAGOON SYSTEM INCLUDING TWO PRIMARY CELLS, ONE SECONDARY CELL, AND TWO POLISHING CELLS**

YEAR: **2019**
 WATER COURSE: **SOUTH NATION RIVER**
 DESIGN CAPACITY: ***1046 m³/day**
(1660 m³/day upon verification by Performance Testing)

SAMPLE RESULTS	SPRING						261,568 m ³		
	DATE	16-Apr	19-Apr	23-Apr	26-Apr	30-Apr	Average	ECA Objective	ECA Limit*
CBOD5 (mg/L)	6	<3	6	5	10	6.0	20	30	
TSS (mg/L)	20	22	20	65	100	45.4	20	30	
TP (mg/L)	0.47	0.43	0.4	0.36	0.36	0.40	0.75	1.0	
**NH ₃ (mg/L)	1.25	2.19	3.98	4.69	4.48	3.3	7.0	7.5	
S ²⁻ (mg/L)	0.04	0.04	0.04	0.07	0.13				
TKN (mg/L)	5.3	6.7	7.6	8.3	7.8				
NO ₂ (mg/L)	<0.1	<0.1	<0.1	<0.1	<0.1				
NO ₃ (mg/L)	<0.1	<0.1	<0.1	0.2	0.4				
<i>E. coli</i> (cfu/100mL)	4	54	16	36	40				

* ECA limit. Monthly average concentration shall not exceed the corresponding maximum concentration
 ** NH3 Objectives: March - 9.0 mg/L; April - 7.0 mg/L; NH3 Limits: March - 11.0 mg/L, Apr - 7.5 mg/L

SAMPLE RESULTS	FALL						m ³		
	DATE						Average	ECA Objective	ECA Limit
CBOD5 (mg/L)							#DIV/0!	20	30
TSS (mg/L)							#DIV/0!	20	30
TP (mg/L)							#DIV/0!	0.75	1.0
**NH ₃ (mg/L)							#DIV/0!	4.5	5.5
S ²⁻ (mg/L)									
TKN (mg/L)									
NO ₂ (mg/L)									
NO ₃ (mg/L)									
<i>E. coli</i> (cfu/100mL)									

* ECA limit. Seasonal average concentration shall not exceed the corresponding maximum concentration
 ** NH3 Objective Nov 1 - Dec 16: 4.5 mg/L; NH3 Limit Nov 1 - Dec 16: 5.5 mg/L

Unionized NH3 calculations	On Site Temperature	2.7	7.0	14.7	10.4	10.4
	On Site pH	8.76	8.52	8.8	8.67	8.55
	NH3-N (lab)	1.25	2.19	3.98	4.69	4.48
	unionized NH3-N (calc)	0.070	0.101	0.573	0.386	0.285

Unionized NH3 calculations	On Site Temperature					
	On Site pH					
	NH3-N (lab)					
	unionized NH3-N (calc)					

Undissociated H2S Calculations	S ²⁻ (mg/L)	0.04	0.04	0.04	0.07	0.13	N/A	N/A	N/A
	pH	8.76	8.52	8.8	8.67	8.55	8.66	6.5 - 8.5	6.0 - 9.5
	Temp	2.7	7.0	14.7	10.4	10.4	N/A	N/A	N/A
	% Undissociated H2S	3.10	5.15	2.06	2.94	4.585	N/A	N/A	N/A
	Undissociated H ₂ S	0.0012	0.0021	0.0008	0.0021	0.0060	0.0024	ND	0.02

Undissociated H2S Calculations	S ²⁻ (mg/L)						N/A	N/A	N/A
	pH						#DIV/0!	6.5 - 8.5	6.0 - 9.5
	Temp						#DIV/0!	N/A	N/A
	% Undissociated H2S						N/A	N/A	N/A
	Undissociated H ₂ S	ND	ND	ND	ND	ND	ND	ND	0.02

TOTAL LOADING	
CBOD5 (kg)	1,569
SS (kg)	11,875
TP (kg)	106
NH ₃ (kg)	868

Acute Lethality	Start	End
Rainbow Trout	0%	0%
Daphnia Magna	0%	0%

* After 4 consecutive discharge seasons not indicating acute lethality testing can be reduced to once annually at end of discharge alternating spring and fall.

TOTAL LOADING	
CBOD5 (kg)	#DIV/0!
SS (kg)	#DIV/0!
TP (kg)	#DIV/0!
NH ₃ (kg)	#DIV/0!

Acute Lethality	Start	End
Rainbow Trout		
Daphnia Magna		

* After 4 consecutive discharge seasons not indicating acute lethality testing can be reduced to once annually at end of discharge alternating spring and fall.

PRE-DISCHARGE RESULTS	2-Apr-19	East	West
	CBOD5 (mg/L)	11	6
	TSS (mg/L)	26	11
	TP (mg/L)	0.69	1.03
	NH3	4.98	1.23
	H2S	0.04	0.18
<i>E. Coli</i>	<2	56	

PRE-DISCHARGE RESULTS	East	West	
	CBOD5 (mg/L)		
	SS (mg/L)		
	TP (mg/L)		
	NH3		
	H2S		
<i>E. Coli</i>			

kg/day	
ANNUAL LOADING TP (KG/D)	0.29
ECA LIMIT	1.66



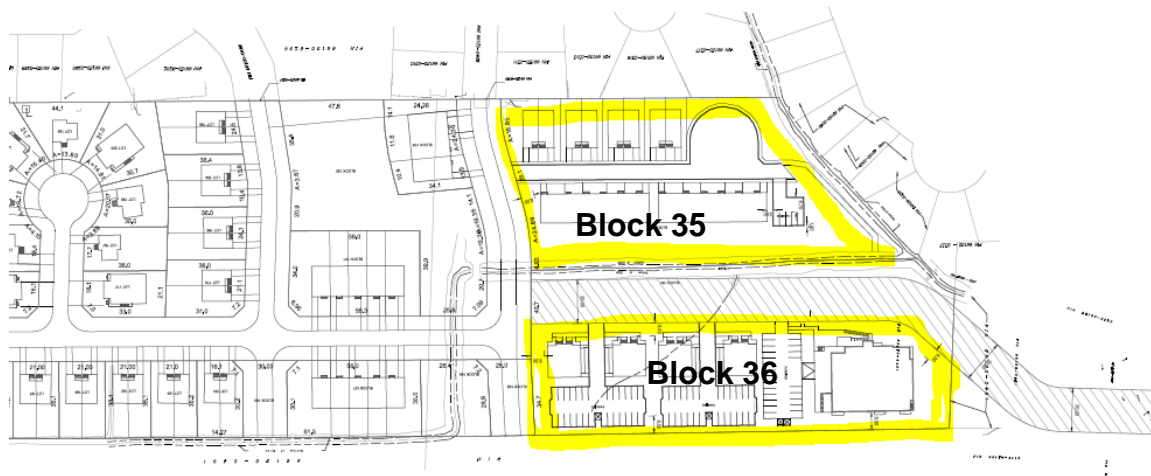
ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	May 5, 2020
Subject:	Woods Subdivision - Private Road to Public Road

RECOMMENDATION:

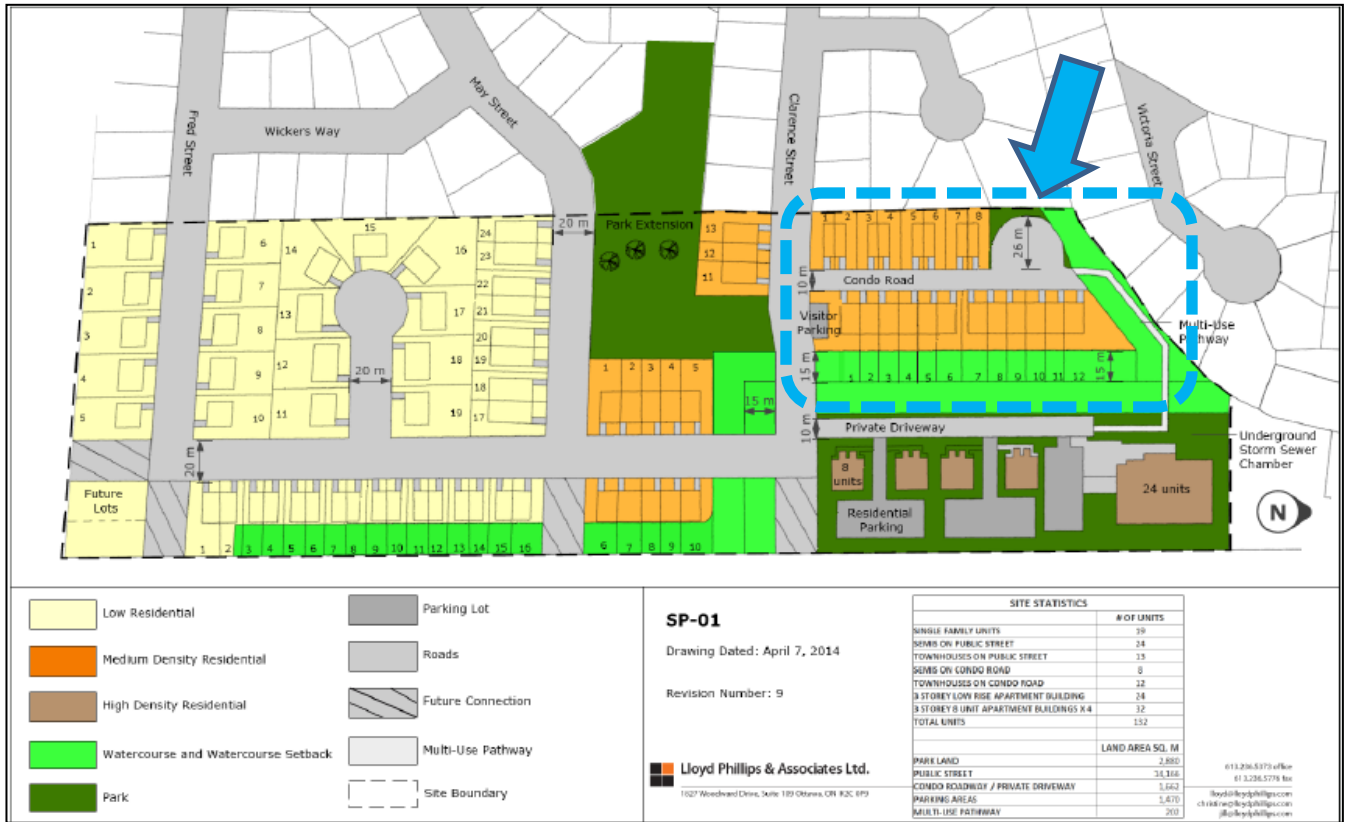
That Council hereby approves, in principal, that Block 35 on the draft plan of subdivision for Part of Block ‘P’, Registered Plan 34 (former Village of Winchester) and Part of Lot 4, Concession 6 (former Township of Winchester), known as the Woods Subdivision, may be developed with a public road provided 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.

BACKGROUND:

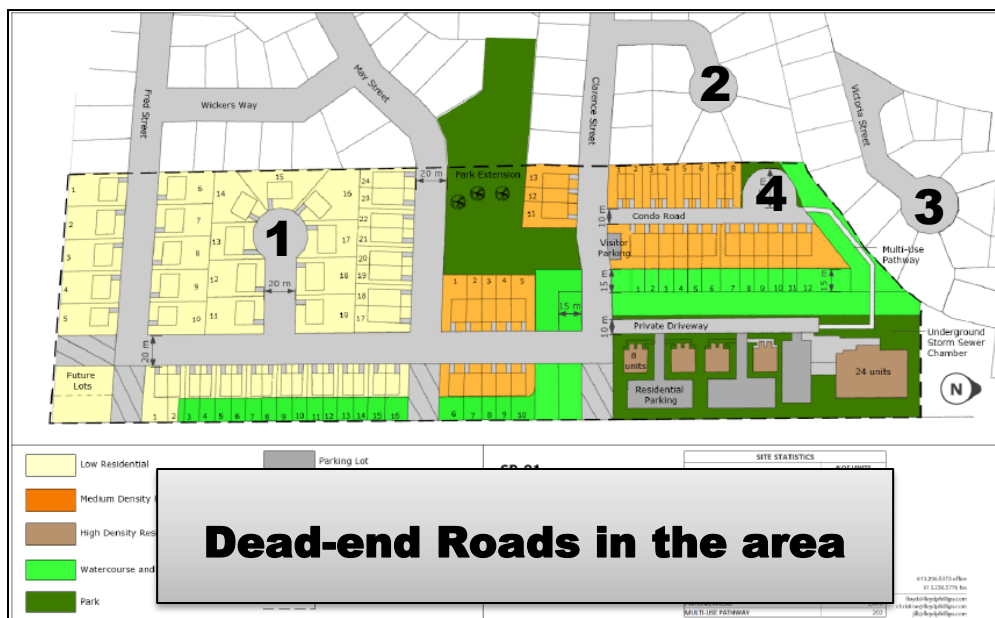
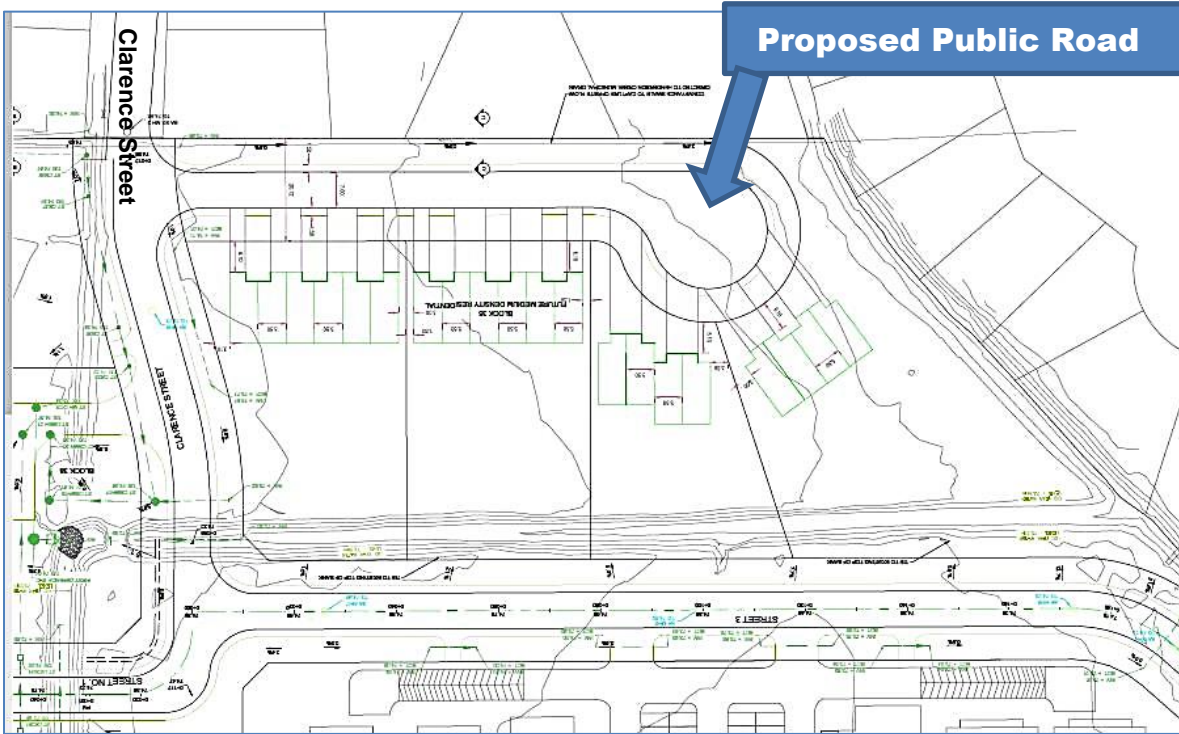
The draft plan of subdivision for the Woods Subdivision included two large blocks (Blocks 35 and 36) for higher density development. The initial proposal was for condominium type townhomes and semi-detached units on Block 35, with several apartment units on Block 36.



A Zoning By-law Amendment No. 13-2015 was passed on March 10, 2015 to rezone the blocks accordingly. A concept plan was developed by Lloyd Philips for Block 35, which included a private “condo” road. The private road is highlighted in blue on the image below.



The subdivision developer has completed all of the required engineering, and has proceeded with Provincial Environmental Compliance Approvals. A local building contractor is looking to purchase Block 35 and develop it with a public road, rather than a private road. The new proposal has the road width increases from 10 metres to 20 metres, in accordance with the Township road standard. Required setbacks from the municipal drain to the east prevent the road from being located in the centre. The turning circle and stormwater management for the site would have to meet minimum engineering standards. If approved, it will be the fourth dead-end road in the immediate area (see image below).



Potential problems with private roads can include: annual condo fees for owners within Block 35, the private road does not need to be built to municipal standards, the road right-of-way width is undersized (10 m vs. 20 m width), there can be a lack of annual maintenance, adequate snow clearing in winter months, garbage pickup, inadequate on-street parking, shorter driveways (space for only one vehicle on the driveway), and probable post-development requests to Council to take over the private road (private road does not meet municipal standards).

