

AGENDA
(Revised August 17, 2021)
Township of North Dundas
636 St. Lawrence Street Winchester
ON Tuesday, August 17, 2021 7:00 PM

This meeting will be streamed live on the Township's [YouTube Channel](#)

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 - July 13, 2021](#)

6 - 12

b) [Public Meeting - July 13 2021](#)

13 - 15

c) [Special Meeting - July 27, 2021](#)

16 - 19

5. Delegations

6. Closed Session

- a) Pursuant to Section 239 (2) of the Municipal Act, 2001,
(c) a proposed or pending acquisition or disposition of land by the Municipality or local board; and,
(b) personal matters about an identifiable individual, including municipal or local board employees.

7. Open Session

8. Action Requests

a) **Finance**

b)	Economic Development and Communications	
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f)	Recreation and Culture	
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h)	CAO	
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b)	<u>By-law No. 2021-57 Sewer Debenture Request 525 Church Street</u>	111 - 116
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f)	<u>Clerk - Communications for the Township</u>	134 - 135
12.	Consent Agenda	

- a) Accounts
Action Recommended:
That Council receive and file.
- b) [Department Activity Updates](#) 136 - 155
[Action Recommended:](#)
[That Council receive and file.](#)

13. Boards and Committees

- a) [Marionville Citizens Committee Update](#) 156
[Action Recommended:](#)
[That Council receive and file.](#)
- b) [Morewood Recreation Association Report](#) 157 - 159
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[Action Recommended:](#)
[That Council receive and file.](#)
- c) County Council: Mayor Fraser & Deputy Mayor Armstrong
- d) Art on the Waterfront: Councillor Thompson
- e) Canada Day: Mayor Fraser
- f) Chesterville & District Historical Society: Councillor Thompson
- g) Chesterville Carnival: Councillor Thompson
- h) Dairyfest: Councillor Hoy
- i) Display of Lights: Mayor Fraser
- g) Fire Chiefs Steering: Fire Commissioner Armstrong
- k) Winchester Downtown Revitalization: Councillor Annable

14. Motions and Notices of Motions

15. Petitions

16. Council Comments and Concerns

17. Unfinished Business

18. Ratification By-law

a) [By-law No. 2021-58](#)

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19. Adjournment by Resolution

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

MINUTES

July 13, 2021

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on July 13, 2021 with Mayor Fraser in the Chair. The meeting was held virtually and broadcast on the Township's YouTube Channel.

ROLL CALL: Mayor: Tony Fraser
Deputy Mayor: Allan Armstrong
Councillors: Gary Annable, Tyler Hoy, John Thompson
CAO: Angela Rutley
Treasurer: John Gareau
Director of Public Works: Khurram Tunio
Recreation Co-ordinator: Brandon Cousineau
Fire Services Liaison Office: Mike Gruich
Economic Development Officer: Stephen Mann
Director of Waste Management: Doug Froats
Director of Planning: Calvin Pol
Chief Building Official: Jacob Forget
Deputy Clerk: Nancy Johnston
Clerk: Jo-Anne McCaslin

1. Call Meeting to Order by Resolution
Resolution No. 01
Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson
THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:66 PM
CARRIED
2. Adoption of Agenda
Resolution No. 02
Moved by Councillor Annable
Seconded by Councillor Hoy
THAT Council approve the agenda.
CARRIED
3. Disclosure of Pecuniary Interest and General Nature Thereof - NIL

4. Adoption of Minutes

- a) Public Meeting June 22 2021
Resolution No. 03

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT the minutes of the public meeting, of the Council of the Township of North Dundas, held June 22, 2021 be adopted as presented.

CARRIED

- b) Regular Meeting June 22 2021
Resolution No. 04

Moved by Councillor Thompson
Seconded by Deputy Mayor Armstrong

THAT the minutes of the regular meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held June 22, 2021 be adopted as presented.

CARRIED

5. Delegations

- a) Presentation of 2020 Draft Financial Statements Annik Blanchard CPA CA Partner
BDO Canada LLP

Ms. Blanchard presented the 2020 Draft Financial Statements and reviewed the Audit Findings Report with Council.

Resolution No. 05

Moved by Councillor Hoy
Seconded by Councillor Annable

THAT Council acknowledges the presentation provided by Annik Blanchard, CPA, CA, BDO Canada LLP.

CARRIED

- b) South Nation Conservation Update - Bill Smirle

Mr. Smirle provided an overview of meetings he attended at SNC. He also spoke about ALUS (Alternative Land Use Services); The Dundas Manor Project and the Morewood Cenotaph Project – scheduled celebration date, September 10, 2021.

Resolution No. 06

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT Council acknowledges the presentation provided by South Nation Conservation Board Representative, Bill Smirle.

CARRIED

6. Closed Session

- Resolution No. 07

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT Council proceed in Camera AT 7:40 pm pursuant to Section 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

7. Open Session

Resolution No. 08

Moved by Councillor Annable
Seconded by Deputy Mayor Armstrong

THAT Council move to Open Session at 8:27 pm.
CARRIED

Resolution No. 09

Moved by Councillor Thompson
Seconded by Councillor Hoy

THAT Council authorizes Staff to follow through on matters as discussed in Closed Session.
CARRIED

8. Action Requests

a) Finance

- i) Excluded Expenses Report
Resolution No. 10

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT Council adopt the attached 2021 Excluded Expenses Report, dated July 13th, 2021, regarding additional financial disclosure requirements for the 2021 budget year pursuant to Ontario Regulation 284/09.
CARRIED

b) Economic Development and Communications - NIL

c) Public Works

- i) Pedestrian Crossing Locations
Resolution No. 11

Moved by Councillor Thompson
Seconded by Councillor Hoy

THAT Council authorize Public Works to replace the existing pedestrian crossovers located at Main Street at Christie Lane in Winchester, and Main Street at Church Street in Chesterville, with level 2, Type C crossovers; AND THAT Council approves budget amendment #2021-12 in the amount of \$5,000.
CARRIED

- ii) 2021 Road Improvements and Budget Amendment

Resolution No. 12

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT Council receives the 2021 Road Improvements and Budget Update; AND THAT Council approves budget amendment No. 2021-11 in the amount of \$150,000 incl. HST.
CARRIED

- iii) Sandy Row Road Design Award
Resolution No. 13

Moved by Councillor Thompson
Seconded by Councillor Hoy

THAT Council approves the single source award of the road design for Sandy Row to CIMA Canada Inc. in the amount of \$15,942.50 +HST and authorizes the Director of Public Works to sign the agreement.

CARRIED

- iv) Wincrest Industrial Avenue Design and Construction
Resolution No. 14

Moved by Councillor Hoy
Seconded by Councillor Thompson

THAT Council approves the single source award of Wincrest Industrial Avenue design to CIMA Canada Inc. at a cost not to exceed \$20,937.50 plus HST; AND THAT subject to the signing of a cost sharing agreement with adjacent developers to secure the budgeted funds, Council approves the award of construction of Wincrest Industrial Avenue to A. L. Blair in the amount of \$246,445 plus HST; AND THAT Council authorizes the Director of Public Works to sign the agreements.

CARRIED

- v) Water and Sewer Allocation
Resolution No. 15

Moved by Councillor Annable
Seconded by Deputy Mayor Armstrong

THAT Council allocates 2 water units and 2 sewer units for two (2) semi-detached units at a vacant lot identified by PIN 661500155, Albert Street, Winchester, application submitted by Chesterville Property Holdings Inc.

CARRIED

- vi) Water Supply Initiatives Update
Resolution No. 16

Moved by Councillor Thompson
Seconded by Deputy Mayor Armstrong

THAT Council receives the Water Supply Initiatives Update and approves the change in scope of work of the EA Study as per the attached Scope Change 3 – Additional Studies for South Dundas Water Supply Alternative to advance the option of water supply from South Dundas.

CARRIED

- d) Waste Management - NIL

- e) Planning Building and Enforcement
 - i) Executive Assistant/Deputy Clerk

Resolution No. 17

Moved by Councillor Annable
Seconded by Councillor Hoy

That Council accept the recommendation of the hiring committee and approve the hiring of Danielle Ward as Executive Assistant/Deputy Clerk in the Planning, Building and Enforcement Department as per the offer of employment dated June 29, 2021.

CARRIED

New position Applications Expediter/Building Inspector

Resolution No. 18

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the new position of Applications Expediter/Building Inspector be created and approved for the Building Division and that the attached job description for this newly created position be approved as presented.

CARRIED

f) Recreation and Culture

i) Agreements with the EOHU

Resolution No. 19

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT the Council of the Township of North Dundas approve the attached Services Agreement and Facility User Agreement between the Township of North Dundas and the Eastern Ontario Health Unit, effective April 16th, 2021.

CARRIED

ii) Summer Student Staff Hires

Resolution No. 20

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council approve the recommendation of the hiring committees and authorize the hiring of Mallory Hutchinson, Curtis Bell and Alanah McRae as Casual/Part-Time Lifeguards; Zoe Rivera as Lifeguard/Swim Instructor; Nakita Steele & Seth Christoffersen as Head Lifeguard (alternate); and Patrick Cayer as Maintenance/Parks Labourer for the 2021 summer season.

CARRIED

g) Fire - NIL

h) CAO – NIL

i) Clerk - NIL

9. Tenders and Quotations

a) Purchase of Sidewalk Machine & Attachments

Resolution No. 21

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT Council award Tender #PW 05-2021, for the purchase of one 2021 Sidewalk Machine along with attachments, to Sontrac Equipment in the amount of \$113,550 plus HST; AND THAT Council approve financing in accordance with budget amendment #2021-07.

CARRIED

12. Consent Agenda
Resolution No. 26

Moved by Councillor Annable
Seconded by Councillor Hoy

Recreation Co-ordinator Cousineau informed Council that the Recreation Department received a grant of \$31,407,50 from the Department of Canadian Heritage for the replacement of the HVAC system at the Old Town Hall.

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

June 1, 2021 to June 15, 2021, Batch 80 to 87 in the amount of \$338,170.24.

June 16, 2021 to June 30, 2021, Batch 88 to 92 in the amount of \$1,076,436.35

THAT all other items listed under the Consent Agenda be approved as recommended.
CARRIED

13. Boards and Committees - NIL

14. Motions and Notices of Motions - NIL

15. Petitions - NIL

16. Council Comments and Concerns - NIL

17. Unfinished Business - NIL

18. Ratification By-law
Resolution No. 27

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT By-law No. 2021-52 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 13th day of July, 2021.

CARRIED

19. Adjournment by Resolution
Resolution No. 28

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT Council adjourn at 9:57 pm to the call of the chair.

CARRIED

MAYOR

CLERK

TOWNSHIP OF NORTH DUNDAS

PUBLIC MEETING TO CONSIDER TWO ZONING AMENDMENTS

July 13, 2021

A Public Meeting of Council, under Section 34 of the *Planning Act, R.S.O. 1990*, as amended was held to consider a proposed amendment to the (former Village of Chesterville) zoning by-law of the Corporation of the Township of North By-law No. 04-95. The meeting was held virtually and broadcast on the Township's You-Tube channel. Pre-registration was offered to members of the public who wished to address Council during the public meeting.

Roll Call:

Mayor Fraser	Present
Deputy Mayor Armstrong	Present
Councillor Annable	Present
Councillor Hoy	Present
Councillor Thompson	Present

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

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

**Moved by Deputy Mayor Armstrong and seconded by Councillor Annable that the Public Meeting of the Council of the Corporation of the Township of North Dundas to consider a Zoning By-law Amendment be hereby called to order at 6:35 pm (Dario Laliberte)
CARRIED.**

The Chairperson confirmed that in accordance with Section 34 of the Planning Act and Ontario Regulation 545/06, Public Notices were mailed out, emailed and signs posted on June 23, 2021.

The Chairperson declared the meeting properly constituted as per the requirements of the *Planning Act* and called the meeting to order.

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

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

Planner Calvin Pol explained the **Dario Laliberte Amendment**

The Township of North Dundas has received an application to amend the By-law No. 04-95 to rezone a property from general commercial (CG) to Residential Second Density (R2) to permit the construction of six townhome dwellings.

Council must look at the Provincial Policy Statement issued in 2020. Section 1.1.3.2 states that land use patterns shall be based on densities and a mix of land uses which effectively use land and resources and are appropriate for and efficiently use the infrastructure and public services which are planned or which are available. This proposed rezoning is an infill and an intensification and would use existing services consistent with the Provincial Policy Statement.

The Official Plan from the Counties also has to be considered by Council. This proposal meets requirements of the Official Plan.

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

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

Ministries & Public Bodies:

CP Rail have a set of adopted guidelines and respectfully requests that these be followed. They prefer not to have any developments close to their tracks; however, this development is outside of their right of way. These guidelines have been submitted to the Chief Building Official to consider during site plan approval.

Public Meeting Comments:

Tracy Casselman, 53 John Street, Chesterville spoke at the meeting and indicated that she was speaking by proxy for all neighbours east of this proposed development, across the street and on the same side. They are not opposed to this development but have some concerns.

Ms. Casselman inquired about the number of parking spaces per unit. Planner Pol indicated there is a setback of 7 metres from the road which allows for two parking spots on the property and potentially a third if they have a garage.

Ms. Casselman expressed concern over an increase in traffic on the street, a potential for increased competition for street parking, a potential for increased noise with more residents and concern over snow removal as this is a dead end street. These concerns were noted but are not rezoning considerations.

Ms. Casselman also wanted to know if mandatory fencing or sound barrier fencing could be part of this development. Planner Pol indicated that once the property is zoned residential, fencing is an issue to be decided between neighbours.

Ms. Casselman also expressed concerns over how the additional units would affect the existing water, sewer and storm drainage systems. These concerns were noted and will be addressed during site plan control by the Public Works Department.

Mr. Dario Laliberte commented that the property is zoned for commercial use in a residential zone. He could build a commercial building (i.e. a bar) that could result in more traffic, more noise and potentially lighting 24 hours/day which could bring in more complaints than the proposed residential dwelling.

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

Deputy Mayor wanted to ensure that there was sufficient water and sewer capacity. Planner Pol stated that there is available infill capacity now and the applicant would have to apply for it. Also, capacity in existing lines would have to be looked at by an engineer to make sure there is underground capacity.

Mayor Fraser reiterated that generally fencing is the responsibility of the property owners. Planner Pol agreed.

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

**Moved by Councillor Thompson and seconded by Councillor Hoy that the Public Meeting of Council adjourn at 7:02 pm. (Dario Laliberte)
CARRIED.**

Tony Fraser, CHAIRPERSON

Jo-Anne McCaslin, CLERK

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

MINUTES

July 27, 2021

A Special Meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on July 27, 2021 with Mayor Fraser in the Chair. Technical difficulties prevented this meeting from being broadcast on YouTube.

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

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT the Special Meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:02 pm.

CARRIED

2. Adoption of Agenda

Resolution No. 02

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council approve the agenda as presented.

CARRIED

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

4. Adoption of Minutes – NIL

5. Delegations – NIL

6. Closed Session

Resolution No. 03

Moved by Councillor Hoy
Seconded by Councillor Annable

THAT Council proceed in Camera at 7:03 pm pursuant to Section 239 (2) of The Municipal Act S.O. 2001

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose Property and Official Plan Appeal.

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

CARRIED

7. Open Session

Resolution No. 04

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT Council move to Open Session at 9:13 pm.

CARRIED

Resolution No. 05

Moved by Councillor Thompson
Seconded by Councillor Hoy

THAT Council authorizes Staff to follow through on property and Staff matters as discussed in Closed Session.

CARRIED

8. 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 – NIL

g) Fire – NIL

h) CAO

- i) Communications Officer Contract
Resolution No. 06

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT Council accept the recommendation of the hiring committee and approve the hiring of Jennifer Westendorp as part-time Communications Officer for a one-year term as per the employment contract dated July 23, 2021.

CARRIED

- ii) Director of Corporate Services/Clerk
Resolution No. 07

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT Council approves the job description for the revised and renamed position of Director of Corporate Services/Clerk dated July 27, 2021.

CARRIED

i) Clerk

- i) Drainage Maintenance Request - Moffat Creek
Resolution No. 08

Moved by Councillor Hoy
Seconded by Councillor Annable

THAT Council accept the request for drainage maintenance on the undesignated Branch of the Moffat Creek Municipal drain and direct Staff to proceed with the notification of South Nation Conservation Authority and the Ontario Ministry of Agriculture, Food and Rural Affairs regarding this request.

CARRIED

- ii) Drainage Maintenance Request - Bourgeois Drain
Resolution No. 09

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT Council accept the request for drainage maintenance on the Bourgeois Municipal Drain and direct Staff to proceed with the notification of South Nation Conservation Authority and the Ontario Ministry of Agriculture, Food and Rural Affairs regarding this request.

CARRIED

9. Tenders and Quotations

- a) Tender RC- 2021-04 South Mountain Tennis Courts
Resolution No. 10

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT Council award the tender for the replacement of the lights and poles at the South Mountain Tennis Courts, located at 10543 Main St., to Dundas Power Line Ltd., for the stipulated price of \$20,195 excluding HST.

CARRIED

10. By-laws – NIL

11. Key Information

a) Purchase of Garbage Receptacles:

Director Meerburg advised a non-local retailer recently contacted a representative of the municipality to offer the opportunity for us to purchase up to 19 blue, steel cages with black containers and lids for the price of \$50.00 per set. To have each cage buffed and painted by a local business is \$125.00. To date, steel cages have been fabricated locally with an approximate cost of \$900.00 per cage. Council agreed to this one-off purchase

12. Consent Agenda – NIL

13. Boards and Committees – NIL

14. Motions and Notices of Motions – NIL

15. Petitions – NIL

16. Council Comments and Concerns:

Mayor Fraser advised the next meeting of Council would be held on August 17, 2021. Councillor Thompson thanked members of Council for attending the official opening of Doyle's Pub on July 24th, 2021.

17. Unfinished Business – NIL

18. Ratification By-law

Resolution No. 11

Moved by Councillor Thompson
Seconded by Deputy Mayor Armstrong

THAT By-law No. 2021-54 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 27th day of July, 2021.
CARRIED

19. Adjournment by Resolution

Resolution No. 12

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT Council adjourn at 9:38 pm to the call of the Chair.
CARRIED

MAYOR

CLERK



ACTION REQUEST – Economic Development and Communications	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Baker Tilly CIP

RECOMMENDATION:

THAT Council approve a Commercial Improvement Loan in the amount of \$15,000 for the property located at 475 Main Street, Winchester under the Township of North Dundas’ Community Improvement Plan; AND THAT Council authorize the Mayor and CAO to execute the required agreement.

BACKGROUND:

In December 2017, Council adopted the Township of North Dundas Community Improvement Plan (CIP) and also established a Community Improvement Plan Review Committee.

- Ina Lipsey-Mann and Joan Jackson are the owners of the property that operates Baker Tilly Accounting. They are going to be repaving the entire west and south portions of their parking lot.
- This property is within the Township of North Dundas’ CIP Boundaries as per Schedule A of the CIP and meets eligibility as per Section 5.5 of the CIP.
- Estimate of work proposed totals \$19,480.
- The Committee proposes that a Commercial Improvement Loan of \$15,000 be granted towards the repaving.

OPTIONS AND DISCUSSION:

1. **Approve funding of \$15,000** – recommended.
2. **Do not fund the application** – not recommended.

FINANCIAL ANALYSIS:

The amount recommended for funding falls within the 2021 Community Improvement Plan budget.

OTHERS CONSULTED:

CIP Committee members:

- Mr. Al Armstrong, Deputy Mayor
- Mr. Vince Zandbelt, Community Representative
- Ms. Angela Rutley, Township CAO
- Mr. Calvin Pol, Township Director of Planning, Building & By-law

ATTACHMENTS:

There are no attachments.

PREPARED BY:

REVIEWED & APPROVED BY:


Stephen Mann
Economic Development &
Communications Officer

Angela Rutley, BBA
CAO



ACTION REQUEST – Economic Development and Communications	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Regional Incentives Program

RECOMMENDATION:

THAT Council approves the disbursement of funding under the SDG Counties Regional Incentives Program to Cannamore Orchards \$8,775, Heritage Health & Spa \$24,475 and Upper Canada Veterinary Services \$765, for a total of \$34,015, subject to the terms of the financial agreements.

BACKGROUND:

In April 2021, the County confirmed an updated funding commitment and revised program document for the Regional Incentives Program, with June 2021 being the latest intake. The program's goal is to encourage redevelopment and private sector investment in existing building stock, stimulate investment in tourism and on-farm expansions and agri-tourism and increase the amount of permanent roofed accommodations.

- The Regional Implementation Committee reviewed and approved the following applications from North Dundas: Cannamore Orchards at \$8,775 for interlock paving work, Heritage Health & Spa at \$24,475 to remodel the exterior of their new location and Upper Canada Veterinary Services for \$765 to update roadside signage.
- Total project costs for all applications: \$77,109
- Upon the approvals from the Regional Implementation Committee, the Township of North Dundas will be charged with the disbursement of County grant funds of \$34,015.

OPTIONS AND DISCUSSION:

1. **Approve funding disbursement of \$34,015** – recommended.
2. **Do not approve funding disbursement** – not recommended.

FINANCIAL ANALYSIS:

The amount recommended for funding are County funds and disbursed by the lower-tiers to approved applicants upon completion of improvements.

OTHERS CONSULTED:

- Mr. Calvin Pol, Director of Planning, Building & By-law
- Mr. Jacob Forget, Chief Building Official
- Ms. Mary Lynn Plummer, Utility Billings & AR/AP Coordinator
- Ms. Michelle McDonell, Tax Collector
- Mr. Nicolas Hubble, Municipal Law Enforcement Officer
- Regional Implementation Committee

ATTACHMENTS:


There are no attachments.

PREPARED BY:

REVIEWED & APPROVED BY:



Stephen Mann
Economic Development &
Communications Officer



Angela Rutley, BBA
CAO



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	525 Church Street - Sewer Allocation

RECOMMENDATION:

THAT Council allocates 1 sewer unit for an existing single detached home identified by PIN 661020199, 525 Church Street, Winchester, application submitted by Linda and Eli Kelly.

BACKGROUND:

On August 12, 2021, Linda and Eli Kelly submitted an application for a sewer allocation for an existing residential house at 525 Church Street, Winchester. The home is currently connected to municipal water, but utilizes a private septic system. Linda and Eli Kelly would like to connect to the municipal sanitary sewer system. This will require an equivalent of 1 unit of sewer as per the By-law No. 2020-23. There is existing capacity in the sanitary sewer system for this connection

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

\$200 application fee received. Council can consider refunding half of this fee since this application is for an existing home that is only connecting to sewer service. If Council wishes to do that, the resolution should add the wording “and further, Council authorizes refunding half of the \$200 allocation application fee”.

