

AGENDA
Township of North Dundas
636 St. Lawrence Street Winchester ON
Wednesday, June 9, 2021
Meeting will start after the Public Meeting at 6:30 PM
and will be broadcast on YouTube

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) [May 25, 2021 Regular Meeting Minutes](#)

4 - 10

5. Delegations

6. Closed Session

- a) Pursuant to Section 239 (2) of the Municipal Act, 2001,
(c) a proposed or pending acquisition or disposition of land by the Municipality or local board.

7. Open Session

8. Action Requests

a) **Finance**

b) **Economic Development and Communications**

i. [Morewood Lucky Mart CIP](#)

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c) **Public Works**

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15.	Petitions	
16.	Council Comments and Concerns	
17.	Unfinished Business	
18.	Ratification By-law	
a)	By-law No. 2021-42	143
19.	Adjournment by Resolution	

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
MINUTES
MAY 25, 2021

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on May 25, 2021 with Mayor Fraser in the Chair. The meeting was held virtually and broadcast on the Township's YouTube channel.

ROLL CALL: Mayor: Tony Fraser
Deputy Mayor: Allan Armstrong
Councillors: Gary Annable, Tyler Hoy, John Thompson
CAO: Angela Rutley
Director of Planning, Building & Enforcement: Calvin Pol
Director of Recreation and Culture: Meaghan Meerburg
Facilities Manager: Tom Dekker
Recreation Coordinator: Brandon Cousineau
Fire Services Liaison Office: Mike Gruich
Deputy Clerk: Nancy Johnston
Clerk: Jo-Anne McCaslin

1. Call Meeting to Order by Resolution
Resolution No. 01 Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson
THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:00 pm.
CARRIED

2. Adoption of Agenda
Resolution No. 02 Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson
THAT Council approve the agenda as amended. Addition – Recreation & Culture Action Request 8 f (iv) Winchester Arena Chiller.
CARRIED

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

4. Adoption of Minutes

a) May 12, 2021 Regular Meeting Minutes

Resolution No. 03

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT the minutes of the meeting of the Council of the Township of North Dundas, held May 12, 2021, be adopted as presented.

CARRIED

5. Delegations – NIL

6. Closed Session – NIL

7. Open Session

8. Action Requests

a) Finance – NIL

b) Economic Development and Communications – NIL

c) Public Works – NIL

d) Waste Management – NIL

e) Planning Building and Enforcement

i) Accept Zoning Amendment Application Martin Reichert

Resolution No. 04

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT Council hereby accepts the rezoning application as complete from Martin Reichert and direct that the public meeting be held on June 22, 2021 at 6:30 pm.

CARRIED

ii) Accept Zoning Amendment Application Falcon Homes

Resolution No. 05

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council hereby accepts the rezoning application as complete from Marc Brisson on behalf of Falcon Home Construction and direct that the public meeting be held on June 22, 2021 at 6:30 pm.

CARRIED

f) Recreation and Culture

i) Naming of the New Pavilion in the Rick Cauvier Memorial Park

Resolution No. 06

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council accepts the donation from the Mountain & District Lions Club of 1 park bench, 2 picnic tables, a sign and flowers, for the newly constructed pavilion in the Rick Cauvier Memorial Park; AND THAT Council authorize and approve the pavilion to be named the "Lions Club Pavilion"; AND THAT Council authorize staff to work with the Mountain & District Lions Club to design and erect new signage stating such, at 10543 South Mountain Main St.

CARRIED

ii) Budget Amendment for Repair of Sox Field Fence

Resolution No. 07

Moved by Councillor Hoy

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas approve budget amendment #2021-04 for additional fence repair costs of up to \$4,500 to Sox Field, to be funded using remaining funds from the roof replacements in the Mountain Memorial Park.

CARRIED

iii) Budget Amendment for Park Signs

Resolution No. 08

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas approved budget amendment #2021-03; AND THAT Council authorize the Director of Recreation & Culture to purchase new park signs & misc. materials for the Veteran's View Park and Rick Cauvier Memorial Park, at a cost of up to \$1,500.

CARRIED

iv) Winchester Arena Chiller Replacement & Budget Amendment

Resolution No. 09

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT the Council of the Township of North Dundas approve budget amendment #2021-05; AND THAT Council authorize the Director of Recreation & Culture to award the replacement of the Winchester Arena chiller to AC Mechanical Refrigeration Ltd. for the stipulated price of \$72,450.00 + HST.

CARRIED

g) Fire

- i) Driver Training Policy
Resolution No. 10

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT Council approve Policy #65-2016, a Driver Certification Program Training Policy, as amended and presented this 25th day of May, 2021.

CARRIED

h) CAO

- i) Revised Part-Time Wage Schedule
Resolution No. 11

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT Council approve the Part-Time Wage Schedule dated May 25, 2021 and authorize that this schedule is to remain in effect until further notice.

CARRIED

- ii) Senior Municipal Services Assistant
Resolution No. 12

Moved by Councillor Thompson
Seconded by Councillor Hoy

THAT Council accepts the recommendation of the hiring committee and approves the hiring of Justine Plummer as Senior Municipal Services Assistant as per the offer of employment dated May 12, 2021.

CARRIED

- i) Clerk – NIL

9. Tenders and Quotations – NIL

10. By-laws – NIL

11. Key Information

- a) Recreation & Culture – Joel Steel Community Centre COVID-19 Vaccination Clinic Updates – Director Meerburg advised clinics at the Joel Steele Community Centre have been operating exceptionally well, with more dates anticipated to be requested by the Eastern Ontario Health Unit.
- b) Recreation & Culture – Municipal Pools Update – Director Meerburg discussed proposed operating plans for the municipal pools. She advised it has been difficult for pool staff to receive proper certification and/or recertification as no courses are being offered during COVID, therefore; we may need to look at reducing pool operating hours. She noted the City of Cornwall is planning to host a course once

the Stay-At-Home order is lifted and will advise municipalities in SDG once the course is scheduled; however, there is no guarantee that our pool staff will be able to register. Council advised Director Meerburg to not let any opportunities go by as it relates to getting pool staff trained as it is vitally important to our youth to get the municipal pools opened.

12. Consent Agenda

United Counties of SDG/City of Brantford Resolution – Prohibition on Golfing & Outdoor Activities. Mayor Fraser advised County Council supported the motion from the City of Brantford that requested the Province of Ontario to withdraw its prohibition on golfing and any other outdoor recreational activities. These restrictions have since been lifted.

Township of Elizabethtown-Kitley Resolution – 2021 Annual Emergency Exercise:

Resolution No. 13

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT the Council of the Township of North Dundas hereby supports the resolution from the Township of Elizabethtown-Kitley that calls for the cancellation of the emergency exercise as a compulsory requirement of the Emergency Management of Civil Protection Act for 2021.

CARRIED

Resolution No. 14

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

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

CARRIED

13. Boards and Committees

County Council – Deputy Mayor Armstrong advised discussion at County Council included the Rural Schools Initiative, upcoming repairs at the County Building and hiring summer students.

Canada Day – Mayor Fraser advised no plans for Canada Day are underway at this time. The committee is awaiting direction from the province.

Display of Lights – Mayor Fraser – No report.

Fire Steering Committee – Commissioner Armstrong stated a meeting will be held in the near future. Training continues for new hires.

Art on the Waterfront – Councillor Thompson reported plans are underway for a movie night held in conjunction with the Chesterville Agricultural Society, August 13th or 14th at the Chesterville Fairgrounds. The committee is awaiting approval from Eastern Ontario Health Unit

Dairyfest – Councillor Hoy – No report.

Winchester Downtown Revitalization Committee – Councillor Annable advised flags for the downtown core arrived with no pockets. Flags have been returned to supplier for repairs.

14. Motions and Notices of Motions – NIL

15. Petitions – NIL

16. Council Comments and Concerns

a) Ronson Road

Mayor Fraser asked Council to consider a speed reduction from 80 kms to 60 kms as a pilot project to address safety concerns on Ronson Road.

Resolution No. 15

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

WHEREAS Staff have received complaints from residents about excessive speeding on Ronson Road;

AND WHEREAS Ronson Road is a populated residential road with many school age children travelling on school buses;

AND WHEREAS Ronson Road is a dead-end road; therefore, school buses are not able to turn around at the end of the road;

AND WHEREAS children are being dropped off from the school bus to walk home;

AND WHEREAS safety of residents is of the utmost concern to Council;

NOW THEREFORE BE IT RESOLVED that Council authorize that a pilot project be conducted to reduce the speed from 80 kilometers per hour to 60 kilometer per hour and hereby direct the Director of Public Works to post 60 kilometer per hour speed regulatory signs on Ronson Road effective May 26th, 2021.

CARRIED

b) Communications Officer Job Description

Council agreed to go with the general terms of the job description provided by Deputy Mayor Armstrong. Council confirmed this will be a contract position, 20 hours per week. CAO Rutley will incorporate the above noted changes into the Communications Officer job description, advertise the position and bring the job description to Council on June 9th for ratification.

17. Unfinished Business – NIL

18. Ratification By-law

Resolution No. 16

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT By-law No. 2021-39 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 25th day of May, 2021.

CARRIED

19. Adjournment by Resolution

Resolution No. 17

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council adjourn at 8:02 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:	June 9, 2021
Subject:	Morewood Lucky Mart CIP

RECOMMENDATION:

THAT Council approve funding under the Township of North Dundas’ Community Improvement Plan for a Signage Grant of \$1,475 for the property located at 98 Main St, Morewood; 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.

- Sung Joon Park, the owner of the Morewood Lucky Mart is going to be updating the exterior signs to reflect their new name. Backlite pole signs will be hung along Main Street and Russell Street, in addition to a flush mounted sign on the Russell Street side.
- 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 \$2,950.
- The Committee proposes that a Signage Grant of \$1,475 be granted towards the three new signs.

OPTIONS AND DISCUSSION:

1. **Approve funding of \$1,475 – recommended.**
2. **Do not fund the application – not recommended.**

FINANCIAL ANALYSIS:

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

OTHERS CONSULTED:

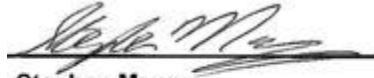
Committee members:

- 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:



Stephen Mann
Economic Development &
Communications Officer

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Hiring of Patrol Supervisor and Drainage Superintendent

RECOMMENDATION:

THAT Council approves the job description for the Patrol Supervisor and Drainage Superintendent position dated March 1, 2021; AND THAT Council accepts the recommendation of the hiring committee and approves the hiring of Jamie Cheney as Patrol Supervisor and Drainage Superintendent, as per the offer of employment dated June 1, 2021.

BACKGROUND:

The position was advertised and five candidates were short listed for the interviews. Second interviews were held with the top two candidates. Based on evaluation of the hiring committee Jamie Cheney is the successful candidate for the position and is recommended for the hiring. Mr. Cheney’s first day with the Township will be June 14th.

Prior to advertisement, staff reviewed the job description (JD) and updated the JD and the position title. The revised position title, Patrol Supervisor and Drainage Superintendent, grade 8, replaces the current vacant position of Patrol Foreman/Drainage Superintendent, grade 8. Attached is the updated job description for approval.

OPTIONS AND DISCUSSION:

1. **Authorize the hiring** - recommended.
2. **Request that a position be awarded to another candidate or readvertised** – not recommended.

FINANCIAL ANALYSIS:

The position is part of approved compliment and is included in the 2021 budget.

OTHERS CONSULTED:

CAO

ATTACHMENTS:

Job Description

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

**TOWNSHIP OF
NORTH DUNDAS**

JOB DESCRIPTION

JOB TITLE: Patrol Supervisor and Drainage Superintendent	LAST REVISION DATE: February 12, 2021
REPORTS TO: Director of Public Works	
WAGE LEVEL: 8	EFFECTIVE DATE: MARCH 1, 2021

Position Summary:

Reporting to and under the direction of Director of Public Works, the Patrol Supervisor will be responsible for overseeing a wide variety of tasks related to the operation, design and maintenance of the Township's roads network system including culverts/bridges, utilizing a complement of full-time, part-time and contract employees. The position will also be responsible for ditching, grading, signs, Public Works Operation Centre, Maintenance garage, crossing guards and stormwater water management including maintenance and inspection of municipal drains and may work in alternating night shifts during the winter season.

Position Qualifications:

- Civil Engineering Technician or Technologist Certification (CET) or a comparable combination of education and experience such as Certified Roads Supervisor (CRS) with the Association of Ontario Roads Supervisors would be considered an asset.
- Minimum of 5 years' progressive experience in municipal or relevant environment.
- Drainage Superintendent designation or ability to acquire one within 6 months.
- Proven leadership and supervisory skills.
- Valid DZ driver's license required.
- Computer proficiency required.
- Thorough knowledge of the Minimum Maintenance Standards, Drainage Act, Municipal Act, Municipal Legislation, Municipal By-Law, Public Transportation and Highways Act and related statutes.
- Physical ability to perform inspections.
- Strong interpersonal skills combined with excellent written and oral communications.

- Demonstrated previous working experience with the general public with preference given to candidates with previous experience in a Municipal environment.

Position Description:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the operational policies of the Township.
2. Patrols roads in designated area on a regular basis to identify maintenance needs and to confirm road safety including:
 - Patrols roads under jurisdiction by personally driving every road on weekly schedule;
 - Identifies road conditions that may affect traffic safety and arranges for immediate repair of defect;
 - During summer inspections, determines needs for vegetation control, sweeping, debris and litter pick-up, pavement patching, gravel shoulder maintenance, guide rail repairs, sign repairs and arranges for the repair of defects in a timely and effective manner;
 - During winter operations, inspect roads all hours of day and night (as per Minimum Maintenance Standards and Township's Winter Maintenance Policy) to determine road conditions and arranges for plowing, sanding and salting as may be required to meet service level standards;
 - Ensure timely pick up and disposal of dead animals immediately;
 - Investigate accident sites, estimate repair costs for cost recovery and arranges repairs;
 - Inspects culverts, bridges and drainage to ensure safe operation;
 - Arrange for production and erection of traffic signs.
3. Responsible for direct deployment and effective utilization of equipment, labour and materials to alleviate identified needs including:

- Schedules, directs and supervises work crews carrying out required operation in the designated patrol area on daily basis;
- Determine requirements for materials, rental equipment and services required to accomplish repairs on weekly basis;
- Ensure that all assigned equipment is properly maintained and that all scheduled inspection and servicing is performed and proper records maintained on a daily basis;
- Ensure that patrol yards, garages, fuel supplies, small tools and materials are maintained and serviced;
- Inspect all ongoing work to ensure that work is being accomplished efficiently and that desired results are achieved;
- Carry out small isolated tasks such as dead animal disposal and minor pothole repairs on site by own self;
- Make arrangements with other Township employees to provide required services.

4. Investigation of service requests and complaints including:

- Meets with applicants for entranceway permits, assists in completion of application, receives payment, submits to Director and ensures that all requirements of permit are met within two (2) days of first contact;
- Respond to requests from police, utility companies, fire departments, noxious weed removal orders and arranges for provision of assistance promptly;
- Investigate requests from public for service such as street sweeping, dead animal removal, dead tree removal, ditch cleaning, signs, etc., and either makes necessary arrangements if request is legitimate or advises that request does not conform to Township policies. Refers to the Director if satisfaction is not accepted.

5. Maintains records of equipment, labour and materials used including:

- Ensure that bi-weekly time sheets are prepared and submitted by employees, review them for accuracy and submit to the Director;
- Receive, correlate, approve (based on signing authority) and submit purchase orders, invoices, bills of lading, delivery slips, etc., confirms that materials and services

supplied conform to orders, approves for accuracy and submit to head office for processing;

- Complete and maintain records for day labour construction projects including weigh tickets and equipment rental records and confirms validity of record for submission to head office.

6. Participate in annual update of requirements for future road maintenance and repairs:

- Provide detailed information on road conditions particularly during spring break-up period for planning purposes;
- Prepare recommendations for replacement of equipment and housing for annual update;
- Accompany Director on semi-annual road and bridge inspection tours and provide detailed information on road performance and needs.

7. Responsible for deployment of specialized equipment including trucks, excavator, tractor, graders, post driver, hot box, compressor, bridge washing equipment, steamers, etc.

- Supervises and dispatches operators and labours and assign to operate specialized equipment;
- Places orders for salt delivery on an as needed basis to ensure adequate supplies of salt are on hand at all times;

8. Ensures a high level of respect for confidentiality for both the organization as a whole and staff as per the Freedom of Information and Protection of Privacy Act (FIPPA).

9. All supervisors are responsible and accountable for ensuring that health and safety standards are incorporated into all aspects of our business. Furthermore, that facilities and resources are made available to ensure the successful execution of all required Health and Safety legislation as well as corporate policies and procedures are adhered to.

10. Undertake performance reviews of staff and provide input in the appointment, promotion, demotion, suspension or dismissal of personnel pursuant to Township policies.

11. Undertake review of field conditions, prepare preliminary design and layouts, conduct warrant analysis for stop, speed and other regulatory signs including pedestrian and traffic controls.

