

AGENDA

Note: This meeting is open to the public and is being held in an enclosed public space. Therefore, face masks are mandatory as per Eastern Ontario Health Unit Directive issued July 7, 2020.

**Township of North Dundas
to be held at 577 Main Street West, Winchester
Joel Steele Community Centre
636 St. Lawrence Street Winchester ON
Tuesday, September 8, 2020 7:00 PM**

Page

- 1. Call Meeting to Order by Resolution**
- 2. Adoption of Agenda**
 - a) Additions, Deletions or Amendments
All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 3. Disclosure of Pecuniary Interest and General Nature Thereof**
- 4. Adoption of Minutes**
 - a) [Public Meeting - August 11, 2020](#) 5 - 7
 - b) [Regular Meeting - August 11, 2020](#) 8 - 15
 - c) [Special Meeting - August 24, 2020](#) 16 - 18
- 5. Delegations**
- 6. Closed Session**
 - a) Pursuant to Section 239 (2) (c) of the Municipal Act a proposed or pending acquisition or disposition of land by the Municipality or local board

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THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
PUBLIC MEETING MINUTES

AUGUST 11, 2020

A Public Meeting of Council, under Sections 34 of the *Planning Act, R.S.O. 1990*, as amended was held to consider two Zoning By-law Amendments.

Roll Call:

Tony Fraser	Present
Allan Armstrong	Present
Gary Annable	Present
Tyler Hoy	Present
John Thompson	Present

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

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

Moved by Allen Armstrong and seconded by Tyler Hoy that the Public Meeting of the Council of the Corporation of the Township of North Dundas to consider two Zoning By-law Amendments be called to order at 6:30 pm. (former Village of Winchester Zoning By-law 25-96 and former Township of Mountain Zoning By-law 79-6.)
CARRIED.

The Chairperson confirmed that in accordance with Section 34 of the Planning Act and Ontario Regulation 545/06, the Notice of Public Meeting was posted on the subject lands and circulated to the prescribed persons and public bodies on July 22nd, 2020.

The Chairperson declared the meeting properly constituted as per the requirements of the *Planning Act* and called the meeting to order. Attendance was recorded at the entrance in accordance with COVID -19 recording procedures.

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 zoning 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 Local Planning Appeal Tribunal.

Planner Calvin Pol explained the **FSI Welding Amendment**.

The Township of North Dundas has received an application to amend the former Village of Winchester Zoning By-law No. 25-96 to rezone part of a parcel from Development (D) to Industrial (M1) to permit the construction of a welding and fabrication facility.

The lands affected by this amendment are described as Part of Block 7, Plan 34, Part of Part 2 on Registered Plan 8R-3724 former Village 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 Industrial (M1) and the applicant can move forward with the site plan control process and construction of a welding and fabrication facility.

The property/land to which the proposed Zoning By-law amendment applies is the subject of a consent (severance) SDG. File # B-52-2020) is currently being reviewed by the United Counties of SD&G Land Division. It is the owner's intent to sever approximately 4.7 acres from the east section of the land and sell it to FSI Welding (Fortier Stark Industrial) for their new facility.

FSI Welding is currently located in Ottawa and this facility is part of an expansion of their existing business. FSI Welding provides a variety of services including structural steel fabrication, high-pressure pipe welding, food-grade stainless steel piping and custom stainless-steel fabrication.

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

Ministries & Public Bodies:

South Nation Conservation noted no objection. Source Water Protection policies must be followed and the applicant must prepare a risk management plan.

Comments received before Public Meeting:

No comments received to date.

Public Meeting Comments:

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

The applicant, Curtis Fortier was in attendance and did not have any questions or comments.

Deputy Mayor Armstrong stated this application checks all the boxes and has his support. He asked Planner Pol the reason for the increase in LPAT fees?

Planner Pol advised there was no Provincial explanation for the increase in fees and noted there is help available for those who cannot afford the LPAT Appeal fee.

Planner Calvin Pol explained the **Sevita International Amendment**

The Township of North Dundas has received an application to amend the former Village of Mountain Zoning By-law No. 79-6 to rezone the property located at 11791 Sandy Row to permit a soybean processing facility as part of an expansion of the existing facilities.

The lands affected by this amendment are described as Part of Lot 22, Concession 2, being Parts 2,3 and 5 on Registered Plan 8R-5459, former Township of Mountain, now the Township of North Dundas, County of Dundas.

If the proposed by-law amendment is adopted, the subject land will be rezoned to Rural – Exception Twenty (RU-20) to permit a warehouse, processing facility and office where the existing house is currently located.

The property/land to which the proposed Zoning By-law amendment applies is the subject of a severance application (Lot Addition: SDG File#B-4-2020) under the *Planning Act*.

Ministries & Public Bodies:

South Nation Conservation recommends deferral of the amendment to determine if safe access to the site can be obtained during peak flood events, and that a permit can be obtained under the *Conservation Authorities Act*.

Comments received before Public Meeting:
No comments received to date.

Public Meeting Comments:

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

The applicant, Robert Hart, Operations Manager, Sevita International, stated the company needs to be up and running in 13 months. He asked if Council has any other concerns other than the height of the road, as they need to build this plant ASAP.

Planner Pol replied that safe access is the main issue and plans to sit down with SNCA Engineer before the next Council meeting, scheduled for September 8, 2020.

Mayor Fraser reiterated, this a safety issue and we will work toward a solution.

Mr. Hart agreed with the safety concern expressed.

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

**Moved by Allan Armstrong and seconded by Tyler Hoy that the Public Meeting of the Council of the Corporation of the Township of North Dundas to consider two Zoning By-law Amendments adjourn at 6:57 pm.
CARRIED.**

Tony Fraser, CHAIRPERSON

Jo-Anne McCaslin, CLERK

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

MINUTES

AUGUST 11, 2020

A meeting of the Council of the Corporation of the Township of North Dundas was held upstairs at the Joel Steele Community Centre in Winchester Village on August 11, 2020 with Mayor Fraser in the Chair.

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 Waste Management: Doug Froats
Director of Planning, Building & Enforcement: Calvin Pol
Director of Recreation and Culture: Meaghan Meerburg
Fire Services Liaison Office: Mike Gruich
Clerk: Jo-Anne McCaslin

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:01 pm.

CARRIED

2. Adoption of Agenda

Resolution No. 02

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT Council approve the agenda as amended. In Camera exception (h) not (e) as noted on the agenda.

CARRIED

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

4. Adoption of Minutes

- a) July 14, 2020 Regular Meeting
Resolution No. 03

Moved by Councillor Annable
Seconded by Councillor Thompson

THAT the minutes of the meeting of the Council of the Township of North Dundas, held July 14th, 2020 be adopted as presented.

CARRIED

5. Delegations

SNC Lavalin PAE Inc. Robert Spencer

Mr. Spencer advised Council the SNC-Lavalin/PAE team has selected the facility at 171 Main Street, Chesterville as a temporary site for assembly and outfitting of Mobile Hospital Units in response to COVID 19.

Resolution No. 04

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT Council acknowledges the presentation provided by Robert Spencer of SNC Lavalin PAE Inc.

CARRIED

6. Closed Session

Resolution No. 05

Moved by Councillor Annable
Seconded by Councillor Thompson

THAT Council proceed in Camera at 7:39 pm pursuant to Section 239 (2) (h) of The Municipal Act S.O. 2001

(h) information explicitly supplied in confidence to the Municipality or local board by Canada a province or territory or a Crown agency of any of them.

CARRIED

In Camera Resolution No. 06

7. Open Session

Resolution No. 07

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

THAT Council move to Open Session at 7:54 pm.

CARRIED

Resolution No. 08

Moved by Councillor Annable
Seconded by Councillor Thompson

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

CARRIED

8. Action Requests

a) Finance -NIL

b) Economic Development and Communications

i) The Planted Arrow CIP

Resolution No. 09

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council approve funding under the Township of North Dundas' Community Improvement Plan for a Facade Grant of \$3,825 and a Commercial Improvement Loan of \$5,950 for the property located at 535 St. Lawrence St, Winchester; And that Council authorize the Mayor and CAO to execute the required agreement.

CARRIED

c) Public Works

i) ND Rate Study and Financial Plan - Sharratt Water Management Ltd. Ken Sharratt: via telephone, Mr. Sharratt reviewed the North Dundas Water System Financial Plan Project with Council.

Resolution No. 10

Moved by Deputy Mayor Armstrong

Seconded by Councillor Hoy

THAT the Council of the Township of North Dundas receive and accept the North Dundas Drinking Water and Wastewater System Rate Report and the North Dundas Drinking Water System Financial Plan as provided by Sharratt Water Management Ltd. dated July 10, 2020.

CARRIED

d) Waste Management – NIL

e) Planning Building and Enforcement

i) Noise Bylaw Exemption SNC Lavalin

Resolution No. 11

Moved by Councillor Annable

Seconded by Councillor Thompson

THAT Council authorize a Temporary Exemption Permit to Public Nuisance By-law No. 2016-20 for construction located at 171 Main St., Chesterville, for a three (3) week period sometime between September 14th, 2020 to November 30th, 2020, subject to the imposed conditions, attached hereto as Schedule "A".

CARRIED

f) Recreation and Culture

i) South Mountain Park Structure

Resolution No. 12
Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy
THAT the Council of the Township of North Dundas approve the Director of Recreation & Culture to proceed with replacing the South Mountain Rink House with a park pavilion and pump shed, at an additional cost of up to \$15,000. Financing to be from savings in other capital projects in the department.
CARRIED

ii) Municipal Tennis Courts
Resolution No. 13
Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy
THAT Council direct staff to proceed with option 5, outlined below.
CARRIED

g) Fire – NIL

h) CAO

i) Mandatory Use of Masks in Enclosed Public Spaces
Resolution No. 14
Moved by Councillor Thompson
Seconded by Councillor Annable
That Council adopt policy #82-2020 that establishes mandatory use of masks in enclosed public spaces in accordance with the directive from the Eastern Ontario Health Unit.
CARRIED

i) Clerk – NIL

9. Tenders and Quotations – NIL

10. By-laws

a) Bylaw No. 2020-31 Smoking & Vaping
Resolution No. 15
Moved by Councillor Annable
Seconded by Councillor Thompson
That By-law No. 2020-31, being a By-law to prohibit the smoking or vaping of tobacco, e-substances, cannabis, or any other substance in public places and workplaces within the Township of North Dundas be read and passed in Open Council, signed and sealed this 11th day of August, 2020.
CARRIED

- b) Bylaw No. 2020-38 FSI Welding Zoning Amendment
Resolution No. 16
Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy
THAT By-law No. 2020-38, being a By-law to amend the former Village of Winchester Zoning By-law No. 25-96, as amended, be read and passed in Open Council, signed and sealed this 11th day of August, 2020.
CARRIED
- c) Bylaw No. 2020-39 Sevita International Zoning Amendment
Resolution No. 17
Moved by Councillor Annable
Seconded by Councillor Thompson
THAT By-law No. 2020-39, being a By-law to amend the former Township of Mountain Zoning By-law No. 79-6, as amended, be deferred as recommended by South Nation Conservation, pending a professional opinion on safe access during flood events, this 11th day of August, 2020.
CARRIED
- d) Bylaw No. 2020-41 Amendment to the Pre-servicing Agreement Wellings of Winchester Inc.
Resolution No. 18
Moved by Councillor Annable
Seconded by Councillor Hoy
THAT By-law No. 2020-20, being a By-law to authorize the Mayor and Clerk to enter into an Amending Agreement to the Pre-servicing Agreement between the Township of North Dundas and Wellings of Winchester Inc., be read and passed in Open Council, signed and sealed this 11th day of August, 2020.
CARRIED
- e) Bylaw No. 2020-42 Part Lot Control Moderna
Resolution No. 19
Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable
THAT By-law No. 2020-42, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 11th day of August, 2020.
CARRIED
- f) Bylaw No. 2020-01 Officers and Committees
Resolution No. 20
Moved by Councillor Annable
Seconded by Councillor Thompson
THAT By-law No. 2020-01, being a By-law for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations be read and passed in Open Council, signed and sealed this 11th day of August, 2020.
CARRIED

11. Key Information

ED&C Shop Local Promotion – Director Mann updated Council on the Shop Local Promotion advising 67 businesses have come on board. He advised the Chesterville Record will be publishing the final product in the August 13th newspaper, as well as promoting it on their website and Facebook and Nation Valley News will be publishing their final product on their website and Facebook on that same day.

PWS North Dundas Water Restrictions – Director Tunio advised that in support of the Level II low water condition declared by South Nation Conservation, the Township has requested North Dundas residents to limit water usage and follow guidelines as outlined in By-law 2018-55, a by-law to regulate the time, manner, extent and nature of the supply of water.

WMS Recycling Update – Director Froats provided an update on the Township's waste and recycle collection since commencing collection with the 60/40 split trucks. He advised routes have been altered to make them more efficient and to reduce employee overtime. Director Froats is reviewing the cost of shipping recyclables to Waste Management in Brockville.

PB&E Administrative Monetary Penalty System Update (AMPS) – Director Pol advised staff are proceeding to collect information about the AMPS program and have recently determined that it may be beneficial to use the AMPS By-law to issue administrative penalties for contraventions of other Township By-laws in addition to issuing and collecting parking fines. The Municipality of Hastings Highlands are a great resource for us. Going forward, the Township will need to assign Screening and Hearing Officers for penalty notices under dispute. It has been confirmed that the SDG County Prosecutor will act as the Hearing Officer for the Township.

R&C Arena Reopening – Director Meerburg provided a list of recommendations and rules to be put in place to ensure the safety of patrons and staff if and when the arenas open. She noted the Township is still waiting to hear from our main user groups to determine ice needs. Becky Gilmer and Peter Forrester from North Dundas Minor Hockey advised they are going forward with registrations but could not confirm how much ice time will be required for the upcoming season. Winchester Skating Club has confirmed they will use less hours of ice time than last year and are still taking registrations. Also, due to COVID and the minimal number of spectators permitted, it's expected canteen sales will be impacted. To this end Council agreed to waive the canteen rental cost for the 2020-2021 ice season.

R&C Resumption of Programming in North Dundas – Director Meerburg provided an update of various Township programs and local events taking place. She advised the Eastern Ontario Health Unit is aware of all the programs and events that are hosted

by or in conjunction with the Township of North Dundas, or that are taking place on Township property.

R&C Winchester Centennial Pool Repairs – Director Meerburg advised Council of a masonry deterioration problem at the Winchester Pool. The Township Engineer has recommended that to properly repair the issue, the coping stones should be removed and stored and the existing mortar caulking and expansion joint should be removed. A list of replacement products was provided for the Township's reference.

Director Meerburg recommended a tender be prepared for the scope of work outlined in the Engineer's Report with the option for completion of work in the fall of 2020 or spring of 2021. Council concurred with the recommendation provided.

Fire Driver Training Policy – Fire Liaison Officer Mike Gruich advised that the North Dundas Fire Service requires more licensed DZ drivers. The Fire Steering Committee currently follows Policy No. 65-2016 for the Driver Certification Program, which allows reimbursement to firefighters over 5 years in order to help cover the training costs associated with obtaining their DZ licence. Unfortunately, volunteers interested in the training don't have the necessary funds available to pay up front and see the 5-year reimbursement period as too long. The Fire Steering Committee provided some options for Council to consider. Council authorized the Chiefs to exercise discretion when recommending promising candidates regarding the Driver Training Program and to draft a revised policy for Council consideration.

12. Consent Agenda

Resolution No. 21

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

THAT Council authorize payment of accounts as per the attached Council Reports dated July 01 to July 15 2020, Batch 111 to 115 in the amount of \$326,576.45
July 16 to July 31, 2020 Batch 121 to 124 in the amount of \$516,661.78

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

13. Boards and Committees

a) Rideau Valley Conservation Authority

Resolution No. 22

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT Council receive and file the Rideau Valley Conservation 2019 Annual Report.

CARRIED

b) South Nation Conservation Authority
Resolution No. 23

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

THAT Council receive and file the "South Nation Current" July 2020 Update.
CARRIED

14. Motions and Notices of Motions – NIL

15. Petitions – NIL

16. Council Comments and Concerns

Mayor Fraser stated he was very pleased with this evening's meeting and thanked all for exercising safety protocols. He advised the next meeting will be held on September 8th in Council Chambers.

17. Unfinished Business - NIL

18. Ratification By-law

Resolution No.24

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT By-law No. 2020-40 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 11th day of August, 2020.
CARRIED

19. Adjournment by Resolution

Resolution No. 25

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

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

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
SPECIAL MEETING MINUTES

August 24, 2020

A special meeting of the Council of the Corporation of the Township of North Dundas was held at the Joel Steele Community Hall in Winchester Village on August 24, 2020 with Mayor Fraser in the Chair.

ROLL CALL: Mayor: Tony Fraser
Deputy Mayor: Allan Armstrong
Councillors: Gary Annable & John Thompson, Tyler Hoy
CAO: Angela Rutley
Deputy Clerk: Jess Manley
Municipal Enforcement Officer: Nic Hubble
Clerk: Jo-Anne McCaslin

The purpose of the special meeting was for Council to make a public statement relating to comments made on Facebook by a Council member.

Attendance was recorded at the entrance in accordance with COVID -19 recording procedures.

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Deputy Mayor Armstrong
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 7:00 p.m.

CARRIED

2. Adoption of Agenda

Resolution No. 02

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

THAT the Council of the Corporation of the Township of North Dundas approve the agenda as presented.

CARRIED

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

4. Business Council Conduct:

Mayor Fraser reiterated the purpose of the special meeting was for the Council of the Township of North Dundas to make a public statement thus forming a permanent record of their position regarding comments posted on Facebook by Councillor Hoy. Mayor Fraser further advised that as per usual, there would be no comments from the public. He then read the motion out loud. Members of Council were given the opportunity to speak. Councillor Hoy was the only member to speak and read a prepared statement.

Resolution No. 03

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT Council is aware of comments made by Councillor Hoy on Facebook which disparaged the Black Lives Matter Movement. Council does not condone such behaviour and supports the struggle of people of colour to realize equal treatment. His statement does not reflect the view of Council or the Corporation of the Township of North Dundas. Council formally reprimands Councillor Hoy for his statements.

Mayor Fraser called for a recorded vote:

Deputy Mayor Armstrong – Yea

Councillor Annable – Yea

Councillor Hoy – Nay

Councillor Thompson – Yea

Mayor Fraser – Yea

CARRIED

5. Ratification By-law

Resolution No. 04

Moved by Councillor Thompson
Seconded by Councillor Annable

THAT By-law No. 2020-43 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 24th day of August, 2020

CARRIED

6. Adjournment by Resolution

Resolution No. 05

Moved by Deputy Mayor Armstrong
Seconded by Councillor Hoy

THAT the Council of the Corporation of the Township of North Dundas adjourn at 7:05 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:	September 8, 2020
Subject:	Garden Party Market Road Closure

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve the temporary closure of a single lane on Victoria Street in Winchester on Saturday, September 12, 2020 and Saturday, October 10, 2020, between the hours of 8:00 am to 4:00 pm to facilitate a garden party market event hosted by The Planted Arrow.

BACKGROUND:

After the success of their August 2020 garden party market, The Planted Arrow is requesting two additional dates to hold similar events. They will be having space for approximately five vendors, allowing for proper social distancing.

The Township will advise emergency services and other relevant parties of the temporary road closure. Road barricades shall be provided at the limits of the closure and at intersecting streets.

It is understood that this closure is solely the responsibility of The Planted Arrow. The Planted Arrow is to ensure proper insurance, security and detour route signage is in place, as well as providing adequate notification to local residents.

Going forth these types of temporary road closures on Township roads will be at the discretion of the Director of Public Works.

OPTIONS AND DISCUSSION:

1. **Approve temporary road closure** – recommended
2. **Do not approve temporary road closure** – not recommended

FINANCIAL ANALYSIS:

Not applicable


OTHERS CONSULTED:

- Ms. Jo-Anne McCaslin, Township Clerk
- Ms. Angela Rutley, Township CAO
- Mr. Khurram Tunio, Director of Public Works

ATTACHMENTS:

There are no attachments.

PREPARED BY:



Stephen Mann
Economic Development &
Communications Officer

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Economic Development and Communications	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Ace Hardware CIP

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve funding under the Township of North Dundas' Community Improvement Plan for a Façade Grant of \$401 for the property located at 33 King St, Chesterville; 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.

- Andy Cotnam, the owner of Ace Hardware will be replacing the gutters and downpipes along the front façade of the store.
- 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 \$802.
- The Committee proposes that a Façade Grant of \$401 be granted towards the replacement of the gutters and downpipes.

OPTIONS AND DISCUSSION:

1. **Approve funding of \$401** – recommended
2. **Do not fund the application** – not recommended

FINANCIAL ANALYSIS:

The amount recommended for funding falls within the 2020 Community Improvement Plan budget.

OTHERS CONSULTED:

Committee members:

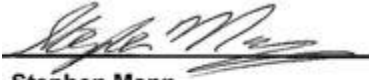
- Mr. Al Armstrong, Deputy Mayor
- Mr. Vince Zandbelt, Community Representative
- Ms. Angela Rutley, Township CAO
- Mr. Calvin Pol, Township Director of Planning, Building & By-law

ATTACHMENTS:

There are no attachments.

PREPARED BY:

REVIEWED & APPROVED BY:



Stephen Mann
Economic Development &
Communications Officer



Angela Rutley, BBA
CAO



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Budget Amendment - Computer

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve budget amendment # 2020-07 in the amount of \$2,500 for the purchase of computer and accessories for the Director of Public Works.

BACKGROUND:

The Director of Public Works' current computer processing capability is limited. The new computer will be used by the Director of Public Works for in-office and mobile usage. This purchase will free up a computer for front line staff (operators) to complete their timesheets in the work garage, as well as to check notifications, emails, alerts, weather forecasts, etc. The initiative supports COVID-19 measures by implementing paperless activities.

OPTIONS AND DISCUSSION:

1. **Approve Budget Amendment** – recommended.
2. **Do not approve Budget Amendment** – not recommended.

FINANCIAL ANALYSIS:

This purchase will be financed through COVID-19 funding, with no tax impact.

OTHERS CONSULTED:

Finance Staff
Patrol Foreman
CAO

ATTACHMENTS:

Budget Amendment #2020-07 for \$2500

PREPARED BY:

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

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO

Township of North Dundas
Addendum to Budget Resolution - September 8, 2020

Budget Amendment - 2020-07 - Transportation

Project	Account No.	2020 Original Budget	Revised Budget	Budget Amend- ment
<u>Laptop and Accessories</u>				
Costs				
Laptop and Accessories	1-5-3101-8001	\$ -	\$ 2,500	\$ 2,500
Financing				
COVID-Related Grants		\$ -	\$ 2,500	\$ (2,500)
Impact on Surplus		\$ -	\$ -	\$ -



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Budget Amendment - Electric Post Driver - Hammer

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve budget amendment # 2020-06 in the amount of \$5000 to purchase an electric post driver / hammer for installation of road signs.

BACKGROUND:

As the winter is fast approaching, staff would like to complete the planned installation of road signs for general traffic as well as yellow markers along roadways to guide plow trucks. The current equipment is a manual hammer and often staff use a backhoe to press the post into the ground. A proper electric post driver / hammer will ensure that signs are installed efficiently. The Township has a mobile generator that will be used to power the electric post driver / hammer.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

This purchase will be financed through equipment reserves and reductions in safety devices with no tax impact.

OTHERS CONSULTED:

Finance Staff
 Patrol Foreman
 CAO

ATTACHMENTS:

Budget Amendment # 2020-06 for \$5000

PREPARED BY:

REVIEWED & APPROVED BY:



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



Angela Rutley, BBA
CAO

Budget Amendment - Electric Post Driver - Hammer

Township of North Dundas

Addendum to Budget Resolution - September 8, 2020

Budget Amendment - 2020-06 - Transportation

Project	Account No.	2020 Original Budget	Revised Budget	Budget Amend- ment
<u>Post Driver/Hammer</u>				
Costs				
Post Driver/Hammer	1-5-3101-8001	\$ -	\$ 5,000	\$ 5,000
Financing				
Safety Devices and Road Signs	1-5-3061-2010	\$ 23,500	21,000	(2,500)
Transfer from Reserves (Res-PW-Equipment 1-3-2000-8108)	1-4-3061-9000	\$ -	(2,500)	(2,500)
		\$ 23,500	\$ 18,500	\$ (5,000)
Impact on Surplus		\$ 23,500	\$ 23,500	\$ -



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Budget Amendment - Salt Box and Spreader

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve budget amendment # 2020-08 in the amount of \$11,000 for a salt box and spreader for installation on a one-ton patrol truck.

BACKGROUND:

As part of the Winter Management Plan, the patrol supervisor (eg. Patrol Foreman or Lead Hand) will be required to drive a one-ton truck with a plow blade attached in the front and have a poly salt box in the back of the truck with a salt spreader. The equipment will allow the patrol supervisor to spread the salt at critical locations such as intersections or ice formation areas, during patrol. This will further reduce the need to call operators on roads for plowing prior to their regular 4:00 am shift during winter weather.

OPTIONS AND DISCUSSION:

1. **Approve Budget Amendment** – recommended.
2. **Do not approve Budget Amendment** – not recommended.

FINANCIAL ANALYSIS:

This purchase will be financed through equipment reserves and 2020 approved budget for patching, with no tax impact.

OTHERS CONSULTED:

Finance Staff
Patrol Foreman
CAO

ATTACHMENTS:

Budget Amendment #2020-08 for \$11,000

PREPARED BY:

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

REVIEWED & APPROVED BY:

Angela Rutley, BBA
CAO

Budget Amendment - Salt Box and Spreader

Township of North Dundas

Addendum to Budget Resolution - September 8, 2020

Budget Amendment - 2020-08 - Transportation

Project	Account No.	2020 Original Budget	Revised Budget	Budget Amend- ment
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Salt Box

Costs

Salt Box for 1 Ton Truck	1-5-3254-8000	\$ -	\$ 11,000	\$ 11,000
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Financing

Transfer from Reserves (Res-PW-Equipment 1-3-2000-8108)	1-4-3254-9000	\$ -	(4,000)	(4,000)
Reduce Expenditure account for Patching	1-5-3031-2010	\$ 80,000	73,000	(7,000)
		\$ 80,000	\$ 69,000	\$ (11,000)

Impact on Surplus

		\$ 80,000	\$ 80,000	\$ -
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ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Budget Amendment - Storage Container

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve budget amendment #2020-05 in the amount of \$4000 to purchase a storage container for the storage of traffic signs.

BACKGROUND:

Township of North Dundas Health and Safety Committee identified unsafe shed / building conditions at MTO site on County Road 43. The sheds were used for signage and salt storage. The salt is now stored in the dome, and the signage is placed in the garage and outside. Given the unknown status of MTO site, it is recommended we purchase storage containers to store signs and other equipment. The container can be moved to a different location once the status of the MTO site is confirmed.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The budget amendment request cost is approximate and may vary based on the actual tender / quote. The purchase will be financed through equipment reserves with no tax impacts.

OTHERS CONSULTED:

Finance Staff
 Patrol Foreman
 CAO

ATTACHMENTS:

Budget Amendment # 2020-05 for \$4000

PREPARED BY:

REVIEWED & APPROVED BY:



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



Angela Rutley, BBA
CAO

Township of North Dundas Budget Amendment - Storage Container
Addendum to Budget Resolution - September 8, 2020

Budget Amendment - 2020-05 - Transportation

Project	Account No.	2020 Original Budget	Revised Budget	Budget Amend- ment
<u>Storage Container</u>				
Costs				
Storage Container	1-5-3400-8000	\$ -	\$ 4,000	\$ 4,000
Financing				
Transfer from Reserves (Res-PW-Equipment 1-3-2000-8108)	1-4-3400-9000	\$ -	\$ (4,000)	\$ (4,000)
Impact on Surplus		\$ -	\$ -	\$ -



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Through Truck Traffic Ban on Sandy Row and Bridge Street

RECOMMENDATION:

THAT the Council of the Township of North Dundas approves banning through truck traffic on Bridge Street and Sandy Row within South Mountain village limits.

BACKGROUND:

In South Mountain, Bridge Street is a two-lane roadway with residential and commercial driveways on both sides of the road. The condition of Bridge Street is fair. Based on 2013 traffic data, Bridge Street has annual average daily traffic of around 200 vehicles, 2% of which is truck traffic. Traffic including trucks has increased from the 2013 traffic data.

Bridge Street also has a crossing over the South Nation River. The bridge crossing is designed to accommodate heavy truck traffic and cars. The 2017 bridge inspection survey of the bridge, did not identify any major deficiencies. Staff will continue to perform regular maintenance as per the recommendations of the survey.

Staff have received complaints from a resident on Bridge Street with regard to heavy dump trucks using Bridge Street as a through route to access County Rd 3 and County Rd 1. In response, staff have visited the site and have observed dump trucks using Bridge Street, mostly empty, coming from Coons Haulage. Coco Paving is also located on Sandy Row; however, no trucks were observed on Bridge Street.

New subdivisions have been built on Sandy Row in South Mountain increasing the pedestrian and vehicle traffic in that area. It is not just truck traffic on Bridge Street that is the concern. The trucks are also a concern in this built up area on Sandy Row.

OPTIONS AND DISCUSSION:

- 1. Ban through Truck Traffic on Bridge Street and Sandy Row within South Mountain limits**

Staff have reviewed this option and offer the following for Council's consideration:

Alternate Truck Route:

Through truck traffic will use County Rd 16, County Rd 3, County Rd 1 and Irish Headline Road. Please refer to attached Heavy Truck Ban and Alternate Route Map for details. This will slightly increase travel time for the local aggregate supplier and Coco Paving located on Sandy Row for out of South Mountain deliveries.

Snow Plows and Local Deliveries:

The ban will not apply to the Township and local delivery / work trucks.

Truck Traffic on Counties' Roads:

This option will increase truck traffic on Counties' Roads. SDG is aware of this option and have informed staff that there are complaints from residents regarding truck traffic on Counties' roads and those complains will likely increase. However, the Counties prefer to have truck traffic on Counties' roads versus Township roads.

Enforcement:

The through truck traffic ban is not enforceable under the municipal act / by-law. Hence OPP will have to enforce it through the Highway Traffic Act, under Signs to be Obeyed.