OTHERS CONSULTED:

CAO

PREPARED BY:

Emily Beach, Administrative Assistant

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	139 Elizabeth Drive - Water and Sewer Allocation

RECOMMENDATION:

THAT Council allocates 1 water unit and 1 sewer unit for a single detached unit at a vacant lot identified by PIN 661460436, 139 Elizabeth Street, Chesterville, application submitted by Cassidy Scheepers.

BACKGROUND:

On July 16, 2021, Cassidy Scheepers submitted an application for water and sewer allocations for a residential house on a vacant lot at 139 Elizabeth Street, Chesterville. This will require an equivalent of 1 unit of water and 1 unit of sewer as per the By-Law No. 2020-23.

The water capacity analysis presented to the Council on December 15, 2020, allows for a total of 4 in-fill residential units within Chesterville Village. This request in the application is above the anticipated demand, but within overall available allocation units.

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

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

\$200 application fee received.

OTHERS CONSULTED:

Planning
CAO

ATTACHMENTS:

Summary of Water Allocation

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF MARCH 2021 AND ALLOCATION								
Date	Description	Address	Village	Applicant	Construction Type	Available	Requested	Approved
2020	Wellings - 11a	12046 County Road 3	Winchester	Wellings of Winchester Inc.	69 senior unit	350	33.8	28-May-19
23-Dec-20	Infill	lot 94, Mary Street	Chesterville	Madison Mulder Enterprise	Semi Detached	316.2	2	19-Jan-21
06-Jan-21	Win Meadows #22A & 22B	Arora Crescent, RPlan8M12-BR-5193	Winchester	Winchester Meadows Inc.	Towns	314.2	48	19-Jan-21
19-Jan-21	Infill	Lot 51 & 52 BLK A S/S Nation River	Chesterville	Knowledge Hub Online Inc	Fourplex	266.2	4	09-Feb-21
25-Jan-21	Winch, daycare	547 Louise St., Winchester	Winchester	Upper Canada District School	Daycare	262.2	5	09-Feb-21
01-Feb-21	Infill	Plan 35, 051101 90046 0706	Chesterville	Derks Holdings Inc	single	257.2	1	23-Feb-21
17-Feb-21	Infill	80 Tabitha Crescent	Chesterville	John Brugmans	single	256.2	1	23-Feb-21
17-Feb-21	Infill	72 Erin Avenue	Chesterville	John Brugmans	single	255.2	1	23-Feb-21
2020	Maverick	Winchester	Winchester	12005 County Road 3	Restaurant	254.2	13.5	30-Jan-20
2020	Win Meadows 21b	Lancaster lane (BUILT)	Winchester	Moderna Homes	singles / semis	240.7	36	09-Mar-21
2020	Guy Racine 20	Clarence Street (BUILT)	Winchester	Allan Racine	singles	204.7	5	09-Mar-21
2020	Davidson	James Street (BUILT)	Winchester	Vriend	single	199.7	1	09-Mar-21
2020	Winfields	Bailey & Winfield (BUILT)	Winchester	Wayne Robinson	singles	198.7	4	09-Mar-21
04-Feb-21	Wellings - phase 2	12046 County Road 3	Winchester	Wellings of Winchester Inc.	76 senior unit	194.7	37.2	09-Mar-21
04-Feb-21	Wellings - phase 3	12046 County Road 3	Winchester	Wellings of Winchester Inc.	80 senior unit	157.5	39.2	09-Mar-21
05-Feb-21	Infill	109 James & May Streets	Winchester	Vriend Construction	singles / semis	118.3	3	09-Mar-21
10-Feb-21	Infill	Lot 1-6 Queen Street	Chesterville	Movestment Inc.	singles / semis	115.3	11	09-Mar-21
19-Feb-21	Infill	2 Winfield Avenue	Winchester	Steven & Renee Robinson	Duplex	104.3	2	09-Mar-21
17-Feb-21	Infill	24,40,68,72 and 85 Tabitha Cres	Chesterville	Brian & Catharina Shane	1 single, 8 semis	102.3	9	09-Mar-21
17-Feb-21	Infill - Clarence St.	Pt lots 39&40, pt blk 127, lots 54 & 55	Winchester	Allan Racine	singles	93.3	4	09-Mar-21
Feb. 2021	Infill	138 Elizabeth Drive	Chesterville	Andrew & Emma Harbers	single	89.3	1	09-Mar-21
Feb. 2021	Infill	142 Elizabeth Drive	Chesterville	Henry and Bonnie Brunveld	single	88.3	1	09-Mar-21
Feb. 2021	Infill	146, 150 & 154 Elizabeth Drive	Chesterville	Michael Aube	single	87.3	3	09-Mar-21
26-Feb-21	Esper Lane	Dream Haven subdivision	Winchester	Terry Sloane/990984 Ontario Ltd	Towns	84.3	51	09-Mar-21
12-Feb-21	Gypsy Lane	430 Gypsy Lane, Winchester	Winchester	Fortier Stark Industrial Inc.	Project	33.3	1	09-Mar-21
03-Mar-21	Infill	68 Erin Avenue	Chesterville	Pierre Geneau	Single	32.3	1	13-Apr-21
12-Mar-21	Infill	56 Tabitha Crescent	Chesterville	Sean & Trudy Donovan	Single	31.3	1	13-Apr-21
26-Mar-21	Infill	522 Church Street	Winchester	Courtney Thompson	Single	30.3	1	13-Apr-21
30-Mar-21	Infill	1 Lori Lane	Chesterville	Mark and Bonnie Thompson	2 duplex	29.3	4	13-Apr-21
31-Mar-21	Infill	64 Erin Avenue	Chesterville	Matthew Thompson	Single	25.3	1	13-Apr-21
31-Mar-21	Dundas Manor	533 Clarence Street West	Winchester	Winchester District Hospital	Long-term facility	24.3	9.5	13-Apr-21
06-Apr-21	Infill	216 North Street, Winchester	Winchester	Elsayed Ali and Azza Jabakhanji	townhomes	14.8	3	13-Apr-21
16-Apr-21	Infill	29/31 Main Street	Chesterville	Charbel Bouroufail	Single	11.8	1	12-May-21
21-Jun-21	Infill	Albert Street, Roll#051101800183600	Winchester	Chesterville Property Holdings Inc.	Semi Detached	10.8	2	13-Jul-21
16-Jul-21	Infill	139 Elizabeth Street,	Chesterville	Cassidy Scheepers	Single	8.8	1	
						7.8		
					Summary	7.8	342.2	



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Culvert Replacement Baker Road

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve the replacement of the culvert on Baker Road and authorize budget amendment 2021-13 to transfer \$11,800.00 from the Rodney Lane Culvert Reserves to fund the Baker Road culvert replacement.

BACKGROUND:

A culvert that crosses the (Edwin Baker) Municipal Drain on Baker Rd is failing. The culvert has begun rotting in the middle and will cause a safety issue if it is not changed soon. Replacement will be completed in-house; however, we will have to rent an excavator from H&E Contracting as we do not have a backhoe yet.

We consider this an emergency and have applied to South Nation Conservation for the proper permits. Once received, we will proceed with the work as soon as the weather permits.

OPTIONS AND DISCUSSION:

1. **Authorize the transfer of funds** – recommended.

2. **Leave unfinanced and finance in 2022** – not recommended.

FINANCIAL ANALYSIS:

This project was not included in the 2021 budget. Estimated cost for the project is \$11,800.00 to be transferred from the Rodney Lane Culvert Reserve. The Rodney Lane project has been completed in previous years. The balance in this reserve is \$24,865.53.

OTHERS CONSULTED:

ATTACHMENTS:

Images of Baker Rd. Culvert (3)
 Budget Amendment 2021-13

Report submitted by: Jamie Cheney

APPROVED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**







APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - August 17, 2021

Budget Amendment - 2021-13 - Transportation Services

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Culvert Replacement - Baker Road	1-5-3011-8004	-	11,800	11,800
		\$ -	\$ 11,800	\$ 11,800
Financing				
Transfer from Reserves - Rodney Lane Culvert (1-3-2000-8110)	1-5-3000-9002	-	11,800	11,800
		\$ -	\$ 11,800	\$ 11,800



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Chesterville Overhead Tank Rehabilitation

RECOMMENDATION:

THAT the Council of the Township of North Dundas single source the award of engineering specification and tender document preparation to the Ontario Clean Water Agency in the amount of \$19,500 plus HST.

BACKGROUND:

The Chesterville Multi-Legged Tank is a potable water tank with a capacity of 125,000 gallons located in the Township of North Dundas. Based on an inspection report by Landmark in 2019, the tank needs minor and major rehabilitation. The time period for potential minor rehabilitation (over coat) has lapsed. However, major rehabilitation work cannot be further delayed. According to the report, the following are a few areas for improvements to the tank, but are not limited to:

1. Exterior coating (2006) of the tank is in poor condition. Over coating and full replacement of the paint.
2. The interior inspection also showed that there are a number of corrosion cells and areas on the floor where the coating is completely gone. Complete replacement of the lining system is recommended.
3. Some miscellaneous repairs, safety upgrades and site works were also recommended, including replacing the existing ladders and fall arrest systems.

Ontario Clean Water Agency (OCWA) has been maintaining and operating the Township’s water system including the Chesterville overhead water tank / tower. OCWA has provided a fees proposal in the amount of \$19,500 plus HST for preparing the preliminary engineering specification and tender documentation.

Please refer to attached fees proposal for additional details. It is anticipated that the tender documents will be prepared in late 2021 to allow for construction in 2022.

Based on initial estimate, OCWA has proposed a construction budget of \$1.676M including contract administration and inspection services.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

2021 Budget for Water and Sewer include funds to undertake engineering and tender work for the project.

OTHERS CONSULTED:

OCWA

ATTACHMENTS:

Chesterville Tank Proposal

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

July 15, 2021

Khurram Tunio
Director of Public Works
Township of North Dundas
636 St. Lawrence Street
Winchester, ON K0C 2K0

Re: Proposal No: NORDUY5708-2146 – Chesterville Tank Rehabilitation – Phase 1

Dear Mr. Tunio:

The Ontario Clean Water Agency (OCWA) is pleased to submit a proposal to undertake the Chesterville Multi-Legged Tank Rehabilitation project in the Township of North Dundas.

1 Background

The Chesterville Multi-Legged Tank is a potable water tank with a capacity of 125,000 gallons located in the Township of North Dundas. Based on an inspection report by Landmark in 2019, the exterior coating of the tank is in poor condition with moderate to severe chalking, corrosion where the steel substrate is showing through, and cracking at joints and angles. The interior inspection also showed that there are a number of corrosion cells and areas on the floor where the coating is completely gone. The Landmark report recommended a complete removal of the interior lining via abrasive blast cleaning and reline, as well as either an overcoat or recoat of the exterior. Some miscellaneous repairs, safety upgrades and site works were also recommended, including replacing the existing ladders and fall arrest systems.

OCWA can provide turn-key engineering/project management services to implement the work identified above. OCWA has completed inspections, cleaning, coatings application, rehabilitation and other repair works of water towers and elevated tanks for many municipalities over the last 15 years. The most recent examples are the Township of North Stormont - Moose Creek and Chrysler Elevated Tanks (2021), the Leeds and The Thousand Islands – Lansdowne Standpipe (2019), Lambton County – Forest Standpipe (2018) and Essex County – Essex Water Tower (2018).

2 Scope of Work and Methodology

This proposal describes OCWA's deliverables up to and including the award of a construction contract, referred to as Phase 1. Once the construction contract is awarded and the full scope of work and construction schedule is known, OCWA will provide a second proposal for Phase 2, which will describe the construction management and inspection services for the construction period. We will be proposing part-time site inspection and the inclusion of a third party NACE qualified coating inspector to monitor the tank cleaning and coating.

For Phase 1, OCWA proposes the following scope of work:

2.1 Report Review and Specifications Preparation

OCWA will conduct a thorough review of the report provided by Landmark and provide recommendations for the project scope of work, including whether to overcoat the exterior or to remove the existing coating and recoat. OCWA will then coordinate a meeting with the Township to review and confirm the proposed scope of work and schedule (PTM #1).

Based on the results of the reports and the agreed scope of work, OCWA will develop the engineering specifications for the identified works. The specifications will include the materials and methods that should be utilized, environmental controls and methods for sampling, measuring and testing the materials applied. OCWA has extensive experience in the selection of suitable lining/coating systems to meet the regulatory compliance requirements and AWWA standards. We specify systems that are intended to provide corrosion and weathering protection for upwards of 15 years.

2.1.1 Deliverables

- PTM #1 Meeting Agenda and Minutes
- Draft Specifications

2.2 Bid Preparation and Administration

OCWA will provide the following services for bid preparation and administration:

- Develop the detail scope of work and the engineering specifications for the rehabilitation of each tank including any special requirements such as code compliance upgrades and safety improvements.
- Using OCWA's standard construction template, prepare an OCWA construction contract for inclusion in the bid package.
- Prepare a draft and final bid package using OCWA standard documentation.
- Issue the Request for Bid on Jaggaer, OCWA's online public procurement website.
- Undertake bid administration. This involves issuing the bid package, arranging and conducting a mandatory pre-bid site visit for prospective bidders, recording and answering bidders' questions, preparing and issuing addenda if necessary, and receiving the bids electronically.
- Evaluate the bids received and make a recommendation to the Township. Prior to awarding the contract, OCWA will coordinate a meeting with the Township to review the recommendation and obtain approval (PTM #2).
- Prepare and issue a contract award letter and contract agreement between OCWA and the selected Contractor.

2.2.1 Deliverables

- RFB Package
- Addenda, if required
- Bid Award Recommendation Letter

- PTM #2 Meeting Agenda and Minutes

3 Project Team

Raj Roopchand, MSc., P.Eng., NACE Member – Senior Technical Advisor

Raj is a registered Professional Engineer in the Province of Ontario and has close to 25 years of experience in design, management of construction, operation and maintenance of water and wastewater systems. Raj has developed over his many years of experience thorough knowledge of pertinent standards and regulations that apply to water and wastewater systems. He holds a Master of Science degree in Engineering Hydrology and has good knowledge and technical skills in water/wastewater systems and network hydraulics. Raj has successfully completed numerous water tower/standpipe rehabilitation projects that are similar to this project. In fact, Raj was involved on all water tower/standpipe rehabilitation projects completed by this department in the last 15 years including the ones listed under Section 1.2. **Raj will provide technical advice and senior review for this assignment.**

Natalie Colantonio, M.A.Sc., P.Eng. – Project Engineer

Natalie Colantonio is a registered Professional Engineer in the Province of Ontario with 5 years of experience in the water and wastewater field. Her experience ranges from project coordination, preliminary design, detailed design, tendering and contract administration of water and wastewater infrastructure. She has been involved in the design, construction and rehabilitation of numerous water and wastewater facility projects, including water towers, sewage pumping stations, reservoirs, glycol management systems and wastewater treatment plants. She holds a Master of Applied Science degree in Civil Engineering, specializing in wastewater treatment. **Natalie will be the project manager/engineer for this assignment.**

Throughout this assignment we will liaise with OCWA Operations and other assigned staff for coordinating site visits, confirming scope of work and maintaining communication throughout all aspects of the work.

4 Schedule

OCWA is ready to start the project at the end of August. Development of a scope of work, engineering specifications and a Request for Bids (RFB) can be accomplished in 5 to 7 weeks. Assuming that the scope involves complete removal and recoating of the tank exterior, this work can be expected to take approximately 14-16 weeks to complete from the time of contract award. milestone dates. Note this schedule may change based on the timing of any required approvals.

Table 1 contains a list of the projected key milestone dates. Note this schedule may change based on the timing of any required approvals.

Table 1: Key Milestones

TASK	SCHEDULE	ESTIMATED MILESTONE DATE
Project Approval to Start		July 19, 2021
Project Start Date		August 23, 2021
Scope of Work and Specifications	2-3 weeks	September 13, 2021
Draft Bid Package	3-4 weeks	October 11, 2021
Final Bid Package Issued	1 week	October 18, 2021
Bid Closed	Allow 4 weeks tender period	November 15, 2021
Contract Awarded	4 weeks*	December 13, 2021

*Allowing for reference checks, Council approval and all required documentation.

It is anticipated that the work will commence in the spring of 2022 when the weather conditions are more appropriate for this type of work.

5 Project Budget

5.1 OCWA's Professional Fees

In reviewing the above scope of work, OCWA proposes a project budget of **\$19,500** (exclusive of HST) for our professional fees, disbursements and expenses for Phase 1 of the project. OCWA's Fees for Project Management and Contract Administration in Phase 2 are estimated to be about \$50,000 (exclusive of HST) but will be confirmed before the start of Phase 2. OCWA will invoice the Township on a monthly basis.

A detailed Time Task Matrix can be provided if required. If additional services are required outside of the scope of this proposal, this cost would be in accordance with our Engineering Schedule of Rate attached in Appendix A. Table 2 summarizes the budget by task.

Table 2: Budget Summary for OCWA's Fees

TASK	BUDGET
PHASE 1	
Review of Report, Scope of Work and Specifications	\$7,400
Prepare, Issue Bid and Recommend Bidder	\$12,100
TOTAL	\$19,500
PHASE 2	
OCWA Project Management and Construction Administration	\$50,000*

TASK	BUDGET
*Estimate only, to be confirmed prior to Phase 2	

5.2 Overall Project Estimate

An overall project cost estimate is presented in Table 3. As the project progresses and more information is available, including the contractor’s price, this estimate will be updated. However, based on Landmark’s report, it is expected that the contractor fee will be in the range of \$1,200,000 - \$1,600,000.

Table 3: Estimated Budget for Entire Project

TASK	ESTIMATED BUDGET
PHASE 1	
OCWA’s Professional Fees	\$19,500
PHASE 2	
OCWA Project Management and Construction Administration	\$50,000
Inspection Services (Third Party) including welding inspection	\$30,000
Contractor Fee	\$1,500,000
Administration Fee (5% of Inspection Services and Contractor Fee)	\$76,500
TOTAL	\$1,676,000

6 Terms and Conditions

The Township will be required to sign an Engineering, Procurement and Construction Management (EPCM) Contract with OCWA to define payment terms, dispute resolution, and insurance requirements and to identify OCWA as an “Agent of the Municipality”. The Township will be provided a draft copy of the EPCM Contract for review and comment prior to finalization.

7 Assumptions and Limitations

Based on current understanding of the project, OCWA has assumed the following in development of this proposal:

- OCWA will hire and manage the contractor on behalf of the Township

Should you have any questions on the above, please feel free to contact the undersigned.

Sincerely,



Natalie Colantonio, P.Eng.
Project Engineer
Tel: 905-302-1831
Email: ncolantonio@ocwa.com



Lisa Babel, P.Eng.
Director, Project Planning and Delivery Group
Tel: 416-433-0578
Email: lbabel@ocwa.com

cc: Rajkumar Roopchand, P.Eng, OCWA

COUNTERSIGNATURE:

By signing below, I accept the scope of work described in the above proposal and provide permission on behalf of the Town to proceed.

(Signature)

Date

APPENDIX A

Schedule of Rates

Engineering Schedule of Rates – 2021

CATEGORY	DESCRIPTION	HOURLY RATE
Director	Director	\$180.00
E04	Senior Specialist Engineer /Project Manager	\$170.00
E03	Senior Engineer/Project Manager	\$150.00
E02	Engineer/Project Manager	\$135.00
E01	Engineer In-Training	\$105.00
	Student Engineer	\$90.00
	Administrative Assistant	\$60.00
	Financial Analyst	\$86.00

Currency: Canadian Dollars, excluding HST

Expenses and Disbursements:

General office expenses including long distance, cellular/data charges, printing, office supplies and courier charges will be charged at 6% of Professional Fees.

Special expenses such as travel and living expenses, third party consultants, capital equipment, contractors fees, permitting fees and any other items not otherwise listed will be charged at cost plus 5% administration fee.

Invoicing:

Professional fees and expenses will be invoiced monthly unless otherwise stated and are payable within 30 days. Taxes will be added as applicable.

Technology and Operations Expertise:

Technology and Operations experts will be charged at specific individual rates to be provided as needed.

Overtime

Overtime will be charged at 1.5 times the rates stated above, but only if pre-approved by client.

Terms and Conditions:

OCWA standard terms and conditions will apply.

Revision:

This Schedule of Rates is valid until December 2021.



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Junior Planner Job Description

RECOMMENDATION:

THAT Council hereby approves the Junior Planner Job Description, and hereby authorizes the advertisement for either a Planning Technician or Junior Planner.

BACKGROUND:

The Planning, Building and Enforcement department used to hire summer students from the early 2000 till 2012. Over the years, the summer student position evolved into co-op placements for university students registered in land use planning. These student planner co-op placements extended into multiple 8-month contracts and longer (2013-2015). These students or graduates were hired as Junior Planners. Due to increasing development applications and inquiries, and associated workloads, the position was modified into a full-time position as a Planning Technician (College level education) on March 31, 2015 (Res#14). Council agreed to modify the position to a technical position to attract and retain a qualified individual.

The changes to the position were as follows:

		Former	New
1	Title	Junior Planner	Planning Technician
2	Education	University Degree in Land Use Planning	College Diploma in Land Use Planning
3	Employment	8 Months Contract	Full Time

As Council is aware, our Planning Technician tendered his resignation on June 24, 2021 having accepted employment at the City of Ottawa. Council will note this is the second Planning Technician resignation, where both individuals have left for planning positions with Ottawa. A considerable investment in training has been lost in both cases. We are finding that once these college graduates have gained valuable and diverse experience working for North Dundas, they become very attractive to other employers who are offering higher wages, more vacation time and additional benefits.

Given the recent departure of the Planning Technician, the sharp increase in development and development proposals in North Dundas, the increased demands on the Director of Planning Building and Enforcement and the skill set required to manage all of the day-to-day files and inquiries, we are recommending:

- that the attached job description for a junior planner be approved; and,
- the option of hiring either a Junior Planner or Intermediate Planner (should someone with more professional experience apply) be considered in lieu of a Planning Technician.

OPTIONS AND DISCUSSION:

1. **Approve the job description** – recommended.
2. **Approve the advertising for either a Planning Technician or Junior Planner depending on the applicants** - recommend.
3. **Do nothing, Advertise the Planning Technician Position** – not recommended (limited number of people would apply).

FINANCIAL ANALYSIS:

The financial impact of creating the Junior Planner position can be accommodated within the 2021 budget, with the current Planning Technician vacancy. The difference is one grade on the salary ranges (Grade 6 – Planning Technician; Grade 7 – Junior Planner) which equates to \$4,613 annual difference. The impact on the 2022 fiscal year will depend on the experience and education of individual hired.