12. Assist in preparation of RFPs, RFQs, tenders, etc. and coordination of consultant and contractor activities.

13. Initiate, survey and supervise maintenance and repair of any drainage work including required inspections for tile drainage in accordance with Municipal Law. Oversee billing of drain maintenance, processing tile drainage loan applications and applying for grants.
14. Complete incident and accident reports promptly including filing documentation in anticipation of claims.
15. Work with consulting firms on the operation and rehabilitation of the municipal roads as directed.
16. Work with other agencies in the co-ordination of activities: eg., Ministry of the Environment, Public Utilities (Hydro One, Union Gas) and the Police Department.
17. Obtain necessary permits from authorities such as South Nation and DFO.
18. Ensure that Occupational Health and Safety practices are implemented and observed.
19. Sign and approve invoices, prepare reports and recommendations including budgetary reports for the projects and operational activities.
20. Prepare year end reports to the Ministry of Agriculture and attend council meetings as required.
21. Perform regular inspection of streetlights and report as needed.
22. Ensure regular maintenance to storm sewers and sidewalks.
23. Other related duties, as requested and required.

Other Pertinent Data:

- This position is on a year round emergency call 24 hours per day.
- Incumbent is physically involved in operating the equipment and is a “working foreman”
- Weather checks are usually performed overnight
- A great deal of tact is required when resolving complaints

Responsibility for Personnel:

2 lead hands, 10 Operators/Labourers, on average.

Working Conditions:

- Exposure to inclement weather
- Exposure to fumes, odor, noise, toxic gases and poisonous plants

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Silver Creek Estates Subdivision Parkland

RECOMMENDATION:

That Council hereby authorizes the transfer of Block 38 on the draft plan of subdivision for the Silver Creek Estates Subdivision (8M-14) in Hallville to the South Nation Conservation Authority as passive parkland.

BACKGROUND:

On December 18, 2014, the United Counties gave draft plan approval for the Silver Creek Estates Subdivision in Hallville, subject to a list of conditions. Condition #6 states: *That the Owner convey up to 5% of the land included in the plan to the Township of North Dundas for park purposes. Alternatively, the Township may require cash-in-lieu of all or a portion of the conveyance.* The approved draft Plan of Subdivision included Block 38 as a passive park and possible site for a community garden (See Open Space (OS) in **green** in the image below).



Recently, the Township of North Dundas received funding approval for the Hallville Park Development as part of the “Investing in Canada Infrastructure Program” which will collectively be providing the Township with \$2,000,950 in funding to launch the development of the eagerly anticipated Hallville Park, with the Township contributing \$727,742. With the regional park in Hallville moving forward, the need for a second Municipal Park, only 328 metres away, diminishes.

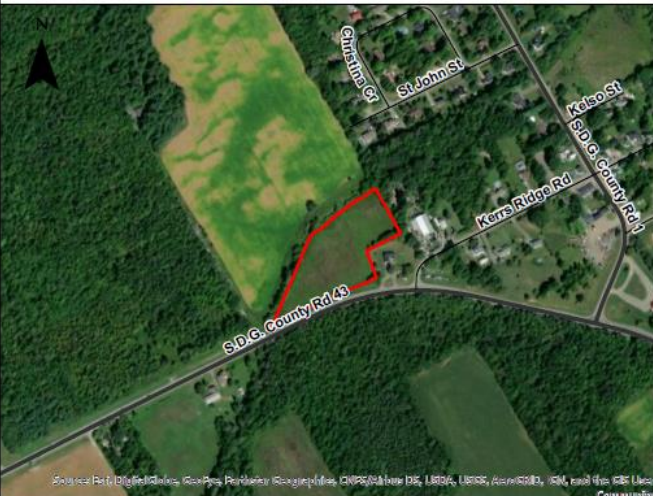
Block 38 has been set aside as a passive park, and was rezoned to Open Space (OS) on March 10, 2020 by By-law No. 2020-12 (Schedule “7”). The purpose of this By-law amendment twofold: 1) to protect the Wyle Creek Municipal Drain (Schedule “5”); and 2) to rezone the parkland to Open Space (OS).


The United Counties have a 0.3 m (1.0 ft). reserve along County Road #43 to prohibit access to the lands. Essentially, the parcel is landlocked, but has a new 9.0 metre culvert with a walkway connecting it to St. John Street. The walkway (red arrow) and culvert can be used by service vehicles to access Block 38, if necessary.

SCHEDULE "7"
BY-LAW No. 2020-12

Enacted by the Council of The Corporation of the Township of North Dundas
this 10th day of March, 2020.

MAYOR _____CLERK _____

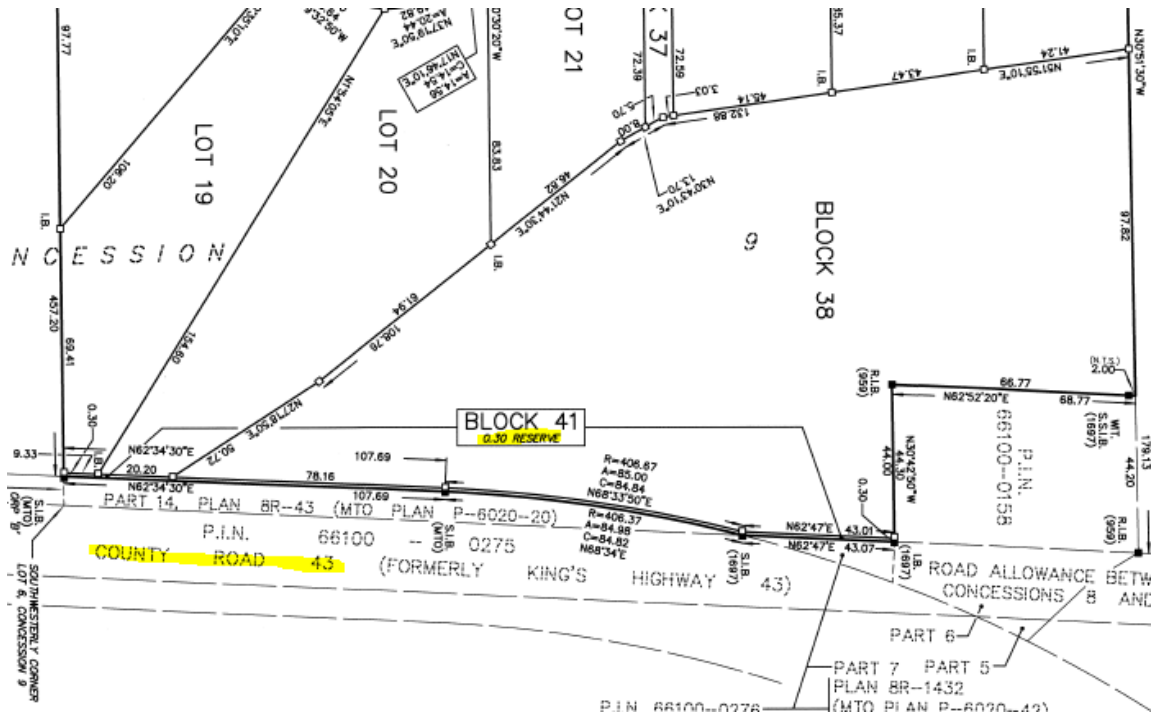




Area to be rezoned from Residential - Exception Nine (R1-9) to Open Space (OS).



Currently, Block 38 is slated to be given to the Township of North Dundas as part of the subdivision agreement. If transferred to the municipality, the Township will have to add this open space land to its capital assets and add it to the insurance policy. Council could look at selling this parcel; however, the parcel was set aside as parkland under Section 51.1 of the Planning Act, and the parcel does not have legal road access to County Road #43 (0.3 metre reserve blocks access - see below).



A few years ago, numerous trees were planted on Block 38 in collaboration with South Nation Conservation. These planted trees were staked and can now be easily seen from County Road #43. Given these factors, and that South Nation Conservation (SNC) has expressed an interest in Block 38, it is recommended that Council donate Block 38 to South Nation Conservation as a passive park. With this parcel, SNC can improve forest cover, ensure healthy and safe waterway (Wylie Creek), and provide a public recreational area.



OPTIONS AND DISCUSSION:

1. **Through the Subdivision Agreement, transfer Block 38 to the South Nation Conservation Authority.** The Township would be donating a passive open space to South Nation,
2. **Through the Subdivision Agreement, keep Block 38 as a municipal parcel of land.** The Township would keep Block 38 as passive open space.

FINANCIAL ANALYSIS:

If approved, the Township would be donating a passive open space to South Nation, and thereby removing liability and maintenance for the open space. The Township would not have Block 38 as a capital asset.

OTHERS CONSULTED:

South Nation Conservation
County Engineer
Developer – Shellian Inc.
Director of Recreation

ATTACHMENTS:

None

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Morewood Fire Hall Cistern Pump Replacement

RECOMMENDATION:

THAT Council approve budget amendment #2021-09 for the replacement of the cistern pump for the Morewood Fire Hall, to be funded using \$5,000 from the 2020 surplus.

BACKGROUND:

The breaker for the cistern pump in the Morewood Fire Hall has been tripping when the pump was in use. This issue has been getting progressively worse over the past 2 months, to the point where the breaker gets so hot that it won't reset until it cools down. Both the Fire Chief and a Morewood Firefighter, believe that the pump may be original to the building.

A local plumber serviced the pump when the problem occurred a couple of months ago.

Chief Byers reported more issues the week of May 24th, so a local electrician installed a bigger breaker for the pump. Unfortunately, the pump is still drawing too much power, so the issue persists. The electrician advised that we replace the pump.

The replacement cost of the pump, including material and labour, is up to \$5,000.

The cistern is used to top-up the tanker and pumper instead of needing to take the trucks to the dry hydrant in Morewood. The cistern is also used to fill the tanker for flooding the Morewood Outdoor Rink.

It is recommended that Council authorize the replacement of the pump and the associated budget amendment.

OPTIONS AND DISCUSSION:

- 1. Approve budget amendment #2021-09 for the replacement of the cistern pump for the Morewood Fire Hall, to be funded using \$5,000 from the 2020 surplus – recommended.**
- 2. Do not authorize the replacement of the cistern pump for the Morewood Fire Hall to proceed in 2021 – not recommended.**

FINANCIAL ANALYSIS:

No funds were allocated during the 2021 budget process, for the replacement of the Morewood Fire Hall cistern pump.

Budget amendment #2021-09 is attached with up to \$5,000 to be funded using 2020 surplus.

OTHERS CONSULTED:

Facilities Manager
Chief Byers

ATTACHMENTS:

Budget Amendment #2021-09

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

**Township of North Dundas
Addendum to Budget Resolution - June 9, 2021**

Budget Amendment - 2021-09 - Recreation and Culture

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Morewood Fire Hall - Cistern Pump	1-5-2010-8001	-	5,000	5,000
		\$ -	\$ 5,000	\$ 5,000
Financing				
Transfer from Reserve - Previous Year Surplus (1-3-2000-9670)	1-4-2010-9002	\$ -	5,000	5,000
		\$ -	\$ 5,000	\$ 5,000



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Dundas County Players Lease Agreement

RECOMMENDATION:
THAT the Council of the Township of North Dundas authorize the Mayor and CAO to execute the lease Agreement, with the Dundas County Players, for use of the Old Town Hall, for a period of 2 years.


BACKGROUND:
 The Township has been leasing the Old Town Hall to the Dundas County Players (DCP), for a number of years. The lease agreement supports the DCP having exclusive use of the second floor of the facility, as well as shared use of the lower level. The attached lease is presented with a 2-year term, with the same terms and conditions as the previous lease.

- OPTIONS AND DISCUSSION:**
1. **Adopt the Agreement as presented** - recommended.
 2. **Do not adopt the Agreement** - not recommended.


FINANCIAL ANALYSIS:
 The agreement for compensation between DCP and the Township would remain as a minimum of two thousand dollars (\$2,000) per year or twenty-five percent (25%) of the ticket sales of every show, whichever is greater.

OTHERS CONSULTED:
 Dundas County Players

ATTACHMENTS:
 Draft Agreement

PREPARED BY:


Meaghan Meerburg
 Director of Recreation

REVIEWED & APPROVED BY:


Angela Rutley, BBA
 CAO

This agreement made in duplicate this ____ day of _____ 2021.

Between:

DUNDAS COUNTY PLAYERS THEATRE SOCIETY
and referred to in this agreement as the 'Tenant'
OF THE FIRST PART

-and-

CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
A municipal corporation having its offices at
636 St. Lawrence Street, Winchester, ON
and referred to in this agreement as the 'Township'
OF THE SECOND PART

WITNESSETH THAT:

WHEREAS the Township is the owner of the building situated at 478 Main Street, in the village of Winchester and the building is referred to as the Old Town Hall;

AND WHEREAS the Tenant, a community-based, not-for-profit theatre society with the mandate to foster the dramatic arts in the community, has made it known that it wishes to utilize the Old Town Hall;

AND WHEREAS the Township operates the Old Town Hall as a centre for arts and culture and recognizes the Tenant as a cultural asset to the community;

THEREFORE the parties agree as follows:

1. The Township shall have regard to the Tenant as the RESIDENT THEATRE TROUPE; the meaning of this title is defined by the contents of this agreement.
2. In exchange for the Tenant paying to the Township a minimum of two thousand dollars (\$2000.00) per year or twenty-five percent (25%) of the ticket sales of every show, whichever is greater, the Tenant shall be allowed exclusive use of the second floor of the Old Town Hall for conducting rehearsals, holding production and membership meetings, building sets and storing stage equipment, costumes and props; and be allowed to book the Old Town Hall main floor for the following periods:

For each of the productions (typically a fall and a spring production):

- a. Lead Time - a period of time consisting of the eighteen (18) consecutive days prior to the first day of performance, with an additional ten (10) consecutive days (total of 28) for use of the Green Room, provided that the Green Room is not requested for any other facility bookings during those ten (10) days.
- b. Performance Time - a period of time starting on the day of the first performance and finishing the day of the last performance (typically Friday to Sunday covering two (2) subsequent weekends).
- c. Tear Down - a period of three days starting the day after the last performance.

Additional bookings will be charged in accordance with the applicable not-for-profit hall rental rates and will be subject to availability.

3. Booking requests by the Tenant are to be submitted as per the Township's Old Town Hall Booking Policy.
4. Exceptions to this reservation schedule will be made for the Winchester Open Mic Night, that will have the right to use the lobby of the Old Town Hall up to four (4)

days before a DCP production and following the two (2) days after the last performance.

5. The Tenant retains the right to approve, train or assist whoever is handling their equipment.
6. The Tenant shall not transfer its rights and privileges under this agreement to any other persons, parties, organization or associations without the express written permission of the Township.
7. The Township shall provide all maintenance associated with the premises. The Tenant will continue to perform minor maintenance activities (lightbulb replacements, facility clean-up, etc.) related to DCP activities. The Township shall pay all utility costs associated with the building.
8. Should either party wish to terminate the agreement prior to the expiration of the term, written notice must be given one hundred and twenty (120) days in advance of termination.
9. Should the Tenant become inactive, cease operations or dissolve, then the agreement shall become null and void and the Township's decision in regard to such shall be final and unchallenged.
10. This agreement is in place for a period of two (2) years, starting on the date of signing. If, at the end of this contract agreement, neither the Tenant nor the Township acts to renew, update or terminate the agreement, both parties will continue to follow the terms of the contract until termination or the signing of a new agreement.

LIABILITY AND INDEMNITY OF LANDLORD:

11. The Tenant shall indemnify, defend and save harmless the Corporation of the Township of North Dundas, their elected officials, officers, employees, and agents from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest, or damages of every nature and kind whatsoever, including, but not limited to, bodily injury or damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Tenant, their officers, employees, agents, or others for whom the Tenant is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Tenant in accordance with this agreement and shall survive this agreement.
12. In the event that the Occupational Health & Safety Act R.S.O. 1990, c.O.1 should apply to any matter occurring pursuant to this agreement, each party will assume its responsibility and liability under the Act.

INSURANCE:

13. The Tenant agrees to obtain Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than two million dollars (\$2,000,000) per occurrence/two million dollars (\$2,000,000) annual aggregate for any negligent acts or omissions relating to the Tenant's operations. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products; broad form completed operations; employees and volunteers as Additional Insured(s); contingent employers liability; Tenant legal liability – all risks; cross liability and severability of interest clause.

The Corporation of the Township of North Dundas shall be added as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing

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

Any and all deductibles shall be the sole responsibility of the Tenant and the Township shall bear no cost towards such deductible.

The Policies shown above shall not be cancelled, or materially changed unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of cancellation.

The insurance policy will be in a form and with a company licensed to conduct business in Ontario which is, in all respects, acceptable to the Township. DCP shall provide the Township with a certificate of insurance evidencing coverage as noted above, on an annual basis.

In addition to the above insurance, the Tenant shall be responsible to insure their property including business interruption – the Township shall not bear any cost associated with such insurance.

Signed this _____ day of _____ 2021 at Winchester by the parties to the contract.

DUNDAS COUNTY PLAYERS THEATRE SOCIETY
“We have the authority to bind the Tenant”

Witness Signature

TENANT Signature

(Print Name) Witness

(Print Name & Title)

Witness Signature

TENANT Signature

(Print Name) Witness

(Print Name & Title)

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
“We have the authority to bind the Township”

Witness Signature

Tony Fraser, Mayor

(Print Name) Witness

Witness Signature

Angela Rutley, CAO

(Print Name) Witness



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Senior Municipal Services Assistant

RECOMMENDATION:

THAT Council accepts the recommendation of the hiring committee and approves the hiring of Emily Beach as Senior Municipal Services Assistant as per the offer of employment dated May 31, 2021.

