



**Regular Meeting Agenda  
Township of North Dundas**

**October 26, 2021, 7:00 p.m.  
636 St. Lawrence St. Winchester, ON**

This Regular Meeting of the Corporation of the Township of North Dundas will be broadcast on the Township's [YouTube Channel](#).

**Agenda has been revised to reflect addition of late reports and some minor report amendments.**

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<b>10.</b>	<b>Key Information</b>	
a.	KIR - Finance - NIL	
b.	KIR - Economic Development and Communications - NIL	
c.	KIR - Public Works - NIL	
d.	KIR - Waste Management - NIL	
e.	KIR - Planning Building and Enforcement - NIL	
f.	KIR - Recreation and Culture - NIL	
g.	KIR - Fire -NIL	

h. KIR - CAO

1. Remembrance Day - Additional Report

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i. KIR - Clerk - NIL

## 11. Consent Agenda

a. Accounts

b. Monthly Activity Summary

Recommended Action: That Council receive and file.

1. MAS - Finance - NIL

2. MAS - Economic Development and Communications - NIL

3. MAS - Public Works - NIL

4. MAS - Waste Management - NIL

5. MAS - Planning Building and Enforcement

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6. MAS - Recreation and Culture - NIL

7. MAS - Fire - NIL

8. MAS - CAO - NIL

9. MAS - Clerk - NIL

## 12. Boards and Committees

a. County Council: Mayor Fraser & Deputy Mayor Armstrong

b. Canada Day: Mayor Fraser

c. Display of Lights: Mayor Fraser

d. Fire Steering: Fire Commissioner Armstrong

e. Art on the Waterfront: Councillor Thompson

f. Chesterville & District Historical Society: Councillor Thompson

- g. Chesterville Carnival: Councillor Thompson
- h. Dairyfest: Councillor Hoy
- i. Winchester Downtown Revitalization: Councillor Annable

**13. Motions and Notices of Motions - NIL**

**14. Petitions - NIL**

**15. Council Comments and Concerns - NIL**

**16. Miscellaneous/Unfinished Business - NIL**

**17. Ratification By-Law**

By-law No. 2021-77

**18. Adjournment**



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

REGULAR MEETING MINUTES

**Date:** October 12, 2021, 7:00 pm  
**Location:** 636 St. Lawrence St. Winchester, ON

**Council Present:** Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillor: John Thompson  
Councillor: Gary Annable  
Councillor: Tyler Hoy

**Staff Present:** CAO: Angela Rutley  
Clerk: Jo-Anne McCaslin  
Treasurer: John Gareau  
Director of Recreation and Culture: Meaghan Meerburg  
Economic Development & Communications: Stephen Mann  
Director of Waste Management: Doug Froats  
Administrative Assistant: Emily Beach  
Communications Officer: Jennifer Westendorp

**Others:** Chesterville Record: Joe Morin

**1. Call Meeting to Order by Resolution**

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on October 12, 2021 with Mayor Fraser in the Chair.

The meeting was held virtually and broadcast on the Township's YouTube channel.

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:** Councillor Hoy

**Seconded By:** Councillor Annable

THAT Council approve the agenda as presented.

**Carried**

**3. Disclosure of Pecuniary Interest and Nature Thereof**

**4. Adoption of Minutes**

Resolution No. 03

**Moved By:** Councillor Thompson

**Seconded By:** Deputy Mayor Armstrong

THAT the minutes of the Regular Meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held September 28, 2021 be adopted as presented.

**Carried**

**5. Delegations - NIL**

**6. Closed Session**

Resolution No. 04

**Moved By:** Councillor Annable

**Seconded By:** Councillor Hoy

THAT Council proceed in Camera at 7:02 PM pursuant to Section 239 (2) of The Municipal Act S.O. 2001

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

**Carried**

**7. Open Session**

Resolution No. 05

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Thompson

THAT Council move to Open Session at 7:39 PM.

**Carried**

**Amendment:**

Resolution No. 06

**Moved By:** Councillor Hoy

**Seconded By:** Councillor Annable

THAT Council authorizes Staff to follow through as directed on matters pertaining to an identifiable individual as discussed in Closed Session.

**Carried**

**8. Action Requests**

a. A/R - Finance

1. RFP AM2021-01 North Dundas Building Assessment – Priorities 2 and 3

Resolution No. 07

**Moved By:** Deputy Mayor Armstrong  
**Seconded By:** Councillor Annable

**THAT Council award Priorities 2 & 3 in RFP# AM2021-01 for the North Dundas Building Condition Assessment, to Roth IAMS Ltd., for the stipulated price of \$55,452.50 excluding HST, or approximately \$56,500 taxes/rebate included; AND THAT Council approve Budget Amendment #2021-24 to leave an amount of \$56,500 in project costs unfinanced in 2021, to be financed in 2022.**

**Carried**

b. A/R - Economic Development and Communications

1. Watters Financial CIP

Resolution No. 08

**Moved By:** Councillor Thompson  
**Seconded By:** Councillor Hoy

**THAT Council approve funding under the Township of North Dundas' Community Improvement Plan for a Facade Grant in the amount of \$1,749.44 for the property located at 498 Main Street, Winchester; And that Council authorize the Mayor and CAO to execute the required agreement.**

**Carried**

2. Illume Physiotherapy CIP

Resolution No. 09

**Moved By:** Councillor Annable  
**Seconded By:** Councillor Thompson

**THAT Council approve funding under the Township of North Dundas' Community Improvement Plan for a Signage Grant in the amount of \$375 for the property located at 512 Main Street, Winchester; AND that Council authorize the Mayor and CAO to execute the required agreement.**

**Carried**

3. Flora Physiotherapy CIP

Resolution No. 10

**Moved By:** Deputy Mayor Armstrong  
**Seconded By:** Councillor Thompson

**THAT Council approve funding under the Township of North Dundas' Community Improvement Plan, for a Signage Grant in the amount of \$388.20 for the property located at 512 Main Street, Winchester; AND THAT Council authorize the Mayor and CAO to execute the required agreement.**

**Carried**

c. A/R - Public Works

1. Budget Amendment 2021-23

Resolution No. 11

**Moved By:** Councillor Annable

**Seconded By:** Councillor Hoy

**THAT Council approves budget amendment #2021-23 to allow for \$453,000.00 of funding for the J. L. Richards Engineering Services to be funded in the 2022 water and wastewater budget.**

**Carried**

d. A/R - Waste Management

1. Waste Management staffing and Level of Service

Resolution No. 12

**Moved By:** Councillor Thompson

**Seconded By:** Deputy Mayor Armstrong

**THAT Council approve the recommendation of the Director of Waste Management to replace the part-time Truck Driver/Laborer position with a full-time Truck Driver/Laborer position.**

**Carried**

e. A/R - Planning Building and Enforcement - NIL

f. A/R - Recreation and Culture

1. September Community Grants

Resolution No. 13

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Thompson

**THAT Council approve that the Winchester branches of the Ontario Early Years Centre and the Boys & Girls Club each be awarded a \$400 Community Grant.**

**Carried**

2. Winchester Lions Club Request for Free Use of the Joel Steele Community Hall

Resolution No. 14

**Moved By:** Councillor Annable

**Seconded By:** Councillor Hoy

**THAT Council authorize that the \$140.00 rental fee for the Joel Steele Community Hall be waived, in support of the Winchester Lion's Club Annual North Dundas Christmas Fund Gifts & Food Hamper Program, scheduled for December 14th & 15th, 2021.**



Carried

3. 2021-2022 Winter Staff Hires

Resolution No. 15

**Moved By:** Councillor Hoy

**Seconded By:** Councillor Thompson

**THAT Council approve the recommendation of the hiring committee to hire 7 additional 2021/2022 winter staff hires for Rink Attendants and Call-In Facility Operators.**

Carried

g. A/R - Fire - NIL

h. A/R - CAO

1. Director of Corporate Services/Clerk

Resolution No. 16

**Moved By:** Councillor Thompson

**Seconded By:** Councillor Hoy

**THAT Council approve the promotion of Nancy Johnston to the position of Director of Corporate Services/Clerk effective November 15, 2021 as per the terms of the employment agreement dated September 24, 2021.**