Life Cycle of Pavements:

With potential decrease in truck traffic, the pavement life of Bridge Street and Sandy Row may marginally extend.

2. Do not ban through truck traffic:

Maintain existing status quo. Township staff do not have any concerns with regards to the current scenario of heavy truck traffic using Bridge Street and Sandy Row through South Mountain limits.

FINANCIAL ANALYSIS:

Minor cost with the installation of signs, which can be absorbed within approved budget.

OTHERS CONSULTED:

SDG Counties
Public Works Staff

ATTACHMENTS:

Heavy Truck Ban and Alternate Route Map

PREPARED BY:



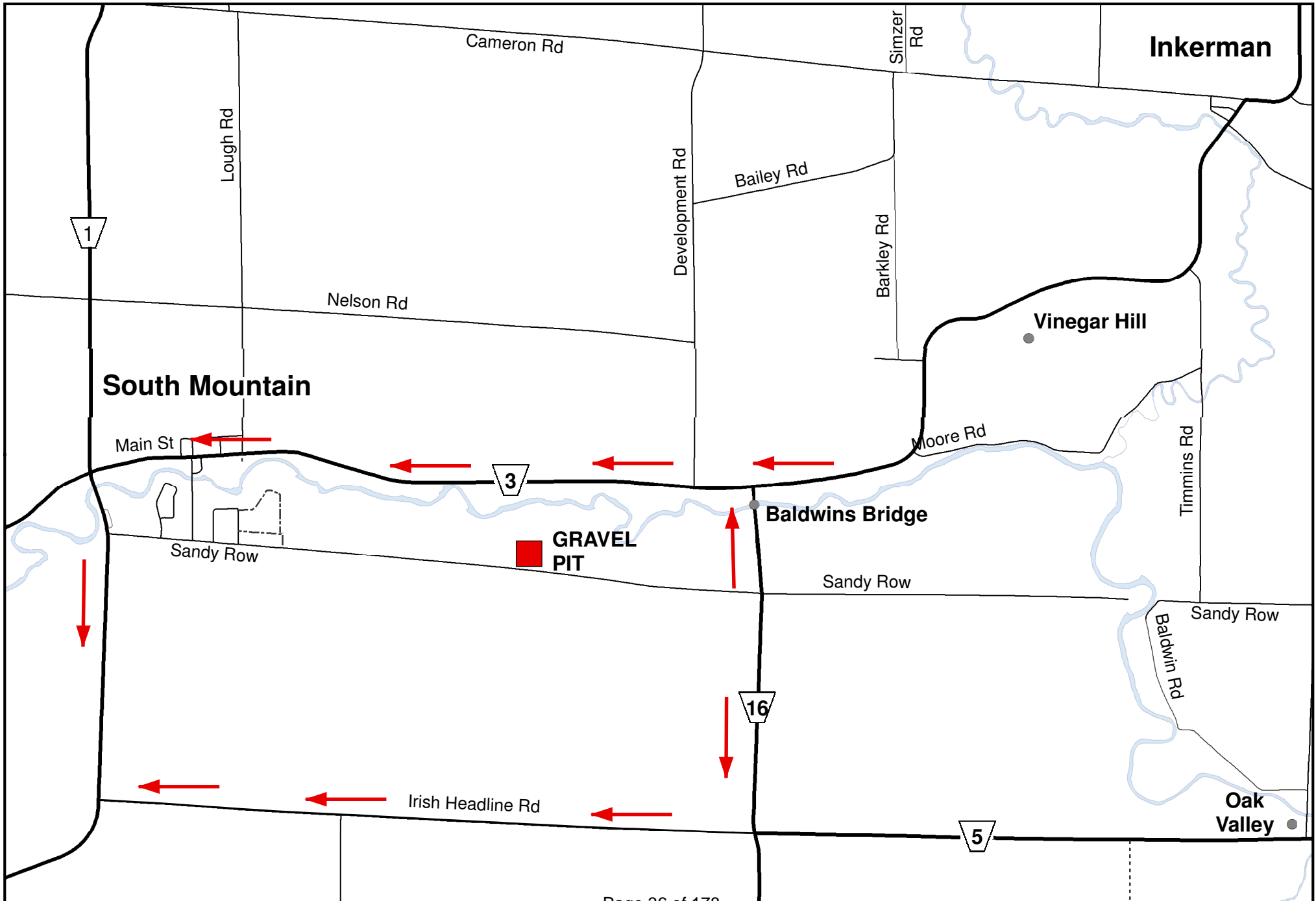
**Khurram Tunio, M. Eng., P. Eng.
Director of Public Works**

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

Heavy Truck Ban & Alternative Route





ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Hiring of Winter Operators

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve the hiring of (3) three full-time contract operators from November 1, 2020 to March 30, 2021.

BACKGROUND:

The Township currently has 8 snow plow trucks and 2 sidewalk plows to maintain approximately 600 lane kms of asphalt/surface treated roads and 280 lane kms of gravel roads. The winter operation is currently as follows:

1. Township trucks on 8 plow routes,
2. Township equipment on 2 sidewalk routes (Winchester & Chesterville); and
3. Contractor responsible for snow removal in Winchester.

The Township currently has 7 full-time snow plow operators, 1 lead hand, 1 patrol supervisor and also hires additional on-call operators every winter season. In every winter season, it becomes a challenging task to hire, retain and train competent snow plow operators. As per the approved plan by the Council on October 8, 2019, for 2019-2020 winter-season, staff attempted to recruit four on-call operators with guaranteed 20-hours of work and three additional on-call operators on an “as needed basis”. However, only one on-call operator for guaranteed 20-hours could be hired and “as needed operators” did not respond to the calls, resulting in continued significant pressure on existing staff resources and delays in winter operations. The coverage issue could get severe if a second wave of COVID19 happens.

OPTIONS AND DISCUSSION:

In preparation for 2020-2021 winter season and to reduce the number of complaints from residents, staff have reviewed the hiring requirements of operators and have proposed the following options:

Option 1: Approve the recommendation – Recommended

This option will assist in potentially recruiting quality operators, which the Township will be able to retain and invest in training.

In order to ensure sufficient staff to operate snow trucks on 8 routes and 2 sidewalk machines simultaneously, it is recommended we hire three additional contract staff, with a minimum 40 hours per week from November 1 to March 30. This will provide sufficient operators for equipment as well as allow for the lead hand to operate a vehicle in case of sick time / leave, as a gap fill measure. The patrol supervisor and the lead hand will continue to patrol roads and provide supporting services, as needed. This option may assist in additional coverage during a COVID19 second wave, if needed.

Given the extensive efforts to retain qualified operators for winter operations, it is recommended that Council consider converting these contract positions into full-time positions through summer, as part of the 2021 budget process. Staff will provide additional information as part of the budget process with regard to justification for additional positions for summer operations.

Option 2: Keep the staffing option same as last year - not recommended.

Staff continue to attempt to recruit on-call operators based on minimum 20 hours a week as per the 2019 approved plan. However, based on past experience and the demand for snow plow operators, it will be highly unlikely that the Township will be able to recruit and retain on-call operators.

As this option will likely result in no additional on-call operators this winter for snow plow truck(s) or the sidewalk machine, it will potentially impact the level of service and non-conformance to Ontario Regulation 555.06 Hours of Service.

FINANCIAL ANALYSIS:

There are no financial impacts with Option 1, as the costs are similar to Option 2, which was budgeted as part of the approved 2020 budget. Hence, total costs associated with Option 1 will be absorbed within approved budgets. The following table summarizes the costs associated with the two options.

Summary of Cost Comparison (Wages and Benefits)
 Public Works – Plow Operators
 From November 1 to March 30

Description	Option 1 (Anticipated Costs)	Option 2 - Status Quo (Based on 2019-2020 Winter Season)
Contract Positions	\$63,600	\$ 44,400
Overtime	\$25,000	\$ 39,800
Total Costs	88,000	\$84,200

Please note the following:

1. That Option 2 costs does not include inflation for 2020-2021 winter season.
2. Overtime costs depend upon weather conditions. Efforts have been made through the winter procedure plan to limit the overtime costs. Additional 3 Contract positions with minimum 40-hours a week for 21 weeks should results in further reduction in overtime costs.
3. Township spent additional \$57,653.20 on snow removal through contractor in Winchester in 2019/2020 winter season.

OTHERS CONSULTED:

PW and Finance staff
 CAO

ATTACHMENTS:

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
 CAO



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Winter Maintenance and Salt Management Plan

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve policy # 84-2020 being a Winter Maintenance and Salt Management Policy.

BACKGROUND:

Township of North Dundas has developed a draft Winter Maintenance and Salt Management Plan to deliver an efficient and cost-effective service for the roadways, which, so far as is reasonably practicable, enables the safe movement of all modes of transportation and pedestrian traffic with a minimum of delay throughout the winter period whilst limiting the environmental impact of the service.

OPTIONS AND DISCUSSION:

Option 1: Approve the recommendation – recommended

In order to provide for an efficient and consistent level of service for winter operations, staff have prepared a draft winter maintenance and salt management plan (see attached). Based on Council and staff input, the policy will be finalized and posted on the Township’s website prior to winter season to assist in communication and provide for consistent level of service.

Main features of the plan are as follows:

1. Maintain winter operations as per minimum maintenance standards.
2. The Winter Maintenance period will operate from October 1st to April 30th.
3. The Township Public Works Department will commit 50% of the winter truck fleet to be ready for use by October 1st of each year. Remainder of vehicles will be ready by October 15th of each year.
4. Application of straight salt on paved, surface treated and tar/chip roads.
5. Application of stone dust and salt mix at 3:1 ratio for gravel roads.
6. During and in anticipation of a snow storm event, the regular shift will start at 4:00 AM, to reduce overtime costs. During non-winter conditions, the regular shift will start at 7:00 AM to allow for pot hole repairs, snow removal etc. during day light conditions.

7. Strict compliance with Ontario Regulation 555.06 Hours of Service to maintain CVOR and drivers' licenses in good standing. This will mean, one plow pass in each direction for the plow route in a day. This is possible by changing the material (from stone dust to salt) for application on paved, surface treated (3/8) and tar/chip (5/8) roads. The salt will spread on roadway and will react with snow over longer period of time, depending on temperature. The salt will not allow the bond of snow with asphalt, resulting in more cleaner roads.
8. Snow clearing operation (plow trucks/routes) will be limited to once per weekend, if needed. The operation will be flexible depending on Patrol Foreman observation. In case of consistent snow throughout the previous week or anticipated in the following week, the limitation will allow operators to be within the hours of service requirements.
9. Snow removal in Winchester, Chesterville, Morewood and South Mountain will be performed once a week, likely on Wednesdays and Thursdays depending upon clear weather conditions. Snow removal in Winchester by the staff will be performed after the expiry of the current contract. Patrol Foreman currently call the snow clearing contractor in Winchester once or twice a week.

Option 2: Do not approve the recommendation – not recommended

There will be inconsistent approach to Winter Maintenance level of service, continued increased number of complaints from residents as well as continued pressure on operators, resulting in non-conformance to Ontario Regulation 555.06 Hours of Service.

FINANCIAL ANALYSIS:

There may be additional financial impacts due to increase in salt usage. This maybe marginally offset by reduction in stone dust usage. Staff will continue to monitor through this winter and report actuals as part of 2021 budget.

According to the plan, the rate of application of salt on roads will be reduced, however, the number of roads to be treated with straight salt will increase for consistency and efficiency of winter operation.

Township spent additional \$57,653.20 on snow removal through contractor in Winchester in 2019/2020 winter season.

OTHERS CONSULTED:

PW and Finance staff
CAO

ATTACHMENTS:

Policy #84-2020 - Winter Maintenance and Salt Management Plan

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

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POLICY MANUAL	Policy No. 84-2020
Township of North Dundas	Effective Date: October 1, 2020
Subject: Winter Maintenance and Salt Management Plan	

Purpose:

To establish a policy to provide guidance with respect to the manner in which the Corporation of the Township of North Dundas will conduct roads winter maintenance operations in the municipality.

Background:

It is the Township of North Dundas Public Works Department’s strategy to develop a Winter Maintenance and Salt Management Plan to achieve the Winter Maintenance Service objective:

“To deliver an efficient and cost-effective service for the roadways within the Township of North Dundas, which, so far as is reasonably practicable, enables the safe movement of all modes of transportation and pedestrian traffic with a minimum of delay throughout the winter period whilst limiting the environmental impact of the service.”

Policy:

The Council of the Corporation of the Township of North Dundas hereby confirms that the policies set out in Sections 5.5.4, 3.5.1.9, 3.5.2.3 and 3.5.2.8 of the SDG Official Plan shall constitute the policy as required by Section 270(1)7 of the *Municipal Act, 2001* and that Schedule “A” attached hereto constitutes an integral part thereof;

Further, the Township of North Dundas shall strive to provide funding in the annual municipal budget to support winter maintenance level of service and salt management in the municipality.

Approved by Council Date: _____

Resolution #: _____



SCHEDULE A
PUBLIC WORKS DEPARTMENT

**WINTER MAINTENANCE AND SALT MANAGEMENT
PLAN**

September, 2020

WINTER MAINTENANCE AND SALT MANAGEMENT PLAN

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**Winter Maintenance and Salt Management Plan
for the
Township of North Dundas
Public Works Department**

1.0 Introduction to the Winter Maintenance and Salt Management Plan

1.1 Purpose:

It is the Township of North Dundas Public Works Department's strategy to develop a Winter Maintenance and Salt Management Plan to achieve the Winter Maintenance Service objective:

"To deliver an efficient and cost-effective service for the roadways within the Township of North Dundas, which, so far as is reasonably practicable, enables the safe movement of all modes of transportation and pedestrian traffic with a minimum of delay throughout the winter period whilst limiting the environmental impact of the service."

1.2 Relevant Legislation:

- . O. Reg. 239/02 Minimum Maintenance Standards for Municipal Highways
- . Highway Traffic Act
- . Employment Standards Act
- . Occupational Health & Safety Act

1.3 Activity List:

Key activities are needed to provide a full winter maintenance service. The following is a brief summary:

- . Precautionary salting
- . Precautionary and post storm stone dusting/salting
- . Plowing snow
- . Snow clearance at intersections/junctions
- . Heavy snow operations
- . Reactive Treatments

1.4 Winter Maintenance Period:

The Winter Maintenance period will operate from October 1st to April 30th. During this period the regular hours will be 4:00 am to 12:30 pm in case of snow event or at the discretion of the Director of Public Works or their designate.

In case of clear conditions, operators will be required to work from 7:00 am to 3:30 pm, at the discretion of the Director of Public Works or their designate.

Snow clearing operation (plow trucks/routes) will be limited to once per weekend, if needed, in case of consistent snow throughout previous week or anticipated following week, to be within hours of service requirements.

1.5 Winter Maintenance and Salt Management Plan Distribution:

The Winter Maintenance and Salt Management Plan is a key document and will be issued to those shown in the distribution list in the Appendices; Appendix "A".

2.0 Policies and Responsibilities

2.1 Service Delivery Responsibilities:

The Public Works Department is responsible for providing the Winter Maintenance Service for the roadway operations within the boundaries of the Township of North Dundas Road System. This involves:

- . Design of the Winter Maintenance and Salt Management Plan
- . Annual production and distribution of the Winter Maintenance and Salt Management Plan
- . Establishing treatment priorities for roadways
- . Design of treatment routes for roadways
- . Ensuring availability of resources, plant and materials
- . Maintenance of operation equipment
- . Ensuring availability of weather forecast service and condition monitoring systems
- . Monitoring of highway conditions
- . Decision making to commence Winter Maintenance operations and activities as necessary
- . Day-to-day direction of operations
- . Monitoring performance
- . Providing accurate and timely information to relevant parties as required
- . Maintaining comprehensive records for Winter Maintenance operations and activities
- . Where necessary, liaise with other Highway Authorities, Emergency Services and Police
- . Implementing annual reviews of the service

2.2 Decision Making Process and Responsibilities:

Operational decisions will be made by the Director of Public Works and Patrol Foreman or their designate (Lead Hand) with the aid of available forecasting, Minimum Maintenance Standards, patrolling etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid to that decision making by the Director or Patrol Foreman or their designate. It is vital therefore that the Patrol Foreman records the prevalent conditions and relevant information when he/she makes a decision.

2.3 Responsibilities of the Patrol Foreman or their Designate:

The Patrol Foreman or their designate is responsible for monitoring the road and weather conditions for reaching an appropriate decision on the treatment for the roadway and for passing on this decision to the Operators.

The Patrol Foreman or their designate will be responsible for the timetable to clearly identify personnel involved in winter maintenance operations to encompass 24-hour coverage during the entire period. The Patrol Foreman will ensure the operations proceed in accordance with safe working procedures, hours of work, time off and on call.

The Patrol Foreman or their designate will audit the working practices of the winter maintenance operators to ensure compliance with winter maintenance standards and applications rates.

The Patrol Foreman or their designate will maintain a Daily Log and Patrol Record which will contain details of phone calls, decisions made and associated times. This log will be held on file by the Township.

The Director of Public Works and Patrol Foreman or their designate will be responsible for monitoring the weather as per MMS (Minimum Maintenance Standards). Upon request by the Patrol Foreman the Operator(s) shall monitor the weather for a total of three (3) times per day minimum and download the computerized weather report for filing.

As an example, the Patrol Foreman or their designate is responsible for at a minimum the following documentation:

- . Patrol Foreman's Diary – will be kept up-to-date on a daily basis and once the diary is completed it will be retained for a retention period of twenty (20) years. The Patrol Foreman's diary will be made accessible for documentation in the event of a damage claim. Entries in the diary will be clear, concise and legible.

- . Winter Patrol Record - the Patrol Foreman will complete this record for roads patrolled. This document will provide the date patrolled, roads completed, time, weather and road conditions, any accidents that are observed, who it was patrolled by and when the patrol was completed.
- . Schedule – the Patrol Foreman will be responsible for scheduling his Operators.
- . Material Usage Records – the Patrol Foreman must ensure that usage of material is recorded per each call out and reviewed for accuracy. The Patrol Foreman will use the compu–spread, if available, download information when reviewing the material usage which will be used when a discrepancy exists with a manual entry.

2.4 Operator Responsibilities:

Central to the success of any plan are the personnel involved. The Public Works Department Winter Maintenance Operators will be responsible for the Winter Maintenance Operation twenty-four (24) hours per day throughout the winter period.

The Operators at a minimum must complete the following records:

- . Vehicle Inspection Report (Circle Check) – (as per the Vehicle Inspection Policy which applies at all times during the year, but referenced here for the purpose of the Winter Maintenance).
- . As per the Highway Traffic Act, the Operator must perform a circle check prior to leaving the yard for each call out event. The Patrol Foreman will keep this record on file. No Operator will knowingly leave the yard if their vehicle or equipment has an identified mechanical/operational failure resulting from the completion of the circle check.
- . Each vehicle and stone dusting/salting equipment will be inspected prior to every individual call out operation.
- . The Operator ensures that their vehicle and stone dusting/salting equipment is cleaned sufficiently after each individual call out operation.
- . Winter Operation Record – The Operator must complete a Winter Hours of Service for each round of a call out event.

- . At the request of the Patrol Foreman, the Lead Hand or employee as designated by the Patrol Foreman shall patrol the representative roadways and document the patrol completion in their winter patrol record.

- . Record of Duty Status / Hours of Service.

2.5 Operating Hours:

The Township adheres to the hours of work as set out in the Highway Traffic Act, Reg.4/93. The operators are required to track operating hours and report daily hours of service as per Highway Traffic Act, Reg. 555/06. Regular shift is eight (8) hours. When the driver has completed their extended thirteen (13) hours driving time in their on-duty time, they shall be sent home for the eight (8) hour off-duty period before driving the next shift. In addition to this, drivers are not allowed to work beyond sixty (60) hours in a seven (7) day work week. Further, the Operator and Patrol Foreman shall ensure the following:

- a) The total off-duty time taken in the two days is at least twenty (20) hours,
- b) The total driving time in the two days does not exceed twenty-six (26) hours;
- c) The total on-duty time in the two days does not exceed twenty-eight (28) hours;

Refer to following table for additional details:

Ontario Driving Limitations

For the 24-hour period "day," a driver cannot drive more than 13 hours.

Time	Condition
1. Off Duty Time - other than time in a sleeper berth	
2. Off Duty Time - in a sleeper berth	
3. Driving Time	DRIVING = ≤ 13
4. On Duty Time - other than driving time	

During the 24-hour period "day," a driver cannot drive after having been on-duty more than 14 hours.

Time	Condition
1. Off Duty Time - other than time in a sleeper berth	
2. Off Duty Time - in a sleeper berth	
3. Driving Time	NO DRIVING AFTER ON DUTY = ≤ 14
4. On Duty Time - other than driving time	

During the 24-hour period "day," a driver must be off-duty for 10 hours, which must include two hours that are not part of a mandatory off-duty period and are at least 30 minutes long.

Time	Condition
1. Off Duty Time - other than time in a sleeper berth	OFF DUTY = ≤ 10 Off-Duty Periods must be at least 30 minutes long or they do not count toward the 10 hours.
2. Off Duty Time - in a sleeper berth	
3. Driving Time	
4. On Duty Time - other than driving time	

Daily Limits

2.6 Hours of Work:

The Township will operate as outlined below:

In case of Storm Event (Patrol/Operators): The regular working hours will begin at 4:00 a.m. and work until 12:30 p.m., Monday through Friday. At the discretion of Director, Operators will be able to work thirteen (13) hours until 3:30 p.m., under the limitation of operating hours.

In case of clear day (Patrol/Operators): The Operators will work 7:00 a.m. until 3:30 p.m., five (5) days a week, Monday through Friday. This work provides patrolling and maintenance of roads and vehicles.

Weekend Patrol Shift: The Weekend patrol will be at the discretion of the Patrol Foreman or their designate based on forecast and weather conditions

Emergency (Operators): During an unexpected event outside regular working hours (4:00 am to 3:30 pm), Operators will be called to assist with Road Maintenance, on an as needed basis.

2.7 Requirements for the Completion of Documents:

Please note that the forms as per the Winter Maintenance and Salt Management Plan which are to be completed by the Patrol Foreman(s) and operator(s) are not to be considered discretionary but mandatory.

However, it is duly noted that the Patrol Foreman/Lead Hand/Operator will **not** sustain “personal liability” for recording Township information.

The Township will retain the original copy of documents regardless of their appearance. Coffee stains or dirt on originals are preferable to copies of original documents. If a document requires correction, then a **single line** is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or a change in the colour of ink, in the case where you change writing pens.

Please assure that your writing is legible for others to read.

2.8 Date and Time Format:

The Township Public Works Department will adopt the following format for the purpose of documenting the date and time on documents or correspondence.

The date will be recorded as for example, 15/Sept./2020. It may be written in all numerical format except month.

The time shall be documented in the twenty-four (24) hour format. The recording of hours and minutes only will not be acceptable as the time could be misconstrued to represent either morning or evening.

2.9 List of Township Roads Employees:

The Township Public Works Department will create annually a list of all Township Public Works Employees/ Full-time/Part-time/Contract/Casual assigned to winter operations. Each employee will be asked to “Print” their name as well as provide a “Written Signature” and their driver’s license number. Township will perform at a minimum once a year, a license verification, driver’s license and CVOR abstract on each employee operating a Township vehicle for winter operations.

After the list has been completed, a signatory form will be completed by additional persons working for or with the Township Public Works Department.

2.10 Road Closures and Liaison with the Police:

When visibility declines to a point that it is hazardous to the driving public or snowplow operators to be on the roadway, snowplowing or ice control operations may be suspended. Suspended operations shall be resumed when visibility improves.

When weather conditions have rendered a route or roadway unsafe for use and the Director of Public Works or their designate determines the road must be closed to all traffic then this decision shall be provided to the Ontario Provincial Police and Emergency Services. Routes closed by Township instruction must be re-opened on Township instruction.

The Director of Public Works, Patrol Foremans, Public Works, Emergency Services (Fire and Ambulance), Ontario Provincial Police, Counties, Elected Officials and CAO, must be informed as soon as possible of roads closed by weather conditions. The Township will provide "Road Closure" signs and/or barricades to alert the public of the closed road. If at all possible, detours or diversion routes will be decided upon as a result of such a closure. In the event that a detour or diversion is not possible or will further endanger the travelling public by re-routing the traffic from a Township Road to a lesser travelled road, the Township will be held harmless from any motorist continuing forward on the "closed road" once so notified. The Township Public Works Department will be responsible for contacting the local media to notify the travelling public of the closed road(s) and the appropriate staff person to have it posted on the Township social media.

2.11 Salt Management – Objective:

Township will optimize the use of winter maintenance materials containing chlorides on all municipal roads while striving to minimize negative impacts to the environment. The Township staff will strive to provide safe winter road conditions for vehicular traffic as set out in this document.

2.12 Significant Weather Event:

As per the Ontario Municipal Act, a Municipality/Township may declare a significant weather event when a weather hazard, either forecasted or occurring, has the potential to pose a significant danger to users of the roadways in which the Municipality/Township have authority.

This declaration suspends the standard timelines required for Municipalities/Township to meet their winter maintenance objectives. All roadways are deemed in a state of repair with respect to snow accumulation and/or ice conditions, until the municipality declares the significant weather event has ended.

In each case, during the course of a declared significant weather event, the standard for addressing winter maintenance is to monitor the weather and deploy resources to address the issue, starting from the time the municipality deems it most appropriate to do so. When the municipality declares an event has ended, standard timelines for winter maintenance activities then begin.

Examples of Conditions when a significant weather event may be declared

- . Significant snow accumulation during a twenty-four (24) hour period or back-to-back continuous events
- . Ice formation that occurs without warning from the weather forecast
- . High winds leading to blowing snow and large snow drifts
- . Freezing temperatures when de-icing operations will not be effective

The declaration of a significant weather event is to notify the public that due to the forecasted or current weather conditions, caution is to be exercised when travelling on roadways, and that it may take longer than usual to restore the conditions back to a normal state of repair.

Notification of a significant weather event

Significant weather event notifications will be declared by the Public Works Director or their designate and will be posted on the Township's website and social media accounts.

3.0 Quality Control

3.1 Quality Management Regime:

Operational records are usually paper-based although where possible the Township of North Dundas will promote information being recorded electronically in a computerized system. Throughout the winter maintenance period, roads maintenance staff will produce and manage various reports as documented below and in the Appendices.

Major/minor incidents should be reported as soon as practically possible to the Patrol Foreman.

3.2 Information Recording and Analysis:

The Patrol Foreman completes record of action used and provides this information to Township’s staff.

This information is required for every individual call out operation.

3.3 Budget and Material Monitoring:

Weekly figures for stone dust and salt usage by patrol route will be made available to Patrol Foreman and administrative staff who will in return provide a monthly financial statement and stock control report to the Director. These reports will be reviewed at the monthly meetings.

Inspection of salting operations and download of compu-spread information, if available, will be provided by the Fleet / Mechanics staff or Patrol Foreman, if possible, to ensure spreading rates, equipment speed, and route compliance.

Winter Materials Purchased Annually

Material	2019	2018	2017	3 year average
Solids	(tonnes)	(tonnes)	(tonnes)	(tonnes)
Rock Salt (NaCl)	2,300	2,400	2,380	2,360
Stone Dust (Mix)	5,660	4,700	5,150	5,170
Liquids				
Salt Brine (NaCl) (L)	N/A	N/A	N/A	N/A

Township trucks are not equipped with brine equipment.

4.0 Route Planning

4.1 Route Planning and Treatment Priorities:

Treatment priorities for the roadways within the Township of North Dundas have been devised to ensure effective, efficient coverage within the timescales defined in the Minimum Maintenance Standards. This system of coverage is readily adaptable to prevailing conditions.

For the purposes of this policy, the *highways* under the jurisdiction of the Township of North Dundas are classified according to the Table in Section 1(2) of O. Reg. 47/13, as follows:

4.2 **Township Roads Maintenance Priority Class Categories:**

Table 1 – Priority Class Categories

Posted Speed (AADT) Average Daily Traffic	91 - 100 km/h	81 - 90 km/h	71 - 80 km/h	61 - 70 km/h	51 - 60 km/h	41 - 50 km/h	1 - 40 km/h
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
Posted Speed (AADT) Average Daily Traffic	91 - 100 km/h	81 - 90 km/h	71 - 80 km/h	61 - 70 km/h	51 - 60 km/h	41 - 50 km/h	1 - 40 km/h
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

Based on 2013 traffic volumes, Township roads are classified under class 4 or 5

4.3 **Service Standard 1 – Routine Patrolling:**

- 1) The minimum standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table 2 to this section. O. Reg. 23/10, s. 3 (1).
- 2) If it is determined by the Township that the weather monitoring referred to in section 3.1 of the Minimum Maintenance Standards indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the minimum standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the Township selects as representative of its highways, at intervals deemed necessary by the Township, to check for such conditions. O. Reg. 47/13, s. 2.
- 3) Patrolling a roadway consists of observing the roadway, either by driving on or by electronically monitoring the roadway, and may be performed by persons responsible for patrolling roadways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).

Table 2 - Patrolling Frequency

Class	Winter Storm Condition	
	Maximum Cycle	Desirable
1	3 x every 7 days	2 x per day
2	2 x every 7 days	1 x per day
3	Once every 7 days	1 x per day
4	Once every 14 days	Once every 3 days
5-6	Once every 30 days	Once every 7 days

Township Patrolling of Representative Roads

Minimum patrolling of representative roads is as per table 2. Representative roads are Patrol Routes.

4.4 Service Standard 2 – Snow Accumulation

- 1) The Township of North Dundas has adopted the minimum maintenance standards for addressing snow accumulation as indicated below:
 - a. after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table 3 to this section, to deploy resources as soon as practicable to address the snow accumulation; and
 - b. after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out and within the time set out in Table 3,
 - i.) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - ii.) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4.

- 2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in Table 3 to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

- 3) For the purposes of this section, the depth of snow accumulation on a roadway may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:
 1. Patrolling highways.
 2. Performing highway maintenance activities.
 3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4.

- 4) The depth of snow accumulation on a roadway may be determined by,
 - a. performing an actual measurement;
 - b. monitoring the weather; or
 - c. performing a visual estimate. O. Reg. 47/13, s. 4.

