



**AGENDA**  
**Township of North Dundas**

**Tuesday, September 28, 2021, 7:00 p.m.**  
**636 St. Lawrence St. Winchester, ON**

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	<b>Pages</b>
<b>1. Call Meeting to Order by Resolution</b>	
<b>2. Adoption of Agenda</b>	
<b>3. Disclosure of Pecuniary Interest and General Nature Thereof</b>	
<b>4. Adoption of Minutes</b>	
a. September 14, 2021 Public Meeting Minutes	4
b. September 14, 2021 Regular Meeting Minutes (revised)	7
<b>5. Delegations</b>	
a. SDG - OPP Representatives:	
Detachment Commander Inspector Marc Hemmerick	
Staff Sergeant Simon Hardy	
Constable Jim Blanchette	
<b>6. Closed Session</b>	
Section 239 (2) of The Municipal Act S.O. 2001	
(c) a proposed or pending acquisition or disposition of land by the Municipality or local board; AND	
(e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board.	
<b>7. Open Session</b>	
<b>8. Action Requests</b>	

a.	Finance - NIL	
b.	Economic Development and Communications - NIL	
c.	Public Works - NIL	
d.	Waste Management - NIL	
e.	Planning Building and Enforcement	
1.	Administrative Assistant/Receptionist Contract Extension	17
f.	Recreation and Culture - NIL	
g.	Fire - NIL	
h.	CAO	
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13.	<b>Boards and Committees</b>	
a.	County Council: Mayor Fraser & Deputy Mayor Armstrong	
b.	Canada Day: Mayor Fraser	

- c. Display of Lights: Mayor Fraser
- d. Fire Steering: Fire Commissioner Armstrong
- e. Art on the Waterfront: Councillor Thompson
- f. Chesterville & District Historical Society: Councillor Thompson
- g. Chesterville Carnival: Councillor Thompson
- h. Dairyfest: Councillor Hoy
- i. Winchester Downtown Revitalization: Councillor Annable

**14. Motions and Notices of Motions**

**15. Petitions**

**16. Council Comments and Concerns**

**17. Miscellaneous/Unfinished Business**

**18. Ratification By-law**

- a. By-law No. 2021-69

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**19. Adjournment**

**TOWNSHIP OF NORTH DUNDAS**  
**PUBLIC MEETING TO CONSIDER TWO ZONING AMENDMENTS**  
**September 14, 2021**

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A Public Meeting of Council, under Section 34 of the *Planning Act, R.S.O. 1990*, as amended was held to consider two proposed zoning amendments; one to the former Township of Winchester Zoning By-law No. 12-93 and one to the former Township of Mountain Zoning By-law 79-6. The meeting was held in person and broadcast virtually on the Township’s YouTube channel. An invitation to attend and participate virtually was offered to the public.

**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 Thompson that the Public Meeting of the Council of the Township of North Dundas to consider two Zoning By-law Amendments be hereby called to order at 6:31 pm.**  
**CARRIED.**

The Chairperson confirmed that in accordance with Section 34 of the Planning Act and Ontario Regulation 545/06, Public Notices were mailed on August 16<sup>th</sup> and signs posted on August 20<sup>th</sup>, 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 **Elsayed Ali & Azza Jabakhanji**.

The Township of North Dundas received an application to amend the former Township of Winchester Zoning By-law No. 12-93 to rezone a property to Residential Second Density Special Exemption 6 (R2-6) to permit the construction of three townhome dwellings.

The lands affected by this amendment are describes as Part of Lot 4, Concession 7, former Township of Winchester, now the Township of North Dundas, County of Dundas.

If the proposed by-law amendment is adopted, the subject land will be rezoned to Residential Second Density Exemption 6 (R2-6) to allow the construction of three townhome dwelling units on a newly created lot (Consent Application B-66-2021).

The property/land to which the proposed Zoning By-law amendment applies is the subject of another application under the *Planning Act*.

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

Ministries & Public Bodies:

United Counties of SDG provided comment regarding the geographic limitations of the re-zoning.

Comments from the Public:

- Clarity on which part of the land is to be rezoned to residential
- Clarity on what is proposed to be constructed
- Clarity on water and sewer requirements
- Clarity on parking location.

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

There were no questions from Council. The Applicant was not present and there were no questions from members of the public.

Planner Calvin Pol explained the **Chelsea Baker Amendment**

The Township of North Dundas received an application to amend the former Township of Mountain Zoning By-law No. 79-6 to rezone a property from General commercial (C1) to Residential First Density (R1) to permit the construction of a residential single-family dwelling.

The lands affected by this amendment are 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.

If the proposed by-law amendment is adopted, the subject land will be rezoned to Residential First Density (R1) to allow the construction of a residential single-family dwelling.

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

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

Ministries & Public Bodies:

SNC does not object to residential development. They are recommending deferral until these natural hazards are established and a scaled site plan is submitted and reviewed. This will ensure the owner or purchaser has an accurate building envelope before a building permit application is submitted.

Mr. Pol advised a scaled site plan was provided on September 14, 2021.

Public Meeting Comments:

None received.

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

There were no questions from Council, the applicant or from members of the public.

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

**Moved by Councillor Thompson and seconded by Deputy Mayor Armstrong that the Public Meeting of the Council of the Township Dundas to consider two Zoning By-law Amendments be hereby adjourned at 6:50 pm.  
CARRIED.**

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Tony Fraser, CHAIRPERSON

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Jo-Anne McCaslin, CLERK

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**MINUTES**  
**SEPTEMBER 14, 2021**

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A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on September 14, 2021 with Mayor Fraser in the Chair. Technical difficulties prevented this meeting from being broadcast live 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  
Economic Development Officer: Stephen Mann  
Director of Public Works: Khurram Tunio  
Director of Recreation and Culture: Meaghan Meerburg  
Director of Waste Management: Doug Froats  
Director of Planning, Building & Enforcement: Calvin Pol  
Communications Officer: Jennifer Westendorp  
Clerk: Jo-Anne McCaslin

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

Moved by Councillor Annable  
Seconded by Councillor Hoy

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 6:53 pm.

CARRIED
2. Adoption of Agenda  
Resolution No. 02  

Moved by Councillor Hoy  
Seconded by Councillor Annable

THAT Council approve the agenda as presented.

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

4. Adoption of Minutes

a) Regular Meeting August 17 2021

Resolution No. 03

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT the minutes of the Regular Meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held August 17, 2021 be adopted as presented.

CARRIED

5. Delegations – NIL

6. Closed Session – NIL

7. Open Session – NIL

8. Action Requests

a) Finance – NIL

b) Economic Development and Communications

i) D&H Fencing CIP Application

Resolution No. 04

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council approve a Signage Grant in the amount of \$1,500 for the property located at 1453 County Road 31, Winchester under the Township of North Dundas' Community Improvement Plan; AND THAT Council authorize the Mayor and CAO to execute the required agreement.

CARRIED

ii) Winchester Meadows Developments CIP Application

Resolution No. 05

Moved by Councillor Thompson

Seconded by Councillor Hoy

THAT Council approve a Facade Grant in the amount of \$2,354.04 for the property located at 545 St. Lawrence St, Winchester under the Township of North Dundas' Community Improvement Plan; AND THAT Council authorize the Mayor and CAO to execute the required agreement.

CARRIED

c) Public Works – NIL

d) Waste Management – NIL



e) Planning Building and Enforcement

i) Development Charge Background Study

Resolution No. 06

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT Council approve the award of PB2021-01 Request for Proposal to update the Development Charges Background Study to Watson & Associates Economists Ltd. In the amount of \$28,720.00 Plus HST.

CARRIED

f) Recreation and Culture

i) 2021/2022 Winter Staff Hires

Resolution No. 07

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council approve the recommendation of the hiring committee regarding the 2021/2022 winter staff hires for Rink Attendants and Call-In Facility Operators.