OTHERS CONSULTED:

CAO
CBO
Former Planning Technicians
Job Evaluation Advisory Committee

ATTACHMENTS:

Job Description – Junior Planner

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

**TOWNSHIP OF
NORTH DUNDAS**
JOB DESCRIPTION

JOB TITLE: Junior Planner	LAST REVISION DATE: August 12, 2021
REPORTS TO: Director of Planning, Building and Enforcement	APPROVED BY: Township Council
SALARY RANGE: Grade 7	EFFECTIVE DATE: August 18, 2021

Position Summary:

Reporting to the Director of Planning, Building and By-law Enforcement, the Junior Planner provides bylaw and policy interpretation advice to the public; and basic intake and review of a wide variety of land use and development proposals. The incumbent processes a variety of applications, and assists with carrying out field inspections and collecting data as required. The Junior Planner completes file research and maintenance; assists with the preparation of technical reports, research and planning studies; and provides back-up and assistance for the front counter, when needed.

Position Qualifications:

- University Degree in Land Use Planning or related discipline, with a sound knowledge of planning principles and relevant legislation, an understanding of land development, municipal policies and development approval processes, experience with development layout and design principles, and geographic information systems (GIS).
- Exceptional interpersonal and communication skills with a confident and pleasant disposition.
- Ability to collect, analyse and interpret data and submit conclusions and recommendations.
- Skills in graphic illustration, GIS and air photo interpretation required.
- Skills in analytical problem solving, report writing, organizational skills, and ability to work independently.
- The ability to make effective presentations to technical and public groups.
- Ability to work within, and contribute to a team environment.
- Ability to interpret and apply the policies and regulations contained in the Provincial Policy Statements, the Planning Act, the County Official Plan, and Township Zoning By-law.
- Adaptable to changing work environments, and multi-tasking between unrelated disciplines.
- Must have a Valid Class “G” driver’s licence and be able to provide and maintain a clean Drivers Abstract.
- Willing to accept responsibility and demonstrate initiative.
- Possesses the ability to organize department activities, interact with the public and staff, meet deadlines, and work under pressure.

- Emphasis is placed on the practical demands of the job, confidentiality, and professional ethics.
- Strong computer skills, and a good knowledge of standard business software.
- Demonstrated high standard of quality, accuracy and attention to detail.
- Ability to multi-task within specific time constraints and demonstrate high prioritizing skills.

Position Description, Duties and Other Requirements:

- Assistant to the Director of Planning, Building and Enforcement.
- Assist in the development and subsequent maintenance of the Township's Comprehensive Zoning By-law and maps.
- Co-ordinate development/planning applications, conduct site inspections, prepare background planning reports, presentations, notices and draft by-laws and resolutions.
- Prepare compliance reports.
- Provide staff support to the Committee of Adjustment, as needed, including the preparation of agendas, minutes, follow-up work, reports, supporting data, and presenting the application to the Committee.
- Assistant Secretary-Treasurer to the Committee of Adjustment.
- Assist in the development of the Township's GIS database.
- Conduct research, including the collection and compilation of data, questionnaire development and administration, and preparation of any associated reporting materials.
- Conduct site inspections for the purpose of data collection or to ensure compliance with by-laws and other regulations.
- Dog licence sales/data entry.
- Update assessment files and maps.
- Assist with planning inquiries.
- Responsible for file management.
- Prepare recommendations on consent applications, minor variances, zoning amendments, and site plan applications.
- General office administration.
- Occasional evening meeting attendance required.
- Must have the ability to establish effective working relationships.
- Excellent analytical, research, report writing, problem solving skills and the ability to deal effectively and professionally with the public and the development industry.
- Perform other duties as directed, and undertake special projects as assigned.
- Must provide a current Police Criminal Record Check as a condition of employment.
- Membership in the Ontario Professional Planning Institute (OPPI) and Canadian Institute of Planning (CIP) are considered an asset.
- Must be able to work in stressful situations for extended periods of time.

Working Conditions:

Work involves occasional lifting up to ten lbs. Must be able to work in a climate

controlled, office environment. Ability to read and write in English in order to process paperwork and follow-up on any actions necessary. Sitting for extended periods of time. Manual dexterity needed for keyboarding and other repetitive tasks. Work also involves walking outside with exposure to various temperatures, inclement weather including rain and snow, usually in a work alone situation, travelling in a vehicle, typically locally, to other Municipal buildings or off-site locations. Physical effort required when walking on uneven surfaces, installing and removing signs for public meetings.

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



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Zoning By-Law Amendment Application- 216 North Street Winchester (Elsayed Ali)

RECOMMENDATION:

THAT Council hereby accepts the Zoning By-law Amendment application as complete from Elsayed Ali and Azza Jabakhanji and directs the public meeting to be held on September 14th 2021 at 6:30 pm.

BACKGROUND:

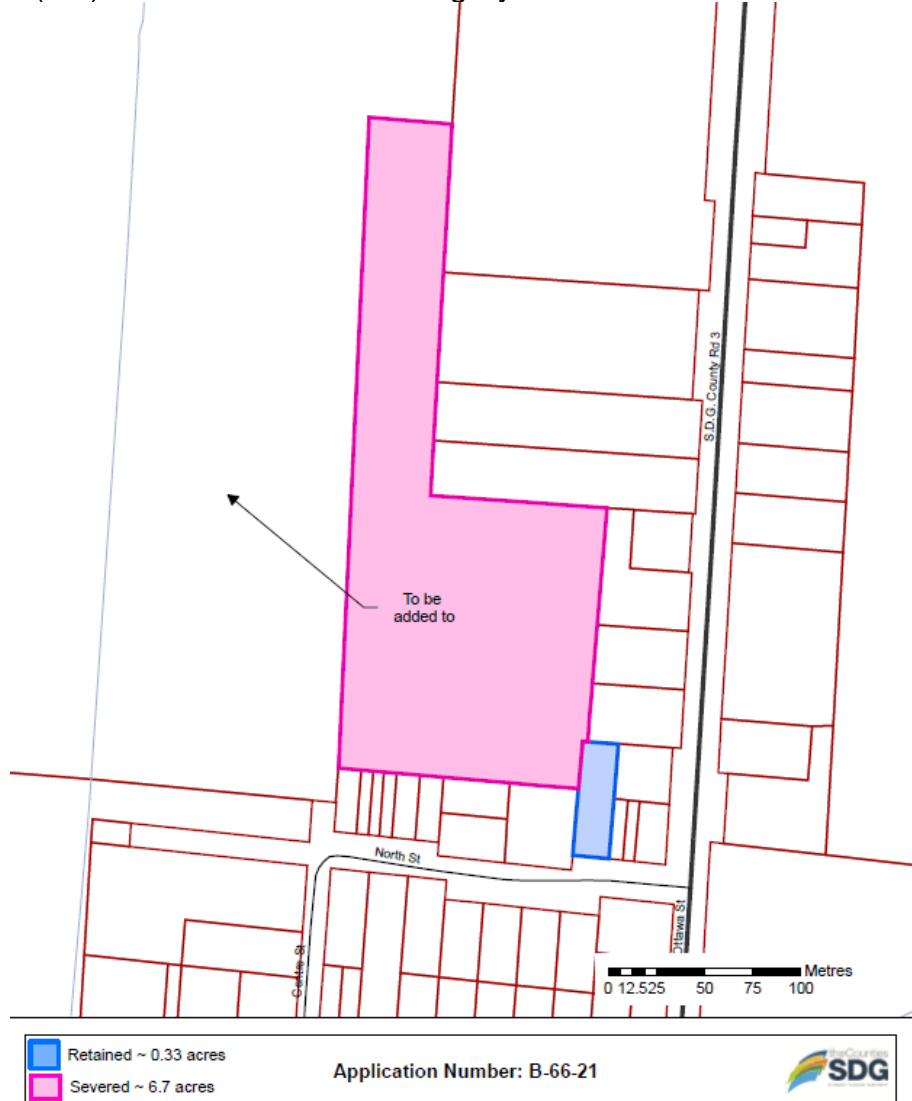
The Township of North Dundas received a site-specific application from Elsayed Ali and Azza Jabakhanji to amend the former Township of Winchester Zoning By-law 12-93

under Section 34 of the *Planning Act, R.S.O. 1990*, for part of the property legally described as Winchester Concession 7 Part Lot 4; Plan 34 Part Blk 2 North Main Street; and RP 8R5263 Part N Main St ; And RP 8R5263 Part former



Township of Winchester, now the Township of North Dundas, County of Dundas, municipally known as 216 North Street, Winchester.

The proposal is to rezone a small portion of the subject property, which is currently Agricultural (AG) under Winchester Zoning By-law 12-93 to be the same as the front portion of the lot which is currently zoned as Residential Third Density (R3) under the Village of Winchester Zoning By-law 25-96 to permit the construction of 3 attached townhomes (a total of 3 units). The property is currently the subject of a severance application (SDG File B-66-21), with the majority of the land being added to the abutting lands to the west. The land being severed will remain zoned Agriculture (AG).



As with all of the properties on the north side of North Street, the subject property is currently divided between the former village and township, and therefore is under two separate Zoning By-laws (they overlap the border between the former Township of Winchester and the Village of Winchester). The current owner is proposing that a small portion of the property (shown in yellow), that is currently zoned Agricultural (AG) under By-law 12-93 be re-zoned to the same Residential



Type 3 zone found in the Village zone under By-law 25-96. Currently, there is no Residential Third Density (R3) zone under the Township of Winchester By-law 12-93, therefore it is recommended that the subject property (back portion) be re-zoned under Winchester Township Zoning By-law 12-93 to match the Village Zoning. If approved, the effect would be that the owner can apply for site plan control and construction of 3 townhomes.

With the evolving COVID-19 restrictions, the hope is to host the public meeting on September 14th 2021 at 6:30 pm in the Council Chamber. If the Provincial COVID-19 restrictions prohibit public gatherings as of September 14th 2021, the meeting will be live-streamed with phone-in options.

OPTIONS AND DISCUSSION:

1. **Accept the application-** recommended.
2. **Do nothing-** not recommended. The applicant can appeal to LPAT if a decision is not made within 90 days.
3. **Refuse the request-** not recommended. The applicant can appeal the decision of Council to LPAT.

FINANCIAL ANALYSIS:

No impact at this time.


OTHERS CONSULTED:

CBO
Owner/Applicant
United Counties of SDG

ATTACHMENTS:

n/a

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Amending Deputy CBO Job Description

RECOMMENDATION:

THAT the job description of Deputy Chief Building Official be updated, amended and approved as presented for the Building Division.

BACKGROUND:

The Deputy Chief Building Official (DCBO) job description was revised and approved on January 7, 2019 by Council. Upon the recent passing of By-law No. 2021-55 appointing Brooke Radi as the DCBO, it was noticed that some items in the job description needed to be altered in order to better reflect reality and the requirements of that position;

The following is currently specified in the Position Qualifications:

- A minimum of 5 years of recent related municipal or public section experience as a building inspector, plans examiner, enforcing and administering building permit process in accordance with the Building Code.

And is to be replaced with the following:

- A minimum 2 years of recent related municipal or public section experience as a building inspector, plans examiner, enforcing and administering building permit process in accordance with the Building Code.

The following is currently indicated in the Position Qualifications:

- Ministry of Municipal Affairs and Housing qualification in the following categories:
 - Powers and Duties of a Chief Building Official, House, Small Buildings, Building Structural, HVAC House, Plumbing House, Plumbing All Buildings, Large Buildings, Building Services, Detection, Lighting and Power Certification, CBCO - Certified Building Code Official, BCIN - Building Code Identification Number

And is to be replaced with the following:

- Ministry of Municipal Affairs and Housing (MMAH) qualification in the following categories:
 - Powers and Duties of a Chief Building Official
 - Small Buildings

- Plumbing All Buildings
- Building Services
- Preference is given to those who have the following qualification with the MMAH and certification with the Ontario Building Official's Association:
 - Building Structural
 - Large Buildings
 - Complex Buildings
 - Certified Building Code Official – CBCO
 - Building Code Qualified – BCQ

The following is currently indicated in the Position Qualifications:

- Exceptional interpersonal and communication skills with a confident and pleasant disposition, and able to defuse situations.

And is to be replaced with the following:

- Exceptional interpersonal and communication skills with a confident and pleasant disposition, and able to defuse situations and work towards resolutions when possible.

The following is currently indicated in the Description and Duties:

- Be available 24/7 and able to adapt to different working environments.

And is to be replaced with the following:

- Able to adapt to different working environments.

The following is currently indicated in the Description and Duties:

- Other assigned duties.

And is to be replaced with the following:

- Other related duties as assigned.

OPTIONS AND DISCUSSION:

1. **Approve the new job description** – recommended.
2. **Do not approve the new job description** – not recommended.

FINANCIAL ANALYSIS:

None

OTHERS CONSULTED:

CAO
Director of Planning, Building and Enforcement
Deputy Clerk

ATTACHMENTS:

Deputy CBO Job Description

Prepared by: Jacob Forget

RECOMMENDED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

TOWNSHIP OF
NORTH DUNDAS
JOB DESCRIPTION

JOB TITLE: Deputy Chief Building Official	PREVIOUS REVISION DATE: January 7, 2019
REPORTS TO: Chief Building Official	APPROVED BY: Township Council
SALARY RANGE: Grade 9	EFFECTIVE DATE: August 17, 2021

Position Summary:

Reporting to the Chief Building Official, this position will provide both technical and administrative support to the Building Department of the Township of North Dundas. This position provides support and back up to the CBO during his absence.

Position Qualifications:

- A minimum 2 years of recent related municipal or public section experience as a building inspector, plans examiner, enforcing and administering building permit process in accordance with the Building Code.
- College diploma in Architectural, construction engineering related field or similar field of study
- Ministry of Municipal Affairs and Housing (MMAH) qualification in the following categories:
 - Powers and Duties of a Chief Building Official
 - Small Buildings
 - Plumbing All Buildings
 - Building Services
- Preference is given to those who have the following qualification with the MMAH and certification with the Ontario Building Official's Association:
 - Building Structural
 - Large Buildings
 - Complex Buildings
 - Certified Building Code Official – CBCO
 - Building Code Qualified – BCQ
- Possesses strong technical, organizational, analytical, and human relations skills.
- Ability to read blue prints and design specifications and analyse for compliance with the building code, municipal by-laws and other applicable laws
- Willingness to learn and conduct research.
- Adaptable to changing work environments, and multi-tasking between unrelated disciplines.
- Maintaining accurate and detailed records of inspections and investigations.
- Willing to accept responsibility and demonstrate initiative.

- Skills in problem solving and must be solution oriented.
- Possesses the ability to organize department activities, interact with the public and staff, meet deadlines, and work under pressure.
- Emphasis is placed on the practical demands of the job, confidentiality, and professional ethics.
- Ability to work on a number of projects and tasks simultaneously, and prioritize accordingly.
- Strong computer skills, and a good knowledge of standard business software.
- Exceptional interpersonal and communication skills with a confident and pleasant disposition, and able to defuse situations and work towards resolutions when possible.
- Must be culturally sensitive and able to interact effectively with diverse groups.
- Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

Position Description and Duties:

- Inspection of buildings during construction to ensure compliance with the approved plans and the Ontario Building Code, write inspection notes and “Orders to Comply” as necessary to achieve compliance.
- Review of drawings to ensure compliance with the Ontario Building Code, Municipal By-laws and other applicable laws.
- Assist in reviewing permit applications for completion and for permit issuance.
- Enforcing relevant Township By-laws, performing field investigations and follow-up actions to achieve compliance.
- Receive calls and assist caller in obtaining information related to their request to a successful conclusion, regardless of applicability to department disciplines.
- Provide information with respect to general inquiries of Building Code and Planning initiatives, along with other municipal by-laws and programs.
- Be a resource of information for frequently asked questions, code requirements, and general building science principles.
- Counter reception assisting persons in obtaining their requested information.
- Provide support and assist in the preparation of Council reports as required.
- Provide Information with respect to administrative guidelines of the municipality and other related agencies.
- Provide feedback to permit holders on inspection status, work orders, follow-up and closure.
- Maintain building files and records systems.
- Process CMHC, Tarion and Stats Canada Reports.
- Receive complaints and forward to appropriate department personnel.
- Use conflict resolution and listening skills to ease complainant’s inquiries.
- Use a high level of professionalism, discretion, and protection of privacy at all times.
- Provide assistance to the Chief Building Official and Planner.
- Follow the municipality’s Code of Conduct for inspectors.
- Issue Provincial Offences when required
- Other related duties as assigned

Act as the Chief Building Official when required *(Description and Duties)*

- Perform all statutory and operational requirements of a Chief Building Official
- Be responsible for the administration and enforcement of the Building Code Act, Ontario Building Code, relevant Provincial laws and municipal by-laws
- Ensures professional competencies are met and maintained and that excellent customer services is delivered
- Issue Building Permits and swimming pool enclosure permits
- Provide assistance to the Fire Chiefs and Planner
- Review and manage work of Building Inspectors if applicable
- Attend meetings as required to share knowledge and skills
- Able to adapt to different working environments
- Working hours will occasionally include weekends and evenings
- Able to work in stressful situations for extended periods of time
- Able to deal with difficult situations which require appropriate reactions to emergency situations and/or aggressive persons
- Able to lead a variety of projects at the same time (heavy workload)
- Liaise with the fire department, law enforcement, and other agency officials.
- Establish goals and objectives, providing direction and guidance on standards and principles of operation as they relate to building and construction
- Perform other duties as directed, and undertake special projects as assigned
- Manage and coordinate building department activities
- Issue Stop Work Orders, Orders to Uncover and Orders Prohibiting Occupancy
- Other related duties as assigned

Disposition of Job Description (reason for education requirements):

The successful candidate will possess post-secondary education in Building Sciences, Architectural or Engineering Technology, or a related discipline and a minimum of 2 years' experience, complimented with knowledge of the Building Code Act, the Ontario Building Code, Fire Code and other building, plumbing, property and maintenance-related legislation, regulations, standards and principles.

Other assets and disciplines that would augment the required skill set are: Bilingualism, Municipal Experience, Conflict Resolution, Technical Writing, Legal Courses, Law Enforcement Experience, WHMIS Training, Health and Safety Certification.

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



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Zoning By-Law Amendment Application- 10584 Main Street South Mountain (Chelsea Baker)

RECOMMENDATION:

THAT Council hereby accepts the Zoning By-law Amendment application as complete from Chelsea Baker and directs the public meeting to be held on September 14th, 2021 at 6:30 pm.

BACKGROUND:

The Township of North Dundas received a site-specific application from Chelsea Baker to amend the former Township of Mountain Zoning By-law 79-6 under Section 34 of the Planning Act, R.S.O. 1900, for the property legally described as Part of Lot 7, Concession 2, former Township of Mountain, now the Township of North Dundas, County of Dundas, municipally known as 10584 Main Street, South Mountain.

The proposal is to rezone the subject vacant property from General Commercial (C1) to Residential First Density (R1) under Township of Mountain By-law No. 79-6 to permit the construction of a residential single-family dwelling.



Pre-existing use on the subject property was a bowling alley, followed by a multiple unit dwelling. This building was demolished and the property now sits vacant. (see air photo image below). If the zoning amendment is approved, the effect would be that the owner can apply for a building permit for the construction of a single detached home.



With the evolving COVID-19 restrictions, the hope is to host the public meeting on September 14th at 6:30 pm in the Council Chamber. If the Provincial COVID restrictions prohibit public gatherings as of September 14th 2021, the meeting will be live-streamed with phone in options.

OPTIONS AND DISCUSSION:

- 1. **Accept the application-** recommended,
- 2. **Do nothing-** not recommended. The applicant can appeal to LPAT if a decision is not made within 90 days.
- 3. **Refuse the request-** not recommended. The Applicant can appeal the decision of Council to LPAT.



FINANCIAL ANALYSIS:

No impact at this time.

OTHERS CONSULTED:

Chief Building Official

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:	August 17, 2021
Subject:	Snow Maintenance for Morewood Dry Hydrant

RECOMMENDATION:

THAT the Council of the Township of North Dundas authorize and approve K2D2 Landscaping to perform snow clearing and salting services for the 2021/2022 winter season, for the dry hydrant that is located at 1232 County Rd. 7, Russell, which services the Morewood Fire Station.

BACKGROUND:

The Public Works Department was previously clearing and salting this dry hydrant location, however, with the increased level of snow maintenance desired for our municipal roads, streets and parking lots that the department maintains, operators are unable to ensure that the dry hydrant will be maintained to required standards. In order to ensure timely maintenance, it is recommended that the snow maintenance services be contracted.

A quote was requested from K2D2 Landscaping, who is contracted to perform snow removal & salting services to the Morewood Fire Hall for the 2021/2022 winter season. A quote of \$65/clearing and \$35/salting was provided. Awarding the snow maintenance for the dry hydrant to K2D2 Landscaping, would ensure that the clearing of both the hall and the dry hydrant, would be completed in the same timeframe.

The new tender for snow maintenance will be issued in 2022. It is recommended that the snow maintenance for the dry hydrant be added to the list of service locations listed in the tender.

OPTIONS AND DISCUSSION:

- 1. Approve the award of snow maintenance services for the dry hydrant located at 1232 County Rd. 7, Russell, to K2D2 Landscaping for the 2021/2022 winter season – recommended.**
- 2. Do not approve the recommended award – not recommended.**

FINANCIAL ANALYSIS:

Based on the frequency of snow maintenance services that were provided to the Morewood Fire Station for November and December 2020, it is estimated that snow maintenance for the dry hydrant for November & December of this year, will cost approximately \$1,200.

Depending on the amount of snowfall the Morewood area receives this winter, the cost for 2021 snow maintenance for the dry hydrant may be covered within the budgeted amount for the Morewood Fire Station this year. Should the snow maintenance cost exceed the 2021 budgeted amount for Station 1, it is anticipated that the additional cost can be covered by savings in other snow maintenance budgets that are maintained by the Recreation & Culture Dept.

The estimated cost of \$2,600 for snow maintenance from January to April 2022, will be included in the 2022 draft budget.

OTHERS CONSULTED:

CAO
Facilities Manager

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Fire	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Budget Amendment for fire training equipment

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve budget amendment #2021-14 to recognize the purchase of fire training equipment in the amount of \$7,900.

BACKGROUND:

Budgetary pricing was provided for fire training programs and equipment for Council consideration in the 2021 Fire Department budget. The training and equipment budget was approved during the 2021 budget process.

Fortunately, the Township was a recipient of a Fire Safety Grant from the Office of the Fire Marshal to be utilized for increased training opportunities. After internal discussion with the Fire Steering Committee, it was determined that the awarded \$7,300.00 be utilized toward the purchase of laptops and software for all four fire stations.