- 5) For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,
 - a. plowing the roadway;
 - b. salting the roadway;
 - c. applying abrasive materials to the roadway; or
 - d. any combination of the methods described in clauses (a), (b) and (c). O. Reg. 47/13, s. 4.

- 6) This section does not apply to that portion of the roadway designated for parking. O. Reg. 47/13, s. 4.
 - a. "Snow accumulation" means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:
 - . New fallen snow
 - . Wind-blown snow
 - . Slush

Table 3 - Snow Accumulation

<i>Class</i>	Response to Snow Accumulation		Surface Condition		
	<i>Depth</i>	<i>Time</i>	<i>Lag time</i>	<i>Desired Condition</i>	<i>Minimum Condition</i>
1	2.5 cm	4 hours	12 hours	Safe & passable	Safe & passable

2	5 cm	6 hours	12 hours	Safe & passable	Safe & passable
3	8 cm	8 to 12 hours	18 hours	Safe & passable	Safe & passable
4	8 cm	12-16 hours	24 hours	Safe & passable	Safe & passable
5	10 cm	16-24 hours	24 hours	Safe & passable	Safe & passable

The Township does not maintain any Class 1, 2 or 3 roadways.

Given the Township roads are class 4 or 5, this allows for efficient winter plow operations and response commencing at 4:00 AM shift, subject to emergencies.

Please note that Safe and passable is defined as there may be some snow remaining but the surface can be safely travelled if done so in accordance with the conditions.

4.5 Service Standard 3 – Icy Roadways

The Township of North Dundas has adopted the minimum maintenance standards for treating icy roadways as indicated below:

- 1) The minimum standard for the prevention of ice formation on roadways is doing the following in the twenty-four (24) hour period preceding an alleged formation of ice on a roadway:
 1. Monitor the weather in accordance with section 5.1.
 2. Patrol in accordance with section 4.
 3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 47/13, s. 5.

- 2) If the municipality meets the minimum standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,
 - a) the time that the municipality becomes aware of the fact that the roadway is icy; or
 - b) the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires. O. Reg. 47/13, s. 5.

- 3) The minimum standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires. O. Reg. 47/13, s. 5.
- 4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, stone dust or any combination of salt and stone dust. O. Reg. 47/13, s. 5.

TABLE 4 - ICE FORMATION PREVENTION AND ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 47/13, s. 5.

4.6 Winter Maintenance Operational Routes per Patrol:

As defined in Appendix 'D', the Winter Maintenance Routes may be subject to change by the Patrol Foreman or their designate in the event of an emergency.

Routes will be reviewed at the end of each winter season to determine whether changes are warranted.

A route is defined as a full surface.

4.6.1 Mountain Plow Route -Winchester Yard

- Fowcett Road, Pavement, Class 4 Road
- Van Camp Road, Pavement, Class 4 Road,
- Development Road, Pavement, Class 4 Road,
- Clark Road, Pavement, Class 4 Road,
- Boundary Road, Class 4 Road,
- Hyndman, Class 4 Road,
- Shaw Road, Class 4 Road,

Ronson West , Class 5 Road,
 Village of Mountain roads, Class 4 Roads
 Van Camp Road, Gravel, Class 5 Road,
 Nelson Road, Class 4 Road,
 Lough Road, Class 4 Road,
 Nelson dead end, Class 4 Road,
 North side of Village of South Mountain, Class 4
 Nation River, Class 4 Road,
 Wallace, Class 4 Road,
 South side of South Mountain Village, Class 4 Road,
 Sandy Row Road, Class 4 Road,
 Simzer Road, Class 5 Road,
 Mulloy Road, Class 4 Road,

Total Route "Mountain" = 107.44 lane kms

4.6.2 Hallville Plow Route - Winchester Yard

Spruit Road, Class 4 Road,
 Jennings Road, Class 5 Road,
 Kerr's Ridge Road, Class 4 Road,
 Hallville Roads, Class 4 Roads,
 Loughlin Road, Class 4 Road,
 French Settlement Road, Class 3 Road,
 Belmeade, Class 4 Road,
 French Settlement, Class 4 Road,
 Boundary Road, Class 4 Road,
 Loughlin Ridge, Class 4 Road,
 Allen Road, Class 3 Road, Class 4 Road,
 Development Road, Class 4 Road,
 Church, Class 4 Road,
 Lillco Road, Class 4 Road,
 Blaine Road, Class 5 Road,
 Riddell, Class 4 Road,
 Jennings, Class 4 Road,

Total Route "Hallville" = 97.68 lane kms

4.6.3 Inkerman Plow Route - Winchester Yard

Barkley Road, Class 4 Road,
Guy Road, Class 4 Road,
Levere Road, Class 4 Road,
Crowder Road, Class 4 Road,
Cameron Road, Class 4 Road,
Lough Road, Class 5 Road,
Pepperville Road, Class 4 Road
Norton Road, Class 4 Road,
McIntyre Road, Class 4 Road,
Bailey Road, Class 4 Road,
Village of Inkerman, Class 4 Road,
McIntosh Road, Class 5 Road,
Timmins Road, Class 4 Road,
Moore Road, Class 4 Road,
Sandy Row, Class 4 Road,
Kirkwood Road, Class 4 Road,
Pemberton Road, Class 4 Road,
Cass Bridge Road, Class 5 Road,
Hogaboam Road, Class 4 Road,
Hollister Road, Class 4 Road,
Link Road, Class 5 Road,

Total Route "Inkerman" = 108.36 lane km

4.6.4 Ormond Plow Route

Route "Ormond" - Winchester Yard
Liscumb, Class 4 Road,
County Road 3,
Cayer, Class 4 Road,
Rodney Lane, Class 4 Road,
Ormond, Class 4 Road,
Bisson, Class 4 Road,
Spruce, Class 4 Road,
Armstrong, Class 4 Road,
Merkley, Class 4 Road,

Harmony, Class 4 Road,
Forestwood Heights Estates , Class 4 Road,
Cloverdale, Class 4 Road,
Benson George, Class 5 Road,

Total Route "Ormond" = 95.04 lane kms

4.6.5 Morewood Plow Route

Route "Morewood" - Winchester Yard
Loucks, Class 4 Road,
Connaught Road, Class 4 Road,
Kelly, Class 4 Road,
Finch-Winchester Road, Class 4
Wheeler Road, Class 5 Road,
Coyne Road, Class 4 Road,
Gilbault Road, Class 4 Road,
Coulthart Road, Class 4 Road,
McLaughlin Road, Class 4 Road,
Village of Norwood, Class 4 Road,
Carruthers Road, Class 4 Road,
Kyle Road, Class 5 Road
Stevens Road, Class 4 Road
Marionville Road, Russell Boundary, Class 4 Road,
Dagenais Road, Class 5 Road,
Thompson Road, Class 4 Road,
Steen Road, Class 5 Road,
North Wing Road, Class 4 Road
South Wing Road, Class 4 Road
Lafleur Road, Class 5 Road,
Crump Road, Class 4 Road,
Thibault Court, Class 4 Road,
Kittle Road, Class 4 Road,

Total Route "Morewood" = 112.44 lane kms

4.6.6 Chesterville Plow Route

Route "Chesterville" - Winchester Yard
 Loucks Road, Class 4 Road,
 Frood Corner Road, Class 4 Road,
 Byers Road, Class 4 Road,
 Main Street N, Class 4 Road,
 Howard Street, Class 4 Road,
 Brannen Drive, Class 4 Road,
 Industrial Drive, Class 4 Road,
 Queen Street, Class 4 Road,
 Joseph Street, Class 4 Road,
 John Street, Class 4 Road,
 Francis Street, Class 4 Road,
 Harper Road, Class 4 Road,
 Emme Street, Class 4 Road,
 McMillan Street, Class 4 Road,
 King Street, Class 4 Road,
 Queen Street, Class 4 Road,
 Albert Street, Class 4 Road,
 Ralph Street, Class 4 Road,
 Water Street, Class 4 Road,
 Victoria Street, Class 4 Road,
 Church Street, Class 4 Road,
 Armstrong Place, Class 4 Road,
 Mary Street, Class 4 Road,
 College Street, Class 4 Road,
 Faubert Avenue, Class 4 Road,
 Thomson Road, Class 4 Road,
 Erin Avenue, Class 4 Road,
 Elizabeth Drive, Class 4 Road,
 Tabitha Court, Class 4 Road,
 Lori Lane, Class 4 Road,
 William Street, Class 4 Road,
 Riverside Drive, Class 4 Road,
 Michael Street, Class 4 Road,
 Pauline Street, Class 4 Road,
 Martin Street, Class 4 Road,
 Total Route "Chesterville" = 32.26 lane kms

4.6.7 Winchester Springs Plow Route

Route "Winchester Springs" - Winchester Yard
 Nesbitt Road, Class 4 Road,
 Winchester Springs Road, Class 4 Road,

Shay Road, Class 4 Road,
McMilan Road, Class 4 Road,
Forward Road, Class 4 Road,
Nation Valley Road, Class 4 Road,
River Road, Class 4 Road,
Ball Road, Class 5 Road,
Dillabough Road, Class 4 Road,
Limerick Road, Class 4 Road,
Webb Road, Class 4 Road,

Total Route "Winchester Springs" = 125.46 lane km

4.6.8 Winchester Plow Route

Route "Winchester" - Winchester Yard
Dawley Drive, Class 4 Road,
Winfield Bailey, Class 4 Road,
Win Avenue, Class 4 Road,
Dufferin Court, Class 4 Road,
Dufferin Street West, Class 4 Road,
Win Holmes Street, Class 4 Road,
Annable Road, Class 4 Road,
Dufferin Street Wet, Class 4 Road,
Howard Street, Class 4 Road,
Whitney Road, Class 4 Road,

Total Route "Winchester" = 30.30 km lane km

4.7 Allocation of Vehicles, Equipment and Materials:

The Township Public Works Department will commit 50% of the winter truck fleet be ready for use by October 1st of each year.

Remainder of vehicles will be ready by October 15th of each year.

4.7.1 Roads Fleet Inventory:

Township Public Works Department vehicles may be dedicated to the Winter Maintenance fleet.

The following summary of vehicles are owned, operated and maintained by Township forces.

Equipment Classification	Number of Pieces
Graders	2
Loaders	1
Heavy Weight Vehicles (Tandem + Single Axle Trucks)	6+2
Light Weight Vehicles (1/2 ton)	4
Forklift	1
Backhoe	1
Sidewalk Plows	2
Pressure Washer	1
Asphalt Hot Box for pot holes / patches	1
Light Weight Vehicles (1 tons) – (4wd for Patrol & 2wd for hot box)	2

Location of Vehicles and Other Equipment:

Vehicles as listed in the table above are housed at Winchester Yard. However, in the case of an emergency, these vehicles may be deployed to one of the Township properties but will be returned to their normal operational site once the emergency has ceased.

4.7.2 Calibration Procedures:

Calibration of the mix/salting equipment (compu-spreads, application rates for mix and salting equipment, etc.) will be carried out annually before the start of the winter maintenance season and re-checked as deemed necessary. New equipment calibration performed by supplier upon delivery. For other equipment, calibration is performed by mechanic at the start of each season, after each time the stone dusting equipment has been worked on or modified and at least once more during the season or as required by patrol Foreman.

4.7.3 Fuel Stock and Locations:

Winchester Yard has mobile re-fueling tank on patrol light duty truck for diesel fuel. Diesel fuel usage is closely monitored through the diesel fuel stock entries. The Patrol Foreman reorders diesel fuel on an as-needed basis. The tanks house approximately 400 litres. Fuel for gas operated vehicles is purchased at local vendors (Guy Fuels) on credit.

4.7.4 Material Availability:

Stone dust and Salt are tendered on a (2) two-year contract and released early in the season once the previous winter maintenance season has ended. The successful

supplier must supply the Township on an as-needed basis over the course of the winter season (October through April). Stone dust shed(s) and salt domes are located at Winchester Yard and filled prior to the winter period. The stone dust domes and salt sheds are monitored closely by staff and usage is documented so that the facilities may be refilled prior to depletion.

The Township may purchase stone dust from the County as needed. The target mix for Stone Dust-Salt (Pre-Mix) for the Township use is 3 Stone dust:1 salt.

List of Stone dust Dome facilities:

Winchester Yard straight Rock Salt
Capacity of Dome – 1,100 tonnes

5.0 Weather Prediction and Information

5.1 Weather Prediction and Information Support:

The information used in decision making will be a combination of a road weather forecast and manual road condition checks.

The Patrol Foreman will discuss possible actions with the Equipment Operators and other Patrol Foremans. Further discussions may ensue should the forecast suggest extreme weather conditions.

The Patrol Foreman assesses the conditions on a continuing basis with the aid of the forecast, and upon the completion of each of the routes will consider the potential need for additional resources and deploy action accordingly.

6.0 Operational Procedures

6.1 Township Winter Maintenance Treatment Procedures:

During periods of adverse weather conditions or forecast predictions and where there may be uncertainty about the course of action required the Patrol Foreman or their designate and the Equipment Operator should consult the following guide:

Background: Each storm has individual characteristics and must be dealt with accordingly. Therefore, exceptions to this plan may occasionally be necessary.

While the Township may implement winter maintenance procedures and minimum maintenance standards it is also the responsibility of the travelling public to acknowledge adverse weather conditions and drive accordingly.

Motorists should drive their vehicles during adverse weather conditions with additional

caution and watchfulness, especially with respect to reduced traction and/or visibility. Motorists are advised to reduce their speed substantially below the posted speed limits during the periods of adverse conditions.

6.2 Standard Township Procedures for Winter Maintenance Operations:

The primary method of snow removal shall be by plowing. Salt or stone dust/salt may be used to preclude the formation of ice, enhance snow/ice removal or to improve traction. It can be expected that snow will be plowed into driveways as a normal part of snow removal operations.

The Township will not be responsible for snow or ice pushed or otherwise placed on the roadway or shoulders by others (sec. 181, Highway Traffic Act). The Township will not be responsible for damage to lawns on the Township road right of way or for the deposition of gravel in road ditches unless there are extenuating circumstances. These areas may be repaired on a case-by-case basis at the discretion of the Director of Public Works, or their designate.

A piece of Township snow removal equipment may damage a mailbox located in or immediately adjacent to the roadway. The Township will not repair damage to items if the damage is due to the force of the snow being discharged by the snow removal equipment. The Township may repair/replace personal property damaged by direct contact by its equipment on a case-by-case basis. Damaged mailboxes will be replaced with standard, conventional boxes or materials only, as the Township takes no responsibility for special installations or mail box designs which are installed on the Township road right of way.

Under no circumstances shall the Township use one of its pieces of equipment to push, pull or tow stranded, private vehicles from a roadway or ditch except in a life or health threatening situation. In such cases a Township employee may give brief assistance or call for emergency response. Likewise, no Township employee may use a Township vehicle or piece of equipment to perform snow or ice control operations on private or commercial property.

Sidewalks:

The Public Works Department is responsible for maintaining/plowing snow from sidewalks in Winchester, Chesterville, Moorewood and South Mountain. The Township may, remove the snow accumulated on areas between the sidewalk and main streets in Winchester and Chesterville on clear days. This will be completed as a low priority function, following the completion of the Township priority work on the driving surface.

Snow removals in Winchester, Chesterville, Morewood and South Mountain will be performed once a week, likely on Wednesdays and Thursdays depending upon clear weather conditions.

6.3 Rates for Salt and Stone Dust

In addition to the Minimum Maintenance Standards as set out by the Township the following procedures are provided as a guideline for winter maintenance operations.

<u>Some snowpack or ice, no precipitation</u>	<u>55 kg / ln km salt</u>	<u>55 kg/ ln km salt</u>	<u>130 kg / ln km stone dust-salt mix (2:1)</u>	<u>Yes</u>
<u>Mostly snow pack or ice covered or light precipitation (2 to 5cm)</u>	<u>55 kg / ln km salt</u>	<u>55 kg / ln km salt</u>	<u>130 kg / ln km stone dust-salt mix (2:1)</u>	<u>Yes</u>
<u>Snow packed or iced over, or heavy precipitation (5cm or higher)</u>	<u>55 kg / ln km salt</u>	<u>65 kg / ln km salt</u>	<u>130 kg / ln km-stone dust -salt mix (2:1)</u>	<u>Yes</u>
<u>Freezing Rain</u>	<u>65 kg/ ln km salt</u>	<u>130 kg / ln km stone dust-salt mix (2:1)</u>	<u>130 kg / ln km stone dust-salt mix (2:1)</u>	<u>n/a</u>
<u>Gravel Road</u>	<u>130 kg / ln km stone dust – salt mix (3:1)</u>	<u>130 kg / ln km stone dust – salt mix (3:1)</u>	<u>130 kg / ln km stone dust – salt mix (3:1)</u>	<u>Yes</u>
<u>Snow Condition / Pavement Temperature</u>	<u>-8 C and above</u>	<u>-9 to -12 C</u>	<u>-13 C and below</u>	<u>Plowing</u>

Minimum Application Rates – kg/ lane km:

Note: Patrol Foreman or their designate can make adjustments as necessary based on local climate.

Conventional Stone Dust / Stone duster

- Two-way salting or stone dusting/salting shall be the Township standard unless weather conditions or circumstances dictate otherwise.

6.4 Contract Routes:

The Township of North Dundas will review the need for contract truck routes annually. The contracted routes will be awarded by tender process. The Township presently does

not have winter contracts. Contract trucks will be called out by the Patrol Foreman or their designate, if needed, subject to approval of Director of Public Works.

6.5 Environmentally Sensitive Areas

It is necessary to understand the impacts of the Township winter maintenance policies and practices on environmentally and agriculturally sensitive areas. The following measures are employed to assist the Township in identifying environmentally sensitive areas within the Township:

- . Identify wetlands, streams and valleys, environmentally sensitive areas, pond, lakes, reservoirs, woodlands, fish, wild life, plant habitat, threatened and endangered species, flood plains and hazard lands, and areas of natural and scientific interest adjacent to salt storage areas.
- . Liaise with conservation authorities.
- . Seek guidance from federal/provincial ministries and/or agencies, when necessary.

The Township salt storage and facilities lie outside the ten (10) year capture zone and environmentally sensitive features, so salt storage is not a significant concern.

7.0 Training

7.1 Training Provided to Winter Operators and Applicable Roads Staff

The Township Public Works Department will endeavour to provide the following training to its staff:

- a) Full Time Roads staff will be given the opportunity to receive First Aid/CPR Training
- b) All Roads staff will be given WHMIS training
- c) All Roads Staff will be provided with access and knowledge on Occupational Health and Safety
- d) All Operators will be provided with third party Snow Plow Driver training

8.0 Continuous Improvement Practices and Strategies

8.1 Monitoring and Updating

An annual review of the Winter Maintenance and Salt Management Plan by management and staff will occur at the end of each winter season. As a result of this review the plan will be updated to include any changes in Department Policy, strategies, and new techniques or equipment to be used in the upcoming winter season. Changes made to the plan will be incorporated in the annual fall maintenance session in preparing for the

upcoming winter control season.

8.2 Performance Measures

Consider performance measures to determine whether the objectives of the salt management plan have been met. Achievement, year-over-year, will be measured against the benchmark / previous four (4) years average. Some of the indicators may include:

Monitoring the severity of the winter season:

- . Total annual cm of snow accumulation
- . Total number of days with measurable snowfall
- . Total number of days with freezing rain
- . Total number of continuous winter event responses
- . Total number of spot winter event responses
- . Total number of winter event hours

Monitoring the salt used

- . Tonnes of salt purchased annually
- . Percent of applications where discharge rates were exceeded
- . Total tonnes of salt applied annually per lane km

Ensuring customer satisfaction

- . Total number of complaints received regarding winter operations
- . Percent of complaints that resulted in a response

Measuring the success of the plan

- . Percent of the goals, if any, set out in the plan that were met

8.3 Level of Services Policy

The Township currently maintains a winter maintenance level of service as per this document that meets or exceeds Ontario Regulation 239/02.

8.4 Equipment Calibration and Verification

- . Properly calibrated equipment is one of the keys to the effective placement of de-icing material on municipal roads.
- . Applications rates for all materials are outlined in this document and are subject to annual review.
- . Prior to the winter season and each year thereafter, all spreaders will have their calibration verified and will be calibrated as needed. During the winter season the equipment will be checked and recalibrated once mid-season and each time there

has been work on the vehicle's hydraulic system.

- . Prior to the winter season and each year thereafter all routes will be benchmarked for the theoretical amount of winter materials required.

8.5 Equipment Washing

Equipment washing is intended to reduce the amount of chlorides, oil, grease and grit that is discharged back into the environment.

- . An oil/water separator is in place at the patrol yards and vehicle washing happens indoors.

8.6 Material Delivery and Handling

In the fall season, salt and stone dust is delivered and stockpiled. Winter stone dust is mixed with salt and all material conveyed to indoor storage, if not already done so.

- . Ensure all deliveries of stone dust, and salt are covered while in transport, and schedule deliveries in good weather if feasible.
- . Ensure the loading areas are swept clean following the transfer of the material.
- . Ensure proper records are kept that include weigh tickets

8.7 Storm Response

Patrol Foreman have decision-making authority for winter road maintenance during winter storm events that includes, but is not limited to, combinations of precipitation, air and pavement temperatures, time of day and traffic volume. The patrol staff have the ability to call in plow operators on an as-needed basis given the current road conditions, factors to be considered are:

- . Type of storm event;
- . Air and/or pavement temperature during event
- . At end or after the storm event; temperature rising, temperature falling
- . Time of day; effect of heat gain during daylight hours
- . Time of day; traffic volumes assist in breaking the bond of snow/ice with the pavement
- . Wind direction
- . Drifting conditions; do nothing and let the wind blow the snow across the road
- . Frost penetration in the road base contributing to pavement temperature

8.8 Technological Review

Existing and new technology should be continuously monitored to determine applicability in the current policy and procedures with a view to altering them for continuous improvement in response to winter storm events.

Technological improvements should be periodically reviewed for the following aspects of salt management:

- . Pre-wetting
- . Direct liquid application or anti-icing
- . Impact of different liquids on the equipment used for application
- . GPS for vehicle locating and data transfer
- . Electronic spreader controls with capability for solids, liquids, and data transfer via GPS
- . New spreader equipment with liquid capabilities
- . Environment protection at snow dumps to prevent discharge of debris and chemicals directly into a watercourse with the melt water
- . Use of RWIS for localized weather and pavement temperature forecasting
- . Use of infrared thermometers for measuring pavement temperature
- . Use of pavement temperature as a tool in determining when and what material is to be used

9.0 Conclusion

9.1 Final Statement:

The Winter Maintenance and Salt Management Plan Policy laid out above is to establish goals and guidelines for the Township of North Dundas Public Works Department employees regarding winter maintenance of snow and ice control. It is not to be construed to create any duty to a specific individual or employee but is to act as a guideline for winter maintenance operations for the Township of North Dundas. The policy can be updated from time-to-time at the discretion of Director Public Works in consultation with the CAO. Council will be provided an updated copy as Key Information Report (KIR).

10.1

Appendix "A"

Distribution List

Name	Title	Telephone Number
Angela Rutley	CAO	Office: 613-774-2105 ext. 231 arutley@northdundas.com
Khurram Tunio	Director of Public Works	Office: 613-774-2105 ext. 292 Cell: 613-614-2450 ktunio@northdundas.com
John Oswald	Patrol Foreman	Office: 613-774-2105 ext.229 Cell: 613-229-3552 joswald@northdundas.com
Barry Giberson	Lead Land	Cell: 613-795-1545
Roads Staff	Operators / Laborer	Office: 613-774-2105

10.2

Appendix "B"

Contact List

Name	Title	Contact Information
Angela Rutley	CAO	Office: 613-774-2105 ext. 231 arutley@northdundas.com
Khurram Tunio	Director of Public Works	Office: 613-774-2105 ext. 292 Cell: 613-614-2450 ktunio@northdundas.com
John Oswald	Patrol Foreman	Office: 613-774-2105 ext.229 Cell: 613-229-3552 joswald@northdundas.com

Barry Giberson	Lead Hand	Cell: 613-795-1545
Roads Staff	Operators / Labourers	Office: 613-774-2105
Ontario Provincial Police	In Case of Emergency/ Road Closure	24 Hr. Service – 613 774 2603
Emergency Medical Service	Acting Chief Wayne Markell, 601 Campbell Street, Cornwall	Office: 613-930-2787 x 2384 Cell: 613-551-7340
Stephen Mann	Economic Development and Communications Officer	P: 613-774-2105 ext.244 C: 613-229-7179

10.3

Appendix "C"

**Copies of Records/Reports
to be
Completed By Patrol Foremen and/or Operators
(See attached)**

- a. Routine Patrol Record**
- b. Winter Patrol Record**
- c. Patrol Foreman's Diary (typical – not attached)**
- d. Samples Record of On-Duty Status as referenced in 2.4, Hours of Work Record and Highway Traffic Act, Hours of Service**
- e. Winter Weather / Operation Record (forecast records, not attached)**
- f. Daily Inspection Report**

10.3.a. Patrol Record – Corporation of the _____ of _____

Date of Patrol:	Weather			
	Clear	<input type="checkbox"/>	Wind	Light <input type="checkbox"/> Moderate <input type="checkbox"/> Strong <input type="checkbox"/>
Start of Patrol (Time)	Partly Cloudy	<input type="checkbox"/>		Direction _____
	End of Patrol (Time)	Overcast	<input type="checkbox"/>	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
Patrolled by: (Please Print)	Rain	<input type="checkbox"/>	Air Temperature _____	
	Snow	<input type="checkbox"/>		
Signature:	Freezing Rain	<input type="checkbox"/>		
	Fog	<input type="checkbox"/>		

Blank space = Acceptable

Condition Codes		Action Required
N/A	Not applicable	No action required
	Acceptable	No action required
M	Marginal - a defect observed, that does not create a hazard	Monitor defect
NS	Observed Defect Needs Service	Schedule repair to comply with MMS or LOS

Patrol Results

Location			Roadways and Bicycle Lanes										Roadside			Bridges		Traffic Signs & Signals							Comments		
Road Name	From	To	Maintenance Class	Potholes	Shoulder Drop off	Cracks	Debris	Drainage	Embankment Washout	Surface Discontinuity	Curb & Gutter	MH Frame & Cover	CB Frame & Grate	Grass	Trees & Shrubs	Guiderail	Bridge Deck Spalls	Surface Discontinuity	Safety Devices	Warning signs	Regulatory Signs	Information Signs	Street Name Signs	Traffic Signal		Warning Beacons	

10.3.b. Winter Patrol Record – Corporation of the ___ of _____

Date of Patrol:	Weather					
	Clear	<input type="checkbox"/>	Time	Wind	Light <input type="checkbox"/>	Moderate <input type="checkbox"/>
Start of Patrol (Time)	Partly Cloudy	<input type="checkbox"/>	Time		Direction _____	
	Overcast	<input type="checkbox"/>	Time	Visibility	Good <input type="checkbox"/>	Time
Patrolled by: (Please Print)	Rain	<input type="checkbox"/>	Time		Fair <input type="checkbox"/>	Time
	Snow	<input type="checkbox"/>	Time		Poor <input type="checkbox"/>	Time
Signature:	Freezing Rain	<input type="checkbox"/>	Time	Weather Comment:		
	Fog	<input type="checkbox"/>	Time			

Condition Codes	Action Required
✓	Observed Condition requiring a Winter Event Response Schedule operations to comply with MMS or LOS
X	Observed Condition No Response Required No Action required
N/A	Not applicable No Action required

Results of the Patrol of Representative Roads																							
Location			Road Surface, Separated or Conventional Bicycle Lanes, Sidewalk Condition															Comments					
Road Name	From	To	Maintenance Class	Pavement Temperature	Air Temperature	Bare & Dry	Bare & Wet	Partially Snow Covered	Partially Snow Packed	Partially Ice Covered	Snow Covered	Snow Packed	Ice Covered	Drifting	Black Ice	Frost	Slush		Are there sidewalks on this road section? (yes/no)	Are there bike lanes on this road section? (yes/no)	Does the sidewalk require service	Does the bike lane require service	

10.3.d

RECORD OF DUTY STATUS (This document cannot be used as a driver's daily log. See instructions inside the front cover.)

Driver's Name												Company		
Location												Address		
Accumulated hours of past 14 days														
	/	/	/	/	/	/	/	/	/	/	/	/	/	Date
Off-duty														Off-duty
Driving														Driving
On-Duty (not driving)														On-Duty (not driving)

	Midnight	1	2	3	4	5	6	7	8	9	10	11	Total Hours		Date
Off-Duty													Off-duty	Mo.	
Driving													Driving	Day	
On-Duty (not driving)													On-Duty (not driving)	Cycle 1__ 2__	

	Midnight	1	2	3	4	5	6	7	8	9	10	11	Total Hours		Date
Off-Duty													Off-duty	Mo.	
Driving													Driving	Day	
On-Duty (not driving)													On-Duty (not driving)	Cycle 1__ 2__	

	Midnight	1	2	3	4	5	6	7	8	9	10	11	Total Hours		Date
Off-Duty													Off-duty	Mo.	
Driving													Driving	Day	
On-Duty (not driving)													On-Duty (not driving)	Cycle 1__ 2__	

	Midnight	1	2	3	4	5	6	7	8	9	10	11	Total Hours		Date
Off-Duty													Off-duty	Mo.	
Driving													Driving	Day	
On-Duty (not driving)													On-Duty (not driving)	Cycle 1__ 2__	

	Midnight	1	2	3	4	5	6	7	8	9	10	11	Total Hours		Date
Off-Duty													Off-duty	Mo.	
Driving													Driving	Day	
On-Duty (not driving)													On-Duty (not driving)	Cycle 1__ 2__	

	Midnight	1	2	3	4	5	6	7	8	9	10	11	Total Hours		Date
Off-Duty													Off-duty	Mo.	
Driving													Driving	Day	
On-Duty (not driving)													On-Duty (not driving)	Cycle 1__ 2__	

Record of Duty Status - Hours of Service

Record of Duty Status for Local Driver (Operating within 160 km of terminal) 7 Day Cycle

Driver Name: _____

Date:						Start Location:					End Location:														
Duty Status	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Totals
Off Duty																									
On Duty - Driving																									
On Duty - Not Driving																									
Remarks																									
																							7 Day ON DUTY Total		

Date:						Start Location:					End Location:														
Duty Status	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Totals
Off Duty																									
On Duty - Driving																									
On Duty - Not Driving																									
Remarks																									
																							7 Day ON DUTY Total		

Date:						Start Location:					End Location:														
Duty Status	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Totals
Off Duty																									
On Duty - Driving																									
On Duty - Not Driving																									
Remarks																									
																							7 Day ON DUTY Total		

Date:						Start Location:					End Location:														
Duty Status	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Totals
Off Duty																									
On Duty - Driving																									
On Duty - Not Driving																									
Remarks																									
																							7 Day ON DUTY Total		

Date:						Start Location:					End Location:														
Duty Status	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Totals
Off Duty																									
On Duty - Driving																									
On Duty - Not Driving																									
Remarks																									
																							7 Day ON DUTY Total		

- Mandatory Off Duty Time - Minimum of 10 hours off duty required, 8 hours must be consecutive
- On Duty Driving - Maximum of 13 Hours in a shift
- On Duty Status - Driving and Non Driving - Maximum of 14 hours in a shift - 8 consecutive hours off duty required
- Shift Duration - Maximum of 16 hours from the start of shift - 8 consecutive hours off duty required
- 7 Day Cycle - Maximum of 70 hours On Duty in 7 consecutive days - 24 consecutive hours off duty required

****Sheet must be completed in full and submitted to Supervisor****

10.3.f. Daily Vehicle/Equipment Inspection Report (CVOR) – to be used in conjunction with Schedule 1

Daily Vehicle / Equipment Inspection Report

This vehicle inspection must be completed each day prior to movement of any vehicle or equipment.
This completed report must be carried in the vehicle and submitted to your supervisor at the end of shift.