Carried

2. Ault Way Street Signs

Resolution No. 17

**Moved By:** Councillor Annable

**Seconded By:** Deputy Mayor Armstrong

**THAT Council approves the cantilevered sign design for new street signs on the portion of Winchester Main Street that will also be known as Ault Way, and approves budget amendment #2021-22 to increase the budget for Ault Family Legacy Project by \$10,000 to be split equally between the Township and Lactalis.**

Carried

i. A/R - Clerk - NIL

**9. Tenders and Quotations**

a. Tender No. RC2021-09 Replacement of the Old Town Hall Theatre HVAC

Resolution No. 18

**Moved By:** Councillor Annable

**Seconded By:** Councillor Hoy

**THAT Council approve the award of Tender No. RC2021-09 for the replacement of the Old Town Hall Theatre HVAC system, to ATEL Air, for the stipulated price of \$47,000 + HST.**

**Carried**

**10. By-Laws**

- a. By-law No. 2021-71 COVID-19 Vaccination Policy

Resolution No. 19

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Thompson

**THAT By-law 2021-71, being a by-law to adopt a COVID-19 Vaccination Policy for the Township of North Dundas be read and passed in Open Council, signed and sealed this 12<sup>th</sup> day of October, 2021.**

**Deferred**

**11. Key Information**

- a. KIR - Finance - NIL
- b. KIR - Economic Development and Communications - NIL
- c. KIR - Public Works - NIL
- d. KIR - Waste Management - NIL
- e. KIR - Planning Building and Enforcement - NIL
- f. KIR - Recreation and Culture - NIL
- g. KIR - Fire - NIL
- h. KIR - CAO - NIL
- i. KIR - Clerk - NIL

**12. Consent Agenda**

- a. Accounts

Resolution No. 20

**Moved By:** Councillor Annable

**Seconded By:** Councillor Thompson

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

September 1, 2021 to September 15, 2021 Batch 132 to 140 in the amount of \$554,866.20.

AND

September 16, 2021 to September 30, 2021 Batch 141 to 147 in the amount of \$2,309,871.60.

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

**Carried**

- b. Monthly Activity Summary
  - 1. MAS - Finance
  - 2. MAS - Economic Development and Communications
  - 3. MAS - Public Works - NIL
  - 4. MAS - Waste Management
  - 5. MAS - Planning Building and Enforcement - NIL
  - 6. MAS - Recreation and Culture
  - 7. MAS - Fire - NIL
  - 8. MAS - CAO
  - 9. MAS - Clerk

**13. Boards and Committees - NIL**

Mayor Fraser advised the Parade of Lights Committee are working on an event for December. Details to follow.

**14. Motions and Notices of Motions**

**15. Petitions**

**16. Council Comments and Concerns**

**17. Miscellaneous/Unfinished Business**

**18. Ratification By-Law**

Resolution No. 21

**Moved By:** Councillor Hoy

**Seconded By:** Councillor Annable

THAT By-law No. 2021-70 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 12th day of October, 2021.

**Carried**

**19. Adjournment**

Resolution No. 22

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Thompson

THAT Council adjourn at 8:11PM to the call of the Chair.

**Carried**

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MAYOR

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CLERK



**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**  
**SPECIAL MEETING MINUTES**

**Date:** October 18, 2021, 3:00 pm  
**Location:** 636 St. Lawrence St. Winchester, ON

**Council Present:** Mayor: Tony Fraser  
Deputy Mayor: Allan Armstrong  
Councillor: John Thompson  
Councillor: Gary Annable

**Council Absent:** Councillor: Tyler Hoy

**Staff Present:** CAO: Angela Rutley  
Clerk: Jo-Anne McCaslin  
Administrative Assistant: Emily Beach  
Public Works Supervisor: Jamie Cheney

**Others;** Chesterville Record: Joe Morin

**1. Call Meeting to Order by Resolution**

Resolution No. 01

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Annable

THAT the Special Meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 3:00 PM.

**Carried**

**2. Adoption of Agenda**

Resolution No. 02

**Moved By:** Councillor Thompson

**Seconded By:** Deputy Mayor Armstrong

THAT Council approve the agenda as presented.

**Carried**

**3. Disclosure of Pecuniary Interest and Nature Thereof - NIL**

**4. Action Requests**

a. Sandy Row - Budget Amendment

Resolution No. 03

**Moved By:** Councillor Thompson

**Seconded By:** Councillor Annable

**THAT Council approve budget amendment #2021-25 to increase the budget for upgrades to Sandy Row with the additional amount to be financed in 2022.**

**Carried**

- b. Backhoe Replacement – Budget Amendment

Resolution No. 04

**Moved By:** Councillor Annable

**Seconded By:** Councillor Thompson

**THAT Council approves budget amendment #2021-26 to authorize the purchase of a John Deere backhoe at a cost of \$157,800 utilizing proceeds from the insurance claim and general working funds for the deductible of \$10,000.**

**Carried**

**5. By-Laws**

- a. COVID-19 Vaccination Policy

CAO Rutley presented two options for Council's consideration. Option#1: Mandatory Vaccination and Option #2: Vaccination or testing and additional PPE and COVID protocol.

Council chose Option #1 - Mandatory Vaccination.

Resolution No. 05

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Thompson

**THAT By-law 2021-71, being a by-law to adopt a COVID-19 Vaccination Policy for the Township of North Dundas be read and passed in Open Council, signed and sealed this 18<sup>th</sup> day of October, 2021.**

**Carried**

**6. Ratification By-Law**

Resolution No. 06

**Moved By:** Councillor Annable

**Seconded By:** Councillor Thompson

THAT By-law No. 2021-73 to adopt, confirm and ratify matters dealt with by resolution. be read and passed in Open Council, signed and sealed this 18th day of October, 2021.

**Carried**

**7. Adjournment**

Resolution No. 07

**Moved By:** Deputy Mayor Armstrong

**Seconded By:** Councillor Thompson

THAT Council adjourn at 3:20 PM to the call of the Chair.

**Carried**

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Mayor

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Clerk



## ACTION REQUEST

Public Works

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**To: Mayor and Members of Council**

**Date of Meeting: October 26, 2021**

**Subject: Water and Sewer Allocations**

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### **RECOMMENDATIONS:**

**THAT Council allocates 4.38 water units and 4.398 sewer units for the construction of a six (6) unit apartment comprised of 2 bedroom units, on a vacant lot identified as PIN 661490221, 21 Industrial Drive, Chesterville, application submitted by Madison Mulder Enterprises Inc.;**

**THAT Council allocates 3 water units and 3 sewer units for an existing commercial/residential building at 29 Main Street, Chesterville, application submitted by Marc Perrault;**

**THAT Council allocates 0.47 water units and 0.465 sewer units for an existing one (1) bedroom apartment in a residential unit at 542 Main Street, Winchester, application submitted by Jennifer Delia.**

### **BACKGROUND:**

Currently, there is a total of 7.8 water units available. Therefore, we are asking Council to consider all applications before making a decision.

On September 8, 2021 (modified on October 19), Madison Mulder Enterprises Inc. submitted an application for water and sewer allocations for a development on a vacant lot at 21 Industrial Drive, Chesterville. He is proposing to build a six (6) unit apartment building with 2-bedroom units. This will require an equivalent of 4.38 units of water and 4.398 units of sewer as per the By-law No. 2020-23.

On September 10, 2021, Marc Perrault submitted an application for water and sewer allocations for a five washer and dryer laundromat, an office area, and a residential apartment, all on the ground floor, at an existing building at 29 Main Street, Chesterville. This will require an equivalent of 3 units of water and 3 units of sewer as per the By-law No. 2020-23.

On September 24, 2021, Jennifer Delia submitted an application for water and sewer allocations for a basement apartment at an existing residential unit at 542 Main Street, Winchester. As a one-bedroom apartment, this will require an equivalent of 0.47 units of water and 0.465 unit of sewer as per By-law No. 2020-23.