At the April 13th 2021 Council meeting Council formally acknowledged the receipt of the \$7,300.00 grant for the purchase of laptops and software and that any overage of the granted amount for the new training equipment would be covered utilizing the Fire Reserve Fund. With COVID restrictions, training opportunities were reduced this year, so there are sufficient funds left in training wages to finance the additional \$600, instead of using reserves.

OPTIONS AND DISCUSSION:

- 1. Adopt the budget amendment as presented, with the \$7,300 being added to the Fire Training Equipment Fund, and \$600.00 being transferred from the Fire Reserve Fund to fund the remaining balance-recommended.**
- 2. Do not authorize the amendment-** not recommended

FINANCIAL ANALYSIS:

\$8,000.00 was included in the 2021 budget for training equipment purchased for the Fire Department. The amount of grant money received from the Office of the Fire Marshal was \$7,300.00, for a 2021 budget total of \$15,300.00. It is anticipated that due to cost overruns on the purchase of the new training equipment under the

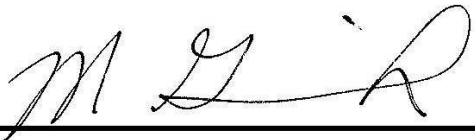
grant, that an additional \$600.00 will be required to fund the shortfall. This will come from unused training wages.

Budget amendment #2021-14 is attached with the addition of the grant to the Fire Equipment fund and a transfer of \$600.00 from training wages.

ATTACHMENTS:


Appendix #1 Township of North Dundas - Addendum to Budget Resolution- August 17th 2021-Fire Services

PREPARED BY:



Mike Gruich
Fire Department Liaison

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - August 17, 2021

Budget Amendment - 2021-14 - Fire Services

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Fire Training Equipment	1-5-2001-8000	-	7,900	7,900
		\$ -	\$ 7,900	\$ 7,900
Financing				
Fire Training - Donation and Grants - Capital	1-4-2001-8005	-	7,300	7,300
Reduction in Fire Training Wages	1-5-2001-1015	51,200	50,600	600
		\$ 51,200	\$ 57,900	\$ 7,900



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Office Lease with Eric Duncan, MP

RECOMMENDATION:

THAT Council authorizes the Mayor and CAO to execute the lease dated the 17th day of August, 2021 with the Office of Eric Duncan, MP for SDSG, for space at 636 St. Lawrence Street, for a two-year period with an option to renew for a further two-year period.

BACKGROUND:

The Member of Parliament for Stormont, Dundas and South Glengarry has been renting space in our municipal office at 636 St. Lawrence Street for a part of a day each week for numerous years, to make a representative from his office available to meet with constituents. This also provides an opportunity for residents to obtain assistance in applying for their passport and other government applications.

Mr. Eric Duncan, MP for SDSG would like to continue offering this service on Monday mornings. This new lease will be in place to replace the current lease that expires on November 18, 2021.

The proposed lease is for a two-year period, from November 19, 2021 to November 18, 2023, with an option to renew for an additional two-year period.

OPTIONS AND DISCUSSION:

- 1. Approve the Lease** – recommended. This provides rental income and a valuable service to North Dundas residents.

- 2. Do not approve the lease** – not recommended. This would eliminate the convenience of this service for North Dundas residents and it would reduce rental income to the Township.

FINANCIAL ANALYSIS:

The rental income of \$165/month is included in the 2021 budget and will be included in future budgets accordingly.

ATTACHMENTS:

Lease agreement including Appendices A & B

PREPARED BY:



**Angela Rutley, BBA
CAO**

OFFICE LEASE

BETWEEN:

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

-and-

**THE OFFICE OF ERIC DUNCAN, MP FOR STORMONT, DUNDAS AND SOUTH
GLENGARRY**
hereinafter called the "Lessee"

PROPERTY: 636 St. Lawrence St
Winchester, Ontario
K0C 2K0

This Lease made in duplicate as of the 17th day of August, 2021.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
(herein called the "Lessor")

And

**THE OFFICE OF ERIC DUNCAN, MP FOR
STORMONT- DUNDAS- SOUTH GLENGARRY**
(herein called the "Lessee")

WHEREAS:

1. The Lessor is the owner of the lands and premises described as Plan 34, Part 11 formerly in the Village of Winchester now in the Township of North Dundas, County of Dundas, known for municipal purposes as 636 St. Lawrence Street, Winchester, Ontario;
2. The Lessor has agreed to lease a portion of the premises located at 636 St. Lawrence Street, Winchester, on the terms and conditions hereinafter set out;

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

1. **RENTS**
The Lessee covenants with the Lessor to pay rent at a monthly rate of \$165/month plus HST for the space that is supplied and regularly occupied on every Monday from 8:30 a.m. to 12:30 p.m. by the representative from The Office of Eric Duncan. Additional meeting space arrangements can be made on an as needed basis, when space is available. This rent is payable in advance at the beginning of each month.
2. **TERM**
This agreement will be in force for a term of two (2) years commencing on November 19, 2021 and terminating on November 18, 2023. The Lessee shall have the option to extend this Agreement for one consecutive period of two years, upon the Lessee providing at least three months written notice to the Lessor, subject to the same terms and conditions, except for the monthly rent which shall be renegotiated.
3. **TAXES**
In the event that the demised premises are liable for municipal taxes, the Lessor shall pay any and all municipal taxes, including local improvements assessed against the demised premises at any time during the term.
4. **ASSIGNMENT**
The Lessor and the Lessee covenant and agree that the Lessee shall not at any time assign this lease or sublet any part or parts of the premises without the written consent of the Lessor, which consent shall not be unreasonably withheld, and in the event of any such assignment or subletting, the Lessee agrees that it will provide the Lessor with a true copy of the instrument of assignment or subletting.
5. **INSURANCE**
The Lessor shall insure the building against insurable risks.

- 6. **REPAIRS**
The Lessee covenants with the Lessor that the Lessee will leave the premises in good repair (reasonable wear and tear and damage by fire, lightning and tempest only excepted).
- 7. **MAINTENANCE:**
The Lessor shall maintain the grounds, parking and building access areas.
- 8. **ALTERATIONS, PARTITIONS, IMPROVEMENTS**
Except as herein provided, the Lessee will not erect or remove or change the location or style of any partitions or fixtures without the written consent of the Lessor being first obtained.
- 9. **PAYMENTS**
All payments hereunder shall be made to the Lessor, the Corporation of the Township of North Dundas, 636 St. Lawrence Street, P.O. Box 489, Winchester, Ontario K0C 2K0.
- 10. Appendix A – Mandatory Clauses for Constituency Office Leases and Appendix B – Recommended Clauses for Constituency Office Leases, attached hereto, form part of this Agreement.

In witness whereof the parties have affixed their respective corporate seals attested by the hands of their respective officers duly authorized in that behalf.

Mr. Eric Duncan, MP

Witness

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

Mr. Tony Fraser, MAYOR

Witness

Ms. Angela Rutley, CAO

Witness

Appendix A: Mandatory Clauses for Constituency Office Leases

Appendix A

This appendix A forms an integral part of this Lease for the premises located at

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

and taking effect on 19/11/2021

1) Notwithstanding any other clause in this Lease, where the Lessee ceases to be a Member of Parliament for

Stormont-Dundas-South Glengarry

during the period of the Lease, the following will apply:

(a) In the case where the Lessee dies while in office or resigns as a Member of Parliament, the following will apply:

(i) This Lease will automatically be assigned to a House Officer identified by the Clerk of the House of Commons either upon the death of the Lessee, or on the day after the effective date of resignation, as the case may be.

(ii) On the date of the subsequent election, this Lease will automatically be assigned to the House of Commons and will terminate on the following dates, whichever is earlier:

(1) on the date the newly elected Member of Parliament for [name of constituency] enters into a new Lease with the Lessor;

(2) on the date the House of Commons provides written notice that the premises are vacant, at which time the House of Commons will pay an amount in lieu of rent prorated for the remainder of the 120 days after the election;
or

(3) (120 days from the date of the subsequent election.

(b) In the case where an election is held in which the Lessee does not seek re-election or seeks re-election but is not re-elected as Member of Parliament, the following will apply:

(i) This Lease will automatically be assigned to the House of Commons on the date of the election and will terminate on one of the following dates, whichever is earlier:

(1) on the date the newly elected Member of Parliament for [name of constituency] enters into a new Lease with the Lessor;

(2) on the date the House of Commons provides written notice that the premises are vacant, at which time the House of Commons will pay an amount in lieu of rent prorated for the remainder of the 120 days after the election;
or

(3) 120 days from the date of the election.

(c) For greater certainty, in the event that this Lease terminates pursuant to clauses 1(a)(ii)(1) or 1(b)(i)(1) above and the Lessor leases the property to another Member of Parliament, the House of Commons will not be obliged to continue paying rent for the remainder of the 120 days.

(d) If this Lease terminates pursuant to clauses 1(a)(ii)(2), 1(a)(ii)(3), 1(b)(i)(2) or 1(b)(i)(3) above, the House of Commons will pay no more than four months' rent from the date of the subsequent election.

1) Notwithstanding any other clause in this Lease, the following shall apply in the case of any notification required under this Lease, including any Annex or Appendix thereto.

(a) Method of Notice. All notices and communications between the parties shall be in writing and provided by (i) personal delivery, (ii) a nationally-recognized, next-day courier service, (iii) registered or certified mail, postage prepaid, (iv) fax, or (v) electronic mail to the other party's coordinates specified below, or to the coordinates that a party has, from time to time, notified to be that party's coordinates for the purposes of this clause.

For the Lessor	Name:	Mr. Eric Duncan, MP
	Address:	472 North St. Box 591, Winchester, ON K6J 4P3
	Email address:	eric.duncan@parl.gc.ca
	Facsimile number:	613-937-3251
For the Lessee	Name:	Ms. Angela Rutley, CAO
	Address:	636 St. Lawrence Street, P.O. Box 489, Winchester, ON K0C 2K0
	Email address:	arutley@northdundas.com
	Facsimile number:	1-613-774-5699

(b) In the case of any reporting or notification to the Lessee which may have a financial implication hereunder, or should the Lessor be seeking the consent of the Lessee in relation to this Lease for any reason, the Lessor shall also send a copy of any such report, notification and/or request for consent to the House of Commons at:

Name: Materiel and Contract Management
 Address: 131 Queen St, Ottawa
 Email address: MatMgtGen@parl.gc.ca

(c) for further clarity, in the case of any assignment of this Lease, the address for all subsequent notifications required hereunder shall, until such time as directed otherwise by the Lessee, be the address of the House of Commons as noted above.

(d) **Receipt of Notice.** A notice given under this Lease will be effective on the earlier of

- (i) the other party's receipt of it,
- (ii) if mailed or sent by courier, the earlier of the other party's receipt of it and the fifth business day after mailing it, or
- (iii) if faxed or sent by electronic mail, the earlier of the other party's receipt of it and the next business day after sending it.

2) Notwithstanding any other clause in this Lease, the Lessor represents and covenants that the leased premises will, at all times during the term, be wheelchair accessible and otherwise meet or exceed generally accepted standards with respect to individual mobility, including in respect of:

- (a) hand rails and guards;
- (b) accessibility signs; and
- (c) washroom use.

3) Notwithstanding any other clause in this Lease, in the event of the passage or coming into force of any new federal, provincial municipal or other governmental law, regulation, order or rule, subsequent to the date hereof, in any manner changing or otherwise modifying the laws now in force governing either: (i) the accessibility of the leased premises, or (ii) the occupational health and safety obligations of the Lessee, the parties shall, without delay, attempt in good faith to come up with a mutually agreeable solution to address such change and any potential impact it may have on the Lessee's use of the leased premises hereunder. Should the parties fail to agree upon a solution within 30 days of one party having notified the other of such change, the Lessee shall have the right to terminate the Lease upon three months' written notice or payment in lieu thereof.

4) The Lessor, shall, at all times during the term of this Lease, offer commercially reasonable assistance to the Lessee with respect to the latter's meeting all applicable occupational health and safety requirements.

IN WITNESS WHEREOF the parties hereto have caused this Appendix A, as an integral part of the Lease, to be duly executed on the date of the Lease.

Signature of Lessee: _____ Printed Name of Lessee: Mr. Eric Duncan, MP Date: _____	Witness Signature: _____ Printed Name of Witness: _____ Date: _____
Signature of Lessor: _____ Printed Name of Lessor: Ms. Angela Rutley, CAO Date: _____	Witness Signature: _____ Printed Name of Witness: _____ Date: _____

Appendix B: Recommended Clauses for Constituency Office Leases

Appendix A

This appendix B forms an integral part of this Lease for the premises located at

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

and taking effect on 19/11/2021

1) Notwithstanding any other clause in this Lease, and subject to the terms and conditions of this clause 1), the Lessee may, at their election, and at any point during the term, upon providing written notice thereof to the Lessor, immediately terminate this Lease upon any of the following:

(a) should the Lessor materially breach any term of this Lease, and such breach remain uncured fourteen days following the Lessee having provided notice of same to the Lessor;

(b) should at any time during this Lease, the Lessee's quiet enjoyment of the premises be interrupted and remain so for a period of fourteen days;

(c) if at any point during the term, the Lessor files for protection under bankruptcy laws, makes an assignment for the benefit of creditors, appoints or suffers appointment of a receiver or trustee over its property, files a petition under any bankruptcy or insolvency Act or has any such petition filed against it which is not discharged within 60 days of the filing thereof, or otherwise fails to pay or discharge in a timely manner any material invoices or debts relating to the premises;

(d) upon payment of three months' rent in lieu of notice if, in the reasonable opinion of the Lessee, the premises are no longer suitable for the intended use thereof; or

(e) upon occurrence of a force majeure event affecting the Lessee's use or quiet enjoyment of the premises for a period of more than 60 days in any 90-day period. For the purposes hereof, a force majeure event shall include any event beyond the parties' control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and any interruption, loss or malfunction of any utilities.

Integrity

2) Notwithstanding any other clause in this Lease, this Lease will automatically terminate upon written notice from the Lessee to the Lessor in any of the following cases:

a) if the Lessor, or any employee, agent or representative thereof, is found guilty of, or otherwise liable for, theft, gross negligence, wilful misconduct or wrongdoing; or

b) if, in the reasonable opinion of the Lessee, the Lessor engages in, or has engaged in, any conduct which, directly or indirectly, could bring the reputation of the Lessee or the House of Commons into disrepute.

IN WITNESS WHEREOF the parties hereto have caused this Appendix B, as an integral part of the Lease, to be duly executed on the date of the Lease.

Signature of Lessee:	_____	Witness Signature:	_____
Printed Name of Lessee:	Mr. Eric Duncan, MP	Printed Name of Witness:	_____
Date:	_____	Date:	_____
Signature of Lessor:	_____	Witness Signature:	_____
Printed Name of Lessor:	Ms. Angela Rutley, CAO	Printed Name of Witness:	_____
Date:	_____	Date:	_____



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Carryover of Available Time Off

RECOMMENDATION:

THAT due to COVID-19 and the continued potential need for increased employee time off in 2022 to self-isolate or care for family members, Council approves the option to carryover unused personal time, sick time up to a maximum of one week and up to a total of two weeks of vacation or banked time, from 2021 to 2022.

BACKGROUND:

Currently unused sick, personal and banked time cannot be carried over from year to year. Banked time and half of unused sick time is paid to employees at the beginning of the year, for the prior year. Unused vacation may only be carried forward in extreme circumstances approved by the Department Head and the CAO.

Last year, Council approved a similar resolution that allowed employees to carryover unused sick, personal and up to two weeks of vacation or banked time from 2020 to 2021. This flexibility was appreciated by employees during this time of uncertainty and constant change.

Although with the availability of vaccines, we hope that the impact of COVID-19 will be minimized going forward, the potential fourth wave could result in employees needing more than normal time off due to sickness, quarantine or caring for a sick family member. Permitting employees to carry over some unused time will allow them flexibility that may assist them should they need additional time off in 2022 due to COVID-19.

OPTIONS AND DISCUSSION:

- 1. Approve the carryover of available time as detailed - recommended.**
This will provide employees with additional flexibility to prepare for potential time off due to COVID-19.
- 2. Do not approve the carryover of time - not recommended.**

FINANCIAL ANALYSIS:

The financial impact of this is minimal. At year end, any unused time is accrued, thus not impacting the following year's budget. Half of unused sick time is paid out, so there may be some small savings in the current year for any sick time that is carried forward instead of being paid out.

Requests to use vacation and banked time are subject to supervisor approval and scheduling.

OTHERS CONSULTED:

Department Heads

PREPARED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Administrative Services Assistant

RECOMMENDATION:

THAT Council accepts the employment contract dated August 6, 2021 with Emily Beach for the position of Administrative Services Assistant.

BACKGROUND:

Emily Beach was appointed to the position of Senior Municipal Services Assistant on a 5-month contract commencing May 31st. This position is responsible for COVID cleaning and a variety of general administrative tasks (meter reading, telephones, front counter).

The amount of time this position spends on general cleaning of the office because of COVID has been reduced to about one hour per day, allowing this position to expand and provide administrative support to the Director of Recreation and Culture and the Director of Public Works. This support is a valuable resource for both Directors.

Given the increased scope of administrative tasks we are recommending that Emily Beach be promoted to the position of Administrative Services Assistant and that she be awarded a new contract that extends to March 31, 2022. This will allow her to continue to provide assistance to the Director of Recreation and Culture and the Director of Public Works through year end and the 2022 budget process.

The position will be reviewed as part of the Organizational Review to determine staffing needs going forward.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

There are funds in the 2021 budget for this position.

OTHERS CONSULTED:

Deputy Clerk

Director of Public Works

Director of Recreation & Culture

PREPARED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Exec Asst-Deputy Clerk Duties and Rate Adjustment

RECOMMENDATION:

THAT in recognition of accepting additional duties related to the position of Drainage Superintendent on an interim basis, that Council hereby accepts temporarily utilizing levels 6 and 7 in the compensation range for the Executive Assistant/Deputy Clerk to the Planning, Building and Enforcement department effective July 27, 2021. The resulting salary range for the position is \$49,298 to \$62,363

BACKGROUND:

In order to qualify for the Provincial drainage grant, the Township is required to have a certified Drainage Superintendent. Our newly hired Patrol Supervisor and Drainage Superintendent, Jamie Cheney, has vast experience working with drainage, but he does not currently have Drainage Superintendent certification. The certification course is only offered annually, in the spring. Mr. Cheney plans to take it at that time.

Executive Assistant/Deputy Clerk, Danielle Ward, is a certified Drainage Superintendent and she has agreed to assist with the responsibilities of Drainage Superintendent in the interim. Therefore, it is recommended that the salary range for her position be increased to include levels 6 and 7 on an interim basis, while she is acting in the role of certified Drainage Superintendent.

With level 6 and 7, the salary range for the position of Executive Assistant/Drainage Superintendent would be \$49,298 to \$62,363.

OPTIONS AND DISCUSSION:

1. **Approve the recommendation** - recommended. This provides the Township with a certified Drainage Superintendent on an interim basis.
2. **Do not approve the recommendation** - not recommended. The Township would not qualify for the Provincial drainage grant.

FINANCIAL ANALYSIS:

There are funds within the approved budget to cover this expense.

OTHERS CONSULTED:

Director of Planning, Building and Enforcement
Director of Public Works
Executive Assistant/Deputy Clerk to P,B&E Dept.

PREPARED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Recreation Coordinator market rate adjustment

RECOMMENDATION:

THAT in an effort to respond to market pressures related to compensation for the position of Recreation Coordinator, that Council hereby accepts temporarily utilizing levels 6 and 7 in the compensation range for that position effective July 27, 2021. The resulting salary range for the position is \$49,298 to \$62,363.

BACKGROUND:

The Township of South Stormont recently advertised the position of Recreation Coordinator with a salary range of \$58,309 to \$70,965. This range is completely beyond the North Dundas range of \$49,298 to \$57,658. Upon further inquiries, it was learned that the South Dundas range for their comparable position is also completely beyond the North Dundas range. The lack of competitiveness of the North Dundas salary range for this position and the availability of similar local jobs makes it very difficult to retain or attract staff to the position.

The North Dundas salary ranges are comprised of five levels. We have the ability to utilize levels six and seven for special purposes, including to recognize market sensitive positions. If we add levels six and seven to the Recreation Coordinator’s range, the resulting range is \$49,298 to \$62,363. Although this is still below the upper end of the ranges for South Stormont and South Dundas, the upper end of our range will be within the range of those comparable positions.

An organizational review is going to be undertaken and due to the recent volatility in the labour market with numerous retirements and the difficulty in finding qualified candidates, it is further recommended that a compensation review be undertaken with the organizational review, to ensure that North Dundas can attract and retain high caliber employees.

OPTIONS AND DISCUSSION:

- 1. Approve the increase in salary range - recommended.** This will make us more competitive in the salary range for this position.

- 2. Do not approve the increase in salary range - not recommended.** We may not be able to retain or attract qualified staff.

FINANCIAL ANALYSIS:

The increase in expense for 2021 is approximately \$2,350. There are sufficient funds in the 2021 Recreation and Culture budget for wages to cover this amount.

OTHERS CONSULTED:

Director of Recreation and Culture

PREPARED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Municipal Modernization Grant - Intake 2

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve budget amendment # 2021- 15 to finance the municipality’s portion of funding received from the Municipal Modernization Program Intake II, to purchase HR downloads, and a new laptop and software for the Communications Officer.

BACKGROUND:

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. In January 2021, a second intake for projects was announced.

Projects selected for funding under the second intake of the Municipal Modernization Program were those that supported municipalities’ efforts to implement efficiencies, with a focus on digital modernization, service integration, streamlining development approvals and alternative service delivery.

We were successful in receiving funding in an amount up to \$20,624 to assist with Council Meeting Digitization. Implementation must be completed by September 30, 2022. The provincial funding is for up to 75% of total eligible costs for the three projects detailed below.

- Implementing E-scribe, a meeting management software. (Our current Council Docs software is at end of life and malfunctioning frequently.)
- Purchasing additional Zoom licences and cloud storage to facilitate live broadcasting of Council meetings and other interactions.
- Implementing an electronic document managing system (e.g., FileHold, EfileCabinet, Optix.). Note, \$16,000 was included in the 2021 budget for this project.

We would like to reallocate the funds included in the 2021 budget for the electronic document managing system to cover a fourth project (HR downloads – an on-line

training platform) that was included in our grant submission, but did not receive funding and for the purchase of a new laptop and software for the newly hired Communications Officer.

HR downloads is a scalable content-driven platform providing access to HR tools and resources and on-line training for employees. Through this service, the Township will be able to access thousands of documents, policies, letters and job descriptions that we can customize and will be an invaluable component of our employees training program. It will make the on-boarding of employees much easier and more consistent because training and review of policies will be done electronically and completion of assigned training will be tracked.