DATE	TIME AM/PM	LOCATION	INSPECTED BY		SIGNATURE
UNIT NO.	VEHICLE PLATE	ODOMETER	TRAILER NO.	TRAILER PLATE	PRE-TRIP <input type="checkbox"/> POST TRIP <input type="checkbox"/>
DRIVER 1 NAME		SIGNATURE	DRIVER 2 NAME		SIGNATURE

Defects Noted			Schedule 1		Additional Inspection Items	
Major	Minor		Refer to Schedule 1 Major/Minor Defects	Defect		Item
		1	<input checked="" type="checkbox"/>	Air Brake System		Ownership
		2	<input checked="" type="checkbox"/>	Cab		Insurance
		3	<input checked="" type="checkbox"/>	Cargo Securement		License Plate/Sticker
		4	<input checked="" type="checkbox"/>	Coupling Devices		CVOR
		5	<input checked="" type="checkbox"/>	Dangerous Goods		Radio
		6	<input checked="" type="checkbox"/>	Driver Controls		Gauges
		7	<input checked="" type="checkbox"/>	Driver Seat		Electronics
		8	<input checked="" type="checkbox"/>	Electric Brake System		Fluid Levels
		9	<input checked="" type="checkbox"/>	Emergency Equipment and Safety		Body Damage
		10	<input checked="" type="checkbox"/>	Exhaust System		Beacons/Arrow Board
		11	<input checked="" type="checkbox"/>	Frame and Cargo Body		Harness/Plow/Wing
		12	<input checked="" type="checkbox"/>	Fuel System		Plow/Sander Controls
		13	<input checked="" type="checkbox"/>	General		Sander/Spinner
		14	<input checked="" type="checkbox"/>	Glass and Mirrors		Other:
		15	<input checked="" type="checkbox"/>	Heater/Defroster		Other:
		16	<input checked="" type="checkbox"/>	Horn		Other:
		17	<input checked="" type="checkbox"/>	Hydraulic Brake System	Inspection Notes:	
		18	<input checked="" type="checkbox"/>	Lamps and Reflectors		
		19	<input checked="" type="checkbox"/>	Steering		
		20	<input checked="" type="checkbox"/>	Suspension System		
		21	<input checked="" type="checkbox"/>	Tires		
		22	<input checked="" type="checkbox"/>	Wheels, Hubs and Fasteners		
		23	<input checked="" type="checkbox"/>	Windshield Wiper/Washer		

Fleet Technician Comments/Repairs Completed: _____ Date: _____

Fleet Technician Signature: _____

10.4

Appendix “D”

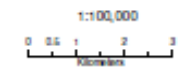
**Winter Patrol Route Drawings
(See attached)**



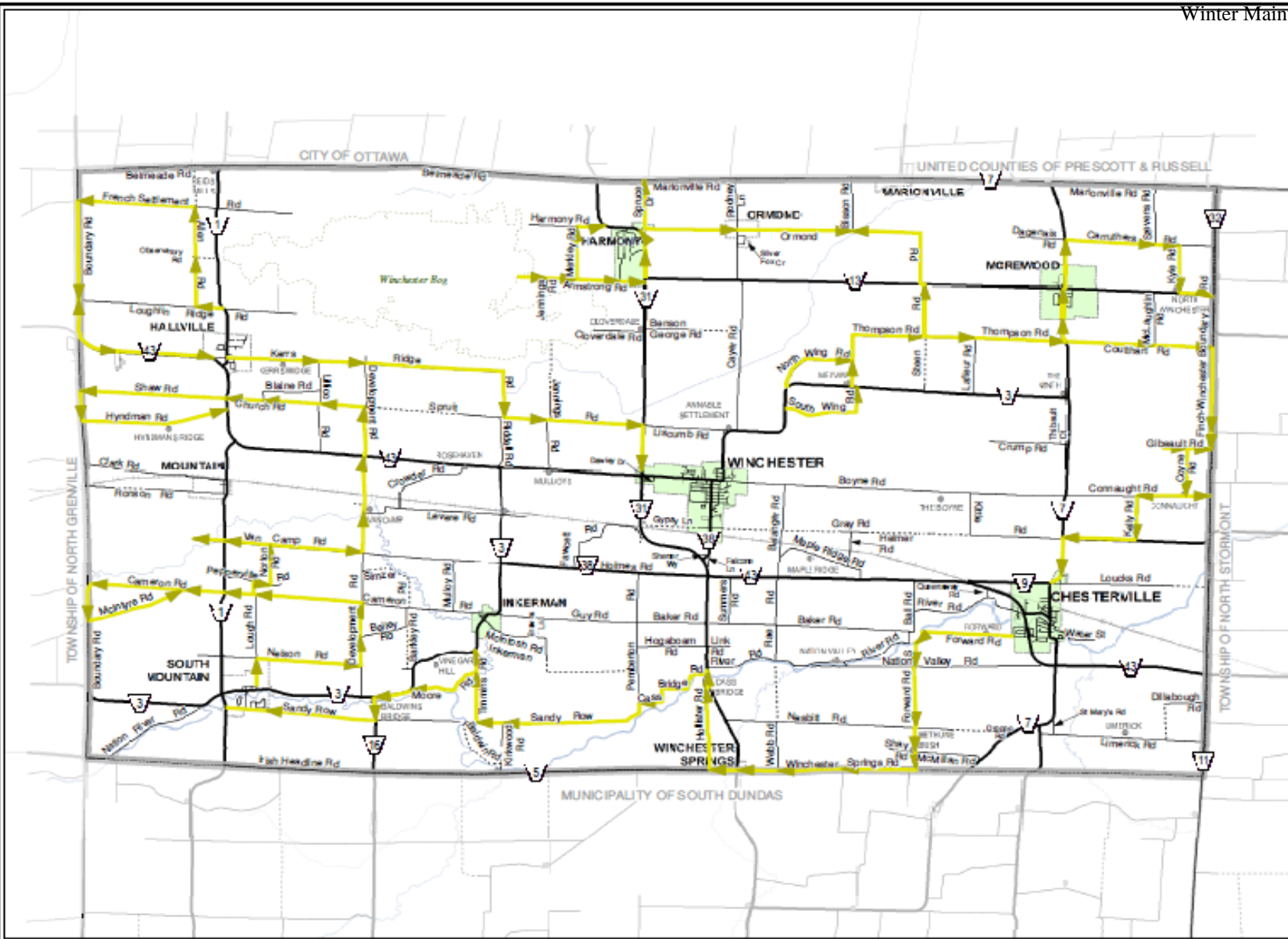
Plow Route Snow Event

Legend

- Plow Route
- Plow Area
- Highway
- County Road
- Township Road
- Private/Other Road
- Road Allowance / Unmaintained Road
- Under Construction
- Railroad
- Settlement Area
- Township Boundary

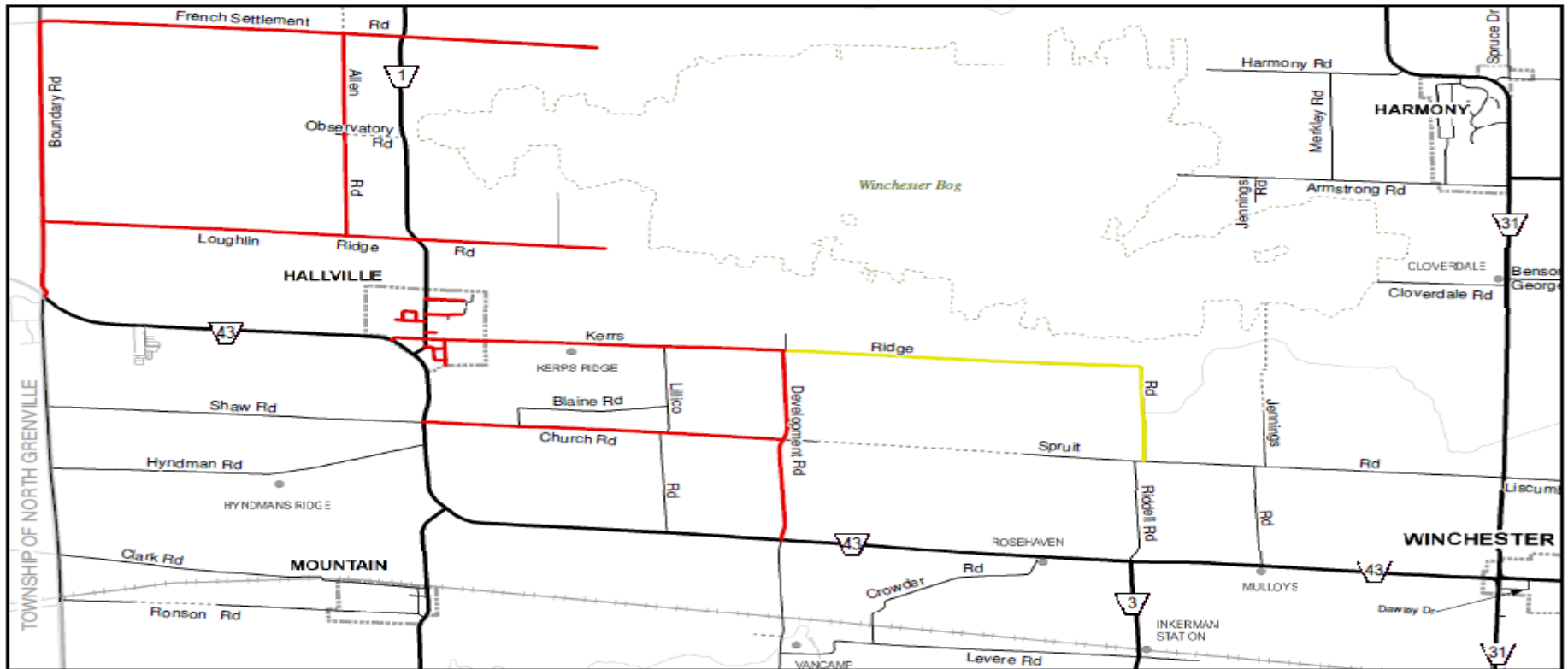


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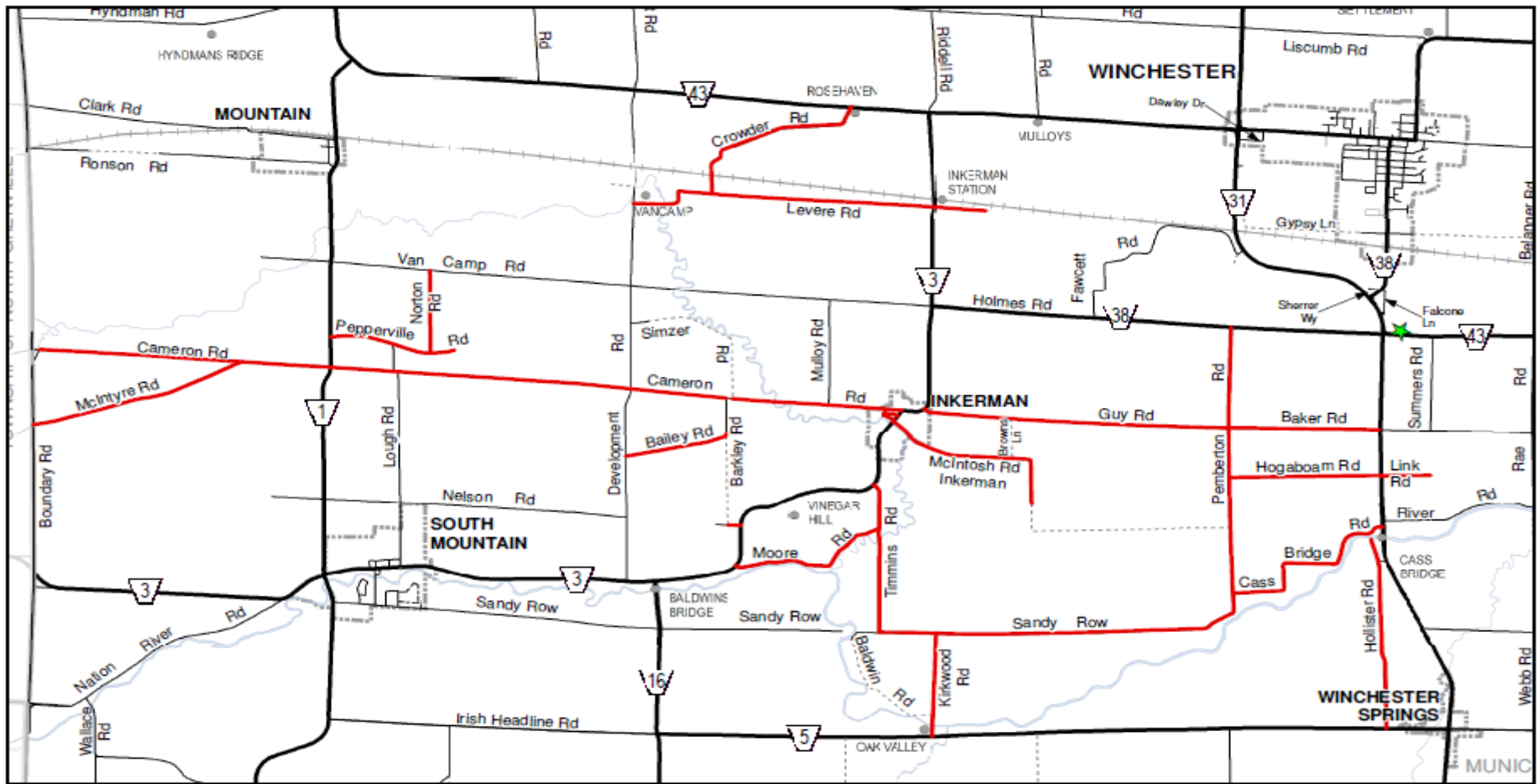
Snow Plow Route - Hallville - 3204



Legend			
<p>Snow Plow Route</p> <p>Surface Type</p> <ul style="list-style-type: none"> — Pavement — Gravel 	<ul style="list-style-type: none"> County Road Township Road Private/Other Road 	<ul style="list-style-type: none"> Road Allowance / Seasonal Road Under Construction Railroad Settlement Area 	<div style="text-align: center;"> <p>1:60,000</p> <p>0 0.5 1 2 3 Kilometers</p> </div> <div style="text-align: right; font-size: small;"> <p>Produced by: The United Counties of Stormont, Dundas and Glengary, Transportation and Planning Services with Data supplied under License by Members of the Ontario Geospatial Data Exchange © August 26, 2020.</p> </div>

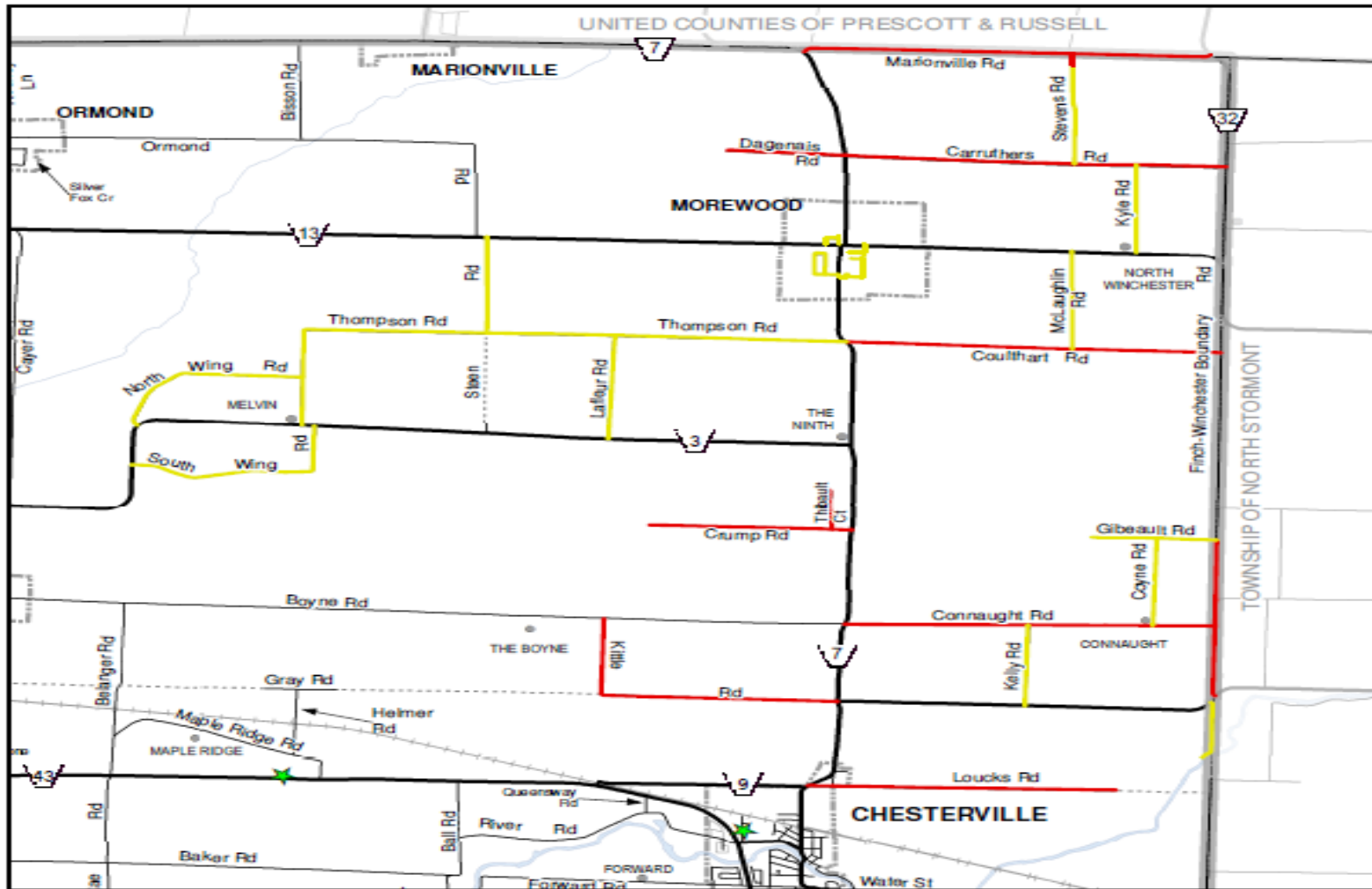












Snow Plow Route - Inkerman




Legend


<p>Snow Plow Route</p> <p>Surface Type</p> <ul style="list-style-type: none"> — Pavement — Gravel 	<ul style="list-style-type: none"> County Road Township Road Private/Other Road 	<ul style="list-style-type: none"> Road Allowance / Unmaintained Road Under Construction Railroad Settlement Area 	<p>1:70,000</p>	<p>Produced by: The United Counties of Stormont, Dundas and Glengary, Transportation and Planning Services with Data supplied under Licence by Members of the Ontario Geospatial Data Exchange © August 26, 2020.</p>
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Legend	
Snow Plow Route	 County Road
Surface Type	 Township Road
 Pavement	 Private/Other Road
 Gravel	 Road Allowance / Unmaintained Road
 Patrol Garage	 Under Construction
 Settlement Area	 Railroad



1:70,000



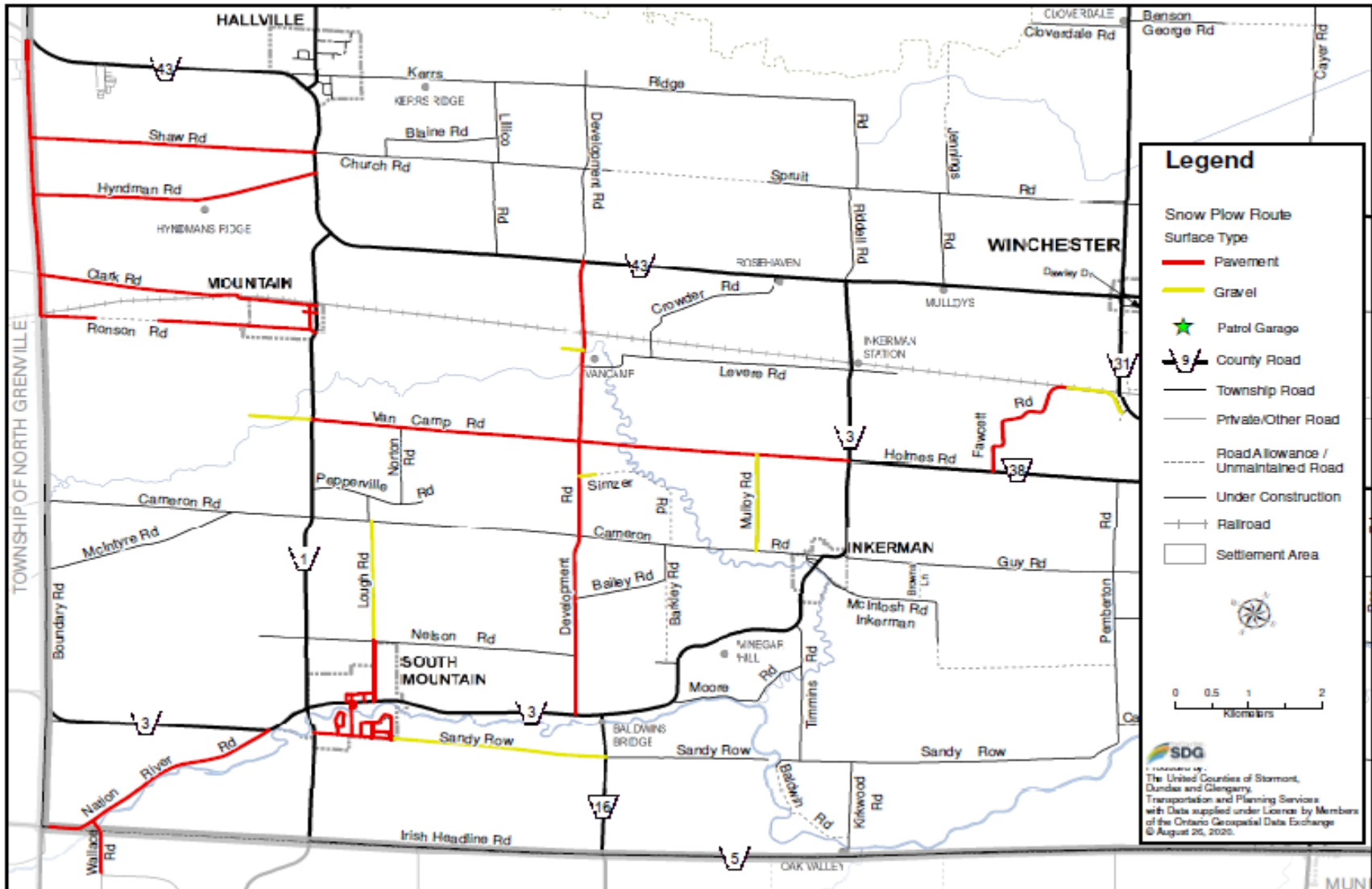
0 0.5 1 2 3
Kilometers



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Snow Plow Route - Mountain - 3203



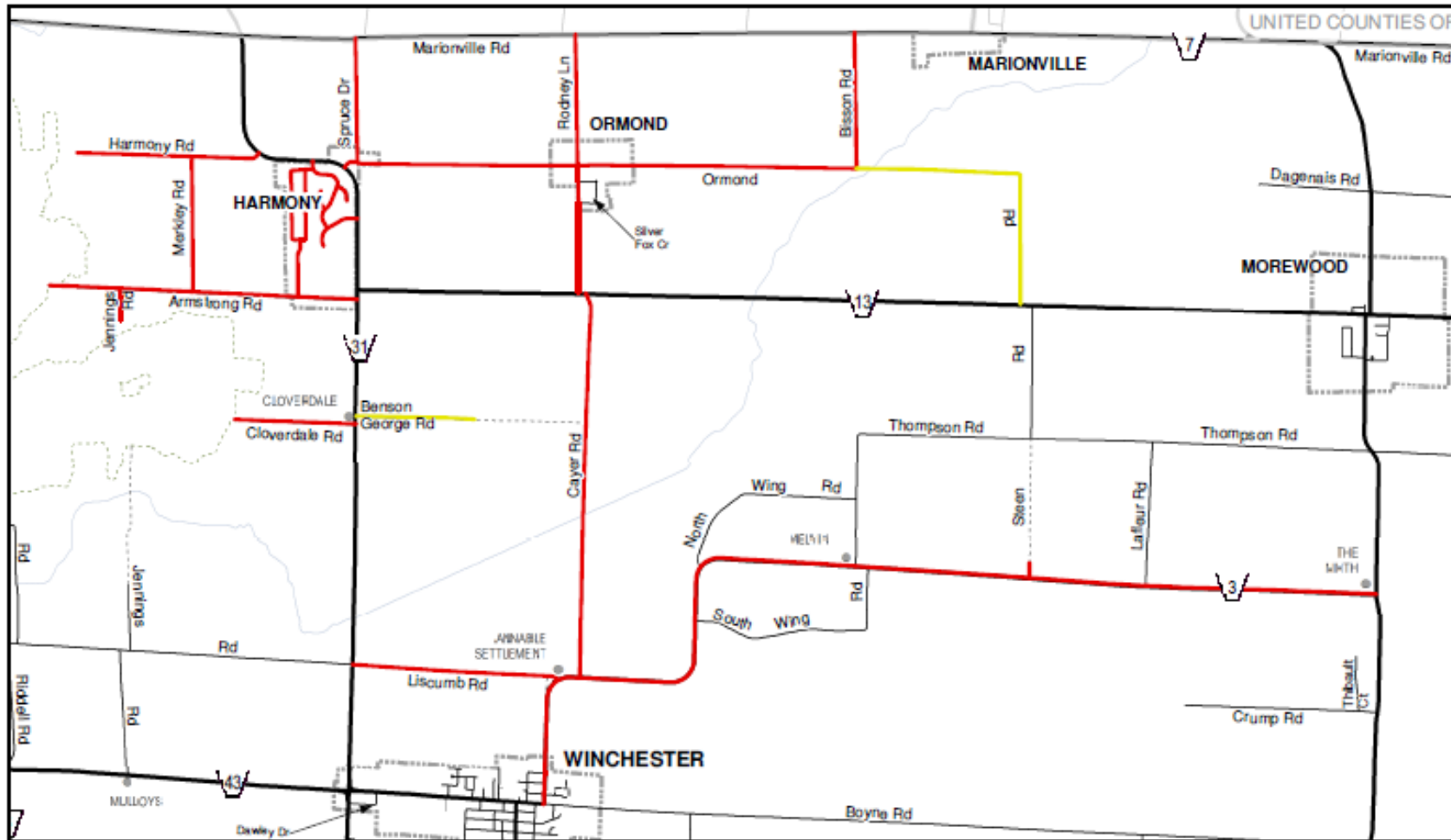
Legend

- Snow Plow Route
- Surface Type
 - Pavement (Red line)
 - Gravel (Yellow line)
- Patrol Garage (Green star)
- County Road (Shield with number 9)
- Township Road (Shield with number 3)
- Private/Other Road (Thin black line)
- Road Allowance / Unmaintained Road (Dashed line)
- Under Construction (Line with cross-ticks)
- Railroad (Line with cross-ticks)
- Settlement Area (Rectangle)

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Snow Plow Route - Ormond - 3210