Council is being asked if they would consider, in principle, the option to switch the proposed internal road from a private road to a public road, subject to meeting the minimum municipal standards for roads.

OPTIONS AND DISCUSSION:

1. **Adopt the resolution as presented** – recommended. Block 35 could be developed as either a private condominium road or a public road.
2. **Do nothing** – not recommended. Block 35 would have to be developed as a private road.
3. **Refuse the request** – not recommended. Block 35 would have to be developed as a private road, with the potential pitfalls.

FINANCIAL ANALYSIS:

Switching from a private road to a public road would require the Township to assume the road, along with all future maintenance.

OTHERS CONSULTED:

Director of Public Works
Chief Administrative Officer
Township Engineer

ATTACHMENTS:

n/a

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	May 5, 2020
Subject:	2020 Summer Staff Hires

RECOMMENDATION:

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)

BACKGROUND:

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

With our 2 municipal pools not likely to open this summer, we have not hired on any pool staff at this time. Should the pools open, we will be in touch with the candidates that we interviewed and offer positions accordingly.

6 additional Maintenance/Parks Labourer positions were awarded to students that were interviewed for pool positions. This will decrease the number of students without summer employment and help the Recreation & Culture Department and the Public Works Department, to complete additional work. Should the pools open, these staff would be reassigned to work at the pools.

The Recreation & Culture Department has taken over grass trimming inside of the villages for this summer. The department had planned to hire 6 Maintenance/Parks Labourers, but will be employing an additional 2 students, for a total of 8. The Public Works Department had planned to employ 3 students. 2 of these students will be responsible for rural & roadside trimming, while the other will be cold patching. The department will be employing an additional 3 students, with the responsibility of cold patching. This brings the total number of students supervised by the Public Works Dept. to 6. This is believed to be the maximum number of students that each department can successfully supervise and accommodate with existing vehicles.

Total number of applicants	40
Number of resident applicants	30
Number of non-resident applicants	10
Total number of applicants interviewed	30

OPTIONS AND DISCUSSION:

1. **Authorize the hiring of the individuals outlined in the attachment at the respective term rates** - recommended.
2. **Request that a position be awarded to another candidate** – not recommended.

FINANCIAL ANALYSIS:

Our municipal pools typically employ more than 14 pool staff, including both full-time and part-time positions. We also hire 2 adult aqua fit instructors. Wages for the different positions vary and are all are higher than the wage for the Maintenance/Parks Labourer position. This is due to the number of qualifications and certifications required for lifeguard & instructor responsibilities.

With the pools not likely opening this summer, 6 students that interviewed for positions at the pools, were awarded positions as Maintenance/Parks Labourers, leaving budgeted wages for more than 8 pool student positions.

The Recreation & Culture Department applies for student wage subsidies for various municipal departments, through Canada Summer Jobs, on an annual basis. It is anticipated that additional government funding for wage subsidies, may become available.

With all factors considered, it is anticipated that the Recreation & Culture Department and the Public Works Department, will collectively be under budget on summer student wages.

OTHERS CONSULTED:

CAO
Facilities Manager
Facilities Lead Hand
Director of Public Works

ATTACHMENTS:

2020 Summer Hires

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

2020 Summer Hires

POSITION TITLE:

Maintenance/Parks Labourer

EMPLOYEE NAMES:

Toby Byrne

Cam Sheerer

Elyssa McLeod

Thomas Buckle

Owen Guy

Gavin Reaney

Evan Durant

Josh Armstrong

Payton Halpenny

Mallory Hutchinson

Delaney Halpenny

Kelly Forrester

Shannon McRae

Seth Christopherson



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	May 5, 2020
Subject:	Status of Municipal Pools for 2020

RECOMMENDATION:

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.

BACKGROUND:

During the April 7th Council meeting, Council directed the Recreation & Culture Department to open both municipal pools for any length of time possible this summer, should direction be received from the Province and the Eastern Ontario Health Unit (EOHU) that public pools could reopen.

Through recent conference calls with Dr. Paul Roumeliotis (aka Dr. Paul), the Medical Officer of Health and Chief Executive Officer of the Eastern Ontario Health Unit, and the Chief Administrative Officers (CAOs) throughout the United Counties of SD&G, Dr. Paul advised that physical distancing will be continuing into the Fall. As there is no way to implement social distancing measures at public pools, Dr. Paul advised the CAOs that it is very unlikely that public pools will be opening at all this summer.

Our Recreation & Culture Department has opened registration for aquatic programming at our 2 municipal pools, as well as advertised the pool schedules. Due to COVID-19, residents are unsure of whether our pools will be open this summer and therefore, there have been 3 pool-related program registrations since March; the last of which was on April 1st.

Students who interviewed for summer employment at our pools, were subsequently advised that the Township was unable to offer them employment at this time, as the pools are closed until further notice and perhaps for the season. Should the Township of North Dundas be granted permission at a later date, for the pools to open this summer, the Director of Recreation & Culture would need to contact candidates at that time and see if enough lifeguards were available to staff one or both pools on a full-time or part-time basis.

Staff are requesting that Council consider the information presented by Dr. Paul and choose whether to elect to formally cancel the 2020 opening of the municipal pools or carry forward with planning for potential opening of these municipal facilities.

OPTIONS AND DISCUSSION:

- 1. Direct staff to carry forward with planning for reopening of both the Winchester Centennial Pool and the Chesterville Public Pool for the 2020 summer season.**
- 2. Elect to not open the Winchester Centennial Pool and the Chesterville Public Pool for the 2020 summer season.**

FINANCIAL ANALYSIS:

Should the pools open for a shortened term this summer, pool staffing and maintenance costs would be decreased, as would be revenues from swimming times and aquatic programs. Expenditures for 3 student staff would be incurred by the Public Works Department as Maintenance/Parks Labourers, until the pools are reopened and those 3 students are reassigned to lifeguard positions.

If the pools do not open, no revenue would be made and facility maintenance costs would be very low (as we continue to monitor). Expenditures for 3 student staff would be incurred by the Public Works Department as Maintenance/Parks Labourers, while savings for the remaining 8+ pool staff would be attained by the Recreation & Culture Dept.

OTHERS CONSULTED:

CAO
Facilities Manager

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Recreation and Culture

To:	Mayor and Members of Council
Date of Meeting:	May 5, 2020
Subject:	2020-2021 & 2021-2022 Ice Rental Rates

RECOMMENDATION:

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

OPTIONS AND DISCUSSION:

We have received inquiries regarding the 2020/2021 ice rental rates as groups would like to set their registration fees for their spring registration.

As we continue to focus on renting all available ice, by working with current ice user groups, as well as by marketing to outside teams, it is recommended that the current rental rates be renewed, unchanged, for the 2020/2021 & 2021/2022 ice seasons.

**Recommended Ice Rental Rates For
2020/2021 & 2021/2022**

User Group	Non-Prime Time 3:30pm - 6pm Monday-Friday	Prime Time 6pm-12am Mon – Fri ----- Saturday & Sunday All Day	Discounted Weekday Ice 8am - 3:30pm Monday-Friday
NDMHA/Winchester Skating Club	\$85.00/hr	\$119.00/hr	\$50.00/hr
Resident	\$95.00/hr	\$144.00/hr	\$50.00/hr
Non-Resident	\$111.00/hr	\$166.00/hr	\$50.00/hr

* HST is not included in above rates.

OPTIONS AND DISCUSSION:

- 1. Maintain the current ice rental rates, unchanged, for the 2020/2021 & 2021/2022 ice seasons - recommended.**

- 2. Increase the ice rental rates for the 2020/2021 & 2021/2022 ice seasons by the CPI percentage instituted for each year respectively - not recommended.

FINANCIAL ANALYSIS:

Should the same amount of ice be sold in the upcoming 2 ice seasons, as was sold during the 2019/2020 ice season, there would be no change in revenues. Additional ice time sold would result in an increase in ice rental revenue and a decrease in ice rentals would result in a decrease in revenue.

OTHERS CONSULTED:

CAO
Recreation Coordinator

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	May 5, 2020
Subject:	Community Grant

RECOMMENDATION:

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

BACKGROUND:

Community groups/organizations can request financial assistance from the Township through a submission process. There are up to five, \$400 grants available to these types of groups.

The following documents must be submitted in order for a request to be reviewed by the committee:

- A letter indicating:
 - Who your group/organization is
 - What type of service you provide in the community of North Dundas
 - Who is on your executive
 - How long you have been in operation
 - What the funds are being used for and how the funds will benefit the organization and impact the community
- A copy of the organization's finances

The review committee will consist of the Director of Recreation & Culture, the CAO and two members of Council, (not full Council). The review committee will make the final decision on whether the request will be granted. The review committee may request additional information to further substantiate the request. Funds will be paid upon submission of supplier invoices by the community organization/group.

Community Grant Requests Deadline: April 1st and September 1st of each year.

Two proposals were received and approved for the April 1st deadline. The Community Grant Review Committee agreed to extend the deadline to May 1st as the committee understands that community groups who would like to apply for a Community Grant, may be experiencing challenges due to the current circumstances regarding COVID-19.

One additional application was received. The Community Grant Review Committee reviewed and discussed the application and is recommending the application for the new myshoplocal.ca website, be awarded a \$400 Community Grant.

OPTIONS AND DISCUSSION:

1. **Award a \$400 grant to myshoplocal.ca as proposed** - recommended.
2. **Do not award a Community Grant to myshoplocal.ca** - not recommended.

FINANCIAL ANALYSIS:

Funding for five, \$400 grants was approved during our 2020 budget process. Two grants have been awarded, leaving three remaining grants.

OTHERS CONSULTED:

Councilor Annable
Councilor Hoy
CAO

ATTACHMENTS:

N/A

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	May 5, 2020
Subject:	Morewood Cenotaph Committee Request

RECOMMENDATION:

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.

BACKGROUND:

The Morewood Cenotaph Committee has begun planning for the one-hundredth anniversary celebration of the Morewood Cenotaph, which will be held in 2021, as well as a fund-raising campaign to beautify the cenotaph grounds. A letter was submitted by the committee, requesting that Council grant them free use of the Morewood Community Hall, for the purposes of hosting planning meetings.

Council has previously granted the Morewood Cenotaph Committee free use of the Morewood Community Hall on November 11th annually, for the purposes of hosting the Remembrance Day service.

Mr. Bill Smirle, member of the Morewood Cenotaph Committee has notified the Director of Recreation & Culture that the committee is asking for Council to grant one free hall booking per month, from present, until the end of 2021. In the year 2022 and going forward, the committee would like to be granted free use of the hall up to 3 times per year. These bookings are all for planning meetings. Should the Cenotaph Committee wish to use the hall for any other purpose, a separate request will be brought forward to Council.

OPTIONS AND DISCUSSION:

- 1. Approve the request of the Morewood Cenotaph Committee, granting them free use of the Morewood Community Hall, 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 – recommended.**

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

FINANCIAL ANALYSIS:

The use of the Morewood Community Hall would result in minor operating costs, such as facility utility costs and staff time for cleaning.

OTHERS CONSULTED:

CAO
Deputy CAO/Clerk

ATTACHMENTS:

Correspondence from Mr. Bill Smirle, Morewood Cenotaph Committee

PREPARED BY:

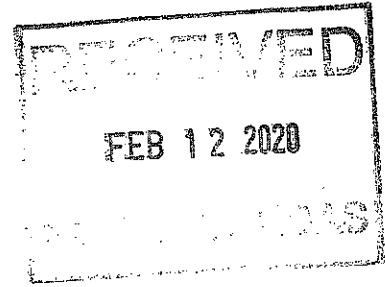


Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



February 12, 2020

To: Council, Township of North Dundas

From: Bill Smirle, Morewood

Representing: The Morewood Cenotaph Committee

Request: Up to six additional times to use the Morewood Community Centre

Special Request: That the facility be available at "no charge" with Insurance

A few years ago the North Dundas Council granted the following two requests:

1) that the Morewood Community Centre be available (with insurance coverage) to the Morewood Cenotaph Committee each year on November 11th for Remembrance Service programming from 8:00 am., to 3:00 pm.

2) that the Morewood Community Centre be available to the Morewood Cemetery Committee up to four times each year: i) once on the third Tuesday in February (evening) each year for the Annual Meeting; ii) once on the third Sunday of September (afternoon); for the Memorial Service; iii) twice for regular Meetings of the Morewood Cemetery Committee as the Committee is now too large to have meetings at my home.

The Morewood Cenotaph Committee is now planning for: i) the 2021 - One Hundredth Anniversary of the Cenotaph; ii) a fund-raising campaign to add to and beautify the Cenotaph Grounds.

Additional volunteers have been added to the Morewood Cenotaph Committee so the numbers now prevent this Committee from meeting at my home. Thus the request for evening meeting times at the Community Centre.

As previously agreed, each year we will officially request and confirm with Township Staff the exact times and dates that are required.

Since thanks for your anticipated support.

Sincerely,

Bill Smirle

A handwritten signature in cursive script that reads "Bill Smirle". The signature is written in black ink and is positioned below the printed name.



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	May 5, 2020
Subject:	Budget Amendment - office WIFI upgrade

RECOMMENDATION:

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

BACKGROUND:

Council members have experienced difficulty connecting to the WIFI in the Council Chambers and other areas of the municipal office. This issue is also experienced by staff in some areas of the building. With social distancing and an increased number of electronic meetings, reliable WIFI service in the building is extremely important. For this reason, we have engaged the assistance of SDG IT to recommend and install improved WIFI in the office. They obtained the attached pricing of approximately \$2,750 with tax, the bulk of which is to purchase a new switch. They will be providing the labour for the installation at no cost.

OPTIONS AND DISCUSSION:

1. **Approve the budget amendment. Recommended.**
2. **Do not approve the budget amendment. Not recommended.** Reliable WIF is extremely important for participation in electronic meetings, particularly in the Council Chamber and Board Room where hard wiring to the system is not available.
3. **Choose to finance the purchase by deferring a previously approved project. Not recommended.** Although this is certainly a viable option, the approved capital projects are all important and we would like to proceed with them this year, if the activities are permitted within pandemic restrictions.

FINANCIAL ANALYSIS:

The attached budget amendment finances the purchase from the 2019 surplus.

OTHERS CONSULTED:

SDG IT Dept

ATTACHMENTS:

Budget Amendment 2020-02
CDW Quotation

PREPARED BY:



**Angela Rutley, BBA
CAO**

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - May 5, 2020

Budget Amendment - 2020-02 - Administration

Project	Account No.	2020 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Administration - Capital Expenditures	1-5-1200-8000	35,000	37,750	2,750
		\$ 35,000	\$ 37,750	\$ 2,750
Financing				
Transfer from Reserve - Previous Year Surplus	1-4-1200-9001	\$ 5,000	7,750	2,750
		\$ 5,000	\$ 7,750	\$ 2,750

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Hardware	Software	Services	IT Solutions	Brands
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CDW Canada For Review

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	Qty	CDW #	Unit Price	Ext. Price
TRIPP 1000' CAT6 BLUE SOLID BULK PVC				
Mfg. Part#: N222-01K-BL UNSPSC: 26121609 CDW #: 2009270				
1	2009270	\$211.86		
STARTECH 1FT CAT6 SNAGLESS BLUE				
Mfg. Part#: N6PATCH1BL UNSPSC: 26121609 CDW #: 2008613				
6	2008613	\$2.34		
10PK CBL CAT5 RJ45MODULAR				
Mfg. Part#: N030-010 UNSPSC: 26121609 CDW #: 2428970				
2	2428970	\$5.06		
UBIQUITI EDGESWITCH 48 750W 70GBPS				
Mfg. Part#: ES-48-750W UNSPSC: 43222612 CDW #: 3794865				
1	3794865	\$1,251.81		

UBIQUITI UNIFI AP AC PRO

Mfg. Part#: UAP-AC-PRO
 UNSPSC: 43223108
 CDW #: 3972058

6 3972058 **\$189.75**

TRIPP 12PT KEYSTONE BLANK-PATCH RJ45

Mfg. Part#: N062-012-KJ
 UNSPSC: 43223309
 CDW #: 4436334

1 4436334 **\$12.60**

TRIPP PUNCH DOWN KEYSTONE JACK-WHT C

Mfg. Part#: N238-001-WH
 UNSPSC: 31162802
 CDW #: 2259796

12 2259796 **\$2.90**

	Subtotal	\$2,673.73
	Grand Total	\$2,673.73

Sales Contact Info

Dominic Smoluch

| (905) 364-2456 | dominic.smoluch@cdw.ca

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ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	May 5, 2020
Subject:	Tender for Gravel, Maintenance, Construction and Winter Grit

RECOMMENDATION:

THAT the Council of the Township of North Dundas accept the Construction and Maintenance Gravel and Winter Grit Tender submitted by _____ for the total price of _____ including HST and delivery.