On September 28, 2021, Patrice Lanthier of 2820939 Ontario Limited submitted six applications for water and sewer allocations for six different properties in the Thompson

Subdivision to enable semi-detached dwelling units on each property, rather than single detached units. Each of the six properties (138 Elizabeth Drive, 142 Elizabeth Drive, 146 Elizabeth Drive, 150 Elizabeth Drive 154 Elizabeth Drive and 72 Erin Avenue, Chesterville) have already been allocated a single unit of capacity. This will require an equivalent of 6 units of water and 6 units of sewer as per the By-law No. 2020-23.

The four requests in these applications combined together will surpass the overall available allocation units by 6.05 units, or 6 units for simplicity. Under Section 6.9 of By-law 2020-23, Staff and Council are required to evaluate each application based on 10 criteria. These are listed below:

**BY-LAW No. 2020-23**  
**EVALUATION OF APPLICATIONS FOR CAPACITY ALLOCATIONS**

- 6.9 When evaluating the Projects which should receive Capacity Allocation, the Planning and Public Works Department and Council shall evaluate the applications for Capacity Allocation taking into consideration the following factors which are set out in no particular order:
- 6.9.1 priorities as set out in the Official Plan of the United Counties of Stormont, Dundas and Glengarry;
  - 6.9.2 the availability of existing infrastructure;
  - 6.9.3 the availability of services (schools, churches, emergency services etc...);
  - 6.9.4 the availability of existing commercial development;
  - 6.9.5 Projects which do not require any financial contribution from the Township;
  - 6.9.6 the reduction of the Township's financial obligations in Projects;
  - 6.9.7 the Township's economic priorities; and
  - 6.9.8 any other factor which is deemed relevant by Council.
  - 6.9.9 affordable housing as defined by Provincial Policy Statement
  - 6.9.10 significant new employment opportunities other than construction or "spin off" jobs.

Based on the four applications and the criteria found in Section 6.9 of By-law No. 2020-23, housing affordability and commercial developments get priority. The applications for a six (6) unit apartment building, the basement apartment and the commercial development fall within the set criteria. Should Council approve these three applications, the remaining capacity would be zero (-0.05 units to be exact). The six applications for singles to semi-detached units cannot be approved as there is no remaining capacity. Council has the



option of keeping any or all of the remaining capacity for any other development that meets with the criteria listed in Section 6.9 of the By-law.

Please refer to the attached for a summary of water units allocated and the balance available.

**OPTIONS AND DISCUSSION:**

1. **Approve the applications outlined in the recommendation** - recommended. These applications fit the criteria as outlined in Section 6.9 of the Allocation By-law.
2. **Approve a different combination of one, two, or three allocation applications.** There is enough allocation availability to satisfy one, two or possibly three applications, conditional on which applications are approved.
3. **Approve all allocation applications** – not recommended. Approving all applications will surpass the allocation availability by 6 units.
4. **Do not approve any of the allocation applications** – not recommended.

**FINANCIAL ANALYSIS:**

Application fees have been received for all applications, 21 Industrial Drive, 29 Main Street, 542 Main Street, 138 Elizabeth Drive, 142 Elizabeth Drive, 146 Elizabeth Drive, 150 Elizabeth Drive 154 Elizabeth Drive and 72 Erin Avenue, Chesterville

**OTHERS CONSULTED:**

CAO  
CBO  
Director of Planning, Building and Enforcement

**ATTACHMENTS:**

Summary of Water Allocation

SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF MARCH 2021 AND ALLOCATION								
Date	Description	Address	Village	Applicant	Construction Type	Available	Requested	Approved
2020	Wellings - 11a	12046 County Road 3	Winchester	Wellings of Winchester Inc.	69 senior unit	350	33.8	28-May-19
23-Dec-20	Infill	lot 94, Mary Street	Chesterville	Madison Mulder Enterprise	Semi Detached	316.2	2	19-Jan-21
06-Jan-21	Win Meadows #22A & 22B	Arora Crescent, RPlan8M12-BR-5193	Winchester	Winchester Meadows Inc.	Towns	314.2	48	19-Jan-21
19-Jan-21	Infill	Lot 51 & 52 BLK A S/S Nation River	Chesterville	Knowledge Hub Online Inc	Fourplex	266.2	4	09-Feb-21
25-Jan-21	Winch, daycare	547 Louise St., Winchester	Winchester	Upper Canada District School	Daycare	262.2	5	09-Feb-21
01-Feb-21	Infill	Plan 35, 051101 90046 0706	Chesterville	Derks Holdings Inc	single	257.2	1	23-Feb-21
17-Feb-21	Infill	80 Tabitha Crescent	Chesterville	John Brugmans	single	256.2	1	23-Feb-21
17-Feb-21	Infill	72 Erin Avenue	Chesterville	John Brugmans	single	255.2	1	23-Feb-21
2020	Maverick	Winchester	Winchester	12005 County Road 3	Restaurant	254.2	13.5	30-Jan-20
2020	Win Meadows 21b	Lancaster lane (BUILT)	Winchester	Moderna Homes	singles / semis	240.7	36	09-Mar-21
2020	Guy Racine 20	Clarence Street (BUILT)	Winchester	Allan Racine	singles	204.7	5	09-Mar-21
2020	Davidson	James Street (BUILT)	Winchester	Vriend	single	199.7	1	09-Mar-21
2020	Winfields	Bailey & Winfield (BUILT)	Winchester	Wayne Robinson	2 semis and 2 singles	198.7	4	09-Mar-21
04-Feb-21	Wellings - phase 2	12046 County Road 3	Winchester	Wellings of Winchester Inc.	76 senior unit	194.7	37.2	09-Mar-21
04-Feb-21	Wellings - phase 3	12046 County Road 3	Winchester	Wellings of Winchester Inc.	80 senior unit	157.5	39.2	09-Mar-21
05-Feb-21	Infill	109 James & May Streets	Winchester	Vriend Construction	singles / semis	118.3	3	09-Mar-21
10-Feb-21	Infill	Lot 1-6 Queen Street	Chesterville	Movestment Inc.	singles / semis	115.3	11	09-Mar-21
19-Feb-21	Infill	2 Winfield Avenue	Winchester	Steven & Renee Robinson	Duplex	104.3	2	09-Mar-21
17-Feb-21	Infill	24,40,68,72 and 85 Tabitha Cres	Chesterville	Brian & Catharina Shane	1 single, 8 semis	102.3	9	09-Mar-21
17-Feb-21	Infill - Clarence St.	Pt lots 39&40, pt blk 127, lots 54 & 55	Winchester	Allan Racine	singles	93.3	4	09-Mar-21
Feb. 2021	Infill	138 Elizabeth Drive	Chesterville	Andrew & Emma Harbers	single	89.3	1	09-Mar-21
Feb. 2021	Infill	142 Elizabeth Drive	Chesterville	Henry and Bonnie Brunveld	single	88.3	1	09-Mar-21
Feb. 2021	Infill	146, 150 & 154 Elizabeth Drive	Chesterville	Michael Aube	single	87.3	3	09-Mar-21
26-Feb-21	Esper Lane	Dream Haven subdivision	Winchester	Terry Sloane/990984 Ontario Ltd	Towns	84.3	51	09-Mar-21
12-Feb-21	Gypsy Lane	430 Gypsy Lane, Winchester	Winchester	Fortier Stark Industrial Inc.	Project	33.3	1	09-Mar-21
03-Mar-21	Infill	68 Erin Avenue	Chesterville	Pierre Geneau	Single	32.3	1	13-Apr-21
12-Mar-21	Infill	56 Tabitha Crescent	Chesterville	Sean & Trudy Donovan	Single	31.3	1	13-Apr-21
26-Mar-21	Infill	522 Church Street	Winchester	Courtney Thompson	Single	30.3	1	13-Apr-21
30-Mar-21	Infill	1 Lori Lane	Chesterville	Mark and Bonnie Thompson	2 duplex	29.3	4	13-Apr-21
31-Mar-21	Infill	64 Erin Avenue	Chesterville	Matthew Thompson	Single	25.3	1	13-Apr-21
31-Mar-21	Dundas Manor	533 Clarence Street West	Winchester	Winchester District Hospital	Long-term facility	24.3	9.5	13-Apr-21
06-Apr-21	Infill	216 North Street, Winchester	Winchester	Elsayed Ali and Azza Jabakhanji	townhomes	14.8	3	13-Apr-21
16-Apr-21	Infill	29/31 Main Street	Chesterville	Charbel Bouroufail	Single	11.8	1	12-May-21
21-Jun-21	Infill	Albert Street, Roll#051101800183600	Winchester	Chesterville Property Holdings Inc.	Semi Detached	10.8	2	13-Jul-21
16-Jul-21	Infill	139 Elizabeth Street,	Chesterville	Cassidy Scheepers	Single	8.8	1	17-Aug-21
	<b>Currently Available</b>	<b>as of October 19, 2021</b>				<b>7.8</b>		
	<b>New Requests:</b>							
08-Sep-21	New	21 Industrial Drive	Chesterville	R & M Fawett/M. Mulder	6 unit Apartment	7.8	4.38	
10-Sep-21	Infill	29 Main Street	Chesterville	Charbel Bouroufail	Commercial	3.42	3	
24-Sep-21	Infill	542 Main Street (basement apartment)	Winchester	Jennifer Delia	Basement Apartm	0.42	0.47	
28-Sep-21	Infill	6 Lots -Thompson Sub to Semis	Chesterville	2820939 Ontario Ltd/Lanthier	6 Semis	-0.05	6	
						Remaining		
					<b>Summary</b>	<b>-6.05</b>	<b>356.05</b>	