BACKGROUND:

Justine Plummer was offered and accepted the role of Senior Municipal Service Assistant on May 12, 2021. Shortly thereafter she obtained full-time employment in her field of study and tendered her two-week notice. The hiring committee subsequently interviewed Emily Beach and are recommending the appointment of Emily to the position of Senior Municipal Services Assistant on a 5-month contract commencing May 31st.

OPTIONS AND DISCUSSION:

1. **Approve the hiring** - recommended.
2. **Do not approve the hiring** - not recommended. We would need to re-advertise the position to find a new candidate.

FINANCIAL ANALYSIS:

There are funds in the 2021 budget for this position.

OTHERS CONSULTED:

Clerk/Deputy CAO

Deputy Clerk

PREPARED BY:

**Angela Rutley, BBA
CAO**



ACTION REQUEST – CAO	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Communications Officer

RECOMMENDATION:

That Council approves the job description for the position of Communications Officer dated June 1, 2021 and the associated budget amendment 2021-08.

BACKGROUND:

Council has indicated that they are desirous of hiring a communications officer to provide coverage of Council attendance at community functions, to improve communication with residents and to tell the story of North Dundas. The attached job description is based on the outline that was provided to Council by the Deputy Mayor at the April 13th Council meeting where Council’s feedback was requested. It was further discussed at the April 27th meeting and additionally supported by Council at the May 25th meetings.

The job has been posted on the Township’s website and Facebook page with a closing date of Monday, June 21st at 10:00am. The hiring committee has yet to be determined. One option would be for the committee to consist of the CAO, Clerk and two members of Council. Alternatively, due to the nature of the position and the direct relationship with Council, Council may prefer that all of Council participate on the hiring committee. In the latter case, interviews will be held as Special meetings of Council. If Council provides their direction with respect to the hiring committee, the hiring process will be coordinated accordingly.

OPTIONS AND DISCUSSION:

1. **Approve the job description.** Recommended. The job description provides the position description and qualifications.
2. **Modify the job description.** The job has been posted, but Council could still choose to make minor modifications to the job description.

FINANCIAL ANALYSIS:

The total cost for 2021, based on six months is anticipated to be \$17,500. The funding for this position was included in the 2020 budget, but it was not carried forward into the 2021 budget. Therefore, it is recommended that the attached budget amendment be approved to transfer this amount from the 2020 surplus. The rest of the one-year term will be included in the 2022 budget.

OTHERS CONSULTED:

Council

ATTACHMENTS:

Position advertisement

Job description

Budget Amendment 2021-08

PREPARED BY:



**Angela Rutley, BBA
CAO**



Employment Opportunity – Township of North Dundas **Communications Officer – Part-Time**

The Township of North Dundas is a growing municipality on the southern border of the City of Ottawa. It is a vibrant rural community that is home to a population of approximately 12,000 with municipal headquarters in the Village of Winchester. Our residents enjoy a mixed rural and urban lifestyle, excellent health care facilities including a local hospital, recreation facilities, live amateur theatre and numerous community events throughout the year including the popular *Meet Me on Main Street* event series.

The Township of North Dundas is seeking a motivated, creative, enthusiastic individual for the position of Communications Officer. This position is responsible for the communication strategy for the Township including telling the story of North Dundas and ensuring a high level of communication with residents. Responsibilities also include attending community events with Council, taking photographs and preparing social media posts and news releases.

A full position description, including the skills and knowledge required follows below.

This is a one year part-time contract for an average of 20 hours per week at \$30/hr.

To apply to become part of our team, please
submit your resume and cover letter by 10:00am on Monday, June 21st, 2021 to
Jo-Anne McCaslin, Clerk
Township of North Dundas
636 St. Lawrence St., PO Box 489,
Winchester, ON K0C 2K0
Fax: 613-774-5699
E-Mail: careers@northdundas.com

The Township of North Dundas wishes to thank all applicants who apply, however, only those being selected for an interview will be contacted. The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate qualified candidates in all parts of the hiring process. Applicants need to make their needs known in advance. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

**TOWNSHIP OF
NORTH DUNDAS**

JOB DESCRIPTION

JOB TITLE: Communications Officer	LAST REVISION DATE: n/a
REPORTS TO: Clerk	APPROVED BY:
WAGE LEVEL: \$30/hr Avg. 20 hrs/week, 1 year contract	EFFECTIVE DATE: June 1, 2021

Position Summary:

Reporting to the Clerk, this position is responsible for developing and implementing the communication strategy for the Township. This includes telling the story of North Dundas and ensuring a high level of communication with residents regarding issues that may impact them. This includes ensuring appropriate and clear communications with Township residents and visitors via the Township website, social media platforms and printed material.

This person will also be liaising with the Mayor on behalf of Council to attend community events, take photographs and prepare press releases for the Township.

Position Description:

- Promote the Township of North Dundas within and outside the Township through promotional literature, press releases, the Township website and social media platforms etc.
- Attend meetings of various community and business groups as required, including evening and weekend meetings
- Attend events as requested by the Mayor on behalf of Council to take photos and draft associated press releases or content for Township website and social media (evening and weekends included)
- Coordinate and implement, in concert with North Dundas Department Heads, the communications program of the municipality, including:
 - Responsible for drafting content for the Township website
 - Provide support to North Dundas departments in the development of communications and promotional material.
 - Take photos and prepare media releases, newspaper articles, speeches and presentations as required.
 - Co-ordinate, draft and produce Township publications including, Annual Report, Newsletter, advertisements, brochures etc.
 - Assist with creation and proofreading of Explore North Dundas magazine

- Responsible for Township Social Media program including, but not limited to Facebook, Instagram and YouTube.
- Attend and provide audio-visual and virtual meeting support for Council meetings as required
- Undertake special projects and other duties as assigned.

Position Qualifications:

- Post-secondary education in communications, marketing, business administration, public relations, economic development, or related discipline.
- 2 years of experience in marketing and/or communications including print material would be an asset
- Experience in communications in the municipal or broader public sector is preferred.
- Experience in drafting news releases and published material preferred.
- Superior communication (oral and written) skills including the ability to draft, proofread, edit and author documentation.
- Superior ability/comfort with all applicable social media platforms.
- Graphic and/or web design are considered assets.
- Photography experience preferred.
- Storytelling experience considered an asset.
- Demonstrated previous working experience with the general public with preference given to candidates with previous experience in a Municipal environment.
- Organizational skills to work on a number of projects simultaneously and prioritize accordingly to complete tasks within appropriate time frames.
- Ability to develop, maintain and utilize a network of contacts to foster communication within the Township.
- Ability to work within the Township framework with Dept Heads, fellow employees, outside agencies and the public, with respect, diplomacy and confidentiality.
- Ability to work with minimal supervision.
- Ability to manage stress.
- Good problem-solving skills and a commitment to confidentiality and professional ethics.
- Computer literacy and proficiency with word processing, spreadsheets, websites etc.
- Bilingualism would be considered an asset.

- Experience with Drupal would be an asset.

Other Requirements:

- A vehicle and valid driver's class G licence are required for this position.
- Working hours will include attendance at meetings and events in the early morning or evening and on weekends.
- Satisfactory criminal background check.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

APPENDIX #1

**Township of North Dundas
Addendum to Budget Resolution - June 9, 2021**

Budget Amendment - 2021-08 - General Government

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Part-time/Contract Wages	1-5-1200-1015	44,000	59,600	15,600
Employer Payroll Taxes	1-5-1200-1110	131,600	133,500	1,900
		\$ 175,600	\$ 193,100	\$ 17,500
Financing				
Transfer from Reserve - Previous Year Surplus (1-3-2000-9670)	1-4-1200-9001	-	17,500	17,500
		\$ -	\$ 17,500	\$ 17,500



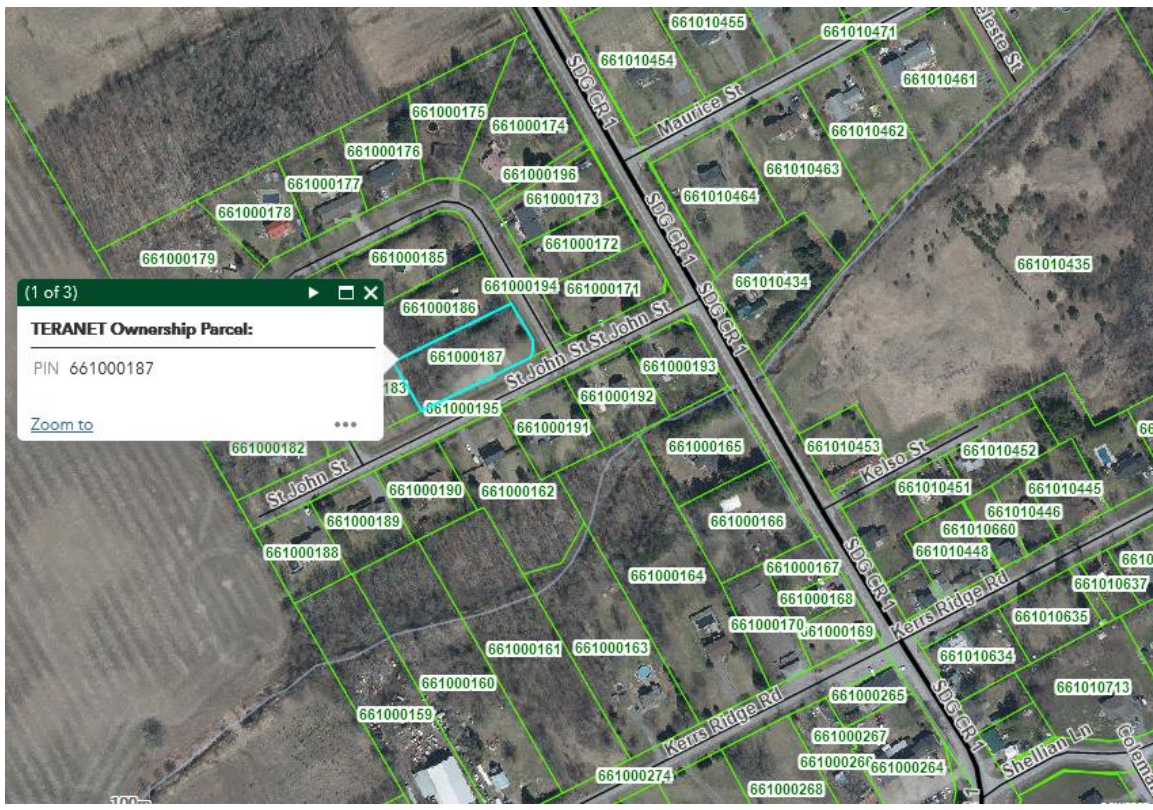
ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Disposition of 10515 St. John Street, Hallville

RECOMMENDATION:

THAT the Council of the Township of North Dundas declare the municipally-owned property (PIN# 661000187), located at 10515 St. John Street, in Hallville, surplus to the needs of the municipality and authorize the Clerk to advertise the property for public sale in accordance with the procedures outlined in the Township of North Dundas Sale & Disposition of Land Policy No. 17-2007.

BACKGROUND:

With the recent announcement that the Township of North Dundas has received \$2 million in funding for the development of the new Hallville Park and plans to move forward with that project, the municipally-owned property located at 10515 St. John Street, is no longer planned to provide recreational opportunities for our residents.



The property is currently zoned R1. This particular Residential First Density (R1) zone permits single-family homes to be built, with one unit intended per lot.



It is therefore recommended that in accordance with Policy No. 17-2007, Council declare the vacant St. John Street property surplus to the needs of the municipality and authorize the Clerk to initiate the sale and disposition of land process. This involves engaging the services of a local realtor to provide an appraisal of the property, advertising the property for public sale and entering into a multiple listing service agreement.



OPTIONS AND DISCUSSION:

1. **Declare the property, located at 10515 St. John Street, in Hallville, surplus to the needs of the municipality and authorize the Clerk to proceed to sell the property – recommended.**
2. **Do not declare the property surplus at this time – not recommended.**

FINANCIAL ANALYSIS:

Real Estate costs to dispose the St. John Street property were not included in the 2021 municipal budget; nor was any revenue from the sale of the land. The net funds from the sale of the property can be used toward the Township's portion of the new park development.

OTHERS CONSULTED:

CAO
Director of Planning, Building and Enforcement

ATTACHMENTS:

Policy No. 17-2007.

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

POLICY MANUAL	Policy No. 17-2007
Township of North Dundas	Effective Date: November 27, 2007 Revision effective: August 9, 2016
Subject: Sale and Disposition of Land	

Authority:

Section 270(1) of the *Municipal Act 2001, S.O.2001 25*, as amended, requires all municipalities to adopt and maintain policies governing the sale of surplus land. This policy will include providing proper notice to the public.

Purpose:

To Establish the Procedures for the Sale and Disposition of Land owned by the Municipality

Policy:

1. For the purposes of this policy, a sale includes a lease of lands for a period, including renewals, of 21 years or longer.
2. Prior to the disposal of property, Council shall:
 - a) By resolution declare the property surplus to the needs of the municipality;
 - b) Obtain at least one appraisal of the fair market value of the property; this may be an Opinion of Value from a Realtor, or an independent qualified appraiser who is a registered member in good standing of the Appraisal Institute of Canada.
 - c) Give adequate notice to the public of the proposed sale by advertising in a local publication having general circulation within the Township of North Dundas ie: The Winchester Press and Chesterville Record, and on the Township Website
 - d) Council shall determine the price, terms and conditions as well as the manner of the sale, (public auction, public tender, listing with a realtor, solicited offer or unsolicited offer, or other suitable manner) considering the particular circumstances of each proposed sale and considering the best interests of the Township. The Council may designate a committee of Council or Mayor and the Clerk to determine the foregoing.
 - e) That costs associated with the disposal of the proposed real property, including legal fees, survey, appraisal, encumbrances, advertising, improvements, administrative fees, etc., shall be established; and, Council in the best interest of the Township shall determine the percentage of costs listed in Section "d" above attributable to the Purchaser.

f) This process is not applicable to agreements entered into for the purposes of infrastructure and public service facilities as defined in the Provincial Policy Statements.

g) All decisions pertaining to the sale of property will be approved and ratified by Council.

Approved by: Council, August 9, 2016

Council Resolution: 13



ACTION REQUEST – Public Works	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Tender # PW 2021-04 for 2021 Truck Purchase

RECOMMENDATION:

THAT Council award Tender #PW 2021-04, for the purchase of one 2021 truck, to Myers Kemptville Chevrolet Buick GMC in the amount of \$44,968 plus HST; AND THAT Council approve financing in accordance with budget amendment #2021-06.

BACKGROUND:

Request for quotation was closed on May 17, 2021 for the purchase of a 1/2 Ton, 4-Wheel Drive with 6.5 Foot Box truck. One bid was received and evaluated for financial and technical specifications.

The submission meets or exceeds technical requirements.

Based on technical evaluation criteria and financial proposal, the bid is found to be satisfactory, and Myers Kemptville Chevrolet Buick GMC is recommended for the award of the tender in the total amount of \$44,968 plus HST.

The dealer has applied \$11,500 GMC discount and have included additional \$1500 of accessories such as mud flaps, upfitter switch package, etc. to meet the specifications at no additional cost. The truck in production and will be silver color.

Based on discussion with the dealers, the price of trucks has increased this year, as there is a significant shortage of trucks and delivery schedules are impacted due to high demand and COVID. It is anticipated that truck prices will further increase in 2022.

OPTIONS AND DISCUSSION:

1. **Approve the recommendation** – recommended.
2. **Do not approve the recommendation and re-tender** – not recommended

FINANCIAL ANALYSIS:

There is no impact on taxes. The \$10,800 budget shortfall is recommended to come from the 2020 surplus. Refer to attached budget amendment No. 2021-06 for details on budgets and financing of the 2021 truck.

OTHERS CONSULTED:

Finance
CAO

ATTACHMENTS:

Budget Amendment

PREPARED BY:



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

REVIEWED & APPROVED BY:



Angela Rutley, BBA
CAO

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - June 9, 2021

Budget Amendment - 2021-06 - Transportation

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Purchase of Passenger Vehicle	1-5-3254-8000	35,000	45,800	10,800
		\$ 35,000	\$ 45,800	\$ 10,800

Financing

Taxation		10,000	10,000	-
Development Charges (3-3-2000-9590)	1-4-3254-9500	25,000	25,000	-
Transfer from Reserve - Previous Year Surplus (1-3-2000-9670)	1-4-3254-9000	-	10,800	10,800
		\$ 35,000	\$ 45,800	\$ 10,800



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Tender # RC 2021-01 Chesterville Ball Field Lighting Replacement

RECOMMENDATION:

THAT Council award Tender # RC2021-01 for the replacement of the Chesterville ball field lights, located at 155 Queen St., to Dundas Power Line Ltd., for the stipulated price of \$22,995 + HST.

BACKGROUND:

A tender for the replacement of the lights for the Chesterville ball field was advertised. A provisional hourly rate was requested for repositioning up to 33 lights on Morgan Field, in Winchester.