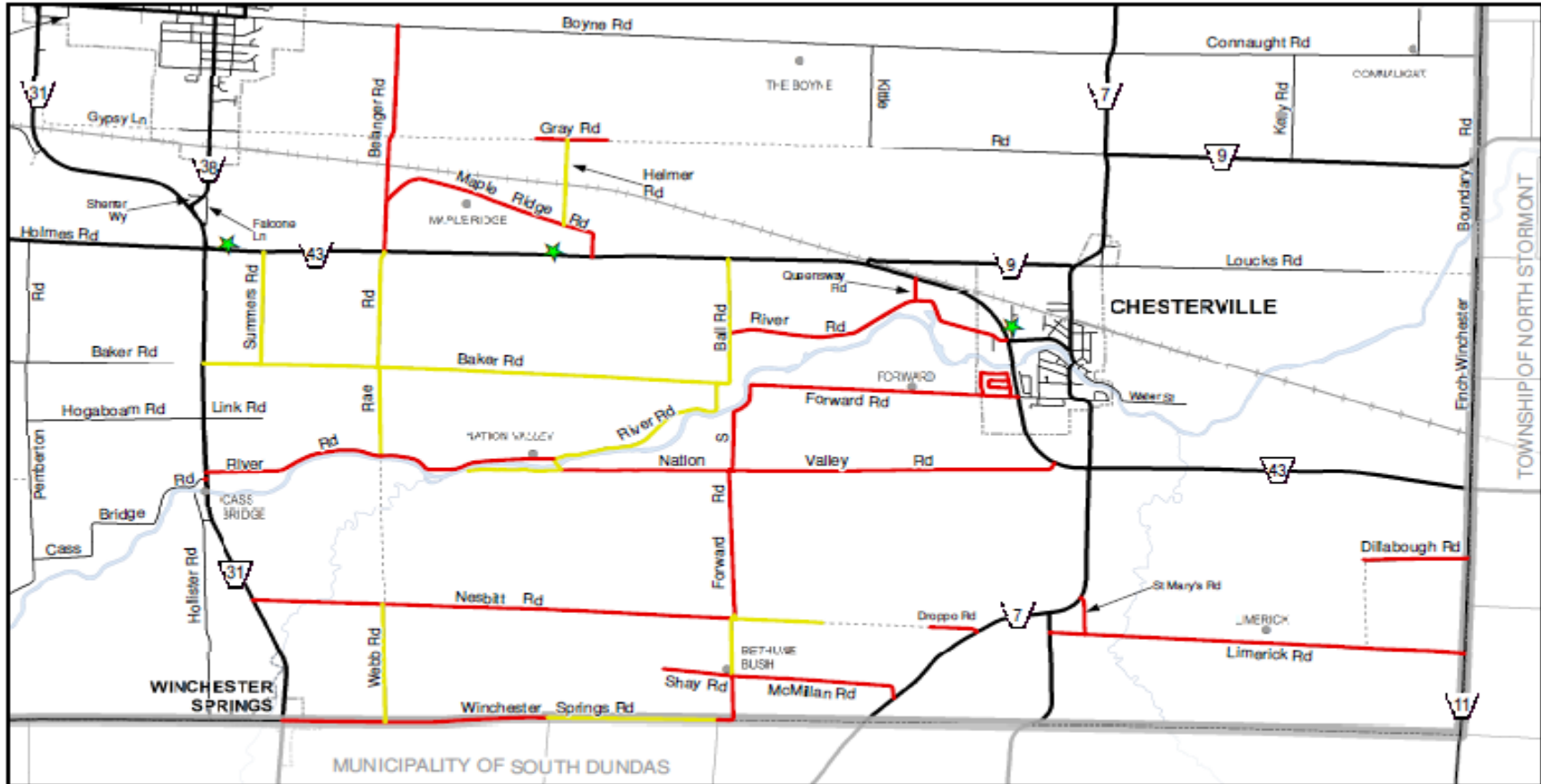
Legend	
Snow Plow Route	Road Allowance / Unmaintained Road
Surface Type	Under Construction
Pavement	Railroad
Gravel	Settlement Area
County Road	
Township Road	
Private/Other Road	

1:60,000
0 0.5 1 2 3
Kilometers

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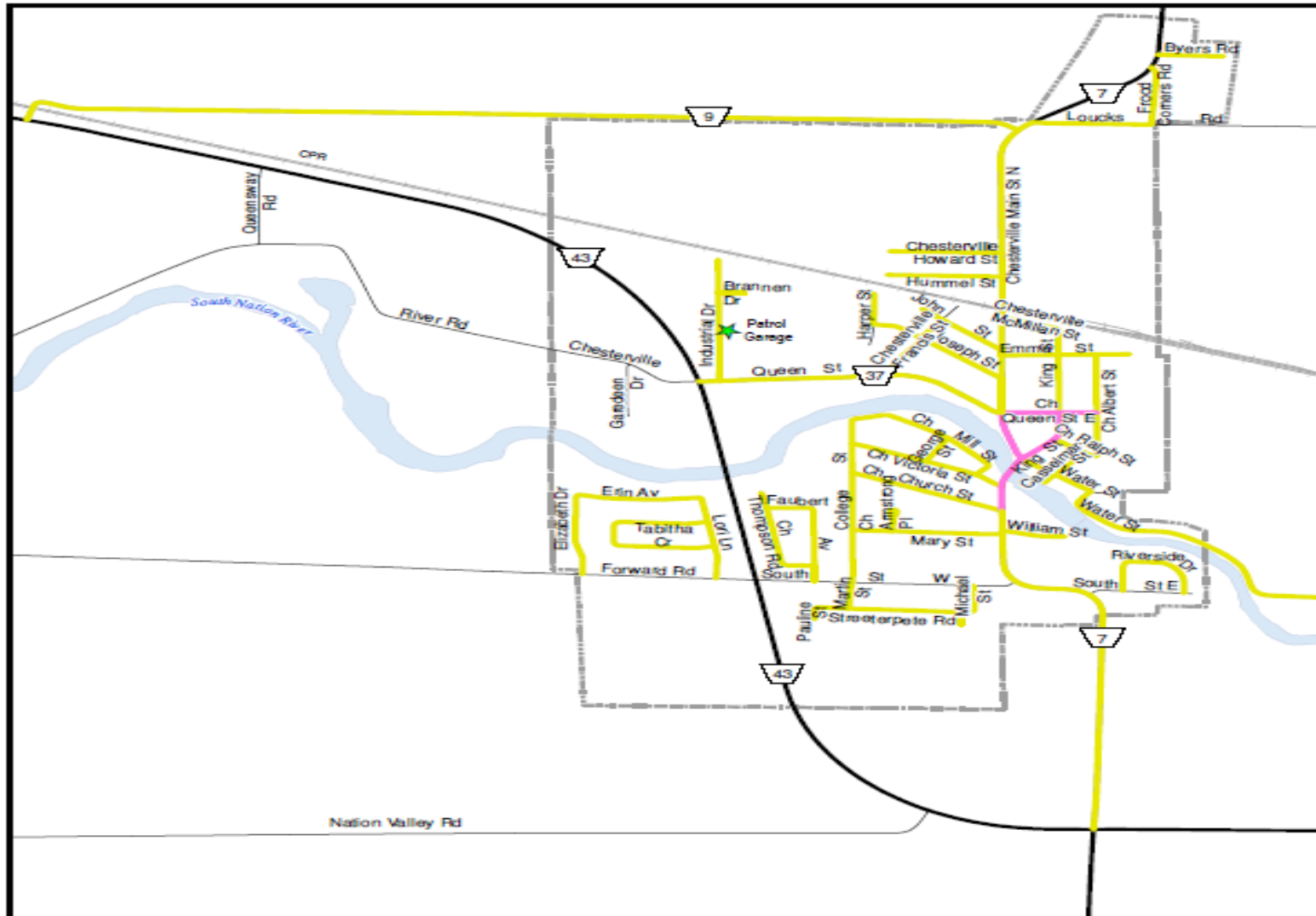
Snow Plow Route - Winchester Springs - 3208











Legend

<p>Snow Plow Route</p> <p>Surface Type</p> <ul style="list-style-type: none"> — Pavement — Gravel 	<ul style="list-style-type: none"> ★ Patrol Garage County Road Township Road Private/Other Road 	<ul style="list-style-type: none"> Road Allowance / Unmaintained Road Under Construction Railroad Settlement Area 	<p>1:60,000</p> <p>0 0.5 1 2 3 Kilometers</p>	<p>Produced by: The United Counties of Stormont, Dundas and Glengarry, Transportation and Planning Services with Data supplied under License by Members of the Ontario Geospatial Data Exchange © August 26, 2020.</p>
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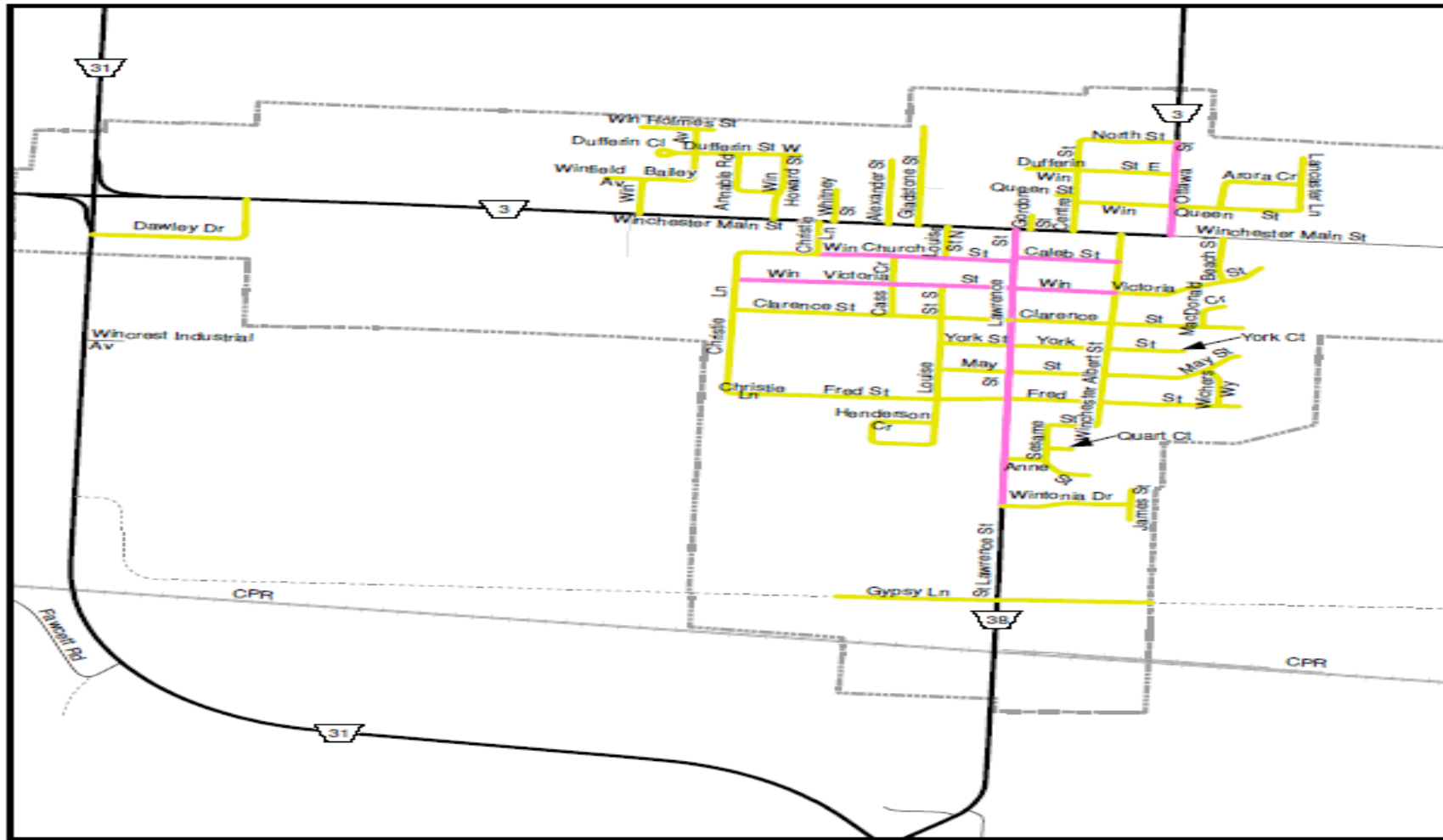
Snow Plow Route - Chesterville



Legend		----- Road Allowance / Seasonal Road	 1:14,000 	 Produced by: The United Counties of Stormont, Dundas and Glengary, Transportation and Planning Services with Data supplied under Licence by Members of the Ontario Geospatial Data Exchange © August 26, 2020.
Snow Plow Route — Regular Route — Priority Route (Business Area)	 County Road  Township Road  Private/Other Road	— Under Construction  Railroad  Settlement Area		



Snow Plow Route - Winchester



Legend		----- Road Allowance / Unmaintained Road	 1:14,000	 0 80 160 320 480 Meters
Snow Plow Route — Regular Route — Priority Route (Business Area)	— County Road — Township Road — Private/Other Road	- - - Under Construction —+— Railroad □ Settlement Area		



ACTION REQUEST – Waste Management Services	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Transporting of recyclables

RECOMMENDATION:

THAT the Council of the Township of North Dundas approve the proposal submitted by Fast Eddie’s Auto Recycling to ship recyclables to Waste Management in Brockville utilizing a 53-foot walking floor trailer at a cost of \$500 plus HST per load; AND that Council authorize the Mayor to execute the required agreement.

BACKGROUND:

Council had asked at the July 14th meeting to investigate the comparison of shipping recyclables utilizing our roll off system compared to using the Fast Eddie 53-ft trailer. Utilizing the trailer is more cost efficient. Additionally, using the roll off truck would have reduced its life span considerably, and it is already 8 years old.

OPTIONS AND DISCUSSION:

1. **Accept the proposal** - recommended
2. **Do not accept the proposal** - not recommended

FINANCIAL ANALYSIS:

Fast Eddie cost per load-\$500 plus HST.
 Township cost to ship equal amount of recyclables using roll off - 6 containers @ (fuel, labour and equipment wear) \$200 plus = \$1200 plus

OTHERS CONSULTED:

CAO

PREPARED BY:

Doug Froats
 Director of Waste Management

REVIEWED & APPROVED BY:

Angela Rutley, BBA
 CAO

Fast Eddie's Auto Recycling
1080 Sanderson Road
Oxford Mills, ON, K0G 1J0
Phone: 613-258-0053 Fax: 613-258-5482
Email: fearedc@msn.com
Mailing Address: PO Box 1382, Kemptville, ON, K0G 1J0

August 28, 2020

INDEPENDENT CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT is dated this 28th day of August, 2020.

This agreement is made between Fast Eddies Auto Recycling and the Township of North Dundas.

The Township of North Dundas agrees to pay Fast Eddie's \$500.00 plus HST (\$565.00) per load to haul waste from Winchester landfill to Brockville Waste Management on as needed basis.

Fast Eddie's will bill the Township on a monthly basis for the number of loads that have been hauled.

Tony Fraser for the Township of North Dundas

August 28, 2020
Date

Edward Como for Fast Eddie's

August 28, 2020
Date



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Accept Zoning Amendment Application – 12054 County Road 3

RECOMMENDATION:

THAT Council hereby accept a Zoning By-law Amendment application as complete from Daniel Evans and direct that the public meeting be held September 22, 2020 at 7:00 pm.

EXECUTIVE SUMMARY:

The Township of North Dundas has received a site-specific zoning by-law amendment application from Daniel Evans on behalf of 10041068 Canada Inc. to amend the former Township of Winchester Zoning By-law No. 12-93 to rezone an existing commercial property from Commercial (C) Zone to Commercial – Exception Eleven (C-11) Zone to permit the use of the existing building for mini-warehousing, in addition to the permitted uses of the Commercial (C) Zone.

BACKGROUND:

The subject land is currently owned by 10041068 Canada Inc. and the building contains a variety of commercial businesses. The applicant, Mr. D. Evans, is applying for this Zoning By-law amendment so he can use part of the existing building for a mini-warehouse business. At this time there are no immediate plans to add to the existing building. The subject property is currently within the Commercial District in the SDG United Counties Official Plan.



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 immediately.

FINANCIAL ANALYSIS:

No impact at this time.

OTHERS CONSULTED:

CBO
Applicant

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:	September 8, 2020
Subject:	House of Lazarus - Request to Waive Minor Variance Application Fee

RECOMMENDATION:

THAT Council hereby reduces the minor variance application fee of \$800.00 paid by the House of Lazarus (for file A-03/2020) to \$235.00, in accordance with Section 69(2) of the Planning Act.

BACKGROUND:

On August 6, 2020, the House of Lazarus submitted a request to Council to waive their minor variance application fee of \$800.00. Section 69(2) of the Planning Act permits Council to reduce or waive an application fee where it is satisfied that it would be unreasonable to require the fee.

Reduction or waiver of fees

(2) The council of a municipality...in processing an application may reduce the amount of or waive the requirement for the payment of a fee in respect of the application where the council is satisfied that it would be unreasonable to require payment in accordance with the tariff. R.S.O. 1990, c. P.13, s. 69 (2);

The Committee of Adjustment held a hearing on application A-03/2020 on July 30, 2020. Committee Members' stipend amounted to \$235, which has been paid to the members. The Township has expenses relating to advertising for the hearing, preparing notices, reports, presentations, resolutions, declarations, site visit, etc. These expenses could be absorbed to assist this non-profit organization.

OPTIONS AND DISCUSSION:

- 1. Grant a 70% reduction in the application fee from \$800 to \$235 – recommended.**
- 2. Waive the application fee completely – not recommended. It would be appropriate to recoup the costs of the Committee Member stipends.**
- 3. Refuse to reduce or waive the application fee – not recommended.**

FINANCIAL ANALYSIS:

In reducing or waiving the application fees, the financial impact would be that of the loss in fee (\$565 to \$800 depending on the decision of Council).

ATTACHMENTS:

N/A

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



House of Lazarus Matilda Resource Centre Inc.
Food Bank, Thrift Shop, Household Goods Shop
2245 Simms Street, Mountain, Ontario K0E 1S0

House of Lazarus
Building Community...Sharing Hope

August 4, 2020

Dear Mayor Fraser and North Dundas Counsellors,

On July 30, 2020 the Bank of Nova Scotia donated the Scotiabank building located in South Mountain to House of Lazarus. In order to provide food bank services in this building, House of Lazarus applied for a Minor Variance to add food bank to the Commercial 1 zoning that exists on this property.

This letter is a request to North Dundas Council to waive the Minor Variance fee of \$800 that House of Lazarus paid.

Last year, House of Lazarus fed 280 families, feeding 718 people through our food bank. We provided over 3000 community meals and over 5200 backpacks of food for area youth.

Thank you for your consideration,

Cathy Ashby
Executive Director
House of Lazarus



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	2020-2021 Winter Staff Hires

RECOMMENDATION:

THAT Council approve the recommendation of the Director of Recreation & Culture and authorize the hiring of the individuals as per the attached list to work as Rink Attendants and/or Call-In Facility Operators for the 2020/2021 ice season.

BACKGROUND:

We are seeking to hire individuals for our annual winter positions. Positions were advertised and interviews conducted for winter employment opportunities. Ice season will begin in Winchester, on Monday, September 21st and is anticipated to begin in Chesterville, in October.

Total number of applicants	14
Number of resident applicants	10
Number of non-resident applicants	4
Total number of applicants interviewed	12

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The winter positions outlined were all approved during our 2020 budget process.

OTHERS CONSULTED:

Facilities Manager
Facilities Lead Hand

ATTACHMENTS:

2020-2021 Winter Staff Hires

PREPARED BY:



**Meaghan Meerburg
Director of Recreation**

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

2020/2021 Winter Staff Hires

POSITION	EMPLOYEE NAME
Casual/Part-Time Facility Operator	Thomas Buckle
Casual/Part-Time Facility Operator	Brendan Coyle
Casual/Part-Time Facility Operator	Elyssa McLeod
Casual/Part-Time Facility Operator	Blake Watters
Casual/Part-Time Facility Operator	Owen Bigras
Casual/Part-Time Facility Operator	Mark Simser
Casual/Part-Time Facility Operator	Curtis Bell
Casual/Part-Time Facility Operator	Joshua Quizi
Casual/Part-Time Facility Operator	Owen Guy
Rink Attendant	Mark Simser
Rink Attendant	Curtis Bell
Rink Attendant	Brendan Coyle
Rink Attendant	Cole Eikelboom
Rink Attendant	Thomas Buckle
Rink Attendant	Owen Bigras
Rink Attendant	Kieran MacQueen
Rink Attendant	Kelly Forrester
Rink Attendant	Owen Guy
Rink Attendant	Elyssa McLeod



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Carryover of Available Time Off

RECOMMENDATION:

THAT due to COVID-19 and the potential need for increased employee time off in 2021, as students return to school and medical professionals warn of a possible second wave, Council approves the option to carryover unused sick and personal time, and up to a total of two weeks of vacation or banked time from 2020 to 2021.

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.

COVID-19 and the potential second 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 2021 that is not covered by short term disability.

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.

If there is a second wave and multiple employees are off at the same time, we could reach a point where we need part-time help which would be an additional

cost, but not a result of this change in policy. Requests to use vacation and banked time are subject to supervisor approval and scheduling.

OTHERS CONSULTED:

Department Heads
Deputy Treasurer

PREPARED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Contract Junior EDO position

RECOMMENDATION:

THAT Council authorize the 6-month contract position of Junior Economic Development and Communications Officer and authorize staff to recruit to fill this position.

BACKGROUND:

Our current Economic Development and Communications Officer, Stephen Mann, will be taking parental leave in November and December, creating the need for someone to fill in for his absence and transition time before and after the leave.

In addition, the tender for the creation of a new Township of North Dundas website is in the process of being awarded and following that, there is significant work required to review our data and prepare for the transition to a new site. Working with the developer to create and test the new site will be ongoing into the new year.

Thirdly, Council has expressed an interest in additional communications staffing and although I have not received many comments from Council on the desired tasks, I understand that one of the tasks would be to write press releases and attend ribbon cuttings, community events etc., with Council in the evening and on weekends to take photos. These tasks would also be incorporated in this position and would provide a pilot of the position to determine if it should be added on a full-time, permanent basis.

A draft job description and recommended salary range will be sent to Council prior to the Council meeting. If Council has any tasks that they would like included, please let the CAO know so they can be considered.

OPTIONS AND DISCUSSION:

1. **Approve the contract position** - recommended. This will fill a temporary staff vacancy and provide a pilot of a potential new position.

2. **Do not approve the position.** We will have a staff shortage for the two months that the current EDO is on parental leave. This coincides with the key time for the new website development, so this would provide strain on existing staff resources or delay the website project.

- 3. Modify the length of the contract and approve the position.** The contract could be shortened to only cover the EDOs absence and applicable transition time, reducing the contract to a three or four-month term.

FINANCIAL ANALYSIS:

This position was not budgeted, but savings from the salary of the EDO on leave should be sufficient to cover the 2020 expense. The additional expense in 2021 would be budgeted accordingly.

OTHERS CONSULTED:

Economic Development and Communications Officer

ATTACHMENTS:

n/a

PREPARED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	Winchester Centennial Pool Repairs

RECOMMENDATION:

THAT the Council of the Township of North Dundas award the repair of the Winchester Centennial Pool and the Chesterville Public Pool to DeJong Masonry Inc. for the prices of \$25,000 and \$3,500 respectively plus HST.

BACKGROUND:

A tender for the repair of the Winchester Centennial Pool was advertised; with provisional pricing requested for minor repairs to the Chesterville Community Pool. Submissions were received and opened on Wednesday, September 2nd. Two bids were received. A summary of the bids received, is attached.

OPTIONS AND DISCUSSION:

Work to be completed in 2020, to be funded using General Working Reserves (from 2019 surplus):

1. A) Award the Winchester Centennial Pool repairs to DeJong Masonry Inc. for the stipulated price of \$25,000.00, plus HST – recommended.
B) Award the Chesterville Public Pool repairs to DeJong Masonry Inc. for the stipulated price of \$3,500.00, plus HST – recommended.
2. A) Award the Winchester Centennial Pool repairs to Paranis Construction Inc. for the stipulated price of \$58,000.00, plus HST – not recommended.
B) Award the Chesterville Public Pool repairs to Paranis Construction Inc. for the stipulated price of \$8,300.00, plus HST – not recommended.

Work to be completed in 2021, to be funded using taxation:

3. A) Award the Winchester Centennial Pool repairs to DeJong Masonry Inc. for the stipulated price of \$23,000.00, plus HST – not recommended.
B) Award the Chesterville Public Pool repairs to DeJong Masonry Inc. for the stipulated price of \$3,500.00, plus HST – not recommended.
4. A) Award the Winchester Centennial Pool repairs to Paranis Construction Inc. for the stipulated price of \$56,000.00, plus HST – not recommended.
B) Award the Chesterville Public Pool repairs to Paranis Construction Inc. for the stipulated price of \$7,800.00, plus HST – not recommended.

FINANCIAL ANALYSIS:

No funds were allocated for this unforeseen expense as discussed in my previous report to Council dated, August 11th, 2020, regarding this matter. It is

recommended that the repair work be completed in 2020 for both pools and financed from the General Working Reserve (2019 budget surplus). Completing the repairs in 2020 will ensure that the pools are ready for the 2021 season and the regular opening date is not delayed.

OTHERS CONSULTED:

Facilities Manager

ATTACHMENTS:

Tender opening summary sheet

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

TENDER OPENING
FOR
MASONRY REPAIR WORK FOR THE WINCHESTER CENTENNIAL POOL
577 MAIN ST., WINCHESTER

TOWNSHIP OF NORTH DUNDAS MUNICIPAL OFFICE – WEDNESDAY, SEPTEMBER 2ND, 2020 AT 9:30 AM

COMPANY NAME	ITEM 1	ITEM 2	ITEM 3	ITEM 4
DeJong Masonry Inc.	\$25,000.00	\$3,500.00	\$23,000.00	\$3,500.00
Paranis Construction Inc.	\$58,000.00	\$8,300.00	\$56,000.00	\$7,800.00



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	By-law No. 2020-37 - Parking By-law Amendment

RECOMMENDATION:

THAT By-law No. 2020-37, being a By-law to amend By-law No. 25-2001, being a By-law for the purpose of regulating traffic and parking on the highways within the Township of North Dundas, be read and passed in Open Council, signed and sealed this 8th day of September 2020.

BACKGROUND:

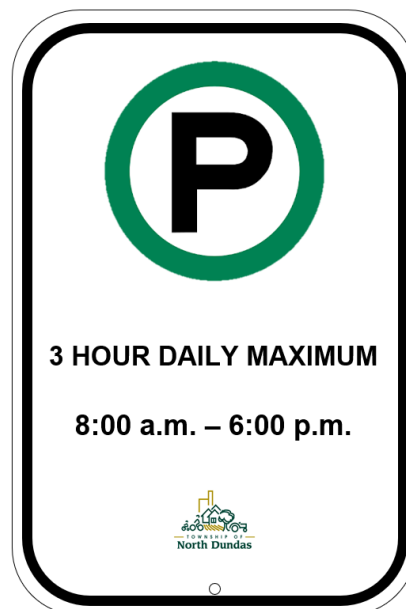
The current Parking and Traffic By-law was enacted in June 2001 and amended in November 2002. In its 19 years of tenure, its intent on regulating parking and traffic has been fulfilled and continues to do so.

COMMENTS/OBSERVATIONS:

Current general parking limits on all highways within the Township are limited to 3 hours between 7:00 a.m. of one day and 7:00 p.m. of the same day for a total of 12 hours. Some areas of the Township do have more restrictive time frames such as maximum times of 2 hours between 8:00 a.m. to 6:00 p.m. of the same day. In order to be consistent across the entire Township and to avoid any confusion of the public, having a uniform maximum on-street parking time limit during the day is ideal.

The intent of limiting parking during the day at one location will remain the same; however, the total timeframe for the restriction has been reduced from 12 to 10 hours (8:00 a.m. to 6:00 p.m.). The time permitted for a vehicle to be parked in one location is proposed to be a maximum of 3 hours everywhere.

During an inventory taken of parking signs in the Township, staff noticed that Clarence Street in Winchester, which provides direct access to the Fire Station, only has “No Parking” signs from St. Lawrence Street, 70 metres East. In order to ensure that no stopped vehicle may impede emergency

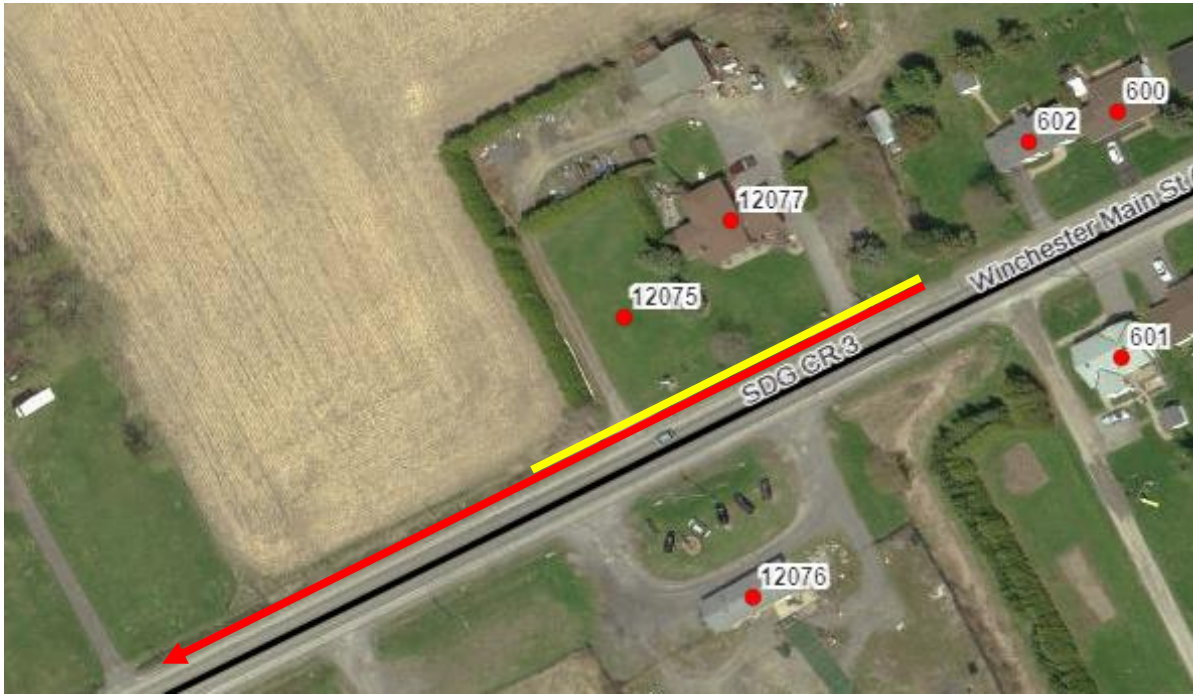




vehicles, it is recommended that existing signs in this location should be replaced with those that read “No Parking/No Stopping”.



No parking signs were installed temporarily on North side of Winchester Main St. in front of a newly erected 12 unit apartment building in order to prevent construction workers and apartment tenants from parking on Winchester Main Street (north side only). For the safety of the pedestrians using the asphalt walkway from this location all the way to County Road 31, the signs should be left permanently and this stretch of road be added to the list of areas in the By-law where parking is prohibited.





-  Original Prohibited Area
-  New Prohibited Area (extends to County Road 31)

FINANCIAL ANALYSIS:

Minor cost will be generated by ordering new stickers and new signs. Associated cost are within the approved budget.