OPTIONS AND DISCUSSION:

1. **Approve budget amendment 2021-15** – recommended.
2. **Do not approve budget amendment 2021-15** – not recommended.

FINANCIAL ANALYSIS:

We are receiving additional funds from an outside organization and reallocating an approved budget expense, resulting in a \$5,000 reduction in reserve spending for 2021.

OTHERS CONSULTED:

Deputy Clerk
Deputy Treasurer
CAO

ATTACHMENTS:

Budget Amendment
Letter from Minister Steve Clark.
Budget Amendment 2021-15

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-3044

June 30, 2021

Your Worship
Mayor Tony Fraser
Township of North Dundas

Dear Mayor Fraser,

Thank you for your application to the second intake of the **Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the implementation stream, I am pleased to inform you that the Ford government will provide funding of up to \$20,624 towards:

- Township of North Dundas Council Meeting Digitization

The provincial funding is for up to 75% of total eligible costs to implement the project and complete a final report that forecasts annual savings and other efficiency outcomes by September 30, 2022.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects selected for funding under the second intake of the Municipal Modernization Program will further support municipalities' efforts to implement efficiencies, with a focus on digital modernization, service integration, streamlining development approvals and alternative service delivery.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email municipal.programs@ontario.ca.

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,



Steve Clark
Minister

- c. Angela Rutley, CAO, Township of North Dundas
- John Gareau, Treasurer, Township of North Dundas
- Parliamentary Assistant Jim McDonell, MPP, Stormont—Dundas—South Glengarry

APPENDIX #1

**Township of North Dundas
Addendum to Budget Resolution - August 17, 2021**

Budget Amendment - 2021-15 - Administration

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Electronic Filing Systems, etc.	1-5-1200-8000	16,000	28,500	12,500
		\$ 16,000	\$ 28,500	\$ 12,500
Financing				
Transfer from Reserves (Administration - Unspent Capital 1-3-2000-8013)	1-4-1200-9000	16,000	11,000	(5,000)
Administration - Donations and Grants - Capital	1-4-1200-8005	-	17,500	17,500
		\$ 16,000	\$ 28,500	\$ 12,500



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Tile Drainage Loan

RECOMMENDATION:

THAT Council accept and approve the Application for Tile Drainage Loan as submitted, for land to be drained in Part Lots 7 & 8 Concession 4 (approximately 9 hectares) at the north end, formerly bush, in the Township of Mountain in the amount of \$21,345 in accordance with the Agricultural Tile Drainage Installation Act and the Tile Drain Act.

BACKGROUND:

Installing tile drainage is a common land improvement option for Ontario farmers to drain excess water from the crop root zone. Some of the benefits of tile drainage are increased crop productivity and farm efficiency.

In Ontario, the Tile Drain Loan Program, authorized by the Tile Drainage Act, provides loans to agriculture property owners to help them finance the tile drain projects they wish to pursue. The tile drain loan program is through the Ministry of Agriculture, Food and Rural Affairs.

All tile drains loans have 10-year terms and repayments are made annually on the individuals property tax rolls. Eligibility is for a loan of up to 75% of the value of the tile drainage work. The interest rate of 6% is fixed for the full term of the loan, regardless of changes in market interest rates and is calculated annually.

The Drainage Superintendent is recommending that Council approve the tile drain loan request in the amount of \$21,345.00 for Woerlen Enterprises Ltd. who have an anticipated date of completion set for September 30, 2021.

Once the application is approved by Council, the owner arranges to have the work completed by a licenced tile drain contractor. The municipality’s drainage inspector will inspect the work at a cost of \$100 to the owner. Once completed and signed off by the municipal drainage inspector, the Clerk will forward the loan documents to OMAFRA and after the processing of the documents, OMAFRA issues a cheque to the municipality in the requested loan amount.

If the recommendation is approved, the Drainage Superintendent will contact the owner and advise that they can start the project.

OPTIONS AND DISCUSSION:

1. **Approve the application** – Recommended.
2. **Do not approve the application** – Not Recommended.

FINANCIAL ANALYSIS:

At this step, there are no financial implications until the project is completed and then the Clerk will bring back to council a bylaw imposing special annual drainage rates upon land in respect of which money is borrowed under the Tile Drain Act.

ATTACHMENTS:

Application Form

OTHERS CONSULTED:


Clerk
Patrol Supervisor/Drainage Superintendent

PREPARED BY:



Nancy Johnston, MBA
Deputy Clerk

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPLICATION FOR TILE DRAINAGE LOAN

DETAILS OF OWNERSHIP

<i>Owner's Name</i> Woerlen Enterprises Ltd	<i>Telephone</i> 6132271451
<i>Address</i> 10484 Loughlin Ridge Rd, Mountain	<i>Postal Code</i> K0E 1S0

DESCRIPTION OF LAND TO BE DRAINED

<i>Lot Number</i> Part Lot 7 & 8	<i>Concession Number</i> 4
<i>If portion of lot, specify:</i> North end, formerly bush	

DESCRIPTION OF DRAINAGE SYSTEM

<i>Number of hectares to be drained</i> 9	<i>Approximate number of metres of material</i> 7650

ESTIMATED COST OF DRAINAGE SYSTEM

* Amended August 16, 2021 to add inspection fee

Material	\$ 17780
Other	\$ 10680
Inspection fees	\$ 100 *
TOTAL COST	\$ 29460 *

AMOUNT OF LOAN REQUESTED

Amount of loan requested must be a multiple of \$100, not exceeding 75% of the total cost.

\$ 21345.00

<i>Anticipated date of commencement</i> Sept 15	<i>Anticipated date of completion</i> Sept 30
---	---

In making this application for a loan, I understand and agree to the following:

- (a) the granting or refusal of the application is in the discretion of Council whose decision is final;
- (b) I will be advised in writing of Council's decision regarding the application;
- (c) should the application be granted, an inspector of drainage appointed by Council will report to Council to the effect that the work has been satisfactorily completed before any funds are advanced by way of loan;
- (d) it is also a condition of the making of the loan that all work must be carried out in accordance with the *Agricultural Tile Drainage Installation Act*;
- (e) Council shall levy and collect for the term of ten years over and above all other rates upon the land, in respect of which the loan is made, a special equal annual rate sufficient to discharge the principal and interest of the loan;
- (f) the *Tile Drainage Act* sets out procedural matters concerning apportionment of a loan when part of the land is sold, discharge of the indebtedness upon repayment of the loan at any time and all other matters which pertain to this application for a loan; and

I HEREBY CERTIFY that I have not applied for or received as an owner of _____
person or corporation beneficially entitled to any interest in land or leasehold any loan or loans in this or any other municipality in excess
of a total of \$ _____ in this year, and I hereby certify that my outstanding balance is not greater than
\$ _____.

August 10/21
Date

[Signature]
Signature of Owner

Date

Signature of Owner

Personal information contained on this form, collected pursuant to the Tile Drainage Act will be used for the purposes of that Act. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under that Act.

Tile Drainage Loan

Total Installation

10680.00

TOTAL

\$25357.50

+H.S.T.

Add \$3,100.00 if filter tile needed.

Price good for _____

Terms _____

No. of Acres 22 acres

Issued by Henry Doornwaard

Tile Spacing 40 feet

Accepted by _____
(See other side)



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Drainage Maintenance - Notice of Withdrawal

RECOMMENDATION:

THAT Council accept the Notice of Withdrawal from Petition for drainage maintenance on the Undesignated Branch of the Moffat Creek Municipal Drain as submitted August 6th, 2021.

BACKGROUND:

Council approved the request for drainage re-alignment on a portion of the Undesignated Branch of the Moffat Creek Municipal Drain, in accordance with Section 78 of Ontario Drainage Act, 1990 on July 27th, 2021. Recently, the property owner advised Township Staff that plans for this property have changed and therefore, the proposed drainage re-alignment is not required.

OPTIONS AND DISCUSSION:

1. **Accept the Notice of Withdrawal – recommended.**

2. **Do not accept the Notice of Withdrawal – not recommended.** Council may become liable financially for the work if it proceeds without the petitioner since they have withdrawn their application for major maintenance.

OTHERS CONSULTED:

Danielle Ward
 Jamie Cheney
 Tom MacGregor

ATTACHMENTS:

Notice of Withdrawal

PREPARED BY:

REVIEWED & APPROVED BY:



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



**Angela Rutley, BBA
CAO**

**Notice of Withdrawal From Petition
At a Meeting to Consider a Preliminary Report**
Drainage Act, R.S.O. 1990, c. D.17, subs.10(2)

To: The Council of the Corporation of the Township of North Dundas

Re: Enclosure of Moffat Creek Municipal Drain utilizing a 15" drainage tile
(Designation of drainage works)

I/we, signatories to the petition for drainage works, indicate the desire to withdraw my/our name(s) from the petition.

Property Owners Withdrawing From Petition:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Concession 10 North, Part Lot 22

Ward or Geographic Township

North Dundas


Parcel Roll Number

051101601091000

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may withdraw from the petition.

Sole Ownership

Sole Ownership

Name (Last Name, First Name)	Signature	Date (yyyy/mm/dd)
<u>MacGregor, Tom</u>		<u>2021/08/06</u>

Enter the mailing address and primary contact information of property owner below:

Last Name	First Name	Middle Initial
<u>MacGregor</u>	<u>Tom</u>	<u>E</u>

Current Address

Unit Number	Street/Road Number	Street/Road Name	PO Box
	<u>13805</u>	<u>County Road 13</u>	
City/Town	Province	Postal Code	
<u>Crysler</u>	<u>Ontario</u>	<u>K0A 1R0</u>	
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	
<u>613 448-3350</u>	<u>613 227-3654</u>		

Financial responsibility:

- After the meeting to consider the preliminary report, if the petition no longer complies with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c.D. 17 subs. 10(4)
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal *Drainage Act*, R.S.O. 1990, c.D. 17 s. 61.

To be completed by recipient municipality:

Notice filed this 6 day of August 20 21

Name of Clerk (Last Name, First Name)

McCaslin, Jo-Anne

Signature of Clerk



Having just purchased the farm, we decided to invest in tiling and leveling to get the farm into shape ~~so~~ instead of spending money on closing the ditch.



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Morewood Cenotaph Dedication - Street Closure

RECOMMENDATION:

THAT Council designate the dedication ceremony of the Morewood Cenotaph scheduled for Friday, September 10, 2021 be a “Public Event of Municipal Significance” and that Council seek permission from the United Counties of SDG to temporarily close a portion of County Road 13 and a portion of Moffat Street (County Road 7) to facilitate the dedication of the Morewood Cenotaph Ceremony

BACKGROUND:

The Morewood Cenotaph Committee has been planning a very special event to celebrate the 100th anniversary of the Morewood Cenotaph. The dedication ceremony is scheduled to take place on Friday, September 10th, 2021 at 6:00 pm. To assist with this event, the committee has requested that portions of County Rd 13 and Moffat Street be temporarily closed to traffic to enable spectators to sit at tables and chairs to watch the ceremony. Food and refreshments will also be available.

As protocol dictates, this request will be forwarded to County Engineer, Ben deHaan for permission relating to the temporary closure of County Roads within the Morewood core. (See map attached.)

OPTIONS AND DISCUSSION:

- 1. Approve the designation of this event and request to the United Counties of SD&G - recommended.**

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

FINANCIAL ANALYSIS:

OTHERS CONSULTED:

Morewood Cenotaph Committee
 Recreation Coordinator

ATTACHMENTS:

Map – street closure and detour.

PREPARED BY:




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


REVIEWED & APPROVED BY:

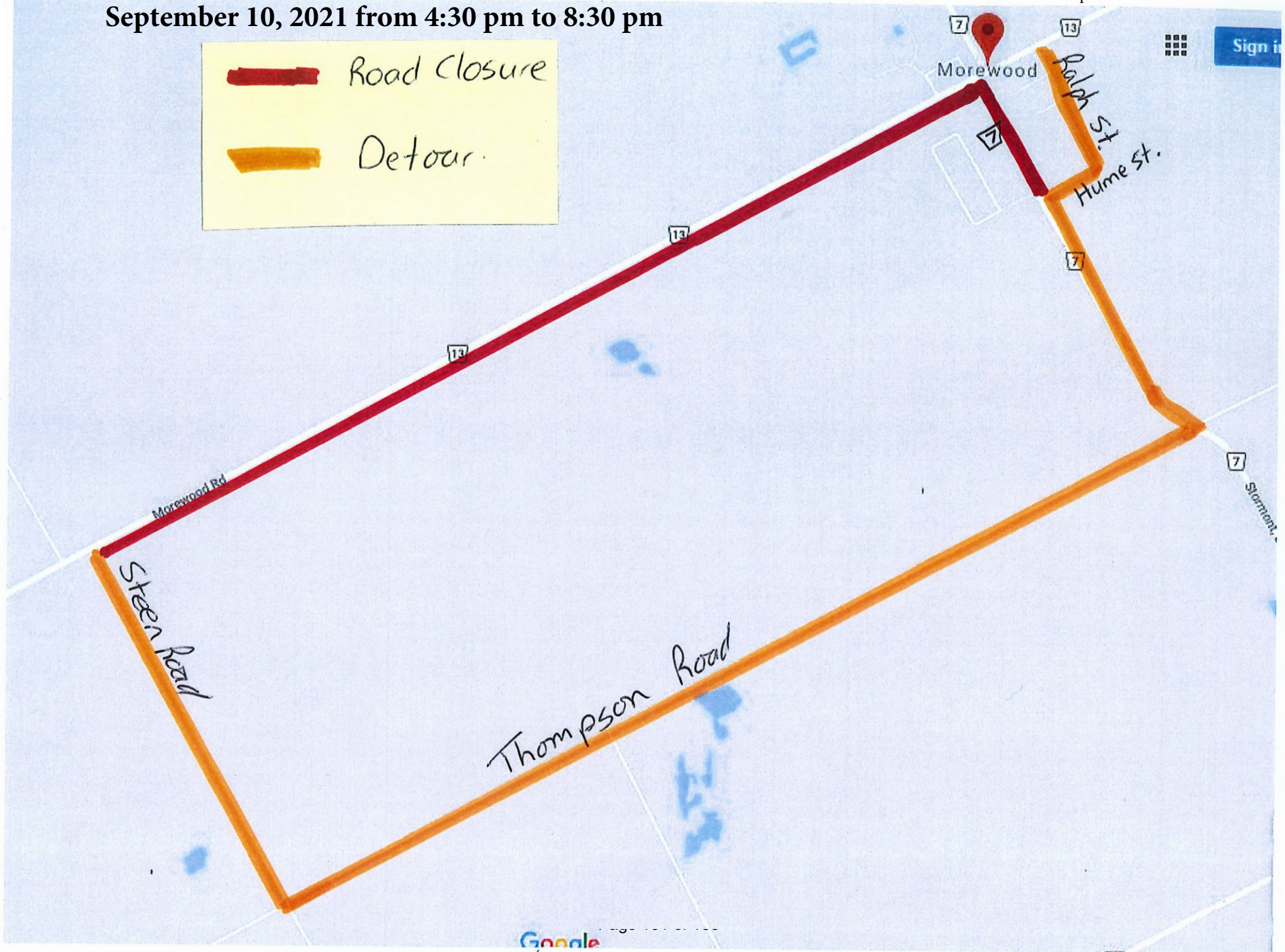


**Angela Rutley, BBA
CAO**

September 10, 2021 from 4:30 pm to 8:30 pm

 Road Closure

 Detour.





ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Christmas Market Street Closure

RECOMMENDATION:

THAT Council seek permission from the United Counties of SD&G to close a portion of County Road 3 (Winchester Main Street) from Louise Street to the intersection of County Road 3 and County Road 38, as well as a portion of County Road 38 (St. Lawrence Street) from Winchester Main Street to Caleb Street to vehicular traffic between the hours of 7am to 5pm on Saturday, November 13th, 2021 to facilitate a Christmas Market.

BACKGROUND:

Kelly Windle of the Planted Arrow Flowers and Gifts has been hosting Garden Party Markets at her Winchester store for the past two years with much success in supporting local vendors, businesses and artisans.

This year Ms. Windle wishes to join her Garden Party Market with the annual Shop Crawl event to hold a Christmas Market in Winchester. They hope to have vendors along the street, food and music, with the goal to bring some great ambiance and fun to the town, all the while helping business get back on track. Further details of the event are to be confirmed at a later date.

As protocol dictates, this request will be forwarded to County Engineer, Ben deHaan for permission relating to the temporary closure of County Roads within the Winchester core.

OPTIONS AND DISCUSSION:

- 1. Approve the request to the United Counties of SD&G - recommended.**
- 2. Do not approve the request - not recommended.**

FINANCIAL ANALYSIS:

No financial impact on Municipal budgets.

OTHERS CONSULTED:

ATTACHMENTS:

Request from Kelly Windle.

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

Jo-Anne McCaslin

From: The Planted Arrow Flowers & Gifts <headsheldhighflorist@gmail.com>
Sent: August 1, 2021 6:20 PM
To: Stephen Mann; Jo-Anne McCaslin
Subject: Street closure request.

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

Good day Stephen and Jo-Anne

I would like to request a street closure for a Nov 13th Christmas market here in Winchester. We are joining Garden Party Market with Shop Crawl and we're hoping to have vendors along Main Street.

Could we have a request to close Louise St to the East side of St Lawrence down St Lawrence to Caleb. (Similar to DF, but not past St Lawrence) Saturday Nov 13th 7am to 5pm Shop Crawl Christmas Market

Also was wondering if we could have permission to have fire barrels placed down the middle of the roads for people to warm by? or propane heaters?

We also plan to have food and music.

Thank you.

Please let me know

Have a magical day!
Kelly Windle
the Planted Arrow flowers & gifts
Owner/Designer
613-774-3825
www.theplantedarrow.com



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	By-law No. 2021-55 Private Water Hydrant Use

RECOMMENDATION:

THAT By-law No. 2021-55, being a By-law to control the use of fire hydrants, be read and passed in Open Council, signed and sealed this 17th day of August, 2021

BACKGROUND:

Township's Policy 01-2003, Fire Hydrant Use, does not provide the mechanism to enforce the fines for illegal use of Township fire hydrants on public roadways or on private property. This by-Law is prepared for Council's consideration to restrict the use of fire hydrants for private use purposes as well as to enforce the fines on illegal use of fire hydrants. Schedule "A" provides the list of private locations where fire hydrants are installed on private properties for fire control. This by-law also requires Council approval for any future installation of fire hydrants on private properties.

OPTIONS AND DISCUSSION:

1. **Adopt the by-law as presented** – recommended. The adoption of this by-law will allow the Township to implement and enforce fines for the use of fire hydrants.

2. **Do not adopt the by-law** – not recommended.

FINANCIAL ANALYSIS:

There may be financial impacts to enforce the by-law through the use of Municipal Law Enforcement Officers.

OTHERS CONSULTED:

CAO
 Clerk
 Chief Building Official/Supervisor of By-law Enforcement

ATTACHMENTS:

Draft By-law No. 2021-55

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2021-55

Being a By-law of the Corporation of the Township of North Dundas to control the use of fire hydrants.

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

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

AND WHEREAS Section 436, Subsection (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality has the power to pass By-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection;

AND WHEREAS Sections 435, 437 and 438 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, set out additional powers and restrictions in regard to the power of entry;

AND WHEREAS the Township has deemed it necessary to regulate the use of fire hydrants.

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

1.0 SHORT TITLE

1.1 That this By-law shall be known as the "Fire Hydrant Use By-law".

2.0 DEFINITION

2.1 "Council" means the Council of the Corporation of the Township of North Dundas.

2.2 "Fire Hydrant" means a discharge pipe with a valve and spout at which water may be drawn from a water main (as for fighting fires)

2.3 "Officer" means a Municipal Law Enforcement Officer appointed by the Township under Section 15 of the Police Services Act, R.S.O. 1990, cP.15

2.4 "Township" means the Corporation of the Township of North Dundas

3.0 GENERAL PROHIBITIONS

- 3.1 No person shall open or otherwise interfere with or operate or take water from any fire hydrant, regardless of whether the fire hydrant is on public or private property.

4.0 DUTIES

- 4.1 Where a customer requires a temporary water supply, such customer shall apply to the Township and Ontario Clean Water Agency for a connection to the Winchester Reservoir and pay water use fees. The Township may authorize, in writing, for a connection to a fire hydrant in exceptional situations, where the following shall apply:
 - 4.1.1 Any use of a Township fire hydrant for water supply must be approved by the Director of Public Works;
 - 4.1.2 All fire hydrant connections shall be made in such a way as to prevent back-flow into the hydrant;
 - 4.1.3 All fire hydrant connections shall be inspected by a person approved by the Director of Public Works; and,
 - 4.1.4 If the connection is approved by the Director of Public Works and an agreement signed, the costumer shall pay, prior to connection or when billed the applicable charge.

5.0 EXEMPTIONS

- 5.1 Subsection 3.1 of the By-law shall not apply to a person authorized by the Director of Public Works.
- 5.2 Subsections 3.1 and 4.1 of the By-law shall not apply to a person using the fire hydrant water for fire fighting.

6.0 LOCATIONS

- 6.1 Fire hydrants on Township roads.
- 6.2 Schedule "A" lists existing authorized fire hydrants on private property for fire fighting purposes only.
- 6.3 Any new private location shall be approved by the Council.

7.0 OFFENCE

- 7.1 Any person who contravenes any provisions of this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided for by the *Provincial Offences Act, R.S.O. 1990, c. P.33*, as amended.
- 7.2 Where a person is convicted of an offence under this By-law, the Ontario Court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 7.3 If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law, and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

8.0 ENFORCEMENT

- 8.1 An Officer may at any reasonable time, enter onto land for carrying out an inspection to determine whether or not the By-law is being complied with.
- 8.2 No person shall hinder, obstruct, or attempt to hinder or obstruct, an Officer in the exercise of a power or the performance of a duty.

9.0 EFFECTIVE

- 9.1 This By-law shall come into full force and effect upon the date of its passing by Council.

READ and passed in Open Council, signed and sealed this 17th day of August, 2021.