## **ACTION REQUEST**

Planning, Building & Enforcement

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**To: Mayor and Members of Council**

**Date of Meeting: October 26, 2021**

**Subject: Budget Amendment 2021- 27**

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### **RECOMMENDATION:**

**THAT Council approves budget amendment #2021- 27 to allow for \$30,000.00 of funding from the Development Charge Reserve Fund for the preparation of a Development Charge Background Study and By-law.**

### **BACKGROUND:**

In 2017, Council adopted Development Charges By-law No. 2017-02, which came into force on January 25, 2017. Under the Development Charges Act and Section 23.2 of the Development Charges By-law, this By-law and its charges remain in effect for 5 years.

Due to its expiry, a new Development Charges background study must be prepared before a replacement By-law can be passed by Council. If a new Development Charges By-law is not passed by January 24, 2022, the Township can no longer apply Development Charges.

An RFP Tender PB-2021-01 was issued for the preparation of the background report. On September 14, 2021, Council awarded the PB-2021-01 Request for Proposal to Watson & Associates Economists Ltd. A budget amendment is required.

### **OPTIONS AND DISCUSSION:**

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

### **FINANCIAL ANALYSIS:**

A new Development Charge Background Study and By-law are required every five years. Development Charges are collected for the purpose of funding the study and by-law. Approximately \$34,000 is available under the current development charge reserve fund.

### **OTHERS CONSULTED:**

CAO  
Treasurer  
Deputy Treasurer

### **ATTACHMENTS:**

Appendix #1

**Township of North Dundas**  
**Addendum to Budget Resolution - October 26, 2021**

**Budget Amendment - 2021-27 - Planning and Development**

Project	Account No.	2021 Original Budget	Revised Budget	Budget Amend- ment
<b>Costs</b>				
Consulting Fees - Development Charges Study	1-5-8010-4011	-	30,000	30,000
		<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>

**Financing**

Fees - Planning - Zoning/By-law Amendments	1-4-8010-7800	14,000	14,500	500
Fees - Committee of Adjustments	1-4-8010-7810	6,500	8,600	2,100
Fees - Application for Consent	1-4-8010-7812	10,000	18,900	8,900
Fees - Subdivision Application	1-4-8010-7814	4,000	7,500	3,500
Transfer from Development Charges - Operating (3-3-2000-9590)	1-4-8010-9502	15,000	30,000	15,000
		<b>\$ 49,500</b>	<b>\$ 79,500</b>	<b>\$ 30,000</b>



## **ACTION REQUEST**

Planning, Building & Enforcement

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**To: Mayor and Members of Council**

**Date of Meeting: October 26, 2021**

**Subject: Draft Plan Approval Extension - Woods Subdivision**

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### **RECOMMENDATION:**

**WHEREAS** Woods Development and Construction (7985509 Canada Inc.) submitted a request to extend draft plan approval for a Plan of Subdivision (02-ND-S/2014) for Part of Block “P”, Registered Plan #34 former Village of Winchester, and Part of Lot 4, Concession 6, former Township of Winchester, now the Township of North Dundas;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Township of North Dundas hereby recommends that the United Counties of Stormont, Dundas and Glengarry extend draft plan approval for Plan of Subdivision No. 02-ND-S/2014 for three years, as recommended by the Township Planning Division.

### **BACKGROUND:**

The Woods Subdivision application commenced in 2014. Several years were spent finalizing the stormwater management plans and approvals. The developer’s engineers have completed the final subdivision plans, and these have been approved by the Township Engineer in 2019. These will be incorporated into the final subdivision agreement.

The subdivision owner has been trying to sell the subdivision for well over a year, without success. He has indicated his desire to now proceed with the development; however, there is insufficient water supply capacity available for him to proceed. The development must wait for additional capacity or for another development to release its allocated capacity (if it hasn’t proceeded within the two years of being assigned capacity). In the interim, the Woods Subdivision will need a draft plan extension. Failure to obtain an extension would result in the subdivision lapsing. Should this occur, the subdivision would be null and void, and would need to start at the beginning again.

### **OPTIONS AND DISCUSSION:**

- 1. Approve the recommendation** - recommended. The Planning Division recommends that the Township and Counties extend the draft plan approval for three years. The developer would have additional time waiting for capacity allocation.
- 2. Do not approve the recommendation** - not recommended. If Council does not recommend that the Counties extend the draft plan approval, the developer would likely have to restart from the beginning (public meeting, notices, engineering, etc.).

**FINANCIAL ANALYSIS:**

The subdivision will see the construction of a minimum of 132 new residential units (mixed densities) in Winchester. Once constructed, additional growth-related municipal services will be required. However, off-setting development charges apply and new municipal tax revenue is projected to help maintain service levels.

**OTHERS CONSULTED:**

United Counties of Stormont, Dundas and Glengarry  
Developer  
LRL Engineering  
Stantec

**ATTACHMENTS:**

None



**ACTION REQUEST**  
Chief Administrative Officer

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**To: Mayor and Members of Council**

**Date of Meeting: October 26, 2021**

**Subject: Interim Duties – Patrol Supervisor and Drainage Superintendent**

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**RECOMMENDATION:**

**THAT in recognition of additional tasks and responsibilities that are being assumed in the absence of the Director of Public Works, Council approves an increase in compensation for Patrol Supervisor/Drainage Superintendent Jamie Cheney, from Grade 8 to Grade 9 for the period from October 4, 2021 until the return of the Director of Public Works.**

**BACKGROUND:**

Patrol Supervisor/Drainage Superintendent Jamie Cheney has taken on additional responsibility and tasks while the Director of Public Works is on leave. Also, the CAO has taken on the drinking water and sanitary sewer responsibilities, with the assistance of the Ontario Clean Water Agency (OCWA).

Salary/Wage Administration Policy #58-2013 states that:

*Employees temporarily appointed by the CAO to a position higher than that of their present job for a period exceeding three weeks, except to accommodate vacation leave, may receive an increase in salary as recommended by the CAO and approved by Council.*

With the sharing of duties, instead of appointing one person in an Acting role, it is recommended that the Patrol Supervisor/Drainage Superintendent compensation be increased by one grade until the return of the Director of Public Works.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

The increase in grade will result in an annual increase of approximately \$9,000 pro-rated for the period of time that is applicable. There is sufficient funding in the approved salary budget to cover this expense.