OPTIONS AND DISCUSSION:

1. **Adopt the By-law as presented** – recommended.
2. **Do not adopt the By-law** – not recommended.
3. **Modify the proposed By-law** – not recommended.

OTHERS CONSULTED:

Patrol Foreman
Senior Municipal Law Enforcement Officer
Public Works Department

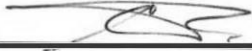
ATTACHMENTS:

Parking By-law Amendment

PREPARED BY:

Jacob Forget
CBO & Supervisor of By-law Enforcement

SUBMITTED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2020-37**

Being a By-law to amend By-law No. 25-2001, as amended, being a By-law for the purpose of regulating traffic and parking on the highways within the Township of North Dundas

WHEREAS the Council of The Corporation of the Township of North Dundas did enact By-law No. 25-2001 to regulate Traffic and Parking;

AND WHEREAS the Council of The Corporation of the Township of North Dundas deems it advisable to amend By-law No. 25-2001;

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

1.0 That By-law No. 25-2001, as amended, is hereby amended as follows:

1.1 That Section 16.2 is hereby amended by removing “7:00 a.m. of one day and 7:00 p.m. of the same day” and replacing it with “8:00 a.m. of one day and 6:00 p.m. of the same day”.

1.2 That Schedule “I” – Parking Prohibited, Section 11, Winchester is hereby amended by removing “7 a.m. to 7 p.m.” in Column 4 of Items 1, 2, 3 and 4, and replacing them with “8 a.m. to 6 p.m.”

1.3 That Schedule “I” – Parking Prohibited, Section 11, Winchester is hereby amended by adding Item 8 with the following:

Main Street Winchester	South	From the corner of Main Street Winchester and Christie Lane, 45m West	Anytime
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1.4 That Schedule “I” – Parking Prohibited, Section 11, Winchester is hereby amended by adding Item 9 with the following:

Main Street Winchester	North	From the corner of County Road 31 and Main Street Winchester, 923m East	Anytime
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1.5 That Schedule “I” – Parking Prohibited, Section 11, Chesterville is hereby amended by removing Item 5 and relocating it in Section 11, Winchester as Item 10.

1.6 That Schedule “II” – Stopping Prohibited, Section 14, Winchester is hereby amended by adding Item 3 with the following:

Clarence Street Winchester	North/South	From the corner of St. Lawrence Street Winchester, 70m East	Anytime
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1.7 That Schedule “III” – Parking - Specified Period of Time, Section 16.1, Winchester, is hereby amended by removing “2 Hrs” in Column 5 of Items 1, 2, 3 and 4, and replacing them with “3 Hrs”.

1.8 That Schedule “III” – Parking - Specified Period of Time, Section 16.1, Chesterville, is hereby amended by removing “2 Hrs” in Column 5 of Items 3, 4, 5, 6 and 7, and replacing them with “3 Hrs”.

2.0 That this By-law shall come into force and take effect on the date of its final passing.

READ and passed in Open Council, signed and sealed this 8th day of September, 2020.

MAYOR

CLERK



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	By-law No. 2020-44 – Building Inspection Services

RECOMMENDATION:

THAT By-law No. 2020-44, being a By-law to enter into a Building Inspection Services Agreement with the Township of Russell, be read and passed in Open Council, signed and sealed this 8th day of September, 2020.

BACKGROUND:

On August 27, 2020, the Township of Russell extended a request to the Township of North Dundas to assist them provisionally with Building Inspection services. North Dundas has a similar agreement in place for By-law Enforcement services, whereby we can request a Russell By-law Officer to help in North Dundas on an as-needed basis, and when they are available. The same type of arrangement is being requested by Russell Township for a Building Inspector.

Russell Township is currently down an inspector and struggling to permit vacation requests. An inspector has been requested by Russell for several dates for the remainder of this year, and North Dundas staff will determine if and when they may be available to assist Russell Township. It should be noted that priority will always be given to North Dundas inspections and current workloads.

The proposed agreement includes insurance coverage requirements, 14-day termination clauses by either party, confidentiality clauses, hourly rate to be paid, and call-in procedures. Russell Township has asked for the agreement to extend for 15 months, until December 31, 2021.

North Dundas has benefited over the years with the By-law Enforcement agreement with Russell Township. Now, Russell Township staff are in need of building inspection assistance, and North Dundas is in a position where we could offer some assistance, depending on workloads.

OPTIONS AND DISCUSSION:

- 1. Adopt By-law No. 2020-44** – recommended. This would enable Russell Township to have a Building Inspector from North Dundas Township available as a back-up, on an as-needed and as-available basis.

2. Do Nothing – not recommended. Russell Township would have periods of time with limited building inspection services, possibly failing to comply with Provincial requirements. North Dundas may need reciprocal services in the future.

3. Refuse the Request – not recommended. Same as above.

FINANCIAL ANALYSIS:

North Dundas would invoice Russell Township of services rendered.

OTHERS CONSULTED:

Chief Administrative Officer
Chief Building Official
Building Inspector
Township of Russell

ATTACHMENTS:

Draft By-law No. 2020-44

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-44

Being a By-law to enter into a Building Inspection Services Agreement with the Township of Russell

WHEREAS Council deems it desirable to enter into an agreement with the Township of Russell to provide Building Inspection Services to the Township of Russell as provided for in the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

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

- 1.0** That the Mayor and the Clerk are hereby authorized to execute the Building Inspection Services Agreement between The Corporation of the Township of Russell and The Corporation of the Township of North Dundas, attached hereto as Schedule "A".
- 2.0** That Schedule "A" constitutes part of this By-law.
- 3.0** That this By-law shall come into force and effect on the date of passing.

READ and passed in Open Council, signed and sealed this 8th day of September, 2020.

MAYOR

CLERK



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	September 8, 2020
Subject:	By-law 2020-19 Procedural By-law Amendments

RECOMMENDATION:

THAT By-law No. 2020-19, being a by-law to Govern the Proceedings, Conduct of Members and Calling of Meetings of Council and Committees be amended as presented this 8th day of September, 2020.

BACKGROUND:

The Procedural By-law is a working document that requires amendments and updates from time to time. The following sections of By-law 2020-19 have been amended and are highlighted in yellow:

Section 6.1 *Location of Meetings*: Meetings may be held at an alternate location and may be audio and/or visually recorded.

Section 7.7 *Special & Emergency Meetings*: Order of Agenda

Section 9.0 *Electronic Meetings of Council*: Previously electronic meetings were only permitted during a declared emergency. The *Municipal Act* has been amended to allow for electronic meetings at any time and we have modified our procedural by-law accordingly.

Section 22.3 *Minutes – Official Record*: Approved Minutes will form the official record of the meeting. Not audio or video recordings.

Section 26.0 *Amendment of Procedural By-law*: This section has been amended to include verbal notice.

OPTIONS AND DISCUSSION:

1. **Pass the by-law as presented** - recommended. Notice of changes to this By-law was given at the August 11 meeting.
2. **Do not pass the by-law as presented** - Not recommended.

FINANCIAL ANALYSIS:

There are no financial implications at this time.

OTHERS CONSULTED:

ATTACHMENTS:

By-law No. 2020-19

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 2020-19

Being a By-law of the Corporation of the Township of North Dundas to Govern Proceedings of Council and its Committees

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

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

AND WHEREAS the *Municipal Act, 2001*, c. 25, S. 238 (2) requires every Municipality and local board to pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Council of the Corporation of the Township of North Dundas deems it necessary to set rules and regulations with regard to Council proceedings.

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

- 1.0 That the rules and regulations contained in this by-law as set out in Schedule “A” attached hereto and forming part of this by-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and committees thereof. The Clerk shall assure that a copy of this procedure by-law shall be available at every Council meeting.
- 2.0 This by-law shall come into force and effect on the date of passing.
- 3.0 That By-law 2019-12 is hereby repealed.

READ and passed in Open Council, signed and sealed this 26th day of March, 2020.

Amended this 8th day of September, 2020.

MAYOR

CLERK

Schedule "A"

To

By-Law No. 2020-19

PROCEDURE BY-LAW

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Schedule "A"**1.0 DEFINITIONS**

- 1.1 "Act" means *the Municipal Act, S.O. 2001, c.25*.
- 1.2 "Acting Head of Council" shall mean the Deputy Mayor and secondly another designate who shall act as the presiding officer in the absence of the Mayor or Deputy Mayor.
- 1.3 "Alternate Member of County Council" shall mean a Member of a local Council appointed to serve as an "Alternate Member" of County Council when one of the County Council representatives is unable to attend a meeting for any reason.
- 1.4 "By-law" means a local by-law. A by-law enacted by Council to exercise a power provided by legislation. It is the most formal document used for complex and legal matters providing authority and direction for the corporation to act on its own affairs.
- 1.5 "CAO" shall mean the Chief Administrative Officer of the Corporation of the Township of North Dundas.
- 1.6 "Clerk" shall mean the Clerk, Deputy Clerk or his/her designate of the Corporation of the Township of North Dundas as per section 5.2 of this by-law.
- 1.7 "Closed Session" (in camera) means a meeting or part of a meeting that is closed to the public in accordance with the *Municipal Act, S.O., 2001, s.239*.
- 1.8 "Committee" shall mean any advisory or other committee, subcommittee or similar entity composed of Members appointed by Council.
- 1.9 "Committee of the Whole" means a meeting of the whole Council in committee format for discussion purposes.
- 1.10 "Consent Agenda" means a component of a meeting agenda that enables Council to group routine items and motions under one umbrella and is a single item that encompasses all the things Council would normally approve with little comment at a Council meeting. Items on the consent agenda are not discussed before a vote.
- 1.11 "Council" means the Council of The Corporation of The Township of North Dundas which was elected at large by registered voters.
- 1.12 "County Council Representatives" shall be the Mayor and Deputy Mayor of the Corporation of the Township of North Dundas.
- 1.13 "Delegation" means a maximum of three persons representing a group, who wish to provide information to Council/committee(s) of Council.
- 1.14 "Electronic Participation" means a Council Member who participates in a meeting remotely via electronic means (e.g. video or audio teleconference), who has the same rights and responsibilities as if he or she were in physical attendance, including the right to vote and the right to be counted towards a quorum of members and shall be permitted to participate in any portion of a meeting which is closed to the public.
- 1.15 "Emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or

otherwise;"

- 1.16 "Head of Council" shall mean the Mayor.
- 1.17 "Local Board" means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.
- 1.18 "Materially Advances" shall mean to "substantially" measurably or identifiably advance a matter/issue forward.
- 1.19 "Meeting" shall mean any regular, special, or other meeting of Council, of a local board or of a committee of either of them, where:
- 1.19.1 A quorum of Members is present, and
 - 1.19.2 Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.
- 1.20 "Member" shall mean a Member of Council or of a Committee of Council and includes the Head of Council or Chairperson.
- 1.21 "Pecuniary Interest" (Disclosure of Interest) means a *Pecuniary Interest*, direct or indirect, in any matter within the meaning of the *Municipal Conflict of Interest Act*.
- 1.21.1 Disclosure of pecuniary interest must be declared before the matter is considered at the meeting.
 - 1.21.2 A Member of Council shall provide a written statement of the pecuniary interest and details of the general nature of the interest.
 - 1.21.3 A Member of Council shall not take part in the discussion, vote or attempt to influence the voting before, during or after the meeting.
 - 1.21.4 The Clerk must note the disclosure of pecuniary interest in the minutes, as well as establish a registry of declarations recorded, that shall be available for public inspection.
- 1.22 "Presiding Officer" is the person presiding over the meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceedings of Council or committees.
- 1.23 "Quorum" shall mean a majority (more than half) of the total number of eligible voting Members of Council or a committee.
- 1.24 "Rules of Procedure" means the applicable procedural rules of conduct contained in the by-law. The proceedings of Council and its committees, the conduct of the Members, and the calling of meetings will be governed by the rules and regulations contained in this by-law. Where a matter being considered by Council arises that is not covered in this by-law, "Robert's Rules of Order" (latest edition) shall apply.
- 1.25 "Social Media" means the municipal website, Twitter, Facebook or future appropriate applications.

2.0 GENERAL INTENT OF THE BY-LAW

The rules and regulations contained in this by-law shall be observed in all proceedings of Council and shall be the rules and regulations for the order and dispatch of business in Council and in any committees thereof, provided that the rules and regulations contained herein may be suspended by a three-fifth (3/5) vote of the Members of Council or committee present at the meeting.

3.0 ROLE OF THE HEAD OF COUNCIL AND CHIEF EXECUTIVE OFFICER

3.1 It is the role of the Mayor as the head of Council:

- 3.1.1 To act as chief executive officer (CEO) of the Municipality;
- 3.1.2 To preside over Council meetings so that its business can be carried out efficiently and effectively;
- 3.1.3 To provide leadership to Council;
- 3.1.4 To provide information and recommendations to Council with respect to the role of Council;
- 3.1.5 To represent the Municipality at official functions;
- 3.1.6 To carry out the duties of the head of Council under any Act; and,
- 3.1.7 For declaring an emergency. This decision is usually made in consultation with other members of the Municipal Emergency Control Group.

3.2 As Chief Executive Officer of the Township, the head of Council shall:

- 3.2.1 Uphold and promote the purposes of the Municipality;
- 3.2.2 Promote public involvement in the Municipality's activities;
- 3.2.3 Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally; and
- 3.2.4 Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.

4.0 CODE OF CONDUCT

4.1 Council shall adhere to the "Code of Conduct" policy as established by Council.

4.2 Integrity Commissioner:

The appointed integrity commissioner will report to Council and is responsible for performing in an independent manner the functions assigned by the Township with respect to:

- 4.2.1 The application of the "Code of Conduct" for Members of Council and the "Code of Conduct" for Members of local boards or of either of them.
- 4.2.2 The application of any procedures, rules and policies of the Township and local boards governing the ethical behavior of Members of Council and of local boards or of either of them.

5.0 ROLES OF EMPLOYEES

- 5.1 Chief Administrative Officer (CAO) - A Municipality may appoint a Chief Administrative Officer who shall be responsible for:
- 5.1.1 Exercising general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and,
 - 5.1.2 Performing such other duties as are assigned by the Municipality.
- 5.2 Clerk - A Municipality shall appoint a clerk whose duty it is,
- 5.2.1 To record without note or comment all resolutions, decisions and other proceedings of the Council.
 - 5.2.2 If required by any member present at a vote, to record the name and vote of every Member voting on any matter or question;
 - 5.2.3 To keep the originals or copies of all by-laws and of all minutes of the proceedings of the Council;
 - 5.2.4 To perform the other duties required under the Act or under any other Act; and
 - 5.2.5 To perform such other duties as are assigned by the Municipality.
- 5.3 Officers and Employees - It is the role of officers and employees of the Municipality,
- 5.3.1 To implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
 - 5.3.2 To undertake research and provide advice to Council on policies and programs of the Municipality; and
 - 5.3.3 To carry out other duties required under this or any other Act and other duties assigned by the Municipality.

6.0 COUNCIL MEETINGS - LOCATION, SCHEDULE, TIME AND NOTICE

- 6.1 Meetings of Council shall be held at Council Chambers, 636 St. Lawrence St. Winchester, Ontario or other designated location. All meetings of Council may be audio and/or visually recorded, broadcast and/or live streamed publicly by the Municipality, with the exception of closed meetings provided for in the Closed Session Section of this By-law.
- 6.2 Regular Council meetings shall be held in accordance with the meeting schedule. A proposed meeting schedule will be presented by the Clerk to Council for approval each October (exception during a municipal election year) for the following year. The schedule of meetings as approved by Council will be posted on the Township's website. Council reserves the right to dispense with or alter the time, day or place of any meeting by resolution. Any changes shall be posted on the Township's website.
- 6.3 The inaugural meeting of newly elected Council shall take place on the first Tuesday of December following the October election. Time and location to be determined. All Members of Council shall take the declaration of office prior to participating in any meeting of Council.

- 6.4 All regular meetings of Council will commence at 7:00 p.m. An exception to the noted time of 7:00 p.m. will occur when a public meeting precedes a regular Council meeting at which time the regular meeting of Council will commence at the conclusion of the public meeting. Public Meetings commence at 6:30 p.m. If deemed necessary by Council, meeting times may change with notice.
- 6.5 No person shall be excluded from attending a meeting that is open to the public except for improper conduct.
- 6.6 A Member shall not use his/her cellular phones during the meetings of Council. Attendees using their own recording, broadcasting and/or live streaming devices shall inform the Presiding Officer to ensure attendees at the meeting are notified.
- 6.7 The Committee of the Whole will meet on an as-needed basis.
- 6.8 Notice of Council meetings shall be given by resolution of Council and published on the Township's website and other social media platforms. In the case of special meetings, notice shall be given as per section 7.3 below by posting a notice as soon as is practicable after a special meeting has been scheduled and any other notification that is permitted within the timeframe.
- 6.9 The Chief Administrative Officer or Clerk, in consultation with the Mayor has the authority to cancel any regular meeting if it is determined there is not sufficient business to be conducted provided notification has been given at a prior meeting or within forty-eight (48) hours (not including weekends or holidays) of the meeting. Notice of cancellation shall be sent to all recipients on the agenda distribution list.
- 6.10 The Chief Administrative Officer or Clerk, in consultation with the Mayor also have the authority to cancel any meeting of Council due to inclement weather conditions. Notice of cancellation shall be posted within the Township's municipal office in public access areas and on the Township's website and social media platforms.

7.0 SPECIAL & EMERGENCY MEETINGS OF COUNCIL

- 7.1 In accordance with Section 240 (a) of the *Municipal Act* the Mayor may at any time call a special meeting of Council. The special meeting shall be held on the date, time and location as designated for this purpose by the Mayor.
- 7.2 In accordance with Section 240 (b) of the *Municipal Act* the Clerk shall call a special meeting upon receipt of a petition of the majority of the Members of Council for the purpose and at the time and place mentioned in the petition.
- 7.3 Notice of all special meetings of Council shall be given to the Members at least 24 hours before the time of the meeting through the Clerk's office. The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting. Notice shall be posted within the Township's municipal office in public access areas and on the Township's website and social media platforms.
- 7.4 Notice of a special meeting may be given by delivering a notice personally to a Member by leaving such notice at his/her residence or place of business, or by electronic mail to such residence or place of business, or by telephone. The written or verbal notice shall indicate the nature of the business to be considered at the special meeting and the date, time and place of the meeting.
- 7.5 Notwithstanding the notice requirement set out above, the Mayor may in the event of a bonafide emergency call a meeting of Council without giving

twenty-four (24) hours notice of the meeting, provided that the Clerk has diligently attempted to advise all Members of Council immediately upon being advised of the intention to hold an emergency meeting. The only business to be dealt with at the meeting shall be respecting that emergency. The meeting may be held at public offices kept at any convenient location within or outside the Municipality. The Clerk or designate shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.

7.6 Relevant information relating to any changes regarding Council and public meetings will be posted as soon as possible on the Township's website under the "Public Notices" section and on other social media platforms.

7.7 The Clerk shall have prepared for the use of the Members at Special and Emergency Meetings, an Agenda as follows:

- (i) Call to Order/Roll Call
- (ii) Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof
- (iii) "Business"
- (iv) Confirmatory By-law
- (v) Adjournment

8.0 CLOSED SESSION IN-CAMERA MEETINGS OF COUNCIL

8.1 All meetings shall be open to the public except as provided in s. 239 of the *Municipal Act*. (See Appendix 1)

8.2 Before all or part of a meeting is closed to the public, Council shall state by resolution:

8.2.1 The fact of the holding of the closed meeting; and

8.2.2 The general nature of the matter considered at the closed meeting; and

8.2.3 The Clerk shall identify the subject and qualifying section the Act.

8.3 A meeting shall not be closed to the public during the taking of a vote with the exception of the following:

8.3.1 The meeting is closed to the public in accordance with *The Municipal Act*; and,

8.3.2 The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality, local board or committee of either of them or persons retained by or under contract with the Municipality or local board.

8.4 The sitting body, Council or committee may invite any person deemed appropriate to the closed portion of the meeting for a specific item of business.

8.5 Members, staff and invited guests shall keep confidential any information:

8.5.1 Disclosed or discussed at a meeting that was closed to the public. The obligation to keep information confidential applies even if the Member ceases to be a Member; and,

8.5.2 Received in confidence verbally in preparation of the closed session meeting.

- 8.6 Discussion during a closed session shall be limited to that stated by resolution prior to holding the closed session. Additional items require public notice by resolution in open session prior to holding the closed session to discuss additional items.
- 8.7 The closed session minutes shall be kept in a secure and confidential location under the control of the Clerk. These minutes shall only be open to those in attendance at the meeting, to other approved by Council, or as legislated.
- 8.8 All documents handed out during a closed session shall be initialed and returned to the Clerk. Once the closed session has ended, the Members shall return to open session and the Clerk shall record the time in the minutes.
- 8.9 A Member of Council declaring a pecuniary interest in a closed session item, must be absent for the portion of the closed meeting.
- 8.10 If, an investigation of a closed meeting is completed, the investigator's report will be considered by Council and a resolution will be passed to address recommendations resulting from the investigation.

9.0 ELECTRONIC MEETINGS OF COUNCIL

- 9.1 Electronic meetings held during an Emergency may be held at a location other than the Council Chambers.
- 9.2 Meeting notice provisions will remain the same.
- 9.3 Members can participate electronically in both open and closed (in camera) meetings and will be responsible to take all reasonable measures to ensure security during a closed meeting.
- 9.4 Motions shall not be required to be in writing during an electronic meeting.
- 9.5 Each member present except a member who is disqualified from voting by any Act, shall announce their vote verbally when called.
- 9.6 Regular meeting rules apply when a recorded vote is called during an electronic meeting.
- 9.7 Members of Council who wishes to participate in a meeting electronically shall provide the Clerk a minimum of 24 hours' notice."
- 9.8 During a declared emergency, Advisory Committees of Council shall meet at the discretion of Council. If directed by Council to meet, Section 9 above, shall apply to Advisory Committee meetings.

10.0 QUORUM

- 10.1 If no quorum is present one-half hour after the time appointed for a meeting of Council, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.
- 10.2 Unless otherwise ordered by resolution passed by a majority of the Members present, Council shall be recessed at 11:00 p.m. Any extension to the time for adjournment shall be determined by a majority vote of the Members present.

11.0 COUNCIL MEMBER VACANCIES AND ATTENDANCE

- 11.1 Subject to *the Municipal Act, 2001*, as amended, "Vacant seat 259", the

office of a Member of Council of a Municipality becomes vacant if the Member,

- 11.1.1 Becomes disqualified from holding the office of a Member of Council under section 256, 257 or 258;
 - 11.1.2 Fails to make the declaration of office before the deadline in section 232;
 - 11.1.3 Is absent from the meetings of Council for three successive months without being authorized to do so by a resolution of Council;
 - 11.1.4 Resigns from his or her office and the resignation is effective under section 260;
 - 11.1.5 Is appointed or elected to fill any vacancy in any other office on the same Council;
 - 11.1.6 Has his or her office declared vacant in any judicial proceeding;
 - 11.1.7 Forfeits his or her office under this or any other Act; or
 - 11.1.8 Dies whether before or after accepting office and making the prescribed declarations. 2001, c. 25, s. 259 (1).
- 11.2 A Member of Council may resign from office by notice in writing filed with the Clerk.
- 11.3 If a vacancy occurs in the office of a Member of Council, Council shall fill the vacancy by,
- 11.3.1 Appointing a person who has consented to accept the office if appointed; or,
 - 11.3.2 Hold a by-election to be held to fill the vacancy in accordance with *the Municipal Elections Act, 1996*; or,
 - 11.3.3 Appoint the first non-elected candidate during the last municipal election to fill the vacancy, subject to conditions in accordance to *the Municipal Election Act, 1996*.
- 11.4 A Member is permitted to be absent from meetings for 20 consecutive weeks or less if it is a result of a Member's pregnancy, the birth of the Member's child or adoption of a child by the Member.

12.0 COMMITTEES OF COUNCIL – GENERAL RULES

- 12.1 The Mayor shall, ex officio, be a Member of all committees and be entitled to vote at all meetings thereof. All Members of Council may attend the meetings of standing or special committees and may, with the consent of the committee, take part in the discussion, but shall not be entitled to vote.
- 12.2 Committee of the Whole (COTW) is the participation of all Members of Council in a Committee Meeting where Members of Council consider questions with greater freedom of debate. When sitting as Committee of the Whole, the results of consensus taken in Open Session, are not final decisions of Council. Rather, the results have the status of recommendations which Council is given the opportunity to consider further at its regular Council meeting.
- 12.3 The general duties of the standing and special committees shall be as follows:

- 12.3.1 The jurisdiction, term, Membership and support staff assigned to any committee shall be as stipulated in the by-law or resolution establishing that committee.
- 12.3.2 Insofar as possible the procedures of the committees shall be the same as those set out for the Council, it being understood that committees act in an advisory capacity only and that unless decision-making authority has been delegated by Council, motions presented and resolutions passed at the committee level shall be deemed proposals and recommendations respectively. The committee shall report to Council from time-to-time, as often as the interests of the Municipality may require, all matters connected with the duties imposed on them respectively and to recommend such action by Council in relation thereto as may be deemed necessary and expedient. All committee recommendations shall be referred to Council before becoming effective.
- 12.3.3 The committee shall consider and report upon all matters referred to them by Council and adhere strictly in the transaction of all business to the rules prescribed by the by-laws of Council.
- 12.3.4 Each committee shall at its first meeting fix a date and hour for the regular meeting during the year and shall elect a chairperson who shall preside at all meetings of the committee.
- 12.3.5 The Mayor or Council may recommend, at any time, the establishment of a special committee or ad hoc committee to study, evaluate, negotiate, investigate, prepare a special report, or make recommendations for the resolution of a specific matter or issue.
- 12.3.6 A motion to establish an ad hoc or special committee shall contain the general nature of the issue or issues, the persons appointed to the committee, and the terms of reference of the committee.
- 12.3.7 An ad hoc or special committee shall be automatically dissolved once its work is complete and recommendations have been reported to Council or upon the dissolution by Council of such committee, or at the end of the term of Council.
- 12.4 County Council
- 12.4.1 The Mayor and Deputy Mayor shall become Members of Council of the United Counties of Stormont Dundas and Glengarry upon:
- 12.4.1.1 Certification from the Clerk; and,
- 12.4.1.2 Taking the declaration of office for the position.
- 12.4.2 An Alternate Member of Council of the United Counties of Stormont, Dundas and Glengarry shall exercise all the rights of a Member of County Council solely for the meeting so attended, with the exception of the Head of County Council. A member shall become an alternate Member upon:
- 12.4.2.1 Being chosen by a vote of North Dundas Council Members;

- 12.4.2.2 Certification from the Clerk; and
- 12.4.2.3 Taking the declaration of office for the position.

13.0 ROLE AND CONDUCT OF COUNCIL

13.1 It is the role of Council:

- 13.1.1 To represent the public and consider the well-being and interests of the Municipality;
- 13.1.2 To come prepared to every meeting by having read all the material supplied including agendas and staff reports to facilitate discussion and the determination of action at the meeting. Members are encouraged to make inquiries of staff regarding materials supplied in advance of the meeting.
- 13.1.3 To develop and evaluate the policies and programs of the Municipality;
- 13.1.4 To determine which services the Municipality provides;
- 13.1.5 To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- 13.1.6 To ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- 13.1.7 To maintain the financial integrity of the Township;
- 13.1.8 No Member(s) have the authority to direct or interfere with the performance of any work by administration for the Township of North Dundas. All inquiries shall be directed through the office of the Chief Administrative Officer;
- 13.1.9 To carry out the duties of Council under this or any other Act.

13.2 Orientation for Council after election:

An orientation meeting may be held if needed, with Members of Council after a municipal election. This meeting shall allow staff to provide Members with an overview of the expectations of their elected office (i.e. inaugural meeting, committee expectations, processes of Council, protocol at meetings, procedure by-law, current issues, etc.)

14.0 THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL

- 14.1 The Mayor shall preside at all meetings of Council. However, subject to the provisions of *The Municipal Act*, in case the Head of Council does not attend within fifteen (15) minutes after the time appointed for a meeting of Council, the Deputy Mayor shall preside until the arrival of the Head of Council and shall have all the powers of the Head of Council for the purpose of chairing a meeting in the absence of the Head of Council.
- 14.2 Notwithstanding Section 13.1 above, in the absence of both the Mayor and the Deputy Mayor, an acting Head of Council shall be appointed from among the Members present and he/she shall preside until the arrival of the Head of Council or Deputy Mayor and shall have all the powers of the Head of Council for the purpose of chairing a meeting in the absence of the Head of Council.

- 14.3 It shall be the duty of the Head of Council or Presiding Officer;
- 14.3.1 To open the meeting of Council by taking the chair and calling the Members to order.
 - 14.3.2 To announce the business before Council in the order in which it is to be acted upon.
 - 14.3.3 To receive and submit, in the proper manner, all motions presented by the Members of Council.
 - 14.3.4 To put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result.
 - 14.3.5 To decline to put to vote motions which infringe the rules of procedure.
 - 14.3.6 To restrain the Members, within the rules of order, when engaged in debate.
 - 14.3.7 To enforce on all occasions the observance of order and decorum among the Members.
 - 14.3.8 To call by name any Member persisting in breach of the rules or order of Council thereby ordering the Member to vacate Council chambers.
 - 14.3.9 To receive all messages and other communications and announce them to the Council.
 - 14.3.10 To authenticate, by his/her signature when necessary, all by-laws, resolutions, and minutes of Council.
 - 14.3.11 To inform Council, when necessary or when referred to for the purpose, on a point of order or usage.
 - 14.3.12 To represent and support Council, declaring its will, and implicitly obeying its decisions in all things.
 - 14.3.13 To ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of Council.
 - 14.3.14 To adjourn the meeting when the business is concluded.
 - 14.3.15 To adjourn the meeting without question in the case of grave disorder arising in Council chambers.
 - 14.3.16 To order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order an individual or group to vacate Council chambers where such behaviour persists.
 - 14.3.17 To require all individuals or Members of the media to disclose the use of any recording devices prior to the start of any open meeting.
- 14.4 Conduct of Members of Council and guests:
- 14.4.1 A Council Member who desires to speak on any motion before Council shall upon recognition, respectfully address the chair. Discussions shall be confined to the subject matter and shall avoid all offensive personalities.