BACKGROUND:

The tender was advertised and closes on May 1st. Submissions are scheduled to be opened on May 4th. A copy of the tender results and recommendation will be circulated to Council in advance of the Council meeting.

This is an annual activity that needs to be performed in order to maintain our gravel roads and get them ready for summer maintenance and dust control application. This bid also includes construction gravel and winter grit for winter control. This grit will be mixed with 10% salt for the winter period.

OPTIONS AND DISCUSSION:

1. **Approve the Tender** – recommended. This is an annual maintenance activity under taken by the Roads Department in order to perform maintenance and construction on our roads also keep our roads safe for the winter period.

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

FINANCIAL ANALYSIS:

OTHERS CONSULTED:

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 5, 2020
Subject:	Tender for Dust Suppressant

RECOMMENDATION:

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.

BACKGROUND:

This is a yearly joint tender throughout SDG County. This is to help control dust on our gravel roads.

The 2020 Contract has the option to renew an additional two one- year terms for 2021 and 2022. The price increase must not surpass the previous year Consumer Price Index. All participating Municipalities evaluated the 2019 contract and are very pleased with the service.

The total amount also includes dust control for roads that will be under construction.

Contract Agreement

The term of this Contract is for one year (2020) with the option to renew for two additional one- year terms for 2021 and 2022. An evaluation shall be conducted by the participating Municipalities to determine whether the contract renewal is warranted.

Prior to the commencement of the second and third year term, the Contractor will receive a letter stating the proposed increase for the renewal of the Contract. The increase will be based upon the accepted Consumer Price Index (for Ontario) for services in the previous calendar year.

Summary of bids are as follow.

Contractor	South Glengarry 350 Tonnes	North Glengarry 375 Tonnes	South Stormont 350 Tonnes	North Stormont 375 Tonnes	North Dundas 380 Tonnes	South Dundas 175 Tonnes
Pollard Distributi ons	\$373.75 (\$130,812.50)	\$383.50 (\$143,812.50)	\$373.75 (\$130,812.50)	\$373.75 (\$140,156.25)	\$373.75 (\$142,025)	\$383.50 (\$67,112.50)
Da-Lee Dust Control	\$448.80 (\$157,080)	\$448.80 (\$168,300)	\$448.80 (\$157,080)	\$448.80 (\$168,300)	\$448.80 (\$170,544)	\$448.80 (\$78,540)
Innovative Surface Solutions	\$416.16 (\$145,656)	\$416.16 (\$156,060)	\$416.16 (\$145,656)	\$416.16 (\$156,060)	\$416.16 (\$158,140.80)	\$416.16 (\$72,828)

OPTIONS AND DISCUSSION:

1. **Approve the recommendation** – recommended. Award the contract to Pollard Distributions.

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

FINANCIAL ANALYSIS: This amount has been included in the 2020 fiscal year budget.

OTHERS CONSULTED:

PREPARED BY:



Dan Belleau
Director of Public Works

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	May 5, 2020
Subject:	By-law No. 2020-25 - Appointment of By-law Officer Brent Mattice

RECOMMENDATION:

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.

BACKGROUND:

While reviewing older appointment by-laws, it was determined that a by-law specifically appointing Brent Mattice as a Municipal By-law Officer for court purposes had not been passed. He is included in the Township Officers and Committees By-law, but not in a specific by-law that the court(s) may request.

Mr. Brent Mattice is a part-time Municipal Enforcement Officer and remains as such to this day. The attached is a technical by-law formalizing his role for the courts as a Property Standards Officer and a Municipal Law Enforcement Officer. The two by-laws being repealed are older by-laws which appointed by-law officers who are no longer employed by the Township (Scott and Wendy).

OPTIONS AND DISCUSSION:

1. **Adopt the By-law as presented** – recommended.
2. **Do Nothing** – not recommended. A By-law is required for the Provincial courts when charges are laid.
3. **Modify the By-law** – not recommended. Mr. Mattice has all of the qualifications for which the By-law appoints him.

OTHERS CONSULTED:

Township CBO & By-law Supervisor

ATTACHMENTS:

By-law No. 2020-25

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. 2020-25

Being a By-law to appoint Brent Mattice as a Property Standards Officer and a Municipal Law Enforcement Officer

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

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

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

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

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

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

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

- 1.0** That Brent Mattice is hereby appointed as Property Standards Officer for the Township of North Dundas.
- 2.0** That Brent Mattice is hereby appointed as a Municipal Law Enforcement Officer in accordance with the *Police Services Act, R.S.O. 1990, c. P.15*, as amended, for the Township of North Dundas.
- 3.0** That this By-law shall come into force and effect immediately upon the final passing thereof.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-25

4.0 That By-law No. 2018-05 and By-law No. 2018-50 are repealed in their entirety.

READ and passed in Open Council, signed and sealed this 5th day of May, 2020.

MAYOR

CLERK



KEY INFORMATION REPORT

Finance

May 5, 2020

SUBJECT: Breakdown of 2019 Surplus by Department

BACKGROUND:

Finance Dept prepares an Annual Report for council detailing the annual surplus (deficit) for the year by department; in addition, we provide 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 wishes.

COMMENTS:

Attached to this report is a Summary of Surplus (Deficit) By Department for the fiscal year ending December 31st 2019. We are pleased to report that we ended fiscal 2019 with an overall surplus of \$317,561.35. This amount has been broken down by department – see Appendix #1 attached. Also attached, as appendices #2 and #3 – are two budget amendments for fiscal 2020 authorizing transfers from the 2019 surplus in the combined amount of \$7,750. This will reduce the balance of the 2019 surplus to \$309,811.35 available for allocation.

OPTIONS:

- 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
- 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

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

Township of North Dundas				
Addendum to Budget Resolution - April 7, 2020				
Budget Amendment - 2020-01 - Administration				
Project	Account No.	2020 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Donations & Transfers to Others	1-5-1200-2700	67,000	74,000	7,000
		\$ 67,000	\$ 74,000	\$ 7,000
Financing				
Transfer from Reserve Funds - Benevolent Fund	1-4-1200-9250	\$ -	2,000	2,000
Transfer from Reserve - Previous Year Surplus	1-4-1200-9001	\$ -	5,000	5,000
		\$ -	\$ 7,000	\$ 7,000

Township of North Dundas Addendum to Budget Resolution - May 5, 2020

Budget Amendment - 2020-02 - Administration

Project	Account No.	2020 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Administration - Capital Expenditures	1-5-1200-8000	35,000	37,750	2,750
		\$ 35,000	\$ 37,750	\$ 2,750
Financing				
Transfer from Reserve - Previous Year Surplus	1-4-1200-9001	\$ 5,000	7,750	2,750
		\$ 5,000	\$ 7,750	\$ 2,750



KEY INFORMATION REPORT

Economic Development and Communications

May 5, 2020

SUBJECT: Shop Local

- In light of the COVID-19 outbreak and the adverse effects that it is having on our local economy, a new online resource has been created to promote local businesses.
- Nanda Wubs, owner of Wubs Transit, Precision Diesel and No Limit Auto Parts has partnered with Nation Valley News, North Dundas Business Centre and Jen Fenny Marketing to create a truly shop local experience.
- The site offers a searchable listing of businesses from a variety of sectors that are open for business in some capacity.
- When a customer finds a business on the site, they will see all relevant contact information and how best to engage with that business.
- There is a section providing COVID-19 Resources with links to the Counties COVID-19 resource page, as well as links back the Township's dedicated COVID-19 announcement page and social media.
- Functionality has been built into the site so that businesses can submit their details through the site or edit their existing listing. The system is set up so that businesses in the following villages can be included on the website: Brinston, Chesterville, Chrysler, Finch, Hallville, Inkerman, Iroquois, Marionville, Morewood, Morrisburg, Mountain, Ormond, South Mountain, Vernon, Williamsburg, Winchester and Winchester Springs.
- There are quick links to COVID-19 specific gear that people may be looking for, specifically plastic face shields, glass shields and face masks.
- Key highlights for the business community to get themselves included on this resource include: One-stop shopping for the community of North Dundas, free advertising for all businesses, multiple business categories permitted for the same business, COVID-19 related resources, products & services as well as the inclusion of farmers market vendors and on the farm food sales.
- Nanda's goal is to ensure that the website is a 100% self-supporting service for the community and is welcoming all groups, businesses and organizations that are interested in sponsoring to please get in contact with her.

- The website is being promoted on the Township website and Facebook, and the details have been shared with the Chamber of Commerce.
- Nanda has applied for a \$400 Community Grant from the Township to help with the costs to create and maintain the website, with the total request being \$1500.
- In 2020 the Counties has allotted \$1,500 for each municipality to spend how they wish on local tourism and COVID-19 business recovery projects. Given the current state of our economy and the urgent need to help businesses, we are asking for Council's support to allocate \$1,100 of these funds towards this initiative, which is the balance of Nanda's total request of \$1,500.



KEY INFORMATION REPORT

Public Works

May 5, 2020

SUBJECT: Surplus Equipment

The roads department has two pieces of equipment considered surplus (see below).

Garage Hoist: When the new garage was built, we installed a new 5 ton ramp hoist to accommodate lifting small and heavier equipment for service. We kept the smaller original hoist as a backup. The original hoist has not been used since the new one was installed. It is costing us \$200/year for an inspection and is taking up space that could be used to store an additional vehicle such as a plow truck.

We estimate the value of the smaller hoist to be \$1,500 to \$ 2,000.

Roadside Arm Flail Mower: This mower was purchased 7 years ago for roadside grass cutting. Using this machine is time-consuming as it only has a 4-foot cut.

In 2017 a pull behind flail mower with an 8-foot cut was purchased. With this machine we can cut roadside grass around the Township twice per season. In 2018 we purchased a rubber tire excavator with a brush cutter to cut areas that cannot be reached by the flail mower. These two pieces of machinery are meeting our needs and the roadside arm flail mower is no longer being used.

We estimated the value of the roadside arm flail mower to be approximately \$20,000.

Options for Discussion:

1. Advertise both items on our Website as surplus equipment.
2. Advertise both items on GOVDEALS auction. At a cost of 7% commission
3. Send both items to Rideau Auction. At a cost of 10% commission
4. Advertise the garage hoist on Website and advertise Arm Mower on GOVDEALS.
5. Keep one or both pieces of equipment.



KEY INFORMATION REPORT Waste Management Services

May 5, 2020

SUBJECT: Terms of Reference- update

Golder has brought to our attention that they have not received a response to the TOR (Terms of Reference) submitted to the Ministry of the Environment over eight months ago. They feel this delay is beyond a reasonable response time from the Minister.

We have contacted our representative at the Ministry for information concerning the EA, but he is unaware of the status of this report or where it is in the review process. Our attempts to get any further information have not been successful.

Golder has also tried unsuccessfully to gain information concerning the process. Golder believes that the TOR may be lost in the Ministry paper work and suggest we pursue assistance from our MPP.

I have attached a letter written by Golder, addressed to our MPP describing the background on the Boyne Road Landfill Environmental Assessment and requesting assistance on our behalf.



TECHNICAL MEMORANDUM

DATE April 22, 2020

Project No. 1648253

TO Angela Rutley, CAO
Township of North Dundas

CC

FROM Paul Smolkin, Trish Edmond

EMAIL

PURSUING TERMS OF REFERENCE (TOR) APPROVAL BY THE MINISTER OF ENVIRONMENT, ENVIRONMENTAL ASSESSMENT (EA) OF NORTH DUNDAS WASTE MANAGEMENT PLAN

This provides an overview of the process to submit the Proposed ToR for the above EA, which happened in August 2019, and outlines a suggested approach for the Township to pursue to obtain a decision from the Ontario Minister of Environment on approval of the ToR.

Background

An overview of the process followed by the Township to secure long-term waste disposal for its ratepayers is as follows:

- In late 2014 it was determined by the Ministry of Environment, Conservation and Parks (MECP) that the approved disposal capacity of the Boyne Road Landfill had been exceeded. This was totally unexpected by the Township.
- The Township completed an evaluation of long-term waste disposal alternatives in November 2015, which concluded that expansion of the Township's only landfill site, the Boyne Road landfill, was the much preferred (and most affordable) option. This expansion requires completion of an EA.
- The Township retained Golder Associates in fall 2016 as their consultant to complete the EA. Golder has the most experience successfully completing landfill expansion EAs in Ontario and have provided waste consulting services to the Township continuously since 2004.
- The Township and Golder consulted with the MECP EA Branch staff in December 2016 on preparation of the ToR for the EA. It was agreed that the EA could rely on the results of the November 2015 alternatives report and be focused on Boyne Road landfill expansion.
- Two open houses were held during ToR preparation, with very limited public attendance and interest. There was (and still is) no objection or concern about expansion of the landfill; members of the public have expressed their support for the expansion.
- A Draft ToR was prepared and circulated in April 2018 for comments to the agencies and public. Responses were prepared to the comments; an EA focused on the landfill expansion remained as the approach agreed

to by MECP. Golder proceeded to incorporate the comments and prepare the Proposed (final) ToR for circulation.

- In late November 2018, when hard copies of the Proposed ToR were about to be circulated, Golder received direction from the MECP Project Officer that the Proposed ToR did not meet “[their] requirements for focusing as previously thought”. This change in MECP requirements for this ToR was totally unexpected.
- The Township was then required to have Golder respond to and try to address the many new comments received from the MECP EA Branch on the proposed ToR over the next six months. This incurred additional costs and delayed the schedule. After debating the issues with MECP, it became apparent that there was limited room to negotiate on key items and agreeing to many of their new requirements was the only way that the MECP review staff were going to recommend the Proposed ToR to the Minister for approval. To satisfy the newly imposed MECP requirements, it was necessary to agree to expand the scope of the EA to include an overall waste management planning study, including again assessing the alternatives available to the Township for long-term waste disposal (which had already been done in 2015).
- The Proposed ToR was finally able to be circulated for comment in August 2019. There were very few comments received from the agencies or public. There has been no communication from the MECP staff for months.
- It is the Township’s understanding that MECP EA Branch staff have since been following MECP’s internal process to seek the Minister’s decision on approval of the ToR. There has been follow up with our MECP Project Officer regarding the status of ToR approval, but we are unable to get any information from staff on the status or expected timing of the Minister’s approval.
- In the meantime, the Township has incurred additional costs on preparing the ToR, will incur unanticipated additional costs to complete the EA, and our remaining capacity at the Boyne Road landfill continues to be consumed. It is estimated that there is enough capacity into 2024, although that may be shortened by the increased disposal observed during this pandemic. Completion of the EA studies, the associated consultation, obtaining the Minister’s approval of the EA, and then obtaining the subsequent EPA and other approvals for whatever the long-term disposal solution is identified by the EA will take several more years.

Proposed Action to Pursue Minister’s Decision on ToR

- Although the MECP’s changed requirements for this ToR and EA result in the Township having to re-assess available waste management options in the EA, it is reasonable to expect the overall preferred disposal alternative will be expansion of the Boyne Road landfill (the same as already identified in the 2015 study).
- Although the province is interested in alternatives to landfilling, the government has acknowledged that for the foreseeable future landfilling is a necessary part of the province’s waste management system. Landfill expansions and new sites are being pursued by both the municipal and private sector, and being approved by the MECP.
- Waste management is an essential service. It is also a municipal responsibility to provide waste management services to its residents. The Township is trying to move forward to secure these services and fulfill their responsibility in an environmentally conscious manner that is also compatible with the financial capability and reality of a small rural municipality.

- It is apparent that our MECP EA Branch staff level contacts do not know where the ToR is within the process leading to the Minister's decision, nor is there any indication that they will try to find out. Hopefully, MECP staff have advanced the Proposed ToR towards the Minister's office for a decision; they should be monitoring this approvals process and responding to any questions that arise.
- Continued undue delay in the approvals process only serves to add financial burden to the Township in terms of completing the EA and other associated studies and approvals, especially if the timeframe extends beyond the remaining approved capacity at the Boyne Road landfill site and the Township has to take other actions, such as exporting their waste.
- There is no apparent reason for not approving the Proposed ToR, which has now been within the provincial approvals process for 8 months. This is an Individual EA for waste management in a small rural Ontario municipality, without any public or Indigenous concerns or controversy.
- In the end, the approval of the ToR (and subsequently the EA) is a political decision. It is suggested that the Township pursue the status of the Ontario Minister of Environment's decision on approval of the ToR through their MPP, Jim McDonnell. The above section of this memorandum is intended to provide the required background information.
- It is suggested that, on behalf of the Township, Mr. McDonnell contact the Minister of Municipal Affairs, Steve Clark, and request that he inquire with the Minister of the Environment, Jeff Yurek, on this matter. Alternatively, or in addition, Mr. McDonnell could directly take this matter up with Minister Yurek.

We trust that this provides sufficient information to serve as a basis for your discussion with Mr. McDonnell. If we can be of further assistance in this regard, please let us know.

PAS/PLE

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KEY INFORMATION REPORT

Waste Management Services

May 5, 2020

SUBJECT: Covid 19 Waste Management Update

Since the introduction of the COVID-19 pandemic there have been a number of changes to the operating procedures at the Boyne Road Landfill site.