**OTHERS CONSULTED:**

**ATTACHMENTS: n/a**



**ACTION REQUEST**  
Clerk/Deputy CAO

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**To: Mayor and Members of Council**

**Date of Meeting: October 26, 2021**

**Subject: 2022 Council Meeting Schedule**

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**RECOMMENDATION:**

**THAT Council adopt the 2022 Schedule of Regular Council Meetings as presented.**

**BACKGROUND:**

Procedural By-law 2020-19 states a proposed meeting schedule will be presented by the Clerk to Council for approval in October. As per 6.2 of Procedural By-law, Council reserves the right to dispense with or alter the time, day or place of any meeting. Proper notice will be given and changes to this schedule shall be posted on the Township's website.

Given the municipal election for 2022 is scheduled for October 24<sup>th</sup>, meeting dates with \* are tentative. The inaugural meeting for the new Council is December 6, 2021.

January 18	April 5	May 31	September 13	November 29*
February 8	April 19	June 21	September 27	December 6
March 8	May 3	July 12	October 11	December 13
March 22	May 17	August 9	November 8*	

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

**OTHERS CONSULTED:**

**CAO**  
**Deputy Clerk**





## **ACTION REQUEST – BY-LAW**

Planning, Building & Enforcement

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**To: Mayor and Members of Council**

**Date of Meeting: October 26, 2021**

**Subject: By-law No.2021-72 Cannabis Interim Control By-law**

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### **RECOMMENDATION:**

**THAT By-law No. 2021-72 being a By-law to extend Interim Control provisions in By-law 2020-52 which prohibits any new or expanded cultivation, processing or production of cannabis within the Township of North Dundas, subject to certain exceptions, be read and passed in Open Council, signed and sealed this 26<sup>th</sup> day of October, 2021.**

### **BACKGROUND:**

On November 3<sup>rd</sup> 2020, the Council of Township of North Dundas passed By-law No. 2020-52, to impose Interim Control of the use of lands, buildings, and structures within the Township of North Dundas. This by-law was developed to prohibit any new or expanded cultivation, processing or production of cannabis in the Township, subject to certain exceptions.

Currently Health Canada is responsible for issuing licenses and certificates for the growing of cannabis, however municipalities have the authority to regulate cannabis facilities through Zoning By-laws and Site Plan Control. The Township of North Dundas has four older Zoning By-laws which do not adequately address the land use impacts of cannabis cultivation, processing and production. Staff are currently working with the United Counties of SD&G to create a section through an Official Plan Amendment which will address how cannabis facilities are permitted within each municipality. It is anticipated that this Official Plan Amendment will be completed by the spring of 2022.

Under Section 38 of the Planning Act, an Interim Control By-law may be in effect for up to one year, while a land use planning study is completed, with a maximum extension of a second year. Staff are requesting that the Interim Control By-law be amended to extend the Interim Control period for the additional second year, until a planning study is completed by the United Counties and the lower-tier municipalities.

The amended By-law shall not prohibit the cultivation of four (4) plants on any property for personal consumption, and the by-law shall also continue to permit the cultivation, processing, and production on lands zoned industrial.

### **COUNTY OFFICIAL PLAN:**

Section 8.12.8 of the SDG County Official Plan authorizes North Dundas Council to pass

an Interim Control Resolution and By-law. The goal of an Interim Control By-law is for a municipality to review scoped policies and regulations, and bring forth land use policies and regulations to mitigate any negative impacts that could be created by a certain use, in this case cannabis production facilities.

The SDG County Official Plan does not have specific policies that speak to cannabis production. However, the United Counties and its lower tier municipalities are currently conducting a review to include Cannabis production facilities and their permitted uses in specific land designations as an Official Plan Amendment in spring 2022.

**INTERIM CONTROL BY-LAW:**

An Interim Control By-law is a planning tool available to Ontario municipalities under Section 38 of the Planning Act to place a temporary ‘freeze’ on a use of land, “by prohibiting the use of land, buildings or structures within the municipality or within the defined area or areas thereof for, or except for, such purposes as are set out in the by-law”, while the municipality is studying or reviewing its land use policies. The restrictions can only be imposed for one year, with a maximum extension of a second year. Once an Interim Control By-law expires, a subsequent Interim Control By-law may not be imposed on those same land uses for three years.

For the purposes of the Interim Control By-law “Cannabis Production” is defined as follows:

*“Cannabis Production” means any land, building or structure used for growing, producing, cultivation processing, testing, destroying, storing, packaging and/or shipping of cannabis, licenced by Health Canada under the Cannabis Act. A Cannabis Production Facility does not include the growth, production or processing of four or fewer cannabis plants on a lot for personal use and does not include the retailing of cannabis or cannabis products under a retail operator license issued under the Cannabis License Act, 2018.*

The existing Interim Control By-law suspends cannabis production facility development Township-wide, save for the Chesterville Heavy Industrial (M-2) zone, where an application is being sought through Health Canada for a licenced cannabis production facility.

This “freeze” will allow the subsequent land use study to fully evaluate the implications of cannabis production facilities across SD&G County, in particular the Rural and Agricultural zones.

The current Interim Control By-law covers the entire geographic area of North Dundas and will exclude the cultivation of up to 4 plants on any property for personal consumption as permitted in the Cannabis Act.

While the Interim Control By-law is in effect, it will be the responsibility of the Township and County to complete a review on cannabis land use policies in order to include the implementation of policies in the County Official Plan and new regulations in the Township’s Zoning By-laws for cannabis facilities.

If the Interim Control By-law expires prior to Council passing a By-law under Section 34 of the Planning Act, then the provisions of the Zoning By-law that applied prior to the Interim Control By-law will once again apply, and no further Interim Control By-laws for cannabis production will be permitted for the next 3 years.

This Interim Control By-law complies with the Planning Act, the Provincial Policy Statement, 2020, and the SDG County Official Plan.

**COMMUNICATION CONSIDERATIONS:**

As per Section 38(3) of the Planning Act, there are no requirements to provide notice or hold a public meeting prior to the passing of an Interim Control By-law. The Township Clerk shall, in the manner and to the persons and public and containing the information prescribed, give notice of the passing of the amendment to the existing Interim Control By-law within thirty (30) days of the passing of the By-law.

If the By-law for the requested amendment is passed, a notice of passing of an amendment to the Interim Control By-law will be published on the Township website and in local newspapers/media. A public consultation program that includes the statutory public notification and consultation requirements will be undertaken after staff and the United Counties complete a land use review of cannabis production.

**OPTIONS AND DISCUSSION:**

**1. Approve the recommendation** - recommended.

No new cannabis production would be permitted in the Township for an additional one (1) year- with the Interim Control By-law expiring November 3<sup>rd</sup> 2022.

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

Under this option, no action would be taken and the Interim Control By-law would expire permitting cannabis production in any of the Agricultural (AG), Rural (RU), and Heavy Industrial Zones, without zoning performance standards specific to the use. Under the Planning Act, no further Interim Control By-laws for cannabis production would be permitted for 3 years in the Township.

**3. Modify the proposed By-law**- not recommended

Council could exclude all industrial Zones throughout the Township. Not just the Heavy Industrial (M2) Zones in Chesterville.

**FINANCIAL ANALYSIS:**

Anticipated costs include; publication of the Notice of Passing, and staff time to assist in the preparation of a study/review of Cannabis Production land use policies and zoning regulations with the United Counties of SD&G.

**OTHERS CONSULTED:**

Chief Administrative Officer

Chief Building Official

County Planner

Township Solicitor

Municipal By-law Enforcement Officers

Other Municipal Planning Departments with similar by-laws.

**ATTACHMENTS:**

Draft Interim Control By-law No. 2021-72 for Extending the Interim Control Provisions for the Entirety of the Township of North Dundas to Prohibit the Establishment of Cannabis Production and Processing Facilities.