- 14.4.2 No Member shall:
- 14.4.2.1 Use offensive words of unparliamentary language in or against Council or against any Member of staff or guest;
 - 14.4.2.2 Speak disrespectfully of the reigning sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor or any Province or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario;
 - 14.4.2.3 Disturb another, or Council, staff or guests, by any disorderly conduct disconcerting to the speaker or the assembly;
 - 14.4.2.4 Speak on any subject other than the subject in debate; criticize any decision of Council except for the purpose of moving that the motion be reconsidered;
 - 14.4.2.5 Disobey the rules of Council or a decision of the presiding officer or of Council on motions of order or practice or upon the interpretation of the rules of Council;
 - 14.4.2.6 Leave a meeting without first obtaining permission from the head of Council or presiding officer;
 - 14.4.2.7 Be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of Council, until the next meeting and without making an apology to Council; or
 - 14.4.2.8 Interrupt the Member who has the floor, except to raise a point of order.
- 14.4.3 No individual, except Members of Council, shall be allowed to approach Council without the permission of the chair or Council upon reference.
- 14.4.4 When the chair is putting the motion no Member shall leave or make a disturbance.
- 14.4.5 In case a Member persists in any such disobedience after having been called to order by the presiding officer, the presiding officer may forthwith put the question; no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the meeting of the Council" but if the Member apologizes he/she may, by vote of the Council, be permitted to retake his/her seat.

15.0 REGULAR MEETING AGENDA

- 15.1. Prior to each meeting the CAO and the Clerk in consultation with the Mayor shall set the agenda. The Clerk shall prepare for the use of the Members at the regular meetings of Council an agenda under the following headings:
- 15.1.1 Call to Order / Roll Call/ Opening Remarks
 - 15.1.2 Adoption of Agenda – Additions/Deletions
 - 15.1.3 Declarations of Pecuniary Interest and General Nature Thereof
 - 15.1.4 Adoption of Minutes
 - 15.1.5 Delegations
 - 15.1.6 Closed Session
 - 15.1.7 Open Session
 - 15.1.8 Action Requests
 - 15.1.9 Tenders and Quotations
 - 15.1.10 By-laws
 - 15.1.11 Key Information
 - 15.1.12 Consent Agenda (includes Department Activity Updates, Accounts and Correspondence)
 - 15.1.13 Boards and Committees (includes County Council Reports/ Other Reports)
 - 15.1.14 Motions and Notices of Motions
 - 15.1.15 Petitions
 - 15.1.16 Council Comments & Concerns
 - 15.1.17 Unfinished Business Summary
 - 15.1.18 Ratification By-law
 - 15.1.19 Adjournment
- 15.2 The business of Council shall be considered in the order set forth on the agenda unless otherwise decided by Council. Any undisposed matters will be placed on the agenda for the next regular meeting.
- 15.3 Council agendas along with all associated reports and supporting material shall be prepared and made available to Members either by paper or electronic transmission no later than 4:30 pm on the Friday preceding the scheduled Council meeting. In addition the draft agenda cover sheet will be posted to the Township's website on the Friday preceding the Council meeting for access by the public. The full agenda package will be posted to the Township's website on the morning of the Council meeting. (Exceptions may be allowed when preparations of the Council agenda fall on a week providing four work days due to a statutory holiday or vacation schedules.)
- 15.4 General consent matters listed shall be approved by one motion. Should a Member of Council wish to discuss any matter listed under the consent

agenda, the Member shall ask immediately when the presiding officer calls "any additions, deletions or amendments to the agenda" at which time a Member of Council shall request that the item be separated and dealt with under its regular section. A Member of Council, if possible, shall notify staff in advance of their wish to separate an item in detail from the consent agenda.

- 15.5 Requests for proclamations will not be endorsed by the Council of the Corporation of The Township of North Dundas and therefore will not appear on the agenda.

16.0 MOTIONS

- 16.1 The actions and decisions of Council shall be presented and decided by way of motions or resolutions, duly introduced, seconded, debated and voted upon.
- 16.2 All motions must be formally seconded before they can be considered or be recorded in the minutes.
- 16.3 When a motion is presented to Council in writing, it shall be read, or if it is a motion which may be presented orally, it shall be stated by the chair before debate.
- 16.4 Immediately preceding the taking of the vote, the chair may state the question in the form introduced and shall do so if required by a Member except when a motion for the previous question has been resolved in the affirmative. He/she shall state the question in the precise form in which it will be recorded in the minutes.
- 16.5 Notice of motion:
- 16.5.1 Any Member who wishes to introduce a motion pertaining to a matter not included in the orders of the day (other than a routine matter) must do so by a notice of motion.
- 16.5.2 Notice of motion may be introduced by any one (1) Member verbally at a regular meeting of Council for consideration at a subsequent meeting or may be given in writing to the Clerk by 4:00 p.m. on the Tuesday preceding the regular Council meeting for insertion in the orders of the day, for consideration at a meeting subsequent to the meeting for which the orders of the day are prepared or at a date designated by the mover.
- 16.5.3 Notwithstanding the above, a written notice of motion to reopen a matter may be dealt with at the same meeting at which notice is first given if they pertain to a matter included in the orders of the day.
- 16.5.4 Notice of motion shall be listed on the orders of the day under two (2) categories:
- 16.5.4.1 Notice of motion for consideration at this meeting;
- 16.5.4.2 Notice of motion for consideration at a future meeting of the Council.
- 16.6 After a question is finally put by the chair no Member shall speak to the question nor shall any other motion be made until the vote is taken and the result has been declared.

16.7 Voting:

- 16.7.1 The head of Council or the chair, except where said individual is disqualified to vote by reason of interest or otherwise, may vote with the other Members on all questions, and any question on which there is an equality of votes shall be deemed to be negative.
- 16.7.2 Every other Member of Council who shall be present in Council Chambers when a question is put shall vote thereon unless he/she is disqualified to vote on the question.
- 16.7.3 If a Member disagrees with the announcement of the results of the vote by the chair, he/she may object immediately to the declaration and require that the Members be polled individually.
- 16.7.4 Voting shall be done by a show of hands unless there has been a request for a recorded vote or unless a recorded vote is required by the *Municipal Act, 2001*. Where a vote is taken for any purpose, a Member may request immediately prior or immediately subsequent to the taking of the vote, that the vote be recorded. With respect to recorded votes, the Clerk shall ask those Members in favour to stand and then those Members opposed to stand and shall record the name and vote of every Member. On any vote, any Member except a Member who is disqualified from voting under any Act, who does not vote in favour or in opposition, shall be deemed to have voted in the negative.
- 16.7.5 No vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.
- 16.7.6 Pursuant to the *Municipal Conflict of Interest Act*, a Member of Council who has a conflict of interest on a matter to be reviewed by Council shall declare such interest as soon as practicable after the commencement of the meeting or, if absent when such matter is discussed, shall declare his interest at the first meeting attended by him/her after acquiring such interest. Such declaration of interest, and the reason therefore, shall be made publicly and shall be recorded in the minutes by the Clerk.

16.8 Reconsideration:

- 16.8.1 A substantive resolution, by-law or any question or matter that has previously been adopted by Council may be reconsidered by Council subject to the following;
- 16.8.1.1 A notice of motion, moved by a Member on the prevailing side, must be introduced according to the procedures for notice of motion;
- 16.8.1.2 Such motion must be supported by a majority vote of the Members of the whole Council before the matter to be reconsidered can be debated; and,
- 16.8.1.3 A vote to reconsider shall not be considered more than once in any twelve-month period.
- 16.8.2 These rules do not apply when a motion pertains to a decision of a previous Council.

16.9 A Motion to Amend shall:

- 16.9.1 Be presented in writing;
- 16.9.2 Be dealt with by Council before a previous amendment of the main motion;
- 16.9.3 Not be further amended more than once provided that further amendment may be made to the main motion;
- 16.9.4 Be relevant to the main motion; and,
- 16.9.5 Not propose a direct negative to the main motion.

16.10 Except as provided in paragraph 16.5.2 all motions shall be in writing and signed by the mover and seconder.

16.11 Once read or stated by the chair or presiding officer, a motion may not be withdrawn without the consent of the majority of the Members.

16.12 Members shall not speak more than once to the same questions without the consent of the chair or presiding officer.

17.0 READING OF BY-LAWS AND PROCEEDINGS THEREON

17.1 Every by-law shall be introduced by written motion and shall be considered to have been read a first, second and third time short.

17.2 Every proposed by-law may receive three readings or a combination thereof, on the same day unless otherwise required by other legislation.

17.3 The first reading of a by-law shall be decided without amendment or debate.

17.4 The second reading of a by-law shall permit amendment and/or debate. If Council determines that the by-law is to be considered at the committee level it shall be so considered previous to the third reading thereof.

17.5 If Council so determines, a by-law may be taken as read.

17.6 The Clerk shall set out on all by-laws enacted by Council, the date of the several readings thereof.

17.7 Every by-law enacted by Council shall be numbered and dated and shall be sealed with the seal of the corporation and signed by the Clerk and the chair and shall be deposited by the Clerk in his/her office for safekeeping.

17.8 By-laws that require public notice shall be given in accordance with the notice policy of the Township.

17.9 That at the conclusion of all meetings of Council, and prior to adjournment, a Confirmatory By-law shall be brought forward to confirm the proceedings of the Council at that meeting in respect of each motion, resolution or other action. A Confirmatory By-law then introduced, shall be taken a read a first, second and third time and finally adopted without debate.

18.0 PETITIONS, COMMUNICATIONS FROM THE PUBLIC & FLAG REQUESTS

18.1 Every communication, including a petition designed to be presented to Council shall be legibly written or printed and shall not contain any obscene or improper language and shall be signed by at least one person and filed with the Clerk in accordance with the established policies of the Municipality and as approved by Council.

- 18.2 A petition or communication may be introduced at a Council meeting with the consent of Council expressed by motion.
- 18.3 The Clerk shall include on the agenda of Council any correspondence addressed to all Members of Council.
- 18.4 Correspondence addressed to a single Member shall be provided to the Clerk for distribution, at the discretion of that Member.
- 18.5 Only the National Flag of Canada and the Provincial Flag of Ontario will be flown on municipal property. Commemorative flag flying requests from community agencies, and special interest groups will not be permitted.

19.0 DELEGATIONS

- 19.1 Persons wishing to address Council to present information orally on matters of fact or make a request of the Council shall give notice outlining concerns and/or requests to the Clerk by Tuesday at 4:00 p.m. preceding the Council meeting.
- 19.2 Requests to have an audience with Council should be in writing and state in detail the nature of the matter to be presented and discussed. The request should include the name, address and telephone number of a spokesperson chosen by the delegation to make the presentation.
- 19.3 Delegations will be encouraged to discuss matters of concern with the appropriate department head prior to appearing before Council. Each delegation shall be limited in speaking to not more than ten (10) minutes. Extensions to these limits will be at the discretion of the majority of Council.
- 19.4 Commonly, delegations shall be scheduled on the second regular monthly meeting of Council unless otherwise determined by the Mayor. In any month that only one regular meeting of Council will occur, the Mayor and the Clerk shall determine if the delegation shall be scheduled for that meeting or be referred to the first or second regular meeting of Council in the month following.
- 19.5 In the event that the subject brought to the Members at a meeting by a delegation is also dealt with in any other item listed on the agenda, the presiding officer may call for motion to amend the order of business so that the item may be brought forth discussion at the same time as the consideration of the delegation item.
- 19.6 Upon completion of a presentation by a delegation, any dialogue between the Members and the delegate(s) shall be limited to Members asking questions for clarification and to obtain additional, relevant information only. Questions from Members shall be addressed by the spokesperson to the best of their ability. Members shall not enter into debate with the delegation respecting the presentation.
- 19.7 Delegations shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Council, staff, guest or individual.
- 19.8 The Clerk will review delegation requests with the CAO and Mayor. The Mayor has discretionary authority to accept or refuse the request.

20.0 COUNCIL/COMMITTEE/DEPARTMENTAL REPORTS

- 20.1 All Members of Council shall have the opportunity to report on their committee related activities that have occurred since the last meeting or will be occurring before the next Council meeting or to report an issue(s) currently under debate by the committee(s) they are a Member of. The Mayor and/or Deputy Mayor shall have the opportunity to report on their County

related activities. All Members of Council shall have the opportunity to report on their Township related activities that have occurred since the last meeting.

- 20.2 Staff Reports – Actions Requests – Tenders and Quotations
All reports presented to Council as part of the agenda will be in a written format, complete with draft motion duly signed by the department head and approved by the CAO or designate.
- 20.3 Key information reports may be provided to Council as information items or to facilitate further discussion/action at a subsequent meeting.

21.0 UNFINISHED BUSINESS/DISCUSSION ITEMS

- 21.1 Items set out in the agenda which have not been disposed of, shall be included in the unfinished business listing.
- 21.2 New items of an urgent nature may be considered if in the opinion of Council they require an immediate decision.

22.0. MINUTES

- 22.1 The minutes of Council as taken by the Clerk, or designate, shall consist of a record of all proceedings taken in the Council meeting. Pursuant to the *Municipal Act, 2001*.
- 22.1.1 The place, date and time of meeting;
- 22.1.2 The name of the chair and the Members in attendance;
- 22.1.3 The approval of the presenting, reading if requested, correction and adoption of the minutes of prior meetings; and
- 22.1.4 All other proceedings of the meeting without note or comment, however, shall be readable and informative.
- 22.2 The Clerk shall be authorized to make minor corrections to minutes, motions, by-laws resulting from technical, formatting or typographical errors provided the intent is not changed prior to the documents being signed.
- 22.3 The approved minutes of a meeting will form the official record of the meeting. Any audio, video or other record of the meeting shall not be considered an official record.

23.0 RULES OF DEBATE

- 23.1 Every Member, prior to speaking, shall be recognized by the presiding officer. Every Member present at a meeting of Council when a question is put, shall vote thereon unless prohibited by statute.
- 23.2 When the presiding officer calls for the vote on a question, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the presiding officer, and during such time no Member shall speak to any other Member or make any noise or disturbance.
- 23.3 When a Member is speaking, no other Member shall pass between him/her and the chair or interrupt him/her except to raise a point of order.
- 23.4 Any Member may require the question or motion under discussion, to be read at any time during the debate but not so as to interrupt a Member while speaking.

23.5 Unless otherwise authorized by the head of Council, all Members, staff and guests shall address Council through the chair and only when recognized, do so.

23.6 When two or more Members seek to address Council, the head of Council shall designate the Member who may speak first.

24.0 POINTS OF ORDER AND PRIVILEGES

24.1 The chair shall preserve order and decide questions of order.

24.2 Council, if appealed to, shall decide the question without debate and its decision shall be final.

25.0 SUSPENSION OF RULES

In rare instances, Council may suspend the rules of the Procedure By-law with a two-thirds vote of Council. In no circumstances may Council suspend any statutory procedures from the Act or any applicable legislation.

26.0 AMENDMENT OF PROCEDURAL BY-LAW

26.1 No repeal of this By-law shall be considered at any meeting of Council unless notice (verbal or written) of intention of the proposed repeal has been given.

26.2 From time to time amendments to this By-law, or any part thereof, may be considered at any meeting of Council provided notice (verbal or written) is given.

27.0 SEVERABILITY

The provisions of this By-law are severable. If any provisions, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words of this By-law.

28.0 CONFLICT

Where the terms of any By-law passed prior to this By-law conflict with this By-law, the terms of this By-law shall prevail.

29.0 EFFECTIVE DATE

This By-law shall become effective upon the date of enactment.

Appendix 1

Municipal Act 2001, As Amended

Meetings open to public

239 (1) Except as provided in this section, all meetings shall be open to the public.

Exceptions

- 239 (2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
- (a) the security of the property of the Municipality or local board;
 - (b) personal matters about an identifiable individual, including municipal or local board employees;
 - (c) a proposed or pending acquisition or disposition of land by the Municipality or local board;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
 - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) a matter in respect of which a Council, board, committee or other body may hold a closed meeting under another Act;
 - (h) information explicitly supplied in confidence to the Municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of person, or organization;
 - (j) a trade secret or scientific, technical commercial or financial information that belongs to the Municipality or local board and has monetary value or potential monetary value; or
 - (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or local board.

Other Criteria

- 239 (3) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,
- (a) a request under the municipal *Freedom of Information and Protection of Privacy Act*, if the Council, board, commission or other body is the head of an institution for the purposes of that Act; or
 - (b) an ongoing investigation respecting the Municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1).

Education or Training Sessions

- 239 (3.1) A meeting of a Council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
1. The meeting is held for the purpose of educating or training the Members; and,
 2. At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.



KEY INFORMATION REPORT

Finance

September 8, 2020

SUBJECT: COVID RELATED FUNDING

Federal-Provincial Safe Restart Agreement

We would like to apprise council of a letter received from the Ministry of Municipal Affairs and Housing dated August 12, 2020.

The letter makes mention of the fact that on July 27 2020, as part of the federal-provincial Safe Restart Agreement, the Ontario government announced that it had secured up to \$4 billion in emergency assistance to provide Ontario's 444 municipalities with financial assistance in response to COVID-19 expenses.

Attached as Appendix # 1 is a brief slide deck, summarizing the allocation of the \$4 billion into two parcels:

1. Up to \$2 billion to support municipal operating pressures, and
2. Up to \$2 billion for municipal transit systems.

The report goes on to comment that under the municipal operating stream, \$1.39 billion will be available to Ontario's municipalities to address operating pressures and local needs. This funding will be allocated in two phases:

1. 50% in Phase 1 for all municipalities, and
2. 50% in Phase 2 for municipalities that require additional funding.

Phase 1: Immediate Funding for Municipal Pressures

Phase 1 will be allocated on a per household basis and the **Township of North Dundas is to receive a payment of \$292,200.**

We are accountable to use this funding for the purposes intended, which are to address our priority COVID-19 operating costs. If the amount of the funding exceeds our 2020 COVID-19 costs, the province's expectation is that we will place any excess funding into reserves to be accessed to support COVID-19 costs that may be incurred in 2021. Additionally, we must report back to the province in March 2021 with details of our 2020 COVID-19 operating costs, our overall 2020 financial position and the use of the provincial funds in a template to be provided by the ministry. More detail is to be shared by the province in the coming weeks.

A requirement prior to any payments being advanced to the municipality, is the Treasurer must return a signed acknowledgement to the ministry by email no later than September 11, 2020. This requirement has been attended to.

The province intends to make payments to municipalities in September, subject to finalizing details.

Phase 2: Funding for Additional Municipal Pressures:

The province anticipates that the funding they are providing through Phase 1 will be sufficient to address COVID-19 costs for most municipalities. However, they recognize that some municipalities may have greater financial impacts arising from COVID-19 than others. As a result, they are offering a second phase of funding to those municipalities that can demonstrate that 2020 COVID-19 operating costs exceed their Phase 1 per household allocation.

To be considered for this Phase 2 funding, municipalities will be required to submit reports outlining their COVID-19 operating costs and pressures in a template to be provided by the ministry. These reports will be due by October 30 2020.

Social Services Relief Fund – (SSRF)

In addition to the funding referenced above, we are also in receipt of an amount of \$64,868.20 disbursed by the City of Cornwall through the provincial Social Services Relief Fund (SSRF).

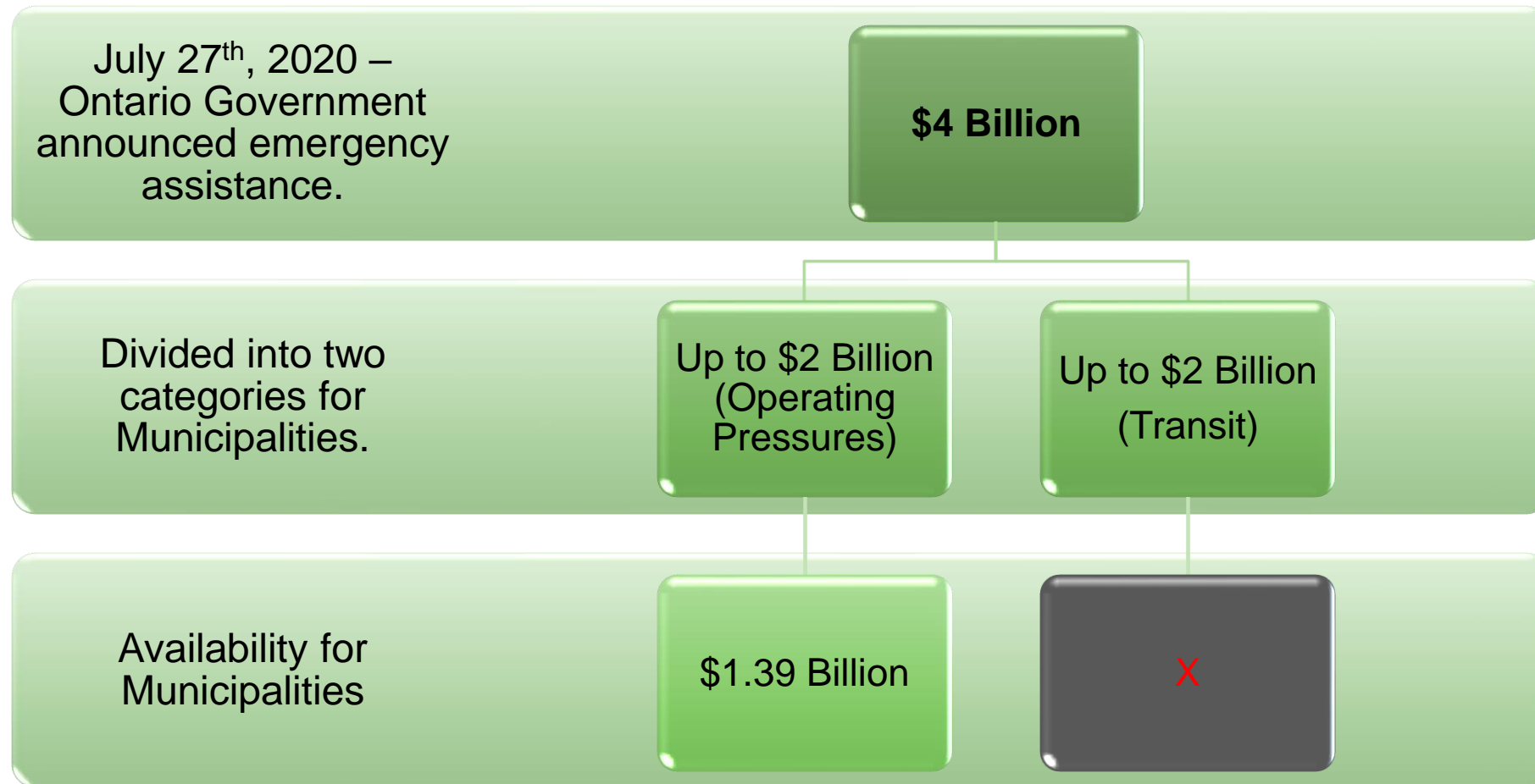
This funding is also to be used for COVID related expenses. This amount will be included in the aforementioned report to the province in our report-back due March 2021.

The Township of North Dundas

Safe Restart Agreement Funds



The Breakdown



The Breakdown, Cont.



In Addendum

- The Safe Restart Agreement also includes a second phase of Social Services Relief Funding (SSRF) totaling \$362 million.
- Details will be outlined to Service Managers in the near future.





KEY INFORMATION REPORT

Recreation and Culture

September 8, 2020

SUBJECT: Arena Ice Schedule Update

After the August 11th Council meeting, we have been in communication with all previous and current ice user groups regarding contracted ice times for the 2020/2021 ice season. The majority of our current user groups are returning from the previous year, some of which were not able to rent the same amount of ice or were not interested in renting ice time due to lower registration numbers or provincial COVID-19 guidelines.

When looking into our weekly contract ice for the 2019/2020 ice season:

- Minor Sports rented 41.5 hours per week
- Residents rented 33.5 hours per week
- Non-residents rented 10 hours per week
- and the Township program accounted for 19 hours per week

The current projected ice schedule for 2020/2021 includes:

- Minor Sports to account for 39.5 hours per week of total ice time
- 22.5 hours per week of ice time rented by other resident user groups
- 9 hours of ice time per week rented by non-resident user groups
- 21.5 hours per week allocated for Township programs like Public Skating and Stick & Puck

With the available weekend ice time in Chesterville, we are currently looking at other options to use the ice, like starting a power skating program.

Therefore, when comparing the projected 2020/2021 ice schedule to the 2019/2020 season, the large difference is the total hours of ice time rented by residents. This change is due to the fact of 3 adult men's teams were not interested in ice time this year due to COVID-19. Another factor that reduces ice time used by residents, is our local broomball teams have not been given the direction that they can start playing/renting ice at this point. Another aspect, is our local junior hockey teams have not been able to schedule any games at this point; only practices, which have reduced their ice times.

Overall, we will continue to advertise available ice times on our Facebook page, website, arena electronic sign, and CARHA Hockey website. Pending all contracts are signed, we are scheduled to open the Winchester Arena on Monday, September 21st and Chesterville Arena on Monday, October 5th.

Please find attached, copies of the draft schedules for Council information.

Prepared by Brandon Cousineau, Recreation Coordinator
 Approved by Meaghan Meerburg, Director of Recreation & Culture

2020/2021 DRAFT WINCHESTER ARENA ICE SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
7:00 am - 7:30 am		7am-2:30pm							
7:30 am - 8:00 am									
8:00 am - 8:30 am									
8:30 am - 9:00 am									
9:00 am - 9:30 am									
9:30 am - 10:00 am									
10:00 am - 10:30 am									
10:30 am - 11:00 am				10-11:30am					
11:00 am - 11:30 am	10:30am-11:30am								
11:30 am - 12:00 pm								9:00-11:00am	
12:00 pm - 12:30 pm				11:30am-1pm		8am-9am			
12:30 pm - 1:00 pm					12:00pm-1:00pm				
1:00 pm - 1:30 pm							11am-12:30pm		
1:30 pm - 2:00 pm									
2:00 pm - 2:30 pm									
2:30 pm - 3:00 pm									
3:00 pm - 3:30 pm									
3:30 pm - 4:00 pm									
4:00 pm - 4:30 pm									
4:30 pm - 5:00 pm	4-5pm	4:00-6:30pm	4-5pm	4:00-6:30pm	4-5pm				
5:00 pm - 5:30 pm									
5:30 pm - 6:00 pm	5-6pm								
6:00 pm - 6:30 pm	6-8:30pm		6:00-8:30pm	6:30-7:30pm	6-8pm				
6:30 pm - 7:00 pm		6:30-7:30pm							
7:00 pm - 7:30 pm									
7:30 pm - 8:00 pm		7:30-8:30pm		7:30-9pm					
8:00 pm - 8:30 pm									
8:30 pm - 9:00 pm	8:30-10pm	8:30 - 11pm	8:30-10:00pm		8-9:30pm				
9:00 pm - 9:30 pm									
9:30 pm - 10:00 pm									
10:00 pm - 10:30 pm									
10:30 pm - 11:00 pm									
11:00 pm - 11:30 pm									

Unsigned Contracted Ice	Signed Contracted Ice	Township Programming Ice
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2020/2021 DRAFT CHESTERVILLE ARENA ICE SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00 am - 7:30 am		7-2:30pm					
7:30 am - 8:00 am							
8:00 am - 8:30 am							
8:30 am - 9:00 am							8-12pm
9:00 am - 9:30 am							
9:30 am - 10:00 am							
10:00 am - 10:30 am					10-11:30am		
10:30 am - 11:00 am							
11:00 am - 11:30 am							
11:30 am - 12:00 pm							
12:00 pm - 12:30 pm					11:30-1pm		
12:30 pm - 1:00 pm							12-1pm
1:00 pm - 1:30 pm							
1:30 pm - 2:00 pm							
2:00 pm - 2:30 pm							
2:30 pm - 3:00 pm							
3:00 pm - 3:30 pm							
3:30 pm - 4:00 pm							
4:00 pm - 4:30 pm							
4:30 pm - 5:00 pm	4-5pm	4-5pm	4-5pm		4-5pm		
5:00 pm - 5:30 pm							
5:30 pm - 6:00 pm			5-8pm			5-6pm	
6:00 pm - 6:30 pm							
6:30 pm - 7:00 pm	6-8:30pm	6-8:30pm		6-8pm		6-7pm	
7:00 pm - 7:30 pm							
7:30 pm - 8:00 pm							
8:00 pm - 8:30 pm					6-7:30pm	7-8:30pm	
8:30 pm - 9:00 pm				8-9:30pm		8:30-9:30pm	
9:00 pm - 9:30 pm	8:30-10:00pm	8:30-9:30pm			9-10pm		
9:30 pm - 10:00 pm		9:30-10:30pm					
10:00 pm - 10:30 pm							
10:30 pm - 11:00 pm							
11:00 pm - 11:30 pm							

Unsigned Contracted Ice	Signed Contracted Ice	Township Programming Ice
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DEPARTMENT ACTIVITY UPDATES

Finance

September 8, 2020

KEY FINANCIAL DATA:

Bank Balances	2020 Aug 31st	Last Month July 31st 2020	Last Year-2019 Aug 31st
General Operating Acct	9,266,692.35	10,994,013.86	8,426,078.84
Cash, GIC's, (Reserve Fund)	7,325,253.20	7,319,676.97	6,723,281.96
Total	\$16,591,945.55	\$18,313,690.83	\$15,149,360.80

Taxes Receivable Outstanding	Aug 31 2020	Aug 31 2019	Aug 31 2018
Current Year (2020)	5,543,143.98	5,233,153.26	5,121,919.93
One Year in Arrears (2019)	597,549.77	629,220.67	543,747.28
Two Years in Arrears (2018)	378,008.88	313,689.08	323,202.85
Three Years in Arrears (2017+)	459,419.95	361,750.32	681,907.29
Penalty & Interest	256,275.72	247,565.66	216,959.02
Sub-Total	7,234,398.30	6,785,378.99	6,887,736.37
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(357,857.94)
Taxes Receivable	<u>\$7,140,793.78</u>	<u>\$6,691,774.47</u>	<u>\$6,529,878.43</u>
Taxes Billed to Date	20,711,490.10	19,614,017.11	18,967,526.37
Percentage o/s Over Levy	34.477%	34.117%	34.427%

Net taxes receivable last month were **\$7,589,816.21**; this month's balance of **\$7,140,793.78** (a decrease over last month in the amount of **\$449,022.43**) represents the net impact of billings less collections for the month of August.