CARRIED

ii) Little Free Library

Resolution No. 08

Moved by Councillor Annable

Seconded by Deputy Mayor Armstrong

THAT Council approve the Rotary Club of Chesterville's request to situate a 'Little Free Library' at the corner of Main & South Street in Chesterville.

CARRIED

iii) Budget Amendment Canada Cultural Spaces Fund

Resolution No. 09

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council approve Budget Amendment #2021-18 to recognize an additional \$5,500 in grant funding from the Canada Cultural Spaces Fund, for a total of \$31,408 in funding support; AND THAT Council approve an increase of \$5,500 in project expenses.

CARRIED

iv) Winchester & Chesterville Fire Hall Exhaust Systems

Resolution No. 10

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas approve Budget Amendment #2021-21 to fund additional costs of up to \$4,000 for the Chesterville Fire Hall exhaust system and additional costs of up to \$2,000 for the Winchester Fire Hall exhaust system.

CARRIED

- v) Budget Amendment ICIP COVID Stream Grant  
Resolution No. 11

Moved by Councillor Annable  
Seconded by Councillor Hoy

THAT the Council of the Township of North Dundas approve Budget Amendment #2021-20 for the acquisition of \$100,000 in grant funding from the ICIP: COVID Stream – Local Government Intake and for the reallocation of 2021 funds, to support additional project costs.

CARRIED

- g) Fire – NIL

- h) CAO

- a) Truth and Reconciliation Commission:  
Resolution No 12

Moved by Councillor Annable  
Seconded by Councillor Hoy

WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation;

AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

AND WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a Federal statutory holiday;

THEREFORE, BE IT RESOLVED THAT the Council of the Township of North Dundas does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

CARRIED

b) Policy 36-2012 Statutory Holidays

Resolution No. 13

Moved by Councillor Annable

Seconded by Councillor Hoy

That Council approve Policy #36-2012 as amended, to include September 30th, the federally established statutory holiday known as the National Day for Truth and Reconciliation, as a holiday with pay for North Dundas full-time employees.

DEFEATED

i) Clerk

i) Christmas Market Street Closure

Resolution No. 14

Moved by Councillor Thompson

Seconded by Deputy Mayor Armstrong

THAT Council seek permission from the United Counties of SD&G to close a portion of County Road 3 (Winchester Main Street) from 507 Winchester Main St to 482 Winchester Main St and a portion of County Road 38 (St. Lawrence Street) to Caleb Street to vehicular traffic between the hours of 7 am to 5 pm on Saturday, November 13th, 2021 to facilitate a Christmas Market.

CARRIED

9. Tenders and Quotations

a) Award of Guide Rail Replacements & Installation Works

Resolution No. 15

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas approves the award of the single source contract for Guide Rails Replacements / Installation Works to Peninsula Construction Inc. in the amount of \$383,347.54 plus HST.

CARRIED

b) Engineering Services of Various Water and Sewer Infrastructure Expansion and Upgrades

Resolution No. 16

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council award the RFP#PW-2021-06 Engineering Services for Various Water and Sewer Infrastructure Expansion and Upgrades to J. L. Richards & Associates Limited in the amount of \$985,130 plus HST; AND THAT \$435,130 remain unfunded for the project, which will be funded through 2022 water and wastewater budget.

CARRIED

- c) Marionville Road Culvert Replacement  
Resolution No. 17

Moved by Councillor Annable  
Seconded by Councillor Hoy

THAT Council authorize the Director of Public Works to enter into a Boundary Road Culvert Agreement with the City of Ottawa for the cost sharing of the Marionville Road culvert replacement; AND THAT Council award the Marionville Culvert replacement project to H&E Contracting in the amount of \$39,700 plus HST.

CARRIED

- d) Tender RC 2021-03 Replacement of the Winchester Library Flooring  
Resolution No. 18

Moved by Councillor Thompson  
Seconded by Councillor Hoy

THAT Council award tender RC2021-03 for the replacement of the Winchester Library Branch flooring, to S&R Flooring Concepts Inc., for the stipulated price of \$16,420.56 + HST; AND THAT Council approve Budget Amendment #2021-17 to increase the scope and budget of the project to include painting the interior of the library branch.

CARRIED

- e) Tender RC 2021-08 Asphalt Paving  
Resolution No. 19

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson

THAT Council award tender RC2021-08 for Asphalt Paving to H&B Contracting Inc. for the price of \$178,180.00 + HST; AND THAT Council approve budget amendment #2021-19 authorizing additional funding up to \$40,000 for the repaving of the Municipal Administration Building parking lot.

CARRIED

- f) RFP#AM2021-01 North Dundas Building Condition Assessment  
Resolution No. 20

Moved by Councillor Annable  
Seconded by Councillor Hoy

THAT Council award the project identified as Priority 1 RFP# AM2021-01 for the North Dundas Building Condition Assessment, to Roth IAMS Ltd., for the stipulated price of \$47,457.50 excluding HST; AND THAT Council approve Budget Amendment #2021-16 to transfer \$8500.00 from reserves.

CARRIED

## 10. By-laws

- a) By-law No. 2021-56 Consent for Road Cuts  
Resolution No. 21

Moved by Councillor Thompson  
Seconded by Councillor Annable

THAT By-law No. 2021-56, being a By-law to regulate the entry onto and the cutting and reinstatement of municipal roadways, be read and passed in Open Council, signed and sealed this 14th day of September, 2021.  
CARRIED

- b) By-law No. 2021-64 Entranceways  
Resolution No. 22

Moved by Councillor Hoy  
Seconded by Councillor Thompson

THAT By-law No. 2021-64, being a By-law to regulate the installation and usage of entranceways and to prohibit the obstruction of certain drains, be read and passed in Open Council, signed and sealed this 14th day of September, 2021.  
CARRIED

***It is so noted that Council does not wish to increase the established fees for entrance permits or civic address numbers at this time.***

- c) By-law No. 2021-61 E. Ali Residential Zoning Amendment  
Resolution No. 23

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Annable

THAT By-law No. 2021-61, being a By-law to amend the former Township of Winchester By-law No. 12-93, as amended, be read and passed in Open Council, signed and sealed this 14th day of September, 2021.  
CARRIED

- d) By-law No. 2021-62 Baker Residential Zoning Amendment  
Resolution No. 24

Moved by Councillor Hoy  
Seconded by Councillor Thompson

THAT By-law No. 2021-62, being a by-law to amend the former Township of Mountain Zoning By-law No. 79-6 as amended, be read and passed in Open Council, signed and sealed this 14th day of September, 2021.  
CARRIED

- e) Bylaw No. 2021-63 Committee of Adjustment - Member Reappointment  
Resolution No. 25  
Moved by Councillor Thompson  
Seconded by Deputy Mayor Armstrong  
THAT By-law 2021-63 being a By-law to reappoint a member of the Committee of Adjustment be read and passed in Open Council, signed and sealed this 14th day of September, 2021.  
CARRIED

- f) Bylaw No. 2021-65 Parking Bylaw Amendment  
Resolution No. 26  
Moved by Councillor Hoy  
Seconded by Councillor Annable  
THAT By-law No. 2021-65, being a By-law to amend By-law No. 25-2001, being a By-law for the purpose of regulating parking on Clarence Street Township of North Dundas, be read and passed in Open Council, signed and sealed this 14th day of September 2021;

AND THAT the Council hereby authorizes the Mayor and Clerk to enter into a parking agreement for the use of four (4) parking spaces behind the Winchester Fire Hall with Winchester Meadows Developments Inc., being the owner of 545 St. Lawrence Street, Winchester.  
CARRIED

- g) Bylaw No. 2021-51 Drainage Superintendent Appointment  
Resolution No. 27  
Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson  
THAT By-law No. 2021-51, being a By-law to Appoint a Drainage Superintendent be read and passed in Open Council, signed and sealed this 14th day of September, 2021.  
CARRIED

- h) Bylaw No. 2021-66 Appointment of a Drainage Engineer  
Resolution No. 28  
Moved by Councillor Thompson  
Seconded by Councillor Annable  
THAT By-law No. 2021-66, being a By-law to appoint McIntosh Perry as the Drainage Engineer for the Bourgeois Municipal Drain project for Major Drainage Improvement Works be read and passed in Open Council signed and sealed this 14th day of September, 2021.  
CARRIED

## 11. Key Information

- a) Finance Budget 2022 – Proposed Timetable: Treasurer Gareau presented a proposed 2022 budget calendar to Council and also invited Council to bring

forward any items or suggestions that they would like to see added to the draft budget for consideration.