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW No. 2021-72**

***Being a By-law extend Interim Control Provisions for the Entirety of the Township of North Dundas to Prohibit the Establishment of Cannabis Production & Processing Facilities. (Interim Control By-law – Cannabis Cultivation, Processing and Production)***

**WHEREAS** Section 38 (1) of the Planning Act, R.S.O. 1990, as amended, permits the Council of The Corporation of the Township of North Dundas to pass an Interim Control By-law where Council has directed that a review or study be undertaken in respect of land use planning policies and regulations within the municipality or defined area or areas thereof;

**AND WHEREAS** Section 38 (2) of the Planning Act, R.S.O. 1990, as amended, permits the council of a municipality to amend an Interim Control By-law to extend the period of time during which it will be in effect, provided the total period of time does not exceed two years from the date of passing of the Interim Control By-law;

**AND WHEREAS** the Council of the Corporation of the Township of North Dundas passed By-law No. 2020-52 on November 3<sup>rd</sup> 2020 which prohibited the establishment of Cannabis Production and Processing Facilities until November 3<sup>rd</sup> 2021, in order to permit a policy review and zoning provisions review for the establishment of cannabis production and processing facilities;

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

- 1.0** Interim Control By-law No. 2020-52, is hereby amended by repealing Section 6.0 and replacing it with the following:
  - 6.0** This By-law shall come into force and take effect immediately upon the final passing thereof by Council and shall be in effect until 11:59 p.m. local time on the 3<sup>rd</sup> day of November, 2022 unless repealed by Council at an earlier date in accordance with the provisions of the Planning Act, RSO,1990, c.P.13, as amended.
- 2.0** All other provisions of the Interim Control By-law No.2020-52 shall continue to apply.
- 3.0** This By-law shall come into force and take effect immediately upon the final passing thereof by the Council and shall be in effect until 11:59 p.m. local time on the 3<sup>rd</sup> day of November 2022, unless otherwise repealed in accordance with the provisions of the Planning Act R.S.O 1990, c.P 13, as amended.

**READ and passed in Open Council, signed and sealed this 26<sup>th</sup> day of October, 2021.**

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MAYOR

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CLERK



## **ACTION REQUEST – BY-LAW**

Finance

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**To: Mayor and Members of Council**

**Date of Meeting: October 26, 2021**

**Subject: By-law No. 2021-76 Infrastructure Ontario Loans**

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### **RECOMMENDATION:**

**THAT By-law No. 2021-76, being a By-law to approve the submission of an application to Ontario Infrastructure and Lands Corporation (“OILC”) for the long-term financing of certain capital works of the Township of North Dundas; and to authorize the entering into a rate offer letter agreement pursuant to which the Municipality will issue debentures to OILC, be read and passed in Open Council, signed and sealed this 26<sup>th</sup> day of October, 2021.**

### **BACKGROUND:**

As part of the 2021 Public Works budget, \$3,450,000 was allocated for the capital project of improving 15 municipal roads. This improvement was completed on October 5<sup>th</sup>, and consisted of resurfacing stretches of roadway from tar and chip to asphalt. As a separate capital project, \$400,000 was budgeted for the repair, improvement, or replacement of guiderails at 19 locations along 15 municipal roads.

The Capital Roadways and Guiderails Improvement projects, at a total cost of \$3,850,000. is budgeted to be financed as follows:

Taxation Revenue	\$318,110.00
Reserves	\$299,326.00
Development Charges	\$270,000.00
Anticipated Donations	\$330,000.00
Gas Tax	\$357,684.00
Senior Grants	\$274,880.00

This accumulates to a total of \$1,850,000. We have applied for a loan with Infrastructure Ontario for the remaining \$2,000,000. In order to proceed with the loan, should the Township’s application be accepted, we require a by-law that authorizes the Township to borrow from the Ontario Infrastructure and Lands Corporation. The attached draft by-law has been drafted using a template provided by Infrastructure Ontario, as part of the loan application, and therefore, will be considered suitable by Ontario Infrastructure to proceed.

### **OPTIONS AND DISCUSSION:**

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

2. **Do not adopt the by-law** – not recommended as the Township will be required to find financing for the \$2,000,000 from other sources.

**FINANCIAL ANALYSIS:**

The Annual Debt Repayment Limit for the Municipality, based on information reported to the Province of Ontario for 2020, has been calculated by the Ministry of Municipal Affairs and Housing to be \$2,635,088. Therefore, the loan that has been applied for does not exceed the Municipality's repayment limit.

The Ontario Infrastructure loan is a serial 10-year loan with an interest rate of 2.20%. We will be repaying this loan through revenue generated from future taxation.

**OTHERS CONSULTED:**

Treasurer  
Deputy Treasurer  
Roads and Drainage Superintendent  
Infrastructure Ontario

**ATTACHMENTS:**

Draft By-law No. 2021-76

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BY-LAW NO. 2021-76

***Being a By-law to approve the submission of an application to Ontario Infrastructure and Lands Corporation (“OILC”) for the long-term financing of certain capital works of the Township of North Dundas; and to authorize the entering into of a rate offer letter agreement pursuant to which the Municipality will issue debentures to OILC.***

**WHEREAS** the *Municipal Act, 2001* (Ontario), as amended, (the “**Act**”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** the Council of the Municipality has passed the by-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law (“**Schedule “A”**”) authorizing the capital works described in column (2) of Schedule “A” (“**Capital Works**”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A” , subject in each case to approval by OILC of the long-term financing for such Capital Works requested by the Municipality in the Application as hereinafter defined;

**AND WHEREAS** before the Council of the Municipality approved the Capital Works in accordance with section 4 of Ontario Regulation 403/02 (the “**Regulation**”), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “**Updated Limit**”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “**Authorized Expenditure**” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Local Planning Appeal Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Municipality;

**AND WHEREAS** subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

**AND WHEREAS** the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

**AND WHEREAS** OILC has invited Ontario municipalities desirous of obtaining long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

**AND WHEREAS** the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be to request financing for the Capital Works by way of long-term borrowing through the issue of debentures to OILC, substantially in the form of Schedule “B” hereto and forming part of this By-law (the “**Application**”);

**AND WHEREAS** OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be.



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

- 1.0** The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer, or the CAO in the absence of the Treasurer, of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the long-term financing of the Capital Works in the maximum principal amount of \$2,000,000, with such changes thereon as such authorized official may hereafter, approve such execution and delivery to be conclusive evidence of such approval.
- 2.0** The Mayor and the Treasurer, or the CAO in the absence of the Treasurer, are hereby authorized to execute and deliver for and on behalf of the Municipality the Rate Offer Letter Agreement under the authority of this By-law in respect of the Capital Works on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
- 3.0** The Subject to the terms and conditions of the Rate Offer Letter Agreement, the Mayor and the Treasurer, or the CAO in the absence of the Treasurer, are hereby authorized to long-term borrow for the Capital Works and to issue debentures to OILC on the terms and conditions provided in the Rate Offer Letter Agreement (the "Debentures"); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
- 4.0** In accordance with the provisions of section 25 of the Ontario Infrastructure and Lands Corporation Act, 2011, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures (the "Obligations") and to pay such amounts to OILC from the Consolidated Revenue Fund
- 5.0** For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Debentures issued pursuant to the Rate Offer Letter Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
- 6.0**
  - 6.1** The Mayor and the Treasurer, or the CAO in the absence of the Treasurer, are hereby authorized to execute and deliver the Rate Offer Letter Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the terms and conditions that apply to the Municipality as set out in the Rate Offer Letter Agreement and to perform the Obligations of the Municipality under the Debentures, and the Treasurer, or the CAO in the absence of the Treasurer, is authorized to affix the Municipality's municipal seal to any such documents and papers.
  - 6.2** The money realized in respect of the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to the issue of the Debentures, if any, shall be apportioned

and applied to the respective Capital Work and to no other purpose except as permitted by the Act.