Tax instalments are collectible in two instalments (July 31st and October 30th) – hence the reason outstanding taxes are so high at this time of year.

The final tax billing for this year (2020) represents a deviation from the previous two years shown, in that previously, the final billing had due dates of June 30th and September 30th. This year due to COVID, the tax due dates have been pushed out a month from their normal due dates. Despite this, the taxes receivable outstanding expressed as a percentage of taxes receivable over total taxes levied, is virtually identical to the previous two years.

Taxes receivable also include other charges that have been added to the tax roll for collection purposes.

We have attached a Year-to-date Summary of Budget to Actual Expenditures as Appendix # 1 for Council's information.

STATE OF THE UNION:

Cash balances are very healthy as evidenced by the cash balances reported above. They are down approximately \$1.7M from last month - the main reason for this was the payment of the county levy on August 31st in the amount of \$2,428,300 (2019-\$2,273,493). Conversely, the bank balances are up approximately \$1.4M over last year at this time – due mainly to the postponement of the school board payments from June 30th to September 30th in the amount of \$936,882.19.

ACTIVITIES:

- Preparing for and attending at department head meeting of Aug 24th 2020.
- The second tax instalment of Taxes Receivable in the amount of approximately \$5.4M is not due until October 31st; thus, the large percentage and dollar amount of taxes still outstanding.
- The cash inflow from the July instalment was extremely helpful in paying the summer construction costs as well as our third instalment to the Counties (due August 31st) in the amount of \$2,428,300 (2019 - \$2,273,493) – so we had some heavy demands on our cash flows over the previous 2 months.
- First run of supplementary/omit taxes (dated June/July) was received from MPAC. We mailed them out in August. Due dates will be September 30th and November 30th.
- **Supps/Omits:** Finance billed \$100,423.20 in additional taxes to August 31st 2020 from MPAC's Supp run of June (previous year - \$149,448.62). Of this amount **\$35,811.98** was for Township purposes (previous year - **\$50,675.99**) with the remainder being for Counties and School Boards. **Budgeted** amount of supplemental revenue for 2020 was **\$80,000** (2019 - \$60,000).
- Finance also processed tax reductions and vacancy rebates to date in the amount of \$49,149.83 – of which **\$16,811.25** were for Township purposes. Total **budgeted** expense for this line item in 2020 was **\$48,750**.
- Reminder notices were sent out to anyone with taxes in arrears;
- Michelle has been collaborating with John Oswald on this year's drain maintenance.
- **FIR - 2019;** the Financial Information Return was submitted Aug 12th (last year - July 16th) with the Ministry of Municipal Affairs: A copy was left in the Councillors' ante-room for their perusal and at the front counter for any interested members of the public. A link to the FIR was also posted on our website.

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

Particulars	Revenues				Expenditures				Impact on Taxation			
	As Per Budget	Year to Date Actual	Variance		As Per Budget	Year to Date Actual	Variance		Budgeted (Surplus) Draw from Taxation	Actual to Date	Variance	
			Amount	%age Earned			Amount	%age Spent			\$ Amt (Over) Under Budget	%age (Over) Under Budget
General Government	1,537,643	984,691	552,952	64%	1,557,577	920,111	637,466	59%	19,934	(64,580)	84,514	424%
Economic Development & Public Relations	161,361	53,767	107,594	33%	316,126	125,288	190,838	40%	154,765	71,521	83,244	54%
Fire Services	648,544	607,847	40,697	94%	1,419,630	549,149	870,481	39%	771,086	(58,698)	829,784	108%
Planning & Development	45,500	33,237	12,263	73%	190,375	114,556	75,819	60%	144,875	81,319	63,556	44%
Building Department	130,000	77,125	52,875	59%	263,150	177,984	85,166	68%	133,150	100,859	32,291	24%
By-law Enforcement	10,000	6,430	3,570	64%	136,400	70,462	65,938	52%	126,400	64,032	62,368	49%
Animal Control	36,000	18,042	17,958	50%	106,025	35,349	70,676	33%	70,025	17,307	52,718	75%
Transportation Services	1,635,361	1,310,053	325,308	80%	4,739,744	1,877,094	2,862,650	40%	3,104,383	567,041	2,537,342	82%
Municipal / Tile Drainage	241,400	89,089	152,311	37%	312,020	94,396	217,624	30%	70,620	5,307	65,313	92%
Recreational Services	819,255	387,379	431,876	47%	2,221,686	1,107,229	1,114,457	50%	1,402,431	719,850	682,581	49%
Other Facilities	633,094	430,093	203,001	68%	641,328	491,126	150,202	77%	8,234	61,033	(52,799)	-641%
Volunteer Organizations	69,000	24,275	44,725	35%	69,000	14,017	54,983	20%	-	(10,258)	10,258	
Waste Management	1,185,675	1,018,459	167,216	86%	1,967,629	1,368,910	598,719	70%	781,954	350,451	431,503	55%
Total - General Operations	7,152,833	5,040,487	2,112,346	70%	13,940,690	6,945,671	6,995,019	50%	6,787,857	1,905,184	4,882,673	72%
North Dundas Water Services	1,515,152	861,938	653,214	57%	1,515,152	706,696	808,456	47%	-	(155,242)	155,242	
Winchester Sewer	772,360	428,942	343,418	56%	772,360	462,318	310,042	60%	-	33,376	(33,376)	
Chesterville Sewer	393,789	204,798	188,991	52%	393,789	240,143	153,646	61%	-	35,345	(35,345)	
Total - Water and Sewer Operations	2,681,301	1,495,678	1,185,623	56%	2,681,301	1,409,157	1,272,144	53%	-	(86,521)	86,521	
Grand Totals	9,834,134	6,536,165	3,297,969	66%	16,621,991	8,354,828	8,267,163	50%	6,787,857	1,818,663	4,969,194	73%



DEPARTMENT ACTIVITY UPDATES

Economic Development and Communications

September 8, 2020

Economic Development

- The Shop Local Business promotional initiative that was published in the Chesterville Record and Nation Valley News on August 13th had sixty-nine businesses included. The final design was published on both media outlet websites and Facebook, as well it was promoted on the Township's website and Facebook.
- Working with several businesses on preparing Regional Incentives Program applications in advance of the September 11th deadline. As well, managing the finalization and payment of prior applications as work is completed.
- A grand opening ribbon cutting and commemorative scroll presentation for the new Winchester Dentistry was held on August 21st with Mayor Fraser, Deputy Mayor Armstrong and Councillors Annable and Thompson in attendance. A post on our website and Facebook followed the event to help spread the news they are now open and accepting patients.
- Held a meeting in Council Chambers with Mayor Fraser, MPP McDonell, MP Duncan, CFDC, Calvin Pol and a gas company setting up operation in North Dundas to ensure their project receives appropriate support.
- Connected with two agricultural processors on future expansion plans and how best to coordinate funding options and support.
- Presented a developer with locations for a restaurant they wish to establish in North Dundas.
- Connected an established North Dundas business with a temporary location to solve their urgent need for space to satisfy client orders.
- Worked with a new business to North Dundas to coordinate funding for signage.
- Encouraging businesses to consider the benefits of our Community Improvement Plan and connecting them where appropriate with OMAFRA, BDC, Ministry of Economic Development, Innovation Canada, FedDev Ontario, Cornwall Business Enterprise Centre and the CFDC.
- Shared support programs with our business community, which included details on: the Counties SDG Regional Incentives Program, The Great Taste of Ontario, Federal Covid-19 Assistance Seminar for Businesses 2.0, Ontario Renovates and the Resilient Communities Fund.

Marketing

- Photos taken by Gina Dragone Photography of people enjoying the outdoors, specifically at South Mountain Disc Golf, paddlers at the Chesterville Kayak Club and the Oschmann Forest Trails were shared on the Township's website and Facebook to encourage residents to get out and enjoy the great outdoors.
- Mayor Fraser held his second community bike ride of the "Ride the Ridge" route on August 22nd, which saw several cyclists join. The event started at

- Smokie Ridge Vineyards and went through the rolling lands of North Dundas.
- “SDG New Modern Internet Website” Request for Proposal closed and six vendors presented their offerings the week of August 24th. The websites to be redesigned include the Counties, North Dundas and North Stormont. The chosen vendor is to be confirmed in the coming weeks, after which the redesign process will commence.
 - Promoting on our website and social media ice rentals, community grants, outdoor movie nights, job openings, tenders, fire service public notices, recreation projects and SNC notices.



DEPARTMENT ACTIVITY UPDATES

Public Works

September 8, 2020

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

Administration:

1. Drafted Winter Maintenance and Salt Management Policy
2. Drafted Fleet Management Policy
3. Drafted Request for Proposal – Roads Need Study
4. Drafted Request for Proposal – Bridge Inspection Survey
5. Meeting with property owners to review their concerns with regard to ditching, road condition, trees, truck traffic, etc.
6. Drafted Request for Quotation / tender for pick-up trucks
7. Enrolled staff in trainings for the year 2020
8. Ordered safety equipment and signages
9. Coordination with Counties for updates on GIS database for operations, capital and inspections
10. Coordination with CP rail for track repairs on Belanger Road
11. Analyzed options for Truck ban on Bridge Street and Sandy Row in South Mountain
12. Analyzed equipment, material and labour requirements for safe and efficient delivery of public service

Roads:

Roads Operations:

1. Optimized Road operations by deploying resources as follows:
 - a. Hot patching at critical locations
 - b. Mowing shoulders with flail mower
 - c. Brushing with rubber tire shovel
 - d. Undertaking inspections for guide rails, signs and installing plow markers
 - e. Grading of gravel roads & tie-in laneways from paving jobs
 - f. Painting of MTO garage
2. Stock pile of salt in tarped shed
3. Development of Winter Maintenance and Salt Management Plan
4. Assisting North Stormont Township with grading of Boundary Road
5. Removal of tennis court and concrete pad in South Mountain
6. Storm lateral repair on Mill Street (Morewood)

Roads Capital:

Coordinated with Cornwall Gravel (contractor) for fine grading and paving of following roads:

1. Forward Road, from the Town limits heading 2.3 km
2. Shay Road, from Forward Road to the end
3. Kerrs Ridge Road, from existing asphalt heading west 800 meters

Fleet:

1. Annual inspections completed on five trucks / equipment
2. Mechanical inspections completed on six trucks
3. Repairs completed on 25 trucks / equipment
4. Retorque completed on four trucks
5. Facility inspection completed
6. Prepared tenders / RFQ for pick-up trucks
7. Ordered shop key online manuals
8. Ordered safety equipment for working at heights

Water and Wastewater:

1. Reviewed and discuss with J. L. Richards with regard to water and wastewater capacity constraints.
2. Reviewed water and wastewater operations with OCWA and inspected facilities.
3. Managed Ontario One-Calls for utilities.
4. Coordinated with Glen Robinson and Son the replacement of 60 new RF water meters in the Village of Winchester.
5. Working with Central Square and Neptune to set-up the transfer file for Neptune 360 (our new meter reading equipment/software)
6. Water/Sewer Department delivered 25 Shut Off Notices in August.
7. Transferred \$40,712.00 past due water/sewer accounts to taxes.



DEPARTMENT ACTIVITY UPDATES
 Waste Management Services
 September 8, 2020

FINANCIAL INFORMATION:

June	July
Total Fees.....\$14,231.50	Total Fees.....\$10,416.50
Fees Charged.....\$9,316.50	Fees Charged.....\$5,666.50
Fees Paid.....\$4,915.00	Fees Paid..... \$4,750.00
Cash on Hand.....\$ 100.00	Cash on Hand.....\$100.00

Wards	JUNE	JULY
1. (Twp of Win)	720	720
2. (Twp of Mtn)	600	600
3. (Vill of Win)	720	720
4. (Vill of Ches)	400	400
5. Other (Boyne)	902	640
Total Cubic Yards	3342	3080
Total Metric Tonnes	303.81	280

Recyclables

Items Shipped	Dollars/MT	June	July
Bulked Steel	1.56MT/\$60	\$93.58	
Bulked Steel	1.48MT/\$45	\$110.93	
Bulked Steel	1.45MT/\$60		\$87.06
PLASTIC			
OCC	27.19MT/\$118	\$3,208.42	
PLASTIC			
ONP	23.55MT/\$12	\$282.60	
OCC	27.16MT/\$82.50		\$2,240.70
Totals		\$3,695.53	\$2,327.76

Bales on Hand of August 26th
 ONP-0 OCC-27 PLASTIC -36 ALUM-99

Estimated Value
 \$20,016.00

WORK COMPLETED (up to August 26th)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- General clean-up of landfill
- Changing floor plan of Blue Box building for new process
- Held Hazardous waste day on August 15th (32 vehicles)
- Changing routes to be more efficient and reduce overtime
- Shipping recyclables to Waste Management (Brockville)
- Working with consulting firm DFA (Derek Ali) who is involved with County level project
- Received the yearly Land Use Permit from MNRF to comply with Ministry of the Environment conditions
- Posted a part-time Truck Driver/ Labourer position to fill a vacancy



DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

September 8, 2020

PLANNING:

- Received one (1) new severance application, performed site visits and provided comments to the Counties.
- Received one (1) new application for a minor variance for an attached garage in Mountain. Staff prepared the necessary reports, notices, poster and presentation. The next meeting is scheduled for Sept. 10, 2020.
- Received one (1) new zoning amendment application for a commercial business in Winchester to use their existing building for mini storage. Additional preparations will be required in order to ensure physical distancing and sanitizing measures are in place for the public meeting, as directed by the health unit.
- Prepared and issued four (4) zoning compliance reports.
- Responded to various zoning, minor variance and severance inquiries from landowners.
- Participated in a phone meeting with South Nation Conservation staff and Sevita regarding the mapping/surveying of flood plain areas in North Dundas. Assisted with obtaining an elevation survey of Sandy Row. Survey was completed and emailed to South Nation on September 2, 2020, and we now await the response from South Nation. Once we have their response, a report will be provided to Council.
- Performed various site visits for severance and subdivision files in order to clear outstanding conditions.
- On-line meeting with Paul Hicks (Acting County Planner) to discuss several issues, including the Official Plan appeal, an Official Plan Schedule oversight, a proposed Official Plan/Zoning Amendment, and a proposed Zoning Amendment for an apartment.
- Participated in Ministry of Municipal Affairs and Housing Webinar regarding Bill 197 – COVID-19 Economic Recovery Act, 2020.
- Met with CBO, By-law Enforcement staff, and local property owners to discuss building and zoning requirements for their building and property.
- Met with potential purchasers of a subdivision to discuss development and phasing options.

- The computer used by the Township Planning/GIS Technician overheated and died. The Planning Division has a budget for one replacement computer for the Director in 2020. If Council has no objection, we are proposing to delay the purchase of the Director's replacement computer until 2021, and use the 2020 budgeted funds (\$1,500) to replace the computer that died. An additional \$150 or so will be required for more ram and a better graphics card to run the GIS software.

BUILDING:

- Communicated with multiple property owners to discuss various building projects.
- Attended a webinar hosted by MP Eric Duncan regarding medical marijuana grow operations.
- Attended the August Health and Safety Committee meeting.
- Performed two (2) site inspections for larger building projects being proposed in Chesterville.
- Staff were made aware of one (1) property upon which construction had started/occurred. An order was issued advising the property owner of permit requirements and how to get in touch with our office.
- Thirty-eight (38) new applications were received in August. There are currently fifty-eight (58) incomplete applications for which we are waiting on additional documentation.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

Building Department	Aug. 2020	Aug. 2019	Aug. 2018	Aug. 2017	Aug. 2016	Aug. 2015
Permits Issued:	28	17	26	20	19	10
New Dwellings	7	2	8	3	2	2
Value of Permits:	\$2,679,100	\$989,200	\$3,964,513	\$2,363,343	\$1,616,000	\$938,580
Building Permit Fees:	\$14,991	\$8,060	\$10,092	\$11,686	\$14,547	\$5,564
Development Charges:	\$38,821	\$9,296	\$18,614	\$5,880	\$12,294	\$4,344

BY-LAW ENFORCEMENT:

- A review of the Parking By-law was completed to ensure consistency with regard to time limits in Chesterville and Winchester. Staff prepared the necessary reports and draft By-law for Council approval.
- Continued preparation of AMPS By-law and associated policies. Currently finalizing details and documents for Council approval.
- Thirteen (13) new files were started in August. Currently, there are four (4) active files. Staff are also monitoring various occurrences which might require follow-up inspections and orders depending on the case.
- Dog tag sales are ongoing. As of July 2nd, the \$10 late fee is now applicable, per tag purchased.
- Staff were made aware of five (5) pools within the Township which did not have the necessary enclosures. Letters were sent advising the property owners of permit requirements and requesting that they contact the Township office.
- Met with the Principal of Winchester Public School to discuss enforcement plans for parking in the school lots.
- Provincial Courts have begun processing files again. Staff are preparing the necessary documents to prepare for trial.
- Performed various site visits and inspections with landowners regarding complaints filed.



DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

September 8, 2020

- The flooring has been installed in the Chesterville Arena. The change room doors and new hardware were also installed, the wood for the benches has been cut & stained, the lobby and change rooms have been painted, the change room toilets and lobby water fountain have been reinstalled, and the compressor has been rebuilt.
- The main level of the Joel Steele Community Centre has been repainted, including the lobby, dressing rooms, and arena, including stands.
- Completed 5 COVID-19 event set-ups in the Joel Steele Community Hall.
- Purchased 2 handheld sterilizing foggers; 1 for each arena.
- The South Mountain Tennis Courts were excavated and compacted by joint effort of the Public Works and Recreation & Culture Departments. The excavation, fill and compaction of the old shuffleboard court was also completed. The tennis court is awaiting paving by Cornwall Gravel. The concrete pad for the new park pavilion will be soon be completed.
- Additional sanitization products, in preparation for the fall, were also sourced and purchased locally. Working on purchasing a 2-month supply of sanitization products to have in stock at all times.
- The Old Town Hall was rented for 2 weeks for a children's camp.
- A new pressure tank was installed for the Morewood Fire Hall to alleviate water shortages.
- 4-week summer programs were introduced for both line dancing and cross-fit - they commenced the week of August 17th. Registrant numbers were capped at lower numbers in order to comply with COVID-19 measures. The number of participants allowed for line dancing was 14 and we had 6 registrants. The maximum number of registrants for cross-fit was 11, and we had 7 participants.
- Roller skating in the Joel Steele Community Centre is over.
- The Dundas County Players have cancelled their November show at the Old Town Hall. They are planning an outdoor performance in October - details are to be confirmed.
- The ice season is planned to begin in Winchester, on Monday, September 21st, pending the North Dundas Minor Hockey Association finalizing their contract to begin that week. The Recreation Coordinator is still pursuing ice users regarding ice requests and cancellations.
- The 12-week fall recreation program session will begin the week of September 14th, with the exception of one program that commences on Sunday, September 13th.
- On September 1st, the Director of Recreation & Culture and Recreation Coordinator, participated in a virtual meeting with Recreation Department staff from other municipalities within SD&G.
- Canadian Blood Services has booked another blood drive in the Joel Steele Community Hall for Tuesday, September 22nd.

- The SD&G Library will be applying to the County's Regional Incentive Program for funding to replace the carpet in the Winchester Branch. The Director of Recreation & Culture is in support of this initiative and will be offering assistance with the application process, as required.
- The summer student who was sanitizing the municipal administration office space, will be carrying on with us until December, but she will only be able to work 2 days each week due to her school schedule. The Recreation & Culture Department will be scheduling Arena Attendants who have daytime availability, to complete the sanitizing tasks the other 3 days each week.



DEPARTMENT ACTIVITY UPDATES

Fire

September 8, 2020

DEPARTMENTAL OVERVIEW:

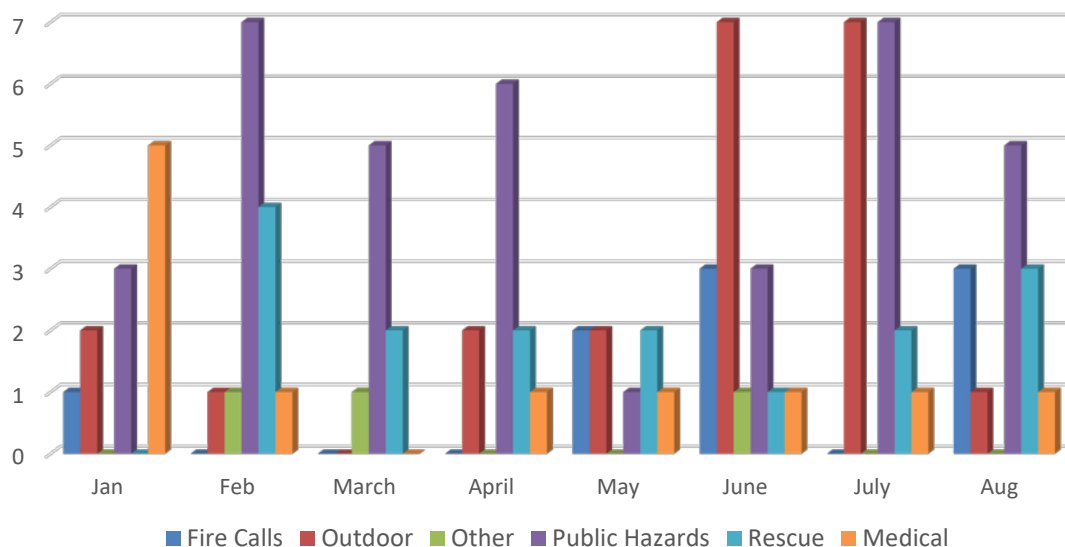
Glossary of Terms

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

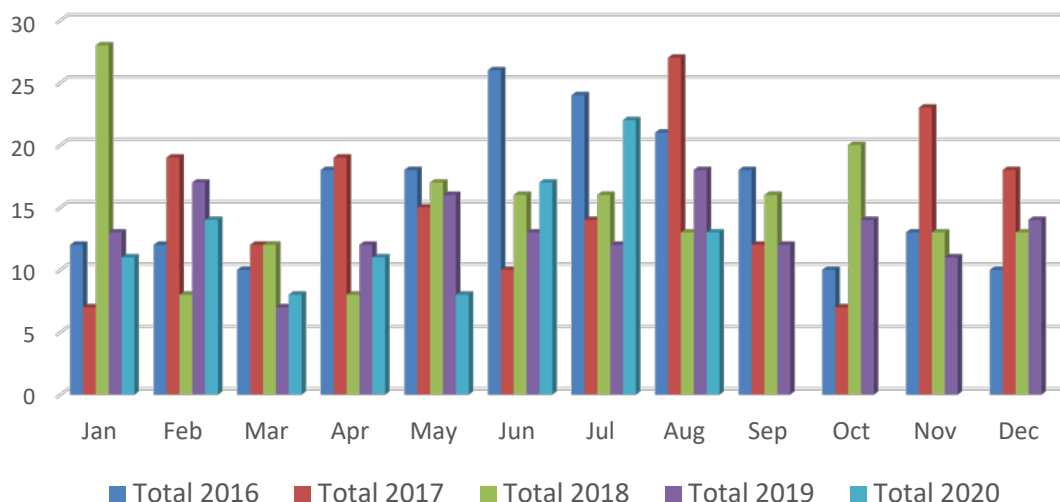
Monthly Call Statistics for 2020

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fire Calls	1	0	0	0	2	3	0	3				
Outdoor	2	1	0	2	2	8	7	1				
Other	0	1	1	0	0	1	0	0				
Public Hazards	3	7	5	6	1	3	11	5				
Rescue	0	4	2	2	2	1	3	3				
Medical	5	1	0	1	1	1	1	1				
Total	11	14	8	11	8	17	22	13				

Number of Calls/Types of Calls



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



Monthly Call Break Down (August)

- 1 house fire
- 2 accessory structure fires
- 1 grass fire
- 4 false alarms
- 2 vehicle collisions
- 1 vehicle fire
- 1 medical assist
- 1 hydro wires down (tree on fire)

Fire Prevention Activities

- “Yield to Flashing Green Light” signs have come in. Working with Public Works staff to have them installed in the various villages and hamlets.
- PSA notice in Chesterville Record regarding Cooking Safety at home.
- Chiefs are monitoring staff levels and Personal Protective Equipment supplies.
- Weekly surveys being submitted to the OFM regarding PPE stock – currently the Fire Department is sufficiently stocked.

Hiring

- 23 interviews were held in August.
- There were 17 successful applicants following the physical test. We are currently collecting the necessary paperwork from these individuals prior to beginning the Rookie Training Course.

Training

- NDFS was selected as a participant in the Enbridge “Project Assist” where we will receive a \$5,000 credit for fire training materials from the Public Fire Safety Council. Staff will work with the Safety Council and Enbridge to

coordinate a news release, photo opportunity and selection of desired training resources.

- Regular fire training has resumed 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 of new recruits expected to occur in September-October.

Attachments

Fire Steering Committee Minutes – Aug. 17, 2020



**The Corporation of the Township of North Dundas
Fire Steering Committee Meeting
August 17, 2020**

MINUTES

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

Absent: None

1. AED First Aid Kits & Oxygen:

- Denis McMahon spoke to the Committee about administering oxygen to patients. He distributed a flow chart on what to do with oxygen for certain levels of O₂ in the blood, and spoke of safe use and limited liability.
- It was decided to leave the oxygen tanks off the fire trucks until everyone have completed Mark Capcalla's training presentation.
 - Training dates to be set: (1) Mountain and Winchester at the South Mountain fire station; (2) Chesterville and Morewood at the Morewood RA Centre; (3) Catch-up TBD for anyone who missed the first two.
- Discussed the first aid kits and the inspection procedure. All kits are now identical and should be labelled for quick identification of contents. No alternate bags or equipment is to be used.
- Al Armstrong to discuss the Township's insurance coverage with Jo-Anne.

2. Hiring:

- Physical test scheduled for Wednesday, August 19th.
 - Extra staff will be available to provide cleaning/disinfection support (following suggested procedures from the Health Unit to prevent the spread of COVID-19).
- Seventeen (17) applicants will be tested, and have signed waivers in order to participate.
- The successful candidates will need to complete the Hiring Orientation Package (abstracts, medical, record check, etc.) prior to an official hire date and participating in training activities.
- Al Armstrong to look into obtaining a letter from the Township Office to help get candidates in sooner for a medical exam (currently difficult due to COVID-19).

- Any applicants from Forestwood Heights, moving forward, will be assigned to either Morewood or Winchester based on need (Steering Committee review required).
 - Current firefighters are exempt from this process and will continue to serve with whichever station they are currently assigned.

3. DZ Licensing:

- Al Armstrong reported that the Township would cover the costs to train new drivers to the average of past costs.
- Chiefs and Deputies will be required to “recommend” drivers for training, scrutinizing who strong candidates would be.
- New policy being drafted and will be made available for review prior to its passing.

4. SCBA Bottles:

- Ken Byers reported that the Department’s SCBA bottles are now halfway through their lifespan and will need to be replaced in the next five years (start preparations for future purchases).

5. 2020 & 2021 Capital and Materials & Supplies Budgets:

- Mike Gruich reported that most purchases have been made and reminded everyone that whatever is left must be purchased by year-end.
- Al asked everyone to start working on their 2021 Capital Justification Sheets, and that the Training and Fire Prevention Committees start their budget proposals for 2021.

6. Next meeting: Sept. 21, 2020 at 7:00 p.m.



DEPARTMENT ACTIVITY UPDATES

CAO

September 8, 2020

- Prepare for Council meetings of August 11 and 24 including coordination of setup of Joel Steele Community Center as location for Council meetings
- Attend weekly Zoom meetings for updates from Dr. Paul of EOHU
- Negotiate lease extension with Hydro One for space at 636 St. Lawrence Street
- On-board new Director of Public Works and assist with transition
- Draft mask policy
- Review and revise draft lease agreement with O'Farrell Financial
- Review and revise draft road user agreement with Wellings of Winchester and PEI Bagco.
- Coordinate staff years of service awards
- Consulting with legal counsel as required
- Resolve Human Resources issues as required
- Consult with and assist department heads as required
- Respond to inquiries from Council
- Plan and prepare for potential second wave of COVID-19



DEPARTMENT ACTIVITY UPDATES

Clerk

September 8, 2020

- Participating in weekly scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul) and Emergency Management Ontario.
- Daily calls Emergency Planner, Kevin Spencer
- Assisting with co-ordination of Staff training
- Conference Call with Image Advantage Solutions Inc. to discuss Electronic Document Record Management procedures.
- Insurance matters - discussions with Municipal Broker
- Corresponding with Lawyers – re: property matters
- Discussions with Ottawa Special Events re: Council Chambers Conference set-up to enable teleconference/video/camera options for future in- house livestreaming and recordings of Council meetings.
- On-going discussions with Committees of Council and Delegations
- On-going discussions with couples regarding marriage ceremonies
- Assisted with lottery files and discussion with other PBE regarding updating refreshment vehicle by-law.
- Assisting Council & Staff – routine duties
- Assisting Ratepayers – routine duties.
- Preparations for Council meetings – August 24th & September 8th
- Vacation August 25th – 31st.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2020-45

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 and In Camera Meetings held on August 11th, 2020 and the Minutes of the Special Meeting held on August 24th 2020 of the Council of the Township of North Dundas, be hereby adopted.
- 2.0** That the actions of the Township of North Dundas at the Regular Meeting held on September 8th, 2020 in respect of each motion, resolution and other action taken by the Township of North Dundas at its meeting are, except where the prior approval of the Local Planning Appeal Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
- 3.0** That where no individual By-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Township of North Dundas in the above-mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Township of North Dundas.
- 4.0** That the Mayor and Members of Council of the Township of North Dundas are hereby authorized and directed to do all things necessary to give effect to the said action of the Township of North Dundas to obtain approvals where required and except as otherwise provided, the Mayor, or in the absence of the Mayor the alternate Head of Council, and the Municipal Clerk, or in the absence of the Municipal Clerk, the Deputy Clerk, are hereby directed to execute all documents necessary on behalf of the Township of North Dundas.

READ and passed in Open Council, signed and sealed this 8th day of September, 2020.

MAYOR

CLERK