Submissions were received and opened on Tuesday, April 20th. A summary of the 8 complete bids that were received, is attached. Based on review of the 8 submissions and the award of points to each bidder, which were assigned in accordance with the evaluation system that was published in the tender, it is recommended that the replacement of the lights for the Chesterville ball field be awarded to Dundas Power Line Ltd., for the stipulated price of \$22,995 + HST.

OPTIONS AND DISCUSSION:

- 1. Award the replacement of the Chesterville ball field lights to Dundas Power Line Ltd., for the stipulated price of \$22,995 plus HST - recommended.**
- 2. Request that an alternate company be awarded the project - not recommended.**

FINANCIAL ANALYSIS:

\$36,300 was included in the 2021 budget, for the replacement of the Chesterville ball field lights. Of the \$36,300 budgeted, \$9,350 was planned to be funded from a Save On Energy incentive and the remaining \$26,950 was pending award of grant funding. The grant funding has recently been approved. The bid submitted by Dundas Power Line Ltd. is within the budgeted amount.

The cost for repositioning the lights for Morgan Field, was not included in the 2021 budget, so a provisional price was requested. The total cost to reposition up to 33 lights would exceed an amount that can be afforded with the Winchester Ball Diamonds and Parks repairs & maintenance budget. Therefore, the cost for

repositioning the lights for Morgan Field will be revisited during the 2022 budget process.

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
TENDER # RC2021-01
LIGHTING REPLACEMENT CHESTERVILLE BALL FIELD, 155 QUEEN ST.,
CHESTERVILLE
TOWNSHIP OF NORTH DUNDAS MUNICIPAL OFFICE – TUESDAY, APRIL 20TH, 2021 AT 9:00 AM

COMPANY NAME	ITEM 1
ACF Electric LTD	\$26,875.50
ATEL Electric	\$39,000.00
Beattie Dukelow Electrical	\$24,220.30
Ionic Electrical Contracting Inc.	\$24,272.81
Jet Electrical Contractors Inc.	\$30,000.00
JWK Utilities & Site Services Ltd.	\$32,700.00
Devries Electric Inc.	\$22,850.00
Dundas Power Line Ltd.	\$22,995.00



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	May 25, 2021
Subject:	Tender # RC2021-04 - South Mountain Tennis Courts Lighting & Pole Replacement

RECOMMENDATION:

THAT Council award Tender # RC2021-04 for the replacement of the lights and poles at the South Mountain Tennis Courts, located at 10543 Main St., to Devries Electric Inc., for the stipulated price of \$13,674 excluding HST.

BACKGROUND:

A tender for the replacement of the lights and poles for the South Mountain Tennis Courts was advertised (Item 1 in the Tender Opening Summary attached). A provisional price was requested for replacement of the 2 lights and mounting brackets that are on the pole in the East corner of the tennis courts (Item 2). Those 2 lights are the same vintage as the lights that are on the poles surrounding the courts and will likely need to be replaced soon. By having the contractor replace those lights at the same time, the replacement cost will be lower since the contractor labour, materials and equipment will already be on site.

Bid submissions were received and opened on Wednesday, April 21st. 8 bids were received. A summary of the bids received, is attached.

OPTIONS AND DISCUSSION:

- 1. Award the project to Devries Electric Inc., for the stipulated price of \$13,674 excluding HST - recommended.**
- 2. Request that an alternate company be awarded the project - not recommended.**

FINANCIAL ANALYSIS:

\$39,050 was included in the 2021 budget for updates to the South Mountain Tennis Courts, including replacing the lights and poles, painting lines on the courts, and installing asphalt around the perimeter of the fence. The bid submitted by Devries Electric Inc. is within the budgeted amount for this project.

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
TENDER # RC2021-04
LIGHTING & POLE REPLACEMENT, SOUTH MOUNTAIN TENNIS COURTS
10543 MAIN ST., SOUTH MOUNTAIN
TOWNSHIP OF NORTH DUNDAS MUNICIPAL OFFICE – WEDNESDAY, APRIL 21ST, 2021 at 11:00 am

COMPANY NAME	ITEM 1	ITEM 2
ATEL Electric Limited	\$21,400.00	\$700.00
Sega Electric Inc.	\$20,000.00	\$1,100.00
Devries Electric Inc.	\$13,125.00	\$549.00
Jet Electrical Contractors Inc.	\$65,553.00	\$7,000.00
Beattie Dukelow Electrical	\$17,217.32	\$838.53
Black and McDonald Limited	\$22,900.00	\$2,000.00
Dundas Power Line Ltd.	\$18,495.00	\$850.00
JWK Utilities & Site Services Ltd.	\$23,900.00	\$2,350.00



ACTION REQUEST – Recreation and Culture	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Morewood Fire Hall Foundation Repair Work - Tender # RC2021-06

RECOMMENDATION:

THAT the Council of the Township of North Dundas award Tender # RC2021-06 for the foundation repair work for the Morewood Fire Hall, located at 21 Russell St., Morewood, to DeJong Masonry, for the stipulated price of \$16,000 excluding HST AND THAT Council approve budget amendment #2021-07 for additional foundation repair costs of up to \$7,000, to be funded using fire hall reserves and the remaining funds from the Chesterville ballfield fence repairs.

BACKGROUND:

During a site visit to the Morewood Fire Hall in June of 2020, the Facilities Manager & Director of Recreation & Culture noticed that the rear section of the building was shifting off of the block foundation. During a second site visit, which took place in the fall, accompanied by an engineer, it was noticed that the foundation had shifted back. The engineer recommended that the foundation at south corner of the building, for approximately 4' to 5' on each side, be reinforced. Budgetary pricing was provided by a local contractor, as well as by the engineer, for that scope of work. As a result, \$10,500 was approved to be included in the 2021 Recreation & Culture Department budget for this project.

The scope of work has since increased to reinforcement of the foundation for the entire rear portion of the building. As to be expected, this has increased the project costs substantially, but provides a stronger, long-term solution.

Engineered design drawings were commissioned and a tender for the repair of the Morewood Fire Hall foundation was advertised. 3 submissions were received and opened on Wednesday, May 26th. A summary of the bids received, is attached.

OPTIONS AND DISCUSSION:

- 1. Award the project to DeJong Masonry, for the stipulated price of \$16,000 plus HST & approve budget amendment #2021-07 for additional project costs of up to \$7,000 to be funded using fire hall reserves and the remaining funds from the Chesterville ballfield fence repairs – recommended.**

2. Do not authorize that the foundation repairs to the Morewood Fire Hall proceed in 2021 – not recommended.

FINANCIAL ANALYSIS:

\$10,500 was included in the 2021 budget for this capital project. The increased project scope is anticipated to be up to \$17,500, which is an additional cost of up to \$7,000.

\$4,700 was budgeted for repairs to the Chesterville ballfield fence. Only approximately \$3,400 was used; therefore, the project savings are approximately \$1,300.

The balance in the Fire Hall reserve as of December 31, 2020 was \$11,759.29. In 2021, \$6,000 was committed to the purchase and installation of a new exhaust fan in the garage bay of the Chesterville Fire Hall; leaving a balance of \$5,759.29. It is recommended that \$5,700 be used to fund the Morewood Fire Hall foundation repairs, leaving an anticipated balance of approximately \$59.29.

OTHERS CONSULTED:

Facilities Manager
Deputy Treasurer

ATTACHMENTS:

Tender Opening Summary
Budget Amendment #2021-07

PREPARED BY:



Meaghan Meerburg
Director of Recreation

REVIEWED APPROVED BY:



Angela Rutley, BBA
CAO

TENDER OPENING**TENDER # RC2021-06****MASONRY FOUNDATION REPAIR WORK, MOREWOOD FIRE HALL****21 RUSSELL ST., MOREWOOD****TOWNSHIP OF NORTH DUNDAS MUNICIPAL OFFICE – WEDNESDAY MAY 26TH, 2021 AT 9:00 AM**

COMPANY NAME	ITEM 1
DeJong Masonry	\$16,000.00
Jonas Building Restoration Ltd.	\$18,760.00
Paranis Construction Inc.	\$108,985.00

APPENDIX #1

Township of North Dundas
Addendum to Budget Resolution - June 9, 2021

Budget Amendment - 2021-07 - Recreation

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Morewood Fire Hall - Exterior Foundation Repairs	1-5-2010-8001	10,500	17,500	7,000
		\$ 10,500	\$ 17,500	\$ 7,000
Financing				
Transfer from Reserves - Fire Hall (1-3-2000-8021)	1-4-2010-9001	\$ -	5,700	(5,700)
Savings from Chesterville Ball Diamond Fence Repairs	1-5-7200-8000	\$ 4,700	3,400	(1,300)
		\$ 4,700	\$ 9,100	\$ (7,000)



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Starbank Developments 12015 Corp. - Site Plan Control Agreement By-law

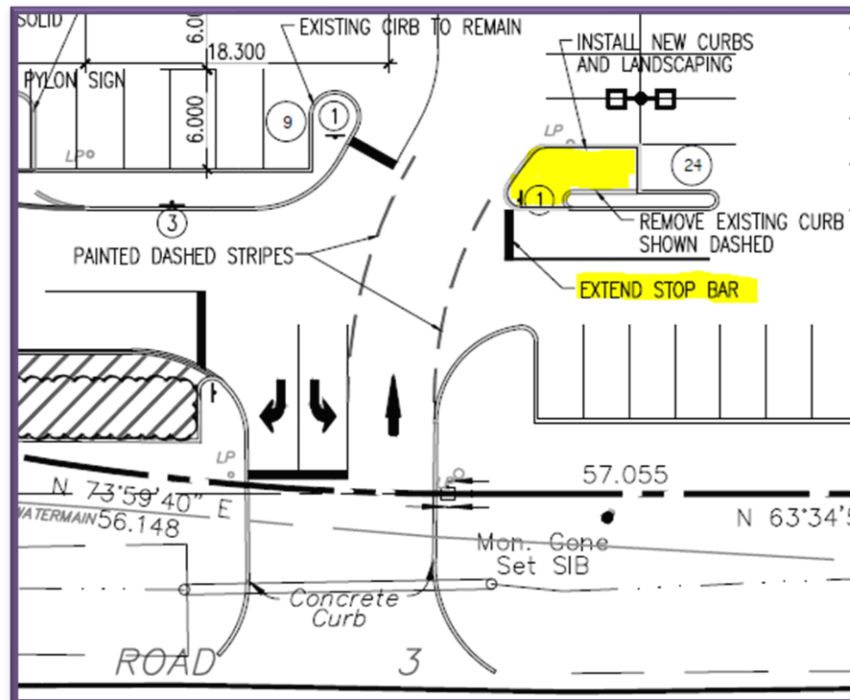
RECOMMENDATION:

THAT By-law No. 2021-38, being a By-law to authorize the Mayor and Clerk to enter into a Site Plan Control Agreement between the Township of North Dundas and Starbank Developments 12015 Corp. be read and passed in Open Council, signed and sealed this 9th day of June, 2021.

BACKGROUND:

A revised site plan has been prepared and accepted by the Site Plan Control team for a commercial development at 12005 County Road #3. On March 9, 2021, Council confirmed the water capacity allocation for this development. A building permit has been applied for, and will be issued once the site plan agreement is signed. A traffic study was prepared by the proponents. Several discussions were held regarding possible modifications to the entrance along with partnerships. On March 15, 2021, County Council adopted Resolution 2021-58, which postponed any changes to County Road #3.

Rather than shift the entrance to align the internal intersection (preferred solution), Maverick Development Corporation (*Builder*) has shifted the stop sign and made a new island to better align the intersection (see yellow island on the site plan excerpt).



The Site Plan Control Team is recommending approval of the following site plan: Site Plan - Commercial Development, 12005 & 12015 County Road #3, prepared by Clare Avenue Design Inc. for Maverick Development Corporation Revision #10, Dated May 20, 2021. This site plan is available for viewing in the Council Office.

OPTIONS AND DISCUSSION:

1. **Adopt By-law No. 2021-38** – recommended.
2. **Do Nothing** – not recommended. The proponents can take legal action for failing to move forward with their Site Plan Application.
3. **Refuse the request** – not recommended. The proponents can take legal action for failing to move forward with their Site Plan Application, or proposed expansion may be abandoned.

FINANCIAL ANALYSIS:

Once the project has been completed and is operational, the Township can anticipate additional commercial property tax revenue.

OTHERS CONSULTED:

County Planning Division
South Nation Conservation
Director of Public Works
Site Plan Control Group
Design Engineer
Chief Building Official
CAO

ATTACHMENTS:

Draft By-law No. 2021-38

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-38

Being a By-law to Authorize the Mayor and Clerk to enter into a Site Plan Control Agreement between the Township of North Dundas and Starbank Developments 12015 Corp.

WHEREAS the Council of The Corporation of the Township of North Dundas deems it necessary and in the public interest to enter into a Site Plan Agreement with the owners of lands known as 12015 County Road #3, legally described as Part of Lot 1, Concession 7, being Parts 2, 7 and 8 on Plan 8R4715 and Part 1 on Plan 8R1875, Geographic Township of Winchester, now the Township of North Dundas, in the County of Dundas;

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

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

- 1.0 That** the Mayor and Clerk are hereby authorized to sign a Site Plan Agreement with Starbank Developments 12015 Corp.
- 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 9th day of June, 2021.

MAYOR

CLERK



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Restrictive Covenant Agreement - Silver Creek Estates Subdivision

RECOMMENDATION:

THAT By-law No. 2021-40, being a By-law to authorize the Mayor and Clerk to enter into a Subdivision Restrictive Covenant Agreement between the Township of North Dundas and Shellian Inc. be read and passed in Open Council signed and sealed this 9th day of June, 2021.

EXECUTIVE SUMMARY:

The subdivision agreement between Shellian Inc. and the Township has been finalized (Authorized by By-law No. 2021-25) for Part of Lot 6, Concession 9 former Township of Mountain; being the property located in the northwesterly part of Hallville (SDG File No. 01-ND-S/2014). The Registry Office wants Restrictive Covenants moved out of the subdivision agreement (restrictive covenants were typically contained in Schedule “O”) and placed in a separate agreement. The attached by-law is to authorize the Mayor and Clerk to sign these covenants under a separate agreement for lots in the subdivision. This separate agreement will simplify restrictive covenants and warnings for future purchasers within the subdivision.

BACKGROUND:

As noted above, moving the purchase and sale covenants to a separate document will provide clarity for those who purchase a lot or dwelling in a subdivision. Previously, these covenants were buried in Schedule “O”, and not always shared with a buyer. This way, there is a clear list of covenants applicable to owners, and subsequent owners within the subdivision. These covenants include items like: the driveway must be paved; owner must maintain the drainage and cannot alter the grading and drainage; owner must plant and maintain a tree; heat pumps are prohibited unless approved for use in the subdivision by a professional hydrologist; mail delivery will be provided by a community mailbox; school board covenants; the Township of North Dundas does not guarantee the quality or quantity of the groundwater; sump pump requirement; no touch setbacks required from Wylie Creek; development charges are payable at the time of the building permit; etc. A total of 31 covenants have been included (see attached).

OPTIONS AND DISCUSSION:

1. **Approve By-law No. 2021-40, to authorize the signing of the subdivision restrictive covenant agreement** – recommended.
2. **Refuse the by-law** - not recommended.
3. **Do nothing** – not recommended.

FINANCIAL ANALYSIS:

Once the subdivision is registered along with the agreements, the property will be reassessed by the Municipal Property Assessment Corporation (MPAC) which will generate additional tax revenue for the Counties, the Township and School Boards. Once the roads are constructed, building permits can be issued; thereby generating additional revenue.

OTHERS CONSULTED:

Ian Drew, Shellian
Solicitor for Shellian Inc.
Township Engineer
City of Ottawa
H.A. Ken Shipman Surveying Ltd.
South Nation Conservation Authority
Transportation and Planning Services Department, United Counties of S.D.&G.

ATTACHMENTS:

Draft By-law No. 2021-40
Subdivision Restrictive Covenant Agreement

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-40

Being a By-law to authorize the Mayor and Clerk to enter into a Subdivision Restrictive Covenant Agreement between the Township of North Dundas and Shellian Inc. (Silver Creek Estates Subdivision)

WHEREAS Section 51(26) of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, enables a municipality to enter into agreements imposed as a condition to the approval of a Plan of Subdivision;

AND WHEREAS the Council of the former Township of Mountain passed By-law No. 79-6, being a By-law to regulate the use of land and the use and erection of buildings and structures pursuant to Section 34 of the Planning Act for the subject property;

AND WHEREAS the Council of the Township of North Dundas deems it necessary and in the public interest to enter into a Subdivision Restrictive Covenant Agreement with Shellian Inc., being the owner of lands described as Part of Lot 6, Concession 9, former Township of Mountain, now the Township of North Dundas, County of Dundas, being PIN#66100-0326 (LT).

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

- 1.0 That the Mayor and Clerk are hereby authorized to sign a Subdivision Restrictive Covenants Agreement with Shellian Inc., a copy of which is attached hereto as Schedule "A", and is hereby declared to form part of this By-law.
- 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 9th day of June, 2021.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-40

SCHEDULE "A"

**SILVER CREEK ESTATES SUBDIVISION
RESTRICTIVE COVENANTS AGREEMENT**

(Shellian Inc.)