- The landfill was closed for all entry (residents, contractors, etc.) due to the landfill being utilized by a large number of residents working from home and self-quarantining creating an unsafe environment for our employees.
- Within days of closing the landfill, restrictions were lessened to allow our farming and business community the avenue to remove their waste.
- Council then increased the curbside bag limit from 2-3 to relieve some of the stress for the residents.
- Restrictions were also lessened for residents which contacted the landfill concerning moving away or into our community or had an essential need such as basement flooded to remove waste.
- Presently the landfill is being utilized by appointment. All residents, businesses and contractors working in our Township can call the Landfill to book an appointment to remove their waste. We have limited the use between the hours of 8 am till 2 pm every week day allowing 2 vehicles to enter every half hour. Limiting the entry at 2 vehicles protects the Township employees and also the residents using our facility.
- The first Hazardous Waste Day is scheduled for May 23rd but due to the very tight quarters in the Facility which makes it unsafe for our employees, I have recommended that it be cancelled. The next scheduled date is in June. We will be looking to see if there are any avenues which we can pursue to make it safe for the employees and the residents.

Thank you



KEY INFORMATION REPORT

Planning Building and Enforcement

May 5, 2020

SUBJECT: Outdoor Solid Fuel Combustion Appliances By-law

SUMMARY:

The Building division recently received an application to install an outdoor solid fuel combustion appliance. Upon review of the current Township By-laws, it was discovered that there are no Township By-laws restricting where these types of appliances can be installed.

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, and which is located in a separate building or affixed to the exterior of the building which it services.

The building division does not receive many applications when it comes to these appliances; however, they do require a building permit in order for them to be installed legally. Upon review of prior years' permits, approximately one (1) permit is issued every 2-3 years. By-law complaints in regards to smoke or smell have been non-existent over the last few years.



COMMENTS/OBSERVATIONS:

Most urban and rural municipalities in Ontario have By-laws in place to restrict the location where these types of appliances can be installed. The main purpose for restrictions is to prevent any nuisance caused by smoke or smell to nearby properties.



Typically, the By-law would prohibit the installation of solid fuel-burning appliances in all urban settings (subdivisions), but would permit them in rural areas by setting certain minimums such as: lot size, distance to property lines, distance to buildings, and prohibitions from burning of waste, etc. are in place.

While we have not received complaints to this effect in the past, 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.

NEXT STEPS:

If Council is in favour of creating a By-law, staff will prepare the necessary reports accompanied with a draft of the proposed By-law for discussion purposes.



KEY INFORMATION REPORT Recreation and Culture

May 5, 2020

SUBJECT: Meet Me On Main Street 2020

During the January 22nd Council meeting, Council approved the following dates for the 2020 Meet Me On Main event series:

July 8th – Morewood
 July 15th – South Mountain
 July 22nd – Hallville
 July 29th – Marionville
 August 5th – Chesterville
 August 12th – Winchester

As we are all aware, COVID-19 has had an adverse effect on many programs and events that are hosted by and within the Township of North Dundas. From March 15th, to present, all functions have been cancelled, rescheduled, or condensed.

As we get closer to the scheduled dates for our Meet Me On Main Street (MMOMS) series and as planning and preparation ensues, we are still under directive that gatherings of more than 5 people are not permitted. To date, there has been no indication of when the directive will change or be lifted.

Each of the 6 MMOMS events, require a separate *Special Occasions Permit* for the sale of alcohol under the Alcohol Gaming Commission of Ontario. The fee for each permit is \$150 and they are subject to a minimum processing time of 30 days. The processing time for the Eastern Ontario Health Unit's *Special Events – Temporary Food Vendor's Notification Form*, is also a minimum of 30 days, but there is no charge.

Due to the restrictions placed on restaurants as a result of COVID-19 related directives, food service establishments are unable to have dining rooms open and are limited to serving takeout until further notice. For this reason, many have laid off staff. When our Recreation Coordinator reached out to some of our local food service businesses, they indicated that although they are looking forward to participating in MMOMS, they will require adequate notice of whether the event is running as scheduled or whether there are changes, so that they can endeavour to secure staff. As such, for each event, we would like to give the food vendors 2 weeks notice, in advance of the 30 days for the AGCO & EOHU application processing time. This will allow them time to schedule staff, fill out the application form, and give our Recreation Coordinator time to collect & submit the required documentation.

With the first event scheduled for July 8th, the Recreation & Culture Department will require Council direction by the week of May 18th, regarding whether the first event, or more ideally, the entire event series, shall proceed, be rescheduled, or cancelled should the Province not release an indication by that week, as to when the restriction of gatherings with more than 5 people, will be lifted. The series cannot start later than August 12th, due to the fact that September 9th is the last possible event date that the Recreation & Culture Department will have Facility Operators available to set-up and take down the events. This is because facility maintenance & ice preparation starts the week of August 17th in the Joel Steele Arena, so 3 members of the Recreation & Culture Department's Facility Operator team of 6, will be on rotation in the Joel Steele Arena, with most or all of student staff gone. Facility opening maintenance and ice making preparation will begin the week of September 17th in Chesterville, pending this year's ice rentals. Therefore, we would likely need assistance from the Public Works Department for any MMOMS events that take place August 19th to September 9th.

Information for Council consideration, is that the South Mountain Fair is scheduled to take place August 13-16th and the Chesterville Fair is scheduled for August 28-30th.



KEY INFORMATION REPORT

Fire

May 5, 2020

SUBJECT: Burn Ban Update

SUMMARY:

The Township of North Dundas and the City of Ottawa currently have a total burn ban in place. The ban was deemed necessary by Ottawa Fire Services due to a variety of factors, including an increase in dry surface areas that became exposed during the spring thaw. Dry grass, fallen branches, and leaves could lead to rapid fire spread. In addition, as the Covid-19 issue has progressed, there was a desire to keep firefighters available for other priority incidents and limit the number of times our volunteers are responding to calls and risking exposure.

Anyone who has obtained a burn permit with North Dundas must call Ottawa Fire Dispatch prior to burning to ensure there is no burn ban in effect and to activate their permit. This is a service provided to the Township, at no extra cost, from Ottawa Fire which is available 24/7.

At this time, North Dundas Fire is waiting for Ottawa to determine that a burn ban is no longer required (depending on their view of weather & ground conditions), as any burn bans issued in Ottawa also apply to fires within the North Dundas boundary. Ottawa Fire has advised that they will not be willing to alter their dispatch notices to differentiate between burn bans in the two municipalities.

CURRENT ACTIVITIES:

- The Fire Commissioner, Al Armstrong, is checking in daily with Ottawa Fire for updates on the ban status.
- By-law staff have been actively enforcing the burn ban – responding to calls from Dispatch, Fire Chiefs, and complainants/neighbours. To-date, three (3) infraction notices have been issued to persons burning during the ban.
- Staff have posted notices on the Township website and social media accounts advising residents of the burn ban.
 - To note: Despite the burn ban, as per By-law No. 2019-41, recreational fires and campfires are permitted provided they meet the defined requirements/standards.

NEXT STEPS:

Should Council wish to have the choice of when to issue burn bans, rather than following Ottawa's bans, the Township would need to review current processes, transferring the responsibility from Ottawa to North Dundas staff. This revision would require the Township to implement their own permit activation process and amend the Open Air Burn By-law No. 2019-41 to reflect these changes.



DEPARTMENT ACTIVITY UPDATES

Finance

May 5, 2020

KEY FINANCIAL DATA:

Bank Balances

Bank Balances	2020 Apr 30 th	Last Month Mar 31 st 2020	Last Year-2019 Apr 30 th
General Operating Acct	10,658,495.47	8,880,646.26	9,476,146.80
Cash, GIC's, (Reserve Fund)	6,814,389.47	6,807,550.46	6,677,422.73
Total	\$17,472,884.94	\$15,688,196.72	\$16,153,569.53

Taxes Receivable Outstanding	Apr 30 2020	Apr 30 2019	Apr 30 2018
Current Year (2020)	2,433,327.01	1,131,594.42	1,149,271.86
One Year in Arrears (2019)	778,894.39	764,827.35	703,526.35
Two Years in Arrears (2018)	438,294.67	373,073.62	381,663.86
Three Years in Arrears (2017+)	506,252.52	397,622.50	773,907.46
Penalty & Interest	237,015.15	215,905.19	226,085.19
Sub-Total	4,393,783.74	2,883,023.08	3,234,454.72
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(357,857.94)
Taxes Receivable	<u>\$4,300,179.22</u>	<u>\$2,789,418.56</u>	<u>\$2,876,596.78</u>
Taxes Billed to Date	9,755,115.80	9,501,764.40	9,106,613.72
Percentage o/s Over Levy	44.081%	29.357%	31.588%

Net taxes receivable last month were **\$5,495,762.35**; this month's balance of **\$4,300,179.22** represents a decrease over last month in the amount of **\$1,195,583.13**. This is due to collections of our interim tax billing that had an original due date of March 31st – subsequently extended to April 30th.

Tax arrears for this year, expressed as a percentage of the interim levy, indicate a large increase over the previous two years – which is not surprising as the due date this year (as a result of COVID-19) was extended for 30 days and payments last month were almost \$2M less than they were for March 31st 2019 (the previous year). We have actually gained a bit of ground over last month- as this month's payments lag last year for the same month by \$1.5M.

Taxes receivable also include other charges that have been added to the tax roll for collection purposes. For example, utility bills are added to taxes – as well as municipal drain maintenance charges and sundry other amounts - when collection proves difficult – all of which serve to increase the balance of taxes outstanding.

Year-End Audited Financial Statements – 2019

- Auditors were “present” – virtually - for their annual audit of our books and records during the two-week period ending April 3rd:
- Remote audit was aided considerably by availability of our year end audit binder (which contains many schedules reconciling balance sheet items);
- In addition, they opened a “portal” into which we were able to deposit electronic copies of worksheets and other supporting data, such as invoices or other audit evidence.
- Many phone calls/emails /text messages and the like – to answer questions they had and to provide additional data.
- All necessitated by COVID-19 which culminated in not only our offices being closed to the public but also the auditors themselves were not going out to any clients.
- Currently finalizing their file; many questions of a housekeeping nature (mainly variance analysis), 3rd party audit confirmation requests, etc.
- Scheduled to send us the DRAFT financial statements by the end of April at which point we will review them and clear up any questions that we may have. Intent is to present the DRAFT financial statements to council at the council meeting of May 19th for your review and acceptance.

ACTIVITIES:

- Continuing to work remotely
- Assisted Public Works department with filling out and filing Drainage Superintendent and Drain Maintenance Grant Applications – due April 30th
- Assisting with preparation of 2020 Final Tax Rate By-law and completion of Appendix A (will be brought to council for May 19th meeting)
- Vacation for 4 days, from April 14th – April 17th
- Working with auditors and our staff re year-end audit
- Attended office physically on two separate occasions to sign documents – bank confirmations for auditors and like correspondence
- Attended inaugural “online council meeting” – April 7th
- Webinar – discussion panel on financial impact of COVID-19; April 14th
- Dept head meeting – electronically – April 20th
- Conference call with Auditors and Deputy-Treasurer - April 22nd
- Several emails, discussions with Michelle Dorie and Dan Harper on Asset Management Plan
- Daily contact with staff and office to schedule work

We have attached the first quarter “Year-to-date Summary of Budget to Actual Expenditures” as Appendix 1 for council’s information.

Appendix # 1

**Township of North Dundas
Year To Date Budget to Actual
As of March 31, 2020**

Particulars	Revenues				Expenditures				Impact on Taxation			
	As Per Budget	Year to Date Actual	Variance		As Per Budget	Year to Date Actual	Variance		Budgeted (Surplus) Draw from Taxation	Actual to Date	Variance	
			Amount	%age Earned			Amount	%age Spent			\$ Amt (Over) Under Budget	%age (Over) Under Budget
General Government	1,527,893	317,133	1,210,760	21%	1,547,827	364,080	1,183,747	24%	19,934	46,947	(27,013)	-136%
Economic Development & Public Relations	161,361	4,100	157,261	3%	316,126	37,141	278,985	12%	154,765	33,041	121,724	79%
Fire Services	648,544	11,038	637,506	2%	1,419,630	131,482	1,288,148	9%	771,086	120,444	650,642	84%
Planning & Development	45,500	7,867	37,633	17%	190,375	57,998	132,377	30%	144,875	50,131	94,744	65%
Building Department	130,000	20,312	109,688	16%	263,150	77,484	185,666	29%	133,150	57,172	75,978	57%
By-law Enforcement	10,000	1,675	8,325	17%	136,400	10,681	125,719	8%	126,400	9,006	117,394	93%
Animal Control	36,000	11,200	24,800	31%	106,025	13,327	92,698	13%	70,025	2,127	67,898	97%
Transportation Services	1,635,361	26,975	1,608,386	2%	4,739,744	763,834	3,975,910	16%	3,104,383	736,859	2,367,524	76%
Municipal / Tile Drainage	241,400	-	241,400	0%	312,020	38,956	273,064	12%	70,620	38,956	31,664	45%
Recreational Services	819,255	159,797	659,458	20%	2,221,686	471,281	1,750,405	21%	1,402,431	311,484	1,090,947	78%
Other Facilities	633,094	192,195	440,899	30%	641,328	332,164	309,164	52%	8,234	139,969	(131,735)	-1600%
Volunteer Organizations	69,000	17,492	51,508	25%	69,000	13,784	55,216	20%	-	(3,708)	3,708	
Waste Management	1,164,365	(6,145)	1,170,510	-1%	1,946,319	257,985	1,688,334	13%	781,954	264,130	517,824	66%
Total - General Operations	7,121,773	763,639	6,358,134	11%	13,909,630	2,570,197	11,339,433	18%	6,787,857	1,806,558	4,981,299	73%
North Dundas Water Services	1,515,152	195,177	1,319,975	13%	1,515,152	178,780	1,336,372	12%	-	(16,397)	16,397	
Winchester Sewer	772,360	172,375	599,985	22%	772,360	79,554	692,806	10%	-	(92,821)	92,821	
Chesterville Sewer	393,789	9,523	384,266	2%	393,789	47,806	345,983	12%	-	38,283	(38,283)	
Total - Water and Sewer Operations	2,681,301	377,075	2,304,226	14%	2,681,301	306,140	2,375,161	11%	-	(70,935)	70,935	
Grand Totals	9,803,074	1,140,714	8,662,360	12%	16,590,931	2,876,337	13,714,594	17%	6,787,857	1,735,623	5,052,234	74%



DEPARTMENT ACTIVITY UPDATES
Economic Development and Communications
May 5, 2020

Economic Development

- Sharing provincial and federal support programs with our business community on a regular basis, which includes details on: MPP McDonell's Support for Businesses website, Andrew Seguin Financial Assistance Program seminar, NRC's IRAP-IAP, Canada Emergency Wage Subsidy online calculator, MP Duncan and MPP McDonell's Business Community Virtual Town Hall meetings, Minister MacLeod's Tourism Sector Tele-Townhall's, the Social Services Relief Fund, the Canada Emergency Business Account, EDC's and BDC's Loan Guarantee for SME's and OMAFRA's Agriculture and COVID-19 seminar.
- Provided comments to the Counties EDO in his preparation of the SDG & Cornwall Regional Business Survey, which has been created to gauge the impact that COVID-19 is having on businesses.
- Worked with a retailer on how best to utilize the CIP to improve their signage and façade of their building.
- Provided a letter of support to an industrial client to help bolster their efforts to create intensive care unit pods to battle COVID-19.
- Connected an industrial business with our Planning Department to determine permitted land uses for a prospective site.
- The Regional Incentive Program meeting to review applications, including North Dundas' ten applications has been rescheduled for April 30th, which was originally scheduled for March 19th. Applicants will be notified the following week with the results.
- Provided input to a local business leader on their development of a shop local website.
- Attending regular call in sessions from MPP McDonell, MP Duncan and the Ministry of Economic Development and Tourism to keep up-to-date on the latest support programs.
- Connecting with our local business community to check on how they are weathering the COVID-19 pandemic and offering assistance to find the support they need. I have spoken with Forever Young Creations, Bridals by Al'Mor, Weagant Farm Supply, Mountain Orchards, North Dundas Building Supply, Terrace Green Bed and Breakfast, Shane Signs, Precision Diesel and IDP Group.

Marketing

- 16,450 copies of the “Explore North Dundas” publication, which included a recreation programming insert, have been mailed out to all North Dundas residents, as well as residents in Finch, Crysler, Avonmore, Osgoode, Manotick, Winchester Springs and Kemptville. An electronic copy is also available on our Township website.
- Keeping the ratepayers informed on the latest COVID-19 developments through regular Township Facebook posts and website updates.
- Working on developing the spring newsletter that will get mailed out with the June property tax bills.
- Researching accessibility requirements for the Township’s website for the 2020 refresh.
- Promoted on the Township website and Facebook page a new e-book released by Recycle Coach, which is entitled “36 Ideas Big and Small for an Eco-Friendly Home”.