**7.0** This By-law takes effect on the day of its passing.

**READ and passed in Open Council, signed and sealed this 26<sup>th</sup> day of October, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**Schedule "A"**  
**By-Law No. 2021-76**  
**(Capital Works)**

(1)	(2)	(3)	(4)
<u>By-Law Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
2021-24	Resurfacing stretches of roadway on 15 Municipal roads from LCB (tar and chip) to HCB (asphalt). These roads consisted of Nesbitt Road, Forward Road, Nation Valley Road, Kerr's Ridge Road, Levere Road, Cameron Road, Silver Fox Crescent, Wincrest Industrial Avenue, St. John Street, Sandy Row, Clarence Street, Christina Crescent, Loughlin Ridge Road, Clark Road, and Crump Road.	\$3,450,000	\$1,600,000
2021-24	Repairs and upgrades to guiderails at 19 locations within the Township.	\$400,000	\$400,000

## Schedule "B" By-Law No. 2021-76



### Webloans Loan Application PDF

Application for

#### Projects

SIT Project ID	Project Name	Construction/Purchase Start	Construction/Purchase End	Project Cost	OILC Loan Amount
1 0	Capital Roadways and Guiderails Improvement	06/04/2021	10/05/2021	\$3,850,000.00	2,000,000.00

#### Details of Project Capital Roadways and Guiderails Improvement

**Project Category**

**Project Name**

**Construction/Purchase Start**

**Construction/Purchase End**

**Energy Conservation**

**Project Address 1**

**Project Address 2**

**City / Town**

**Province**

**Postal Code**

**Description**

**Comments and/or Special Requests**

**Project Life Span (Years)**

#### Project Financial Information

Project Cost (A)

**Other Project Funding / Financing (B):**

Description	Timing	Amount
Reserves	Existing	\$299,326.00
Senior Grants	Existing	\$274,880.00
Donations	Expected	\$330,000.00
Gas Tax	Existing	\$357,684.00
Development Charges	Existing	\$270,000.00
Taxation Revenue	Expected	\$318,110.00
<b>Other Project Funding/Financing Total (B)</b>		<b>\$1,850,000.00</b>
<b>OILC Loan Amount (A-B)</b>		<b>\$2,000,000.00</b>

Only include long-term borrowing in this section. If you anticipate that you will require short-term financing during the construction phase of the project, the information will be gathered as part of the Financing Agreement.

Required Date	Amount	Term	Type
12/15/2021	\$2,000,000.00	10	Serial
<b>Long-term Borrowing Total</b>	<b>\$2,000,000.00</b>		

**Debt and Re-payments Summary**

Has there been any new/undisclosed debt acquired since last FIR was submitted?  Yes  No

Please describe any re-financing plans for any existing "interest only" debt, if applicable.

**Non Re-payments of Loans or Debenture**

In the last 10 years, has the borrower ever failed to make a loan payment or debenture repayment on time to any lender, including the Provincial Government?

If yes, please provide details.

**OILC Loan Repayment Information**

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

Taxation	100.00
User Fees	0.00
Service Charges	0.00
Development Charges	0.00
Connection Fees	0.00
Repayment Subsidies	0.00
Other	<input type="text"/>
	<input type="text"/>
<b>Total</b>	<b>100.00%</b>

## Documentation and Acknowledgements

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

**Please note: OILC retains the right to request and review any additional information or documents at its discretion.**

### **Confidential Information**

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.

## Infrastructure Ontario

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## **ACTION REQUEST – BY-LAW**

Clerk/Deputy CAO

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**To: Mayor and Members of Council**

**Date of Meeting: October 26, 2021**

**Subject: By-law No. 2021-75**

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### **RECOMMENDATION:**

**THAT By-law No. 2021-75, being a By-law to approve the use of the Internet/Telephone alternative voting method for the 2022 Municipal Election being held on Monday, October 24, 2022 be read and passed in Open Council this 26th day October, 2021.**

### **BACKGROUND:**

The *Municipal Elections Act* (MEA), provides the statutory authority for the Municipal Clerk to prepare for and conduct municipal elections. The MEA authorizes municipal councils to pass by-laws authorizing the use of alternative voting methods and vote counting equipment on or before May 1st of the year preceding an election. In addition, the Clerk is required to have procedures and forms related to alternative voting and vote counting equipment in place by December 31<sup>st</sup> of the year preceding an election.

Since 2003 Municipal Elections have been conducted through the internet and telephone method of voting. The public have responded well to the “new” voting methods. The ability to vote from the comfort of one’s home or workplace has significantly increased voter turnout. The internet and telephone method of voting also proves popular with the younger sector of the electorate.

In 2018, 3159 electors voted by internet and 918 electors by telephone out of the 8321 eligible electors; noting the vote consisted of 1 office for Mayor, 1 office for Deputy Mayor, offices for Councillor along with School Board Trustee elections.

Township of North Dundas Staff were pleased to assist our senior population and those individuals requiring help to vote. We established voting kiosks at our municipal office. Arrangements were made with Dundas Manor, Garden Villa and the Nor Dun Senior Support Center to assist residents with voting. We will be most pleased to do this again, as the residents appreciated the opportunity to cast their vote from their residence.

From an accessibility and inclusive perspective, internet and telephone voting enable all North Dundas residents who are eligible the opportunity to vote.

**DISCUSSION:**

The proposal for the 2022 Municipal Election is to once again provide a totally integrated electoral system that enables an elector to choose between internet or telephone voting.

Some of the benefits and features of an integrated voting system include the ability to vote any time (24 hours a day) and from anywhere during the voting period. The voting period can be extended over a number of days to provide greater flexibility for electors, not having to make travel arrangements to a polling station, less impact on turnout as a result of bad weather, and the need for fewer election staff and reduced training.

The past elections have been jointly administered by municipalities of SD&G. The Policy and Procedure Manual that has been developed during the previous elections for telephone/internet voting has been used and revised throughout the province. Eastern Ontario has been the leader for the use of technology during municipal elections.

As previously noted, there are a number of companies offering alternate voting services for the 2022 Election. Once again, SD&G Election Officials will work together to continue to research prospective vendors to secure the best possible service and price. We are currently working on a Request for Proposal to source a service provider.

I am respectfully asking Council to once again authorize the use of the Internet/Telephone alternative voting method for the 2022 Municipal Election being held on Monday, October 24, 2022.

**OPTIONS AND DISCUSSION:**

1. **Adopt the By-law as presented** – recommended.
2. **Do nothing** – not recommended. By-laws authorizing the use of Alternative Voting Method must be passed on or before May 1<sup>st</sup>.

**FINANCIAL ANALYSIS:**

Each non-election year, dollars are allocated to an election reserve. This reduces the burden to taxpayers during an election year. The current balance in this reserve is \$27,276.12.

**OTHERS CONSULTED:**

SDG Clerks  
Deputy Clerk

**ATTACHMENTS:**

By-law No. 2021-75



**THE CORPORATION OF THE TOWNSHIP OF NORTHDUNDAS**

**BY-LAW NO. 2021- 75**

***A By-law to authorize voting by internet and telephone for the 2022 Municipal Election.***

**WHEREAS** *the Municipal Act, 2001*, as amended, authorizes municipal power, including a Township’s capacity, rights, powers and privileges shall be exercised by By-law unless the Township is specifically authorized to do otherwise;

**AND WHEREAS** *the Municipal Elections Act*, as amended, provides that council of a local Township may pass By-laws authorizing the use of voting and vote-counting equipment such as voting machines, voting records or optical scanning vote tabulators and authorizes electors to use alternative voting methods that do not require electors to attend at a voting place in order to vote;

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

- 1.0** That Council hereby authorizes the use of telephone and internet voting as alternative voting methods that do not require electors to attend at a voting place in order to vote.
- 2.0** That any person, corporation or trade union guilty of corrupt practice or contravention of the provisions of the *Municipal Elections Act, 1996* may be prosecuted pursuant to the provisions of the *Municipal Elections Act, 1996*, Sections 89 to 94 inclusive.
- 3.0** That this By-law shall take effect on the date of passing thereof.
- 4.0** That any By-law inconsistent to this By-law is hereby repealed.

**READ and passed in Open Council, signed and sealed this 26<sup>th</sup> day of October, 2021.**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**



## **ACTION REQUEST – BY-LAW**

Planning, Building & Enforcement

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**To: Mayor and Members of Council**

**Date of Meeting: October 26, 2021**

**Subject: By-law No. 2021-74**

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### **RECOMMENDATION:**

**THAT By-law No. 2021-74 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 Fortier Stark Industrial Inc. be read and passed in Open Council, signed this 26<sup>th</sup> day of October, 2021.**

### **BACKGROUND:**

On May 21, 2021 Fortier Stark Industrial Inc. (FSI Welding) submitted a signed application for Site Plan Control for Part 1 on Reference Plan 8R5723 (PIN# 661500537). On March 9, 2021 North Dundas Council confirmed the water capacity and sewer allocation for this development (1 unit).