- b) Economic Development & Communications – Christmas Market Donation: Officer Mann provided an update on the Christmas Market event hosted by Kelly Windle of the Planted Arrow and Lisa Williams of the Main Street Clothing Company scheduled for November 13<sup>th</sup> in Winchester. Council expressed support for this event and authorized payment in the amount of \$2,142.90 + HST to assist with portable washrooms and propane heaters to be placed in the downtown core.
- c) Waste Management Services – Hazardous Waste Transition: Director Froats updated Council on changes to our current household hazardous plan effective October 1, 2021 when we begin operating as a Producer Responsibility Organization (PRO)

## 12. Consent Agenda

Resolution No. 29

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

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

August 1, 2021 to August 16, 2021, Batch 115 to 120 in the amount of \$491,587.97;

August 17, 2021 to August 31, 2021 Batch 121 to 131 in the amount of \$2,931,832.23

THAT all other items listed under the Consent Agenda section of the 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. Miscellaneous/Unfinished Business - NIL

## 18. Ratification By-law

Resolution No. 30

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT By-law No. 2021-67 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 14th day of September, 2021.

CARRIED

19. Adjournment by Resolution  
Resolution No. 31

Moved by Deputy Mayor Armstrong  
Seconded by Councillor Thompson

THAT Council adjourn at 8:38 pm to the call of the Chair.  
CARRIED

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MAYOR

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CLERK





## **ACTION REQUEST**

Planning, Building & Enforcement

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**To: Mayor and Members of Council**

**Date of Meeting: September 28, 2021**

**Subject: Administrative Assistant/Receptionist Contract Extension**

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### **RECOMMENDATION:**

**THAT Council approve the contract with Lisa Devereaux as Administrative Assistant/Receptionist in the Planning, Building and Enforcement Department as per the offer of employment dated September 29, 2021.**

### **BACKGROUND:**

Ms. Lisa Devereaux has been under contract as an Administrative Assistant/Receptionist for the Planning, Building and Enforcement Department since May 19, 2021, following the resignation of Ms. J. Manley. Ms. D. Ward was hired to replace Ms. Manley, and has been a wonderful asset for the Township.

Ms. Devereaux was kept on with the resignation/departure of the Township Planning Technician. That position is currently being advertised. Last week, Ms. Ward left on maternity leave, leaving two positions in the department currently vacant.

With the experience gained over the past four months, we are recommending Ms. L. Devereaux be kept on under contract until May 7, 2022 to assist the department during the maternity leave and hiring process for the planning position. Interviews for the Planning Technician /Junior Planner position are expected to take place in early October 2021.

### **OPTIONS AND DISCUSSION:**

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

### **FINANCIAL ANALYSIS:**

The salary for this position can be accommodated within in the 2021 budget.

### **OTHERS CONSULTED:**

Clerk  
CAO  
Chief Building Official

### **ATTACHMENTS:**

n/a



## **ACTION REQUEST**

Chief Administrative Officer

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**To: Mayor and Members of Council**

**Date of Meeting: September 28, 2021**

**Subject: Part-Time Wage Schedule**

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### **RECOMMENDATION:**

**THAT Council approves the Part-Time Wage schedule effective October 1, 2021 to reflect increases in minimum wage.**

### **BACKGROUND:**

Effective October 1, 2021, the general minimum wage in the Employment Standards Act will increase from \$14.25/hour to \$14.35/hour and the liquor servers minimum wage will increase from \$12.45/hour to \$12.55/hour as shown on the table below.

Minimum wage rate	Rates from Jan 1, 2018 to Sept 30, 2020	Rates from Oct 1, 2020 to Sept 30, 2021	Rates from Oct 1, 2021 to Sept 30, 2022
<b>General minimum wage</b>	\$14.00 per hour	\$14.25 per hour	\$14.35 per hour
<b>Student minimum wage</b>	\$13.15 per hour	\$13.40 per hour	\$13.50 per hour
<b>Liquor servers minimum wage</b>	\$12.20 per hour	\$12.45 per hour	\$12.55 per hour

Student minimum wage applies to students under the age of 18 who work 28 hours a week or less when school is in session, or work during a school break or summer holidays. Our students may work more than 28 hours a week, depending on scheduling and vacations of full-time workers. Also, some students may be less than 18 years of age, while others are over 18. We have historically ensured that we comply with the general minimum wage for all employees, including students.

On our current part-time wage schedule, the positions of Junior Administrative Assistant (vacant), Maintenance/Parks Labourer and Arena Attendant are all paid \$14.29/hour, which will be lower than the new general minimum wage of \$14.35/hour. Also, our position of bartender is currently compensated at \$12.46/hour which is less than the new minimum wage of \$12.55/hour. Therefore, it is recommended that we adjust our part-time wage schedule for the four positions listed, to be in compliance with the minimum wage regulation.

### **OPTIONS AND DISCUSSION:**

- 1. Approve the recommendation** – recommended. We will be in compliance with the Employment Standards Act.
- 2. Do not approve the recommendation** - not recommended. We would not be in compliance with the Employment Standards Act and could be legally challenged.

**FINANCIAL ANALYSIS:**

It is anticipated that the impact on 2021 will be less than \$150, which can be absorbed in the approved budget. The new minimum wage will be used for the 2022 draft budget calculations.

**OTHERS CONSULTED:**

Director of Recreation & Culture  
Deputy Treasurer

**ATTACHMENTS:**

Part-time Wage Schedule

# Part-Time Wages – Hourly

Effective: October 1, 2021

Position Title	Term 1	Returning 2nd Term	Returning 3rd term
Outdoor Pool Coordinator	\$18.38	\$18.75	\$19.12
Head Lifeguard	\$17.36	\$17.70	\$18.06
Lifeguard/Swim Instructor	\$16.34	\$16.66	\$17.00
Junior Administrative Assistant	\$14.35	\$14.64	\$14.93
Accounting Assistant	\$18.38	\$18.75	\$19.12
Accounting Clerk	\$21.66	\$22.08	\$22.52
Maintenance/Parks Labourer/Shift Supervisor	\$16.34	\$16.66	\$17.00
Maintenance/Engineering Student	\$16.34	\$16.66	\$17.00

Position Title	Hourly Rate
Casual/Part-Time Lifeguard	\$15.32
Maintenance/Parks Labourer	\$14.35
Arena Attendant	\$14.35
Bartender	\$12.55
Crossing Guard	\$18.00
Trapper	\$20.00
Municipal Services Assistant	\$16.00
Senior Municipal Services Assistant	\$19.00

Position Title	Per Call Rate
Livestock Valuer	\$50.00

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



## **ACTION REQUEST**

Chief Administrative Officer

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**To: Mayor and Members of Council**

**Date of Meeting: September 28, 2021**

**Subject: Sam Ault Arena**

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### **RECOMMENDATION:**

**THAT Council officially names the Winchester Arena as the Sam Ault Arena, located within the Joel Steele Community Center.**

### **BACKGROUND:**

The Ault Family has had a profound impact on the Village of Winchester and the surrounding community. Sam Ault was instrumental in the modernization of cheesemaking, the growth of Ault Foods and expanding the Winchester plant to become the largest cheese manufacturing plant in Canada. Years later, this plant continues to be one of the largest employers in North Dundas.