THIS AGREEMENT made pursuant to subsection 51(26) of the *Planning Act*, on the 9th day of June, 2021.

BETWEEN:

SHELLIAN INC.

(Hereinafter referred to as the "Owner")

OF THE FIRST PART

AND:

TOWNSHIP OF NORTH DUNDAS

(Hereinafter called the "Township")

OF THE SECOND PART

WHEREAS the Owner and the Township have entered into a Subdivision Agreement with respect to development by way of a Plan of Subdivision registered in the Land Registry Office for the Land Titles Division of Ottawa-Carleton (No.4) Ottawa on the day of July, 2021, bearing registration number 8M-14 and more particularly described in Schedule "A" hereto annexed.

AND WHEREAS to assure that certain covenants contained in the Subdivision Agreement come to the attention of all future individual owners of property in the subdivision in a simplified form so that they will be aware of their obligation to honour the covenants of the Subdivision Agreement, where and when each of the said covenants is applicable, the parties have agreed to enter into this Agreement.

AND WHEREAS the Owner and the Township have agreed to certain matters hereinafter expressed relating to the planning, development and phasing of the said Subdivision, and Township Council passed By-law No. 2021-25 on March 23, 2021 authorizing the signing of a subdivision agreement;

AND WHEREAS the Council of The Corporation of the Township of North Dundas passed By-law No. 2021-40 on June 9, 2021 authorizing the signing of this agreement;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of one (\$1.00) dollar of lawful money of Canada and the mutual covenants hereinafter expressed, the Township and the Owner covenant and agree as follows:

1. The Owner or any Subsequent Owner of any lot or block within the subdivision shall include the following provisions in any agreement of purchase and sale:

The Owner agrees that all purchase and sale agreements for the whole or any part of a lot/block on the Plan of Subdivision shall contain the following clauses which shall be incorporated in all Transfers/Deeds from the Owner so that the clauses shall be covenants running with the lands for the benefit of the lands in the Subdivision:

- (a) The Transferee, for himself, his heirs executors, administrators, successors and assigns, covenants and agrees that should damage be caused to any of the Works in this Subdivision by any action or the lack of any action whatsoever on the part of the Transferee, the Director of Planning, Building and Enforcement may serve notice to the Transferee to have the damage repaired and if such notification be without effect for a period of two clear days after such notice, the Director of Planning, Building and Enforcement may cause the damage to be repaired and shall recover the costs of the repair plus the Management Fee, under Section 446, of the *Municipal Act, 2001, S.O.2001, c.25, as amended*, in like manner as

municipal taxes.

- (b) The Transferee, for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that he will not commence construction of any buildings unless,
 - (i) a building permit has been issued;
 - (ii) all requirements with respect to underground Works, road base granulars and first lift of asphalt have been carried out on the Roads on which the subject lot fronts;
 - (iii) the Road on which the subject lot fronts has been connected by Roads which are, at a minimum, at a similar stage of completion to the overall Township Road network; and,
 - (iv) the whole or such portion of the mass earth moving or general grading deemed necessary by the Director of Planning, Building and Enforcement has been completed and approved.

- (c) The Transferee, for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that the Transferee shall not alter the slope of the lands herein described nor interfere with any drains established on the said lands, except in accordance with the established final Grading and Drainage Plan, and with the written consent of the Director of Planning, Building and Enforcement. Furthermore, the Transferee shall maintain the approved grading and drainage plan, and any corrective Works to alter the grading to re-instate compliance with the approved drainage and lot grading plan must be completed within seven (7) days of a receipt of a written notice from the Township or the Township may complete the Works at the Transferee's expense.

Furthermore, the Transferee agrees that the Township may enter upon the lands which are the subject matter of this Transfer/Deed for the purposes of inspection or restoration of the established Grading and Drainage Plan and the cost to the Township in performing any restoration work shall be paid to the Township by the owner of the lands upon which such restoration work was performed, such payments to be made within 30 days of demand therefore by the Township of North Dundas and failing payment as aforesaid the cost shall be added to the tax roll as provided by Section 446 of the *Municipal Act, 2001 S.O.2001, c.25, as amended*, and collected in like manner as municipal taxes.

- (d) The Transferee for himself, his heirs, executors, administrators, successors, and assigns covenants and agrees that he will plant and maintain at least one deciduous tree having a minimum calliper of 70 mm (2.75") in the front yard of his lot. Further, the Transferee for himself, his heirs, executors, administrators, successors, and assigns, covenants and agrees that he will not plant, nor permit to be planted so far as it is within his capacity to control, on the lands in this transfer nor on any lands adjacent thereto including public lands or road allowances or within 5 metres (16.5 feet) from any hydro electric line, any of the following trees: poplar, alder, aspen, willow or maple trees of the fast growing variety (i.e. Silver and Manitoba) or other species as may be determined by the Director of Planning, Building and Enforcement within the lands to which this Transfer/Deed applies nor adjacent lands in the Transferee's ownership.

- (e) The Transferee for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that "no dumping" of any material (including snow, grass cuttings, construction debris and landscape waste) is permitted on vacant lots or on adjacent lands.

- (f) The Transferee for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that heat pumps, air-conditioning units, pool filters, sheds and decks are building appurtenances and shall meet the minimum setback requirements established in the Township Zoning By-law.
- (g) The Transferee acknowledges and agrees that heat pumps have not been approved for use in this subdivision and their feasibility should be examined by a qualified hydro-geologist prior to the installation in order to avoid potential problems related to water supply and water quality.
- (h) **Permit to Take Water - Ontario Ministry of the Environment**
The Transferee for himself, his heirs, executors, administrators, successors and assigns, acknowledges being advised that prior to taking any water from the subsurface, such as would be done for the operation of a heat pump or for filling a swimming pool, the Transferee will need to obtain from the Ontario Ministry of the Environment a Permit to Take Water under Section 34 of the *Ontario Water Resources Act, RSO 1990*, if the taking is for more than 50,000 litres per day (flow) or 50 cubic metres (volume).
- (i) **Certificate of Approval - Ontario Ministry of the Environment**
The Transferee for himself, his heirs, executors, administrators, successors and assigns acknowledges being advised that prior to discharging to the subsurface, such as would be done for the operation of a heat pump or for emptying a swimming pool, the Transferee will need to obtain from the Ontario Ministry of the Environment a Certificate of Approval under Section 53 of the *Ontario Water Resources Act, RSO 1990*, if the discharge exceeds 10,000 litres per day (flow).
- (j) The Transferee acknowledges that mail delivery shall be to a Community Mailbox adjacent to Lot 1.
- (k) The Transferee of Lot 1 is advised that the Community Mailbox for this subdivision is located adjacent to this lot.
- (l) The Transferee acknowledges and agrees that he shall be responsible for the preparation of a Detailed Lot Grading Plan to the satisfaction of the Township.
- (m) The Owner or Transferee shall retain the services of a Civil Engineer or Ontario Land Surveyor to certify to the Township that the final lot grading is within 0.05 metres of the approved grades on the Grading and Drainage Plan.
- (n) The Transferee acknowledges that he shall submit a Surveyor's Certificate showing the location of the foundation of the building(s) to be in compliance with the Zoning By-law to the Chief Building Official of the Township for approval with respect to all lots forthwith after the completion of the foundation.
- (o) The Transferee shall pave (with asphalt, concrete, interlocking pavers or similar hard surfaces) the driveway, including the portion between the street and lot line, serving each dwelling unit located on any lot or block covered by this Agreement. Such pavement shall be completed within two (2) years from the date of the issuance of the occupancy permit by the Chief Building Officer of the Township of construction of the dwelling unit.
- (p) The Transferee agrees to maintain his lot in the Subdivision in a neat and orderly condition. This maintenance shall include, but not be limited to, the cutting of grass, the removal of noxious weeds and refuse, all to the satisfaction of the Director of Planning, Building and Enforcement of the Township.

- (q) The Transferee acknowledges that pupils residing within the Subdivision are not guaranteed the right to attend the nearest public school. Pupils may be asked to travel to other public schools in accordance with Upper Canada District School Board Policy, as required.
- (r) The Transferee acknowledges and agrees that only drilled wells shall be used for water supply in this development, and that wells shall be drilled to a standard which meets the minimum requirements of the *Ontario Wells Regulation, Ontario Regulation 903*, as amended, and further, that the Well design shall follow the Hydrogeology Investigation and Terrain Evaluation prepared by Kollaard Associates Engineers, revised January 26, 2017.
- (s) The Transferee acknowledges and agrees that each privately drilled well shall be constructed and tested based on the Hydrogeology Investigation and Terrain Investigation and in accordance with Ontario Regulation 903. Following completion of the well, a Well Certificate shall be prepared by a qualified Professional to the satisfaction of the Township.
- (t) The Transferee acknowledges and agrees that the Township does not guarantee the quality or quantity of the groundwater. If, at some future date, the quality or the quantity of the groundwater becomes deficient, the Township bears no responsibility, financial or otherwise, to provide solutions to the deficiency, such solutions being the sole responsibility of the homeowner.
- (u) The Transferee acknowledges and agrees that a water quality analysis shall be performed by a certified laboratory at no expense to South Nation Conservation or the Township. The results of the water quality analysis shall be analyzed by a qualified professional with experience in water treatment, whereby appropriate treatment systems are recommended to the well water user. The following elements may require treatment:
 - (i) Well water may be hard to very hard. MOE Procedure D-5-5 (1996) comments that elevated hardness may result in taste, encrustation and a reaction with soap. The procedure lists a water softener for treatment, and notes, "Since water softening results in high sodium levels, a separate tap, which supplies unsoftened water, should be installed for drinking purposes."
 - (ii). Well water may contain elevated levels of hydrogen sulphide. Elevated levels of hydrogen sulfide may result in "rotten egg" odour in the water supply. If the source is sulphur-reducing bacteria, it may be treated through shock chlorination. A chlorinating filtration system (sand or carbon), or aeration system may be used if the gas originates from another source.
 - (iii) Well water may contain slightly elevated levels of iron. Elevated iron in water supply may result in staining of fixtures and discolouration of laundry (MOE 1996). Water softener specifications from some manufacturers indicate the equipment is capable of removing lower concentrations of iron. For higher concentrations, iron treatment systems such as filters or aerators are available.
 - (iv) Total Dissolved Solids (TDS) - Some of the future wells may encounter elevated levels of total dissolved solids. The effect of elevated TDS is considered to be due to mineral deposition, associated with a potential for scale to form.
 - (v) Sodium - Some of the future wells may have sodium naturally present above the 20 mg/l medical advisory level. The Eastern Ontario Health Unit should be informed of the sodium

exceedance, and individuals on sodium-restricted diets should consult their physicians prior to the use of the well water. Also, sodium levels are increased in water where water softeners are used. If ion exchange water systems are in use, an untreated drinking water tap should be provided.

- (v) The Transferee acknowledges and agrees that conventional or tertiary sewage treatment systems (where approved by the Township) are suitable for use within the Subdivision. The final design of each septic system is by individual site design to the satisfaction of the Township, or its agent, in accordance with Part 8 of the Ontario *Building Code Act, 1992*. The sewage system sizes will be adjusted at the time of individual lot development to reflect the actual size and anticipated daily sewage flows of the home constructed. The area of the envelope must be designated and reserved for use by the sewage system only and must be maintained free of deposits, disposal or operation of any materials, structures or equipment, other than material or equipment required for the construction of the leaching bed within the sewage system envelope, and that the sewage system envelope area for each lot could be increased if the site specific Certificate of Approval inspection for a private sewage system warrants a larger area than specified.
- (w) The Transferee, for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees to insert a clause in all agreements of purchase and sale requiring that the purchaser direct roof leaders and sump pump hoses to a sufficiently large pervious area, all of which shall be to the satisfaction of the Director of Planning, Building and Enforcement.
- (x) The Transferee is advised that sump pumps will be required for the drainage of basements for each home constructed in the Subdivision.
- (y) The Transferee for himself, his heirs, executors, administrators, successors and assigns, acknowledges being advised that all roof leaders shall be directed to pervious areas such as lawns to enhance groundwater recharge. Down spouts should not be outlet directly to swales or roadside ditches.
- (z) The Transferee acknowledges and agrees to establish a 15 metre setback from the top of bank of the Wylie Creek Municipal Drain watercourse running along the boundary of Lots 19, 20 21, 22, 23 and 24. No harmful, alteration, destruction, disturbance or development, including septic system and mantle, sheds decks or pools shall be constructed within this setback. Any interference with the Wylie Creek Municipal Drain watercourse requires prior consent from the Township Drainage Superintendent and South Nation Conservation Authority. In addition, the Transferee is hereby advised that:
 - (i) the purpose of the setback is to protect fish habitat and that the natural vegetation within the setback be retained;
 - (ii) in accordance with s. 35 of the *Federal Fisheries Act*, unauthorized harmful alternation, destruction, or disturbance is prohibited;
 - (iii) any proposed alteration must be reviewed in detail by the South Nation Conservation Authority and may require authorization pursuant to the provisions of the *Federal Fisheries Act*."
- (aa) The Transferee acknowledges and agrees to obtain all necessary permits from South Nation Conservation under *Ontario Regulation 170/06 (Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses)*.
- (bb) The Transferee acknowledges that development charges apply to all lots in the Plan of Subdivision. Development charges are payable at the time of issuance of a building permit.

- (cc) The Transferee acknowledges that some of the side and/or rear yards within this subdivision are used for on-site storage of infrequent storm events. Pool installation and/or grading alterations on some of the lots may not be permitted and/or revisions to the approved Subdivision Stormwater Management Plan Report may be required to study the possibility of pool installation on any individual lot. The Transferee must obtain approval of the Township prior to undertaking any grading alterations.
 - (dd) The Transferee, for himself, his heirs, executors, administrators, successors and assigns covenants and agrees are advised and acknowledge, covenant and agree that:
 - (i) Notwithstanding any provision of the Township Zoning By-law, no structure shall be erected, altered, placed, or permitted to remain on the subject lands or any other lot except:
 - a. a single detached dwelling with accessory buildings as approved by the vendor;
 - b. no dwelling shall be constructed or maintained having less than 1400 square feet minimum finished areas excluding attic, basement, and garage areas;
 - c. no dwelling shall be constructed or maintained having less than 75% brick, or stone exterior front facing finish; and,
 - d. no dwelling shall be constructed with less than a two car garage.
 - (ii) These restrictions, conditions, and covenants shall run with and be binding upon the lands as set out herein as part of a general scheme of development.
 - (ee) The Transferees of Lots 19 and Lot 20 acknowledge and agree to conform with the County Road Setback By-law.
2. In these covenants the masculine shall be deemed to include the feminine and the singular shall be deemed to include the plural.
 3. The Owner shall not call into question directly or indirectly, in any proceeding whatsoever, in law or in equity, or before any administrative tribunal, the right of the Township to enter into this agreement and to enforce each and every term, covenant and condition herein contained.
 4. In all respects, if there is any conflict between the provisions of this agreement and the Subdivision Agreement, the provisions of the Subdivision Agreement shall be deemed to prevail.
 5. This Agreement and everything herein contained shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

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IN WITNESS WHEREOF the Owner has hereunto affixed the Corporate Seal of the Company duly attested to by its proper signing officers duly authorized in that behalf.

DATED AT the Township of North Dundas, this 9th day of June, 2021.

SIGNED AND DELIVERED)	SHELLIAN INC.
)	
in the presence of)	Per:
)	
_____)	_____
)	Owner
)	
)	I have the authority to bind the
)	Corporation.
)	

IN WITNESS WHEREOF The Corporation of the Township of North Dundas has hereunto affixed its Corporate Seal duly attested to by its Mayor and Clerk.

DATED AT the Township of North Dundas, this 9th day of June, 2021.

)	THE CORPORATION OF THE
)	TOWNSHIP OF NORTH DUNDAS
)	
)	Per:
)	
)	_____
)	Mayor - Tony Fraser
)	
)	Per:
)	
)	_____
)	Clerk – Jo-Anne McCaslin

SCHEDULE "A"

DESCRIPTION OF THE LANDS TO WHICH THIS AGREEMENT APPLIES

- (a) The whole of Lots 1 to 35 both inclusive, as shown on Plan 8M-14, registered in the Registry Office for the Land Registry Division of Ottawa (No. 4) at Ottawa, Ontario.
- (b) The whole of Blocks 36, 37, and 38 inclusive and as shown on Plan 8M-14, registered in the Land Registry Office for the Land Registry Division of Ottawa (No. 4) at Ottawa, Ontario.



ACTION REQUEST – Planning Building and Enforcement	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	By-law No. 2021-41 Johndin Farms Zoning Amendment

RECOMMENDATION:

THAT By-law No. 2021-41, being a By-law to amend the former Township of Winchester Zoning By-law No. 12-93, as amended, be read and passed in Open Council, signed and sealed this 9th day of June, 2021.

BACKGROUND:

The purpose of the application is to rezone the property from Agricultural (AG) to Agricultural – Special Exception Forty-One (AG-41) to permit an agricultural equipment repair and welding shop.