DEPARTMENT ACTIVITY UPDATES

Public Works

May 5, 2020

- On April 20th the mechanics have gone back to 40 hours per week regular shift.
- Pulverizing began on April 27th, all the roads that we are planning to resurface will be pulverized and dust suppressant applied and monitored until we start the resurfacing.
- Road crew are cold patching, grading the gravel roads and getting them ready for dust control. Brushing is ongoing.
- Sidewalks and medians have been swept with our sidewalk machine, we are still waiting for dates for the street sweeper to start.
- Roadside weed spraying is scheduled to begin at the end of May. All the roads West of County Rd 31 will be sprayed this year as part of our annual noxious weed control program.
- I attended a phone conference with the County and all the other Townships in SDG to discuss updates on how everyone is coping with the situation and how everyone is handling staffing. We also discussed regular maintenance process and capital projects. Everyone is continuing with all their projects as planned with some expectation of minor delays on capital projects.



DEPARTMENT ACTIVITY UPDATES

Waste Management Services

May 5, 2020

FINANCIAL INFORMATION:

February

Total Fees.....\$5,807.50
 Fees Charged.....\$3,397.50
 Fees Paid.....\$2,410.00
 Cash on Hand.....\$ 100.00

March

Total Fees.....\$4,178.25
 Fees Charged.....\$2,623.25
 Fees Paid..... \$1,755.00
 Cash on Hand.....\$100.00

Wards	FEBRUARY	MARCH
1. (Twp of Win)	640	720
2. (Twp of Mtn)	480	480
3. (Vill of Win)	640	720
4. (Vill of Ches)	320	320
5. Other (Boyne)	378	285
Total Cubic Yards	2458	2525
Total Metric Tonnes	223.46	229.55

Recyclables

Items Shipped	Dollars/MT	February	March
Bulked Steel	2.30MT/\$60	\$156.20	
Bulked Steel	2.66MT/\$70	\$210.95	
Bulked Steel	2.41MT/\$90		\$245.40
ALUM			
OCC	28.96MT/\$50	\$1,448.00	
OCC			
OCC			
ONP	24.69MT/\$5		\$123.45
Totals		\$1,815.15	\$368.85

Bales on Hand of March 31st _____

ONP-9 OCC-35 PLASTIC -206 ALUM-76

Estimated Value

\$15,552.00

WORK COMPLETED (up to April 24th)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working on Waste Diversion Study with Golder
- Communicating with Ministry of Natural Resources concerning survey of lands and LUP (land use permit)
- April 14th had an on-site follow up of new garbage compactor with Caterpillar
- General cleanup of landfill (picking up debris, changing entrance to landfill)
- Consultation with other municipalities concerning waste operations due to the COVID-19 situation
- Working with RARE to find avenues for the declining recycle markets.
- Organizing employees with changes due to COVID-19 situation
- Organizing landfill use for contractors/farmers and residents with essential needs



DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

May 5, 2020

PLANNING:

- Received two (2) new severance applications, performed site visits and provided comments to the Counties.
- Issued two (2) compliance reports. Responded to various zoning, minor variance and severance inquiries from landowners.
- Preparing site plan agreement for Wellings of Winchester Inc. Coordinating approvals from South Nation Conservation, Ontario Clean Water Agency and the United Counties.
- Coordinating planning applications for a new commercial building in Winchester. Just recently, the client has elected to put the project on hold, due to Covid-19 restrictions and impact.
- Coordinating stormwater management approvals for the Wylie Creek Subdivision.
- Participated in an SDG planner's forum (Zoom mtg) to discuss approaches to planning applications, public meetings, current events and applications within each of the six townships, progress on the County Official Plan appeal.
- Provided road segment information and missing road names to the Counties GIS department.
- Under the new Bill 189 and Ontario Regulation 149/20, the two Zoning Amendments passed by Council on March 10, 2020 are no longer in effect. A second Notice of Passing must now be published following the lifting of the COVID-19 emergency declaration.
- Severance applications and site plan applications are being processed as usual.
- There are no current zoning by-law amendment applications or minor variance applications. Should one be filed, we will prepare all of the background information, resolutions, reports, notices, presentations, etc. If the planning application is deemed to be controversial, we are recommending that Council hold the public meeting once the emergency has been lifted. For non-controversial applications, we can consider other means for conducting a public meeting.
- Submitted requested documents and background information to the Township auditors.

BUILDING:

- Building Inspector Intern challenged and successfully completed the Ontario Building Code Act House Exam.
- Inspections are ongoing for permitted construction projects based on Emergency Orders currently in place.
- Completed the 2019 Customer Service Survey – results attached. 150 surveys were sent out, 31 completed surveys were returned.
- Continuing work on the Building Permit Fees Study (nearing completion).
- Building permit scans ongoing to create digital archive.
- First Farm 911 blades have been installed. Blades are still available for half-price.
- Communicated with multiple property owners to discuss various building projects (over email and by phone).
- Twenty-two (22) new applications were received in March and April. As of April 4th, staff are not issuing building permits for non-essential projects.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

Building Department	Mar. 2020	Mar. 2019	Mar. 2018	Mar. 2017	Mar. 2016	Mar. 2015
Permits Issued:	9	6	9	11	9	5
New Dwellings	4	0	4	1	5	4
Value of Permits:	\$1,370,125	\$328,000	\$5,042,500	\$908,810	\$1,340,000	\$530,000
Building Permit Fees:	\$15,137	\$2,364	\$14,178	\$9,080	\$5,708	\$3,030
Development Charges:	\$21,528	-	\$9,008	\$384	\$14,214	\$17,598

Building Department	Apr. 2020	Apr. 2019	Apr. 2018	Apr. 2017	Apr. 2016	Apr. 2015
Permits Issued:	6	12	19	10	11	10
New Dwellings	4	3	3	1	4	2
Value of Permits:	\$5,843,000	\$1,129,500	\$2,989,370	\$419,500	\$1,290,000	\$503,500
Building Permit Fees:	\$16,715	\$6,785	\$13,183	\$3,848	\$7,588	\$2,444
Development Charges:	\$18,592	\$10,944	\$16,844	\$4,504	\$14,754	\$7,292

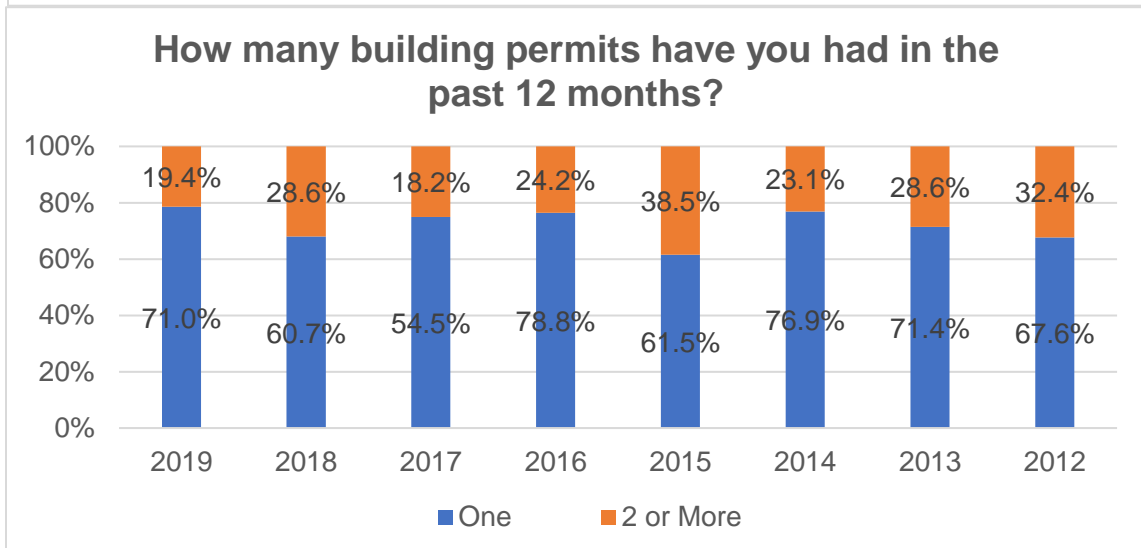
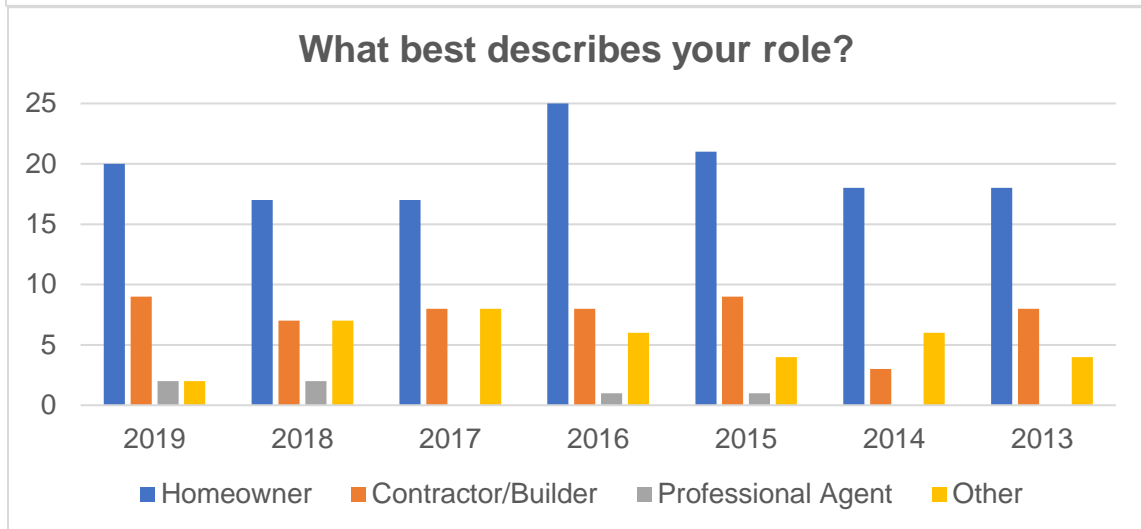
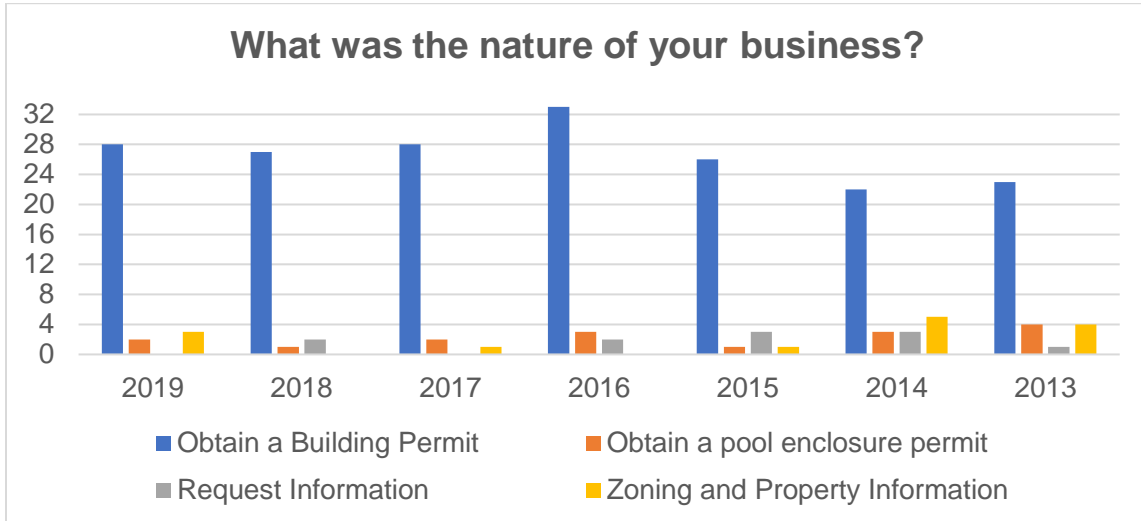
BY-LAW ENFORCEMENT:

- Nicolas Hubble started as the Municipal By-law Enforcement Officer on March 23, 2020. Training with MLEO Mattice is ongoing.
- Eighteen (18) new files were started in March and April. Currently, there are fourteen (14) active files.
- Staff have been working with the OPP and Eastern Ontario Health Unit to enforce current emergency orders. Physical distancing and non-essential business closures are considered main priorities.
- A full burn ban has been in place since April 1st, 2020. Staff have responded to multiple properties regarding burning during the ban and complaints. One fine has been issued.
- Door-to-door dog tag sales have been put on hold. Hiring of salespersons will be postponed until further notice.
- The new Pool Enclosure By-law has been drafted and in the final stages of review before bringing to Council for approval.

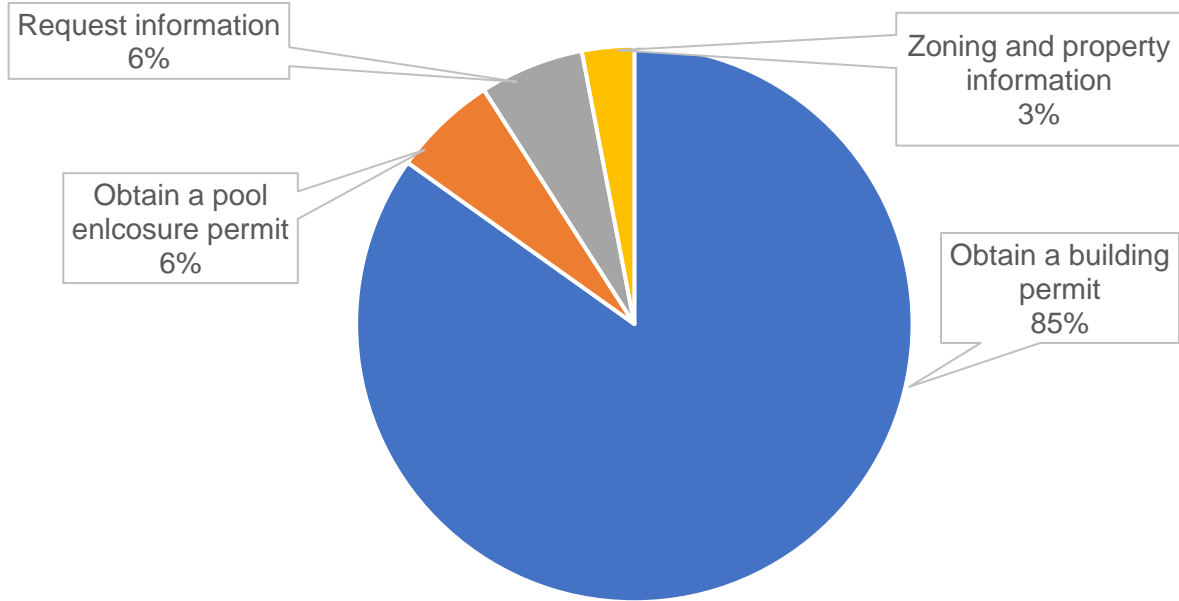
Building Department Customer Service Survey Results – Comparison

*31 Surveys returned (*22 single permit holders and 6 multiple permit holders)