The Ault family have also supported many initiatives in the community over the years, from the donation of the land for the Winchester & District Memorial Hospital and Winchester Public School to supporting numerous projects, clubs, public and private initiatives within the community.

Sam Ault was instrumental in the building and operation of the current Winchester Arena. He sent staff from Ault Foods to operate the arena. Therefore, it is considered fitting that the arena portion of the Joel Steel Community Center be named the Sam Ault Arena.

A celebration of the Ault Family Legacy was held on Friday September 24<sup>th</sup> at the Lions Club Pavillion and the Joel Steele Community Center. Due to COVID restrictions, the event was by invitation only. It was emceed by Mayor Fraser and included speeches by MP Duncan, MPP McDonnell, Mark Taylor-President and CEO of Lactalis Canada, Murray Sherk - President of the Dairy Farmers of Ontario and Warden Armstrong. The event featured the unveiling of a 10' x 60' mural mounted on the outside of the arena and Sam Ault signage installed above the arena entrance.

### **OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

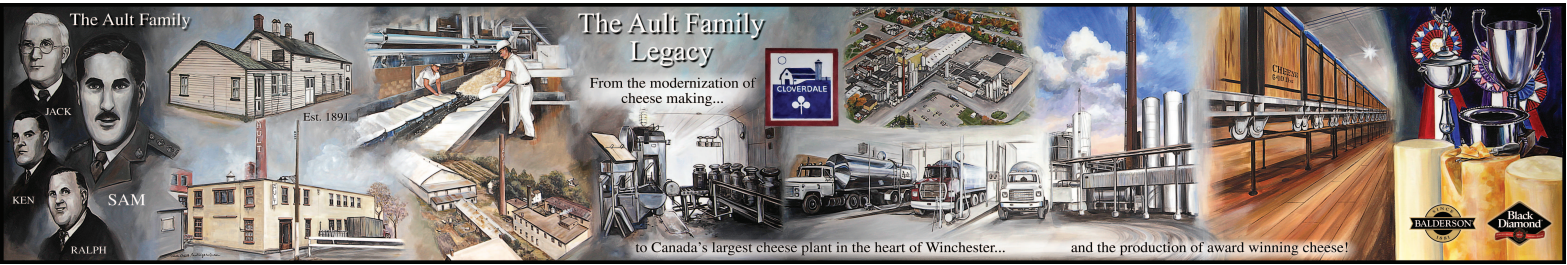
The mural and the Sam Ault signage on the arena are within the \$20,000 approved project budget.

**OTHERS CONSULTED:**

Deputy CAO/Clerk  
Director of Recreation & Culture  
Mrs. Rhonda Steele

**ATTACHMENTS:**

Ault Family Legacy Mural  
Ault Family Legacy Mural installed on arena  
Sam Ault Arena signage











## **ACTION REQUEST**

Chief Administrative Officer

---

**To: Mayor and Members of Council**

**Date of Meeting: September 28, 2021**

**Subject: Decorative Street Signs**

---

### **RECOMMENDATION:**

**THAT Council approves the cantilevered sign design for new signage on the section of Main Street in Winchester also known as Ault Way, and also approves budget amendment #2021-22 to increase the budget for the Ault Family Legacy Project by \$10,000.**

### **BACKGROUND:**

The Ault Family Legacy project recognizes the contribution of the Ault family to the Village of Winchester and the surrounding community. Ault Foods and the subsequent companies have provided employment for many area residents. A member of the Ault family donated the land for the Winchester District Memorial Hospital and Winchester Public School to be built. There are many stories about community support that have been provided by members of the Ault Family over the years. The Legacy project is planned to include a mural and signage on the Winchester Arena, signage at the property entrance (on the 100 Club Park sign), and ceremonial naming of a section of Main Street.

The section of Main Street in Winchester, extending between the recently named Sam Ault arena and Center Street - the entrance to the Lactalis plant, formerly Ault Foods, will also be known as Ault Way.

We have obtained two options for decorative signage along this section of Main Street. Both options will include black elliptical posts similar to the one that is installed at the intersection of Main and St. Lawrence Street and new street signs. We will be purchasing nine posts, associated hardware and the street signs.

#### **Street Sign Options:**

- 1) Street signs attached to the post by a cantilever bracket, similar to the existing sign at the intersection of Main and St. Lawrence Streets and as shown in diagram 1 attached. The cost for this option is \$8,372.30 + HST.
- 2) Street signs installed on top of one another and perpendicular to each other, as illustrated in diagram 2 attached. The cost for this option is \$6,587.60 + HST.

### **OPTIONS AND DISCUSSION:**

1. **Approve the cantilevered design and an increase in budget of \$10,000 - recommended.**

2. **Approve the top mount design and a \$10,000 budget increase** – not recommended.
3. **Approve a design, but do not approve a budget amendment** - not recommended.  
We would not have sufficient funds in the budget to proceed with the street signs or modifications to the 100 Club Park sign. These components could be deferred and included in the 2022 draft budget.

**FINANCIAL ANALYSIS:**

We have an overall approved budget of \$20,000 for the Ault Legacy project. This is being funded in an equal partnership between the Township and Lactalis. The signage options for the property entrance are still being researched, so pricing is not available for that portion of the project. Without the street signs and the revisions to the 100 Club Park signs, the cost estimates to date are approximately \$18,000. This leaves only \$2,000 for the remaining project components.

It is recommended that Council approve a budget amendment to increase the project budget to \$30,000. A request will be made to Lactalis to split the additional \$10,000 equally between Lactalis and the Township. The Township's \$5,000 would be financed from the general reserve fund (2020 surplus). If Lactalis is not willing to share the increased amount, the full \$10,000 would need to be financed by the Township.