The applicant has applied to rezone a ~0.5-acre portion of the existing agricultural property fronting on County Road 43, known as 13640 County Rd 43, from the Agricultural (AG) zone to an Agricultural Exception Zone, to permit the use of existing buildings for a farm equipment repair and welding shop. The remainder of the property will remain Agricultural (AG) zoned. The surrounding uses include: farm operations and residential dwellings.



The area affected by the proposed amendment is highlighted in blue.

OPTIONS AND DISCUSSION:

1. **Adopt the Resolution as Presented** – recommended.
2. **Do Nothing** – not recommended. The proponent can take the amendment to the Local Planning Appeal Tribunal for Council's failure to proceed (applicant must wait 150 days – Section 34(11) of the Planning Act).
3. **Refuse the Request** – not recommended. The proponent can take the amendment to the Local Planning Appeal Tribunal immediately.

FINANCIAL ANALYSIS:

No financial impact at this time. Possibility of increase in the assessment in the future.

OTHERS CONSULTED:

Applicant
United Counties
CBO

ATTACHMENTS:

Draft Zoning By-law Amendment No. 2021-41

PREPARED BY:



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

REVIEWED & APPROVED BY:



**Angela Rutley, BBA
CAO**



Planning Report Zoning Amendment

RE:	Johndin Farms Inc. – Agricultural Machine Repair, Service and Welding facility.
Meeting Date:	June 9, 2021
Current Zoning:	Agricultural (AG)
Proposed Zoning:	Agricultural – Special Exception Forty-One (AG-41)
Official Plan:	Agricultural Resource Lands (AG)
Subject Area:	Approximately 0.5 acres (total lot size 363.44 acres)
Existing Use:	Agricultural
Proposed Use:	Agricultural with a farm equipment and machine repair service and welding facility

1. Purpose and Effect

The Township of North Dundas received a site-specific zoning amendment application for a small part of the property legally described as Part of Lots 20 and 21, Geographic Township of Winchester, now the Township of North Dundas. The purpose is to rezone the property from Agricultural (AG) to Agricultural Special Exception – Forty-One (AG-41). If approved, the effect would be that a portion of the property could be used for an agricultural equipment repair shop and welding facility in addition to the existing permitted uses. The applicant



does not intend to construct any new buildings and will use existing farm buildings for the machine shop. The remainder of the approximately 350-acre parcel will remain in active agricultural production.

2. Background

The subject property is located south of Chesterville on County Road 43. Mr. W. DeJong has applied to amend the former Township of Winchester Zoning By-law No. 12-93 to allow for an agricultural equipment repair shop and welding facility located in existing buildings on his property. The County Official Plan designation is Agricultural Resource Lands, which allows for farm machinery repair shops as an 'agriculture-related use'. The current surrounding uses are primarily agricultural (crop land).

3. Policy Direction

3.1 Provincial Policy Statement

Ontario has a set of Provincial Policy Statements (2020), of which the Council must have regard for the following relevant excerpts:

2.3.3.1 *In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses.*

Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

Agriculture-related uses: means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

3.2 Official Plan – United Counties of Stormont, Dundas and Glengarry

The lands subject to this amendment are designated as Agricultural Resource Lands. The Official Plan has text related to the acceptability of agriculture-related uses in this area:

5.3.2.1 *Agriculture-related uses
Agriculture-related uses on prime agricultural lands are encouraged to strengthen and diversify the agricultural industry and to supplement farm income. For the purposes of this section,*

agriculture-related uses are farm-related commercial and industrial uses directly related to farm operations in the area that support agriculture, and benefit from being close to farm operations. This can include home industries, and uses that produce value added agricultural products such as custom meat shops, wineries, pick-your-own operations, produce market, and packing operations, or a grain drying handling and storage facility.

Local Municipalities shall ensure that such uses are compatible with agriculture uses and shall not hinder surrounding agricultural operations. Criteria used to evaluate compatibility include: the type and scale of use; that the use, where it is located on a farm, is clearly secondary to the main farm operation; that on-site farm-related uses are not likely to generate a future land



severance; that the use does not interfere with normal farm practices; and that the use can be satisfactorily serviced with individual on-site water and sewage disposal systems. Impacts on agricultural operations from any agriculture-related uses that are secondary to the principal use of the property shall be mitigated (Section 3.5.1 shall apply for these purposes) (see Section 3.5.4.6 - Home Based Businesses and Bed and Breakfast Establishments.)

5.3.3 *On-Farm Diversified Uses On-farm diversified uses are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, **home industries**, agri-tourism uses, and uses that produce value-added agricultural products. These uses shall be compatible with, and shall not hinder, surrounding agricultural operations.*

3.3 Zoning By-law 12-93

There is currently one similar exception zone which was inserted in the Zoning By-law in 1998 to rezone a portion of 13395 County Road 13 to Agricultural – Special Exception Twenty-Six (AG-26) in the former Township of Winchester Zoning By-law. It was created through a site-specific zoning amendment; the text is as follows:

AG-26

Notwithstanding the provisions of Section 12.1 to the contrary, on land zoned AG-26, a machinery repair, general repair, office and equipment repair business is permitted.

In North Dundas, farm equipment dealerships are in two distinctive zones (Light Industrial (ML) and Agricultural – Exception Twenty-Six (AG-26)). The Industrial Zone permits both agricultural sales and service, and the AG-26 zone does not explicitly permit welding in addition to machine repair and service. The subject application is for repairs and welding; therefore, these two zones would be inappropriate compared with a site-specific exception zone.

4. Analysis

The proposed “agricultural equipment repair and welding facility” will be for repairs of farm machinery, and will not include sales of equipment or service of automobiles. The proposed use will occupy a portion of existing agricultural buildings on the property and the remainder of the property will remain in agricultural production. The location of the proposed repair and welding facility is located approximately 300 meters from the nearest dwelling on another lot, so the proposed use is not anticipated to have any ill effect on surrounding



properties. The location of the existing entrance to the property on County Road 43 makes this an ideal location for the proposed agriculture-related use as the County Road can accommodate heavy equipment traffic and is already used for such purposes.

The Provincial Policy Statement, 2020 and the County Official Plan support the use of agricultural resource lands (prime agricultural land) for agriculture-related uses. The proposed agricultural equipment repair and welding facility would be consistent with an agriculture-related use.

The subject land is an appropriate size for the proposed use, and the proposed location on the site is away from the nearby residential buildings. Additional setbacks for the proposed use are not included in the text of the By-law as the portion of the land subject to the amendment is located approximately 200 m from the nearest property line and 290m from the nearest dwelling on another lot. As per the proposed Zoning Amendment the applicant can only conduct his farm machine repair and welding business within the ~0.5 acres that is being rezoned and the remainder of the property will remain Agricultural (AG) zoned.

5. Comments

No comments have been received to date.

6. Recommendation

The proposed Zoning Amendment constitutes good planning and is consistent with the Provincial Policy Statement and the Official Plan, therefore Council should approve the rezoning. Secondly, that Council consider comments from the public, public bodies and adjacent neighbours during the public meeting before rendering a decision on the proposed amendment.

Prepared By:

Paul Clarke, Planning Technician

Date

I hereby certify that this report was prepared under the supervision of a Registered Professional Planner within the meaning of the Ontario Professional Planners Institute Act, 1994.

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

Date

BY-LAW No. 2021-41
EXPLANATORY NOTE

Purpose and Effect of the By-law

The Township of North Dundas has received an application to amend the former Township of Winchester Zoning By-law No. 12-93 to rezone a portion of a property to allow a farm machinery repair, service and welding facility, in addition to the permitted uses of the Agricultural (AG) Zone.

The lands affected by this amendment are described as part of Parts of Lot 20 and 21, Concession 2, former Township of Winchester now the Township of North Dundas.

If the proposed by-law amendment is adopted, part of the subject land will be rezoned to Agricultural – Special Exception Forty-One (AG-41) to allow a farm machinery repair, service and welding facility.

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

Applicant/Owner:
Willyan DeJong / Johndin Farms Inc.

Roll Number:
0511-016-001-80000

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-41

Being a By-law to amend the former Township of Winchester Zoning By-law No. 12-93, as amended

WHEREAS pursuant to the provisions of Section 34 of the *Planning Act, R.S.O. 1990*, as amended, the Council of a municipality may enact by-laws regulating the use of lands and the erection of buildings thereon;

AND WHEREAS By-law No. 12-93, as amended, regulates the use of land and the use and erection of buildings and structures within the former Township of Mountain, now the Township of North Dundas;

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

AND WHEREAS the matters set out in this By-law are deemed to be in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry and the 2021 Provincial Policy Statement;

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

- 1.0 The lands affected by this amendment are described as Part of Lots 20 and 21, Concession 2, former Township of Winchester now the Township of North Dundas.
- 2.0 That the former Township of Winchester Zoning By-law No. 12-93, as amended, is hereby amended as follows:
 - 2.1 That Section 12.1(c) "Agricultural – Special Exceptions" is hereby amended by inserting the following new subsections immediately after the contents thereof:
 - xli) **Agricultural – Special Exception Forty-One (AG-41)**

Notwithstanding the provisions of Section 12.1 to the contrary, a farm equipment repair, service and welding facility shall be a permitted use.
- 3.0 That Schedule "A" of (former Township of Winchester) Zoning By-law No. 12-93 is hereby amended as follows:
 - 3.1 That the area affected by Section 1 and shown on Schedule "1" of this By-law, shall henceforth be zoned "Agricultural – Special Exception Forty-One (AG-41) and shall cease to be zoned "Agricultural (AG)"
- 4.0 Subject to the giving of Notice of Passing of this By-law, in accordance with Section 34(18) of the *Planning Act, R.S.O. 1990*, as amended, this By-law shall come into force on the date of passing by The Council of the Corporation of the Township of North Dundas where no notice of appeal or objection is received, pursuant to Section 34(21) of the *Planning Act*, as amended.
- 5.0 All other applicable provisions of the former Township of Winchester Zoning By-law No. 12-93, as amended, shall continue to apply.

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BY-LAW No. 2021-41**

READ and passed in Open Council, signed and sealed this 9th day of June, 2021.

MAYOR

CLERK



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	By-law No. 2021-01 Officers & Committees

RECOMMENDATION:

THAT By-law No. 2021-01, being a By-law for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations be amended as presented this 9th day of June, 2021.

BACKGROUND:

The Officers and Committees by-law is a fluid document that requires changes, amendments and updating from time-to-time to ensure accuracy as people and/or positions change.

The attached by-law reflects Councillor John Thompson as Council Representative to the Chesterville and District Historical Society and Jamie Cheney as Patrol Supervisor/Drainage Superintendent.

OPTIONS AND DISCUSSION:

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

2. **Do not approve the by-law as presented** – not recommended.

FINANCIAL ANALYSIS:

OTHERS CONSULTED:

CAO Rutley

ATTACHMENTS:

By-law No. 2021-01

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. 2021-01

A By-law for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations

WHEREAS it is necessary for the Municipal Council to pass by-laws for the appointment of Municipal Officers, Agents, Staff and Committees of Council as referenced in the *Municipal Act*, S.O. 2001, c.25;

AND WHEREAS it is deemed appropriate for Municipal Council to recognize organizations that support Township of North Dundas recreation activities;

AND THEREFORE, the Mayor shall be a member Ex-Officio, of all Committees;

<u>Council</u>	
MAYOR DEPUTY MAYOR COUNCILLOR COUNCILLOR COUNCILLOR	Tony Fraser Allan Armstrong John Thompson Gary Annable Tyler Hoy
COUNTY COUNCIL ALTERNATE	John Thompson
<u>Officers, Agents and Staff</u>	
CHIEF ADMINISTRATIVE OFFICER (CAO) EMERGENCY PLANNING ADMINISTRATIVE OFFICIAL HUMAN RESOURCES MUNICIPAL HEAD RELATING TO OMBUDSMAN ACT	Angela Rutley
TREASURER	John J. Gareau
DEPUTY TREASURER	Johanna Barkley
TAX COLLECTOR	Michelle McDonell
CLERK DEPUTY CAO DIVISION REGISTRAR MARRIAGE LICENCE ISSUER CIVIL MARRIAGE OFFICIANT LOTTERY LICENSING OFFICER MUNICIPAL ELECTIONS RETURNING OFFICER COMMUNITY EMERGENCY MANAGEMENT COORDINATOR MUNICIPAL HEAD RELATING TO FREEDOM OF INFORMATION ACT	Jo-Anne McCaslin
DEPUTY DIVISION REGISTRAR DEPUTY MARRIAGE LICENCE ISSUER	Laurie Gibson
DEPUTY CLERK EMERGENCY INFORMATION OFFICER DEPUTY LOTTERY LICENSING OFFICER MUNICIPAL ELECTIONS DEPUTY RETURNING OFFICER CIVIL MARRIAGE OFFICIANT	Nancy Johnston
DIRECTOR OF PLANNING, BUILDING & ENFORCEMENT ZONING ADMINISTRATOR	Calvin Pol

DEPUTY CLERK & EXECUTIVE ASSISTANT TO THE DIRECTOR OF PLANNING, BUILDING & ENFORCEMENT PROPERTY STANDARDS COMMITTEE SECRETARY COMMITTEE OF ADJUSTMENT SECRETARY CIVIL MARRIAGE OFFICIANT	
CHIEF BUILDING OFFICIAL BUILDING INSPECTOR PROPERTY STANDARDS OFFICER BY-LAW ENFORCEMENT OFFICER	Jacob Forget
BUILDING INSPECTOR	Brooke Radi
DEPUTY CHIEF BUILDING OFFICIAL	Nicole Lowey
BUILDING INSPECTORS (On Call)	Dirk Testerink Donald Lewis Hilton Cryderman Harry Hutchinson
MUNICIPAL ENGINEERING CONSULTANTS	CIMA+ Canada Inc. (Primary) exp Services Inc. (Secondary)
DIRECTOR OF PUBLIC WORKS	Khurram Tunio
CIVIL MARRIAGE OFFICIANT DEPUTY MARRIAGE LICENCE ISSUER	MaryLynn Plummer
PATROL SUPERVISOR DRAINAGE SUPERINTENDENT	Jamie Cheney
DIRECTOR OF RECREATION & CULTURE	Meaghan Meerburg
FACILITIES MANAGER	Tom Dekker
RECREATION COORDINATOR	Brandon Cousineau
DIRECTOR OF WASTE MANAGEMENT	Douglas Froats
ECONOMIC DEVELOPMENT & COMMUNICATIONS OFFICER EMERGENCY INFORMATION OFFICER (A)	Stephen Mann
FIRE COMMISSIONER	Allan Armstrong (p)
FIRE DEPARTMENT LIAISON	Michael Gruich
FIRE CHIEFS	Ken Byers Raymond Sherrer Daniel Kelly Michael Gruich
DEPUTY FIRE CHIEFS	Trevor Carruthers Donald Levere Sandy Johnston Dave Lannin
SENIOR MUNICIPAL BY-LAW ENFORCEMENT OFFICER	Brent Mattice
INTERMEDIATE MUNICIPAL BY-LAW ENFORCEMENT OFFICER COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (A)	Nicolas Hubble
BY-LAW ENFORCEMENT OFFICERS (as determined by the Township of Russell)	Roxanne Garland Millie Bourdeau

AMPS HEARING OFFICER	John Ralko
AMPS SCREENING OFFICERS	Brandon Cousineau Paul Clarke
BY-LAW ENFORCEMENT OFFICERS (for the purpose of issuing parking tickets)	Daniel Kelly Barry Giberson
ANIMAL CONTROL BY-LAW ENFORCEMENT OFFICER	Kevin Casselman
LIVESTOCK POUND KEEPER(S)	William Toll (p) Richard Scheepers (p)
LIVESTOCK EVALUATORS	Richard Scheepers (p)
FENCEVIEWERS	Brent Copeland (p) Larry Stewart (p) Gerry Boyce (p)
WEED INSPECTOR (Appointed by County)	Peter Leyenaar
SITE PLAN REVIEW TEAM	Angela Rutley Calvin Pol Doug Froats Khurram Tunio Stephen Mann Paul Clarke (Secretary)
MUNICIPAL SOLICITORS	Ault & Ault Law Office Cunningham Swan Lawyers
MUNICIPAL AUDITORS	BDO Canada LLP
CLOSED MEETING INVESTIGATOR SERVICES	LAS-AMO (Local Authority Services)
INTEGRITY COMMISSIONER	Cunningham Swan Lawyers Tony Fleming
ART ON THE WATERFRONT COMMITTEE	Council Representative John Thompson (np) (Members as determined by the Committee from time to time)
SD&G ACCESSIBILITY COMMITTEE	North Dundas Representative Al Lummiss (np)
CANADA DAY COMMITTEE	(Members as determined by the Committee from time to time)
CHESTERVILLE CARNIVAL COMMITTEE	Council Representative John Thompson (np) (Members as determined by the Committee from time to time)
CHESTERVILLE AND DISTRICT HISTORICAL SOCIETY	Council Representative John Thompson (np)