South Nation Conservation issued a Section 59 Clearance Notice on August 10, 2020, for the zoning by-law amendment, consent, site plan control application and building permit for a proposed welding and fabrication facility. South Nation is also reviewing and approving the stormwater reports. There are some minor outstanding items and questions that have to be addressed by FSI's consulting engineering firm. These are expected shortly.

The site plan control group has reviewed the proposed site plan. A site plan agreement is being prepared for signature. Attached is a by-law authorizing the Mayor and Clerk to sign the Site Plan Agreement once it is finalized. The applicants (FSI Welding) would like to start with the foundation this fall before the snow flies.

### **OPTIONS AND DISCUSSION:**

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

### **FINANCIAL ANALYSIS:**

Costs associated with registering the site plan agreement are covered by the applicant under the agreement. This is a new industrial business for the Township of North Dundas. New employment positions and associated spin-offs are anticipated. Once constructed, the Township will receive new annual industrial tax revenue.

**OTHERS CONSULTED:**

Site Plan Control Group  
South Nation Conservation  
United Counties of Stormont, Dundas and Glengarry  
Source Water Protection Risk Management Official  
Ontario Clean Water Agency  
CBO

**ATTACHMENTS:**

Draft By-law No. 2021-74

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW No. 2021-74**

***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 Fortier Stark Industrial Inc.***

**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 legally described as Part of Block 7, Plan #34, being Part 1 on Plan 8R5723, Geographic Village 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 Fortier Stark Industrial Inc. for PIN# 661500537.
- 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 26th day of October, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



**KEY INFORMATION**  
Chief Administrative Officer

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**To: Mayor and Members of Council**

**Date of Meeting: October 26, 2021**

**Subject: Remembrance Day**

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At the September 14<sup>th</sup> Council meeting, there was discussion regarding Remembrance Day and some Council members indicated an interest in finding a way to permit employees to attend a service on Remembrance Day, without having to take time off. Currently employees who are scheduled to work on Remembrance Day are required to use a vacation day or other earned leave for time away from work to attend a service.

For South Stormont, South Glengarry, South Dundas and North Stormont municipalities, Remembrance Day is a day off for employees. SDG County allows staff time off to attend a service, either in person, or on-line.

Options:

- 1) Recognize Remembrance Day as a statutory holiday for North Dundas employees.
- 2) Grant all employees a half a day off on Remembrance Day, to allow them to attend a service.
- 3) Allow employees who request to leave work to attend a Remembrance Day service, up to a couple of hours to attend the service, if scheduling permits.
- 4) Status quo – Remembrance Day is a working day and staff are encouraged to attend a service on the weekend or on their day off.

If Council wants to all either the full day off, or a half a day off, the Township's statutory holiday policy will be brought to the next Council meeting for revision.



## **MONTHLY ACTIVITY SUMMARY**

Planning, Building & Enforcement

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**To: Mayor and Members of Council**

**Date of Meeting: October 26, 2021**

**Subject: MAS – Planning, Building and Enforcement**

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### **PLANNING:**

- Received two (2) new severance applications, performed site visits and provided comments to the Counties.
- Issued one (1) compliance report. Responded to various zoning, minor variance and severance inquiries from landowners.
- Received, reviewed, and presented a minor variance application for side yard setback relief from 2.0 metres to 12. metres.
- Meet with two potential applicants for Zoning amendments.
- Attended a meeting in Cornwall regarding two proposed severances and access to a proposed subdivision development in Morewood.
- Advertised for vacant planning position. Fifteen applications were received.
- Met with an architect representing Lactalis latest plant expansion plans.
- Provided background documents for the Development Charge Study. Coordinated information requests with the Consultant.
- Worked on County Official Plan Appeal.
- Met with local farmer regarding his expansion plans.
- Prepared RFP for new vehicle for the Building Department. Tender documents were sent out to over fifteen (15) local dealerships and posted on the Township website. Only two bids received, neither meet the tender specifications. Supply appears to be a significant issue due to part shortages.

**BUILDING:**

- Jacob attended the Annual Meeting & Training Sessions with the Ontario Building Officials Association; Virtually.
- Set fines were approved for the North Dundas Hydrant By-Law 2021-55.
- Set fines were applied for Road Cuts By-Law 2021-56
- Set fines applied for the Entranceway By-Law 2021-64
- The building department has performed 1206 inspections to date this year.
- Month End stats are submitted to MPAC, TARION and STATS CAN and summarized as follows:

<b>Building Department</b>	<b>Sept. 2021</b>	<b>Sept. 2020</b>	<b>Sept. 2019</b>	<b>Sept. 2018</b>	<b>Sept. 2017</b>	<b>Sept. 2016</b>
Permits Issued:	<b>21</b>	<b>35</b>	<b>25</b>	<b>11</b>	<b>15</b>	<b>16</b>
New Dwellings	<b>6</b>	<b>23</b>	<b>10</b>	<b>0</b>	<b>2</b>	<b>4</b>
Value of Permits:	<b>\$2,888,900</b>	<b>\$3,201,780</b>	<b>\$3,706,000</b>	<b>\$275,900</b>	<b>\$2,747,500</b>	<b>\$2,694,771</b>
Building Permit Fees:	<b>\$11,185</b>	<b>\$24,459</b>	<b>\$25,957</b>	<b>\$1,924</b>	<b>\$6,250</b>	<b>\$14,946</b>
Development Charges:	<b>\$22,644</b>	<b>\$71,616</b>	<b>\$47,771</b>	<b>\$4,648</b>	<b>\$5,839</b>	<b>\$16,814</b>

## **BY-LAW ENFORCEMENT:**

- 1 Parking Penalty Notice issued, 3 Parking warnings issued
- 6 new By-law Complaints received: 1 Clean Yards, 1 Zoning, 2 Drainage, 1 Open Air Burn & 1 issue concerning water being pumped from protected wetlands.
- Clean Yards: Properties have been inspected and no properties required a cut this month.
- 3 Pool enclosure permits issued, inspected and closed.
- We are experiencing an increase in the number of residents asking for “Children at Play” signs in various areas around the township.
- Parking issues around the school, lines to be painted and signage to be erected so enforcement can begin.

## **Dogs:**

- 1 Dog bite issue that occurred earlier this year, was served a summons to appear for a 1<sup>st</sup> appearance date (September). Courts re-enforced the Order that By-Law had issued.
- 1 Property has an unlicensed dog kennel with 12 hunting dogs, they are unable to obtain a kennel license due to the proximity to another dwelling.

## **Property Standards**

- Property Standards issues have been on the forefront again this month. An Order issued last month is being complied with and the owner is having the building demolished and removed by the October date.
- There are still multiple issues of people living in trailers. We are working with the owners and tenants to get individuals/occupants into proper housing before the cold months.



**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW No. 2021-77**

***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 Special, Regular and In Camera Meetings held on October 12<sup>th</sup> and October 18<sup>th</sup>, 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 October 26<sup>th</sup>, 2021 in respect of each motion, resolution and other action taken by the Township of North Dundas at its meeting are, except where the prior approval of the Ontario Land Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
- 3.0** That where no individual By-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Township of North Dundas in the above-mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Township of North Dundas.
- 4.0** That the Mayor and Members of Council of the Township of North Dundas are hereby authorized and directed to do all things necessary to give effect to the said action of the Township of North Dundas to obtain approvals where required and except as otherwise provided, the Mayor, or in the absence of the Mayor the alternate Head of Council, and the Municipal Clerk, or in the absence of the Municipal Clerk, the Deputy Clerk, are hereby directed to execute all documents necessary on behalf of the Township of North Dundas.

**READ and passed in Open Council, signed and sealed this 26th day of October, 2021.**

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MAYOR

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CLERK