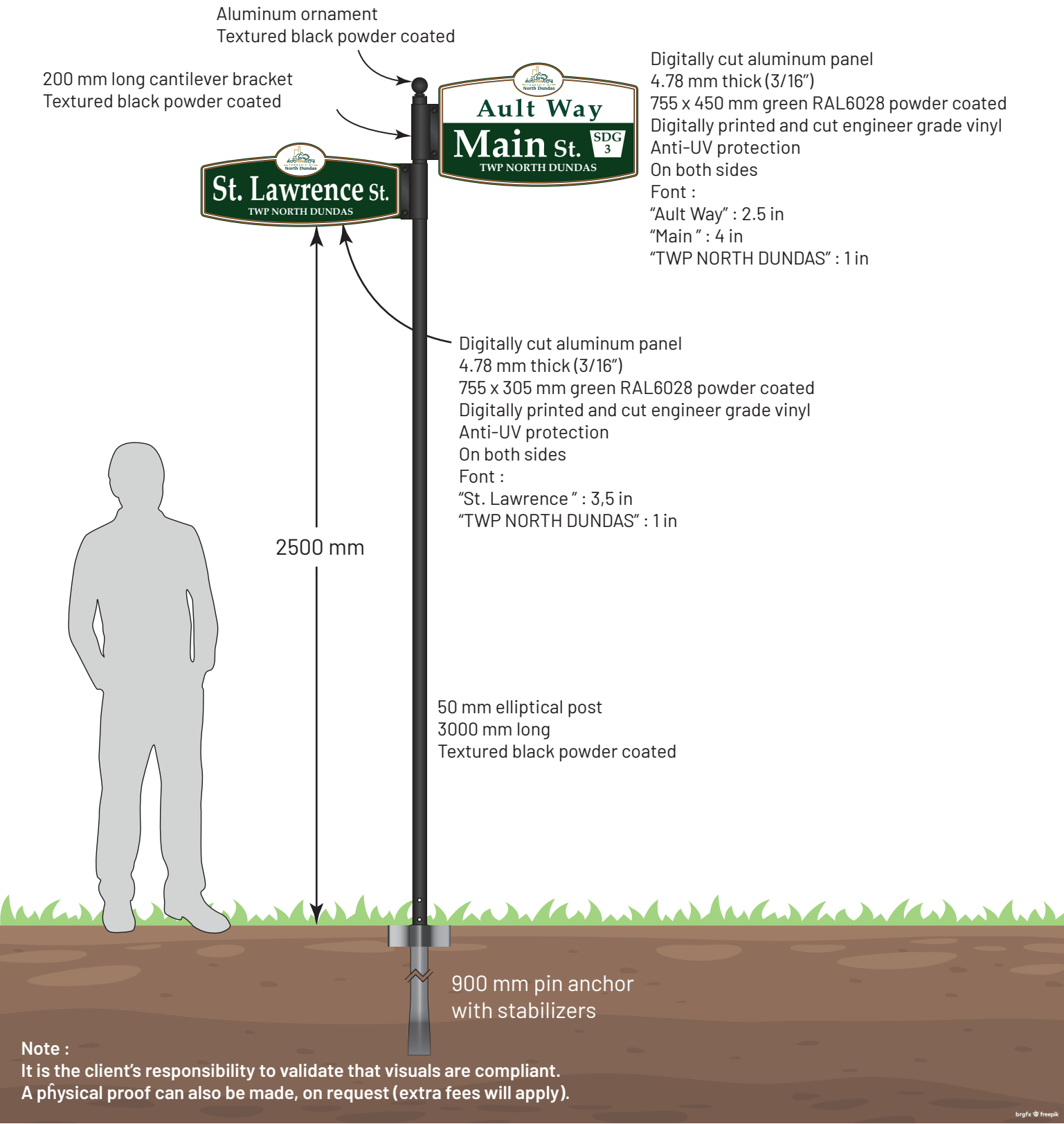
**OTHERS CONSULTED:**

Director of Public Works  
SDG Director of Transportation  
Clerk/Deputy CAO

**ATTACHMENTS:**

Cantilever installation design  
Top Post installation design  
Quotation 40968 (2) cantilever design  
Quotation 41040 top post design  
Budget amendment #2021-22

Lettering visibility : 40 ft for every 1 in of height (12 m for every 25 mm)  
Cantilever installation on Kalitec post



Approved by : \_\_\_\_\_ Date : \_\_\_\_\_  
☐ Manufacture as per drawing ☐ Edits needed, submit new drawing ☐ Cancelled, send infographics bill

<b>kalitec</b>		1220 montée Masson, Laval, QC H7E 4P2 (Canada) ☎ 450.664.4414 1.888.788.4747 info@kalitec.com www.kalitec.com		<b>North Dunda - Street signs</b>			
Drawing by : Edger		Project category : Pride		Revision Time (hour(s)) : 1		Total Time (hour(s)) : 1.5	
Date : September 19th, 2021		Drawing # : North Dunda-2021-08-19-rev1		Ticket # : 1102		Rev. 1	Page 1 of 2

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Lettering visibility : 40 ft for every 1 in of height (12 m for every 25 mm)  
Top post installation on Kalitec post

Front view

SU-40 for 90° installation  
Textured black powder coated

SU-30 for Kalitec post installation  
Textured black powder coated

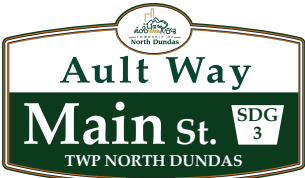


Digitally cut aluminum panel  
4.78 mm thick (3/16")  
750 x 275 mm  
Green RAL6028 powder coated  
Digitally printed and cut engineer grade vinyl  
Anti-UV protection  
On both sides  
Font :  
"St. Lawrence" : 3,5 in  
"TWP NORTH DUNDAS" : 1 in

2400 mm

900 mm pin anchor  
with stabilizers

Side view




Digitally cut aluminum panel  
4.78 mm thick (3/16")  
750 x 450 mm  
Green RAL6028 powder coated  
Digitally printed and cut engineer grade vinyl  
Anti-UV protection  
On both sides  
Font :  
"Ault Way" : 2.5 in  
"Main" : 4 in  
"TWP NORTH DUNDAS" : 1 in

50 mm elliptical post  
2400 mm long  
Textured black powder coated

Note :  
It is the client's responsibility to validate that visuals are compliant.  
A physical proof can also be made, on request (extra fees will apply).

Approved by : \_\_\_\_\_ Date : \_\_\_\_\_  
☐ Manufacture as per drawing ☐ Edits needed, submit new drawing ☐ Cancelled, send infographics bill

		1220 montée Masson, Laval, QC H7E 4P2 (Canada) ☎ 450.664.4414 1.888.788.4747 info@kalitec.com www.kalitec.com		North Dunda - Street signs			
Drawing by : Edger		Project category : Pride		Revision Time (hour(s)) : 1		Total Time (hour(s)) : 1.5	
Date : September 15th, 2021		Drawing # : North Dunda-2021-08-19-rev1		Ticket # : 1102		Rev. 1	Page 2 of 2

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# Quote



## Signalisation Kalitec inc.

1220, montée Masson  
Laval, QC  
Canada, H7E 4P2  
Tél. : 888-788-4747 Fax : 866-525-4319  
info@kalitec.com

<b>Quote #</b>	<b>41040</b>
<b>Date :</b>	2021-09-20
<b>Contact :</b>	Angela Rutley Phone : (613) 774-2105 # 231

<b>Bill to</b>	<b>C01100</b>
<b>Township Of North Dundas</b>	
636 St. Lawrence St., PO Box 490	
Winchester, ON	
CANADA, K0C 2K0	

<b>Ship to</b>	<b>C01100</b>
<b>Township Of North Dundas</b>	
636 St. Lawrence St., PO Box 490	
Winchester, ON	
CANADA, K0C 2K0	

Salesman		Phone	Email		Project
Jessica Gaudreault		1.888.788.4747 ext. 249	jessica_gaudreault@kalitec.com		Top post installation
Due Date	Lead Time (Weeks)	Terms	Currency	FOB	Ship Mode
2021-10-19	to be determined	Net 30 days	CAD	destination	Pre-Paid & Charged

#	Item	Qty	UN	Description	Net Price	Amount
1	KXXX-0001	9.000	UN	Digitally cut aluminum panel 4.78 mm thick 755x405 green powder coat digitaly print and cut engineer grade vinyl.	233.00 \$	2 097.00 \$
2	KXXX-0001	9.000	UN	Digitally cut aluminium panel 4.78mm thick 755 x 305mm green powder coated digitally printed and cut engineer grade vinyl	187.00 \$	1 683.00 \$
3	KANS-0203	9.000	UN	SU-40 for 90° installation, textured black powder coated	31.40 \$	282.60 \$
4	KANS-0229	9.000	UN	Top Sign Bracket Uptek - for Street Name Signs Universal - SU-30 For flat signs on Kalitec post only	43.90 \$	395.10 \$
5	KPAU-0027	9.000	UN	Elliptical post 2400 x 50 mm Uptek Textured - WITHOUT reflective strips	108.30 \$	974.70 \$
6	KFGX-0016	9.000	UN	Pin anchor 900 mm 134 mils	32.20 \$	289.80 \$
7	KGXX-0001	9.000	UN	Breakaway pin with hardware	49.30 \$	443.70 \$
8	KAPX-0019	9.000	UN	Anchor stabilizer (2)	16.30 \$	146.70 \$
9	KSTX-0001	1.000	UN	Transport / handling	275.00 \$	275.00 \$

GST : T141470856	Subtotal:	6 587.60 \$
	HST:	856.39 \$
	<b>Grand Total:</b>	<b>7 443.99 \$</b>

### Conditions of sale :

- All returns must be authorized and are subject to 15 % handling charge.
- Shortages and damages must be reported within 5 business days from receipt of order.
- For customized and personalized order, delivery time applies from the date we receive the approved drawings.
- Additional charges will be made for the underground conduct check if the project is canceled or postponed by the client within 30 days prior to installation.
- Administration fee of 2% per month will be added to overdue invoices.
- The material remains the property of Kalitec Inc. until the final payment.
- Kalitec is committed to the quantities quoted and does not hold itself responsible in case of divergence with plans and specifications.
- Unless there is a signed agreement, Kalitec does not undertake to pay any penalty for late delivery or installation.