MAYOR

CLERK

**Schedule “A”
Fire Hydrant Use By-law No. 2021-55**

The following are authorized fire hydrants on private property for fire fighting purposes only:

1. 490 Gordon Street, Winchester (Lactalis Sewage Plant)
2. 550 Louise Street S, Winchester (Winchester Hospital)
3. 691 St. Lawrence Street, Winchester (Advanced Drainage Systems)
4. 533 Clarence Street, Winchester (Dundas Manor)
5. 171 Chesterville Main Street, Chesterville (IDP Group – formerly Nestle Chesterville)
6. 510 Beach Street, Winchester (Beachcroft Apartments)
7. 530 Fred Street, Winchester (Community Care Building)



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	By-law No. 2021-57 Sewer Debenture Request 525 Church Street

RECOMMENDATION:

THAT By-law No. 2021-57, being a By-law imposing Special Annual Sewer Capital Rates on 525 Church Street – Linda and Eli Kelly, be read and passed in Open Council, signed and sealed this 17th day of August, 2021.

BACKGROUND:

In Winchester, a handful of houses are not connected to the sanitary sewer system and use septic systems instead. Among these houses is 525 Church Street. In an effort to encourage existing homes to switch from a septic system to the municipal sewer system, we would like to offer debentures for the payment of the capital rate charge for the connection to the sewer system. This debenture will be similar to others that have been approved in the past for capital rates pertaining to the Winchester water and sanitary sewer systems on Dawley Drive and the west end of Winchester Main Street.

OPTIONS AND DISCUSSION:

1. **Adopt the by-law as presented** – recommended.

2. **Do not adopt the by-law** – not recommended.

FINANCIAL ANALYSIS:

Interest at the rate of 2.45% will be collected on the capital charge of \$5,800.00 through the 5-year debenture. This will amount to \$433.18 of interest.

OTHERS CONSULTED:

Director of Planning, Building and Enforcement
Deputy Treasurer

ATTACHMENTS:

Draft By-law No. 2021-57
Capital Rate Calculation

PREPARED BY:



**Angela Rutley, BBA
CAO**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2021-57

Being a By-law of the Corporation of the Township of North Dundas imposing Special Annual Sewer Capital Rates on 525 Church Street – Linda and Eli Kelly.

WHEREAS the Council of the Township of North Dundas authorized the construction of water and sanitary sewer mains on Church Street in Winchester;

AND WHEREAS the *Municipal Act, 2001*, Section 391 authorizes a municipality to pass By-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS the Township of North Dundas By-law No. 2020-59 sets the capital rate for sewer connections in Winchester;

AND WHEREAS Linda and Eli Kelly, property owners at 525 Church Street wish to enter into a debenture for the annual rates as set out in Schedules “A” and “B” attached hereto, these rates are hereby imposed upon such land as described, for a period of 5 years, such rates to be levied and collected in the same manner as taxes.

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

- 1.0** That the Corporation of the Township of North Dundas enter into an Agreement with Linda and Eli Kelly.
- 2.0** That the Mayor and Chief Administrative Officer are hereby authorized to execute all documents as may be required to effectively carry out this Agreement.

READ and passed in Open Council, signed and sealed this 17th day of August, 2021.

MAYOR

CLERK

Schedule A
By-law No. 2021-57
Bond for Payment of Capital Rate Charge

We, Linda and Eli Kelly, (the “Obligor”), are held and firmly bound to the Corporation of the Township of North Dundas of the County of Dundas, Ontario (the “Obligee”), in the sum of \$5,800.00 to be paid to the Obligee or to his heirs, executors, administrators or assigns, for which payment to be made We bind ourselves, our heirs, executors and administrators, jointly and severally firmly by this instrument.

Signed and dated the _____ day of _____, 2021.

The condition of this obligation is such that if the Obligor, or his heirs, executors or administrators, shall pay or cause to be paid to the Obligee, his heirs, executors, administrators and assigns, the principal sum of \$5,800.00 by five equal, annual instalments of \$1,246.64, by entry on the collector’s roll, to be collected in the same way as municipal taxes until the principal sum of \$5,800.00 is fully satisfied, the first of these payments to become due and payable on the due date of the final installment of the 2022 municipal property taxes, and shall continue, until the whole of the principal sum of \$5,800.00 shall have been paid, pay or cause to be paid to the Obligee his executors, administrators or assigns. Interest on the original sum of \$5,800.00 or so much of it as shall remain unpaid, is included in the annual payments at the rate of 2.45% per annum, computed from the date of this bond, and to be paid yearly along with the instalments of principal, then this obligation shall be paid in full; but otherwise it shall remain in full force.

WITNESSED the day, month and year as first written above in the presence of:

Linda Kelly, Owner

Witness signature

Witness Name (please print)

Eli Kelly, Owner

Witness signature

Witness Name (please print)

Tony Fraser, Mayor,
Township of North Dundas

Witness signature

Witness Name (please print)

Angela Rutley, CAO,
Township of North Dundas

Witness signature

Witness Name (please print)

**Schedule B
By-law 2021-57**

CHURCH STREET MUNICIPAL SERVICES

CAPITAL RATE CALCULATION per By-Law 2020-59

No. _____

The undersigned hereby requests to enter into a debenture to pay their capital rate charge pertaining to the Winchester sanitary sewer extension on Church Street to serve the premises at:

Civic Address: 525 Church Street

In the Township of North Dundas owned by: Linda and Eli Kelly

Per Schedule A of By-law 2020-59 that set the capital rates for the services, the following is the calculation of the amount owing as a sewer capital rate.

1 sewer units @ \$5,800.00 = \$5,800.00

Total Sewer Capital Rate Charge \$5,800.00

Signature of Municipal Representative _____

Signature of Owner: _____

Dated this _____ Day of _____, _____.

Municipal Servicing Capital Rate Charge of _____ collected on _____, by _____

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

636 St. Lawrence St., Winchester, Ont. K0C 2K0
Ph: 613-774-2105 Fax: 613-774-5699

Winchester Sanitary Sewer Extension Debenture

Applicant: Linda and Eli Kelly

Property: 525 Church Street

Start of Debenture 2022
 Principal \$5,800.00
 Term 5 years
 Annual Payments \$1,246.64
 Rate 2.45%

Year		Payment	Principal	Interest	Balance
1	2021	\$0.00	\$0.00	\$0.00	\$5,800.00
2	2022	\$1,246.64	\$1,104.54	\$142.10	\$4,695.47
3	2023	\$1,246.64	\$1,131.60	\$115.04	\$3,563.87
4	2024	\$1,246.64	\$1,159.32	\$87.31	\$2,404.55
5	2025	\$1,246.64	\$1,187.72	\$58.91	\$1,216.83
6	2026	\$1,246.64	\$1,216.82	\$29.81	\$0.00
Total		\$6,233.18	\$5,800.00	\$433.18	



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	By-law No. 2021-53 Part-Lot Control Moderna Homes

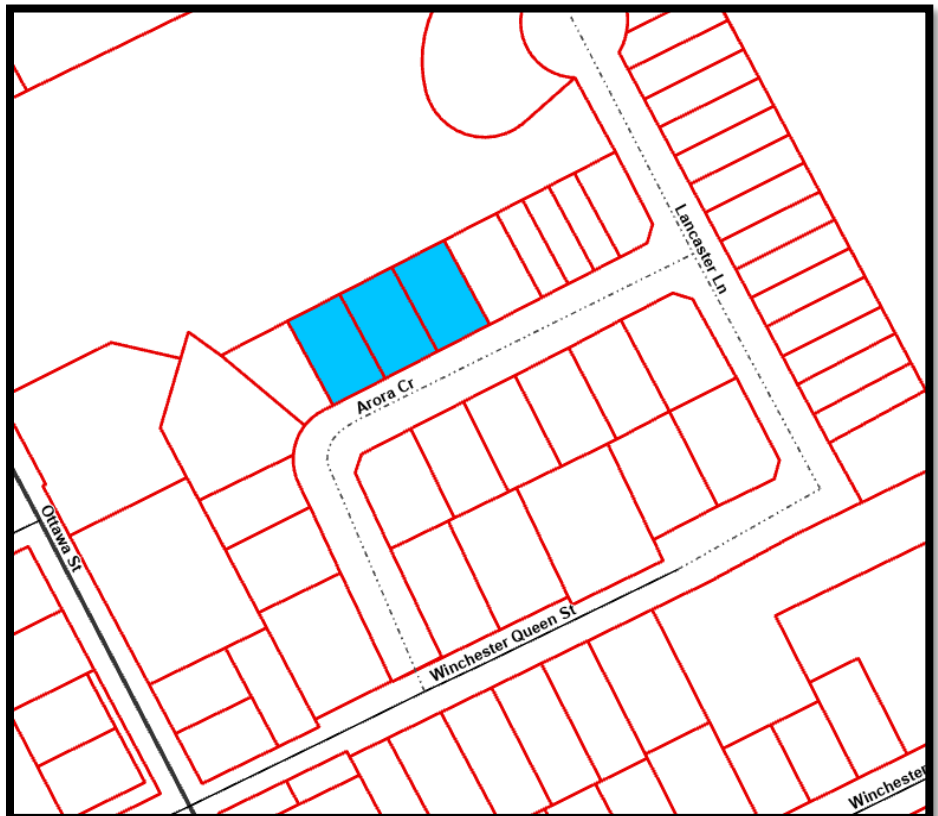
RECOMMENDATION:

THAT By-law No. 2021-53, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 17th day of August, 2021.

BACKGROUND:

The applicant, Moderna Homes Design, wishes to exempt Lots 5, 6 and 7 within Registered Plan 8M-12 from Part Lot Control to divide the existing lots into six (6) lots to permit the individual sale of semi-detached dwellings.

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

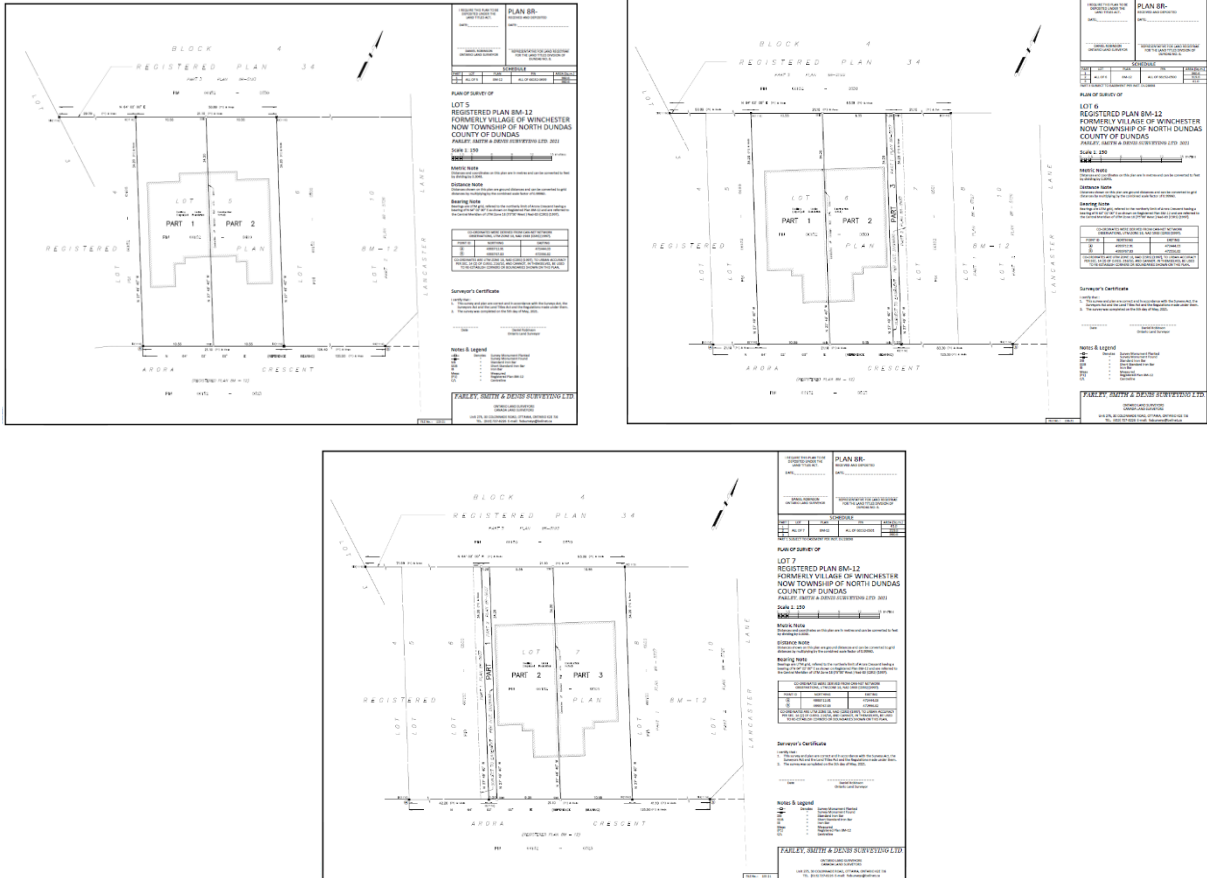


Section 50 – Planning Act, R.S.O 1990

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

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

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



OPTIONS AND DISCUSSION:

1. **Adopt the resolution as presented** – recommended. Once approved, the By-law will be sent to the United Counties for stamping.
2. **Do nothing** – not recommended. Lots 5, 6 and 7 would have to go through the lengthier severance process to be divided and sold as individual semi-detached dwellings.
3. **Refuse the request** – not recommended. Same as option 2.

FINANCIAL ANALYSIS:

No impact at this time. If approved, this could increase the residential tax assessment.

OTHERS CONSULTED:

Chief Building Official
Applicant

ATTACHMENTS:

Draft By-law No. 2021-53

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-53

EXPLANATORY NOTE

Purpose and Effect of the By-law

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

The areas affected by this By-law are described as Lots 5, 6 and 7, within Registered Plan 8M-12, in the former Village of Winchester, now the Township of North Dundas.

If adopted, the subject lands will be exempt from Part Lot Control as described in Section 50(5) of the *Planning Act*, R.S.O. 1990, as amended, and will permit the splitting and sale of six (6) individual semi-detached dwelling units.

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

APPLICANT:

Moderna Homes Design

Affected Parcels:

Roll Number: 0511-018-003-28017
PIN: 661520499

Roll Number: 0511-018-003-28018
PIN: 661520500

Roll Number: 0511-018-003-28019
PIN: 661520501

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-53

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

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

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

AND WHEREAS the Council of The Corporation of the Township of North Dundas deems it advisable to exempt Lots 5, 6, and 7 within Registered Plan No. 8M-12 in the former Village of Winchester, now the Township of North Dundas, County of Dundas, from Part Lot Control to permit the splitting and sale of 6 residential units, together with, and subject to any easements for access and maintenance.

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

- 1.0** Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, as amended, shall not apply to Lots 5, 6 and 7 on Registered Plan No. 8M-12 in the former Village of Winchester, now the Township of North Dundas.
- 2.0** This By-law shall be effective only to the extent necessary to permit:
 - 2.1 The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged;
 - 2.2 Individual dwelling units, together with their appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
 - 2.3 Any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit.
- 3.0** No further subdivision of the aforementioned lands shall be undertaken upon completion of the original purpose for which this By-law is being passed and approved except by an application made pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, as amended.
- 4.0** This By-law shall come into force upon approval and shall expire on August 17th, 2023, unless the Council of The Corporation of The Township of North Dundas has provided an extension by amendment to this By-law prior to its expiry.

READ and passed in Open Council, signed and sealed this 17th day of August, 2021.

MAYOR

CLERK



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	August 17, 2021
Subject:	Removal of Holding Symbol - Wellings of Winchester Phase 1

RECOMMENDATION:

THAT By-law No. 2021-59, being a By-law to amend the former Township of Winchester Zoning By-law No. 12-93 to remove a holding symbol from Phase 1 of the Wellings of Winchester development, be read and passed in Open Council, signed and sealed this 17th day of August, 2021.

EXECUTIVE SUMMARY:

The Township of North Dundas has received an application to amend the former Township of Winchester Zoning By-law No. 12-93 to remove the holding symbol from Phase 1 of the Wellings of Winchester development from “Residential Second Density – Special Exception Five – Holding One (R2-5h1)” to “Residential Second Density – Special Exception Five (R2-5).”

BACKGROUND:

Notice has been mailed to the owners of the property affected by the proposed by-law, as required by Section 36 of the Planning Act (O. Reg. 545/06, Subsection 8(3)). The conditions for removing the holding (h) symbol from Phase 1 have been met as outlined in Section 2.0 of By-law No. 2019-22 and the United Counties of Stormont, Dundas and Glengarry Official Plan, including the verification of financial securities.

The first phase of the development is under construction and a site plan agreement was signed on January 27, 2021. Financial securities have been deposited with the Township.

OPTIONS AND DISCUSSION:

- 1. Adopt the resolution as presented – recommended.**

- 2. Do Nothing – not recommended.** The proponent can take the amendment to the Tribunal for Council’s failure to proceed – Section 34(11) of the Planning Act.

- 3. Refuse the request – not recommended.** The proponent can take the amendment to the Tribunal immediately.

FINANCIAL ANALYSIS:

The tax code for Phase 1 of the Wellings of Winchester development would change, leading to an increase in tax revenue.

OTHERS CONSULTED:

Owner
Public Works Director
Property owners as required under the Planning Act
Township CBO
CAO

ATTACHMENTS:

Draft By-law No. 2021-59

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

BY-LAW No. 2021-59

EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received a site-specific application to amend the former Township of Winchester Zoning By-law No. 12-93, as amended, in order to remove part of the holding from Phase 1 of the Wellings of Winchester project.

The land affected by this amendment is described as Part of Lot 1, Concession 6, Geographic Township of Winchester, Township of North Dundas, as outlined on the attached schedule (Part of PIN #66102-0447). In 2020, Council approved By-law 2020-24 authorizing the entering into a Site Plan Agreement for Phase 1. The Agreement was signed on January 27, 2021. The sole purpose of this amendment is to remove the holding provision from Phase 1 of the Wellings of Winchester Project.

If the proposed By-law amendment is adopted, the subject properties will be zoned to permit the development of the lands in accordance with the approved Site Plan.

Under Section 36 of the *Planning Act*, there is no appeal of a Council decision to remove a holding symbol, but prior input from interested persons is welcomed.

APPLICANT:

Wellings of Winchester Inc.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-59

Being a By-law to remove the Holding Symbol (h) from certain lands within PIN# 66102-0447, Township of North Dundas.

WHEREAS pursuant to the provisions of Sections 34 and 36 of the *Planning Act, R.S.O. 1990*, as amended, the Council of a municipality may enact by-laws to remove holding symbols;

AND WHEREAS the Council of The Corporation of the Township of North Dundas deems it appropriate to amend By-law No. 12-93 of the Former Township of Winchester and By-law No. 2019-22 under Section 36 (4) of the *Planning Act* by removing the holding symbol affecting Phase 1 of the lands zoned “Residential Second Density – Special Exception Five – Holding One (R2-5h1)”;

AND WHEREAS the Council of The Corporation of the Township of North Dundas deems it expedient and advisable to amend certain requirements of By-law No. 12-93, as amended; insofar as they relate to certain lands to which the said By-law applies as hereinafter set forth;

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

- 1.0** The area affected by this By-law is defined as Part of Lot 1, Concession 6, Geographic Township of Winchester, Township of North Dundas, being Phase 1 of the Wellings of Winchester project, as indicated by the outlined areas on Schedule “1” attached hereto, which forms part of this By-law.
- 2.0** That (the former Township of Winchester) Zoning By-law No. 12-93, as amended, is hereby amended by removing the Holding (h) symbol from lands described in Section 1.0 of this By-law.
- 3.0** That Schedule “B” of the (former Township of Winchester) By-law No. 12-93, as amended, is hereby amended as follows:
 - (a) That the area affected by Section 1 of this By-law shall henceforth be zoned “Residential Second Density – Special Exception Five (R2-5)” and shall cease to be zoned “Residential Second Density – Special Exception Five – Holding One (R2-5h1)”.
 - (b) That Schedule “B” of (former Township of Winchester) By-law No. 12-93 is hereby amended to comply with the provisions of this By-law.
- 4.0** All other applicable provisions of the (former Township of Winchester) By-law No. 12-93 is hereby amended to comply with the provisions of this By-law.
- 5.0** This By-law shall take full force and effect upon the date of its passing.

READ and passed in Open Council, signed and sealed this 17th day of August, 2021.

MAYOR

CLERK

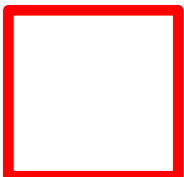
SCHEDULE "1"

BY-LAW No. 2021-59

Enacted by the Council of The Corporation of the Township of North Dundas
this 17th day of August, 2021.

MAYOR

CLERK



Area to be rezoned from: "Residential Second Density – Special Exception Five – Holding One (R2-5h1)" to "Residential Second Density – Special Exception Five (R2-5)" (Phase 1 of the Wellings of Winchester development), being Part of Lot 1, Concession 6, former Township of Winchester, now the Township of North Dundas.



KEY INFORMATION REPORT

Economic Development and Communications

August 17, 2021

SUBJECT: Business Video Promotional Initiative

- The Expo Planning Committee agrees that our local business community needs all the support that we can give them during these challenging times. In response to that, we have been releasing a series of short videos on the Township's Facebook and YouTube channel showcasing local businesses, in lieu of our traditional in-person expo event.
- The intent of the videos is to promote local businesses to our residents and tourists to show a snippet of what our businesses offer and why their customers love their product or service and ultimately help them get more sales.
- The Economic Development Officer has been meeting with businesses to record the videos. To date, 16 videos have been released since July 16th. Approximately 3 videos are released each week. New videos will continue to be released until early September. The initiative has been well received by the business community and they are thankful for the additional promotional support.
- Copies of all the videos will remain on the Township's Facebook page and YouTube Channel on dedicated playlists for all to view at their leisure.
- All North Dundas based businesses, in all sectors have been included in this project, including home-based and direct-sales businesses. The project is branded as a partnership between the Township and the North Dundas Chamber of Commerce, just as we have done for prior Expo events.