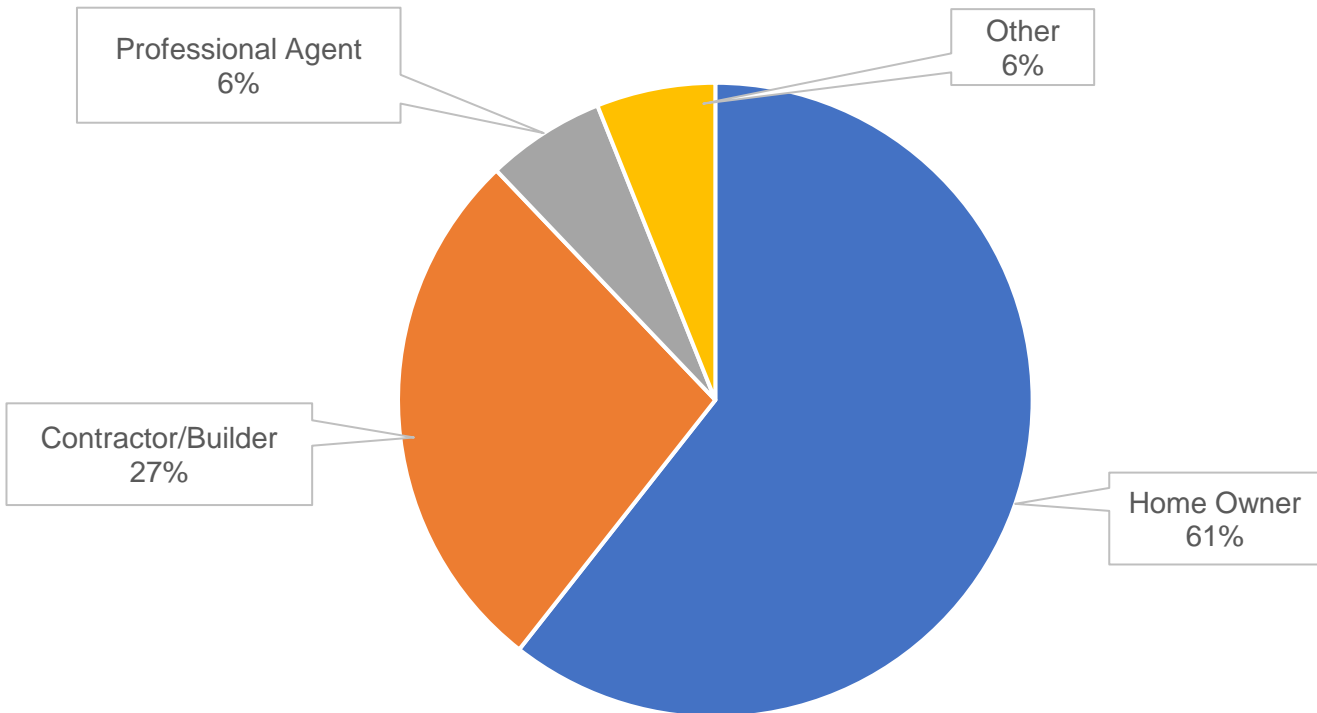
General Questions



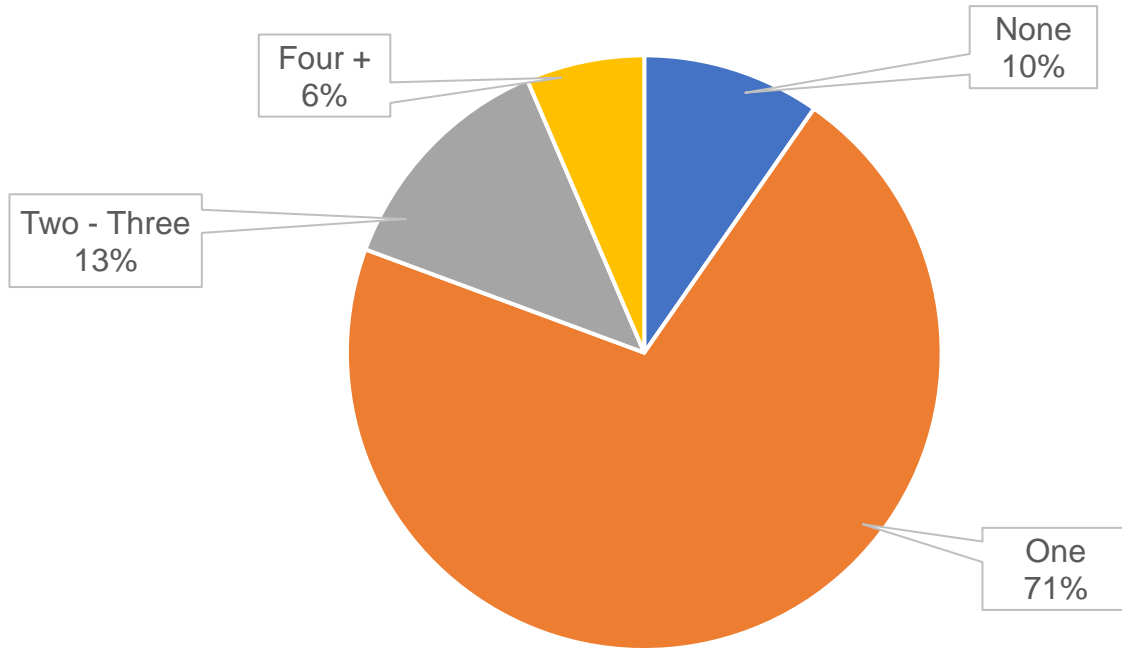
What was the nature of your business?



Individual's Role



Number of Permits in the last 12 months



Building Department Customer Service Survey Results – Comparison

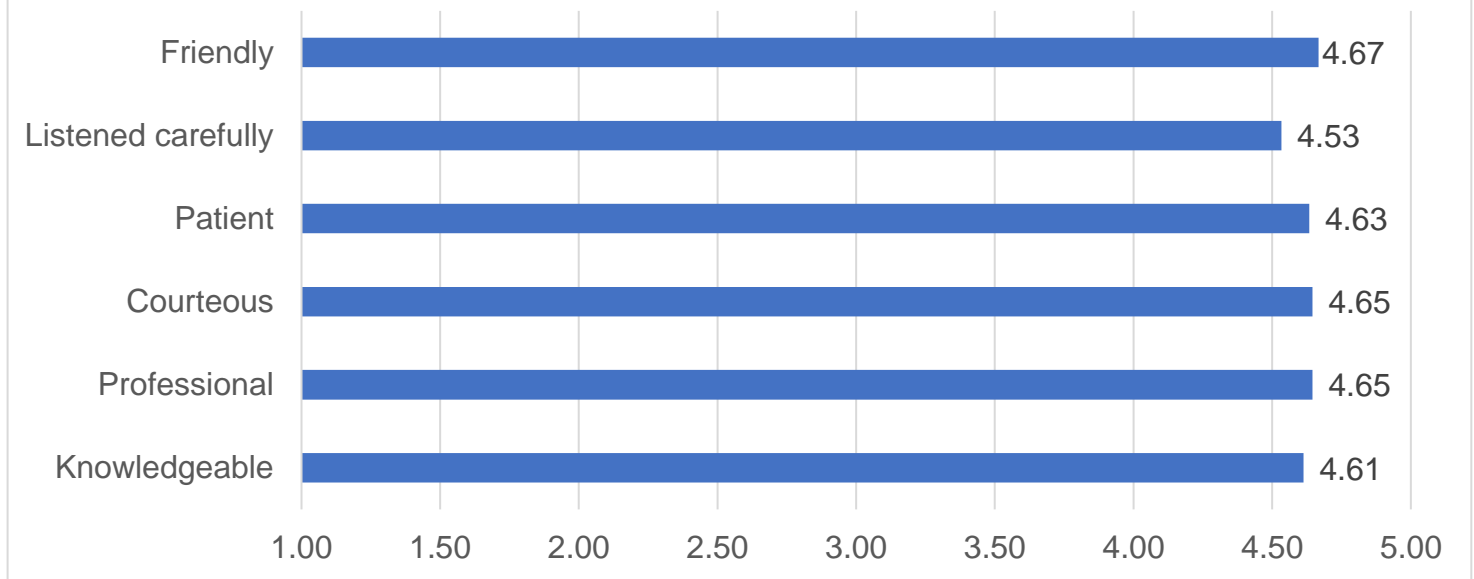
*31 Surveys returned (22 single permit holders and 6 multiple permit holders)

Customer Service Survey

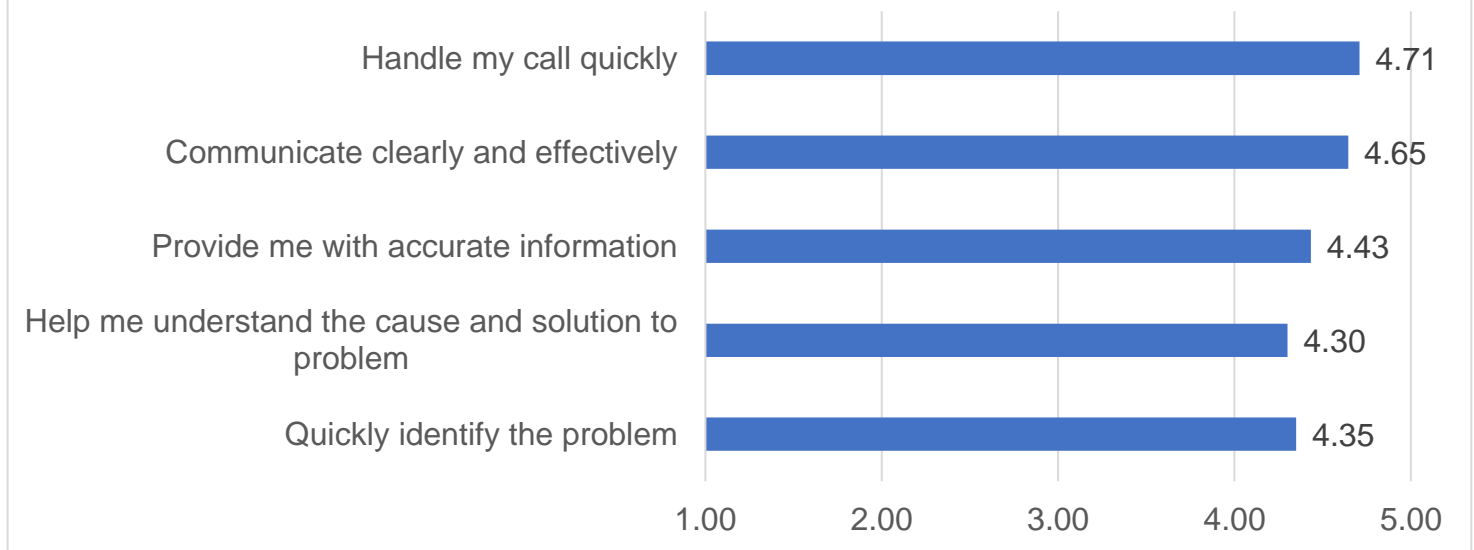
The Customer Service Representative was:	2019	2018	2017	2016	2015	2014	2013
Knowledgeable	4.61	4.22	4.46	4.80	4.41	4.4	4.4
Professional	4.65	4.41	4.54	4.80	4.38	4.3	4.5
Courteous	4.65	4.41	4.62	4.83	4.41	4.2	4.6
Patient	4.63	4.33	4.54	4.80	4.40	4.2	4.5
Listened Carefully	4.53	4.54	4.58	4.80	4.30	4.1	4.6
Friendly	4.67	4.37	4.48	4.90	4.23	4.2	4.5
SCALE: Strongly Agree (5) to Strongly Disagree (1)							

The Customer Service Representative was able to:	2019	2018	2017	2016	2015	2014	2013
Quickly identify the problem	4.35	4.20	4.32	4.77	4.24	4.3	4.4
Help me understand the cause and solution to the problem	4.30	3.96	4.33	4.77	4.00	4	4.3
Provide me with accurate information	4.43	4.12	4.44	4.90	4.33	4	4.4
Communicate clearly and effectively	4.65	4.31	4.5	4.83	4.47	4.3	4.6
Handle my call quickly	4.71	4.29	4.26	4.82	4.28	4.2	4.5
SCALE: Strongly Agree (5) to Strongly Disagree (1)							

Representative was:



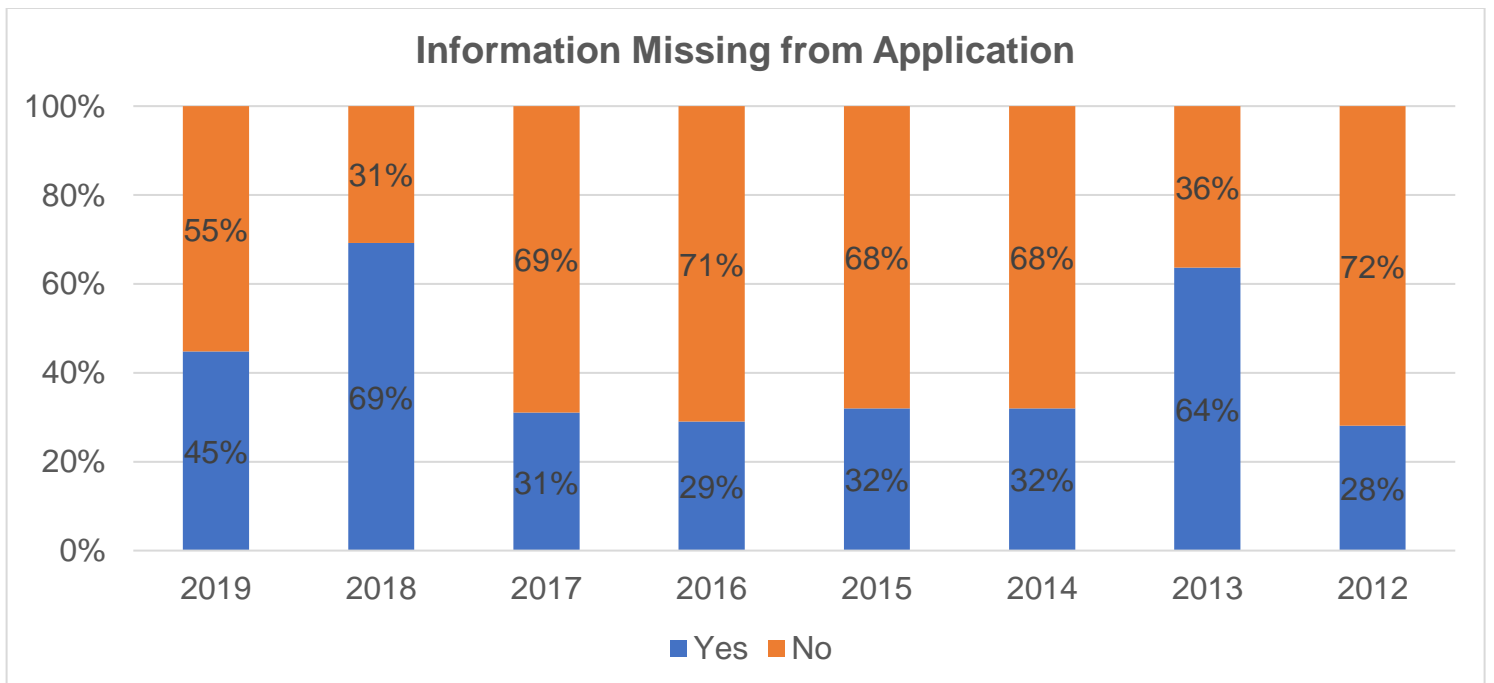
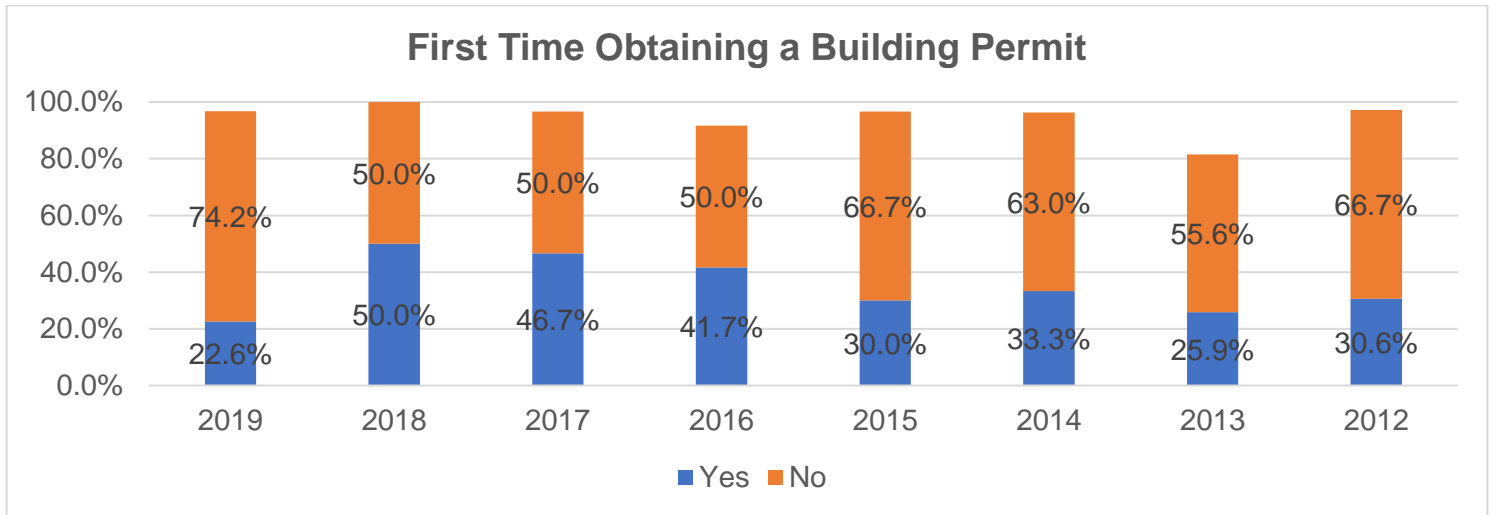
Representative was able to:



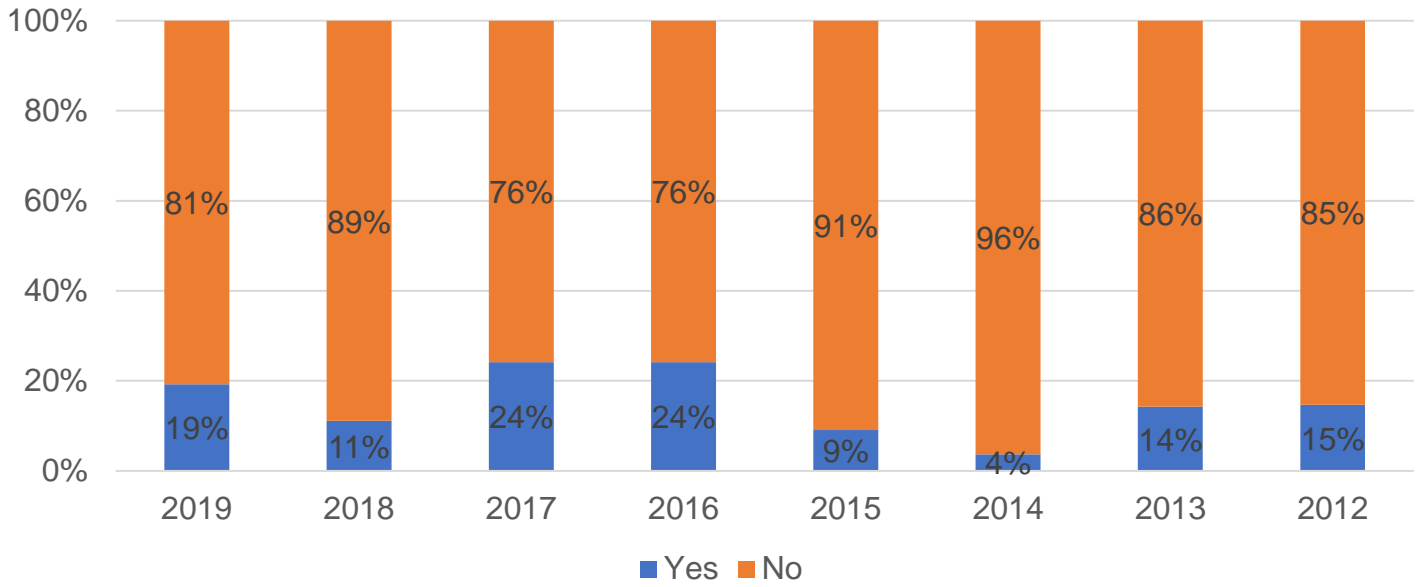
Building Department Customer Service Survey Results – Comparison

*31 Surveys returned (*22 single permit holders and 6 multiple permit holders)

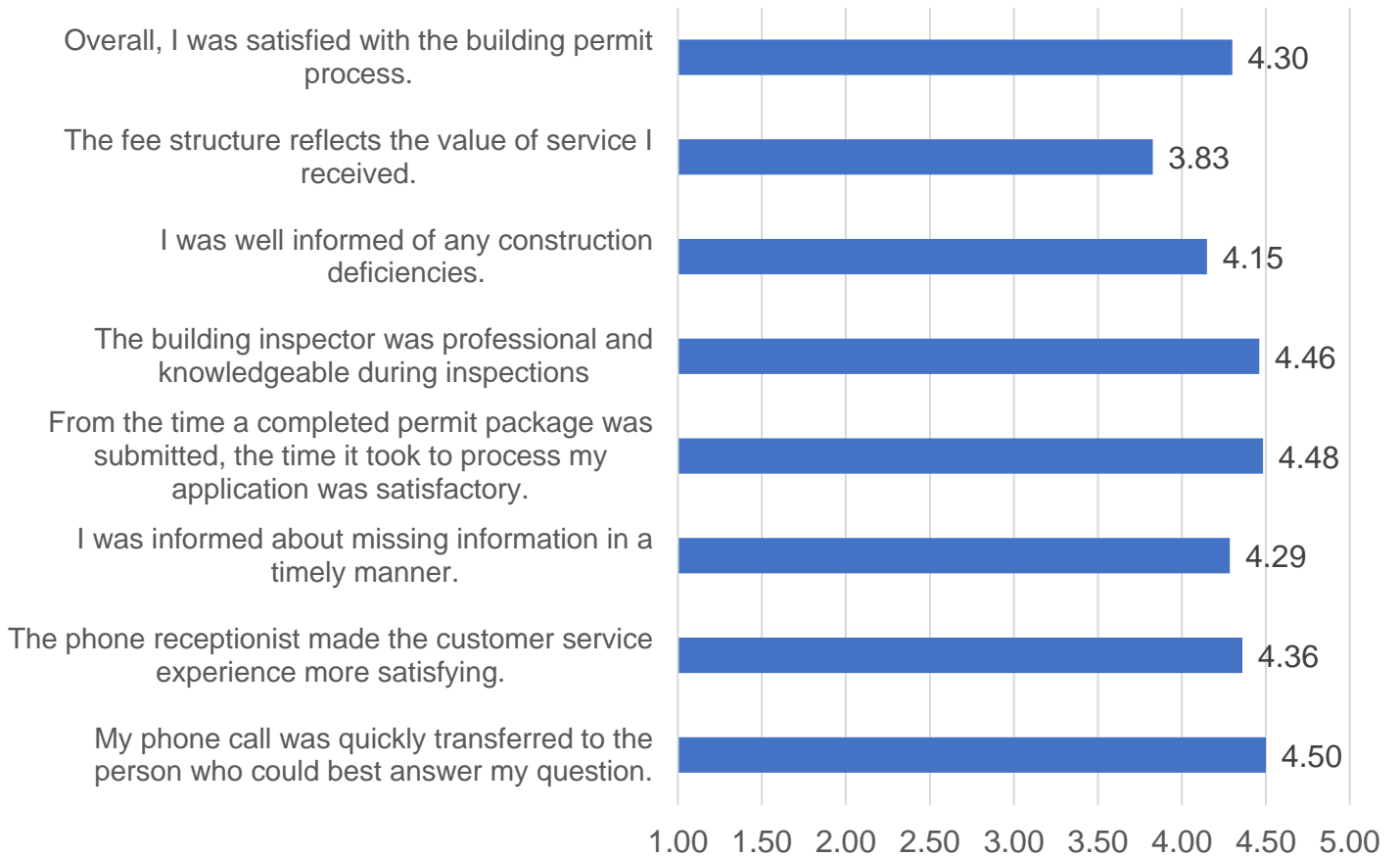
Building Department Process Questions



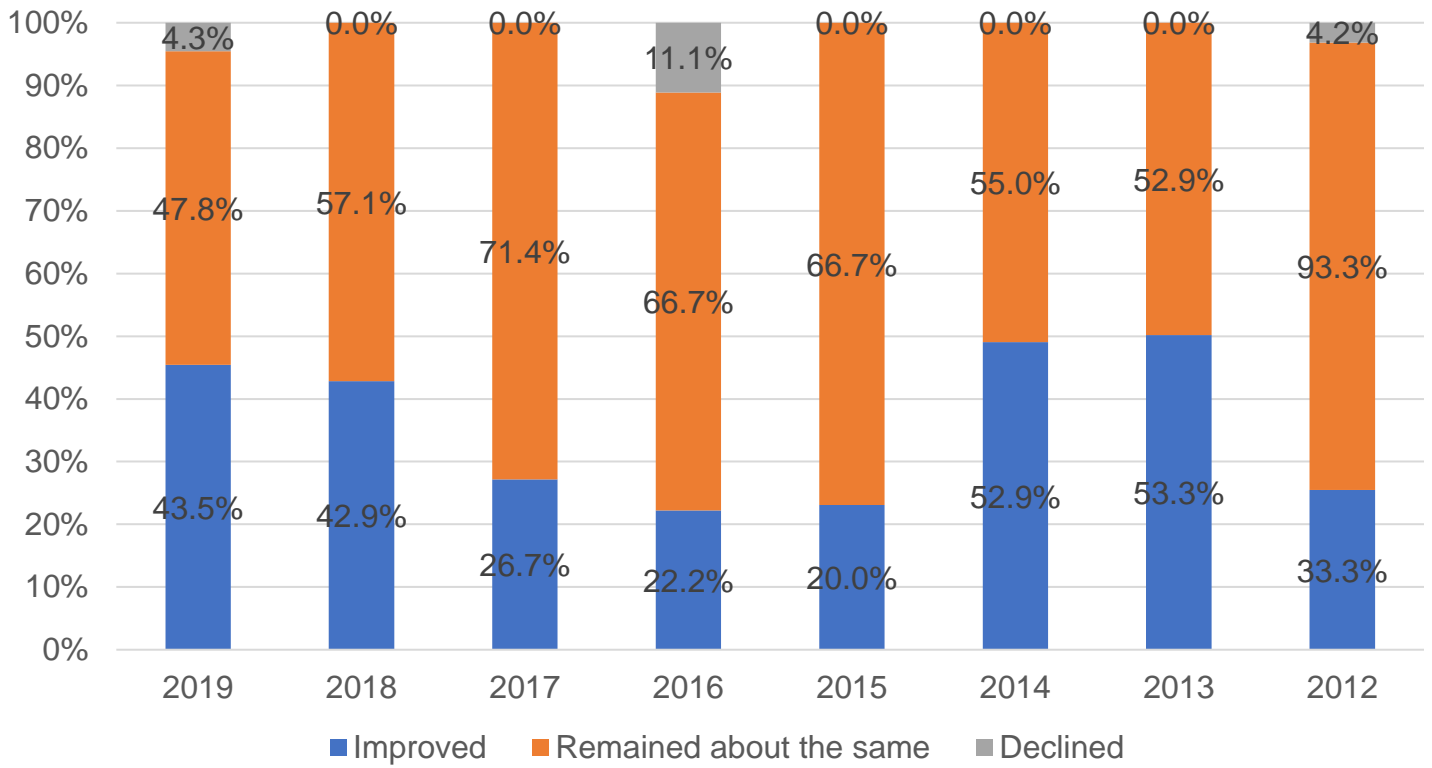
Attended Information Session



Permit Handling



Quality of Service Compared to Previous



Building Department Customer Service Survey Results

Comments

What aspect of the customer service that you received stood out to you as being positive?

- Scheduling inspections with staff was quick and flexible (x3).
- Inspections happened on time and staff were great processing required paperwork.
- Friendly and knowledgeable (x4).
- Questions were answered well, promptly and effectively.
- Clear explanation of permit requirements.
- Outstanding service – informative, efficient and clear in all dealings.
- Smooth process.
- Quick response.
- Respectful, polite and courteous.
- Ladies behind the front counters are very cheerful, positive and helpful.
- Info available online was good.
- Go out of their way for us (x2).
- Informative info session – spoke to two inspectors and they provided valuable information.

What aspect of the customer service that you received that could be improved?

- Better relay of information/feedback from inspections onto physical reports.
- Faster to figure out costs for permits.
- Abide by the previous inspector's recommendations.
- Better body language, be more positive.
- Inspector was excellent.
- Improved timing for inspections.
- Permit expenses (Township and Conservation) were too much.
- Nothing (x10).

Building Department Customer Service Survey Results

Recommendations

- Better line of communication between builder and building department.
- Thank you (x2).
- Experience was good – don't know why permit cost an extra \$1000.
- Bilingual.
- All good/None (x4).
- Fairness across the board.
- If staff don't know an answer, say "I'll get back to you," instead of making me wait.
- Staff gave good, polite service.
- Lower cost to encourage change and home improvements.
- Excellent work.



DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

May 5, 2020

- Closed community halls, parks, playgrounds, tennis courts, pavilions, sports fields, and outdoor rinks, as directed by the EOHU and the Province. All user groups, instructors, and program registrants were contacted. Ice rental and program refunds were completed.
- The Recreation & Culture Dept. instituted a 30-day rolling closure for all facility bookings.
- All gas and electric heating was turned down to a minimum in the facilities, in order to cut costs while the halls are not being used.
- Changed the spring term program session to a mini-session that is just taking place for 4 weeks, during the month of June. A small number of programs and courses were also cancelled. Book King was updated to reflect the changes.
- Painted the Winchester Fire Hall boardroom and relocated the meeting table that was previously utilized in the former Joel Steele Community Centre boardroom, to the fire hall boardroom.
- The Public Works Dept. removed the Winchester Skate Park concrete pad.
- The Recreation Coordinator is drafting new health & safety policies for the Recreation & Culture Dept., with the assistance of the Facilities Manager.
- A new chart has been created, which lists each event that the Recreation & Culture Dept. assists with and provides details about what type of in-kind services we typically provide. This will be a 'living document', therefore being continuously updated, but will provide a benchmark for planning and organization purposes.
- Launched the new North Dundas Recreation & Culture Facebook page, which is under the umbrella of the Township, but was created separately with the goal of being activity-based, inspiring, and interactive. The page is maintained by the Director of Recreation & Culture and the Recreation Coordinator. Each day, something new is posted – a craft idea, game, fitness video, recipe, challenge, online resource, programs that are provided by a local service provider (i.e. SDG Library, Seaway Valley Community Health Centre, program instructors, etc.)
- The food vendors and entertainers have been confirmed for this year's *Meet Me On Main Street* event series. They have been advised that although we are planning for the original event dates, the event may need to be postponed until later in the summer. Dates will be reviewed as they get closer, due to the possibility that the directives surrounding COVID-19 may change. We look forward to providing this event series this summer, more than ever.

- A conference call took place with Mrs. Kathleen Hallam, representing the South Mountain Recreation Association; Mr. Terry Foley, representing the Mountain & District Lions Club; the Mayor, CAO, and Director of Recreation & Culture, on Thursday, April 9th. The topic of the meeting was the replacement of the South Mountain Rink House. Options were discussed and it was agreed that replacing the rink house with a pavilion structure, would be of better use to the community year-round, in comparison to a rink house, which is only used during the winter months. The Director of Recreation & Culture is actively pursuing preliminary design plans for the new pavilion.
- Summer student interviews were completed.
- A tender was prepared for snow maintenance for the Boyd Parking Lot, Winchester United Church, Nelson LaPrade Centre, and Chesterville Park Pavilion Building. The tender will be advertised in August, with a closing date in September.
- Community Grant recipients for the April 1st award, were notified.
- The new Joel Steele Community Centre canteen lease agreement, was issued to the tenants. The signed copies have been returned.
- Stock of sanitizer and antiseptic products are in good supply and are being monitored and issued to municipal departments, by the Facilities Manager.
- The Tender for the Morewood Fire Hall roof replacement, is being prepared.
- The Chesterville & District Arena canteen has been gutted, the tile flooring removed, and the floating wall replaced. The new cupboards have been ordered and should be received, in approximately 1 week. We are awaiting the replacement of the floor before the cupboards will be installed. New shelving was also made & installed by our Facility Operators and the canteen has been painted.
- The 20 tables, 100 chairs, and 2 custom tents, that were all budgeted for this year, were received and are ready for use at our local special events.
- Dog waste bag stations were installed in some of our community parks.
- Woodwork was completed in the Joel Steele Community Hall by 2 of our talented Facility Operators. The front of the stage, as well as 2 pillars, now have pine tongue and groove that is stained to match the window and door trim.
- Specifications were received for the materials and related requirements for the flashing around the windows and on the bell tower of the Old Town Hall. This information is being utilized to draft a tender.
- A structural assessment was conducted on the Chesterville Arena in February. Designs and quotations for recommended repairs, are being investigated.
- The repainting of the Chesterville Public Pool basin has been awarded. Work will be completed as soon as the current restrictions are lifted, regarding the closure of non-essential businesses.

- Participated in a conference call on Thursday, April 8th, with Lisa MacLeod, Ontario's Minister of Heritage, Sport, Tourism and Culture Industries, to discuss the government's response to COVID-19. The information presented, as well as the question/answer period, did not pertain to our municipal events.
- April health & safety inspections were completed and the minimal maintenance that was identified, is being completed.
- The Recreation & Culture Department continues to utilize this time to increase the special maintenance of our facilities, so that they are well prepared and very attractive to existing and potential users, when the facilities reopen. Planning tasks and maintenance projects for staff is ongoing.
- The Recreation & Culture Department continues to assist the other municipal departments in any way possible, whether by loaning vehicles, providing labour assistance, delivering/installing sanitization products, providing additional cleaning for staff spaces, etc.
- Hosted an Easter colouring contest on the North Dundas Recreation & Culture Facebook page. 2 winners each received a \$25 gift certificate towards one of our recreation programs.
- The Nelson LaPrade Centre floor has been stripped and waxed. The walls, windows and cupboards were also cleaned. The 2 sets of rear steps have been removed. New ones are being constructed and installed by our Facility Operators. They will match the new wheelchair ramp that is located at the front of the building.
- The Chesterville Community Centre is being repainted upstairs, downstairs in the main lobby, and in the stairwells.
- All sign posts were straightened throughout our parks and facilities.
- The fence in the parking lot of 547 St. Lawrence St. was repaired as it had blown over in one section.
- The Joel Steele Community Centre canteen has had a fresh coat of paint and the rubber matting was removed from the floors and the floors were waxed. A ventilation system is being explored; we are awaiting a quote from a contractor so that we have an idea of project scope and price.
- The Facilities Operators have deep cleaned the Township Office space, as well as the building's common areas that are shared with Hydro One employees. The Recreation & Culture Department has taken over the cleaning of those spaces until further notice.
- Department vehicles are being assigned and utilized so that there is only one staff member in a vehicle at a time. Staff are being very cooperative and very supportive when asked to use their own vehicle to report to a different work location.
- The ventilation system and piping for the Winchester Centennial Pool has been awarded, however the work cannot be completed at this time, due to the restrictions in place for non-essential businesses. As soon as the businesses are allowed to be operational, the work will be scheduled.