# Quote



## Signalisation Kalitec inc.

1220, montée Masson  
Laval, QC  
Canada, H7E 4P2  
Tél. : 888-788-4747 Fax : 866-525-4319  
info@kalitec.com

<b>Quote #</b>	<b>40968 (2)</b>
<b>Date :</b>	2021-08-27
<b>Contact :</b>	Angela Rutley Phone : (613) 774-2105 # 231

<b>Bill to</b>	<b>C01100</b>
<b>Township Of North Dundas</b>	
636 St. Lawrence St., PO Box 490	
Winchester, ON	
CANADA, K0C 2K0	

<b>Ship to</b>	<b>C01100</b>
<b>Township Of North Dundas</b>	
636 St. Lawrence St., PO Box 490	
Winchester, ON	
CANADA, K0C 2K0	

Salesman		Phone	Email		Project
Jessica Gaudreault		1.888.788.4747 ext. 249	jessica_gaudreault@kalitec.com		Cantilever installation
Due Date	Lead Time (Weeks)	Terms	Currency	FOB	Ship Mode
2021-10-19	to be determined	Net 30 days	CAD	destination	Pre-Paid & Charged

#	Item	Qty	UN	Description	Net Price	Amount
1	KXXX-0001	9.000	UN	Digitally cut aluminum panel 4.78 mm thick 755x405 green powder coat digitaly print and cut engineer grade vinyl.	233.00 \$	2 097.00 \$
2	KXXX-0001	9.000	UN	Digitally cut aluminium panel 4.78mm thick 755 x 305mm green powder coated digitally printed and cut engineer grade vinyl	187.00 \$	1 683.00 \$
3	KANC-0134	18.000	UN	cantilever bracket, 200 mm, textured black powder coated	55.90 \$	1 006.20 \$
4	KAPX-0052	9.000	UN	Uptek (black) Textured ball-shaped ornament on top of 50 mm (2in) post	128.70 \$	1 158.30 \$
5	KPAU-0029	9.000	UN	Elliptical post 3000 x 50 mm Uptek Textured - WITHOUT reflective strips	141.40 \$	1 272.60 \$
6	KFGX-0016	9.000	UN	Pin anchor 900 mm 134 mils	32.20 \$	289.80 \$
7	KGXX-0001	9.000	UN	Breakaway pin with hardware	49.30 \$	443.70 \$
8	KAPX-0019	9.000	UN	Anchor stabilizer (2)	16.30 \$	146.70 \$
9	KSTX-0001	1.000	UN	Transport / handling	275.00 \$	275.00 \$

GST : T141470856	Subtotal:	8 372.30 \$
	HST:	1 088.40 \$
	<b>Grand Total:</b>	<b>9 460.70 \$</b>

### Conditions of sale :

- All returns must be authorized and are subject to 15 % handling charge.
- Shortages and damages must be reported within 5 business days from receipt of order.
- For customized and personalized order, delivery time applies from the date we receive the approved drawings.
- Additional charges will be made for the underground conduct check if the project is canceled or postponed by the client within 30 days prior to installation.
- Administration fee of 2% per month will be added to overdue invoices.
- The material remains the property of Kalitec Inc. until the final payment.
- Kalitec is committed to the quantities quoted and does not hold itself responsible in case of divergence with plans and specifications.
- Unless there is a signed agreement, Kalitec does not undertake to pay any penalty for late delivery or installation.

**Township of North Dundas**  
**Addendum to Budget Resolution - September 28, 2021**

**Budget Amendment - 2021-22 - Administration**

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
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**Costs**

Historical Mural Project	1-5-1200-8000	20,000	30,000	10,000
		<b>\$ 20,000</b>	<b>\$ 30,000</b>	<b>\$ 10,000</b>

**Financing**

Transfer from Others/Donations	1-4-1200-8005	10,000	15,000	5,000
Transfer from Reserve - Previous Year Surplus (1-3-2000-9670)	1-4-1200-9000	-	5,000	5,000
		<b>\$ 10,000</b>	<b>\$ 20,000</b>	<b>\$ 10,000</b>





## **ACTION REQUEST**

Clerk/Deputy CAO

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**To: Mayor and Members of Council**

**Date of Meeting: September 28, 2021**

**Subject: Flag Policy #90-2021 Amendment**

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### **RECOMMENDATION:**

**THAT Council approve Policy #90-2021, as amended, to include flying a flag on September 30 to observe Truth and Reconciliation Day.**

### **BACKGROUND:**

The Federal Government has established a new federal statutory holiday, the National Day for Truth and Reconciliation, to be observed on September 30<sup>th</sup>. At the September 14<sup>th</sup> meeting, Council supported a resolution to commit to recognizing September 30<sup>th</sup>, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing stories of residential school survivors, their families and communities. Flying a Truth and Reconciliation Flag on September 30<sup>th</sup> supports this commitment.

### **OPTIONS AND DISCUSSION:**

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

### **FINANCIAL ANALYSIS:**

Purchase a Truth and Reconciliation Flag.

### **OTHERS CONSULTED:**

CAO Rutley

### **ATTACHMENTS:**

Policy #90-2021

<b>POLICY MANUAL</b>	<b>Policy No. 90-2021</b>
<b>Township of North Dundas</b>	<b>Effective Date: July 2021</b> <b>Amended: September 28<sup>th</sup>, 2021</b>
<b>Subject: Flag Policy</b>	

## **PURPOSE**

This Policy is intended to provide a uniform and consistent protocol for the raising, displaying and flying a flag at half-mast on properties owned and operated by the Township of North Dundas.

## **POLICY REQUIREMENTS**

### **Displaying Flags**

1. Only the National Flag of Canada and the Provincial Flag of Ontario shall be flown on flagpoles owned and maintained by the Township of North Dundas.
2. a) Flags representing private organizations, events and causes shall NOT be displayed.  
b) The exceptions to 2a are that the Pride Flag shall be flown during the month of June and a flag to observe Truth and Reconciliation Day shall be flown on September 30th at the Municipal Office.
3. All flags will be flown or displayed in accordance with the dignity and general rules of etiquette for flying and displaying the National Flag of Canada.
4. Flags shall be flown and displayed in good condition. Any soiled, frayed or torn flags shall be replaced immediately.
5. Flags may be flown at half-mast in recognition of an unforeseen national/provincial event at the discretion of the Mayor & CAO.

### **Half-Masting**

1. Flags are flown at the half-mast position as a sign of respect and condolence, or to commemorate significant dates.
2. Flags will be flown at half-mast on Municipal properties upon the death of:
  - The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (i.e.) husband or wife, son or daughter, father, mother, brother or sister.