	(Members as determined by the Organization from time to time)
COMMITTEE OF ADJUSTMENT	Shirley Coons (p) Nicole McDonald (p) Donald Johnston (p) Gary Annable (p) John Havekes (p)
MUNICIPAL EMERGENCY CONTROL GROUP	(As authorized by and stated in the North Dundas Emergency Plan) Head of Council CAO Director of Public Works Community Emergency Management Coordinator Emergency Information Officer Council Representative John Thompson (p)
EMERGENCY PLANNER	Kevin Spencer (p)
COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR (A)	Daniel Kelly
EMERGENCY MANAGEMENT PROGRAM COMMITTEE CHAIR	Daniel Kelly
EMERGENCY MANAGEMENT PROGRAM COMMITTEE	(As authorized by and stated in the North Dundas Emergency Plan) Head of Council CAO Director of Public Works Community Emergency Management Coordinator Emergency Information Officer Council Representative John Thompson (p)
COMMUNITY IMPROVEMENT PLAN COMMITTEE	Council Representatives (np) Allan Armstrong Gary Annable (A) Municipal Representative Angela Rutley Municipal Representative Calvin Pol Municipal Representative Stephen Mann Community Representative Vince Zandbelt (np)
DAIRYFEST COMMITTEE	Council Representative Tyler Hoy (np) (Members as determined by the Committee from time to time)

FIRE STEERING COMMITTEE	Composed of the Fire Commissioner, Fire Chiefs and Deputy Fire Chiefs
MUNICIPAL HERITAGE COMMITTEE	(Members as determined by the Committee from time to time)
DUNDAS COUNTY ARCHIVES COMMITTEE	North Dundas Representatives Darlene Fawcett Brienne Scott Jo-Anne McCaslin Tony Fraser Eric Duncan (non-voting member)
NORTH DUNDAS MOVIE COMMITTEE	Aaron Dellah (np) (Members as determined by the Committee from time to time)
PARADE OF LIGHTS COMMITTEE	(Members as determined by the Committee from time to time)
PROPERTY STANDARDS COMMITTEE	Shirley Coons (p) Nicole McDonald (p) Donald Johnston (p) Gary Annable (p) John Havekes (p)
RECREATION COMMUNITY GRANT REVIEW COMMITTEE	Council Representative(s)(np) Gary Annable Tyler Hoy Angela Rutley Meaghan Meerburg
WINCHESTER DOWNTOWN REVITALIZATION COMMITTEE	Council Representative (np) Gary Annable (Members as determined by the Committee from time to time)
RIDEAU VALLEY CONSERVATION AUTHORITY	Gerry Boyce Representative (np)
SOUTH NATION CONSERVATION AUTHORITY	William Smirle Representative (np)
<u>Recreation Associations</u> Marionville Ormond/Harmony/Cloverdale South Mountain Morewood	(Members as determined by the Associations from time to time)

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

1. That By-law No. 2020-01 be hereby repealed.
2. That this By-law takes effect on the day of passing.

READ and passed in Open Council, signed and sealed this 19th day of January, 2021.

As amended, March 23rd, 2021.

As amended, May 12th, 2021.

MAYOR

As amended, June 9th, 2021

CLERK



ACTION REQUEST – Clerk	
To:	Mayor and Members of Council
Date of Meeting:	June 9, 2021
Subject:	Procedure By-law Amendment

RECOMMENDATION:

THAT Schedule “A” of 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 9th day of June 2021.

BACKGROUND:

The Procedure By-law is a working document that requires amendments and updates from time to time. Section 15, specifically item 15.1.17 of the Regular Meeting Agenda has been renamed to read Miscellaneous/Unfinished Business. As explained in Section 15.5, new items of an urgent nature may be considered under the joint category of miscellaneous/unfinished business, if in the opinion of Council, they require an immediate decision.

OPTIONS AND DISCUSSION:

1. **Amend the by-law as presented** - recommended.

2. **Do not approve the amendment** – not recommended.

ATTACHMENTS:

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.

Amended this 23rd day of March, 2021.

Amended this 9th day of June, 2021.

MAYOR

CLERK

Schedule "A"

To

By-Law No. 2020-19

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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; and,
- 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 may prepare and use a shortened Agenda for Special and Emergency Meetings 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;

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

8.2.3 The Clerk shall have the Closed Meeting agenda prepared, identifying the subject and qualifying section in accordance with the Act, under which each matter is to be considered in the Closed Meeting. The agenda will be distributed to all members in attendance at the meeting; and,

8.2.4 The Clerk shall record without note or comment all procedural matters, directions or instructions at a Closed Meeting. Minutes shall be circulated by the Clerk at the following Closed Meeting for adoption.

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 All reasonable efforts shall be made to ensure that the closed session minutes are 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 others 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 may be held at any time.
- 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; and,

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; and,
- 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; and,

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 Miscellaneous/Unfinished Business**
- 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 New items of an urgent nature may be considered under the joint category of miscellaneous/unfinished business, if in the opinion of Council, they require an immediate decision

15.6 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; and,

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.
- 16.7.5 With respect to recorded votes, during in-person meetings, 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. During virtual meetings, the Clerk will call on Council in alphabetical order starting with the Councillors, then the Deputy Mayor and then the Mayor. 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.
- 16.7.6 No vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect. Proxy voting is not permitted.
- 16.7.7 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 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 as 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

June 9, 2021

SUBJECT: Reporting on 2020 Surplus

BACKGROUND:

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

COMMENTS:

Attached to this report is a Summary of Surplus (Deficit) for the fiscal year ending December 31st 2020. We were not able to provide a breakdown by department at this time, but we will bring that information forward to council at our next meeting. We are pleased to report that we ended fiscal 2020 with an overall surplus of \$341,301.99 – see Appendix # 1 attached.

OPTIONS:

- A large portion of the surplus balance has been appropriated by 2021 projects as depicted in the attached Appendix # 1
- Balance remaining could be used to finance Unfinanced Capital Projects from previous years
- Transfer remaining balance to General Working Funds Reserve
- Set funds aside to deal with financial impact of COVID-19
- Other projects, as deemed worthy by council

Addendum to Key Information Return

Finance Department - 2020 Financial Data Presentation

2020 Surplus	\$ 341,302
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Amounts Allocated to 2021

Approval Document	Particulars	Designated Amount from 2020 Surplus
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General Government

BA 2021-08 (Jun 9/21)	Pending Approval - Additional costs for a Communications Officer	17,500
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Planning, Building & Enforcement

BA 2021-02 CR 9 (Apr 27/21)	Retain CIMA for professional services	6,500
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Public Works

Final Budget	Purchase of dump truck	50,000	
Final Budget	Paving of parking lot in Chesterville	20,000	
BA 2021-01 CR 15 (Mar 23/21)	Hiring of 2 additional summer students	26,200	
BA 2021-06 (Jun 9/21)	Pending Approval - Additional cost for the purchase of a passenger vehicle	10,800	
Allocated to Public Works			107,000

Recreation & Culture

BA 2021-05 CR 9 (May 25/21)	Replacement of the Winchester Arena chiller	93,500	
BA 2021-09 (Jun 9/21)	Pending Approval - Morewood Fire Hall Cistern Pump	5,000	
Allocated to Recreation & Culture			98,500

Balance Remaining from 2020 Surplus - Propose to Transfer to General Working Funds Reserves	\$ 111,802
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KEY INFORMATION REPORT

Economic Development and Communications

June 9, 2021

SUBJECT: Local Business Video Promotion Project

- The Expo Planning Committee agree that our local business community needs all the support that we can give them during these challenging times. In response to that, we will be releasing a series of short videos on the Township's Facebook and Youtube channels showcasing our local businesses, in lieu of our traditional in-person expo event.
- The committee had hoped to have the videos professionally produced. In an effort to help cover the significant costs associated with creating the videos, the Economic Development Department did apply for a Canada Healthy Communities Initiative Digital Solutions grant in the amount of \$127,500. We have recently learned that we were not successful in our grant application.
- As a result of the denial of funding to support professional videos, the Economic Development Officer will be going to businesses to record videos, or businesses can record their own videos. The Township will provide guidance and assistance as required. Interested businesses should contact Stephen Mann at the Township. The June 9th Council Meeting will mark official launch of this project. We have set a three-week period for video submissions which can be extended.
- The intent of the videos is to promote our local businesses via the internet, to show a snippet of what our businesses offer and why their customers love their product or service. The intent is that this will promote and increase visibility for our businesses, introduce them to new customers and result in additional sales.
- The videos will be shared on the Township's Facebook and YouTube Channel to help promote our great local businesses.
- To help generate interest from the public and get the videos shared and circulated further, we will be holding a contest for the public. The Township will be asking the public to like and share the videos and doing a number of random draws from those that comment and share the videos. The prizes will be purchased and/or donated from the businesses that are featured in the videos.
- All North Dundas businesses, in all sectors, are encourage to participate in this project, including home-based and direct-sales businesses. All businesses benefit North Dundas and have spin-off impact on our economy.

- The Expo Committee has the final discretion to request video edits and to approve videos for publishing.
- It is anticipated that we will begin to release videos July 1st, with the month of June being used to gather the content. It is our intent to purchase Shop Local reusable gift bags that have our “Community Strong/Shop North Dundas” logo on them for businesses to distribute to customers during July as these videos are released. As people use these bags, it will further promote shopping locally in North Dundas. I am currently investigating options and pricing for this component of the project. Refer to the attachment to see the shop local logo.





KEY INFORMATION REPORT

Economic Development and Communications

June 9, 2021

SUBJECT: Business Promotional Project

- The effects that the pandemic has had on our local business community continue to mount, though our business leaders have responded to the challenge with resilience and strength.
- To help promote our businesses that are open for curbside pick-up and in-store shopping, we have created signage that will be used in photos that will be taken by myself with business owners holding the signs.
- The 3'x4' sign says, "*Yes We're Open for Curbside Pick-up*" and the 2'x3' sign says, "*Also Open For In-Store Shopping*". Both posters feature the "Community Strong/Shop North Dundas" arrow design logo and the 3'x4' sign includes northdundas.com.
- The photos taken will be published on the Township's Facebook page to promote what is available right here at home. A call out to the business community was published on June 3rd on our website and Facebook page to encourage businesses to get in touch to have their photo taken. Please refer to the attachment for a sample photo.
- We had a shop local logo created that states "Community Strong – Shop North Dundas", which is included on these posters and will be created on window decals for businesses to put up in their storefronts to further promote shopping local. The logo has also been circulated to staff and Council to add as an email footer on their email signatures to keep the initiative top of mind. Please refer to the attachment for the logo graphic.
- These same two signs will also be featured in the upcoming business showcase videos as part of the virtual 2021 Local Business Expo.







KEY INFORMATION REPORT Waste Management Services

June 9, 2021

SUBJECT: Leaf & Yard Waste Update

Historically, the leaf and yard waste was collected once in the fall in the Villages of Winchester and Chesterville. With the addition of the 60/40 split trucks a pilot project to expand the leaf and yard waste to the hamlets and larger subdivisions was implemented. Notices were placed in the local papers, on the Township website and Recycle Coach for the two weeks prior to first pick up.

Spring Pick up

May 3rd

Village of Winchester

- 3.61 MT of leaf and yard waste = 2 employees for 4 hours

May 10th

Village of Chesterville/Thompson sub

- 2.63 MT of leaf and yard waste = 2 employees for 4 hours
Thompson sub- 2 stops

May 17th

Inkerman - 0 stops // South Mountain - 10 stops // Mountain - 6 stops

Hallville - 1 stop // Forestwood Heights - 4 stops // Ormond - 0 stops

Morewood - 11 stops

- 1.07 MT of leaf and yard waste= 2 employees for 4 hours

The process will be repeated in the fall and the results will be brought back to Council.

I am also investigating the potential to divert the leaf and yard waste that is collected to a compost site or processing facility.



KEY INFORMATION REPORT Waste Management Services

June 9, 2021

Regional Waste Management Collaboration

The SDG working group received funding from CIF (Continuous Improvement Funding) to explore possibilities of reducing overall costs, existing assets maximization and opportunities to create long term savings & overall regional efficiencies.

Following a tendering process, the project was awarded to DFA Consulting. After gathering waste management information from each municipality and analyzing the data, DFA presented to County council on March 28th, with local municipal Councilors invited to attend. Mr. Ali's report was included in a report to North Dundas Council on April 13th. On April 22nd Mr Ali presented to SDG CAOs and waste management staff.

At the May 12th Council meeting, Mr Ali made a presentation concerning North Dundas and its involvement.

Feedback to DFA and the working group is required on the 4 following questions. I have listed some potential responses to each question. Please bring any feedback associated with these questions so that Council's responses can be forwarded to DFA and the working group.

1. **Which waste management collaboration opportunities interest your Municipality the most?**
 - Leaf & yard waste possibility leading to organics
 - Shared compost site
 - Public Education - brochures/recycling website
 - Bulk purchases - blue boxes
 - Shipping & processing recyclables
2. **What information does your Council need to be able to decide whether to support regional and/or inter-municipal collaboration efforts?**
 - Expansion approval for Boyne Road Landfill - yes/no
 - Cost to North Dundas directly to implement any initiatives
 - Separate cost for commercial pickup if skewing results
3. **Does your Council have any input or preference regarding who should lead the coordination of collaboration efforts going forward (e.g., a specific municipality, a group of municipalities, SDG, a joint committee or board)?**
 - Working group consisting of one individual from each municipality with the Counties as lead.

4. Does your municipality have any other unique items or issues that need to be considered within the analysis of collaboration opportunities?

- Ongoing landfill expansion application
- Presently share HHW facility with South Dundas
- Possibility of sharing a compost site?
- Private industry - presently Waste Management processing of recyclables at lower cost than other alternatives presented
- Want autonomy for local Council to pick collaboration initiatives and not upload waste management to SDG Council

Thank you. Looking forward to your responses.



DEPARTMENT ACTIVITY UPDATES

Finance

June 9, 2021

KEY FINANCIAL DATA:

Bank Balances

Bank Balances	2021 May 31 st	Last Month Apr 30 th 2021	Last Year-2020 May 31 st
General Operating Acct	11,771,032.03	13,326,158.40	9,636,347.72
Cash, GIC's, (Reserve Fund)	5,256,487.52	5,250,870.88	6,813,075.53
Total	\$17,027,519.55	\$18,577,029.28	\$16,449,423.25

Taxes Receivable Outstanding	May 31 2021	May 31 2020	May 31 2019
Current Year (2021)	807,420.09	1,008,614.74	825,600.47
One Year in Arrears (2020)	636,838.11	735,084.15	719,502.47
Two Years in Arrears (2019)	361,622.77	429,919.60	341,883.56
Three Years in Arrears (2018+)	459,052.43	487,619.49	390,097.83
Penalty & Interest	202,919.61	230,641.11	216,377.35
Sub-Total	2,467,853.01	2,891,879.09	2,493,461.68
Allowance for Uncollectible	(93,604.52)	(93,604.52)	(93,604.52)
Taxes Receivable	<u>\$2,374,248.49</u>	<u>\$2,798,274.57</u>	<u>\$2,399,857.16</u>
Taxes Billed to Date	10,390,013.36	9,755,115.80	9,555,543.08
Percentage o/s Over Levy	22.851%	28.685%	25.115%

Net taxes receivable last month were **\$2,877,648.18**; this month's balance of **\$2,374,248.49** represents a decrease over last month in the amount of **\$503,399.69**. This is due to collections of our interim tax billing that had a due date of March 31st.

Tax arrears for this year, expressed as a percentage of the interim levy, indicate a marked decrease over the previous two years – especially last year (2020). This is not surprising as the due date last year (as a result of COVID-19) was extended for 30 days to April 30th 2020, and therefore payments were slower coming in.

Taxes receivable also include other charges that have been added to the tax roll for collection purposes, all of which serve to increase the balance of taxes outstanding.

Year-End Audited Financial Statements – 2020

The auditors completed their annual audit of our books and records and were scheduled to present the DRAFT financial statements for the year ended December 31 2020 to council at this meeting of June 9th. However, due to a scheduling conflict, this presentation has been postponed to the June 22nd Council meeting.

ACTIVITIES:

- Virtual meetings and discussions with Finance team and Chesterville Historical Society/MTAS re donations.
- Assisted Deputy-Treasurer and Public Works department with filing OCIF Formula-Based Project Information form for 2020 fiscal year.
- Assisted with preparation of 2021 Final Tax Rate By-law and completion of Appendix A.
- Preparing for and attending at council meeting of May 12th
- Managers' meeting – May 25th
- Reviewing DRAFT financial statements from auditors – made finalization entries in books for 2020 fiscal year end.
- Commenced working on the FIR (Financial Information Return).
- Final tax bills were printed week ending May 28th – mailed out to taxpayers on June 3rd (mailing date last year was June 8th).
- The total amount of our final billing was \$9,838,088.42 (2020 - \$10,840,299.25); this amount is due in two instalments of approximately \$4.92M each; Instalment due dates are June 30th and September 30th. This cash inflow will be extremely helpful in paying the summer construction costs as well as the Education and County levies;
- The second instalment for the County levy was due May 31st in the amount of \$2,423,720 - (2020 amount was \$2,566,927.43);



DEPARTMENT ACTIVITY UPDATES
Economic Development and Communications
June 9, 2021

Economic Development

- Working with several businesses to draft applications to the SDG Regional Incentives Program, which is scheduled to have the first intake start in early June.
- Attended the EDO Working Group meeting on May 19th, which had Skills Ontario as a special guest.
- Hosted the North Dundas Chamber of Commerce AGM on May 26th via the Township's Zoom account.
- Promoted the "Business Health Check" survey from the North Dundas Chamber of Commerce, as well as the Ontario Tourism and Travel Small Business Support Grant, the Agri-Tech Innovation Cost-Share Program and the Fundsearch Tool from Invest Ottawa.
- The curbside pick-up sign project with local businesses is underway, whereby photos are shared on the Township's social media to promote local shopping, a report on which is before Council.
- Worked with a local retail business to finalize their Community Improvement Plan application for updated exterior signage, a report on which is before Council.
- Connected with an industrial client seeking warehouse space for a significant amount of temporary storage of product.
- Results from the grant application for funding to the Canada Healthy Communities Initiative to fund the creation of professional business showcase videos as part of the 2021 Local Business Expo was rejected. The Expo Committee has since met to discuss options to still do a similar project, details of which are in a report to Council.