- The drainage work that was scheduled to be completed at the South Mountain Resource Centre, was put on hold as the contractor was unable to obtain a construction permit due to COVID-19. Once this can be obtained, we have been assured that this will be his first scheduled job.
- The Recreation Coordinator has started looking into new recreation programs that we can offer.
- South Nation Conservation Authority (SNCA) has advised that they will not be able to install any docks for the time being. The Province has stated that recreational use of waterways is not permitted. In addition, boat launches are closed as they are considered to be an outdoor recreational amenity that are intended for use by more than one family. A sign will be put in place at the Chesterville boat launch, notifying patrons that the launch is closed. SNCA's recreational trails will remain open for as long as they continue to be used safely, or until other orders are received by the Eastern Ontario Health Unit or the Province.
- Facility Operators commenced a new schedule on Monday, May 4th that provided an earlier start time of 6 am and an earlier end time 2:30 pm (previously 7:30am to 4 pm). This allows the department to bring students in for an afternoon/evening shift and utilize the vehicles that the department has, therefore working with resources on hand, improving efficiency, and increasing overall departmental task completion.



DEPARTMENT ACTIVITY UPDATES

Fire
May 5, 2020

DEPARTMENTAL OVERVIEW:

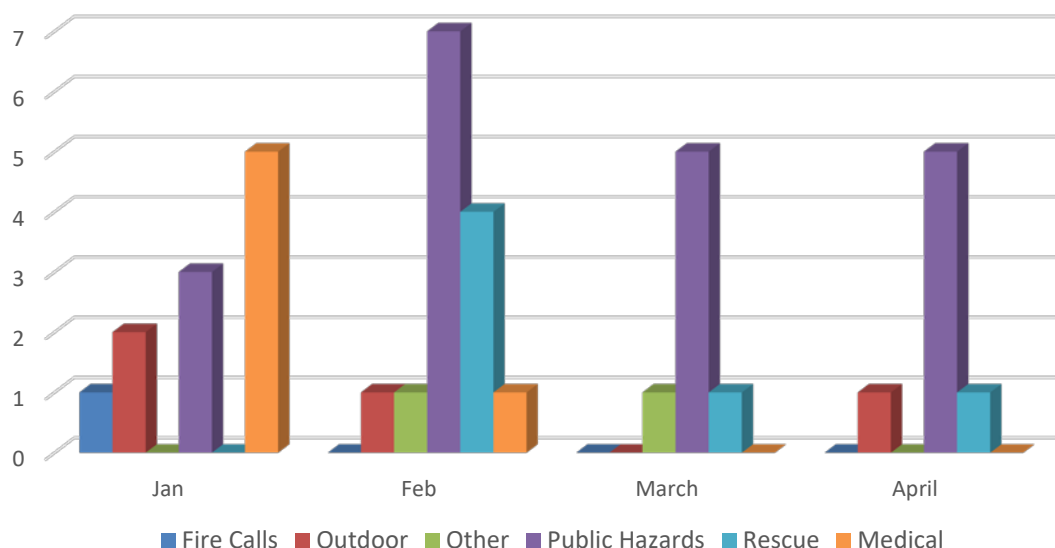
Glossary of Terms

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

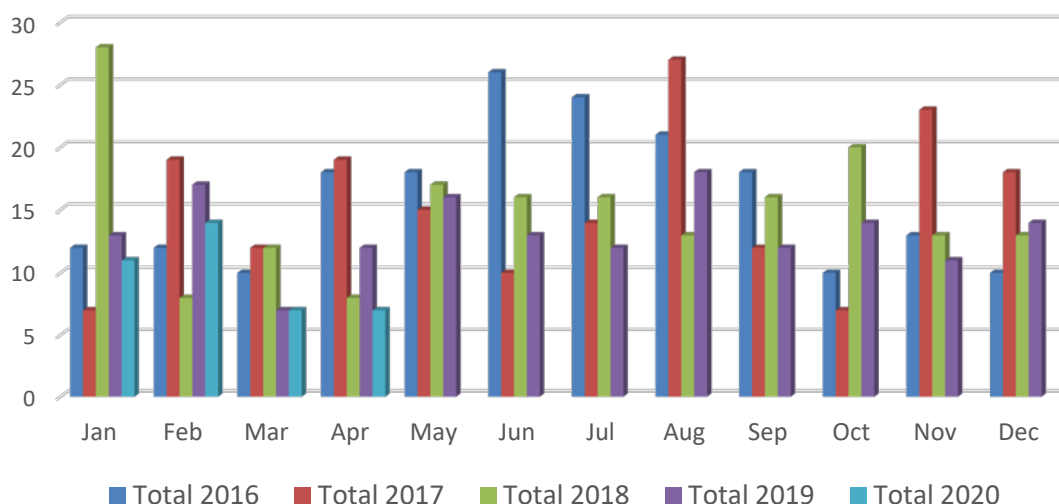
Monthly Call Statistics for 2020

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fire Calls	1	0	0	0								
Outdoor	2	1	0	2								
Other	0	1	1	0								
Public Hazards	3	7	5	6								
Rescue	0	4	1	1								
Medical	5	1	0	0								
Total	11	14	7	9								

Number of Calls/Types of Calls



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



Monthly Call Break Down (March & April)

- 1 mutual aid call – structure fire in South Dundas
- 2 grass fires
- 4 burn complaints
- 3 call investigations
- 3 false alarms
- 2 MVC with injuries
- 1 call for electrical wires down (arcing)

Fire Prevention Activities

- Public service announcements are being posted online (through the Township website and on Facebook)
- Prevention officers are looking at options for online courses through the Fire Marshal’s website
- Sitting in on weekly EOHU and OFM teleconferences
- Chiefs are monitoring staff levels, burn bans and Personal Protective Equipment supplies
- Weekly surveys being submitted to the OFM regarding PPE stock – currently the Fire Department is sufficiently stocked

Training

- Non-essential training is currently on hold
- All meetings are being held via conference call

Attachments

- Fire Steering Committee Minutes – Mar. 21, 2020
- Fire Steering Committee Minutes – Apr. 21, 2020



**The Corporation of the Township of North Dundas
Fire Steering Committee Meeting
March 21, 2020**

MINUTES

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

Absent: None

1. COVID-19 Preparedness:

- Discussion held on current practices for prevention (i.e. wiping down touch points, social distancing and availability of sanitizing supplies).
- All halls currently performing sanitizing practices, but supplies are running low. List has been made of supplies needed and stations will be placing orders to replenish.
- All training, committee and association meetings have been suspended until further notice. Steering Committee meetings will continue by conference call only.
- No inspections will be done except those that appear to be a direct threat to public safety. Requests shall be screened over the phone and photos will be requested to determine the severity of any issues. If it is deemed an inspector is required, only one will attend the property and the Fire Chief will be notified.
- It was agreed that the Fire Department would issue a total burn ban starting immediately. This is to reduce the number of calls for Fire to respond to.
 - AI to start the process with Ottawa Fire Dispatch.
 - A communication will be put out to the public advising of the ban and the reasoning behind it.

2. Next meeting: TBD



**The Corporation of the Township of North Dundas
Fire Steering Committee Meeting
April 21, 2020**

MINUTES

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

Absent: None

1. Wake Preparations – Gerald Loughlin:

- Loughlin Farm on April 26, 2020 (10 am to 12 pm).
- South Mountain firefighters to provide honour guard along the driveway.
- Parade being led by South Mountain. Each station to send available trucks and fall in line on Church Rd (facing west).
- Covid-19 precautions:
 - Honour guard 6ft apart.
 - Station trucks to only hold 1 person per vehicle, windows closed.
 - No congregating in the line-up, or stopping at the farm.

2. Covid-19 PPE:

- All stations reported that stock supplies are still good due to low call volumes.
- Dave Lannin to look at getting more SprayNine.
- All agreed to hold current stock – none to be donated at this time.

3. SDG HazMat Training Agreement:

Awaiting response from Cornwall to SDG Chief at upcoming meeting before making a final decision.

4. First Aid Kits:

- Jay Abramovich and Josh Seely are to share First Aid Kit and AED inspections.
- Inspections to be tracked monthly and report restocking needs.
- All kits to be standardized across North Dundas, and any items to be removed if firefighters are not trained on their use.
 - All SOS oxygen tanks are to be removed until training has been completed.

5. Budget – Capital and Materials & Supplies:

Ordering to begin for approved items. Bunker Gear and uniforms will be on hold until pandemic restrictions are lifted.

6. Training:

Currently looking at online training options. To be discussed at future meeting following receipt of recommendations from Training Committee.

7. Winchester Water Tower Maintenance:

- 5 days beginning April 29th.
- No hydrants available for the duration of maintenance.

8. Station 2 Tanker Frame:

- Wait until after May 10th to send tanker away for repair.
- Looking to the City of Ottawa to borrow a temporary replacement for the duration of the repair.

9. Next meeting: TBD



DEPARTMENT ACTIVITY UPDATES

CAO

May 5, 2020

March Pre-pandemic:

- Meeting to discuss options regarding the South Mountain rink building
- Expo planning meeting
- Meet Me on Main Street planning meeting
- SDG CAO mtg
- Participated in Wellings site meeting

COVID-19 Response/Actions:

- Closure of Recreation & Culture Facilities
- Meeting with Emergency Planner Kevin Spencer to plan and respond to COVID-19
- Closure of municipal office and landfill to the public
- Arrange for many of the office staff to work remotely and rotate between home and the office. SDG IT set up the technology required to make this feasible in a very short time frame
- Schedule rotation of staff in the office to ensure business continuity in all departments
- In conjunction with department heads, plan and modify working arrangements to ensure health and safety of employees and to follow recommendations by the Eastern Ontario Health Unit
- Coordinate pickup of additional waste, due to temporary increase in bag limit, with our waste contractor
- Weekly meetings with SDG CAOs to discuss business continuity and operations during the pandemic
- Weekly meetings with SDG Mayors and CAOs to share updates on municipal operations
- Weekly teleconferences with EOHU, Chief Medical Officer, Dr. Paul to hear updates and next actions and to ask questions or request clarification on Orders

- Weekly meetings with MP Duncan, MPP McDonell, municipal Mayors and CAOs for updates on Federal and Provincial initiatives
- Work with department heads to review student projects and associated summer student staffing levels
- Initiate review of potential financial impact of COVID-19

Communication Activities:

- CAO and Deputy Clerk have worked together to determine appropriate content and write Mayor's updates, assisting with video and posting to Township Facebook page as required
- Deputy Clerk has been updating Township website with COVID-19 information, including evening updates
- Deputy Clerk and Economic Development Officer (EDO) have been updating Township Facebook page and website on alternating weekends.
- Ensure that applicable content is published on our website and Facebook page in a timely manner
- Provide updates to Department Heads, Council and Employees
- Respond to questions and concerns from employees



DEPARTMENT ACTIVITY UPDATES

Clerk

May 5, 2020

- Participating in weekly scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul) and Emergency Management Ontario.
- Discussions with SDG IT Dept re: virtual meeting arrangements
- Daily calls Emergency Planner, Kevin Spencer
- Insurance matters - discussions with Adjustors/Municipal Broker
- On-going discussions with Committees of Council and Delegations
- On-going discussions with couples regarding marriage ceremonies
- Assisting Council & Staff – routine duties
- Assisting Ratepayers – routine duties.
- Preparations for Council meeting – May 5th

Morewood RA Report

Time Period: Feb – April 2020

Date of Report: April 17, 2019

Submitted by: Katie Lesage, Vice President



Morewood
Recreation
Association



Recurring Morewood RA Meetings held the first Tuesday of every month except during summer holidays

Morewood RA Board of Directors

President: Vacant ~ Vice-President/Meeting Minutes Recorder: Katie Lesage

Treasurer: Deborah McInnis

Morewood RA Members

Ken Byers, John Chamberlain, Tawny Bryski-Wilson, Brent Richard, Lauchie McInnis, Glenn Smirle, Kurt Zandbelt, Martin Reichert

Activities Completed this Period

- The COVID-19 pandemic has changed the way we think of a normal life. We are applying the measures to stop the spread at the same time ensuring that essential workers and businesses can continue to provide the life saving services that we all need. In Ontario, over 200 people have died from this virus and thousands have contracted it and are fighting it. Due to this pandemic, all of the planned Morewood RA programs and activities have been put on hold.
- In light of this pandemic, the Morewood RA feels strongly that we must continue to do what we can for our community while following the COVID-19 safety measures.
 - The Morewood RA meetings are now being held by teleconference and this is working out really well with no issues.
 - The committee donated \$100 towards Community Food Share in support of the Township's campaign.
 - The Morewood RA has continued to be active on our well followed facebook page – sharing activities for families to help keep up our community's spirits.
 - Two of our members (following social distancing protocol) switched out the winter banners for Spring/Summer banners. This boost the spirit of our community as people expressed their thanks. Also, local businesses and community members were asking if they could sponsor a banner. For this reason, we have sought guidance from the township on how best to proceed with using new poles as we had to involve both the Township and Hydro in the past. We are expecting a response soon.
 - Another two of our members started to clean up Veteran's Park. Because of this kind task, our community expressed their thanks again.
 - Because of this experience, we have decided to focus our efforts for the time being on cleaning up

Veteran’s Park and replacing the old flower pots (in rough shape) with brand new ones that will be larger, oak barrel type planters. We will cover half the cost of these planters and seek sponsorship for the other half. We will follow social distancing and other COVID-19 measures as we complete this project. We believe that this will add so much more beauty to our little town and will help to cheer up the community.

- Also, for Earth Day this year, we can not have our typical event and instead will ask our residents on Earth day to pick up garbage on their walks to help clean up our town. This will be advertised on Facebook and on our new community bulletin board close to the mailboxes. One of our members created a Community bulletin board where we can post our events near the mail boxes for everyone to read about. We will use this to help with community outreach.
- The Morewood RA has voted and agreed to purchase a Gazebo at Veteran’s Park. We decided on a model that will be delivered right at Veteran’s Park. For this to be successful, we will require the township to relay the stonework, so that it is level and to properly support the Gazebo. We realize that we have to keep this project on hold until 2021, and are kindly seeking 2021 budget considerations for this project – to relay the stone work. The Morewood RA will purchase the Gazebo.
- The Morewood RA team is a committed and dedicated bunch who have always wanted what’s best for Morewood. We are thankful for the support of our township, as well as local businesses, our community, and the community of North Dundas.

Activities Planned for next Period

- Continue to look for opportunities to help our community in light of COVID-19.
- Continue to pursue other Spring/Summer banners with the Township and Hydro One.
- Continue to focus our efforts on Veteran’s Park, weeding, landscaping and new flower pots.
- We will not explore other activities/programs suggested from community members at this time, but will review again post COVID-19.

Key Events Planned for 2020

Event Name	Date & Time	Equipment Request/ Comments	Status
Morewood Winter Carnival by the Morewood RA & Morewood Fire Station	January 23 rd 6-8pm Friday Jan 24 all day/night, 25 all day/night, 26th all day 2020	N/A	Successfully Completed
Earth Day Community Clean-up	April 19th 9:30am-3pm or April 26 th 9:30am-3pm	One of these dates will be used for Earth day so we are picking both for now	Cancelled – instead will post on Facebook and on the Bulletin board about everyone to do their part

			to clean up the town during their walks.
Children's Halloween Party	Sunday October 25 th Afternoon		
Children's movie & craft time Key contact for movies is Tawny Bryski member of the Morewood RA.	Feb 9 th 12-4pm Mar 8 th 12-4pm May 10 th 12-4pm June 14 th 12-4pm Sept 20 th 12-4pm Octo 18 th 12-4pm Nov 8 th 12-4pm Dec 13 th 12-4pm	Will require projector and laptop for these events on loaner from the township Morewood RA has a screen and speaker system.	Cancelled for now. TBD when they can resume

Other Events Proposed by Township/Morewood Community Member(s)

- Dart league
- High tea for seniors
- Park days for kids
- A community leisure bike ride
- Coffee club for over 50
- Bookmobile
- Harvest supper
- Fun in the park (Where families can meet and kids can play together. Drop off some toys and bubbles.)
- Fish Fry (Committee agreed that out of township is not preferred)
 - Mike Mundell's Surf & Turf
 - 613-546-3293
 - Rideau Town Centre
 - [235 Gore Rd.](#), RR#2
 - Kingston, ON
 - K7L 5H6
 - www.funwithfish.com

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-26

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

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

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

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

- 1.0** That the Minutes of the In Camera Meeting held on March 3rd, 2020 and the Regular Meeting held on April 7th, 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 Special Meetings held on March 16th and 26th, 2020 and the Regular Meeting held on May 5th, 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 5th day of May, 2020.

MAYOR

CLERK