- Governor General or former Governor-General.
  - Prime Minister or former Prime Minister.
  - Lieutenant-Governor or the Province of Ontario or former Lieutenant-Governor of the Province of Ontario.
  - Premier of Ontario or a former Premier of Ontario.
  - Member or former Member of the House of Commons for this riding.
  - Head of Council or former Head of Council.
  - Deputy Mayor and Councillors
  - Current Township employee or volunteer firefighter
- 3.** Flags at the Municipal office and the cenotaphs will be flown at half-mast in recognition of Remembrance Day (November 11 from 11 am to coincide with the start of the ceremony at the National War Memorial, until the end of the work day).
  - 4.** Flags shall be flown at half-mast on April 28<sup>th</sup> of each year in recognition of the National Day of Mourning for persons killed or injured in the workplace.
  - 5.** The flags at Fire Stations may also be flown at half-mast in recognition of the death of active or retired firefighters; in recognition of line-of- duty deaths of firefighters in other Municipalities; and in special circumstances outside of Ontario at the decision of the Fire Chief. The half-masting of such flags shall be performed by the Fire Station Staff.
  - 6.** The flags at 547 St. Lawrence Street will be flown at half-mast in conjunction with OPP regulations.
  - 7.** When a flag is flown at half-mast, all other flags must also be flown at half-mast and at no time should the Canadian Flag be flown lower than any other flag.
  - 8.** Public notice for the reason of the half-masting will be posted on the Municipal website and at the Municipal office.
  - 9.** The time period for flags at half-mast shall include the day of death and up to and including the day of the funeral.
  - 10.** Township Staff will be responsible for maintenance of flags at municipal locations.

Approved by Council June 22, 2021  
Resolution # 14



## **ACTION REQUEST – BY-LAW**

Clerk/Deputy CAO

---

**To: Mayor and Members of Council**

**Date of Meeting: September 28, 2021**

**Subject: By-law No. 2021-68 – Archives Shared Services Agreement**

---

### **RECOMMENDATION:**

**THAT By-law No. 2021-68 being a By-law to enter into a Shared Services Agreement for Archives Services with the Municipality of South Dundas be read and passed in Open Council signed and sealed this 28<sup>th</sup> day of September, 2021.**

### **BACKGROUND:**

This agreement formalizes the memorandum of understanding signed between the Municipality of South Dundas and the Township of North Dundas in May of 2018.

The Dundas County Archive is a shared project between the Municipality of South Dundas and the Township of North Dundas located at 5 College Street, Iroquois.

As the agreement notes, the Township of North Dundas will be responsible to share costs for rent, utilities, telephone and internet, repairs, maintenance and the Archivist annual contract.

### **OPTIONS AND DISCUSSION:**

- 1. Approve the recommendation** – recommended. Adopting the By-law formalizes the agreement between the Municipality of South Dundas and Township of North Dundas to provide Archive Services.
- 2. Do not approve the recommendation** - not recommended.

### **FINANCIAL ANALYSIS:**

There is no financial impact as this shared expenditure has been included in the municipal budget since 2018.

### **OTHERS CONSULTED:**

CAO Angela Rutley  
CAO Shannon Geraghty  
Clerk Brenda Brunt

### **ATTACHMENTS:**

By-law 2021-67  
Agreement

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BY- LAW NO. 2021-68

***Being a By-law to enter into a shared services agreement with the Municipality of South Dundas for Archive Services.***

**WHEREAS** the *Municipal Act, 2001*, as amended, provides that all municipal powers shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** the *Municipal Act, 2001*, as amended, provides that a municipality may enter into agreements with one or more municipalities to provide a service for their mutual benefit and the benefit of respective inhabitants;

**AND WHEREAS**, Township of North Dundas wishes to enter an agreement with the Municipality of South Dundas to set out the cost sharing formula and to utilize the shared Archive Services model outlined by agreement for the operation of the Dundas County Archives;

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

- 1.0 That Agreement, attached hereto as Schedule “A” is hereby declared to form part of this by-law.
- 2.0 That the Mayor and Clerk be hereby authorized to sign said Agreement on behalf of the Corporation.
- 3.0 That this by-law shall come into force and take effect on the date of its final passing.

**READ** and passed in Open Council, signed and sealed this 28th day of September, 2021.

---

MAYOR

---

CLERK

**Shared Services Agreement**  
**Archives Services**

This Agreement made as of this 13<sup>th</sup> day of September, 2021  
between

**The Corporation of the Township of North Dundas**

(Hereinafter called "North Dundas")

-and-

**The Corporation of the Municipality of South Dundas**

(Hereinafter called "South Dundas")

**Whereas** the *Municipal Act, 2001*, as amended, provides that a municipality may enter into agreements with one or more municipalities for their joint benefit to provide a service or thing for their mutual benefit and the benefit of their respective inhabitants subject to the consent of the municipality in which the service or thing is provided;

**And Whereas** Archives Services are an important and necessary service for the operation of a Municipality;

**And Whereas** the parties above have agreed to enter into an Agreement to set out the cost sharing formula to utilize the shared Archive Services model outlined in this Agreement;

**And Whereas** South Dundas is the host Municipality for the purpose of delivering the services contemplated by this Agreement and as requested by North Dundas;

**Now Therefore** in consideration of the mutual covenants, conditions, considerations and payments herein contained, the parties hereto mutually agree as follows:

**1. Introduction**

- a. This Agreement is intended to set out the agreed funding formula for Archive Services, recognizing each parties' obligations.
- b. South Dundas and North Dundas intend to jointly share space at 5 College Street, Iroquois, Ontario where they intend to store, preserve, organize and manage archives.

## 2. Definitions

- a. **Committee** – means the members appointed by each Council for each of the parties to this Agreement.
- b. **Chief Administrative Officer (CAO)** – is the CAO appointed by South Dundas and North Dundas.
- c. **Director** – means the Clerk appointed by South Dundas and North Dundas or their designate.
- d. **Service Level Agreement (SLA)** – means an Agreement that defines the service scope, quality, and responsibilities agreed between the parties, including performance standards.

## 3. General

- a. The management of the services pursuant to this Agreement will be provided by the CAOs of South Dundas and North Dundas (or their designate). Management shall include:
  - i. Providing strategic advice;
  - ii. Project management;
  - iii. Employee Management (hiring, oversight, performance, discipline and termination); and
  - iv. Allocation of staff resources based upon an approved work plan.
- b. For the purpose of the administration of this Agreement, the Directors will report to the CAOs of the Municipalities. The Chief Administrative Officers of North Dundas and South Dundas will regularly provide guidance, advice and direction regarding the planning-related work within their respective Municipalities.
- c. The CAOs and the Directors will meet at a minimum of semi-annually to review operations and receive suggestions for service level adjustments.
- d. The Directors will provide recommendations to the CAOs based upon best practices, the principles of good planning, and cost efficiency.
- e. It is understood that efficiencies and cost savings will be achieved by harmonizing policies, and where practical and feasible, each Director will work towards commonality.
- f. Information segregation and security between the parties will be maintained, except where disclosure is required by the *Municipal Freedom of Information and Protection of Privacy Act*.



- g.** In order to meet the objectives of this Agreement, Archives Staff will be employees of South Dundas.
- h.** Archives Staff will be assigned as required to ensure the fulfilment of this Agreement, considering training, vacation and overall system needs. Without limiting the generality of the foregoing, the Directors in consultation with the Committee, shall establish a schedule to ensure their availability on a regular basis.
- i.** During the course of this Agreement, if additional human resources are required to support the archives operations of any of the parties hereto (e.g., a special request by either Municipality), discussion will take place among the parties to determine how these human resources are to be provided.

#### **4. Responsibilities of North Dundas and South Dundas**

- a.** North Dundas and South Dundas agree that they are equally and jointly responsible for the following:
  - i.** The cost of hardware and software solutions to support the Archives operations;
  - ii.** Providing/nominating staff to sit on committees/working groups related to Archive.
  - iii.** Policy enforcement, insurance and legal obligations related to their employees and Councils use of the Archive Services; and
  - iv.** Providing input regarding the performance of Archive Services Staff.