KEY INFORMATION REPORT

Economic Development and Communications

August 17, 2021

SUBJECT: EODF Funding Announcement

- Ontario is investing more than \$100 million through the Regional Development Program from 2019 to 2023 to support distinct regional priorities and challenges.
- The program provides cost-shared funding to businesses, municipalities and economic development organizations to help local communities attract investment, diversify their economies, and plan for long-term sustainability and growth.
- [Sevita International Corp.](#) is investing over \$3.6 million to build a new soybean processing facility in Inkerman, which will be uniquely designed to allow the processing and packaging of both seed and food-grade soybeans in the same plant.
- Ontario is providing a \$500,000 grant from the Eastern Ontario Development Fund, which will support Sevita to create 7 jobs and retain 28. With this investment, Sevita will grow its seed business in Eastern Ontario by about 50 per cent. The state-of-the-art plant will lower production costs and improve quality. Sevita will also purchase innovative equipment that warms seeds to extend the seed processing and treating season. This is something no other seed plant in Ontario currently does.
- Fortier Stark Industrial is investing \$1.5 million to construct a new facility in Winchester and purchase equipment to increase production capacity and sales into new markets.
- With a \$225,000 grant from the Eastern Ontario Development Fund, the company is creating 5 jobs and retaining another 5. With this investment, the company will manufacture and clean stainless-steel tanks and process piping skids for the food, dairy and beverage industry.
- The full Ontario News press release can be seen here: <https://news.ontario.ca/en/release/1000658/province-invests-in-local-businesses-to-boost-economic-growth-in-cornwall-area>



KEY INFORMATION REPORT

Economic Development and Communications

August 17, 2021

SUBJECT: DotCOMM Award

- The Township's new website released this past June has been awarded a gold medal at the DotComm Awards under the Government category, administered by the Association of Marketing and Communication Professionals.
- The DotCOMM Awards is an international competition honoring excellence in web creativity and digital communications, and is considered one of the most highly-regarded evaluators of creative work in the world.
- Our website was submitted to the competition by UpanUP, the company who designed our website as an example of their creative online work.
- A thank you to all staff that worked with myself on this project to update web content and contributed creative ideas to get the website to where it is today.
- Our new website makes accessing necessary content quicker for all users, is AODA compliant and compatible with any device.



KEY INFORMATION REPORT

Fire

August 17, 2021

SUBJECT: 2021 Safe Community Project Grant

BACKGROUND:

The Fire Steering Committee has applied to the 2021 Safe Community Project Zero and the 2021 Safe Community Project Assist offered through a partnership between The Fire Marshal's Public Fire Safety Council and Enbridge. The application deadline for both applications was Thursday August 12th 2021, with notification of award, if North Dundas Fire Services is selected being September 24th 2021.

The 2021 Safe Community Project Zero is a public education campaign which provides selected Ontario fire departments with free combination smoke and carbon monoxide alarms for distribution in their communities. Project Zero was established in 2009 in an effort to reduce residential fire and carbon monoxide deaths to zero. With a focus on reaching high-risk residents through this campaign, fire departments are encouraged to distribute these life saving devices to those most in need in their communities. This can include the elderly and those with disabilities or financial challenges.

The 2021 Safe Community Project Assist is a campaign which assists volunteer and composite fire departments in purchasing educational materials for firefighting and carbon monoxide training. Designed to supplement existing training in the communities where Enbridge operates, Project Assist provides selected fire departments with a \$5,000.00 credit for purchasing educational materials for firefighter training from the FMPFSC Distribution Centre. The FMPFSC Distribution Centre is a distributor for NFPA, IFSTA, Jones & Bartlett, Pearson Publications Ontario, Action Training, Thompson, PennWell and several other recognized firefighting training suppliers. Departments selected for the grant will have access to a full range of training materials including books, DVDs and USB drives.

RESPONSIBILITIES UNDER THE GRANT:

North Dundas Fire Services, if awarded the grants will be required to complete the following as a grant recipient:

- Collaborate with the campaign coordinators to provide information to complete a media advisory and news release developed by Enbridge
- Collaborate with the campaign coordinators to arrange a media launch and photo opportunity with the fire chief and/or department representatives. Including local media, mayor/council members and representatives from Enbridge and the Office of the Fire Marshal, pending local Public Health guidelines at the time.
- The Township of North Dundas will be responsible for emailing the news release and photo to local media if they do not attend the launch.

- The Township of North Dundas shall also be responsible for emailing any local media coverage to the Fire Safety Council
- The Township of North Dundas shall be required to share their photo on their social media sites, and tag Enbridge using provided hashtags.
- North Dundas Fire Services will be responsible for distributing combination alarms free of charge, focusing on individuals in the community identified as high-risk
- The Township of North Dundas shall complete and return the “Safe Community Project Zero Summary Overview” form following the distribution of the alarms
- North Dundas Fire Services shall return any alarms that are undistributed by February 28th 2022.

UTILIZATION OF THE GRANT:

North Dundas Fire Services will utilize the grant, if selected as a recipient to improve the safety of identified high risk households in the community against fire and carbon monoxide, as well as use the training funding, if selected, to continue to improve volunteer firefighter knowledge and training.



KEY INFORMATION REPORT CAO

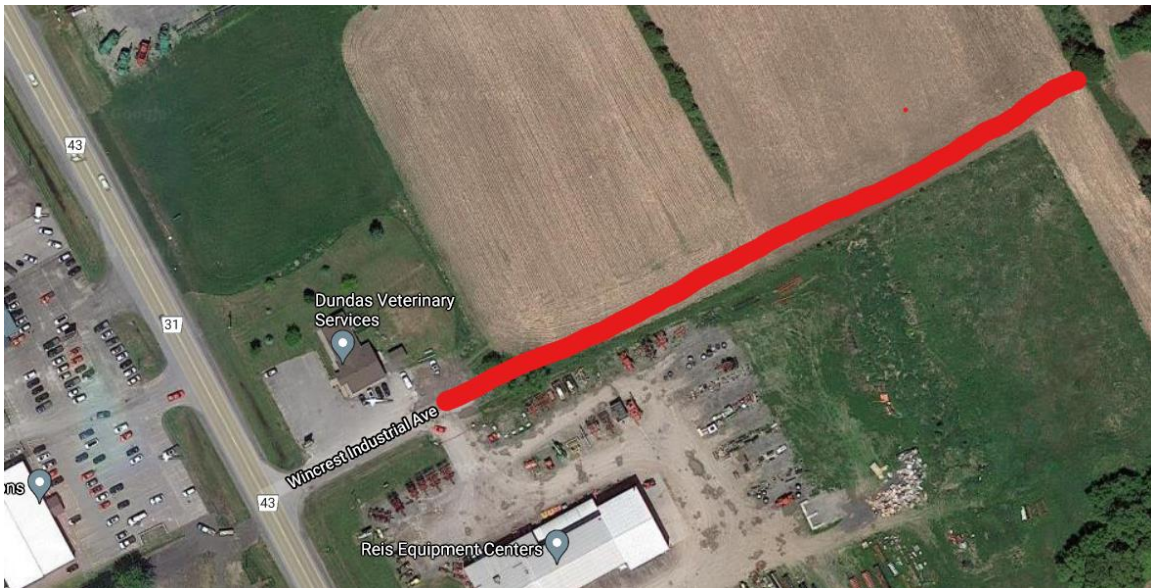
August 17, 2021

SUBJECT: Street Names - Wincrest and Gypsy

1) Wincrest Industrial Avenue:

Currently, there is a small section of road that extends East from County Road 31, between Dundas Veterinary Services and Reis Equipment. This short road is known as Wincrest Industrial Avenue on our road naming by-law, but it is also referred to as Wincrest Avenue in some of the previous Council minutes.

We are in the process of establishing a cost sharing agreement with adjacent property owners to extend the road eastward to the limit of the property that is the site of the Wellings of Winchester development, as shown by the red line in the diagram below.



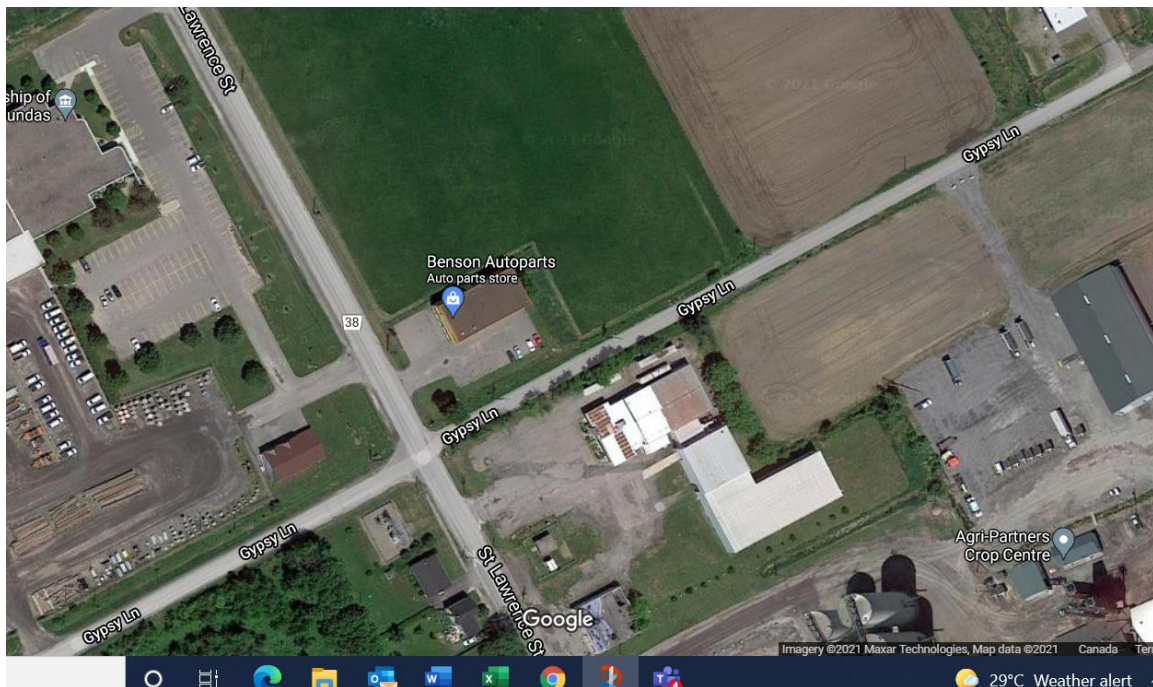
The intent is that this road will eventually be extended to connect through to St. Lawrence Street, to provide another access through town. There are currently no properties with a Wincrest Industrial Avenue civic address. Both Dundas Veterinary Services and Reis Equipment have County Road 31 addresses.

With the future plan for the road not limited to accessing industrial businesses, does Council want to consider changing the name of the road from Wincrest Industrial Avenue to Wincrest Avenue? This would be a good time to consider renaming the road, before development takes place and civic addresses are assigned to properties.

If Council would like to consider making this name change, a public notice will be published in the newspaper and on our website, regarding the potential name change, and a by-law will be brought to Council for consideration at a subsequent meeting.

2) Road extending east across from Gypsy Lane:

Gypsy Lane in Winchester extends Westward from St. Lawrence Street. There is a road that travels eastward from St. Lawrence Street, directly across from Gypsy Lane, that is also referred to as Gypsy Lane, as shown in the diagram below, but this eastern segment has not been named on the Township’s Road naming by-law.



A new business owner has purchased a property on this eastern segment of road and he has requested that it be named something other than Gypsy Lane.

This section of road has not been officially named. The paving of the current segment of road was done by the Township at the time of the construction of the water reservoir. That facility is the only property using a Gypsy Lane address on this segment of road.

Options:

- 1) Officially name the eastern segment “Gypsy Lane”
- 2) Council can choose a different road name
- 3) Council can ask the public for suggestions for a road name

Once Council determines the appropriate name for this segment of road, notice will be given and a by-law will be brought to Council to officially name the road.



KEY INFORMATION REPORT COMMUNICATIONS OFFICER

August 17, 2021

SUBJECT: Communications for Township

The Township of North Dundas hired a part-time Communications Officer, who started on August 3. This individual is responsible for developing and implementing a communications plan for the township.

The communications plan, outlined in a presentation to the hiring committee, is structured around the 'Five Pillars of Effective Communication for North Dundas.' These pillars are as follows: *Promote People, Advertise Amenities, Highlight History, Build Business and Good Governance.*

The main initiative outlined is 'Meet Your Neighbour.' The purpose of this project is to bring the community back together, in a safe and positive way, by showcasing local residents and telling stories about the township.

'Meet Your Neighbour' involves weekly articles about people within the community. These stories will be published every Thursday, starting in October, and continue for 50 consecutive weeks. If the initiative is a success, then 'Meet Your Neighbour' can become a permanent fixture in North Dundas and serve to keep people informed and engaged with the township.

'Meet Your Neighbour' must be diverse and inclusive. Every local demographic needs to be represented, ranging from small business owners, to multi-generational farmers and young families.

Establishing a template (attached) for 'Meet Your Neighbour' is also essential, as it creates consistency throughout the project.

The initiative touches on three of the pillars mentioned above: promote people, build business and highlight history.

DISCUSSION:

Does council wish to proceed with the current communications plan as presented?



Meet Your Neighbour Template

Media:

- 1) At least two images of the person (one candid and one still)
- 2) Video of the person speaking (if they're willing)
***To be compiled into a YouTube video to help promote the initiative and township.

Content:

- 1) Tell me a little bit about yourself? (establishes angle)
- 2) Whereabouts do you live in North Dundas and how did you end up there?
- 3) (*Longtime residents only*) How has North Dundas changed over the years that you've lived here?
- 4) (*Longtime residents only*) What is something about North Dundas that you remember that other people might not know about?
- 5) (*New residents - past five years or less - only*) Why did you decide to move to North Dundas? What attracted you to the township?
- 6) In your own words, what is the best part of living in North Dundas?
- 7) Can you tell me about some hidden gems in the community?
- 8) Do you shop locally on a regular basis? Why OR why not?
- 9) What do you envision for the future of North Dundas?
- 10) Any other comments about the township?

Length:

Each article should be within the 600 word range (50 words leeway in either direction).

Timing:

'Meet Your Neighbour' should be published every Thursday at 12:00 noon, starting October 7.



DEPARTMENT ACTIVITY UPDATES

Finance

August 17, 2021

KEY FINANCIAL DATA:

Bank Balances	2021 July 31st	Last Month June 30th 2021	Last Year-2020 July 31st
General Operating Acct	16,016,495.83	15,525,079.98	10,994,013.86
Cash, GIC's, (Reserve Fund)	5,204,909.59	5,201,468.67	7,319,676.97
Total	\$21,221,405.42	\$20,726,548.65	\$18,313,690.83

Taxes Receivable Outstanding	July 31 2021	July 31 2020	July 31 2019
Current Year (2021)	5,102,363.47	5,957,952.45	5,595,256.11
One Year in Arrears (2020)	543,557.82	633,456.79	640,191.53
Two Years in Arrears (2019)	315,856.08	390,037.26	316,951.25
Three Years in Arrears (2018+)	436,711.91	465,242.13	365,825.20
Penalty & Interest	212,553.17	236,732.10	235,713.03
Sub-Total	6,611,042.45	7,683,420.73	7,153,937.12
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(93,604.52)
Taxes Receivable	<u>\$6,517,437.93</u>	<u>\$7,589,816.21</u>	<u>\$7,060,332.60</u>
Taxes Billed to Date	20,365,076.05	20,578,471.02	19,437,887.48
Percentage o/s Over Levy	32.003%	36.882%	36.322%

Net taxes receivable last month were **\$7,157,701.81**; this month's balance of **\$6,517,437.93** (a decrease over last month in the amount of **\$640,263.88**) represents the net impact of billings less collections for the month of July. Tax instalments are collectible in two instalments (June 30th and September 30th) – hence the reason outstanding taxes are so high at this time of year.

The final tax billing for this year (2021) represents a deviation from the previous year shown, in that last year, the final billing had due dates of June 30th and September 30th. This year, the tax due dates have been realigned with previous years normal due dates, which accounts for the large decrease this year as compared to the previous year.

Taxes receivable also include other charges that have been added to the tax roll for collection purposes. Once added, these charges 'lose their identity' and are 'collected in the same manner as taxes' – for example, utility bills are added to taxes – as are municipal drain maintenance charges and sundry other amounts - when collection proves difficult – all of which serves to increase the balance of taxes outstanding.

ACTIVITIES:

- Preparing for and attending at department head meeting of Aug 4th 2021.
- Working on the 2019 FIR (Financial Information Return).
- Emailed final, signed copies of the audited financial statements to council, CAO and Clerk on July 27th 2021. This was a follow-up to the auditors' presentation of DRAFT financial statements for the year ended December 31 2020, to council at our meeting of July 13th.
- Report-back to FCM (Federation of Canadian Municipalities) – regarding our application for a \$50,000 grant under the Municipal Asset Management Program.
- Final tax bills were printed week ending May 28th – mailed out to taxpayers on June 3rd (mailing date last year was June 8th).
- The total amount of our final billing was \$9,838,088.42 (2020 - \$10,840,299.25); this amount is due in two instalments of approximately \$4.92M each; Instalment due dates are June 30th and September 30th. This cash inflow will be extremely helpful in paying the summer construction costs as well as the Education and County levies;
- Our third instalment to the Counties is due August 31st in the amount of \$2,434,199 (2020 - \$2,428,300) – so we have some heavy demands on our cash flows over the next couple of months.

We have attached a Year-to-Date Summary of Budget to Actual Expenditures for Council's information.

**Township of North Dundas
Year To Date Budget to Actual
As of July 31, 2021**

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	1,749,990	1,230,024	519,966	70%	1,648,517	881,039	767,478	53%	(101,473)	(348,985)	247,512	-244%
Economic Development & Public Relations	161,284	39,473	121,811	24%	315,034	108,764	206,270	35%	153,750	69,291	84,459	55%
Fire Services	624,540	45,162	579,378	7%	1,492,595	900,164	592,431	60%	868,055	855,002	13,053	2%
Planning & Development	59,500	55,631	3,869	93%	198,065	104,522	93,543	53%	138,565	48,891	89,674	65%
Building Department	214,685	212,711	1,974	99%	307,641	150,286	157,355	49%	92,956	(62,425)	155,381	167%
By-law Enforcement	8,500	8,042	458	95%	133,900	75,013	58,887	56%	125,400	66,971	58,429	47%
Animal Control	15,500	13,385	2,115	86%	82,300	29,388	52,912	36%	66,800	16,003	50,797	76%
Transportation Services	4,705,138	974,501	3,730,637	21%	7,650,134	2,300,728	5,349,406	30%	2,944,996	1,326,227	1,618,769	55%
Municipal / Tile Drainage	232,950	28,369	204,581	12%	309,450	20,706	288,744	7%	76,500	(7,663)	84,163	110%
Recreational Services	1,065,943	89,092	976,851	8%	2,675,972	1,026,855	1,649,117	38%	1,610,029	937,763	672,266	42%
Other Facilities	509,096	231,844	277,252	46%	525,420	175,031	350,389	33%	16,324	(56,813)	73,137	448%
Volunteer Organizations	69,000	10,428	58,572	15%	69,000	8,065	60,935	12%	-	(2,363)	2,363	
Waste Management	549,068	111,965	437,103	20%	1,268,586	625,237	643,349	49%	719,518	513,272	206,246	29%
Total - General Operations	9,965,194	3,050,627	6,914,567	31%	16,676,614	6,405,798	10,270,816	38%	6,711,420	3,355,171	3,356,249	50%
North Dundas Water Services	1,888,883	817,388	1,071,495	43%	1,888,883	478,504	1,410,379	25%	-	(338,884)	338,884	
Winchester Sewer	1,452,955	549,436	903,519	38%	1,452,955	216,808	1,236,147	15%	-	(332,628)	332,628	
Chesterville Sewer	391,698	210,399	181,299	54%	391,698	115,934	275,764	30%	-	(94,465)	94,465	
Total - Water and Sewer Operations	3,733,536	1,577,223	2,156,313	42%	3,733,536	811,246	2,922,290	22%	-	(765,977)	765,977	
Grand Totals	13,698,730	4,627,850	9,070,880	34%	20,410,150	7,217,044	13,193,106	35%	6,711,420	2,589,194	4,122,226	61%



DEPARTMENT ACTIVITY UPDATES
Economic Development and Communications
August 17, 2021

Economic Development

- Six Regional Incentives Program applications from North Dundas businesses were submitted to the Counties, which resulted in three being approved for funding, namely Cannamore Orchards, Heritage Health and Spa and Upper Canada Veterinary Services. An action request is before Council now to acknowledge incoming funding for these projects.
- Working with the applicants to the Regional Incentives Program who were denied funding to find alternate options for them to ensure that their improvement plans can come to fruition.
- The second 2021 intake for the Regional Incentives Program is now open until August 31st. I am working with several businesses to craft their application for submission for the best chance at getting approved.
- In discussion with a business to find an ideal start-up location in North Dundas.
- Assisted a local professional services firm in their search for another location to expand their business.
- Assisted local businesses advertise job postings to help generate candidates and connected them with JobZone.
- Working with the Chamber of Commerce to disseminate funding and support program information, as well as details on a potential signage installation.
- Promoted the Counties Cash Contest to local residents and businesses for a chance to win cash and support the local business community at the same time.
- The local business signage photo project was well received by local businesses, 35 photos were posted on the Township's Facebook page. These social media posts have tapered off now that the virtual business expo videos have started to be released.
- 22 Local Virtual Business Expo videos from local businesses have been recorded and are being released on the Township's Facebook page and YouTube Channel, a report is now before Council with an update on this initiative.

- **Communications**

- The Township's new website has been operating well since its launch and continues to be well received by staff and the public. I continually work with Department Heads to ensure the content is current, relevant and accurate. The close out meeting with UpanUp was completed on July 14th.
- The Township's new website was awarded a gold medal by the DotComm Awards. A report with details is now before Council.
- Regularly updating the Township website and Facebook with Provincial and EOHU COVID-19 news, as well as community events that are slowly coming back online.
- Working with the new Communications Officer to craft enticing Facebook and website content to further engage the public.



DEPARTMENT ACTIVITY UPDATES
 Waste Management Services
 August 17, 2021

FINANCIAL INFORMATION:

July	June
Total Fees.....\$9,964.75	Total Fees.....\$21,471.50
Fees Charged.....\$ 4,006.50	Fees Charged....\$13,088.25
Fees Paid.....\$5,958.25	Fees Paid..... \$8,383.25
Cash on Hand.....\$100.00	Cash on Hand.....\$100.00

Wards	JULY	JUNE
1. (Twp of Win)	640	800
2. (Twp of Mtn)	600	480
3. (Vill of Win)	720	640
4. (Vill of Ches)	400	320
5. Other (Boyne)	593	1313
Total Cubic Yards	2953	3553
Total Metric Tonnes	268.45	323

Recyclables

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

Tonnages of Processed Material Year to Date

July 1st to July 31 st

Fibre----- 35.65 MT	251.94 MT
Plastic/Cans/Glass—22.19 MT	155.22 MT
Total	406.51 MT

WORK COMPLETED (up to August 6th)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working with Golder on Technical Studies
- Boyne Road Landfill clean up and organizing (installed new sign @ gate)
- July 10th - HHW Day – 62 vehicles
- Webinars for Blue Box Transition and Hazardous Waste Transition
- Contacted Ministry of Natural Resources for annual Land Use Permit



DEPARTMENT ACTIVITY UPDATES
Planning Building and Enforcement
August 17, 2021

- Received nine (9) new severance applications, performed site visits and provided comments to the Counties.
- Issued four (4) compliance reports. Responded to various zoning, minor variance and severance inquiries from landowners.
- Preparing job description for Junior Planner.
- Prepared background reports and met with Ministry of Municipal Affairs and Housing representatives regarding the Official Plan Appeal.
- Coordinating legal action against two properties with illegal uses where complaints have been filed with the municipality.
- Working with the UCDSB and Public Works Director on the Winchester Public School site changes.
- Working with Lactalis on additions to the plant and site.
- Working with local businesses regarding expansion plans.
- Working with Golder on the Official Plan and Zoning surrounding the landfill site expansion.
- Working with staff to incorporate newer subdivisions into the asset management program.
- Working with three land owners looking to commence plans of subdivision on their properties.
- Participated in an SDG planner's forum (Zoom mtg) to discuss the Official Plan appeal.
- Provided information to residents looking to start home occupations (3x).
- There are two current zoning by-law amendment applications and three minor variance applications.
- Planning Technician, Paul Clarke left North Dundas for a position with the City of Ottawa.