Communications

- Attended the North Dundas Emergency Management Planning Meeting on May 10th
- Worked with department heads to do final edits to the content on the new Township website prior launch.
- The Spring Township Newsletter has been completed and was mailed out with the June property tax bills.
- Regularly updating the Township website and Facebook with Provincial and EOHU COVID-19 news releases, as well as Township content as our service offerings are adapted.



DEPARTMENT ACTIVITY UPDATES

Public Works

June 9, 2021

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

Administration:

1. Issued tender for purchase of new truck and recommend the award.
2. Issued tender for the purchase of new sidewalk machine.
3. Pulverized various roads for improvements.
4. Completed ditching work on various roads through three (3) local ditching contractors.
5. Hiring process for Patrol Supervisor and Drainage Superintendent successfully completed.
6. Meeting with property owners to review their concerns with regard to ditching, road condition, trees, truck traffic, etc.
7. Continue to work on plans to install additional signages on roads.
8. Continue to refine public works operations and procedures.
9. Coordinate with insurance with regard to stolen backhoe # 3243.
10. Completed printing and distribution of daily activity sheets for operation staff.
11. Efforts to tarp winter grit pile outside at Public Works Operation Centre in progress.
12. Speed on Ronson Road reduced to 60 km/hr.
13. Initiated annual sign reflectivity testing program.
14. Initiated annual application of calcium on gravel roads program
15. Initiated annual sweeping of roads within the villages.

Transportation:

Roads Operations:

1. Hiring of summer students is completed.
2. Grading, water and calcium of gravel roads completed.
3. Work on E11s ongoing.
4. Road patrol with Rover software / camera system to monitor pot holes, as needed.
5. Pot hole / patching at various locations.
6. Ditching work including hauling of surplus material completed.
7. Installation of new signs and replacement of defective signs, as needed.
8. Brushing of trees and shrubs along roadway in ditches.
9. Removals of blockages at culverts and beaver dams at drains.
10. Mowing operation has been initiated along the roadways.
11. Removed Christmas lights and install flags.

Fleet:

1. Annual Inspections completed – 3208 and R2.
2. Mechanical Fitness Inspections completed – 3203, 3206, 3210, 3253, 3254, 3260, 7763.
3. 3217-2070 – replace diverter valve for deflector door on brush head.
4. 3254 – replace rear brakes – left rear was steel on steel with no report of an issue from operator.
5. 3203 – replace damaged fill valve on water tank.
6. 3212 – replace right side tarp cylinder.
7. 3213 – remove boom mower and sub frame and install 3pth assembly and road side mower – service and prepare road side mower.
8. 3208 – remove and reseal leaking hydraulic pump – replace PTO shaft u joints - replace rotten tarp roller – repair rotten dump box sills.
9. 1200 – remove winter tires and wheels and install summer tires and wheels – replace rear brake pads and rotors.
10. 2200 – remove winter tires and wheels and install summer tires and wheels.
11. Landfill Compactor – tighten blade attachment bolts – change oil and filter.
12. 43 – remove recently repaired fuel tank and send out for warranty repair.
13. 7763 – former S3 – replace left side front floor – replace cam shaft, one lifter and one fuel injector – replace leaking right side front axle oil seal – install beacon – remove Fire Dept. decals and apply Township logo decals.
14. Recreation Rototiller – remove damaged 3pth brackets and straighten.
15. 7759 – replace damaged mower deck belt.
16. S2 and S3 – new units - programming updates at the dealer.
17. S4 – update emergency lighting - replace two of the red flashing emergency lights with blue lights.
18. S3 – install back rack and tool boxes.
19. T3 – missing frame rail finally arrived – delivered unit and rails to Rush Truck Center for frame rail replacement.
20. P2 – new unit - right rear axle oil leak and right rear brake overheat issue – Freightliner warranty – yet to be resolved.
21. Facility Inspection completed.

Water and Wastewater:

1. Discuss with property owners with regard to potential purchase of land for new well(s). Conducted appraisal on lands. Continue to review and discuss with J. L. Richards with regard to water and wastewater capacity constraints.
2. Continue to work on water class environmental assessment study, etc.
3. Various operation and maintenance activities by OCWA including rehabilitation work at Chesterville well 5 and Winchester well 7.
4. Flushing of sewers in the villages of Winchester and Chesterville.



DEPARTMENT ACTIVITY UPDATES
 Waste Management Services
 June 9, 2021

FINANCIAL INFORMATION:

May	April
Total Fees.....\$15,578.25	Total Fees.....\$13,766.50
Fees Charged.....\$ 6,463.25	Fees Charged.....\$5,586.50
Fees Paid.....\$9,115.00	Fees Paid..... \$8,180.00
Cash on Hand.....\$100.00	Cash on Hand.....\$100.00

Wards	MAY	APRIL
1. (Twp of Win)	640	640
2. (Twp of Mtn)	480	600
3. (Vill of Win)	720	720
4. (Vill of Ches)	320	400
5. Other (Boyne)	936	885
Total Cubic Yards	3096	3245
Total Metric Tonnes	281.45	295

Recyclables

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

Tonnages of Processed Material Year to Date

April 16th to May 15th

Fibre-----	40.03 MT	167.23 MT
Plastic/Cans/Glass—	20.90 MT	102.44 MT
Total		269.67 MT

WORK COMPLETED (up to June 1st)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working with Golder on Technical Studies
- Boyne Road Landfill clean up and organizing
- Organizing for first HHW Day - June 12th
- Organized Leaf and Yard waste pilot project held in May
- Working on 2020 Data Call for Blue box funding



DEPARTMENT ACTIVITY UPDATES

Planning Building and Enforcement

June 9, 2021

PLANNING:

- Received four (4) new severance applications, performed site visits and provided comments to the Counties.
- Performed various site visits for severance and subdivision files in order to clear outstanding conditions.
- Received three (3) new applications for Minor Variance Approval in North Dundas. The Committee of Adjustment Hearing held hearings on April 8th, 2021 and April 22, 2021. All three variances were granted and no appeals were filed.
- Prepared and issued five (5) zoning compliance reports.
- Advertised and prepared the necessary documents and presentations for the annual Housekeeping Zoning By-law Amendment.
- Responded to various zoning, minor variance and severance inquiries from landowners, lawyers, and realtors.
- Met on-site with a property owner to discuss a potential severance and options.
- Met with various property owners in Winchester and Chesterville to pre-consult regarding water and sewer allocation. Staff assisted in the preparation and submission of multiple applications and forwarded to the Director of Public Works.
- Followed up with the applicants regarding the Zoning By-law amendment and Site Plan Control application in Mountain (Sevita).
- Met with new subdivision owner (taking over old draft plan) to discuss next steps. Received applications for Part Lot Control and a Zoning Amendment.
- Attended industrial building/property inspection in Chesterville with CBO.
- Met with property owner and CBO to discuss potential residential renovations to a commercial building.
- Met with local developer looking for land for a new industrial plant, discussed Official Plan and Zoning requirements, and potential locations. Had a follow-up meeting with their professional planner.

- Prepared for LPAT settlement regarding the SDG Counties Official Plan Appeals.

BUILDING:

- Communicated with multiple property owners to discuss various building projects.
- Attended OBOA Golden Triangle Chapter meeting.
- Met with Director of Public Works and Lactalis representatives to discuss current fire protection at the Winchester Plant.
- CBO Forget attended multiple webinars hosted by the OBOA regarding Applicable Law (Transportation, Environment, and Planning Approvals).
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

Building Department	Apr. 2021	Apr. 2020	Apr. 2019	Apr. 2018	Apr. 2017	Apr. 2016
Permits Issued:	22	6	12	19	10	11
New Dwellings	4	4	3	3	1	4
Value of Permits:	\$1,777,313	\$5,843,000	\$1,129,500	\$2,989,370	\$419,500	\$1,290,000
Building Permit Fees:	\$40,802	\$16,715	\$6,785	\$13,183	\$3,848	\$7,588
Development Charges:	\$30,693	\$18,592	\$10,944	\$16,844	\$4,504	\$14,754

Building Department	May 2021	May 2020	May 2019	May 2018	May 2017	May 2016
Permits Issued:	32	20	21	18	16	25
New Dwellings	8	8	4	6	8	4
Value of Permits:	\$9,405,650	\$2,586,983	\$2,045,200	\$2,323,500	\$1,649,762	\$4,655,657
Building Permit Fees:	\$68,233	\$13,219	\$19,018	\$14,165	\$9,397	\$12,970
Development Charges:	\$47,421	\$39,331	\$22,599	\$22,250	\$25,669	\$14,904

- All persons in a room/building during an inspection are still required to wear a face mask, or to leave the area for the duration of the inspection.
 - Additional measures have been established and continue to be communicated to permit holders when booking inspections.

- Our Building Inspectors have found that approximately 98% of time, contractors are not wearing appropriate face masks when they enter for inspections.

BY-LAW ENFORCEMENT:

- Fines issued: 3 fines issued for burning during a burn ban / 1 fine for burning outside the conditions of the burn permit.
- Parking: 6 warnings issued; no tickets issued.
- Pools: 2 pools have been inspected; both passed the inspection. Currently we have 12 other pools with pending permits.
- Clean Yards: 9 repeat properties were flagged for long grass and weeds, and we had to have our contractor cut 5 of the 9 properties. The other 4 were cut by the owners. We have received 3 new complaints this month for grass and weeds.
- Dogs: we had 2 dog bites occur in the month and both have been issued orders to have the dogs muzzled outside of the home.
- We have issued an Order to comply for a Chesterville address due to the condition of the house/roof.
- By-law is still reporting weekly covid numbers, and have worked with businesses and the public to figure out what is allowed or not allowed during the current lockdown.



DEPARTMENT ACTIVITY UPDATES

Recreation and Culture

June 8, 2021

- Various dead trees were cut in the cemetery that is located just outside of South Mountain, as well as in the old St. John Street Park in Hallville, and along the tree line that borders the toboggan hill & Christie Lane properties, in Winchester. As a part of our standard practice, the House of Lazarus was contacted and they sent a volunteer to retrieve the burnable wood for their clients. The remaining brush is being cleaned up. The stumps for the Winchester locations were ground down and covered with new soil. The resident that owns one of the residential properties has volunteered to help with reinstatement of the affected areas. New trees are being sourced for planting and the same resident has volunteered to water them.
- A flag pole was purchased and installed at Hallville Fire Hall.
- 6 AODA swings were purchased and installed in our various community parks including:
 - 100 Club Park
 - Thompson Park
 - Harmony Park
 - Mountain Memorial Park
 - South Mountain Park
 - Chesterville Community Park
- Repairs to the Sox Field fence have been scheduled for the end of June. The corrugated plastic pipe was ordered and received and is being stored, so that it is ready to be installed immediately following the repair work. The installation of the corrugated plastic piping was completed for the South Mountain ball field fence. Piping for the Legion Field fence was not included in the 2021 budget, however, the Recreation & Culture Department team was able to use remaining sections of piping from the rolls that were used for the Chesterville ball field and Morgan Field, to put piping on the fence for Legion Field. All fences that have been completed so far and look fantastic.
- The Maintenance/Parks Labourer crew have cleaned-up various municipal gardens around the Township. New red and white flowers were planted in Veteran's View Park, to match the colours selected by the Morewood Recreation Association for their planters. This will ensure that the park is well prepared for the cenotaph celebration next month. Various requests from the Morewood Recreation Association for pick-up of trimmings, continue to be accommodated in an expedient manner. Student assistance has also been provided to both the Friends of the South Mountain Resource Centre and the Chesterville Green Action Gang.

- AC Mechanical Refrigeration Ltd. was awarded the replacement of the Winchester Arena chiller. The chiller was ordered the following day.
- Portable air conditioners were installed in the OPP staff change rooms at 547 St. Lawrence St. in Winchester. Tire racks were purchased by the OPP and the Recreation & Culture Dept. team installed the units in the garage, as per their request.
- The welding component of the budgeted structural repairs for the Chesterville & District Arena, have been completed. The concrete work is scheduled to be completed in June.
- Meetings and constant communication is taking place with our Recreation Coordinator, Pool Coordinator, and Director of Recreation & Culture to discuss pool staffing numbers, qualifications, scheduling and challenges. Communication has ensued with the City of Cornwall so that we can ensure that our lifeguards have options to recertify as soon as possible. Once concrete information and options are available, they will be presented to Council.
- The Eastern Ontario Health Unit (EOHU) was invoiced for staffing support provided by the Township of North Dundas for the month of April. Invoicing will soon be issued for the month of May. The Recreation & Culture Dept. team recently set-up 2 of our 10'x10' Township of North Dundas tents for use at the main entrance of the Joel Steele Community Centre. The tents were used to shelter the security personnel and volunteers. The tents looked amazing and helped to positively promote our Township. Our Recreation Coordinator continues to help schedule fire fighters and other volunteers for the vaccine clinics and continues to address any questions or concerns that the event organizers have with our venue. He also helped to coordinate a date and time for TD Bank to provide coffee and food donation to the vaccine clinic.
- Modifications to our applications for the Canada Summer Jobs grant, were made and accepted, due to changes in summer student roles and start dates.
- We re-opened our tennis courts to the public as of Saturday May 22nd and returned picnic tables to our parks. They were closed/removed in April, in accordance with the enhanced restrictions under the provincial Stay-At-Home order.
- Our Recreation Coordinator continues to communicate with the Eastern Ontario Health Unit to receive new information and directives for outdoor recreation amenities.

- The deadline for ice request forms was May 21st. The ice requests that were received, were reviewed. Previous user groups that have not submitted their request forms, were contacted.



DEPARTMENT ACTIVITY UPDATES

CAO

June 9, 2021

- Attended weekly updates from Dr. Paul of the EOHU
- Participated in Expo planning meetings to determine whether an Expo will be held in 2021 and what other initiatives might be possible during current COVID restrictions
- Ongoing discussions and actions to further the determination of a potential North Dundas well site
- Attended North Dundas Emergency Management meeting and update
- Participated in SDG CAO bi-weekly meetings to discuss challenges, best practices and opportunities to collaborate
- Meetings with Department Heads as required to move projects forward and deal with questions and/or complaints from Council and/or the public
- Discussions with our lawyer as required
- Responded to inquiries from members of Council
- Ongoing discussions with developers
- Updated Part-Time Wage Schedule
- Human Resources issues as required
 - Hiring of replacement for Municipal Services Assistant
 - Contracts for various positions including 2 for Municipal Services Assistants and Patrol Supervisor/Drainage Superintendent
 - Worked with lawyer to create contract template for student positions
 - Organized training for new hires and task reassignment
 - Coordinated with SDG IT to setup new hires
 - Participated on Hiring Committee for Patrol Supervisor/Drainage Superintendent
 - Created job description for Communications Officer and advertised the position



DEPARTMENT ACTIVITY UPDATES

Clerk

June 9, 2021

- Participating in weekly scheduled conference calls with the Eastern Ontario Health Unit (Dr. Paul) and Emergency Management Ontario.
- Weekly calls Emergency Planner, Kevin Spencer.
- Participated in Municipal Emergency Control Group and Planning Committee meeting on May 10
- Participated in Escribe Training May 11-14.
- Virtual meeting with MTAS and Finance Staff – May 26
- Interviewed candidates for the Senior Municipal Services Assistant position.
- Virtual meeting with SDG Clerks – June 2
- Insurance matters – ongoing discussions with Municipal Broker.
- Corresponding with Lawyers – re: property matters.
- On-going discussions with Committees of Council and Delegations.
- On-going discussions with couples regarding marriage ceremonies.
- Assisting Council & Staff – routine duties.
- Assisting Ratepayers – routine duties.
- Preparations for Council meetings – May 25 & June 9.
- In March, we submitted a grant to the Municipal Modernization Program. This funding is to assist with projects that increase municipal efficiency and effectiveness. We specifically requested funding for Meeting Management (for the production of Council packages), an Electronic Filing System for Records Management and an on-line training program to assist with Human Resources and Health & Safety training. To date, we have not received word about this application.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW No. 2021-42

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

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

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

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

- 1.0** That the Minutes of the Regular Meeting held on May 25th, 2021 of the Council of the Township of North Dundas, be hereby adopted.
- 2.0** That the actions of the Township of North Dundas at the Regular Meeting held on June 9th, 2021 in respect of each motion, resolution and other action taken by the Township of North Dundas at its meeting are, except where the prior approval of the 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 9th day of June, 2021.

MAYOR

CLERK