#### **5. Financial Obligations**

- i.** The basic rent for the space intended to be used for the purposes set out herein for the five-year term is \$46,674.18 (the "Rent"), which shall be increased by CPI annually on January 1st, plus the costs of telephone, internet and the Archivist annual contract. Rent payable shall be divided equally between North Dundas and South Dundas unless otherwise agreed in writing.
- ii.** Additional costs such as repairs and maintenance will be divided equally between the parties. All such repairs and maintenance shall be discussed annually and budgeted accordingly where possible. In the event of urgent repairs both parties shall make every reasonable effort to confer prior to completing such repairs.

- iii. All other costs including, but not limited to, utilities (gas and hydro), snowplowing, and grass cutting, etc. shall be divided equally.
- iv. The parties hereto agree that Archives Services provided shall be undertaken on a cost recovery basis, without markup or the application of an administrative fee. North Dundas will be billed on a semi-annual basis for archives services provided by South Dundas.
- v. Invoices will be forwarded to North Dundas on June 30<sup>th</sup> and December 31<sup>st</sup> each year. A year-end reconciliation will be made January 31<sup>st</sup> of the following year, to account for any changes in billing the prior year.

## **6. Liability and Insurance**

- a. Each party to this Agreement shall assume full responsibility and cost for any actions or lack of actions brought against them which are directly related to them as a result of their own negligent acts or omissions and no liability shall attach or accrue to the other parties.
- b. Despite Section 6 paragraph a), in the event that liability or action is brought against the parties collectively, then any cost or awards shall be split on a percent basis as per the percentage split funding formula in place on the day of the event or incident.
- c. Subject to paragraphs a) and b) above, each of the parties agrees to indemnify and hold the other harmless from and against all actions, suits, claims and demands which may be brought against or made upon another party including all loss, costs, charges and expenses as well as legal costs which may be incurred as a result of having entered into this agreement to the extent that such actions, suits, claims and demands arise from the negligence of that municipality in the carrying out of its obligations pursuant to this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provide in accordance with this agreement and shall survive this agreement.
- d. The Municipalities shall each maintain, for the duration of the agreement, Municipal liability insurance issued on an Occurrence basis of not less than \$5,000,000. Limit / Aggregate for negligent acts or omission while on North Dundas or South Dundas property or on private property while completing site visits. North Dundas and South Dundas shall be named as an additional insured on each other's insurance policy. This insurance shall be non-contributing

with and apply as primary and not as excess of any insurance available to the additional Insured.

- e. Any deductible shall be responsibility of the Named Insured and the additional Insured shall bear no costs towards such deductibles.
- f. Each Municipality is responsible to repair physical damage on their assets/equipment—failure to do so will not impose any liability on the other Municipality.
- g. Each party shall provide the other party with a certificate of insurance evidencing coverage as noted above. Such policies shall not be cancelled unless the Insurer notifies the additional Insured in writing at least thirty (30) days prior to the effective date of such cancellation. The insurance policy will be in a form and with a company licensed to write business in the Province of Ontario and which are, in all respects, acceptable to the Municipalities.

## **7. Termination and Amendments**

- a. This Agreement shall come into force upon the day of passing of a By-law by both South Dundas and North Dundas.
- b. This Agreement shall remain in force until any party provides written notice of termination. Notice shall be provided prior to July 1st of any calendar year, and shall be effective one year from notice date.
- c. This Agreement may be amended at any time by the mutual consent of the parties in writing, after the party desiring the amendment(s) gives the other party a minimum of ninety (90) days written notice of the proposed amendment(s). Any intended amendment not reduced to writing shall be of no force or effect.

## **8. Disputes and Disagreements**

- a. If, during the term of this Agreement, a dispute or disagreement arises between the parties that cannot be resolved by the Directors, the CAOs will be charged with making a determination. Where the CAOs cannot collectively come to a satisfactory resolution within thirty (30) days, the following dispute resolution procedure will be followed:
  - i. Within ninety (90) days the parties will submit the dispute or disagreement to arbitration in accordance with the provisions of the *Arbitration Act, SO, 1991, c. 17*
  - ii. The party wishing to commence arbitration shall give the other party a written notice describing the dispute or disagreement to be arbitrated. Any arbitration will be carried out by a single

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arbitrator, who has been chosen jointly by the parties. The costs and expenses of arbitration will be allocated by the arbitrator between the parties, as the arbitrator determines in accordance with applicable law.

- iii. The parties agree to fully cooperate in any dispute or disagreement process, including the release of information and/or access to individuals.
- b. Except where clearly prevented by a dispute or disagreement that arises under this Agreement, the parties shall continue performing their respective responsibilities under this Agreement while the dispute or disagreement is being resolved in accordance with this Section, unless or until such responsibilities are lawfully terminated or expire in accordance with terms of this agreement.

## **9. Confidentiality**

- a. Save as may be required by law, archives Staff or volunteers shall not at any time before, during or after the expiration or earlier termination of the Agreement, without prior written approval of the parties hereto, divulge to any person or use for any other purpose any confidential information.

## **10. Notice**

Any notice that is required to be given pursuant to this agreement shall be deemed to have been validly given if delivered the attention of the Clerk to the following:

**Township of North Dundas**  
636 St. Lawrence Street  
Winchester Ontario

**Municipality of South Dundas**  
34 Ottawa Street  
Morrisburg, Ontario K0C 1X0

## **11. Governing Law**

- a. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

**In Witness Whereof** the said Corporations have hereto affixed their corporate seals as attested by the hands of their proper officer duly authorized in that regard.

**THE CORPORATION OF THE TOWNSHIP  
NORTH DUNDAS**

Per: \_\_\_\_\_  
Tony Fraser, Mayor

Per: \_\_\_\_\_  
Jo-Anne McCaslin, Clerk

**THE CORPORATION OF THE  
MUNICIPALITY OF SOUTH DUNDAS**

Per: \_\_\_\_\_  
Steven Byvelds, Mayor

Per: \_\_\_\_\_  
Brenda Brunt, Clerk



## **KEY INFORMATION**

Clerk/Deputy CAO

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**To: Mayor and Members of Council**

**Date of Meeting: September 28, 2021**

**Subject: Vaccination Policy**

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Effective September 22, 2021, the Province of Ontario mandated that some businesses and organizations require the public to show proof of identification and proof of being fully vaccinated against COVID-19 before members of the public can enter the area, with limited exceptions. The Township's arenas and community halls are among those that must require proof of vaccination.

"The Eastern Ontario Health Unit strongly recommends that all local employers institute and ensure compliance with a workplace COVID-19 vaccination policy to protect staff and customers/clients from COVID-19, preventing the spread in workplaces and the community."

Employers have an obligation under Ontario's Occupational Health and Safety Act (OHSA) to do everything reasonable in the circumstances to protect workers from being hurt or getting a work-related illness. Spread of COVID-19 at the workplace is being considered a work-place illness.

As a result, many area employers have adopted or are considering mandatory vaccination policies, including the Winchester & District Memorial Hospital, school boards and the City of Ottawa. The SDG CAOs have had several meetings to discuss vaccination policies. The CAOs are hoping to pass a common policy, or very similar policies, to provide consistency for municipal employees throughout SDG.

The intent is that the policy will require employees to receive their first dose of vaccine by November 1<sup>st</sup> and their second dose by December 17th. The policy will apply to all employees (full-time, part-time, casual, contract seasonal, students, firefighters), volunteers and Council members. SDG County has been working on the draft policy and the CAOs are providing feedback. The draft policy will be sent for legal review prior to being presented to County Council for consideration.

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BY-LAW No. 2021-69

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

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

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

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

- 1.0** That the Minutes of the Regular and Public Meetings held on September 14, 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 September 28<sup>th</sup>, 2021 in respect of each motion, resolution and other action taken by the Township of North Dundas at its meeting are, except where the prior approval of the 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 28th day of September, 2021.**

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MAYOR

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CLERK