BUILDING:

- 3 on-going prosecutions with the Provincial Offences Court.
- New approved position of Applications Expediter/Building Inspector.
- A&W Restaurant has started to install the services.
- Winchester Public School has obtained their building permit to construct a daycare.
- Training with regards to Plumbing, and Part 3 Health and Safety completed.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

Building Department	June 2021	June 2020	June 2019	June 2018	June 2017	June 2016
Permits Issued:	58	35	32	18	16	25
New Dwellings	41	11	13	6	8	4
Value of Permits:	\$18,920,268	\$5,223,060	\$6,322,614	\$2,323,500	\$1,649,762	\$1,422,500
Building Permit Fees:	\$169,089	\$19,985	\$33,596	\$14,165	\$9,397	\$12,904
Development Charges:	\$90,414	\$53,714	\$59,012	\$22,250	\$25,669	\$10,061

Building Department	July 2021	July 2020	July 2019	July 2018	July 2017	July 2016
Permits Issued:	35	21	24	22	16	10
New Dwellings	23	2	4	6	5	-
Value of Permits:	\$9,019,872	\$1,142,650	\$2,173,100	\$3,207,366	\$2,165,850	\$254,000
Building Permit Fees:	\$115,248	\$5,640	\$13,283	\$15,432	\$13,880	\$1,991
Development Charges:	\$96,634	\$10,217	\$19,181	\$27,534	\$23,902	-

BY-LAW ENFORCEMENT:

- Parking: 3 warnings issued; no tickets issued.
- In June 2021, sixteen (16) new files were started (7 clean yards, 2 dog issues, 3 zoning issues, 2 burning, and 2 noise issues). Currently, there are fourteen (14) active files.
- In July 2021, twelve (12) New by-law complaints were received (2 clean yards, 3 dog issues, 1 zoning issue, and 5 property standards issues, and 1 pool).

- Pools: 5 pools were inspected; 4 passed and one required minor changes.
- Clean Yards: 5 repeat properties were flagged for long grass and weeds, and we had to have our contractor complete a 2nd cut on each property for the year.
- Dogs: we had 2 dog bites in June and July. Both have been issued orders to have the dogs muzzled outside of the home. One is being reviewed by a Justice of the Peace for a 1st appearance date.
- Two (2) of the zoning issues were residents having chickens on residential lots within village limits. One has been resolved and the other is pending but are working with us.
- We have issued an Order to Comply for 82 Chesterville Church St. due to the condition of the house/roof.
- Fireworks have been an ongoing issue in Chesterville. Complaints received about multiple properties being used to set fireworks off after the 11pm cut off. We have encouraged residents to call OPP and have resent our Noise By-law to OPP as a gentle reminder. Firework issues from last month seem to have quieted down after speaking with residents at 2 properties.
- Property Standard issues have been on the forefront the past month. One order issued on a hoarding situation; the tenant has been removed from the property by a nurse working with the OPP. The remainder of the Property Standard issues will be an ongoing challenge through the next month, as we try and work with owners to clean up their property.



DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

August 17, 2021

- Released tenders for asphalt paving in various municipal locations, as well as for replacement of the Winchester Library Branch flooring.
- Received 2 quotes for painting the Winchester Library Branch, should budget allow.
- Obtained pricing for a drilled well and required piping for the new Hallville Park development.
- Obtained budgetary pricing for various items for inclusion in the 2022 draft budget.
- Installed 1 new basketball post and net at each end of the South Mountain Outdoor Rink.
- Completed tasks outlined in recent health & safety reports.
- Replaced rink boards and kick boards as required, on the South Mountain Outdoor Rink. We purchased a paint sprayer, which will be used in the near future, to paint the new wood. The Morewood Outdoor Rink will soon receive updates as well.
- Working with the engineer and contractor for the Chesterville & Winchester Fire Station exhaust systems.
- The chiller in the Winchester Arena was removed. The new unit is anticipated to arrive at the end of August. The installation will then take 2 weeks. Following the required start-up and testing of the new chiller, ice making will begin.
- Met with a contractor to obtain a quote for modifications to the washroom stalls in the Winchester Pool House in order to comply with AODA requirements. Also met with a contractor to obtain budgetary pricing to replace the changeroom taps with sensor taps. This information will be included in the 2022 draft budget.
- Met with the Chief Building Official at the Chesterville & District Arena and received the sign-off for the structural updates that were completed in accordance with the recommendations made in the engineer drafted building assessment. All structural updates that were scheduled for 2021 have been completed.

- Met with a local plumber to obtain budgetary pricing to properly plumb the Chesterville soccer shed so that it can be renovated into a washroom facility. A meeting with a local general contractor is scheduled for the end of August to discuss structural aspects of the potential project.
- Playground inspections were completed.
- Assessed the condition of the OCWA office roof in Chesterville, as requested by the Director of Public Works.
- The lights were replaced for the Chesterville ballfield.
- The maintenance shed and pavilion in the Rick Cauvier Memorial Park were painted to match the South Mountain Resource Centre building.
- The generator maintenance was completed for the municipal administration building.
- The cistern pump at the Morewood Fire Station was replaced. The foundation repair work has begun.
- A meeting is scheduled for August 18th at the Old Town Hall, to review options for the design of the theatre's HVAC system. The engineer will be present, as well as an HVAC contractor/consultant, the Facilities Manager, Director of Recreation & Culture, a representative from the Dundas County Players, and a representative from the North Dundas 'Moovie' committee. We hope to tweak the previous design drawings and tender the project in September.
- The Veteran's View Park sign was installed.
- Facility site visits were conducted with an engineer who is bidding on the Request for Proposal for Building Condition Assessments.
- All ice contracts have been sent out to user groups for the 2021/2022 ice season.
- Recreation program instructors have been contacted in regards to organizing a 12-week Fall program session, which will start the week of Monday, September 20th.
- Due to the success of all mass COVID-19 vaccination clinics that have been hosted by the Eastern Ontario Health Unit in the Joel Steele Community Centre since last Spring, the EOHU has scheduled August 27th as the final date for use of the facility as a COVID-19 vaccination site. The EOHU plans to accommodate local vaccination needs, after August 27th, at the Eastern Ontario Health Unit office in Winchester.

- Line Dancing & Ballroom Dancing have started summer programs in the Chesterville Community Hall. These programs will continue as we lead-up to our Fall program session.
- Roller skating started on Friday, July 23rd in the Chesterville & District Arena. The program will continue to be offered for all ages, each Friday from 6:00-9:00 pm, until August 27th. Admission is free. There is a skate lending library available on site, free of charge.
- 2 ball hockey leagues have returned to play a shortened season at the Chesterville & District Arena this summer.



DEPARTMENT ACTIVITY UPDATES

Fire

August 17, 2021

DEPARTMENTAL OVERVIEW:

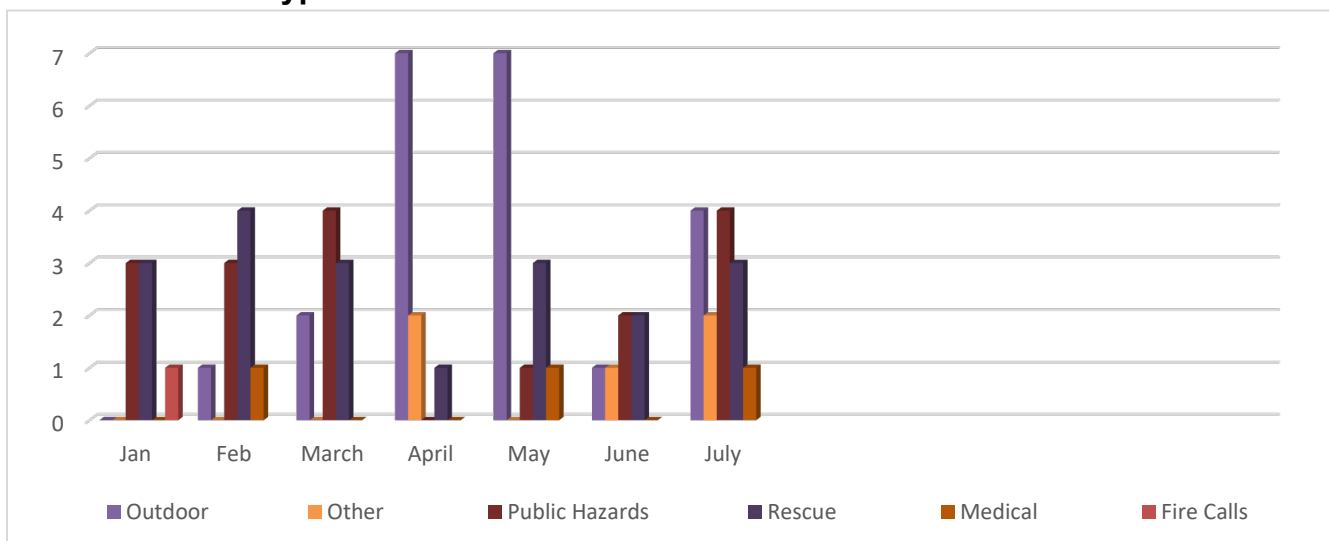
Glossary of Terms

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

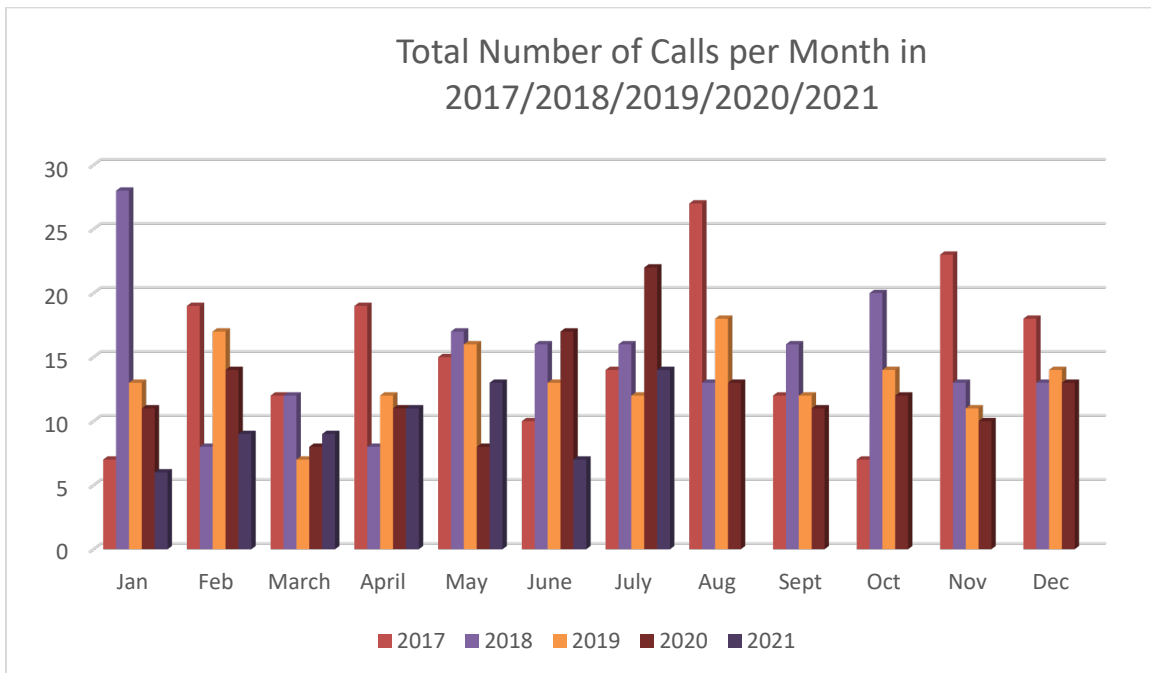
Monthly Call Statistics for 2021

Type of Calls	Jan	Feb	March	April	May	June	July
Fire calls	0	0	0	1	1	1	0
Outdoor	0	1	2	7	7	1	4
Other	0	0	0	2	0	1	2
Public Hazards	3	3	4	0	1	2	4
Rescue	3	4	3	1	3	2	3
Medical	0	1	0	0	1	0	1
Total	6	9	9	11	13	7	14

Number of Calls/Types of Calls



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



Monthly Call Break Down

April

- 2 outdoor/grass fires
- 1 water/ice rescue
- 3 false alarms
- 2 MVC
- 1 “other” assistance to resident

May

- 1 structure (house) fire
- 7 outdoor fires
- 1 public hazard call
- 3 MVC
- 1 medical assistance to resident

June

- 1 interior building fire
- 1 burn complaint
- 2 false alarms
- 1 MVC
- 1 “other” assistance to resident
- 1 mutual aid call

July

- 1 burn complaint
- 1 brush fires
- 2 outside fires
- 2 MVC
- 1 elevator rescue
- 1 medical assistance to resident
- 4 false alarms
- 2 responses to hydro line and pole issues

Fire Prevention Activities**April**

- Online Public Safety Announcements continue, and volunteers have been using social media to share useful fire safety tips
- Home/property inspections have been suspended unless there is an immediate threat to life/property safety
- As of March 31st, the majority of firefighters who want it have obtained the first dose of the COVID-19 vaccine. The health unit has been contacted in order to book the final set of firefighters' appointments
- Firefighters responded to a call at a vacant building in Chesterville. The Chief has been in touch with by-law enforcement staff to ensure the building is properly secured for public safety reasons and to avoid repeat calls

May – July (monthly)

- Online Public Safety Announcements continue, and volunteers have been using social media to share useful fire safety tips
- Home/property inspections have been suspended unless there is an immediate threat to life/property safety

Training**April**

- Application was submitted to the OFM for a \$7,300 grant to obtain updated computers and display screens for training use at each station
- Fire training continues in smaller numbers, following direction from the Eastern Ontario Health Unit and Ontario Association of Fire Chiefs with regards to physical distancing, sanitizing, etc.
 - Each station will be hosting two training nights each, in order to accommodate the smaller groups

May - July

- Fire training continues in smaller numbers, following direction from the Eastern Ontario Health Unit and Ontario Association of Fire Chiefs with regards to physical distancing, sanitizing, etc. Training occurred 4 times in May & June and twice in July.



**The Corporation of the Township of North Dundas
Fire Steering Committee Meeting
July 19 2021**

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

1. Driver Training Policy

- With the policy passed all stations talked about which fire fighters they would like to send for training. It was agreed that the following names be submitted to the CAO recommending that the township cover the first \$1000.
- Todd Malo, Sean Donovan (Sta 4), Devon Byers, Andrew Findlay (Sta 2), Terry Wagner, Dustin Broadfoot (Sta 3), Aaron Lyster (Sta 1).

2. Service Awards

- All stations need to get the names of people into the AA's who are up for service awards this year for both the Township as well as the GG and Provincial medals.

3. Standard Incident Reports

- Mike explained that the OFM has changed the website for making these reports. Everyone is to give him the information needed so he can set up the individual stations and include the AA's.

4. Committee Reports.

- Dave reported that the Fire Prevention is waiting to see in the province opens up more in the near future. They are eyeing Fire Prevention week to start getting out to the public more.
- Dave also reported that Hiring Committee is not hiring in 2021 and will ready in 2022 should there be a need.
- Don reported that there have been no meetings as a committee yet and have just set a date to meet in August. Concerns about lack of training where expressed by all departments. Ray spoke about getting a 3rd party in for pumper training and it was agreed that he approach the training committee.

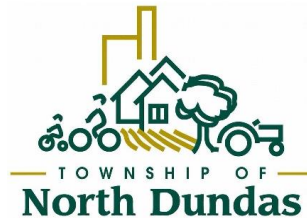
5. Radio Comms

- There is a concern about poor radio reception with dispatch. Al to talk to the Chief at Ottawa dispatch for best options, possibly a repeater installed in trucks.

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

Tel. (613) 774-2105 Fax (613) 774-5699

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6. Flash a Stash

- Al spoke to everyone about this years fund raiser.

7. Truck Reports

- T3 is still getting work done. Dan to provide an update soon.
- P2B is out of service until further notice.

8. Next meeting:

Aug 16 7pm in S Mountain



DEPARTMENT ACTIVITY UPDATES

CAO

August 17, 2021

- Ongoing negotiations with property owner regarding potential site of test well and liaising with other associated individuals including our engineers, hydrogeologists and OCWA to respond to questions
- Met with Department heads on files and issues as required and in preparation for Council meetings
- Follow up with individual and lawyers regarding an offer to purchase
- Consultations with CBO and our lawyer regarding complaints from a member of the public regarding a new building
- Consultation and follow up with lawyers on several files
- Contacted MNR with questions related to aggregate licenses
- Respond to inquiries from the public and Council as required
- Met with representatives from Community Food Share for an update on their initiatives
- Virtual meeting with banking representatives regarding maximizing earnings on our available funds.

Human Resources related activities:

- Undertake activities to hire new, part-time Communications Officer including participation on the hiring committee and finalizing the contract with the chosen candidate who started at the beginning of August
- Preparation of employment contracts for Communications Officer, Deputy CBO and Administrative Assistant
- Work on performance evaluations
- Update job description for Director of Corporate Services/Clerk and post the position with a closing date of August 30th
- Work with department heads to find resources for Drainage Superintendent role and additional assistance for the Planning Department as a result of the vacancy in the position of Planning Technician and make recommendation to Council.
- Review of Recreation Coordinator salary range and make recommendation to Council.

Commemorative project:

- Mural - Artist Carrie Kellar has provided a first draft of the mural image for comment by the planning committee. Once the design is approved, she will paint the smaller version of the mural on Masonite.
- We are coordinating with Shane Signs who will digitize the image and print it on 5'x10' aluminum panels, for a total mural size of 10' x 50'.
- Ceremonial Street Naming - Street sign design and pricing are ongoing to install new commemorative road signs on a section of main street.
- Facility Naming – Council will need to officially name one of our facilities accordingly. Consultation is underway regarding facility signage.

From: Francois Marion
Sent: August 9, 2021 3:32 PM
To: Meaghan Meerburg
Subject: Re: Marionville Citizens Committee

Hi Meaghan.

Nice to hear from you. On this end, all is well, albeit quiet times all around.

With regards to the Marionville Citizens's Committee, like most Committees, COVID has had its impact. The Marionville Winter Carnival which takes place in February was cancelled this year. Also, our Community Sugar Bush gathering (Dinner and Dance) at the Community Centre which was scheduled for March was also cancelled.

The skating rink was fully operational and health guidelines were observed throughout the skating season.

As you know, we were hoping to have our first Meet Me on The Main but was cancelled across the Township due to COVID.

Good news, the Marionville Lob Ball League resumed its activities earlier this summer when it was permissible to do so. There are 8 teams playing in this house league. 2023 will mark the 40th anniversary of this league. Quite an accomplishment!

New this year, is the Petanque (Bocce) League. Comprised of 8 teams, (two players per team, mostly mixed) , the league is starting its activities tonight and will run till end of September.

The Marion Open Golf gathering was also cancelled.

If you have any questions regarding the above, do not hesitate to touch base.

Cheers for now and enjoy this warm weather!

François

Morewood RA Report

Time Period: November – August 2021

Date of Report: August 6, 2021 (V2)

Submitted by: Katie Lesage, 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: Katie Lesage

Vice-President: Glenn Smirle

Meeting Minutes Recorder: Laughie McInnis

Treasurer: Deborah McInnis

**Morewood RA Members*

Tawny Bryski-Wilson, Brent Richard, Martin Reichert, Chad Vokey

*Note: Membership and roles changed over the course of this period.

Activities Completed this Period

- In light of COVID-19, 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 video conferencing.
 - 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.
 - We have continued to focus our efforts on Veteran’s View Park:
 - For Fall and Spring, we have continued to hang up our seasonal banners, thanks to our sponsors. They continue to be a beautiful addition to our little community.
 - For Christmas this year, as we have in previous years, decorated **Veteran’s View Park and the Morewood hall**. Thanks to the township for donating some lights. Also, thanks to the good memory of Martin who found the old wooden sleigh and reindeer (that used to be part of the Morewood Winter Parade) that was lit up at the Morewood hall. In addition to these decorations, we hired a professional lighting firm to set up professional lights on our tree. In previous years, we’ve had varying degrees of success with lighting up the tree, thus decided to pursue this route. Thanks to our sponsors, the cost of this service was fully covered. Our Tree Lighting ceremony was held Friday November 27th.
 - In the spring, we refilled our **beautiful oak barrel planters** with red and white flowers that we pre-ordered from a local nursery, FloralGlen Greenhouses. We thought that the colours would offer a great visual to commemorate the great efforts on the Cenotaph as per the

Cenotaph Committee. We thank the township for filling in most of the topsoil in the barrels to reduce our efforts. We covered all of the costs this year as last year the cost of the barrels was paid by local sponsors. We, also, thank the Morewood Station 1 North Dundas Fire Services for keeping our watering station filled.



- Our **latest project** (see photos below), which brought our member Martin Reichert's vision to life, is the new arbor and sign. The sign was purchased from Shane Signs, and the holes were dug with special thanks to E.C Carruthers & Sons Utility Construction.



- The **Gazebo project** is now in progress. We have obtained our permits and have provided a down payment. As with many construction projects, there are delays. We are waiting for the Gazebo to be completed and timeline for delivery. We are seeking an update from the vendor this week. Thanks to the Township and K2D2, the stonework is relayed and ready for delivery of the ordered 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.
 - We will start exploring the possibility of offering events for the community following COVID-19 safety protocols.
-

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.)

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-58

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 Public, Regular, Special and In Camera Meetings held on July 13th, 2021 and July 27th, 2021 of the Council of the Township of North Dundas, be hereby adopted.
- 2.0** That the actions of the Township of North Dundas at the Regular Meeting held on August 17, 2021 in respect of each motion, resolution and other action taken by the Township of North Dundas at its meeting are, except where the prior approval of the Ontario Land 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 17th day of August, 2021.

MAYOR

CLERK